

**Almond Twentieth Century Club Library
Board Meeting Minutes – December 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, Paul Acor & Lee Berry - members of the community seeking information on joining Board.

Meeting called to order at 6:34 p.m.

November meeting minutes were approved - Eric motioned, Linda seconded.

Director reports - see attached documents

Connor:

- Working on updating website. Received training through STLS.
- Researching STEM books to add to collection.

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

Bec:

- Finishing up with candy guess & will announce winner tomorrow.
- Would like to get a craft night for adults started. People could bring a project they are already working on and bring it to the library to work on while spending time with other community members. She is considering whether physically posting flyers around town would help get the word out and increase participation. Other forms of social media were discussed as outlets for programming as well.
- There is a group of community members who would like to use the library on Friday afternoons/evenings for teen activities and fellowship opportunities. Teen programming would take place from 4-5pm with dish-to-pass for adults/families to begin at 5:30 and end no later than 7:30. The Board is in favor of hosting this but would like to see an agreement outlining expectations of both parties in place prior to first gathering. There was also some concern regarding the best way to bring in volunteers to assist with teen activities.
- Bec is hoping to coordinate more with Melanie at the Box of Books, especially for Summer Reading and the upcoming eclipse in April.

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

Financial Reports - see attached report

- Donations \$40, \$25 rental, \$9 printing/fax fees were collected.
- Bec is looking into the details for getting a permit for digital signage. Eric is working on finding an appropriate sign and getting quotes.

- Eric has been in contact with Dan from Miller & Richardson regarding quote for upstairs remodel (next construction project). Please think about some ways we can keep the library operating while areas of the upstairs may be inaccessible due to work.
- We can ask for up to \$121,966 for the next tax levy; however, the Board does not wish to overburden community tax payers, especially having asked for a considerable sum at the last vote. Valerie proposed that we ask for \$120,000 (up from \$119,193). It is hoped that by asking for a modest increase each year, we can avoid a larger ask in the near future. Mary Jo seconded the proposal - passed.

Financial report accepted - Mary Jo motioned, Linda seconded.

Friends of the Library notes:

- A discussion was held regarding using fundraising dollars as a way to give back to the community. One idea is setting up a scholarship. We would need to iron out criteria details but would like to see something more character based than academic.
- Bec is looking into options for having a quilt made for the next Election Day event.

Old Business:

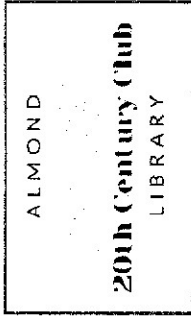
- Linda had several titles for us to consider for the Murder Mystery Theater. All sounded very fun and interesting. The event will most likely be held in March. Bec and Linda will meet to create an outline for the event and firm up a date.
- Eric made a motion to keep the book “Grandad’s Pride” in the library and that once it is no longer considered a new book, it will be shelved as part of our regular collection. Mary Jo seconded - passed.
- We have someone who would be interested in cleaning the library. Eric is going to confer with Ally as we have a couple of questions as to the best way to handle payment.

New Business:

- We would like to do something in honor of Priscilla Feenaughty as her children have been very active in volunteering at the library. Connor will reach out to the family to see if a movie collection or something along those lines would be acceptable.
- Lee Berry expressed sincere interest in becoming a Board member. He will be out of town for the January meeting but intends to join us in February. Paul Acor is also interested and expressed that he and his family have really enjoyed using the library.

Next meeting will be held January 25, 2024, 6:30 p.m.

Meeting adjourned 8:40 pm - Linda motioned, Mary Jo seconded



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

Thursday, December 28, 2023

Stats	October 2023	November 2023	Monthly Change	November 2022	Annual Change
Door Count	364	246	-32%	188	31%
Computer Use	52	50	-4%	3	1567%
Program Attendance	16	6	-63%	0	600%
Circulation	433	395	-9%	561	-30%
Registrations	3	1	-67%	2	-50%
Items Added	15	20	33%	19	5%
Holds Filled	123	109	-11%	108	1%
Holds Received	100	102	2%	283	-64%
Monthly Website Visits	N/A	95	#VALUE!	134	-29%
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	87	111	28%	N/A	#VALUE!

November was a semi busy month. We started off with getting our Election Day event ready and set up. Shortly after that I looked into working on our website, but quickly learned I would need proper training to do what I wanted. I reached out to STLS and scheduled a training session, which was moved to December. I did more research on different topics patrons had discussed with me, including interest in books on 3D printing (specifically for kids) and possibly on computer programming. Later in the month I worked on mental preparation for the public hearing that took place, including meeting with STLS to discuss proper procedures.

Update from the Director of Programming and Outreach

Bec-December 2023

Update on Programming:

- Cover to Cover will be Wednesday, January 31st @ 6:00 PM: Flowers for Algernon
- This month our display was focused on Holiday/Christmas books/movies
- January display will be winter/snow-themed
- Grab and Go Craft
- Passive program: Fox scavenger hunt
- Snow globe craft

Update on Grant:

- Rewarded \$650 for a project called "Creative Space" that will support kids being creative without a screen
- Received check and made purchases

Other:

- Group that wants to meet on Fridays (Friday Fellowship)
- Light has been fixed
- The bike rack has been installed

November

Bookkeepers report

Income Check #41181 STLS , LLSA Amount \$1434.00

Report date 11/21/23

Check #	Date	Bills paid	Accounting notes	Dollar amount
5190	11/2/23	petty cash replen		\$18.00
5191	11/17/23	Ingram	Circulation	\$101.80
5196	11/17/23	utica insurance		\$23.00
5193	11/17/23	Handyman	building mainten	\$180.32
5194	11/17/23	servisoft	misc water bottle	\$13.00
5195	11/17/23	community bank	credit card	\$120.30
		supplies	\$2.67	
		programs	\$21.77	
		supplies	\$16.50	
		circ	\$15.34	
		circ	\$9.00	
		programs	55.02	
5192	Void			
			Total	\$456.42
Auto Pay		NYSEG		\$104.69
		National Fuel		\$66.66
		Frontier Phone		\$78.68
		Bookkeeping		\$430.00
			Total	\$680.03
			Total bills Paid	\$1,136.45