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# Alfred Box of Books Library

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Annual Report for  
2008

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Prepared by Lana Meissner,  
Library Director

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Approved by the Board of Trustees

April 6, 2009

2008 was a year of transition for the library. We bid farewell to library director Janice Porter and library clerk Carrie Jefferds and welcomed Lana Meissner as the new library director and Eliza Ordway as program director. Space in the Children's Room was reorganized to enable more flexible use of space for readers, activities, and special events. Additional comfortable seating was provided for adult readers, and individual "special collections" were integrated into the main collections to make them more easily accessible.

Systems for processing and circulating library materials were simplified as were methods for keeping statistics.

The number of program sessions offered over the course of the year nearly doubled and program attendance was up by 11%.

Circulation of library materials remained about the same as in 2007, however interlibrary loan borrowing increased by 15% and lending to other libraries increased by an astounding 23%. The number of library patrons added in 2008 was 24% greater than the number added in 2007.

### **A Great Value**

The Alfred Box of Books Library proved to be an exceptional value in 2008, costing the average household \$30 per year or \$.58 cents per week in tax dollars. For this small investment, families and the community received a wealth of service: for example, during the month of July, 2008, the value of service provided to the community was more than \$64,000 and the savings to a typical family from one visit to the library was \$238. See Appendix A and B for calculations.

## **2008 Accomplishments and Program Highlights**

- Promoted the use of puzzles, games, toys, and activities in the Children's Room
- Assessed services and needs using tools from the Equal/Access Libraries Institute.
- Created a Facebook page for the library to promote events and services.
- Created a library newsletter called "Out of the Box" to expand communication with our patrons.
- Hosted numerous community events throughout the summer and fall.
- Provided 35 hours per week of quality library service and programming through the year.
- Added free wireless Internet access to our technology services funded by our Gates Grant.
- Added two new public computers funded by our Gates Grant.
- Conducted 191 programs and storytimes attended by 1,667 area children, youth, and adults.
- Offered 122 summer program sessions attended by 582 children, youth, and adults.
- Checked out 17,618 items to library users.
- Registered 196 new library users.

## Library Board of Trustees

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### **2008 Board Accomplishments**

The library trustees approved the long range plan for 2008 – 2013, oversaw a successful financial audit, monitored the library budget, applied for an absolute charter, and voted to seek a tax increase from voters. The board advertised for, interviewed, and hired a new

library director, and actively participated in programs sponsored by STLS as well as local charitable events. They voted to hire a summer reading program coordinator and offer a \$600 stipend. They conducted a successful book sale and advocated for the mission of the library throughout the community in a variety of ways.

## Library Administration

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### **Overview**

The new library director hired a program director and oversaw her orientation and training. Administrative functions and processes were analyzed and streamlined and supplies and equipment were brought up to date. The director was an active participant in regional library affairs and collaborated with other directors to advocate for increased funding for libraries at a meeting of the Allegany County Ways and Means Committee. A regular column in the Alfred Sun provided the opportunity to keep the community in touch with library events and activities. A newsletter, *Out of the Box*, as well as a Facebook page expanded our avenues of communication. An outstanding cadre of volunteers provided over 1,000 hours of service during the course of the year.

### **Finances**

Total operating receipts were \$50,596, an increase of \$2,041 over 2007. Total operating fund disbursements were \$49,146, an increase of \$2,231 over the previous year. Grants were received from the following organization: Lions Club, Community Chest, Hot Dog Day Committee, and Allegany County Area Foundation, in addition to a number of grants through the Southern tier Library System.

### **Staff Development/Professional Activities**

The director, trustees, and staff were active

participants in workshops and meetings presented by STLS, the Gates Foundation, and the Equal/Access Libraries Institute. Meetings included but were not limited to the Allegany County Directors Association, STLS IT meetings, Youth Program meetings, Summer Reading Program workshop, STLS Annual Meeting, and several library advocacy/fundraising workshops. The board of trustees voted to compensate non-professional staff for travel to meetings.

### **Community Connections**

The library coordinated with local business "The Gallery" on developing National Children's Book Weeks activities. As part of the summer reading program we provided library and reading services as well as library-related entertainment to children attending the Alfred State College day camp. An Alice in Wonderland tea party was held in conjunction with the Alfred Community Theater. The board participated in the Alfred community's Hot Dog Day festivities by selling tickets, and coordinated the library book sale with Alfred University's Family Weekend. The library was a visible presence at the first "Welcome to Alfred" gathering. Our program director was invited to tell stories to classes at Alfred Almond Central School and we have a volunteer who does a weekly program for the Alfred Montessori School.

### **Overview**

Library staff provided high quality direct service to the public throughout the year including circulation of library materials, rotating collections, interlibrary loan, reference, readers advisory, outreach, as well as programming for children, youth, and adults. Enthusiasm for library programming at times stretched the limits of our facility to accommodate the number of attendees. While circulation of library materials remained stable, interlibrary loan saw dramatic increases. The library was also among those libraries with the greatest number of downloadable audio-book users. More and more users are accessing Starcat from home and coming to the library to pick up what they have pre-selected.

### **Program Highlights**

- Provided 122 program sessions attended by 582 children, youth, and adults as part of the *Catch the Reading Bug* summer reading program.
- Provided 191 program sessions attended by 1,667 children, youth, and adults during 2008.
- Provided weekly story times and activities every Monday, Wednesday, and Friday, including outreach to the Alfred Montessori School and Alfred Almond Central School.
- Provided 1,785 hours of service to the community.
- Encouraged use of the Children's Room as a social gathering place by sponsoring special events, activities, movies, and Wii gaming.
- Received a grant of 16 pints of "Honey Bee" vanilla ice cream and packets of "bee-friendly" seeds in support of our summer reading program "Bee-friend the Bees" event.



### **Collection Development**

- Added 1,027 items to the collection.
- Processed 437 gifts-in-kind added to the collection.
- Provided a steady stream of popular fiction and non-fiction through the McNaughton leasing service (both hard cover and audio formats) provided by Brodart.
- Streamlined collection processing by eliminating inventory cards, book pockets, and circulation cards.
- Borrowed 2,036 items from other libraries.
- Lent 1,739 items to other libraries.
- Weeded the entire collection.
- Eliminated most "special collections," including paperbacks, and integrated them into the regular stacks.



- Added one new computer workstation and one new laptop for public use, funded by the Gates Foundation.
- Installed a wireless router and new hub to make the library a wireless Internet access "hot spot," funded by the Gates Foundation.
- Replaced one staff workstation, funded by the Friends of the Library.

## Financial Summary 2008

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### Revenues

Local public funds.....	\$31,475
System grants.....	\$ 7,100
Gifts, fundraising, fines, etc.....	\$12,021
<b>TOTAL OPERATING FUND RECEIPTS.....</b>	<b>\$50,596</b>

### Expenditures

Personnel.....	\$25,508
Collections.....	\$6,456
Operation, maintenance, supplies, etc.....	\$17,182
Reserve fund.....	\$1,450
<b>TOTAL EXPENDITURES.....</b>	<b>\$50,596</b>

## Personnel

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### Staff

Lana Meissner, Library Director  
Eliza Ordway, Program Director  
Amie Acton, Summer Reading Coordinator

### Work Study

Arianna Carini  
Christine Carnegie

### Volunteers

Amie Acton  
Zoe Coombs  
Anna McHale  
Toni Olshan  
Jan Porter  
Cathy Powers  
Angela Rossington  
Ellen Shultz  
Gene Staiger

### Trustees

Ellen Ehrig, President  
Kathryn Link, Vice-president  
Anna McHale, Treasurer  
Liz Menichino, Secretary  
Amanda Burns  
David Dronsick  
Marc Olshan  
Angela Rossington  
Suzanne Wood



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**\$238.50**

**Family savings from a typical visit to the Alfred Box of Books Library, July 2008**

*Breakdown*

**\$75.00 Adult Books**

3 @ \$25.00

Value based on a rounded average of the list and retail prices of a significant sampling of books in this category.

**\$40.00 Kids' Books**

5 @ \$8.00

Value based on a rounded average of the list and retail prices of a significant sampling of books in this category.

**\$30.00 Videotapes/DVDs**

2 @ \$15.00

Value based on rounded average of common list prices on DVDs.

**\$40.00 Books on Tapes/CDs**

1 @ \$40.00

Value based on a rounded average of the list and retail prices of a significant sampling of books in this category.

**\$15.00 Online Databases**

1 @ \$15.00

Value based on subscription rate for online service Ancestry.com.

**\$37.50 Youth Programs**

1 @ \$37.50

Value based on a rounded average of the participation costs of programs.

**\$1.00 Internet Access**

@ \$4.00

Value based on hourly pricing structure for Internet cafés.

Figures are based on visits to retail stores, booksellers, video stores, and park districts to gather real world prices for books, materials, and programs.



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**\$64,542**

**This is the value of the Alfred Box of Books Library's  
Service to the Community  
based on actual circulation, program attendance, and  
access figures for the month of July, 2008**

*Breakdown*

**\$21,300**

**Adult Books**

852 @ \$25.00

Value based on a rounded average of the list and retail prices of a significant sampling of books in this category.

**\$6,792**

**Kids' Books**

849 @ \$8.00

Value based on a rounded average of the list and retail prices of a significant sampling of books in this category.

**\$3,945**

**Videotapes/DVDs**

263 @ \$15.00

Value based on rounded average of common list prices on DVDs.

**\$300**

**Music CDs**

20 @ \$15.00

Common list prices for CDs are \$14.99 - \$24.99. Full albums can also be bought from iTunes and other online retailers, most commonly for \$9.99. Value based on a rounded average of these prices.

**\$4,600**

**Books on Tapes/CDs**

115 @ \$40.00


Value based on a rounded average of the list and retail prices of a significant sampling of books in this category.

**\$2,794**

**Electronic Audiobooks (available through our STLS membership)**

254 @ \$11.00

Value based on the average subscription rates for Audible.com.



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**\$3.50      Newspapers**

1 @ \$3.50

Value based on the average of seven-day subscription rates for newspapers.

**\$3,340      Magazines (available through our STLS membership)**

668 @ \$5.00

Value based on a rounded average of the list prices of a significant sampling of commercial magazines.

**\$270      Online Databases (available through our STLS membership)**

18 @ \$15.00

Value based on subscription rate for online service Ancestry.com.

**\$4,087.50      Adult Programs**

109 attendees @ \$37.50

Value based on a rounded average of the participation costs of programs.

**\$16,950      Youth Programs**

452 attendees @ \$37.50

Value based on a rounded average of the participation costs of programs.

**\$160      Internet Access**

40 hours @ \$4.00

Value based on hourly pricing structure for Internet cafés.

Numbers are based on visits to retail stores, booksellers, video stores, and park districts to gather real world prices for books, materials, and programs.