

## **Almond Twentieth Century Club Library Board Meeting Minutes – February 29, 2024**

**In attendance:** Elva Owlett - Library Board President, Valerie Ewald – Library Board Secretary, Eric Ewald - Library Board Finance Officer, Linda Staiger - Library Board Trustee, Lee Berry - Library Board Trustee, Bec Cronk - Director of Programming & Outreach, Connor Dirlam - Director of Internal Operations

**Absent:** Mary Jo Morrison - Library Board Vice President

**Meeting called to order at 6:29 p.m.**

**Lee Berry was sworn in as a Library Trustee.**

**January meeting minutes were approved** - Eric motioned, Linda seconded.

**Director reports** - see attached documents

Connor:

- Reviewed notes on January & February reports.
- Discovered Ingram switched to eStatements - learning how to pull invoices and work in their system.
- Building Asian Heritage, Disability Awareness collections, especially in Children's Area.
- Organizing Series books as they are currently scattered within general stacks.
- Connor presented the final Annual Report. Valerie motioned to approve the report, Eric seconded - passed.
- Alfred-Almond School has a class that has offered to build a mini free library to be placed out in front of the library. It was suggested that they place it on the same side of the building as the book drop. They need to be notified that our gas line runs on that side so they should work with a locating service once they are ready to place the post for the project. Eric motioned that the Board approve this project, Linda seconded - passed.
- Elva and Connor set a date for Connor's Annual Review.

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

Bec:

- It was decided that instead of trying to set a date for Bec's long overdue 90 review, we would just proceed with conducting her Annual Review in April. A date will be set at our next meeting.
- Passive programming will shift away from candy guess and scavenger hunts to keep things from getting stale.
- Bec could use some help hiding eggs for the March 30th egg hunt. She plans to start hiding prizes at 11:30am.
- Bec has scheduled a macrame event for April 26th. Bec's sister will be one of the facilitators. It should be noted that while Bec has the authority to use the programming

budget as she sees appropriate, she did request approval to pay her sister for her role in this event. The Board agreed this would be an appropriate use of funds.

- The Friday group was given the agreement but they have not yet begun to meet.
- Bec's workstation needed the hard drive replaced. STLS IT Services was very helpful in getting this done. Having the laptop available to use in the interim came in handy.
- Bec & Val will work together to craft an agreement based on the discussion of duties/requirements for our potential cleaner. Once that is ready to go, Elva will meet with the interested party to go over the agreement.
- The towel dispenser in the downstairs bathroom was pulled off the wall some time over the summer. Bec will purchase a replacement and have the handyman install it when he comes to change out lightbulbs.

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

#### **Financial Reports:** see attached reports

- Financial section of the Annual report was completed. Valerie & Ally worked together to get this done. Going forward, we will reflect the building CD as Capital Funds to reduce the ratio of operating income to spend. This will require some extra paperwork but will more accurately reflect our finances.
- Linda & Eric will work on a guidance document for the CD she donated funds for to ensure they are used appropriately.
- A discussion was held about whether or not we are receiving quality service from Isaac's. Eric is going to review invoices and see if charges are appropriate for what we have agreed to.
- The possibility of producing a mailer promoting the Summer Reading program was discussed.

Eric's reports were accepted - Valerie motioned, Linda seconded - passed

#### **Old Business:**

- Murder Mystery Theater is scheduled for March 22 at 7pm. The alcohol permit has been acquired. Elva is seeking help for food items. Linda is working on inviting people to participate as characters. Linda & Bec will meet Saturday to finalize details. So far, we have about 35 signups.
- While discussing the Mystery Theater, the subject of a sound system/karaoke machine came up. Eric had some suggestions of what to purchase. Linda motioned that we purchase a system, not to exceed \$400 in price. Eric seconded the motion - passed.
- Elva acquired contact information for someone who can help us determine what needs to be done to be able to install digital signage. Bec will schedule time to meet with this person. Eric will draft a list of questions for Bec to ask in the event that he is unable to attend the meeting when scheduled.

#### **New Business:**

- Bec had sent an updated version of our room rental agreement for the Board to review. It was decided that we need to update our fees. After some discussion on what would be appropriate, Valerie proposed that fees should be \$25 for use during library hours,

\$50 if the event extends outside library hours by up to 2 hours, and \$20/hr for every hour beyond that. Linda seconded the motion - passed. Valerie will update language on policy and circulate with the minutes..

- A discussion was held about the garbage.
- Bec is going to modify the timesheet document to more accurately reflect hours worked.

**Next meeting will be held March 28, 2024, 6:30 p.m.**

**Meeting adjourned 9:00 pm - Eric motioned, Linda seconded.**

Almond Library December Director of  
Internal Operation's Report  
Thursday, January 25, 2023

Stats	November 2023	December 2023	Monthly Change	December 2022	Annual Change
Door Count	246	202	-18%	115	76%
Computer Use	50	44	-12%	2	2100%
Program Attendance	6	6	0%	0	#DIV/0!
Circulation	395	391	-1%	411	-5%
Registrations	1	2	100%	3	-33%
Items Added	20	23	15%	18	28%
Holds Filled	109	82	-25%	88	-7%
Holds Received	102	161	58%	199	-19%
Monthly Website Visits	95	138	45%		#DIV/0!
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	111	73	-34%	53	38%

I got a lot done in December! We got our Ingram order that I placed in October, so that's 15 new books (with a decent variety). I then realized now would be the time to order any books we want to have for Lunar New Year, Black History Month, or Women's History Month and looked into what we already have for each. I found we definitely need more Lunar New Year books and spent time researching good additions for our collection, they will be arriving (hopefully) in late January. Next I had received my training in WordPress and could finally start working on our website. First thing I did was fix the header and linked our Facebook posts to our homepage. Then I went through and improved our Bot meeting minutes display to be more specific. Lastly I took time finding good pictures of crafts, LEGO builds, and this year's cookie bake to add a Photo Gallery.

Almond Library January Director of Internal  
Operation's Report  
Thursday, February 29, 2024

Stats	December 2023	January 2024	Monthly Change	January 2023	Annual Change
Door Count	202	220	9%	113	95%
Computer Use	44	36	-18%	0	3600%
Program Attendance	6	20	233%	0	2000%
Circulation	391	358	-8%	359	0%
Registrations	2	5	150%	3	67%
Items Added	23	32	39%	10	220%
Holds Filled	82	114	39%	147	-22%
Holds Received	161	73	-55%	136	-46%
Monthly Website Visits	138	120	-13%	133	-10%
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	73	79	8%	63	25%
Reference Questions					

In January I was finally able to finish going through the YA section and weeding out anything that hadn't been checked out in 7-10+ years. Then we moved the section downstairs to the "Teen Space" in the big room, opening up that little alcove for me to use as I see fit. I took a couple days to put away the previous display books from Christmas and find winter and Valentine's Day themed books to display instead. As I was putting books away and finding new ones I started pulling out any that were clearly Christmas, I've been working on relabeling the ones that need it and changing their location in the system to "Holiday". I'm using the newly emptied shelves for the holiday books to keep them separate until all the holidays are seperated out and can find a better home. Currently trying to decide which section to work on next, considering taking on the Juv fiction and sorting out the series that are mixed in.

## Update from the Director of Programming and Outreach

Bec-February 2024

### Update on Programming:

- Cover to Cover will be Wednesday, March 6<sup>th</sup> at 6:00 PM: The Guernsey Literary and Potato Peel Pie Society
- Februarys display featured Black Authors for Black History Month
- March display will feature Female Authors for Women's History Month
- Passive Programs:
  - Valentine's Day Scavenger Hunt
  - Candy guess (Hayden won with the guess 260 [total was 293])
- Perry Ground on March 2<sup>nd</sup> at 6:00 PM
- Crafts for both St. Patrick's Day and Easter
- Easter Egg Hunt on March 30<sup>th</sup> at 1:00 PM
- 3D Printing Event on April 12<sup>th</sup>
- Community Read (with Box of Books) on April 17<sup>th</sup> at 4:00 PM at Terra Cotta: Slaughter House Five
- Macramé Event: April 26<sup>th</sup> at 6:30 PM
- Friday Fellowship Update

### Other:

- Computer
- Hosting ACD on March 12<sup>th</sup>
- Helping AIM Independent Living Center with a job assessment
- Alfred Farmer's Market (Sundays)



## Bookkeepers report

**Report date**            **2/29/24**

Check #	Date	Bills paid	Accounting notes	Dollar amount
5205	2/13/24	Servisoft bottled water	Mis	\$32.50
5206	2/13/24	STLS	annual membership	\$4,944.00
5207	2/13/24	Ingram	circ	\$573.16
5208	2/17/24	credit card		\$529.60
		late fee	40.75	
		circ	284.23	
		Programs	42.85	
		Office Program	31.88	
		mis	4.99	
		Supplies	74.95	
		mary fairchild thank you	50	
			<b>Total</b>	<b>\$6,079.26</b>
<b>Auto Pay</b>		<b>NYSEG</b>		<b>\$164.60</b>
		<b>National Fuel</b>		<b>\$479.17</b>
		<b>Frontier Phone</b>		
		<b>Big Woods Bookkeeping</b>		<b>\$487.00</b>
			<b>Total</b>	<b>\$1,130.77</b>
			<b>Total bills Paid</b>	<b>\$7,210.03</b>