



ALFRED BOX OF BOOKS

AGENDA BOARD MEETING Tuesday, October 8th, 2024 4:00 PM (Parish House)

- Approval of Minutes: September 10th, 2024
- Treasurer's Report: September 2024
- Director's Report: September 2024
- New Business:
 - Video Surveillance Policy
 - Board in-person training session – November 12th at 4pm with Erika Jenns from STLS (2 hours)
- Next meeting (Tuesday, November 5th at 4 pm – Parish House)
- Adjournment

Library Director's Report September 2024

Meetings Attended:

- 9/10- Allegany County Directors Meeting
- 9/18- STLS Cataloging Advisory Committee
- 9/25- Director's Advisory Council Meeting

FYI/ Activities:

- Grant applications submitted for:
 - Ralph Wilson Foundation Building Capacity Grant (\$15,000) Architectural studies
 - John Henry Eldred Foundation (\$1,000) Juvenile/ YA Collection development
 - DEI Micro Grant (\$500) Wonderbooks Audiobooks
 - Wagner Family Grant (\$200) Cardboard Make Do
- Grant Final Report submitted for American Library Association's Community Connect Grant
- DAC approved 2025 Proposed Central Library Aid spending to include Kanopy and Mango Languages.
- Inventory is completed. STLS has provided a report of all items that were not inventoried. We will work on going through the shelves for these items and determining if they are missing, etc. Once this is done, we can purge items considered missing or lost. Throughout the course of the inventory, we found many items that needed repair or replacing, were considered lost, needed new call numbers, etc.
- Caleb has been taking part in the New Skills Academy from NYLA that includes reference services, tech services, program development, collection development, outreach and advocacy
- Received a letter from the Village of Alfred saying that we will receive up to \$6,000 for the Empire Development Smart Growth grant to include updates to landscaping and outdoor seating.
- Worked with Mechele R. on Enchroma giveaway promotion. AU created a beautiful display for us, and we cross promoted the giveaways.
- Mechele R. shared with Melanie that students often inquire about audiobooks, but the academic libraries do not collect these. Melanie shared information about the digital card for access to the digital collections. Melanie has been working with STLS

to create information that can be provided to the University and College about the digital card and access to digital collections only.

- Conducted outreach at the farmer’s market with Almond 20th Century Club Library, Bec Cronk. We signed up 12 folks for library cards (primarily students), and 23 people entered the raffle drawing we created.

Programming:

- True Crime Book Club: 6A
- Chair Yoga: 0
- Dungeons and Dragons: 2A
- Back to School BINGO: 9C; 5A
- Paper Quilling: 1C; 1A
- Library Lab: 4C; 2A
- Mah Jongg: 7A x3; 4Ax3
- Storytime: 4C; 3A x3

Statistics

	2024	2023
Circulation	887	No data
Holds Received	146	
Holds Filled	337	
Users Added	20	
Items Added	80	
EBook Check Outs	112	
Audiobook Check outs	117	
Digital Magazines	81	
ILL	3	

+8 digital checkouts OWWL; +7 digital checkouts FLLS

Goals for October:

- Review STLS Inventory Report to find lost/missing items and clean up the ILS
- Review Director’s goals for 2024 and begin preparing goals
- Finalize 2025 budget proposals



ALFRED BOX OF BOOKS BOARD MEETING

Tuesday, October 8, 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 September Minutes: Allison Snyder moved to approve, Carlyn Yanda seconded, and the Minutes were approved. Deb Stephens mentioned that she hadn't received the first mailing of the Minutes, only the later one for review. The Secretary is embarrassed to report that she finds no evidence of ever having sent an earlier mailing of the Minutes - to anyone.

Treasurer's Report for September: Treasurer Sam Frechette reported \$44,800 + change in the Library accounts. The BoB spent \$14,000 (much on insurance) and took in \$4,000 from grants and a donation from a patron. The Board discussed a maturing CD account - reinvest, or cash out? The Board decided to move the proceeds to our savings account. Deb moved to approve, Pat Crandall seconded, and the Treasurer's Report was approved.

Director's Report, September, 2024:

1. Melanie Miller has applied for the following grants, with high hopes for the first: the Ralph Wilson Foundation Building Capacity Grant for \$15,000, which would get us going on the Burdick Saunders House studies. The John Henry Eldred Foundation would provide \$1,000 for the Juvenile/YA collection. Two smaller grants would fund audiobooks and a craft project.
2. Inventory has been completed, though there may be as many as 960 items unaccounted for, according to STLS. A hunt will ensue in an effort to find more inventory and/or purge items deemed missing or lost.
3. Finger Lakes Gives, a 24 hour giving campaign, will allow Allegany County to register for the first time. The BoB would receive some funding from this.

New Business:

Melanie presented the new Video Surveillance Policy, which was approved when she offered to remove a repetitive sentence on Page 1. Allison made the motion to approve, and Sam seconded. Melanie has already, or will, install signs letting patrons know that the Library has video surveillance. Only Melanie has access to live monitoring, and she anticipates very few times when that would be necessary.

In-person trustee training will take place at the Parish House on November 12, at 4pm, with Erika Jenns of STLS. Handling Book Challenges will be a major topic.

Adjournment: Allison adjourned the meeting at 5:11pm.

Respectfully submitted, Megan Parry, secretary.

Next meeting: Tuesday, November 5th, 2024, 4pm, at the Parish House.