

AGENDA

Meeting of the Board of Trustees of the Massena Public Library

January 09th, 2024

4:15pm @ Massena Public Library

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes for December 14 Meeting & December 22 Special Meeting
- IV. Public Comment
- V. Unfinished Business
 - a. New Trustee Appointment
 - i. Seating Chart
 - ii. Election of Officers
 - iii. Compliance Forms
 - b. Programs Report
 - i. Program Summary
 - c. Circulation Report
 - d. Social Media Report
 - e. Financial Report
 - i. Investments Summary
 - ii. Fiscal Summary
 - f. Friends Report – Patty
 - i. National Library Week
 - ii. Library Giving Day
 - g. School Library District Referendum Spring 2024
 - h. Other Unfinished Business
- VI. Director's Report
- VII. New Business
 - a. Presentation of Bills for Payment
 - b. Other New Business
- VIII. Dates of 2024 Board Meetings
- IX. Adjournment

Massena Public Library

Meeting of Board of Trustees-December 14, 2023-4:15PM at the Massena Public Library

Present: President Joseph Savoca, Treasurer Linda McDonald and Secretary Patty Ryan

Trustees Jennifer Stokes and Kay Romeo excused

Town Liaisons: Deb Willer and Adrian Taraska

Director: Krista Briggs

MPL Frinds Liaison: Donna Bourdon

The December 14, 2023 meeting was called to order by President Savoca at 4:16 PM.

- I. **Approval of Agenda:** A motion was made by Treasurer McDonald, seconded by Secretary Ryan to approve the agenda as presented. Carried 3-0
- II. **Approval of Minutes for November 14th Meeting:** A motion was made by Secretary Ryan, seconded by Treasurer McDonald to accept the minutes as written. Carried 3-0
- III. **Public Comment:** There were no public comments made at this meeting.
- IV. **Unfinished Business:**
 - a. **Programs Report:**
 - i. **Program Summary:** Director Briggs noted that programming during November was “the usual”, without special events.
 - ii. **Upcoming Programs:** Director Briggs and Liaison Bourdon listed the programs & events to be held on Dec. 16th: Booksale, Santa visit and story, Bake Sale followed by Holiday Music at 1 PM.
 - b. **Circulation Report:** Circulation down a bit from last month but higher than last November. The number of library visits was inaccurate because the “counter” battery needed replacement.
 - c. **Social Media Report:** Director Briggs noted that these numbers are flat possibly because fewer postings were sent from the library, thus fewer responses.
 - d. **Financial Report:** Director Briggs informed the town bookkeeper of the Board’s intention to transfer funds and utilize money from fundraising to balance the budget lines for the end of the year. The bookkeeper stated that she would utilize library revenue to balance budget lines. Deb Willer will investigate.
 - i. **Investments Summary:** Director Briggs informed the Board that \$101.93 from the Alcoa fund restricted to children’s books was allotted for the Battle of the Books Collection, noted also were deposits and withdrawals from the Friends account for approved expenditures.
 - e. **Friends Report:** Secretary Ryan as Liaison to the Friends noted that some group members were able to view the recent NCLS Webinar “Intro to Districts”. Along with Liaison Bourdon Dec. 16th activities were listed. The group is awaiting approval of its Articles of Incorporation. The Friends meet again on Dec. 18th at 3 PM.

- f. **School Library District Referendum Spring 2024:**
 - i. **Meeting with Stephanie “Cole” Adams, Esq. – Friday Dec. 15:** Director Briggs and President Savoca will seek to retain Cole as our legal representative as we seek School District Library status.
 - ii. **MPL 2024 Budget:** After brief discussion regarding the salary line a motion was made by Secretary Ryan, seconded by Treasurer McDonald to approve the budget as presented. Carried 3-0
 - iii. **MPL 2024 Staff Salaries and Wages:** A motion was made by Treasurer McDonald, seconded by Secretary Ryan to approve the salary schedule as presented. Carried 3-0
 - iv. **Formation of Campaign Committee:** A joint committee of Friends and Board will form to facilitate the campaign to support the formation of a School District Library. Roles of each group will be determined.
- g. **Other Unfinished Business:** Liaison Willer reported that a taxpayer had approached Supervisor Bellor regarding the library hiring a non-Massena business to care for the garden. Secretary Ryan responded that when the garden was refurbished, the local business, Big Racquette did the bulk of the work and some of the planting was delegated by Big Racquette to Carla’s Greenery in Malone. The Board will consider a change.
- V. **Director’s Report:** Director Briggs listed meetings, webinars and local activities in which she was involved during the past month. Among these were the Town Board Meeting, Nov. 15th, a WMSA Radio Appearance @WMSA on Nov. 16th, a Northern New York Library Network Board Meeting, Nov. 16th, Care Kit Prep @NCLS, Nov. 21st, meetings with new Town Council members Kristy Dubray-Baker and Ray Lancto, Dec. 11. Included also were plans for the remainder of December.
- VI. **New Business:**
 - a. **Presentation of Bills for Payment:** Bills in the amount of \$6,978.96 were presented for payment. A motion was made by Treasurer McDonald, seconded by Secretary Ryan to pay the bills as presented. Carried 3-0
 - b. **Other New Business:** Director Briggs informed the Board of Lori Ralston’s resignation as part time Library Aide, effective December 27, 2023. Civil Service has been contacted, the Town Council will vote at its next meeting on placing an ad, interviews will be scheduled as soon as possible.
- VII. **Date of Next Board Meeting: January 16, 2024 at 4:15 in the Massena Public Library.**
- VIII. **Adjournment:** At 5:23 a motion was made by Secretary Ryan, seconded by Treasurer McDonald to adjourn the meeting. Carried 3-0

Announcements:

December 15: 3PM Zoom meeting – Director Briggs, President Savoca and Atty Cole Adams

December 18: 3PM - Friends of MPL meeting

December 19: 5:30PM - Handbook Book Club Webinar

Massena Public Library

Special Meeting of Board of Trustees-December 22, 2023 – Noon at the Library

Present: President Joseph Savoca, Vice President Jennifer Stokes and Secretary Patty Ryan

The Special Meeting of the Board was called to order by President Savoca at 12:05 PM.

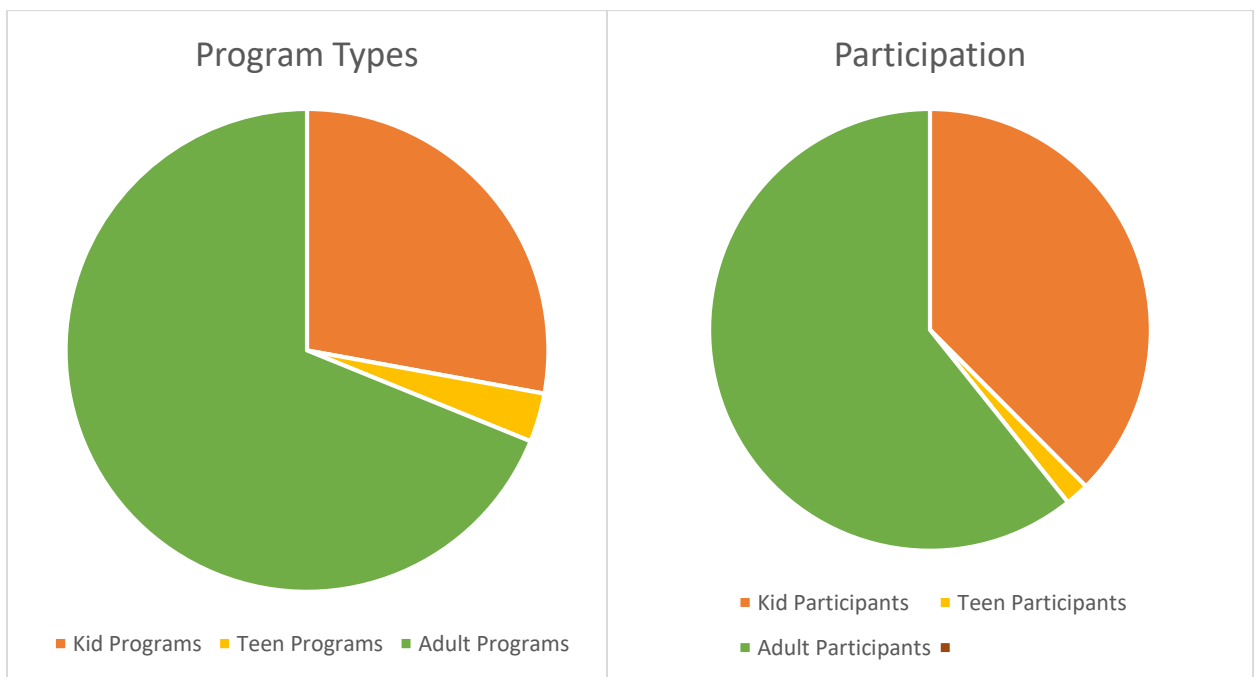
- I. **Approval of Agenda:** A motion was made by Secretary Ryan, seconded by Vice President Stokes to approve the agenda as presented. Approved 3-0
- II. **Public Comment:** No public comments were made at this meeting.
- III. **Unfinished Business:** A motion was made by Vice President Stokes, seconded by Secretary Ryan to authorize the President to sign a letter of engagement form to the Office of Stephanie Cole Adams PLLC to provide legal services to the Massena Public Library. Carried 3-0
- IV. **Adjournment:** At 12:10 a motion was made by Secretary Ryan, seconded by Trustee Stokes to adjourn the Special Meeting. Carried 3-0

Please note that the date of the next regular Library Board Meeting was given incorrectly in the Minutes of Dec. 14, 2023. The next regular meeting will be as usual on the second Tuesday at 4:15 on January 9th, 2024.

Massena Public Library Programs Report

December 2023

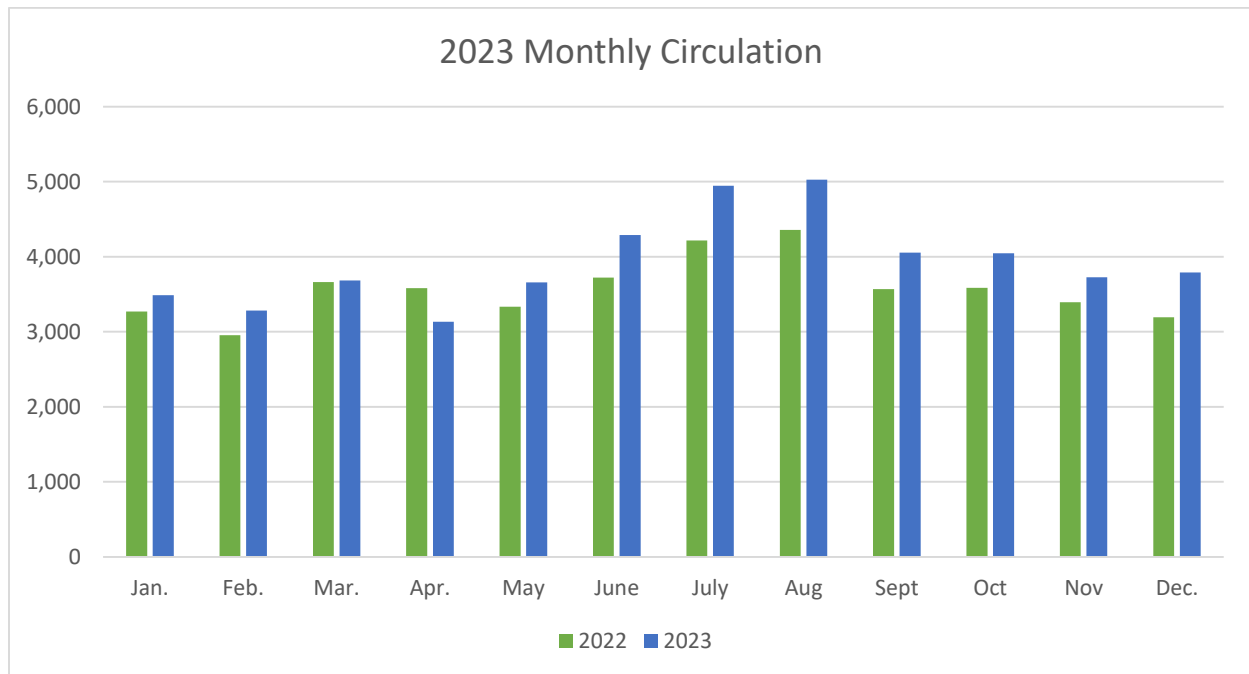
Overview						
Total Programs	61	%		Total Participants	461	%
Kid Programs	17	21%		Kid Participants	173	20%
Teen Programs	2	10%		Teen Participants	8	6%
Adult Programs	42	69%		Adult Participants	280	74%



Massena Public Library Circulation Report

December 2023

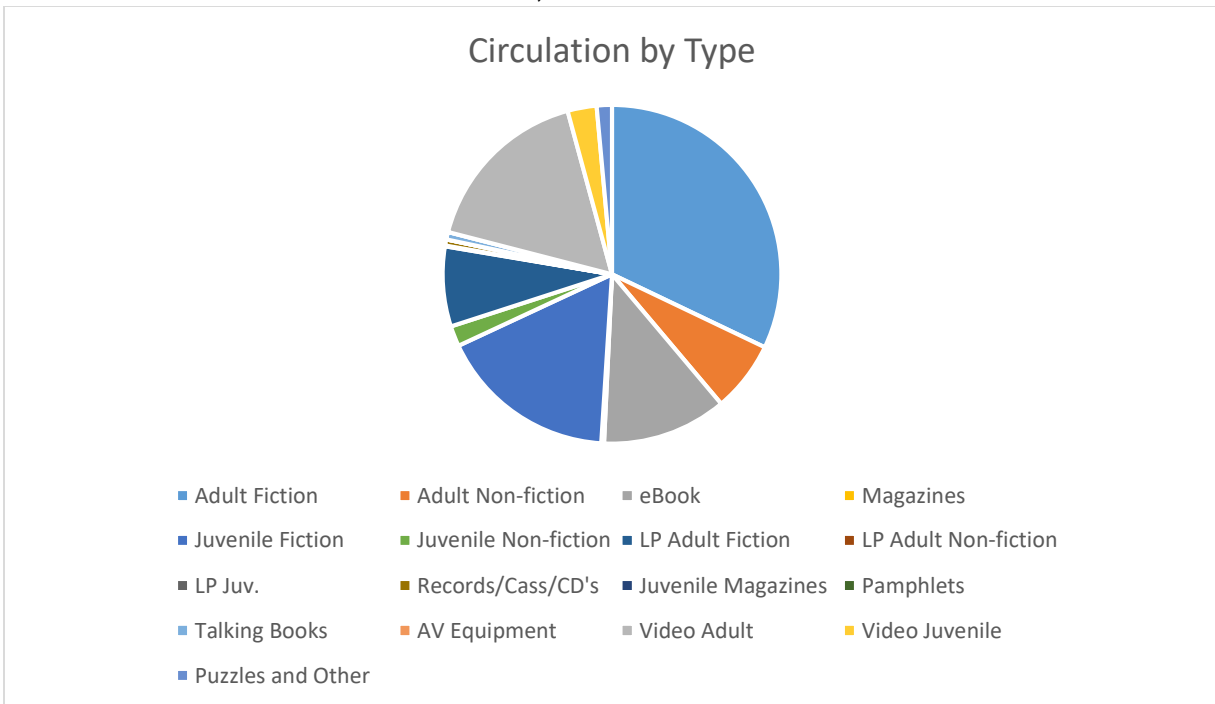
<u>Month</u>	<u>Circulation</u>		<u>Library Visits</u>	
	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2023</u>
Jan.	3,268	3,488	3,327	3,787
Feb.	2,954	3,284	3,030	3,759
Mar.	3,664	3,682	3,844	4,809
Apr.	3,583	3,134	3,892	4,255
May	3,335	3,660	4,171	4,356
June	3,720	4,290	4,524	5,239
July	4,215	4,945	4,522	5,151
Aug	4,356	5,026	4,768	5,556
Sept	3,568	4,053	4,462	4,694
Oct	3,587	4,048	4,111	5,949
Nov	3,395	3,725	4,249	3,617
Dec.	3,193	3,789	3,750	4,223
TOTAL	42,838	47,124	48,650	55,395



Massena Public Library Circulation Report

December 2023

Type	Dec-22	Dec-23	Type	Nov-22	Nov-23
Adult Fiction	999	1,216	Computer Use	340	211
Adult Non-fiction	193	256	Wireless Usage	804	1,588
eBook	354	451	Databases	4	
Magazines	10	10	Meetings	9	13
Juvenile Fiction	536	646	Library Visits	3,750	4,223
Juvenile Non-fiction	56	74	Users Added	20	27
LP Adult Fiction	325	289	Computer Use	340	211
LP Adult Non-fiction	2	3	Wireless Usage	804	1,588
LP Juv.	-	-	Databases	4	
Records/Cass/CD's	26	22	Meetings	9	13
Juvenile Magazines	-	-	Library Visits	3,750	4,223
Pamphlets	-	-	Users Added	20	27
Talking Books	18	27			
AV Equipment	-	-			
Video Adult	534	635			
Video Juvenile	100	105			
Puzzles and Other	40	55			
TOTAL	999	1,216		3,193	3,789



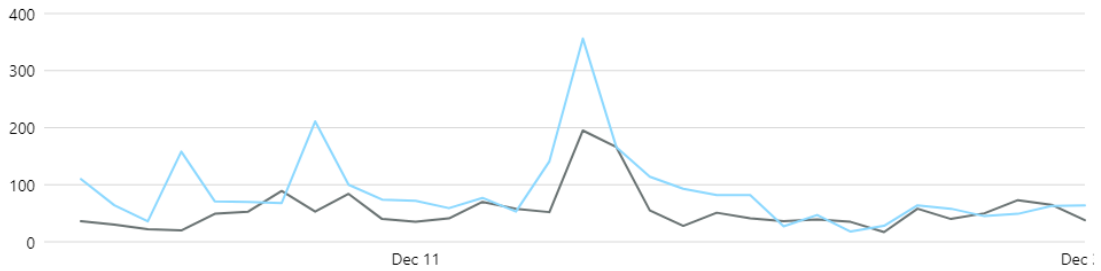
Massena Public Library Social Media Report

December 2023

Visits

Facebook visits ⓘ

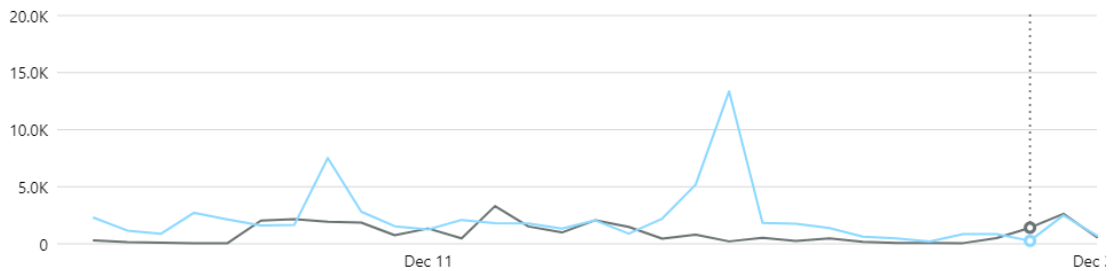
2,720 ↑ 58.2%



Reach

Facebook reach ⓘ

41,067 ↑ 308.1%



New likes and follows

Facebook Page new likes ⓘ

17 ↑ 112.5%



**MASSENA PUBLIC LIBRARY
DEC 2023 INVESTMENTS SUMMARY**

**SAVINGS ACCOUNT - NNY COMMUNITY FOUNDATION INC.
FLO DEAR AND ETHEL LEE LIBRARY FUND**

<u>DATE</u>	<u>BALANCE 12/1</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE 12/31</u>
12/31/2023	\$52,532.95				\$52,532.95

**SAVINGS ACCOUNT - NNY COMMUNITY FOUNDATION INC.
MASSENA PUBLIC LIBRARY FUND**

12/31/2023	\$11,108.51				\$11,108.51
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SAVINGS ACCOUNT - NBT (45687995)

<u>DATE</u>	<u>BALANCE</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE</u>
12/31/2023	\$46,885.88	\$2,266.00	\$0.00	\$0.81	\$49,152.69

Deposit of \$856.00 for Friends Booksale, \$547.00 for Bake Sale, \$683.00 for Lottery basket raffle, Deposit of \$60.00 for membership, Deposit of \$120.00 for Lobby book sale and Coffee bar.

SAVINGS ACCOUNT - NBT (8003301010)

<u>DATE</u>	<u>BALANCE</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE</u>
12/31/2023	\$60,165.72			\$1.53	\$60,167.25

Account 8003301010 - Non-restricted savings account.

SAVINGS ACCOUNT - NBT (8003301046)

<u>DATE</u>	<u>BALANCE</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE</u>
12/31/2023	\$5,794.62			\$0.15	\$5,794.77

Account 8003301046- \$300 is withdrawn annually for Mattis Award, which was established with a restricted donation for the award when interest rates were high and the award was smaller. If and when account is depleted, the Mattis Award will have to be supported with regular library funds.

SAVINGS ACCOUNT - NBT (8003301071)

<u>DATE</u>	<u>BALANCE</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE</u>
12/31/2023	\$2,162.67			\$0.06	\$2,162.73

Account 8003301071- Restricted for maintenance of the Seward and Mary Hanmer Memorial fountain or for plants or other items enhancing the fountain's appearance.

SAVINGS ACCOUNT - NBT (8003301058)

<u>DATE</u>	<u>BALANCE</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE</u>
12/31/2023	\$745.14			\$0.02	\$745.16

Account 8003301058- Restricted by ALCOA for children's materials and programs.

SAVINGS ACCOUNT- NYCLASS 9NY-01-0307-0027

<u>DATE</u>	<u>BALANCE</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE</u>
12/31/2023	\$10,392.81	\$46.75			\$10,439.56

Deposit of \$46.75 from Income Dividend Reinvestment.

SAVINGS ACCOUNT - NYCLASS NY-01-0307-0028

<u>DATE</u>	<u>BALANCE</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE</u>
12/31/2023	\$7,177.65	\$32.26			\$7,209.91

Deposit of \$32.26 from Income Dividend Reinvestment.

TOTAL: \$199,313.53

2024 ADOPTED BUDGET		
GENERAL LEDGER	EXPENSE	
L.7410.100	LIBRARY.PERSONNEL SERVICE	\$271,860.00
L.7410.200	LIBRARY.EQUIPMENT	\$600.00
L.7410.410	LIBRARY.BOOKS AND PERIODICALS	\$23,000.00
L.7410.420	LIBRARY.MAINTENANCE	\$40,000.00
L.7410.440	LIBRARY.SUPPLIES	\$12,000.00
L.7410.450	LIBRARY.CONTINGENCY	\$ -
TOTALS		\$347,460.00

2024 SALARY SCHEDULE					
Name	Status	Hours PW	2023	2024	Yearly
Krista Briggs	FT-Director	40	\$69,000	\$70,380	\$70,380.00
Heather Sarsfield	FT-Assistant Director/ Library Assistant Adult Services	40	\$20.37	\$21.17	\$44,033.60
Mary LaShomb	FT-Clerk	40	\$16.99	\$17.79	\$37,003.20
Alicia Steenberg	FT-Clerk Accounting	40	\$17.28	\$18.08	\$37,606.40
Alexandra Marolf	PT-Library Assistant Youth Services	30	\$19.07	\$19.45	\$30,342.00
Elizabeth Currier	PT-Clerk	20	\$15.50	\$15.81	\$16,442.40
Cathlene Hartson	PT-Aide	16	\$14.78	\$15.30	\$12,729.60
Lori Ralston	PT-Aide	16	\$14.78	\$15.30	\$12,729.60
Morgan McGowan	PT-Page	10	\$14.20	\$15.00	\$7,800.00
Total					\$269,066.80

2024 LONGEVITY SCHEDULE				
Name	Anniversary	Years Attained	Paid in 2023	To be paid in 2024
Alicia Steenberg	August, 2002	22	\$1,000.00	\$1,000.00
Mary LaShomb	June, 2014	10	\$500.00	\$500.00
Total				\$1,500.00
GRAND TOTAL				\$270,566.80

Massena Public Library Director’s Report

December 2023

Meetings, Trainings, and Correspondences

- Meeting with Stephanie “Cole” Adams – Friday, December 15
- HoHoHo Holiday Celebration – Saturday, December 16
- Friends Meeting – Monday, December 18
- NCLS Updates – Wednesday, December 20
- Town Council Meeting @ Town Hall – Wednesday, December 20
- Radio Appearance @ WMSA – Thursday, December 21
- Library Aide job interviews – Tuesday, January 02
- Town Organizational Meeting @ Town Hall – Wednesday, January 03
- Meeting with Superintendent Ronald Burke @ District Administrative Offices – Thursday, January 04
- Promote Your Library – Tuesday, January 09

Upcoming Meetings, Trainings, and Correspondences

- LEAP Training – Thursday, January 11
- NCLS Updates – Wednesday, January 17
- Town Council Meeting @ Town Hall – Wednesday, January 17
- Radio Appearance @ WMSA – Thursday, January 18
- Northern New York Library Network Board Meeting – Thursday, January 25
- Preparing for the Shadow: What you need to know about the 2024 Eclipse – Wednesday, January 31

Meeting Dates for 2024	
January 09, 2024	July 11, 2024
February 14, 2024	August 08, 2024
March 14, 2024	September 12, 2024
April 11, 2024	October 10, 2024
May 09, 2024	November 14, 2024
June 13, 2024	December 12, 2024