

ALFRED BOX OF BOOKS

AGENDA BOARD MEETING Tuesday, October 14th, 2025 4:00 PM (Parish House)

- Public Comment
- Approval of Minutes: September 9th, 2025
- Treasurer's Report: September 2025
- Director's Report: September 2025
- New Business:
 - Library Director Evaluation and Goal Review
- Other
- Next meeting (Tuesday, November 11th, 2025 at 4 pm – Parish House)
- Adjournment

Library Director's Report
September 2025

Meetings Attended:

- 9/3- Back to School Picnic at Alfred Almond Central School
- 9/4- Meeting with Kendyl L. and Erika J. from STLS re: calendar
- 9/9- Allegany County Library Association Meeting
- 9/10- Flight Path grant Kick off meeting
- 9/11- Q&A panel discussion for library card sign up month
- 9/16- Meeting with new Hinkle Library director, Janelle Varin
- 9/16- Meeting with Sofia Pizarro Lobos- AU UNICEF club president
- 9/18- Meeting with Ethan Smith from Hunt
- 9/23- Information Literacy Committee Meeting
- 9/24- Directors Advisory Council Meeting
- 9/25- Time.ly meeting
- 9/26- NYLA presentation prep with Nick C. & Mechele

Activities/FYI:

- **Grant Updates:**
 - Ralph Wilson Year 2 Capacity Building grant submitted
 - Libraries Without Borders Grant- not awarded 😞 Casey Barber expressed desire to continue working with the library despite not receiving the grant.
 - Flight Plan grant- kick off meeting and materials received!
- **Community Calendar**
 - Melanie reached out to STLS regarding the logistics of coordinating an Alfred Community Events calendar.
 - They put us in touch with FLX Calendar and Naples Grapevine Calendar which provided a lot of information and guidance
 - Meeting scheduled with village leaders to discuss logistics
 - The biggest factors are staff time/ expense to consider.
- **Outreach**
 - Melanie and Bec (Almond) attended the AACS back to school picnic
 - Melanie attended the Alfred Farmer's Market on 9/21
- **Director's Advisory Updates**
 - Cost Share Add Ons- email/text messaging for patrons. Brian presented several options for directors to review. These services allow integration with

the ILS so any patron registered could opt in for direct library messaging. This includes hold pick up notices, program reminders, and newsletters.

- This is something that we will need to consider as we begin budget planning
- We currently use MailChimp for our monthly newsletter and have 168 subscribers. We currently do not pay for this service; however, we lack the ILS integration to reach more people. We are only collecting emails at library card sign up. I had to remove the link from the website due to spam.

- **Banned Books Week Project**

- Melanie is working with Aimee Parry, librarian at Alfred Almond Central School for a banned books week poster contest.
 - Grades 4-12 can participate. Box of Books provided the poster boards for the students. Melanie will collect the posters and create a method of voting for community members as well as students. Aimee will share the voting link with students. All participants will be entered to win a small bag of items. Poster winner will receive an Owala water bottle.
 - The update from Aimee was that she needed more posterboards, and the 5th grade class was really excited about the project!
 - Total posters received: 15!
- Donation from anonymous patron for \$10,000 to be used over 3 years for collections.
 - Office for the Aging provided board games for all 17 Allegany County libraries; Melanie coordinated pick up and distribution of these through the Allegany County Library Association
 - Melanie and Allison attended a presentation by Alfred State architecture students. This was exciting and showed us that a substantial building could be built on the site at 3 Main Street and students' perspectives on public library services. Next semester, Year 4 architecture students will conduct a longer project in which historical preservation is considered. David Carli expressed his appreciation for working on this project with us and hopes to continue the partnership.
 - Melanie provided storytime at the David A. Howe (Wellsville) library while working on hiring a new children's librarian.
 - STLS coordinated movie showings of "Free for All" about public libraries throughout the library system for library card sign up month. They invited local directors to be part of a panel Q&A after the film.
 - Alfred State hired a new library director, Janelle Varin. She is eager to work with the Box of Books and encourages library staff to continue community connections.

One project she would like to work on is our seed library and promote that to agriculture students, faculty, and staff.

- Sofia Pizarro Lobos is the UNICEF Club president at Alfred University. She wanted to partner with the library as a donation site during Halloween. She and club members will also work on holding a program to promote UNICEF to community members.
- Met with Ethan to review current facility. The team at HUNT will complete their study of our current facility and create any renderings of potential additions throughout October. They will complete this by the end of the month and provide reports.

Programming Statistics:

- Dungeons and Dragons: 2 sessions; 9A
- True Crime Books Club: 12A
- Storytime: 3 sessions; 9C; 5 A
- 9/19- Fiber Art Wall Hanging- 9A
- 9/21- Farmer's Market Activities Tent- 10 total
- 9/30- Air plant pinch pot: 4A

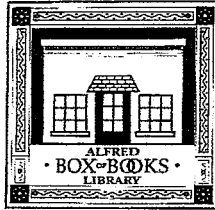
Statistics

	2025	2024
Circulation	858	887
Holds Received	160	146
Holds Filled	304	337
Users Added	14	20
Items Added	139	80
EBook Check Outs	105	112
Audiobook Check outs	138	117
Digital Magazines	151	81
ILL		3

+10 OWWL; +6 FLLS Digital Checkouts

Goals for October:

- Preparation for NYLA Conference
- Get meeting with Village regarding Community Calendar
- Continue to work with Hunt Architects to finalize designs



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AGENDA BOARD MEETING Tuesday, October 14th, 2025 4:00 PM (Parish House)

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

Also Present: Melanie Miller, Library Director.

Absent: Pat Crandall, Isaac Matson, Mechele Romanchock

- **Public Comment** - none.
- **Approval of Minutes:** September 9th, 2025: Deb Stephens moved to approve, Carlyn Yanda seconded. The Minutes were approved.
- **Treasurer's Report:** September 2025. Sam Frechette quoted an ending balance for September of \$57,860. Approximately \$14,700. was spent, which is normal for the one month time period. The Library holds \$18,300. savings. Megan Parry moved to approve, Allison Snyder seconded, and the Treasurer's Report was approved.
- **Director's Report:** September 2025. Library Director Melanie Miller discussed:
 - **(1)** The Banned Books Week Project at AACS, which she established with Aimee Parry, Librarian at the school. Grades 4-12 participated by choosing their favorite banned book and creating a poster about the book. 15 posters will be on view at the school and at the Box of Books.
 - **(2)** Melanie would like to establish an Alfred Community Events Calendar that would draw from the two universities, the library, the Village, and village businesses, among others. It would require a website of its own and some funding to support the site and its administrator - possibly 10 extra hours each

week for Caleb. Melanie has scheduled a meeting with Village officers to talk about the logistics of achieving this.

- **(3)** Email text-messaging for patrons. The Directors Advisory Council will choose between two messaging platforms: Patron Point and Message Bee.
- **(4)** Alfred State students will remove screens and install storm windows at the Library. Amy Powers volunteered to open the shed for them and close up when they're done.
- **New Business:** Library Director Evaluation and Goal Review. Allison will email Melanie's Goals with an Evaluation Form to Board Members. The Evaluation can be done through email, or be handed in at the Library.
- **Other:** The New York State Librarian visited the Box of Books in order to honor Melanie for all of her work on behalf of the Library, STLS, and the Alfred Community.
- **Next meeting :** Tuesday, November 11th, 2025 at 4 pm – Parish House
- **Adjournment:** Allison adjourned the meeting at 5:15pm.

Respectfully submitted, Megan Parry, Secretary