

LAKWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

April 16, 2024

5:30 PM

- I. CALL TO ORDER/ROLL CALL
 - A. Additions/Corrections to Agenda
- II. SECRETARY'S REPORT
 - A. Approval of February 20, 2024 minutes
- III. PERIOD FOR PUBLIC EXPRESSION (no more than 3 minutes per person)
- IV. TREASURER'S REPORT
- V. DIRECTOR'S REPORT
 - A. Program Report
- VI. STANDING COMMITTEE REPORTS
 - A. Library Development Committee
 - 1. Annual Appeal
 - 2. Fall fundraiser
 - 3. May book sale
 - 4. Give Big
 - B. Executive Committee
 - C. Grounds and Facilities Committee
- VII. OLD BUSINESS
 - A. 259
- VIII. NEW BUSINESS
 - A. Meeting Room Use Policy
 - 1. After hours meetings
 - B. Patron Conduct Policy
 - C. Security Cameras
- IX. PERIOD FOR PUBLIC EXPRESSION (no more than 3 minutes per person)
- X. ADJOURNMENT

LAKWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
February 20, 2024
5:30 PM

I. CALL TO ORDER/ROLL CALL

Mary McCague called the meeting to order at 5:26 p.m.

A. Additions/Corrections to Agenda

Discussion of Mary McCague's term of office will be added to New Business.

B. Present

1. Mitch Klein
2. Mary Seger
3. Mary McCague (Vice President)
4. Chris Swanson (Secretary)
5. Maria Malmström
6. Shannon Taylor (Director)
7. Nicholas Spry
8. Paul Andrews
9. Lynn Kinnear

II. BOARD ELECTION

Paul Andrews made a motion to elect Mitch Klein as Treasurer. The motion was seconded by Lynn Kinnear and passed unanimously.

Paul Andrews made the following motion: Be it resolved that the signers for any and all Northwest accounts for the Lakewood Memorial Library are Nancy Padak and Mitch Klein. Heidi Schwab is no longer authorized for this purpose.

The motion was seconded by Mary Seger and passed unanimously.

III. SECRETARY'S REPORT

Mitch Klein made a motion to accept the December 7, 2023 minutes, seconded by Maria Malmström.

IV. TREASURER'S REPORT

No report

V. DIRECTOR'S REPORT

Staff Evaluations have been completed successfully. Attendance and circulation numbers for January exceed previous years substantially.

There is a decrease of \$430.77 in local tax income to the library for 2024 due to the reassessment of the Chautauqua Mall.

VI. STANDING COMMITTEE REPORTS

A. Library Development Committee

The library received an additional ~\$600 from the previous annual appeal.

The gala will return for 2024, with a target of the 3rd weekend of September. A committee will be formed, to meet prior to the next board meeting. Nicholas Spry offered to co-chair if he is paired with someone who has previous experience planning the Gala.

The next book sale will be held May 9th-11th.

VII. OLD BUSINESS

Information on the 259 campaign is being finalized, to be made available to the public in March.

VIII. NEW BUSINESS

Mary Seger made a motion to approve the 2023 Annual Report with the discussed amendments. Lynn Kinnear seconded the motion, and it passed unanimously.

Since the December meeting, it has been realized that Mary McCague has exceeded the term limits set by the LML Bylaws.

Paul Andrews made the following motion: The board acknowledges that having Mary continue to serve was done in error. For board continuity, she will serve through the end of June 2024, as she is willing to do, and a new board member will be appointed to fill the remainder of the term and will be eligible to start their first full term in July 2025.

The motion was seconded by Mitch Klein and passed unanimously.

IX. ADJOURNMENT

The meeting was adjourned at 6:07 p.m.

Donelle and I attended Southwestern Elementary STEAM Night in March, and we received many compliments with one teacher even saying she thought it was the most popular table there. We had over 200 kids and parents stop by our table and make pom pom launchers out of cups and balloons. This outreach opportunity helped us advertise our fun kids' programs and welcome new library patrons.

Library Use (*See appendix for detailed statistics and year comparisons.*)

Our library use has been great this first quarter. Our circulation, visits, and program numbers are remaining consistently higher than the same month of last year. Harry Potter Club and Physics Fridays have become very popular, seeing greater than 20 participants in one session. Story times have also been growing significantly. We broke our OverDrive/Libby circulation record again in March, which we had only just set in January. Computer use is also remaining higher than the average of last year's use. This seems promising for our library use to surpass last year's numbers.

Collection Development and Maintenance

We continue routine weeding and adding to our collection. We completed the weeding of the Adult Nonfiction collection, removing outdated information. We will be emphasizing this section with our lease plan and purchasing to improve the collection.

Financial Matters (*Budget vs Actuals Financial Reports attached*)

The building repair expenditures were for a light fixture repair and HVAC repair. The overage in miscellaneous includes grant funded makerspace purchases and additional giant magnet tiles. We also have spent more on programs than budgeted, but this has contributed to their success. We have set out another donation jar designated for programs, and that has been receiving many new donations. We have submitted two grant requests that are awaiting decisions. If awarded, these should put us on track for our donations/grants revenue.

Progress on Strategic Plan Goals

READ: three book clubs and four story time sessions, continuous branding and marketing of programs, routine collection development and maintenance

GROW: art workshops, new programs added, bilingual story time for children, ESOL lessons partnering with Literacy Volunteers, makerspace activities

SERVE: improved physical space, security cameras installed, developed homeschool program, webinars/workshop opportunities provided to staff

MEET: monthly program for environmental awareness, Mango Languages, partnerships with many community organizations for programs, educational programming, outreach with Southwestern Elementary STEAM Night

EXPLORE: regularly update website/social media content, computer classes, makerspace, 3D printer

Shannon Taylor, Library Director

Appendix

Library Visits:

Month	2024	2023	2022	2021
January	2,450	1,400	1,388	1,057
February	2,131	1,669	450	1,102
March	2,545	2,433	0	1,508
April		1,964	0	1,419
May		2,312	0	2,050
June		2,416	0	1,761
July		2,245	0	2,459
August		2,699	0	1,945
September		2,166	1,050	1,893
October		2,507	1,400	1,440
November		2,116	1,300	1,332
December		1,886	1,480	1,474
Total:	7,126	25,813	7,068	19,440

New Registrations:

Month	2024	2023	2022	2021
January	6	13	5	8
February	7	12	1	6
March	17	30	0	11
April	0	17	2	10
May	0	17	0	6
June	0	33	3	8
July	0	27	1	16
August	0	24	0	18
September	0	25	10	8
October	0	12	14	18
November	0	14	18	4
December	0	4	7	8
Total:	30	228	61	121

Circulation:

Month	2024	2023	2022	2021
January	2,696	1,665	1,436	1,654
February	1,989	1,491	470	1,681
March	2,439	2,100	0	2,023
April	0	1,509	0	1,497
May	0	1,765	0	1,533
June	0	2,119	0	1,893
July	0	2,169	0	2,143
August	0	2,534	0	1,939
September	0	2,138	796	1,552
October	0	2,283	1,198	1,859
November	0	2,111	1,235	1,591
December	0	1,995	1,151	1,407
Total:	7,124	23,879	6,286	20,772

OverDrive/Libby Circulation:

Month	2024	2023	2022	2021
January	450	391	304	305
February	405	368	322	269
March	458	376	349	320
April		354	320	288
May		375	339	290
June		383	300	280
July		389	310	295
August		433	348	309
September		378	341	302
October		404	338	332
November		359	363	369
December		335	362	300
Total	1313	4,545	3,996	3,659

Computer Use:

Month	2024	2023	2022	2021
January	200	171	164	123
February	209	170	24	173
March	193	189	0	190
April		159	0	223
May		200	0	212
June		162	0	295
July		153	0	194
August		190	0	186
September		164	52	165
October		191	120	187
November		158	97	144
December		140	122	172
Total:	602	2,047	579	2,264

Programs:

Month	2024	2023	2022	2021
January	344	167	109	6
February	397	262	59	41
March	660	546	0	66
April	0	272	512	67
May	0	211	12	41
June	0	663	46	54
July	0	293	10	36
August	0	528	237	59
September	0	409	59	144
October	0	532	246	155
November	0	348	252	102
December	0	393	391	101
Total	1,401	4,624	1,933	872

January - March 2024 Budget vs Actual

	Actual	Budget	\$ Variance
Revenues and Other Support			
SWCS 259	\$ 138,569.23	\$ 139,000.00	\$ (430.77)
Local Library Services Aid	\$ 239.10	\$ 600.00	\$ (360.90)
Chautauqua-Cattaraugus Library System	\$ 948.75	\$ 1,250.00	\$ (301.25)
Donations/Grants/Memorials	\$ 3,732.67	\$ 6,000.00	\$ (2,267.33)
Fundraising	\$ 675.00	\$ -	\$ 675.00
Library Charges	\$ 431.45	\$ 450.00	\$ (18.55)
Book Sale/Other Receipts	\$ 195.00	\$ 285.00	\$ (90.00)
Transfers from Investment Account	\$ -	\$ -	\$ -
Total revenues and other support	\$ 144,791.20	\$ 147,585.00	\$ (2,793.80)
Expenses			
Staff wages	\$ 30,449.99	\$ 30,983.28	\$ (533.29)
Taxes/Benefits/Insurance	\$ 4,679.25	\$ 5,013.63	\$ (334.38)
Building Repair	\$ 868.37	\$ -	\$ 868.37
Utilities/Property Maintenance	\$ 3,137.00	\$ 3,225.00	\$ (88.00)
Office Supplies	\$ 201.31	\$ 300.00	\$ (98.69)
Telecommunications	\$ 239.92	\$ 249.00	\$ (9.08)
Professionals	\$ 245.00	\$ 450.00	\$ (205.00)
Equipment & Repair	\$ 384.21	\$ 555.00	\$ (170.79)
Library Materials	\$ 11,402.08	\$ 11,300.00	\$ 102.08
Programs	\$ 670.94	\$ 300.00	\$ 370.94
Fundraising	\$ -	\$ 600.00	\$ (600.00)
Miscellaneous	\$ 826.54	\$ 525.00	\$ 301.54
Total expenses	\$ 53,104.61	\$ 53,500.91	\$ (396.30)
Net operating income (loss)	\$ 91,686.59	\$ 94,084.09	\$ (2,397.50)

February 2024 Program and Outreach Report: Melanie Smith

Adult Programs:

Program Name	Date/Frequency	Attendance	Notes
Art Workshop	Monthly	5	Blackout Poetry with Melanie
Literacy Volunteers	3X per week	12	
Natural History Book Club	Monthly	2	
Scrabble Club	Weekly	12	
Third Tuesday Book Club	Monthly	7	
Tolkien Reader Book Club	2X per month	7	
Tanglewood Group Info Session	Occasional	8	
TOTAL ADULT ATTENDANCE:		53	

Teen/Young Adult Programs (12-17):

Program Name	Date/Frequency	Attendance	Notes
Teen Game Night	monthly	6	
TOTAL TEEN/YOUNG ADULT ATTENDANCE:		6	

Children's (Birth – 5years) Programs:

Program Name	Date/Frequency	Attendance	Notes
Babies at the Library	Weekly	33	
Bilingual Storytime	weekly	13	
Story Times	2x per week	71	
TOTAL CHILDRENS BIRTH – 5 ATTENDANCE:		117	

Children's (6-11 years) Programs:

Program Name	Date/Frequency	Attendance	Notes
Books Come Alive	2x per month	6	
Harry Potter Club	monthly	27	
Home Schoolers	Weekly	11	
Maker Monday	2x per month	18	
Physics Friday	monthly	21	
Tales to Tails	weekly	16	
Tinker Tuesday	weekly	33	
TOTAL CHILDREN'S (6-11) ATTENDANCE:		132	

General Programs:

Program Name	Date/Frequency	Attendance	Notes
Family Movie Night	monthly	9	
Pajama Story Time	monthly	2	
Wild Wednesday	monthly	28	Oology
TOTAL GENERAL PROGRAM ATTENDANCE:		39	

One -on-One Help Sessions: 2

TOTAL FEBRUARY 2024 PROGRAM ATTENDANCE: 347

March 2024 Program and Outreach Report

Adult Programs:

Program Name	Date/Frequency	Attendance	Notes
Art Workshop	monthly	6	Paper flowers with Jordyn
Emotion Code Workshop	occasional	7	
Literacy Volunteers	3x per week	11	
Natural History Book Club	monthly	3	
Scrabble Club	weekly	6	
Third Tuesday Book Club	monthly	6	
Tolkien Reader Book Club	2x per month	8	
TOTAL ADULT ATTENDANCE:		47	

Teen/Young Adult Programs (12-17):

Program Name	Date/Frequency	Attendance	Notes
Teen Game Night	monthly	11	
TOTAL TEEN/YOUNG ADULT ATTENDANCE:		11	

Children's (Birth – 5years) Programs:

Program Name	Date/Frequency	Attendance	Notes
Babies at the Library	weekly	41	
Bilingual Story Time	weekly	5	
Story Times	2x per week	69	
TOTAL CHILDRENS BIRTH – 5 ATTENDANCE:		115	

Children's (6-11 years) Programs:

Program Name	Date/Frequency	Attendance	Notes
Books Come Alive	2x per month	13	
DASH Robot Games	Occasional	14	
Harry Potter Club	Monthly	35	
Home Schoolers	Weekly	8	
Maker Monday	2x per month	5	
Physics Friday	Monthly	16	
STEAM Saturday	Monthly	15	
Southwestern STEAM Night	Annual	223	
Tales to Tails	Monthly	2	
Tinker Tuesday	Weekly	29	
TOTAL CHILDREN'S AGES 6-12 ATTENDANCE:		365	

General Programs:

Program Name	Date/Frequency	Attendance	Notes
Family Movie Night	monthly	34	WISH
Pajama Story Time	monthly	16	
SWCSD Gallery Reception	annual	45	
TOTAL GENERAL PROGRAM ATTENDANCE:		95	

One -on-One Help Sessions: 15

TOTAL MARCH 2024 PROGRAM ATTENDANCE: 633

Highlights and Planning:

- Applied for grant to fund art workshops for another program year (starting in June).
- Applied for grant to fund resources for Early Literacy Programs (Babies @ Library, Story Times)
- Two teen staff (paid by CHQ Works) on board through August to help with operations, programs, and anything else.
- LML will participate in Lakewood Farmers and Artisans Market again late June- mid-August (moved back into village).
- Planning has begun for Summer Reading Program 2024

See website and April Programs and Events Calendars for current and upcoming offerings!