

Almond Twentieth Century Club Library Board Meeting Minutes – March 28, 2024

In attendance: Elva Owlett - Library Board President, Mary Jo Morrison - Library Board Vice 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

Guests: Cole & Amber DiGerlando, Rachel Trocano

Meeting called to order at 6:31 p.m.

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

Director reports - see attached documents

Connor:

- Cleaner update - papers are ready for RJ to review, then can set up meeting with Elva.
- AACS Student project - confirmed they will do necessary gas line locating, etc.
- Ingram has moved to eStatements & Invoices- Connor has figured out how to pull statements.
- We have no “unfillable” holds due to Connor’s diligent monitoring of our patron’s holds status.

Connor’s report was accepted - Eric motioned, Mary Jo seconded - passed.

Bec:

- Bec could use some help hiding eggs for the March 30th egg hunt. Please arrive by 11:30 to help.
- Library Week is April 9 -13. Bec is working on ideas of what to do in-house to celebrate. One idea is to post “Did you know?” (fun library facts) series on social media.
- Bec is planning to help at the Kids Tent at the Alfred Farmer’s Market on 2 Sundays this summer.
- An email was sent along regarding the Burning Man event in July in Almond. They are looking for groups that may benefit from fundraising. Bec will gather more information.
- Bec was contacted by a library card collector so she sent them a card.
- There is a Summer Reading Open House on April 18th 9-3 at STLS. Elva will open the library so Bec can attend without Connor needing to come in early.
- The printer is in need of being replaced. STLS recommended a printer, but Bec did not find their suggested printer to be sufficient. Eric suggested an Epson model. Bec will research and send to Board for approval.
- Lawn mowing - Blake is willing to do this but the mower in the shed needs repair. We also need to purchase a weed-eater.
- Bec has been trying to make contact with proper person to discuss sign placement, but has yet to receive a return call. Elva will check to see if she can get additional contact information. Bec will try stopping by the actual office as it is in her usual travel path.

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

Public Comment: Public comment was moved to this time slot as it tied in with questions that were listed on the agenda under Bec's report.

- Friday Fellowship Group - Amber and Cole would like to use this time for Reader's Theater and a Youth Project - Letters to Strangers on alternating Fridays. Amber explained the Letters to Strangers project and how it would benefit the youth in our community. It would also give the AU Psych program a mechanism for students to gain volunteer hours. The Board was in support of these ideas and looks forward to hearing more as plans progress.
- Cole DiGerlando has asked to be considered as a candidate for the Library Board.
- Amber requested to do a Tactile Postal Art Show at the library in July 2024 with a cheese and mocktail reception. She will work with Bec to find a date.

Financial Reports - see attached document

- The Mystery Theater raised \$231.00 in donations.

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

Old Business:

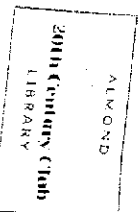
- Thanks to all who helped with the Murder Mystery Theater.
- Issac's came and serviced the A/C units on March 14th. The service call was not scheduled which is becoming a growing source of frustration. Eric will look into an alternative solution.
- Towel dispenser has been order.
- Bec has revamped the timesheet. It was agreed that timesheets will be submitted to Mary Jo on Saturday at close of business so they can be to Ally before Tuesday for processing.

New Business:

- None

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

Meeting adjourned to Executive Session 8:15 pm - Eric motioned, Linda seconded.



**Almond Library January Director of Internal
Operation's Report**
Thursday, March 28, 2024

Stats	January 2024	February 2024	Monthly Change	February 2023	Annual Change
Door Count					
Computer Use	220	275	25%	93	196%
Program Attendance	36	40	11%	1	3600%
Circulation	20	15	-25%	0	2000%
Registrations	358	419	17%	394	6%
Items Added	5	9	80%	1	800%
Holds Filled	32	35	9%	18	94%
Holds Received	114	134	18%	119	13%
Monthly Website Visits	73	85	16%	158	-46%
Digital Stats OverDrive (ebooks, audiobook, video checkouts, magazines)	120	142	18%	127	12%
Reference Questions	79	64	-19%	54	19%
Room Rental		1	#DIV/0!		
February was definitely focused on the Annual Report. I checked and rechecked it several times while working on it and when finished. There was quite a bit back and forth with emails trying to get everything sorted out. Earlier in the month I looked into why we hadn't been getting anything from Ingram in the mail and found they had switched to eStatements/eInvoices. I then had to contact our 15th I will contact him again (still need to do, fortunately I've found how to find official statements through the website). Interesting tid-bit: STLS has been doing a project for "unfillable holds" and we were one of few libraries that had no current unfillable holds, because I periodically check if our regular patrons have anything waiting for months.	1	1	0%		#DIV/0!

Update from the Director of Programming and Outreach

Bec-March 2024

Update on Programming:

- Cover to Cover will be Wednesday, April 10th at 6:00 PM: Never Let Me Go
- March display featured Female Authors for Women's History Month
- April display will feature Poetry/Humor/Gardening/Inventors
- Passive Programs:
 - Flower take and make craft
- Crafts for Easter/Spring
- Easter Egg Hunt on March 30th at 1:00 PM
- Library Week: April 9-13
 - Did you know? Series on social media
- 3D Printing Event on April 12th
- Community Read 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:

- Alfred Farmer's Market (2 Sundays)
- Burning Man
- Library Card Collector
- SR Open House: April 18th from 9-3 at STLS
- Lawn Mower: Blake
- Printer

Bookkeepers report

State Annual sales Tax filed 3/8/2024
sent to DOL for . Unemployment documentation

Report date **3/29/24**

Check #	Date	Bills paid	Accounting notes	Dollar amount
5209	3/2/24	Perry Ground Story teller	Programing	\$300.00
5210	3/9/24	Servisoft Water bottles	Misc	\$13.00
5211	3/9/24	Finger lakes power systems	building	\$249.00
5212	3/14/24	FNBO credit card		\$226.02
		Programing	137.84	
		Office	71.7	
		Circulatin	16.48	
5213	3/14/24	Ingram	Circulation	\$230.59
5214	3/24/24	STLS	Technology	\$39.99
			Total	\$1,058.60
Auto Pay		NYSEG		\$161.55
		National Fuel		\$479.17
		Frontier Phone		\$79.88
		Big Woods Bookeeping		\$430.00
		Big Woods Bookeeping		\$57.00
			Total	\$1,207.60
			Total bills Paid	\$2,266.20