

Almond Twentieth Century Club Library Board Meeting Minutes – April 27, 2023

In attendance: Elva Owlett - Library Board President, Valerie Ewald – Library Board Secretary, Eric Ewald - Library Board Trustee, Connor Dirlam - Director of Internal Operations, Rhiley Langworthy - Bookkeeper, Bec Cronk - Director of Programming & Outreach

Not present: Mary Jo Morrison - Library Board Vice President, Linda Staiger - Library Board Trustee, Susan Steere - Library Friends Group representative

Meeting called to order at 6:36 p.m.

March meeting minutes approved - Eric motioned, Val seconded.

Welcome to Bec Cronk - we are so happy to have her onboard!

Director reports - see attached documents

Bec:

- Workflow training with Mandy is being rescheduled
- Easing into programming - beginning with Storytime this Saturday
- Working on passive programs (displays, activities, social media posts)
- Gearing up for Summer Reading - theme is “All Together Now”
Aiming for 3 under-18 groups plus something for Adults
- Working on ideas for Adult programming (ie: cookbook club, book club, craft night)
- Space usage - working on arranging blood drive with Red Cross. Ironing out details with insurance. Scheduled for July 27th.
Also exploring possibility of hosting classes for Cornell Cooperative Extension.
- Making connections in community and with other libraries.

Connor:

- Numbers have been increasing
- Using Blue Cloud Analytics for weeding and thus creating space. Also using for sorting Easy Readers by type and locating “mural” related books.
- Purchased batteries for interactive Board Books so that they are fun to read again

Director reports were accepted - Eric motioned, Valerie seconded - passed.

Bookkeeper’s report - see attached documents.

- Serv-U donated \$1,000 to the library in the spirit of supporting a local organization. It was suggested that we use these funds to purchase something of importance (bookshelves?) and attach signage giving Serv-U credit for the donation.

- Rhiley brought in paperwork for an alternate credit card designed for nonprofits for review. Valerie will review terms and conditions to see if this option will be a good fit.
- 990 is ready to file. Elva & Rhiley will meet so that Elva can sign finalized document.
- Gift cards that were purchased for Dan & crew arrived and have been mailed to Miller & Richard for distribution.
- Valerie & Eric have a meeting scheduled for Tuesday, May 2nd with Ally Whittall of Big Woods Bookkeeping Service to see what she might be able to do for us. Will report findings back to the group.

Bookkeeper's report was accepted - Valerie motioned, Eric seconded - passed

Friends of the Library news

- Susan has curtains for downstairs and will be dropping them by this week.
- Susan was wondering if we were interested in doing the "Something for Everyone" raffle again this year at Election time. The overall feeling was that this was successful and worth repeating.
- Connor may have a connection that might be willing to make a quilt. They will explore this option and get back to us. Bec also knows someone who makes beautiful blankets if we wish to explore that option.

Old Business:

- Policy review work meeting is scheduled for April 29th at 10 am.
- Dan is working on quote for our next construction project which will include: flooring, new bookshelves, ceiling replacement for entire upstairs, lighting in main room and possibly children's area, insulation, securing bookshelves to walls, rearranging desk space/functionality, creating a more open floor plan.

New Business:

- Eric is working on a solution to make the outside door for the elevator easier to open.
- When we have a better idea of how much our next construction project will cost, Eric would like to explore the possibility of digital signage.
- Bec asked about the possibility of doing a mass mailing as we have so much new news to share. The cost of this was not built into the budget, but it was suggested that she do some shopping for pricing and report back to the group as we agree that this would be an excellent outreach tool. Elva suggested that Bec put together a one-page flyer that she can have on the table at the school budget meeting/voter registration next week.

Next meeting will be held WEDNESDAY, May 24, 2023, 6:30 p.m.

Meeting adjourned 8:06 p.m. Eric motioned, Valerie seconded.

Update from the Director of Programming and Outreach

Bec--April 27, 2023

Update on training:

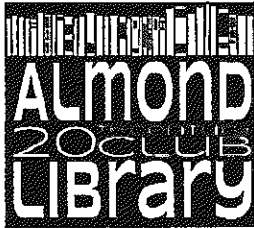
- Bec and Connor met with Brian from STLS about the director handbook
- Bec watched training on Summer Reading Program Ideas
- Bec watched training about updating the website
- Bec and Eric attended a training/webinar on April 27th about Construction Aid
- Bec is scheduled to meet with Erika from STLS to do training on the website/social media
- Bec is scheduled to meet with Mandy to do WorkFlow training (this got postponed)
- Bec is scheduled to attend a training about Grant Writing Skills on May 10th

Update on Programming:

- Re-starting Story Time this week!
 - Will happen every Saturday at 11:30
 - Will have at least a loose theme
 - Hope to have snacks
 - Hope to have a craft or activity related to the theme available
 - As of right now is for any age group
 - This week's theme is Arbor Day!
- Trying to find one topic to focus on per month
 - Will include display space for books related to the topic, social media posts, and at least one interactive piece
 - April we celebrated Poetry Month
 - Blackout Poetry
 - May will focus on Mental Health Awareness
 - Interactive piece TBD
- Summer Reading Program
 - Theme is "All Together Now"
 - Focus on Kindness and Friendship
 - Working on specifics!
- Passive programming:
 - Working on the coffee cart
 - Puzzle table
- Working on Ideas for adult programming once I have summer reading under control!
 - Book Clubs (cookbook club, cover to cover)
 - Craft Night

Space usage:

- Blood Drive-July 27th
- CCE/EFNEP



Almond Library March Director's Report

Thursday, April 27, 2023

Stats	February 2023	March 2023	Percent Change
Door Count	93	150	61%
Computer Use	1	8	700%
Program Attendance	0	0	0%
Circulation	394	432	10%
Registrations	1	1	0%
Items Added	18	31	72%
Holds Filled	119	133	12%
Holds Received	158	166	5%
Monthly Website Visits	127	121	-5%
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	54	84	56%

One of March's main focuses was preparing for interviews and hiring a new person; this was done in part by organizing lists of expected workloads, ideal attributes for the new hire, and working out the key details of the new co-director dynamic. Besides the usual library business I also focused on improving the general quality of our collection. Using BlueCloud Analytics I was able to create lists of books by serial authors like James Patterson, Danielle Steel, and Nora Roberts that haven't been checked out since before 2017 and then was able to discard over 80 novels that are still easily accessible through StarCat (that's a lot of new shelf space). As for children's books, I have ordered little batteries and have been trying to replace dead batteries in the board books (after one child was very disappointed that the "fun" books didn't work), as well as doing book repairs and beginning to relabel the Easy Reader section while attempting to sort them by type in a spreadsheet for future organizing needs.

April 2023 Bookkeeper's Report

1. FingerLakes Power Paid in Full
2. Miller & Richrard Massonry Paid in Full
3. Utica National Dividends Received for \$476.26
4. ServU Donated \$1,000 to the Library
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4/28/2022	Bills to be paid	
Date Due	Payee	Amount
24-Apr	FingerLakes Power Systems	\$46.38
24-Apr	Servisoft - misc expense	\$26.00
5-May	Village of Almond - Water	\$70.00
24-Apr	Ingram	\$83.67
		\$0.00
24-Apr	Elan Financial Services	\$526.96
	Circ-Books - \$78.41	
	Programs -	
	Office Supplies - \$11.58	
	Supplies - \$16.97	
	Miscellaneous(Gift for contractors) - \$420.00	
24-Apr	STLS	\$399.00
	Internet 133/mo	
		\$1,152.01

Auto-Pay

18-Apr	Frontier	\$75.32
21-Apr	NYSEG	\$138.34
6-Apr	National Fuel	\$162.48
		\$376.14