

**Almond Twentieth Century Club Library  
Board Meeting Minutes – September 28, 2023**

**In attendance:** Elva Owlett - Library Board President, Mary Jo Morrison - Library Board Vice President, Valerie Ewald – Library Board Secretary, Eric Ewald - Library Board Financial Officer, Linda Staiger - Library Board Trustee, Connor Dirlam - Director of Internal Operations, Bec Cronk - Director of Programming & Outreach, Mary Fairchild - Library Friend

**Meeting called to order at 6:30 p.m.**

**August meeting minutes were approved** - Eric motioned, Linda seconded

**Director reports** - see attached documents

Connor:

- Ingram has a new shipping policy (15 book minimum) so shipments (and bills) will be larger but less frequent.
- The library has been very busy with young people.

Connor's report was accepted - Eric motioned, Mary Jo seconded

Bec:

- Things are slowing down from summer, but there is still a regular group of young people using the library in the afternoons.
- Reminder - Dish to Pass is tomorrow at 6pm Bec will put out tablecloths and simple decorations.
- Cookbook Club date is October 25th. The cookbook stays at the desk, people choose a recipe to try and then bring the dish to share on the chosen date.
- Looking into who might be able to offer an Excel workshop as several patrons have expressed interest. Val offered to ask around the AU campus to see if she could help find a solution.
- There have been a few people attending the EFNEP classes.
- The library is running a canned food drive for the month of October to support the Great Give Back.
- Reminder - harassment training is October 7th at 10:30 am.
- The Reconsideration Committee has met and determined that all three books that were challenged would remain in our collection. The result letter has been sent out. The issue is closed for now.
- STLS is updating their email system to Microsoft 365, giving user access to the full Microsoft Suite. Emails will be transferring to the new system this weekend, but email addresses will remain the same. There was discussion on the possibility of Board members being able to have an STLS email.
- A discussion on what to do for Halloween - suggestions were that we participate in local trunk or treat events or hand out goodies at the library, as we will be open that evening.

- STLS Annual Meeting is October 6th in Wellsville at 9:30am. Bec is planning to attend.
- Books in entryway under tablecloth need to be relocated. They are waiting for someone to evaluate/inventory them. Bec will work on this.
- A discussion was held on bike rack options. Bec resent the email containing her suggestions for the Board to review and weigh in on.

Bec's report accepted - Ericl motioned, Valerie seconded - passed

**Financial Reports** - see attached report

- \$86 deposit from Community Day.
- Donation was received from Linda Staiger. A CD will be established and will be designated for assistance with employee compensation.
- New credit card was approved and has arrived. We are ready to cancel the old card.
- The annual Workers Compensation audit is due September 30.
- Eric will be working on a rough draft of the budget for 2024..

Financial report accepted - Mary Jo motioned, Linda seconded - passed.

**Friends of the Library notes:**

- Mary presented a copy of last year's basket donation letter. It needs to be updated with this year's information. The library will sponsor a Thanksgiving themed basket this year. There was a discussion regarding the confusion caused by the ticketing system. There have been some mix-ups with ticket bags not staying with the proper baskets and therefore creating confusion and disappointment. Mary requested that the system remain the same, but will be present to ensure things run as they are meant to.
- Elva reported that the Community Day event was hindered by the rain. She felt that we would have sold more coffee & donuts if the weather would have been more cooperative.

**Old Business:**

- Elva is looking into what the plans for Election Day will be. We will need posted made and tables re-arranged, as well as workers for the luncheon and other events.

**New Business:**

- No new business to report.

**Next meeting will be held October 26, 2023, 6:30 p.m.**

**Meeting adjourned 8:01 p.m.** Valerie motioned, Linda seconded.



**Almond Library August Director of Internal  
Operation's Report**

Thursday, September 28, 2023

Stats	July 2023	August 2023	Monthly Change	August 2022	Annual Change
Door Count	168	346	106%	172	101%
Computer Use	12	69	475%	2	3350%
Program Attendance	16	34	113%	10	240%
Circulation	341	430	26%	484	-111%
Registrations	5	10	100%	12	-171%
Items Added	24	56	133%	19	195%
Holds Filled	118	115	-3%	117	-21%
Holds Received	60	164	173%	131	25%
Monthly Website Visits	MIA	MIA	#N/A!	168	#N/A!
<b>Digital Stat's</b> OverDrive (ebooks, audiobook, video checkouts, magazines)	88	91	3%	77	18%

August was very busy, there were a lot of kids in and out most days. There was a larger increase of added items for a few reasons, one being that I had more time to sort through and add a couple stacks of children's books from our donation pile and weeded out ones we can use for give aways. The other reason is that our book supplier has a new policy that makes shipments take longer if they don't have enough items per shipment, so we hadn't been getting our regular orders for a bit and then a larger batch came in around the same time.

## Update from the Director of Programming and Outreach

Bec-September 2023

### Update on Outreach:

- Will continue to have something in the paper

### Update on Programming:

- Dish to Pass
- Cover to Cover will be October 12th
- This month our display was focused on Learn Something New
- October will be: Banned Book Week/Cook Book Month
- Try Cook Book Club Again
- Fun Fridays
- Excel Workshop
- EFNEP (Cornell Cooperative Extension) class
- Great Give Back: Can drive in Oct.
- Harassment Brunch: Brunch, don't punch at 10:30 on Oct. 7th

### Update on Reconsideration Committee

### Other questions/comments:

- Halloween
- Annual Meeting
- Books in entry
- Bike Rack

**September**

**Bookkeepers report**

Fundraiser Community day Deposit \$86 00 to savings comercial account.

Credit card was approved, and is in use at the Library.

Annual Insurance bill hit and is paid. \$4397.51

Report date 9/21/23

Check #	Date	Bills paid	Accounting notes	Dollar amount
5174	9/8/23	Petty cash replentish	petty cash	\$60.00
5175	9/13/23	Us postmaster PO Box fee 1year		\$152.00
5176	9/19/23	servisoft	Bottled water MISC	\$13.00
5177	9/19/23	Utica National Insurance	Insurance	\$4,397.51
5178	9/19/23	Ingram	Circulation	\$327.97
5179	9/19/23	Isaac Heating	Building maintenance	\$295.00
5180	9/21/23	Elan credit card	see detail	
			Circulation 41.78	
			Office supplies 39.69	
			Supplies 242.76	
			programs 56.77	
			summer program 22.50	
			discounts -6.57	\$396.93
			<b>Total</b>	<b>\$5,642.41</b>

Auto Pay				
		<b>NYSEG</b>		
		<b>National Fuel</b>		\$21.19
		<b>Frontier Phone</b>		\$76.86
			<b>Total</b>	<b>\$98.05</b>

**Total bills Paid \$5,740.46**