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# Alfred Box of Books Library

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Annual Report for  
2012

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Prepared by Eliza Ordway,  
Library Director

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Approved by the Board of Trustees  
April 1, 2013



## Executive Summary

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2012 was a learning year for the Box of Books library and its staff. We explored how to best utilize all the new equipment and the new space layout provided in the past year. This year offered the opportunity to share the great equipment and staff that are available to the community here at the Box of Books.

Thanks to the Alfred University work-study program we were able to maintain our 41-45 hours per week.

The number of program sessions offered over the course of the year decreased 33%, program attendance decreased by 35%. Circulation of library materials decreased by 8%, while interlibrary loan borrowing increased by 10%. Lending to other libraries decreased by 15%. Library visits increased by less than 1%. The use of our downloadable eBooks increased by 128%, and the audio books are down by 4%. Our decreased physical lending is caused in part by our huge increase in downloadable lending.

## 2012 Accomplishments and Program Highlights

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- 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 Lions for programming.
- Provided 45 hours per week of quality library service and programming through the year.
- Checked out 677 downloadable eBooks, and 275 downloadable Audio Books.
- Utilized email notices and *Alfred Sun* to keep patrons aware of events at the library.
- Conducted 125 programs and story times attended by 1,144 area children, youth, and adults.
- Offered 15 summer program sessions attended by 202 children, youth, and adults.
- Checked out 24,256 items to library users.
- Registered 142 new library users.

## 2012 In Review

### Library Board of Trustees

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#### **2012 Board Accomplishments**

The library trustees oversaw a successful school tax increase of 2.8%, 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

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### **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 in touch with library events and activities. The website, email notices, and use of Facebook has 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 \$167,203, an increase of \$7,536 over 2011. Total operating fund disbursements were \$173,100, an increase of \$11,484 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. Significant funding was received from the Broadband Technology Opportunities Program grant for the operation of the Public Computing Center, which is the reason such drastic increases 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 Saratoga Springs.

### **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. Alfred State College's; Communications in the Workplace class chose us as their charity for fundraising projects and presented us with several great ideas for new fundraisers for the library. Sawyer McFadden coordinated a group of volunteers to paint the building as his Eagle Scout Project.



## **Programs and Services**

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### ***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 go to the Alfred State Sports Festival.

### ***Program Highlights***

- Provided 15 program sessions attended by 202 children, youth, and adults as part of the *Dream Big, Read!* Summer reading program.
- Provided 125 program sessions attended by 1,144 children, youth, and adults during 2012.
- Provided weekly story times and activities week, including outreach to the Alfred Montessori School, Alfred University's Education Fieldwork Class, and the addition of our Bookworms Program.
- Provided almost 2,100 hours of service to the community during the hours the library was open to public.

### ***Collection Development***

- Added 1,350 items to the collection.
- A generous donation from the Friends of the Box of Books allowed for additions to the DVD collection, equipment purchase for the adult programs and additions to other collections throughout the library.
- Processed 424 gifts-in-kind added to the 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 3,632 items from other libraries.
- Lent 1,512 items to other libraries.
- Weeded the entire collection.

### ***Technology***

The Box of Books strives to keep up to date with the latest technology and to have it on hand for patrons to utilize. The continuation of the ePLACE funded by Broadband Technology Opportunity Program Grant, allowed the Box of Books to become a technological hub in both the local and surrounding communities. The Box of Books plans to continue ePLACE services at the continuation of the grant.

## Financial Summary 2012

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### **Revenues**

Local public funds.....\$35,758  
System grants.....\$ 1,293  
Other federal aid (BTOP).....\$91,245  
Gifts, fundraising, fines,  
etc.....\$21,920

### **Operating fund receipts....\$167,203**

Reserve fund used.....\$5,897

### **TOTAL OPERATING FUND**

**RECEIPTS.....\$173,100**

### **Expenditures**

Personnel.....\$115,092  
Collections.....\$8,110  
Operation, maintenance, supplies,  
etc.....\$49,898

TOTAL EXPENDITURES..... \$173,100

## Personnel

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### **Staff**

Eliza Ordway, Library Director  
Kristen Starks-Braaten, Library Assistant  
(1/12-6/12)  
Elizabeth VanHouter (9/12) Program Coordinator  
Kim O'Brien – Summer Reading Program

### **ePLACE**

Amanda Burns, ePLACE Director  
Rima O'Connor, Assistant Trainer  
Mike McKeegan, Computer Technician  
Lana Meissner, Grant Administrator

### **Volunteers**

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

### **Work Study**

Kim O'Brien                      Bethany Antes  
Emily Stella                      Melissa McDonald  
Elizabeth VanHouter

### **Trustees**

Ellen Ehrig, President  
Angela Rossington, Vice-President  
Anna McHale, Treasurer  
Julie Bensley, Secretary  
Josh McGraw (1/12- 9/12)  
John Hosford  
Allison Snyder  
Charlotte Rice(1/12-8/12)  
Pat LaCourse  
Pat Crandall (10/12)  
Justin Jaycox (11/12)