



Alfred Box of Books Library

Annual Report for
2013

Prepared by Eliza Ordway,
Library Director

Approved by the Board of Trustees
April 7, 2014

Executive Summary

2013 was a restructuring year for the Box of Books library and its staff. We explored ways in which we could continue offering ePlace grants services with a reduced staff. Fortunately we were able to continue offering the excellent equipment and staff that are available to the community at the Box of Books.

Thanks to the Alfred University work-study program we were able to remain open 41 hours per week.

The number of program sessions offered and the attendance over the course of the year have both decreased by 3%; circulation of library materials increased 1%, while interlibrary loan borrowing decreased by 1%. Lending to other libraries increased by 48%. The use of our downloadable eBooks has increased by 22% while audio books are down by 8%. It is likely that the decrease in the audiobook circulation is due to the increase in downloadable eBook use as more and more people become familiar with this technology.

2013 Accomplishments and Program Highlights

- Maintained website and Facebook page for the library to promote events and services.
- Hosted numerous community events throughout the year.
- Partnered with Alfred University Education Fieldwork Students and the Alfred's Farmers Market.
- Provided 41 hours per week of quality library service and programming through the year.
- Checked out 829 downloadable eBooks, and 250 downloadable audiobooks.
- Utilized email notices and *Alfred Sun* to keep patrons aware of events at the library.
- Conducted 117 programs and story times attended by 1,088 area children, youth, and adults.
- Offered 13 summer program sessions attended by 219 children, youth, and adults.
- Checked out 23,120 items to library users.
- Registered 106 new library users.

2013 In Review

Library Board of Trustees

2013 Board Accomplishments

The library trustees oversaw a successful tax increase of \$4,000, and monitored the library budget.

They conducted a successful book sale, and bake sale during Alfred University's Family weekend, oversaw the chicken barbecue, and advocated for the mission of the library throughout the community in a variety of ways.

Library Administration

Overview

The library director was active in library training and outreach throughout the year. A regular column in the *Alfred Sun* provided the opportunity to keep the community informed about library events and activities. The website, email notices, and use of Facebook have allowed better communication with patrons and the community. An outstanding group of volunteers provided over 1,000 hours of service during the course of the year.

Finances

Total operating receipts were \$91,006, a decrease of \$76,197 over 2012. Total operating fund disbursements were \$63,129, a decrease of \$109,971 over the previous year. Grants were received from the following organizations: Alfred Lions Club, Alfred-Alfred Station Community Chest, and Hot Dog Day Committee, as well as a number of grants offered through the Southern Tier Library System. The Broadband Technology Opportunities Program grant for the operation of the Public Computing Center ended in 2012 which is the reason such drastic decreases in funding and expenses were seen.

Staff Development/Professional Activities

The library director, trustees, and program director were active participants in workshops and meetings presented by STLS and the Gates Foundation. Meetings included, but were not limited to, the Allegany County Directors Association, STLS Information Technology meetings, Youth Services meetings, Summer Reading Program workshop, STLS Annual Meeting, webinars and several library advocacy/fundraising workshops.

The Library Director was also able to attend the annual NYLA (New York Library Association) meeting in Niagara Falls, NY and presented at a round table event at NYLA.

Community Connections

The board of trustees participated in the Alfred community's Hot Dog Day festivities by selling tickets, and coordinated the library book sale with Alfred University's family weekend. One of our volunteers conducts a weekly program for the Alfred Montessori School. We have partnered with Alfred University to offer programs for school aged children. The library has expanded its hours to include Sunday hours year round to make our services available during the Alfred Farmer's Market.

Programs and Services

Overview

Library staff provided high quality direct service to the public throughout the year including circulation of library materials, rotating collections, interlibrary loan, reference, and outreach, as well as programming for children, youth, and adults. Programs offered in the summer were down this year due to a change in our Summer Reading Program structure: we no longer participate the Alfred State Sports Festival.

Program Highlights

- Provided 13 program sessions attended by 219 children, youth, and adults as part of the *Dig Into Reading* Summer reading program.
- Provided 117 program sessions attended by 1,088 children, youth, and adults during 2013.
- Provided weekly story times and activities week, including outreach to the Alfred Montessori School, Alfred University's Education Fieldwork Class, our Bookworms Program.

- Provided approximately 1,950 hours of service to the community during the hours the library was open to public.

Collection Development

- Added 1,200 items to the collection.
- Processed 424 gifts-in-kind added to the collection.
- Received a generous donation of audio books from Alfred University Herrick Library to be added to our collection.
- Provided a steady stream of popular fiction and non-fiction through the McNaughton leasing service (both hard cover and audio formats) provided by Brodart.
- Borrowed 3,581 items from other libraries.
- Lent 2,238 items to other libraries.
- Weeded the entire collection.

Technology

The Box of Books was able to keep the ePLACE services available to the public even with the completion of the grant funding. The Library continues to strive to meet the technology needs of our community with our individual training sessions and classes offered throughout the year. Upgraded eReaders were purchased for lending to the public.

Financial Summary 2013

Revenues

Local public funds.....\$39,398
 System grants.....\$ 8,455
 Other federal aid (BTOP).....\$24,452
 Gifts, fundraising, fines,
 etc.....\$18,701

Operating fund receipts....\$91,006

Reserve fund deposit.....\$27,877

TOTAL OPERATING FUND

RECEIPTS.....\$63, 129

Expenditures

Personnel.....\$33,551
 Collections.....\$7,609
 Operation, maintenance,
 supplies, etc.....\$21,969

TOTAL EXPENDITURES..... \$63,129

Personnel

Staff

Eliza Ordway, Library Director
Rima O'Connor, Technology Coordinator
Elizabeth VanHouter, Program Coordinator

Volunteers

Lana Meissner
Zoe Coombs
Anna McHale
Toni Olshan
Jan Porter
Ellen Shultz
Gene Staiger

Work Study

Emily Stella
Alex Haase
Melissa McDonald

Trustees

John Hosford, President
Allison Snyder, Vice-President
Anna McHale, Treasurer
Pat LaCourse, Secretary
Pat Crandall
Lana Meissner (3/13)
Angela Rossington (1/13-6/13)
Julie Bensley (1/13-5-13)
Justin Jaycox (1/13-6/13)