

APRIL 2025 LIBRARY DIRECTOR'S REPORT

STRATEGIC PLAN GOALS

- 1. Enhance Library Funding Streams**
- 2. Strengthen Outreach (Town of Gerry, CVCS, community groups)**
- 3. Catalogue and Digitize Local History Collection**
- 4. Staff and Volunteer Development**
- 5. Carry Out 25 Year Celebration of Library Building**
- 6. Identify Future Roles of the Library and Implement Changes**

Numbers are inserted to indicate when strategic plan goals have been targeted.

ADMINISTRATIVE

Quarterly Payroll Returns for the first quarter of 2025 were filed electronically.

Form 990-EZ for 2023 is being completed by volunteer bookkeeper Ricki Sharp to be signed by Board President Bill Newton prior to the May 15 deadline.

The library will be closed on Monday, May 26th in observance of Memorial Day.

Statistical report for the first quarter of 2025 was completed as required by CCLS.

Our certified mail sent in regards to the “Cease and Desist” issue was returned and labeled “Not deliverable as addressed” and “Unable to Forward.”

CCLS

The next Trustee Handbook Book Club webinar is coming up Wednesday, April 30 (5-6:30): Board Development: Recruitment, Orientation, Education and Evaluation. These sessions are terrific for meeting the trustee training requirement. They count if viewed live or viewing the recording. To register, visit: [Trustee Handbook Book Club web page.](#)

Save the Dates: Upcoming sessions:

Tuesday, July 15: Recruiting & Retaining Quality Staff

Tuesday, November 18: Next Level Trusteeship: Building an Effective and Impactful Board Culture with guest speaker Terry Kirchner, Executive Director, Westchester Library System

The archive of recorded sessions is available and all count towards the 2-hours of required education for public and association library trustees.

2024 Recordings:

- [Governance Structure: The Role of Board Officers and Board Committees](#)
- [Libraries for the Future: An Introduction to Sustainability as the Newest Core Value](#)
- [What's New in the 2023 Edition of the Trustee Handbook](#)
- [After Party III](#)

2023-2021

- [Financing & Managing Construction Projects](#)
- [Equity, Diversity, Inclusion, Access & Justice](#)
- [Strategic Planning](#)
- [Financial Planning & Budgeting](#)
- [The Board-Director Relationship](#)
- [Open Meetings Law with Kristin O'Neill, Committee on Open Government](#)
- [Effective Meetings Using Parliamentary Procedures](#)
- [After Party II](#)
- [PR & Advocacy](#)
- [Planning & Evaluation](#)
- [Ethics & Conflicts of Interest + Intellectual Freedom, Censorship and Privacy](#)
- [Policies & Risk Management](#)
- [Facilities](#)
- [Budgets & Finance](#)
- [Duties & Responsibilities](#)
- [Library Board Meetings](#)
- [Personnel](#)
- [After Party I](#)

CORRESPONDENCE

Received the Account Statement from Victory Funds for the period January 2, 2025 through March 31, 2025 showing the total market value for all investment accounts to be \$16,633.38 (\$16,024.68 on 3/28/24) (\$13,331.57 on 3/31/23). Also received Annual Shareholder's Reports from Victory Funds for the library's holdings in the RS Value Fund and RS Large Cap Alpha Fund.

Received an invitation to participate in the Chautauqua County History Expo to be held at Fluvanna Community Church on Saturday, August 23, 2025.

The library received a Statement of Activity from the Northern Chautauqua Region Community Foundation for the Sinclairville Free Library Endowment Fund for the period January 1 through March 31, 2025. The balance in the fund as of 3/31/2025 was \$29,319.80.

Received a renewal work experience program agreement from Chautauqua Works to be completed if the library would like to participate in the Summer Youth Employment Program this year.

DONATIONS

Received a donation in the amount of \$50 from the TOPS NY 610 group that meets at the library each week.

A donation in the amount of \$360 was received from the employees at Cummins who have designated the library to receive their payroll deduction charitable contributions.

FUNDRAISING 1

The basket raffle of items donated by trustee Frost-Kianos brought in \$70. The winner of the basket was Audrey Little.

The library is registered to participate in this year's Give Big CHQ, which will be conducted online June 12th. Please use the following link to review the Terms of Service our organization has agreed to in order to participate:

<https://www.givebigchq.org/info/terms-of-service>. For tools, templates and other resources to help us get ready for this year's event please visit: www.givebigchq.org/info/nonprofit-toolkit; www.givebigchq.org/info/trainings; www.givebigchq.org/info/downloads. Questions? Contact: Liz Jones, Chautauqua Region Community Foundation 716-661-3390/ ejones@crcfonline.org. 1

GRANTS 1

Northern Chautauqua Community Foundation sent a representative for a site visit on March 27 in regards to the library's application for funding to replace/refurbish signage for the library building.

CCLS Marketing Grant: The final report for the marketing grant has been submitted to CCLS. Tablecloths with the library logo were purchased with this grant along with other promotional materials for use at outreach events.

ALA Round 2: An extension was approved for the final report for Round 2 of the ALA Libraries Transforming Communities: Accessible Small and Rural Communities initiative to continue outreach to those with mobility challenges. This report is now due June 30. **1**

CCLS Adult Literacy Mini Grant: Digital Skills: Walk-in assistance is included during bi-monthly visits to the Homestead in Gerry with other times scheduled at the Sinclairville Fire Hall on Monday, May 12 from 11:30 AM to noon and at the library on Thursday, May 1 from 4 to 6:30 PM. Assistance is also available by scheduling an appointment. This program provides help with setting up and using Libby (ebooks and audiobooks), learning to use the online card catalog, setting up and using email accounts, Ancestry Library Edition and NOVELny.

OUTREACH 2

Outreach continues with CVCS Pre-K visits to the library, reading to children at The Wrap childcare program at Park Methodist Church, and library services and programs offered at the Homestead bi-monthly and Sinclairville Fire Hall Senior Dining Site once a month. **2**

Library Assistant Huling represented the library at the April meeting of the Cassadaga Valley PTO and is scheduled to return for the May meeting. She will also provide outreach at the Sinclairville Elementary School Science Fair scheduled for May 8 at 6 PM. **2**

PROFESSIONAL DEVELOPMENT

Library Assistant Huling participated in trainings offered by CCLS on topics in preparation for this year's Summer Reading Program. **4**

PROGRAMS AND EVENTS

Highlights:

Life Story Writing (Hybrid) will be held on **Thursday, May 1 at 6 PM.**

Local Author Mindy Nichols Wendell: Monday, May 19 at 6 PM: Book talk for Light and Air. It's 1935, and tuberculosis is ravaging the nation. Everyone is afraid of this deadly respiratory illness. Wendell writes middle grade historical fiction, and this title is set in western NY. Before beginning her writing career, the author taught writing and literature at SUNY Fredonia. Light and Air was one of this year's titles chosen for quizzing on the Elementary school level's Battle of the Books.

Walk-In Digital Assistance and Library Services Outreach will be provided at the Sinclairville Fire Hall on Monday, May 12 at 11:30 AM, at the library on Thursday, May 1 from 4 to 6:30 PM, and at Bergquist Building at the Homestead in Gerry on Friday, May 2 and 23 at 2:30 PM. These programs are part of the CCLS grant initiative for adult literacy: digital skills. 2

Write Spirit and CVCS Creative Writers will meet together at the library on Friday, May 30 at 8:30 AM.

PACT: Parent and Child Activity Kits that were donated to the library by Jessica Emmott are begin re-vitalized and cataloged. Brown Bear and Little Boy Blue, Curious George and Monkeys, and Twinkle, Twinkle and Circus have been processed so far.

Story Hour programs for ages 2 to preschool are held at 1 PM on the following Wednesdays:

5/7 Mother's Day (Mother's Day flower pot)

5/14 School Readiness: Tying our Shoes (shoe lacing kit)

5/21 Letter Day: B is for Bear (Bears)

5/28 If You Give a Mouse a Cookie (Mouse paper craft)

Book Club Selections:

Books Unlimited will meet at the library on Monday, May 19 at 7 PM to discuss Everyone Here is Lying by Shari Lapena.

Virtual Book Club will meet on **Thursday**, May 22 at 7:30 PM to discuss The Queens of Crime by Marie Benedict. Copies of this title are available at the library, and the link to join online is available upon request.

Book Club at the Homestead in Gerry will meet in the Bergquist lower level to discuss Sparring Partners by John Grisham on May 23 at 3 PM.

New Chapter of CLSC Reading Circle: Erin Gray will facilitate discussions of selections from the Chautauqua Literary and Scientific Circle in partnership with the library. The first meeting will be held at 3 Lakes Café on Saturday, May 31 at 9 AM, and the group will discuss The Queens of Crime by Marie Benedict.

Program Updates:

Country Kids on the Fly will meet on May 5 and 12 at 5:30 PM.

PUBLIC RELATIONS AND PUBLICITY

Press releases to the Observer and Post-Journal as well as Facebook posts were published to advertise the library's programs and events.

Public use of the conference room includes meetings of the Healthy Community Alliance, T.O.P.S., and Spanish tutor with student.

Our write-up about the library and 25th building anniversary celebration was submitted to the Village of Sinclairville for publication in their newsletter.

STAFF AND VOLUNTEERS 4

A volunteer and staff meeting held on April 3 was well attended. Director Hadley will be away May 14-18. A schedule of the staff and volunteer work schedule for the month of May is posted in the office

STATISTICS: 1st QUARTER:

Circulation (Everything): 4,212 (2024: 3,723)

Circulation of other materials: 1,528 (2024: 1,180)

Number of registered borrowers at 3/31: 1,521 (2024: 1,395)

Number of visits to library: 2,370 (2024: 2,222)

Number of reference questions: 364 (2024: 213)

STRATEGIC PLAN GOALS

1 The library is registered to participate in the Give Big CHQ online fundraiser.

2 Email was sent to new CVCS Superintendent Tammy Mangus to forward to trustees to thank them for the opportunity to share library information at their board meetings and to update them about current happenings at the library.

3 Met with CCLS Digital Services Librarian to discuss making digitized local history materials accessible on the library's website. Historical materials continue to be digitized by volunteer Pat Kirell, and local history books are being cataloged in the CCLS KOHA online catalog.

4 Library Assistant Huling participated in workshops for professional development in planning this year's summer reading program. New volunteers are being trained on front desk procedures.

5 The committee planning the 25th building anniversary celebration will meet on Wednesday, April 30 at 5 PM. An invitation to the celebration was included in the library's article to be published in the Village of Sinclairville's newsletter.

TECHNOLOGY

The Director's old desktop computer has been replaced with an up-to-date laptop at no cost due to re-purposing of equipment provided through CCLS.