

## **ALFRED BOX OF BOOKS**

### **AGENDA BOARD MEETING Tuesday, December 9<sup>th</sup>, 2025 4:00 PM (Parish House)**

- Public Comment
- Approval of Minutes: November 11<sup>th</sup>, 2025
- Treasurer's Report: October and November 2025
- Director's Report: November 2025
- New Business:
  - Sexual Harassment
- Executive Session
- Next meeting (Tuesday, February 10<sup>th</sup>, 2026 at 4 pm – Parish House)
- Adjournment

## Library Director's Report

### November 2025

#### Meetings Attended

- 11/4- Met with Nick Cousino and Mechele Romanchock for prep for NYLA
- 11/12- Met with Almond Director, Board President, and Kelly Povero (Watkins Glen)
- 11/12- ILS Meeting
- 11/13- Ralph Wilson Arts & Culture Initiative Final Cohort

#### Activities/ FYI:

- **John Henry Eldred Grant** final report submitted. With this grant of \$5,000 we were able to add 245 Books to the collection (121 juvenile non-fiction, 27 YA, 61 juv/ya graphic, 6 picture books, 19 juvenile non-fiction, 11 RPG).
- Melanie was unable to attend the NYLA conference due to a medical complication, so Mechele & Nick presented "Academic and Public Library Partnerships" and the STLS DEI Committee presented their "DEI in Rural Library System" panel discussion. Both sessions went very well.
- Midwest Tape- a new vendor for DVDs. DVDs are more expensive than on Amazon; however, the cost includes MARC records for cataloging. Dedicated DVD/audiobook library vendor.
- New kits were added to the collection- crochet, knitting, and needle felting. These were items in the fiber arts lending library but were not barcoded. Now able to be checked out and placed on hold.
- **FLX Gives**- November 13-14. Raised \$620 by 10 donors. I could not give this as much time and attention as I should have. Last year it was \$690.
  - For more successful campaign next year:
    - Social media posts leading up to the day of giving
    - Information in the Alfred Sun
    - Flyers w/ QR codes
- **Wreath Fundraiser**: Total wreaths sold: 49 (just 1 more would have given us a 5% discount). Total sales: \$1600. Total cost: \$1,081.25. Profit = \$518.75.
  - Last year (2024) we sold 51 wreaths for \$40 (price included house tour). Total sales: \$2040. Total cost: \$907.80. Profit = \$1,132.20
  - This year we made \$10 profit for every decorated wreath and \$11.25 for every plain wreath. We sold 23 plain wreaths and 26 decorated wreaths. However, to have sold 49 plain wreaths alone would have only netted \$551.25.

- For next year:
  - Consider house tour or another event to coincide with wreath fundraiser
  - If wreath fundraiser alone- increase price?
  - Consider adding second annual fundraising event (square dance)
- Community Calendar update- A new grant from the Community Fund for Greater Buffalo/Ralph Wilson opportunity. Melanie reached out to funder to see if the community calendar might fit. It did not fit with that one but was put in touch with the director of the Community Fund. Will schedule meeting in early December to discuss potential funding opportunities.

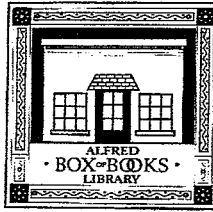
### **Programming Statistics:**

- True Crime Book Club: 7A
- Guiding Eyes Dogs: 2A
- Upcycled Book Centerpiece: 12A
- 1000 Books Before Kindergarten Pizza Party- 10C; 7A
- Multilingual Storytime: 13C; 10A
- Storytime: 9C; 6A (2 sessions)
- D&D: 5A

### **Statistics**

	2025	2024
<b>Circulation</b>	<b>809</b>	806
<b>Holds Received</b>	<b>119</b>	151
<b>Holds Filled</b>	<b>260</b>	347
<b>Users Added</b>	<b>4</b>	6
<b>Items Added</b>	<b>62</b>	65
<b>EBook Check Outs</b>	<b>106</b>	110
<b>Audiobook Check outs</b>	<b>183</b>	107
<b>Digital Magazines</b>	<b>*</b>	129
<b>ILL</b>		0

\*Digital use reports not available at the time of report.



## **ALFRED BOX OF BOOKS BOARD MEETING**

**Tuesday, December 9<sup>th</sup>, 2025  
4:00 PM (Parish House)**

**Present:** Allison Snyder, President; Deb Stephens, Vice-President; Sam Frechette, Treasurer; Megan Parry, Secretary; Isaac Matson, Carlyn Yanda.

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

**Absent:** Pat Crandall, Amy Powers, Mechele Romanchock

**Public Comment** - none.

**Approval of Minutes:** November 11<sup>th</sup>, 2025. Allison Snyder moved to approve, Carlyn Yanda seconded, and the Minutes were approved.

**Treasurer's Report:** October and November 2025. Sam Frechette, Treasurer. In October, an unusually large expenditure of roughly \$14,000 resulted in a bank balance of \$43,797. Much of the expense was a large tax payment due then. In November, the Library received grant money and other income, and November ended with a balance of \$35,759.

Melanie Miller shared that the Library can now order books through Kindred Collective, thereby shunning Amazon. Deb Stephens moved to approve the Treasurer's Report, Isaac Matson seconded and the Report was approved.

**Director's Report:** Melanie Miller, Director. The Library participated in the FLX Gives program and received \$620. The program lasts one day only; for next year Melanie suggested enhanced promotion through social media posts, the Alfred Sun, and flyers with QR codes.

The Library cleared \$562.58 from this year's wreath event. Melanie thinks we might raise the price for pre-decorated wreaths, order 50 if possible for the 5%

discount, and do better and earlier advertising. She recommends a shorter decorating time to avoid spotty attendance throughout the day.

The Library received Part Two of the Ralph Wilson Foundation Grant: \$13,500.

Melanie requested the purchase of a book-processing machine from Colibri. Their e-DaVinci machine can process books much more quickly than is done in-house, at no extra cost beyond its purchase price of \$1085. Deb moved to purchase the e-DaVinci machine, Carlyn seconded, and the purchase was approved.

**New Business: Annual Sexual Harassment certification.** Any Board member who hasn't completed this should do so before the end of the year.

**Executive Session** - Normally, the Board would have looked at a 7% across-the-board salary increase for 2026. However, employees this year mistakenly received only 5% instead of the 7% that had been approved for 2025. Therefore, Allison moved that all employees receive a 10% increase for 2026, Megan Parry seconded, and the motion was approved.

**Next meeting:** The Board usually skips January and meets again in February, but it will probably convene in January along with the Almond Library Director and its Board members to decide how the next tax vote will work. Brian Hildreth would attend, also. No date has been set so far.

The next regular Board meeting will take place February 10th, 2026, 4pm at the Parish House.

**Adjournment** - Allison adjourned the meeting at 4:50pm.

Respectfully submitted, Megan Parry, Secretary.