

Almond Twentieth Century Club Library Board Meeting Minutes – May 30, 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, Lee Berry - Library Board Trustee, Cole DiGerlando - Library Board Trustee, Linda Staiger - Library Board Trustee, Bec Cronk - Director of Programming & Outreach, Connor Dirlam - Director of Internal Operations, Amber DiGerlando - Friends of the Library Liaison

Meeting called to order at 6:35 p.m.

April meeting minutes were approved - Eric motioned, Cole seconded.

Director reports - see attached documents

Connor:

- Going forward, Connor's reports will have stats from previous month, but narrative will contain current month's information.
- Connor has been doing so much weeding of the stacks that we now have room on the shelves for more items (and things are much less cramped!)
- Elva mentioned that she checked with Salvation Army and they will accept boxes of books.
- It was requested that the door count be tracked in a manner that accounts for the various age groups that use the library. Door traffic will now be accounted for in a similar manner as programming stats are tracked.

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

Bec:

- Bec explained a bit about the Lost Art of Sentimental Hairwork program that is coming up on June 5th.
- Community Day is understood to be on September 7th this year. Bec would like to plan events that will increase the foot traffic in the library that day. So far, a book and plant sale are in the works. She would also like to rent an inflatable to put in the backyard for kiddos. The Board was agreeable to this. Elva mentioned that the Friends Group usually sells coffee and donuts at the park. We need to let the planning committee know that we will need a space for this. We should also have quilt raffle tickets available.
- Summer Reading program is mapped out with many fun and exciting activities. Bec has been working with Melanie at Box of Books to coordinate the program advertising. The school has been resistant to distributing flyers so they are seeking out other options. Events that would be particularly helpful for Bec to have help/extra attendees are: adult candle making, Reptile people, Community Hike/Picnic, Community Dinner, Build a Fire, Paint the Library (dates on attached schedule of events).
- No further progress has been made with the sign. Bec has made several attempts to speak with the code enforcer but conversations have not produced any new information.

- Bec would like to host a program that would draw in the senior population and asked if the Board felt bingo might be well received. This seems like a great idea to try - especially in the fall/winter season. Suggestions for a day/time would be appreciated.
- Spring CE (STLS educational event) is June 14th. There will be several Board focused workshops so Bec encouraged all to attend. Prior registration is required. Bec is planning to attend and Connor will be out of town. Eric motioned that the library close for the day, Linda seconded - approved.
- The macrame event went well. Cole motioned that we purchase a \$50 gift certificate for Emily (presenter), Eric seconded - approved
- Cleaning is going well.
- Election Day Raffle - it was decided that tickets will be sold at the same dollar amount as in previous years - \$1 per ticket, \$5 for a packet of 6.
- Access Elevator was contacted and they sent an agreement requesting a credit card to be on file and several other stipulations that the Board is uneasy with given their spotty service record. It was decided that we should explore other options before committing.
- One of the railings out front has come loose. Bec will see if this is something the handyman can fix for us.

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

Financial Reports - see attached documents

- Eric explained that our natural gas supplier has been changing hands. Some comparison shopping for gas rates should be done.
- We have not received the second installment of school taxes to date. It should be deposited into savings when received.
- While Dan is unable to provide a quote for the construction project, Eric said that he expressed being open to constructing the pedestal for the sign and running the electric service to it. Eric also suggested that Finger Lakes Power might be able to help with sign installation.
- Eric recommended that the reconciling of petty cash be turned over to Bec & Connor. Mary Jo made the motion to accept this suggestion, Linda seconded - passed.
- The 990 was completed and filed. We were not able to approve before filing, but the report was distributed for the Board to review shortly afterward. Lee motioned that we approve the 990 retroactively, Eric seconded - approved.

Eric's reports were accepted - Cole motioned, Valerie seconded - approved

Friends of the Library -

- Amber DiGerlando has agreed to be our Friends of the Library leader and work at rebuilding our friends group.

Old Business:

- Lee has fixed the mower and has been mowing the lawn. The next door neighbor has offered to mow the back part of the yard. It was suggested that a bee/butterfly sanctuary be created in the backyard so that we can promote the good health of pollinating insects and still keep the front area neat and tidy. Mary Jo, Lee, and Amber have volunteered to

rotate on mowing duties. Bec suggested that Blake would be willing to fill in if a situation arose that the three of them were not available.

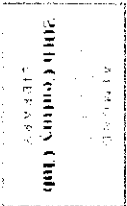
- Anderson Shortell is willing to service our AC and heating units. There is no contract fee - services are pay as you go. Services should be scheduled May/June for AC and Sept/Oct for heat. Bec will notify Issac's that their service is no longer required.
- Intent to file for construction grant is on hold as we have been unable to secure a contractor to provide a quote. It was suggested that we begin now to find a contractor who might be able to quote for next year's grant funding.

New Business:

- There is a broken circle chair downstairs. It will be removed from use for the sake of safety and one of our other chairs can replace it.
- Lee expressed interest in becoming our new Finance Officer. Eric nominated Lee as Finance Officer, Mary Jo seconded - passed.
- Cole expressed interest in becoming our new Secretary. Linda nominated Cole as Secretary, Valerie seconded - passed.
- Valerie motioned for Lee Berry to be added to the Library's bank accounts at Community Bank as a second signatory and Eric Ewald will be removed from same accounts. Mary Jo seconded - passed.

Next meeting will be held June 27th, 2024, 6:30 p.m.

Meeting adjourned 9:25 pm - Eric motioned, Linda seconded.



**Almond Library April Director of Internal
Operator's Report
Thursday, May 30, 2024**

Stats	March 2024	April 2024	Monthly Change	April 2023	Annual Change
Door Count	282	283	0%	122	132%
Computer Use	27	28	4%	8	250%
Program Attendance	103	20	-81%	5	300%
Circulation	354	310	-12%	312	-1%
Registrations	1	2	100%	1	100%
Items Added	75	78	4%	20	290%
Holds Filled	109	99	-9%	92	8%
Holds Received	59	33	-44%	111	-70%
Monthly Website Visits	160	127	-21%	116	9%
Digital Stat's	72	79	10%	46	72%
Reference Questions	1	4	300%	0	400%
Room Rental	0	1	100%	0	100%

I spread around my time a lot in April; between finishing adding all the new/donated books, discarding piles of weeded out books, shifting shelves, swapping kid's room displays, researching and ordering new books for next month (May), etc of the usual maintaining. Overall, April was relatively quiet for me (partially due to my week of absence, thank you to those who helped cover for me). I started a lot of similar stuff in May; weeding and discarding, adding batches of new books, ordering new books for our current patrons' interests, and shifting a lot of Adult section shelves (now I have space on almost every fiction shelf). We just met with an STLS staff member recently, who offered to help me with a weeding project later in the summer and I'm excited to have assistance with that.

Update from the Director of Programming and Outreach

Bec-May 2024

Update on Programming:

- The Lost Art of Sentimental Hairwork: Wed. June 5th @ 4PM
- Tie-Dye June 8th @ 1:00 PM
- Book Club will be Thursday, June 20th at 6:00 PM: Orphan Train
- June display will be Pride focused
- Farmer's Marker: June 30th (Meeting this week)
- Summer Reading Program update
 - School
 - Program overview
- Community Days
 - Book & Plant Sale
 - Inflatable?
- StarQuest
- Senior Bingo
- Tactile Art Show Date Change: Sat. September 14th

Other:

- AIM Independent Living Center worker: Adrien
- Spring CE: June 14th
 - Board members are welcome!
 - Close the library on that day?
- Sign Update: Cue sigh of frustration...
- Macramé Event gift card
 - \$50.00
- Alfred Sun Subscription
- Election Day Raffle
 - Ticket prices?
- Elevator
- Broken Railing
- Bec Time Off
 - Camp Week July 9-12 (20 Hours)
 - August 17th (4 Hours)
 - August 24/27 (9 Hours)

Summer Reading 2024: Adventure Begins at your Library!

Kick-Off: July 13th

- Repco Reptiles @ 1PM
- Sign-ups
- Library bag decorating
- Dirt cups w/ gummies

Week 1: Adventures with Animals: July 16-20

- Animal Print Bingo w/prizes: July 18th @ 3PM
- Pipe cleaner animals
- Animal figurine painting
- Bear hunt game
- Story Time: Bear Hunt
 - Bear Craft
 - Teddy Grahams

Week 2: Adventures with Art: July 23-27

- Shrinky-Dink Keychains: July 25 @3PM
- Air Dry Clay Creations
- Write and Illustrate a Book
- Paper Making
- Puff Paint/Yarn art
- Story Time: Art
 - Craft
- Adult Program: Candle Making July 23 @6:00 PM

Week 3: Adventures with Nature: July 30-August 3

- What is a Mushroom? July 30th @ 4PM *Limited Space, sign ups required*
- Community Hike/Picnic: August 1 @ 1:30PM *sign up required*
- Outdoor scavenger hunt
- Make a bird feeder
- Story Time: Outside In
 - Outdoors (weather permitting)
 - Outdoor activity

Week 4: Adventures with Food: August 6-10

- International Snack Taste Test: August 7 @3PM
- Flavor Challenge: August 9 @ 3PM
- Pizza Magnet craft
- DIY Trail Mix
- No Bake Cookies
- Story Time: The Hungry Caterpillar
 - Edible necklaces
- Community Dinner: August 9
 - Baked potato bar

Week 5: Adventures Outside: August 13-17

- Build a fire with Forester Nate: August 15 @ 3PM
- Outdoor Oven S'mores
- Make a bug hotel
- Create a map
- Fire starters
- Story Time: TBD
 - Host outdoors (weather permitting)

Week 6: Adventures Inside: August 20-23

- Adventure Movie & Snacks: August 21 @ 3PM
- Make your own Slime
- Pressed flower bookmarks/Jars
- Choose Your Own Adventure Game
- Sensory Stations
- Story Time: TBD
 - Songs/motions

Wrap-Up: August 23rd

- Paint the Library & Ice Cream Sundaes: starts at 2 PM *Sign up required*

May,24 Bookkeepers report

36.00 dollar donation for Feenaughty video fund
 70.14 Dollar Pay pall account closing donations

Report date **5/21/24**

Check #	Date	Bills paid	Accounting notes	Dollar amount
5220	4/26/24	allegany dump pass	Building Maintenance	\$250.00
5221	5/7/24	Ronald Feenaughty	Building Maintenance	\$120.00
5222	5/11/24	servisoftbottled water	misc	\$13.00
5223	5/11/24	Ingram	Circ	\$150.49
5224	5/13/24	FNBO credit card		\$869.09
		269.58	Circ	
		9.49	Supplies	
		160.03	Programs	
		429.99	technology	
		869.09 Total		
manual online	payment.	Shelter point disability and ^{FL} FMLA	Insurance	\$245.00
			Total	\$1,647.58
Auto Pay		NYSEG		\$112.19
		National Fuel		\$299.56
		Frontier Phone		\$125.81
		Big Woods Bookkeeping		\$430.00
		Big Woods Bookkeeping		\$57.00
manual online	payment.	Energo	utility	\$9.10
			Total	\$1,033.66
			Total bills Paid	\$2,681.24

Almond Library - Maintenance Plan

Annually:

- Boiler inspection (Fall - October is ideal)
- AC inspection - 2 units (Spring - May is ideal)
- Elevator
- Fire Extinguishers
- Defibrillator
- Generator (we have a contract for the next 4 years - they inspect once a year. There will be a charge.)

Every 2 years:

- Raingutters should be inspected (cleaned as needed) - should be done Fall 2024

Every 5 years:

- Masonry expert (recommend Dan) needs to pressure wash and reseal (if needed) exterior of building to keep brickwork in good condition. (2026)

Every 10 years:

- Roof inspection (should be done this year)
- Paint around windows, doors, soffit should be inspected and repainted as needed (last done 2021)

Front doors should be good for 30 years.

Schedule of Reports and Other Important Deadlines

January – If Tax Cap wasn't filed previous November/December, it needs to be done now.

- Begin gathering information for Annual Report.
- Disclosure of Interest Forms

February – Annual Report. Leave enough time for Board to review/approve before submittal.

March – Sales tax filing due (2024 – it was due 3/20)

May – IRS 990 filing due (May 15th or closest business day). This report should be ready by May 1st to give Board time to review/approve before filing.

- You should see paperwork for Disability/Paid Family Leave (form to file along with payment)

June – This is a good time to review what needs to be kept for permanent files per Document Retention schedule.

September – Begin drafting/discussing next year's budget

- Worker's Comp Audit

October – Check Tax Cap numbers and vote to override cap or not.

November – Best time to complete Tax Cap filing for following year.

- Vote on budget.

December – Make sure all current year transactions clear before end of year.

- Petty cash audit