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# Alfred Box of Books Library

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Annual Report for  
2014

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Prepared by Eliza Ordway,  
Library Director

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Approved by the Board of Trustees

## Executive Summary

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2014 was a productive year for the Box of Books library and its staff. We were able to expand our accessibility by fixing our walk way and entryway with automatic doors and a smoother entry sidewalk.

We were able to offer 39 hours of service consistently thanks to our Alfred State College and Alfred University work study students. Our hours were not adjusted due to student breaks this year; we were able to offer consistent service hours.

The number of adult program sessions offered and attendance has more than doubled over the course of the year, Summer Reading Program Registrations were up by 2% from last year. Circulation of library materials increased 2%, lending to other libraries increased by 13%. The use of our downloadable eBooks has increased by 4% while audio book downloads doubled from last year. The increase in audio book downloads may be that people are utilizing the ability to download to their smart phones and other devices.

## 2014 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 State Anthropology Class and the Alfred's Farmers Market.
- Provided 39 hours per week of quality library service and programming through the year.
- Checked out 717 downloadable eBooks, and 405 downloadable audiobooks.
- Utilized email notices and *Alfred Sun* to keep patrons aware of events at the library.
- Conducted 97 programs and story times attended by 867 area children, youth, and adults.
- Offered 11 summer program sessions attended by 180 children, youth, and adults.
- Checked out 23,551 items to library users.
- Registered 100 new library users.

## 2014 In Review

### Library Board of Trustees

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#### **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**

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### **Overview**

The library director was active in library trainings 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 \$64,050, a decrease of \$26,956 over 2013. Total operating fund disbursements were \$63,542, an increase of \$413 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 large decrease in funds is due to the last installment from the Broadband Grant that brought the ePLACE to the library.

### **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 chosen to present at the Association for Rural and Small Libraries conference in Tacoma, Washington on staff management. The Director was also able to attend the annual NYLA (New York Library Association) meeting in Saratoga Springs, NY.

### **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 and there is outreach Story Time that goes to a local daycare center. 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**

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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.

### **Program Highlights**

- Provided 11 program sessions attended by 180 children, youth, and adults as part of the *Fizz, Boom, Read* Summer reading program.
- Provided 97 program sessions attended by 867 children, youth, and adults during 2014.
- Provided weekly story times and activities week, including outreach to the Alfred Montessori School, Loving Arms Day Care.

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

### **Collection Development**

- Added 1,663 items to the collection.
- Processed 568 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 3,355 items from other libraries.
- Lent 2,536 items to other libraries.
- Weeded the entire collection.

### **Technology**

The Box of Books continues to offer ePLACE services available to the public and is a thriving hub of technology information. The Library continues to strive to meet the technology needs of our community with our individual training sessions and classes offered throughout the year.

### **Financial Summary 2014**

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#### **Revenues**

Local public funds.....\$41,914  
 System grants.....\$ 4,761  
 Other federal aid (BTOP).....\$0  
 Gifts, fundraising, fines,  
 etc.....\$17,375

**Operating fund receipts....\$64,050**

**TOTAL OPERATING FUND  
 RECEIPTS.....\$64,050**

#### **Expenditures**

Personnel.....\$32,794  
 Collections.....\$7,285  
 Operation, maintenance,  
 supplies, etc.....\$23,463  
 Reserve fund withdrawal..... ..\$ 508

**TOTAL EXPENDITURES..... \$64,050**

### **Personnel**

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**Staff**

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

**Trustees**

John Hosford, President(1/14-8/14)  
Allison Snyder, President (9/14)  
Anna McHale, Treasurer  
Pat LaCourse, Secretary  
Pat Crandall  
Lana Meissner  
Jim Felip  
Tim Smith  
Deb Stephens (8/14)  
Martha Lash

**Volunteers**

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

**Work Study**

Emily Stella  
Alex Haase  
Melissa McDonald  
Jordyn Riethmaier