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

20th Century Club

LIBRARY

Almond Library December Director of Internal Operation's Report

Thursday, January 25, 2023

	November 2023	December 2023	Monthly Chance	December 2022	
Door Count	246	202	-18%	115	76%
Computer Use	50	44	-12%	2	2100%
Program Attendance	6	6	0%	0	#DIV/OI
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/oi
Digital Stat's					
OverDrive (ebooks, audiobook, video checkouts,					
magazines)	111	73	-34%	53	38%
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and linked our Facebook posts to our homepage. Then I went through and improved our BoT meeting additions for our collection, they will be arriving (hopefully) in late January. Next I had received my this year's cookie bake to add a Photo Gallery. training in WordPress and could finally start working on our website. First thing I did was fix the header for each. I found we definitely need more Lunar New Year books and spent time researching good (with a decent variety). I then realized now would be the time to order any books we want to have for minutes display to be more specific. Lastly I took time finding good pictures of crafts, LEGO builds, and Lunar New Year, Black History Month, or Women's History Month and looked into what we already have I got a lot done in December! We got our Ingram order that I placed in October, so that's 15 new books

20th Century Club

ALMOND

Almond Library January Director of Internal Operation's Report

Thursday, February 29, 2024

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

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

Update from the Director of Programming and Outreach

Bec-February 2024

Update on Programming:

- Cover to Cover will be Wednesday, March 6th 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:
 - o Valentine's Day Scavenger Hunt
 - o Candy guess (Hayden won with the guess 260 [total was 293])
- Perry Ground on March 2nd at 6:00 PM
- Crafts for both St. Patrick's Day and Easter
- Easter Egg Hunt on March 30th at 1:00 PM
- 3D Printing Event on April 12th
- Community Read (with Box of Books) on April 17th at 4:00 PM at Terra Cotta: Slaughter House Five
- Macramé Event: April 26th at 6:30 PM
- Friday Fellowship Update

Other:

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

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