

**Almond Twentieth Century Club Library
Board Meeting Minutes – October 26 , 2023**

In attendance: Elva Owlett - Library Board President, Mary Jo Morrison - Library Board Vice President, Valerie Ewald – Library Board Secretary, Eric Ewald - Library Board Financial Officer, Linda Staiger - Library Board Trustee, Connor Dirlam - Director of Internal Operations, Bec Cronk - Director of Programming & Outreach, Kier & Lisa Dirlam, Susan Steere

Meeting called to order at 6:30 p.m.

September meeting minutes were approved - Eric motioned, Mary Jo seconded

Director reports - see attached documents

Connor:

- In addition to Connor's report, they shared a compilation of patron suggestions for the library.

Connor's report was accepted - Eric motioned, Mary Jo seconded

Bec:

- Friday Fun Days are a bit hit or miss but the young people that do attend enjoy the activities.
- Bec has a lead on someone from Alfred State who may be willing and able to help with an Excel class.
- Cornell Cooperative Extension class is also a bit hit or miss but the instructor is still interested in continuing the series and trying to get more people interested.
- There is still time to donate canned food for the Great Give Back collection.
- There is a patron who has inquired about using the library for Spanish instruction. We need to check with insurance to see if there are any issues with this as it is a for-profit situation.
- Harassment training has been accomplished.
- Attended Annual meeting - found it was worthwhile although some parts were a bit dry. Connected with Melanie from Box of Books and is hopeful to do some joint events.
- Bec had looked into glasses for the upcoming solar eclipse but hadn't received a response. Mr. Dirlam suggested she contact his office as they are ordering many, many pairs of glasses and could help us obtain some for the library.
- Both Connor & Bec are participating in the STLS Gather & Grow webinar series.
- The library will be closed November 23 & 24 for the Thanksgiving holiday. Bec will be out on the 25th as well.
- Mary Fairchild has been going above & beyond to gather things for our Basket Auction. All were in agreement that we should do something special for her to thank her for her efforts.

- Purchase of bike rack was officially approved. Bec will resend spreadsheet containing furniture options for downstairs.
- There has been no additional news on the quilt.
- AED battery has still not arrived. Also have not been able to connect with anyone regarding training. Mr. Dirlam suggested Bec try his office - there may be someone there who can help with this.

Bec's report accepted - Ericl motioned, Linda seconded - passed

Financial Reports - see attached report

- CD was established as discussed at previous meeting.
- Eric presented a first draft of the budget for 2024. After a brief discussion, Linda moved to accept budget, Mary Jo seconded - passed.
- If we continue on current spending trajectory, there may be enough left of this year's budget to invest in digital signage. We need to investigate permitting and other particulars.
- Val will look up where we are at as far as the tax cap allowance goes so we can determine what to ask for at the next budget vote.

Financial report accepted - Mary Jo motioned, Valerie seconded - passed.

Friends of the Library notes:

- Plans for Election Day Basket Auction and Bake Sale are moving along. It would be helpful to have additional people to help with sales the day of the event.

Old Business:

- Porch light is definitely OUT. We need to find a replacement asap. Solar lights along the walkway may also be helpful to increase visibility.

New Business:

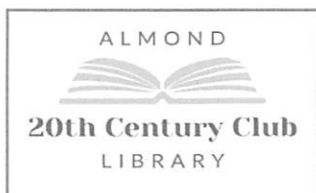
- Printer is 5 years old and is very difficult. Connor will research some options for a replacement.

Public Commentary:

- Susan noted that she hadn't been downstairs since it had been reorganized and she felt it looked very nice.
- Mrs. Dirlam expressed appreciation for the Board and their work for the library.

Next meeting will be held November 30, 2023, 6:30 p.m.

Meeting adjourned to Executive Session 7:53 p.m.



**Almond Library September Director of
Internal Operation's Report**

Thursday, October 26, 2023

Stats	August 2023	September 2023	Monthly Change	September 2022	Annual Change
Door Count	346	291	-16%	130	124%
Computer Use	69	88	28%	11	700%
Program Attendance	34	12	-65%	0	1200%
Circulation	430	351	-18%	413	-15%
Registrations	10	9	-10%	5	80%
Items Added	56	54	-4%	46	17%
Holds Filled	115	153	33%	106	44%
Holds Received	164	130	-21%	123	6%
Monthly Website Visits	MIA	MIA	#VALUE!	45	#VALUE!
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	91	88	-3%	127	-31%

In September I focused on improving my collection development skills. I reached out to STLS and they sent Lorie to come give me tips, pointers, and training. She provided me with some websites to use for finding professionally curated lists of material recommendations and some trustworthy sources on whether a book is appropriate or should be in a library. She also gave me the official Ingram training and showed me the best ways to use the list functions to help keep track of what we want to get for the larger order minimum. I also spent time looking through several ALA (American Library Association) documents to better understand how to handle book challenges/concerns, as well as reviewed our Collection Development policy.

Feedback

We've had our suggestion box available for about a year now, for a while only a couple people put feedback in, but I've been encouraging more people to write down their feedback and add it to the box. Here is what we have so far:

"More opportunities for the youth. For example STEM or LEGO club, art class, game club/tournament, and teen study space."

"The library is looking so clean and welcoming. It is a pleasure to come in now!"

"Make LGBTQ+ safe space. It could just be a sign or something, I like the butterfly things but there should be something more obvious. Also LGBTQ+ books. Better representation."

"Compliments

So excited to see a good selection of LGBTQ books. Such a great display!

Please keep bringing in new materials.

We so appreciate the diversity and visibility."

Update from the Director of Programming and Outreach

Dec-October 2023

Update on Programming:

- Cover to Cover will be November 16th @ 6:00 PM: The Widow of the South
- This month our display was focused on banned books/cookbooks/spooky books
- November will be: National Native American Heritage Month/Thanksgiving
- Fun Fridays Update: Pumpkins, mosaics, pumpkin painting, pumpkin rice crispy treats
- Excel Workshop Update
- EFNEP (Cornell Cooperative Extension) class
- Great Give Back: Can drive in Oct.
- Spanish Class

Sexual Harassment Training

Annual Meeting Update

Gather and Grow

Thanksgiving Hours

Mary Thank you

october

Bookkeepers report

Report date 10/21/23

Check #	Date	Bills paid	Accounting notes	Dollar amount
5181	10/14/23	Servisoft water	Misc	\$19.50
5182	10/14/23	STLS internet service	technologiy	\$399.00
5183	10/14/23	American Library Association	memberships	\$183.00
5184	10/14/23	Ingram	circulation	\$138.17
5185	10/16/23	Cash	Petty cash reimbursement	\$31.00
5186	10/20/23	Village of Almond water bill	water	\$70.00
5187	10/20/23	Elan	circulation \$98.98 technologiy \$162.74	\$261.72
5188	10/20/23	community bank credit card	Programing	\$21.67
5189	void			
			Total	\$1,124.06
Auto Pay		NYSEG		\$126.98
		National Fuel		\$66.66
		Frontier Phone		\$76.86
			Total	\$270.50
			Total bills Paid	\$1,394.56

Proposed 2024 Almond 20th Century Club Library Annual Budget

Fixed Income	Amount	
School tax income budgeted	\$107,000.00	
Expenses		
Advertising	\$800.00	
Circulation	\$10,000.00	
Fees	\$6400.00	
Insurance	\$4,400.00	
Mileage reimbursment	\$200.00	
Misc, Expenses	\$1000.00	
Office supplies	\$1,200.00	
General Supplies	\$1200.00	
Payroll	\$46,000.00	
Postage	\$1000.00	
Repairs and maintenance	\$10,000.00	
Programs / program supplies	\$10,000.00	
STLS Membership	\$5,600.00	
Technology	\$2,500.00	
Telephone	\$1300.00	
Utilities	\$5,000.00	
Furniture / fixtures	\$400.00	
Budgeted against Fixed Income	\$107,000.00	
Total budget Fixed Income	\$107,000.00	