

**ALFRED BOX OF BOOKS**  
**AGENDA BOARD MEETING**  
**Tuesday, September 10<sup>th</sup>, 2024**  
**4:00 PM (Parish House)**

- Approval of Minutes: July 23<sup>rd</sup>, 2024
- Treasurer's Report: July and August 2024
- Director's Report: July and August 2024
- Other:
- Next meeting (Tuesday, October 8<sup>th</sup>, 2024, 4 pm – Parish House)
- Adjournment

## **Library Director's Report**

### **July 2024**

#### **Meetings Attended:**

- July 9: Prep for OWWL Small Libraries Symposium
- July 12: Participated in panel at OWWL Small Libraries Symposium with Brian Hildreth (STLS), Alex Andrasik (Penn Yan), Kelly Povero (Watkins Glen) and Erika Jenns (STLS) on DEI in Rural Libraries
- July 16: HUNT Architects
- July 17: Bec Cronk (Almond)
- July 18: JHL Tecture
- July 25: Met with Sam F. to review financial reports
- July 26: Meeting with Tammy Raub (Alfred University)

#### **Activities/FYI:**

- Summer reading has been going very well. We have registered 35 adults, 60 children, and 6 teens. (Total 101!!)
  - Programs have been very well attended. Montessori Preschool class comes to Storytime on Wednesday, and the Schoolage class comes to Thursday programs.
  - These students are not registered for summer reading, but count in program attendance.
- Met with Bec Cronk to prepare for our meeting with Casey Barber at Alfred Almond in August. We have collected ideas of collaborations from around the library system.
- Began research and work on the Ralph C. Wilson Arts and Culture Initiative Grant. This grant focuses on building capacity. This may help us to pay for the architecture studies.
- Program planning for Q4. Chair yoga, paper quilling, macrame, reptile visit, and debut of Library Lab!
  - Considering holiday hours for the week between Christmas and New Year. (Close at 4pm).
- Hotspots arrived from Verizon. All are set up. Working with STLS for cataloging as they are a different type than the ones we had before, so need a new record.

- Library patrons now have access to Ground News through the Libby app. Ground News helps identify bias in our media consumption. This is a tool to help promote information literacy.
- Melanie will be working with Pauline Emery (Corning) and Erika Jenns to help promote information literacy throughout the library system.
- Coordinated Outreach Services Advisory Council grant application due September 30 and DEI Microgrant due October 31. Melanie will apply for one or both.
- Began working on budget proposals.

**Programming:**

- Summer reading Registration Event: 46
- True Crime Book Club: 5A
- Going on a Bear Hunt Storytime: 10C; 4A
- Nature Walk Flower Pots: 15C; 3A
- Talewise Science Heroes:
- Dungeons and Dragons (Teens): 0
- We're Going on a Treasure Hunt: 10C; 4A
- 3D Hot Air Balloon Craft: 13C; 3A
- We're Going on a Dinosaur Dig: 8C; 3A
- Dungeons and Dragons: 4A
- Glowing Firefly Craft: 10C; 3A
- Strange History on the Erie Canal: 9A
- Turtle Weaving: 10C; 4A

**Statistics:**

	<b>2024</b>	2023
<b>Circulation</b>	<b>1245</b>	966
<b>Holds Received</b>	<b>234</b>	209
<b>Holds Filled</b>	<b>264</b>	249
<b>Users Added</b>	<b>9</b>	2
<b>Items Added</b>	<b>49</b>	87
<b>EBook Checkouts</b>	<b>149</b>	134
<b>Audiobook Checkouts</b>	<b>107</b>	113
<b>Digital Magazines</b>	<b>91</b>	28
<b>ILL</b>	<b>1</b>	6

+ 9 OWWL Checkouts; +4 FLLS Checkouts

**Goals for August:**

- Wrap up summer reading
- Complete program planning for Q4 and print brochures.

**Library Director's Report**  
**August 2024**

**Meetings Attended:**

- 8/1- phone meeting with Brian H. regarding architecture studies
- 8/5- phone meeting with Deana David regarding October program details
- 8/6- Combatting Misinformation webinar
- 8/12- phone meeting with Yuki Numata Resnick (Community Foundation for Greater Buffalo)
- 8/14- meeting with Casey Barber (Alfred-Almond Central School) and Bec Cronk (Almond 20<sup>th</sup> Century Club Library)
- 8/15- Tools for Combatting Misinformation webinar

**Activities/FYI:**

- August 4- outreach at the farmer's market activities tent
- Caleb F. registered for the NYLA New Skills Academy program
- Worked on the Ralph Wilson Arts and Culture Initiative grant application.
- Meeting with Alfred Almond principal was very beneficial and productive. We have several dates and events that the libraries can attend including- literacy night (December), Art Show (May), STEM Night (April), Day of Play (June). Also planning second grade field trips and library card sign ups.
- Partnered with fire department, police department, and Bicycle Man for a bike safety event. This was very successful with 12 children and 8 adults participating.
- Summer reading:
  - 104 total registrations (41 teens/adults; 63 children).
  - 20 programs attended by 211 people
  - Hours read (teens/adults) 561.5 hours
  - Books read (children): 1,009 books
- Inventory continued with DVDs, Juvenile Non-fiction. JUV NonFiction- standardized the call numbers with first three letters of authors last name.
- Received 2 pairs of glasses from Enchroma for color blindness awareness month (September) to giveaway.
- Added Mah Jongg to Mondays. Group will play the American version on Mondays (11am) and Chinese version on Tuesdays (2pm).
- Grant application to the John Henry Eldred Foundation submitted
- Will submit STLS Coordinated Outreach Services Advisory Council (COSAC) DEI micro grant application (October)

**Programming:**

- 8/1- Turtle Weaving- 12C
- 8/3- Foster Lake Hike- 7A; 11C
- 8/4- Scavenger Hunt @ Farmers Market
- 8/5- Bubblepalooza- canceled due to weather
- 8/6- True Crime Book Club-5A
- 8/8-Glow In the Dark Art- 8C
- 8/10- Dungeons and Dragons-4T
- 8/13- Hot Air Balloon Pilot Visit- 10C; 6A
- 8/15- Cyanotype Art- 15C
- 8/21- Bikes and Books- 13C; 9A
- Storytime: 3 sessions: 21C; 11A
- Mah Jongg: 5 Sessions: 31A

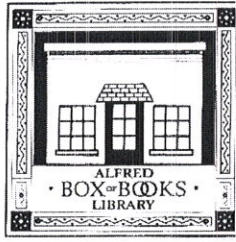
**Statistics:**

	2024	2023
<b>Circulation</b>	<b>1128</b>	1018
<b>Holds Received</b>	<b>236</b>	212
<b>Holds Filled</b>	<b>331</b>	232
<b>Users Added</b>	<b>14</b>	16
<b>Items Added</b>	<b>110</b>	194
<b>EBook Check Outs</b>	<b>114</b>	120
<b>Audiobook Check outs</b>	<b>100</b>	124
<b>Digital Magazines</b>	<b>77</b>	19
<b>ILL</b>	<b>1</b>	7

+ 17 OWWL Checkouts; +7 FLLS Checkouts

**Goals for September:**

- Complete inventory and work with STLS ILS staff to ensure all reporting up to date
- Submit grants for Ralph Wilson Foundation Arts and Culture Initiative and COSAC DEI Microgrant



## ALFRED BOX OF BOOKS BOARD MEETING

Tuesday, September 10, 2024

4pm - Parish House

**Present:** Allison Snyder, President; Deb Stephens, Vice-President; Sam Frechette, Treasurer; Megan Parry, Secretary; Pat Crandall, Amy Powers, Mechele Romanchock, Carlyn Yanda.

**Absent:** Kim MacCrae.

**Also present:** Melanie Miller, Library Director.

**Approval of July Minutes:** Allison Snyder moved to approve, Pat Crandall seconded, and the Minutes were approved.

**Treasurer's Report for July and August:** New Treasurer Sam Frechette met with Melanie Miller to review financial activity over July and August. Sam had had some questions for Bookkeeper Lori, Melanie spoke to her, and then reported back to Sam. All is well financially with the BoB. Megan Parry moved to approve Sam's report, Carlyn Yanda seconded, and the Treasurer's Report was approved.

### **Director's Report, July and August 2024:**

1. Melanie and Almond Library Director Bec Cronk met with Elementary Principal Casey Barber of Alfred-Almond Central School to discuss possible collaborative programs. Melanie said the meeting was very productive and resulted in several events added to the calendar. There will be a Literacy Night in December 2024, May 2025 Art Show, STEM Night that April, and Day of Play in June. In addition, there will be 2nd Grade field trips and library card sign-ups.
2. Melanie is working on the Ralph Wilson Arts and Culture Initiative grant application. This grant would provide 15k for a start on possible conversion plans for Alan Griffin's Burdick-Saunders House on North Main Street.
3. Melanie received Empire State Development grant money which will pay for enhanced outdoor landscaping for the Library.
4. The Summer Reading Program went very well with a total of 1,009 books read by attendees.
5. Melanie talked with Hunt E/A/S who then agreed to cut 2K from their initial estimate for the first phase of the conversion of Alan's building. Melanie is keeping Alan up to date on our activities.
6. Melanie, Sam, and Allison will meet soon with Bookkeeper Lori to begin work on the 2026 budget. The Board agreed to try increasing the budget incrementally.

**Other:**

**Trustee Training:** The Board will invite STLS Director Brian Hildreth to meet with us for 2 hours of Trustee Training. "Handling Book Challenges" would be an important topic. We could also confer with him about proceeding with Alan Griffin's building.

**Friends Group?:** They require their own 501c3 charity designation, though this could be dealt with through an arrangement with Alfred 21st Century, who have such a designation and an Umbrella to accommodate others.

**That Season:** The Library will undertake another Wreath Event, similar to last year's, and possibly on December 7th, and perhaps with refreshments this time. Mechelle Romanchock proposed a Hanukkah version. She will look into ornaments and other details about offering this.

**Fund raising:** The Board established a Fund-Raising Committee consisting of Allison, Mechelle, Carlyn, and Megan. No one so far has the responsibility of calling meetings.

**Adjournment:** Allison adjourned the meeting at 4:44pm.

Respectfully submitted, Megan Parry, secretary.

**Next meeting:** Tuesday, October 8th, 2024, 4pm, at the Parish House.