

# Alfred Box of Books Annual Report 2015

Prepared by: Melanie Miller, Director

Approved by the Board of Trustees May 9, 2016



## Executive Summary

The Alfred Box of Books saw a year of change in 2015. New director, Melanie Miller, took over in April. New leadership always brings change because of new vision, goals and leadership styles. Our most important goal during the transition was not to disrupt patron services.

We consistently offered 39 hours of service through the help of Alfred State College and Alfred University work study students and numerous dedicated volunteers. Additionally, we held a total of 122 program sessions throughout the year for children, teens and adults. This is an increase of nearly 26% over last year. Attendance at programs also increased nearly 27%.

The Summer Reading Program saw a decline in registration however, programs offered increased 45% and included programs specifically for teens and adults. Attendance increased slightly from 2014.

## 2015 Accomplishments and Highlights

- Updated our website to make it more user friendly and accessible.
- Hosted 122 programs and community events attended by over 1,000 people.
- Held 73 early literacy sessions for parents and their caregivers at the library and at Lovin' Arms daycare. This is an increase of nearly 66% over 2014. Attendance increased almost 91%!
- Partnered with the Alfred Farmer's Market to reach more patrons and support community events.
- Partnered with Alfred University to hold Harry Potter month in September in conjunction with the National Library of Medicine's *Harry Potter's World* exhibit.
- Offered a total of 16 Summer Reading programs, for the first time including programs specifically targeted to teens and adults.
- Checked out over 30,000 items to library users.
- Conducted 58 one-on-one technology appointments with our Technology Coordinator, plus 6 group digital literacy sessions with 34 attending.
- Registered 100 new library users.

## Online Services

- 876 eBooks were downloaded from Overdrive. This is an increase of 22% over 2014.
- 551 audio books were downloaded from Overdrive. This is an increase of nearly 28% over last year.
- In July of 2015, we were able to provide our patrons access to Zinio, an online magazine database. Zinio has over 90 subscriptions, giving patrons access to magazines on their desktops, devices or smartphones. In 2015 (July-December) there were 41 uses. Our goal in 2016 is to continue to grow this usage.

- Freegal is an online resource for downloading and streaming music. In 2015, 241 tracks were downloaded and 214 were streamed. Access to Freegal began in October 2014, so we are unable to compare the data at this time. We continue to promote the use of Freegal and other online resources.

## 2015 in Review

### Library Board of Trustees

The library trustees oversaw another successful tax increase of \$2,000 and monitored the library budget.

Trustees conducted a book sale during Alfred University's Family weekend, and held a chicken barbeque in fundraising efforts.

The Board of Trustees advocated the mission of the library throughout the community.

### Library Administration

#### Overview

Library Director Miller began in April and immediately set to work on gaining a better understanding of the community and the needs of our patrons. Keeping patrons informed of events and activities is a priority and is accomplished through the use of technology, the dedicated column in the *Alfred Sun* and keeping the library website current. Being responsive to patron needs and requests is also a priority, and part of what makes the Alfred Box of Books a cornerstone of the community.

Our volunteers are a vital part of the Box of Books, and allow us to offer programs and many hours of service.

Attending trainings, meetings and conferences allows the Director to stay current on library issues within the library system and act as a representative for our unique community. Networking is a valuable way to gain ideas, learn new skills, and enhance user experience.

#### Finances

Grants were received from the Alfred-Alfred Station Community Chest, Hot Dog Day Committee, and grants offered through the Southern Tier Library System.

This year, the Box of Books library was awarded two (2) book grants for children's books through the Libri Foundation and the Pilcrow Foundation. Combined, these grants allowed us to add 192 books totaling over \$3,300 to our easy reader and juvenile collections and juvenile non-fiction collection.

Additionally the library was awarded a grant from STLS to provide services to the elderly. The plan for this grant is to partner with the Office for the Aging's Meals on Wheels program to get library resources to elderly patrons.

## Financial Summary 2015

Revenues	Expenditures
Local Public Funds.....\$46,185	Personnel.....\$35,327
System Grants.....\$7,456	Collections.....\$7,650
Gifts, fundraising, fines.....\$14,743	Operations, Maintenance, supplies..\$24,909
<b>Total Operating Fund Receipts:.....\$68,384</b>	<b>Total Expenditures.....\$67,886</b>

### Staff Development/ Professional Activities

The Director takes part in the Allegany County Directors Association, a county wide initiative to share ideas and create uniform services. The Allegany County Directors Association meets quarterly in various libraries throughout the county.

The Director also attended Spring Continuing Education workshops offered by STLS and other STLS workshops and meetings, plus several webinars available through ALA or other library organizations.

The Director strives to make on-going education and learning a priority. She continually seeks opportunities for learning and improvement.

### Community Connections

The Board of Trustees participated in the Alfred community's Hot Dog Day festivities by selling tickets, and hosting the annual book sale with Alfred University's family weekend. A volunteer holds a weekly storytime for the Alfred Montessori School and the Box of Books also holds a weekly storytime at a local daycare. This year, the Box of Books worked with the Farmer's Market and conducted outreach once a month at the market. We signed patrons up for library cards, advertised upcoming events, and held programs. The Library also participated in the joint ASC/AU Community Service Day program.

### Friends Support

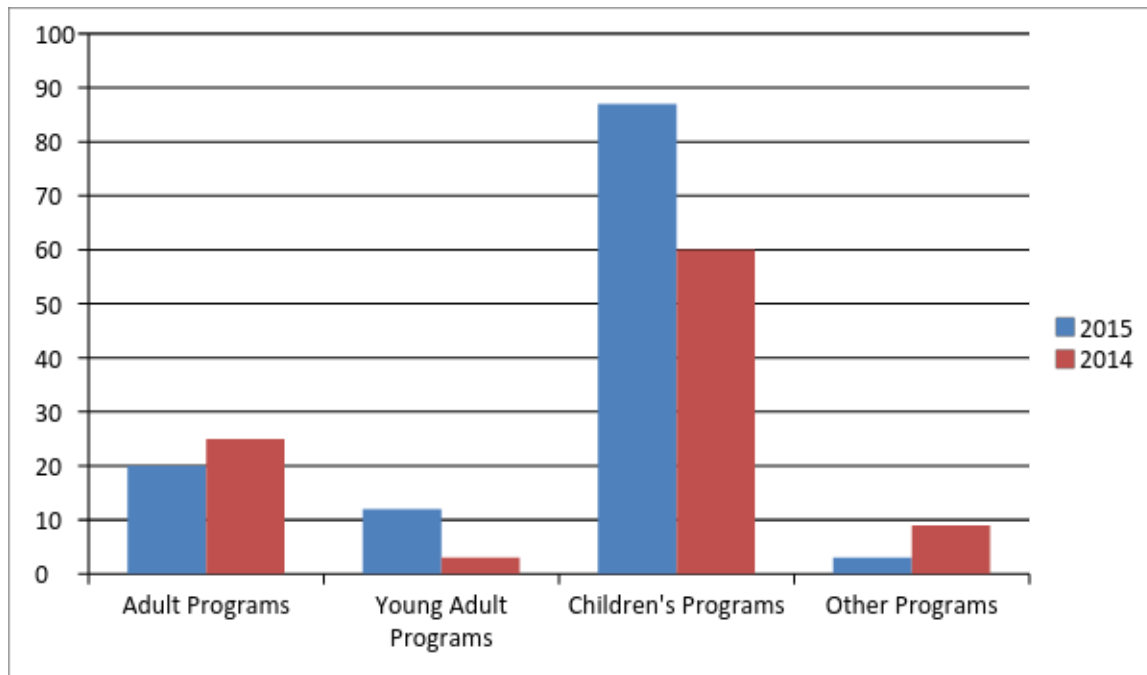
The Friends of the Library support the library's initiatives through fundraising, community engagement, and outreach. In 2015, the Friends held a square dance fundraiser that provided the library with \$XX. During the annual book sale, the Friends also held a bake sale to support the library.

The Friends also provided \$400 for the Pilcrow Foundation book grant match. With the Friends' contribution, we were able to receive over \$1200 in children's books.

## Programs & Services

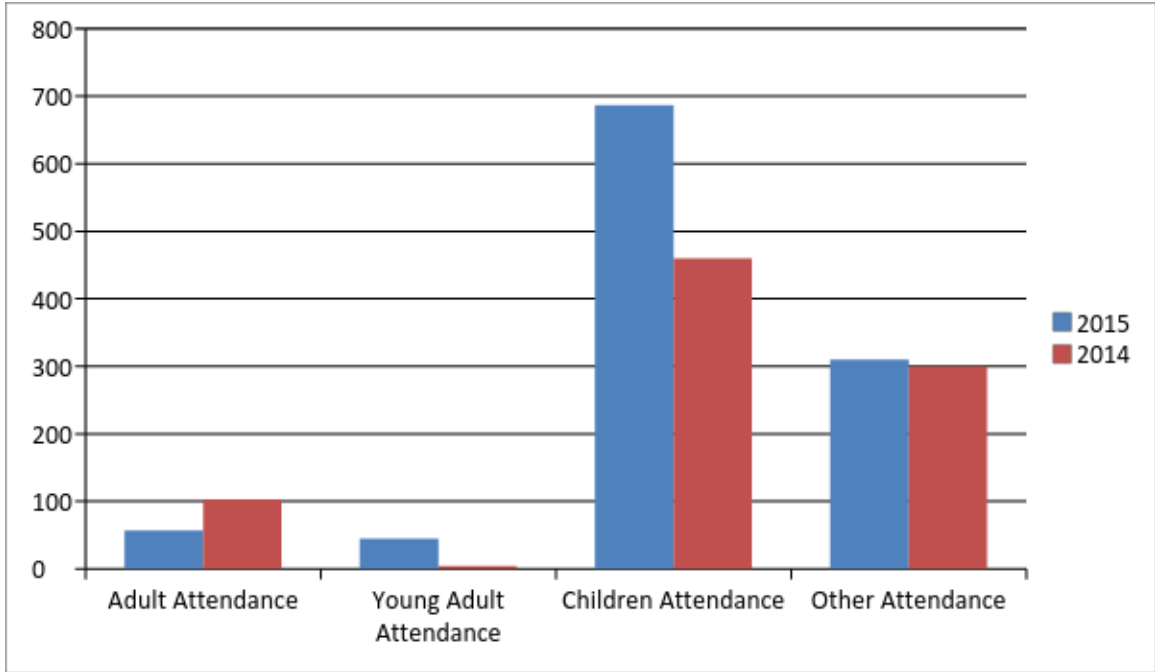
In 2015, the library staff provided high quality direct service to the community including circulation of library materials, rotating collections, interlibrary loan, reference and outreach in addition to programming for children, teens and adults.

**Programs offered by Age**



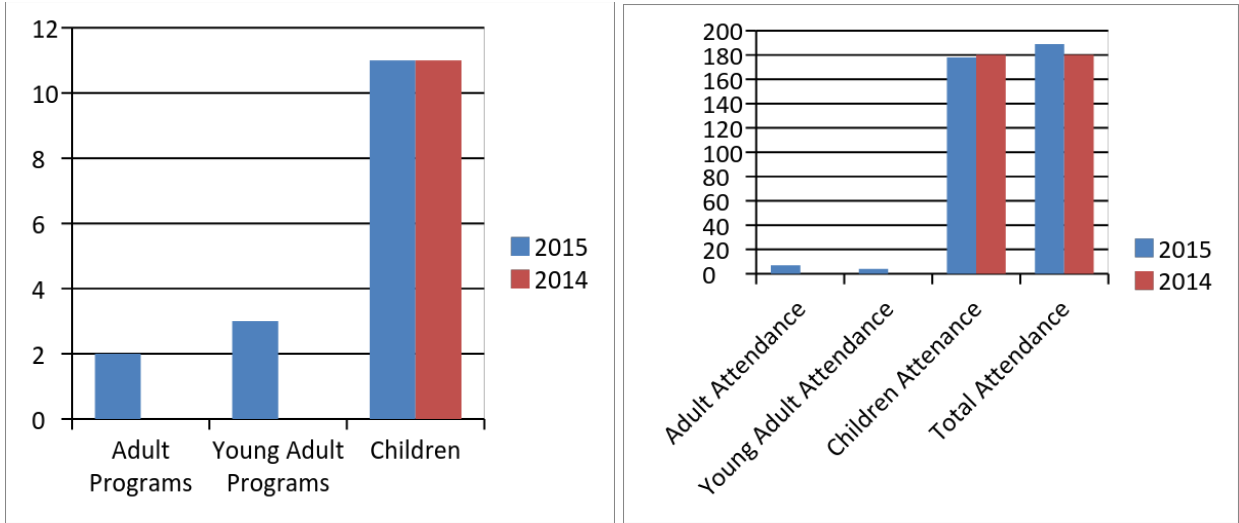
A total of 122 programs were offered for children, teens and adults in 2015, and increase of 25% over last year.

## Program Attendance



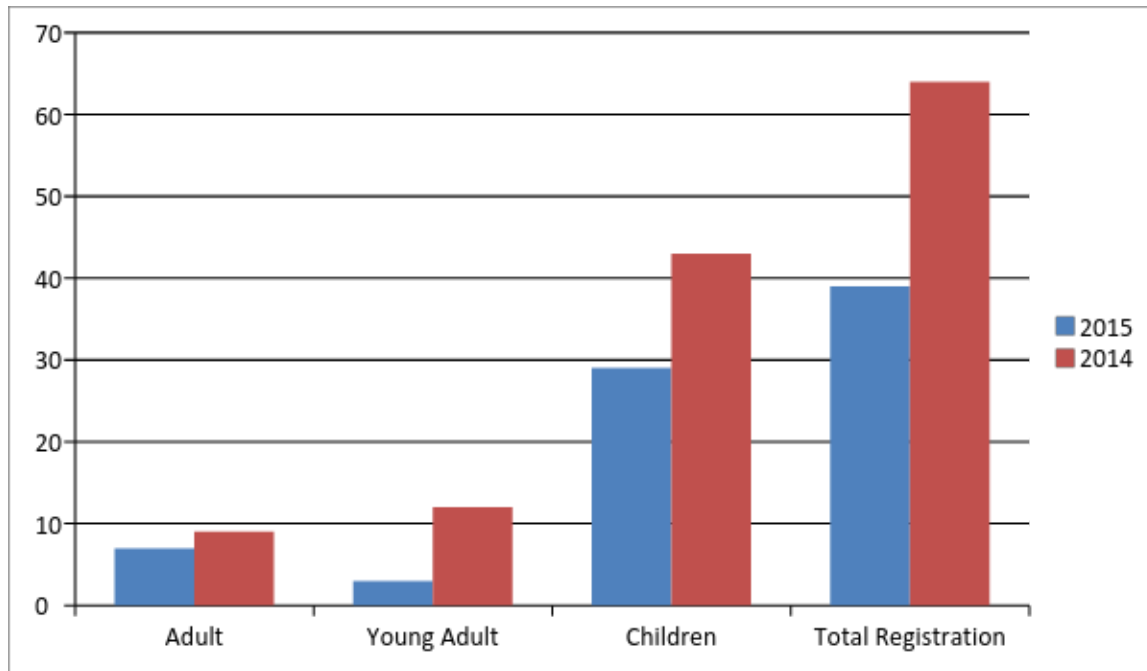
1,099 people attended library programs in 2015. This is nearly a 27% increase over 2014.

**Summer Reading Programs & Attendance**



For the first time, Adult and Teen programs were offered as part of Summer Reading Program and 11 children’s program sessions were held during Summer Reading Program. Attendance at Summer Reading Programs also increased, despite the decrease in registration.

**Summer Reading Program Registrations**



In late 2015, with the help of State Budget Aid funds provided by Senator Catharine Young, we were able to start a Lego Club. Participants are given opportunities for creativity and collaborations. Lego Club has been one of our most successful initiatives, engaging children of all ages. Through Lego Club we have had the opportunity to work with local lego aficionados to provide education, information and friendly competition!

### Collection Development

- 1,199 items were added to the collection, including the books received by the two book grants.
- Processed over 300 gifts-in-kind added to the collection. Gifts-in-kind are donated books and materials that are accepted to add to the collection.
- Borrowed 2,682 items from other libraries. This means our patrons put holds on materials from other libraries. This number decreased in 2015, suggesting our collection is meeting the needs of patrons.
- Lent 2,659 items to other libraries. Patrons from other libraries requested materials held by our collection. This number increased in 2015, suggesting our collection is meeting the needs of patrons system-wide.
- Weeded items that have not been checked out in several years. When weeding we also consider the condition of the book, how many checkouts it has, how many other libraries within the system have the item and its relevance to our patrons.
- Provided fiction and nonfiction hard cover and audiobooks through McNaughton leasing service.
- Utilized Junior Library Guild to provide new books monthly for children.
- Integrated Large Print adult books into the general collection to promote usage.

- Deaccessioned our music CD collection.

## Technology

The Box of Books continues to make technology services available to the public. Through individual training sessions and classes offered throughout the year, the Box of Books strives to meet the technology needs of our patrons.

## Personnel

### Staff

Melanie Miller, Library Director/ Programming  
Rima O'Connor, Technology Coordinator

### Trustees

Allison Snyder, President  
Jim Felip, Vice President  
Anna McHale, Treasurer  
Pat LaCourse, Secretary  
Pat Crandall  
Lana Meissner  
Deb Stephens  
Martha Lash  
Cathy Powers

### Work Study

Emily Stella (5/2015)  
Jordyn Riethmaier (5/2015)  
Valerie Bynaar (5/2015-8/2015)  
Melissa McDonald  
Marissa Ramirez  
Sabrina Acla  
Amanda Federico

### Volunteers

Zoe Coombs  
Gene Staiger  
Toni Olshan (9/2015)  
Lana Meissner (10/2015)  
Jan Porter  
Mindy (Lynne) Smith



