

## **MAY 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**

Form 990-EZ for 2024 was completed by volunteer Ricki Sharp, signed by Bill Newton and submitted online.

\$761 was received from CCLS for the second installment of the Materials Plan.

The library will be closed on Monday, May 26<sup>th</sup> for Memorial Day and Thursday, June 19<sup>th</sup> for Juneteenth.

2024 Financial information has been given to President Newton for review by an accounting firm.

### **BEAUTIFICATION AND DISPLAYS**

The library's front and back entrances have been beautified by flowers in planters. The meeting room art display was updated to include works by Audrey Little and Karyn Okerlund. (Thanks, Trustee Emmott!)

Artwork done by students in Ms. Emmott's PreK class is on display in the front entry bulletin board. These students visited the library on a field trip this month and were able to see their artwork on display.

An assortment of books that have been added to the library's collection through memorial donations is on display.

### **BUILDING, GROUNDS AND MAINTENANCE**

The library entry floors are scheduled to be cleaned and waxed over the long Memorial weekend by Kathy Schroeder. Grant funding will be used to replace the library's signage letters in front of the building that were removed due to disintegration of the plastic. The concrete on the rear entry sidewalk that was installed last year has begun to crumble in places. Hornets have been spotted around the shed.

Annual servicing of the air conditioning system has been scheduled to be done on June 18 by Ridout's Heating.

## **CCLS**

Notes from the May Director's Meeting: NYS Library Aid increased and Construction Aid remained the same for this year. CCLS provided free feminine sanitary supplies for member libraries to make available for patrons. We have put a three-drawer plastic stand in the restroom near the changing table to put these supplies in and added some baby wipes and plastic disposal bags. A dispenser box was also added to the other restroom for these sanitary supplies.

**CCLS Lovin' Our Libraries! Road Trip: June 1-August 31:** Road Trip Bingo cards and maps have been provided by CCLS. Each library created an activity for road-trippers to complete to get their bingo card or map stamped. Our activity: "Read a children's book to Little Lisa (the statue in Lisa Waite's memory) and submit a selfie via library QR Code."

## **CORRESPONDENCE**

A thank you card recognizing our "Miss Jessica" was received from the PreK team and students: "Thank you for taking the time to teach and read to the Pre-Kindergarten children of Cassadaga Valley. We appreciate you!"

## **DONATIONS 1**

A donation in the amount of \$150.00 in support of the library's summer reading program was presented to Library Assistant Huling by the Cassadaga Valley PTO at the organization's meeting on May 7<sup>th</sup>.

## **FUNDRAISING 1**

The library is participating in this year's Give Big CHQ, which will be conducted online June 12th. Please consider making a donation. The link to view informational webinars is [www.givebigchq.org/info/trainings](http://www.givebigchq.org/info/trainings) 1

## **GRANTS 1**

Trustee Roz Newton completed an application to the Northern Chautauqua Community Foundation Grant program for funding for the library's signage. A grant from the Foundation was approved and check received in the amount of \$2,425.00. Trustee Greeley represented our library and attended the grant award reception on May 16<sup>th</sup>. 1

Director Hadley spoke with CCRF representative Peter Stark and provided information regarding the library's grant request for funding to purchase a new copier/fax machine.

ALA/LTC Grant Round 2: A budget revision request was approved for this grant that allows \$1500 of the funding to be applied towards the increased electrical expense due to the heated sidewalks from Round 1.

## **MEMORIALS**

A donation in memory of Mabel Trantum was made by Jim and Darla Kianos. Memorial donations to honor Peggy Skinner Hassinger and Marilyn Ford Anderson were made by Denny and Linda Barmore.

## **OUTREACH 2**

Director Hadley and Assistant Huling met with CVCS School Counselor/District Family Liaison Amy Raynor and Food Service Director Heidi Ottaway to discuss opportunities for partnering during the summer. The library will provide a summer reading challenge each week to include in the food packages distributed at the school's site during the summer. Those who complete the challenges can pick up a prize either at the library or the school.

Amy Raynor also arranged for a meeting with representatives from Chautauqua County and the P.A.S.T.A. program (Parenting A Second Time Around) to discuss opportunities for this program to use the library building for activities provided by this program for parents and children.

Library Outreach at the 76ers Senior Dining Site at the Sinclairville Fire Hall is now being provided on the 2<sup>nd</sup> Monday monthly. Library card applications can be completed, and a variety of Large Print books will be made available at these sessions.

**The Wrap Before School Program** at Park Methodist Church is visited on most Wednesdays at 7:30 AM for Read-Aloud program, **Life Story Writing** and **Book Club** programs at the Homestead in Gerry are provided bi-monthly along with a time for general library services to be provided. Programs held at the Homestead retirement campus are open to the public. **CVCS PreK** classes received an outreach visit by Assistant Huling on May 2<sup>nd</sup>, and another class visited the library on May 16<sup>th</sup>. **CVCS 2<sup>nd</sup> Grade and 3<sup>rd</sup> Grade** classes have also scheduled field trips to the library for May 30 and June 11, respectively. 2

## **POLICIES AND PROCEDURES**

Library Board Committees were described in documents kept with the by-laws. These should be reviewed and adapted if needed and re-approved. (The most recent date on these documents is 2005.)

## **PROFESSIONAL DEVELOPMENT**

Assistant Huling will attend CCLS training on this year's "Library Road Trip" initiative.

## **PROGRAMS AND EVENTS**

**Library Calendar:** The program and events calendar is available on the library's website at [www.sinclairvillelibrary.org](http://www.sinclairvillelibrary.org).

### **Highlights and Upcoming Events:**

**The Art of Flower Pounding:** Monday, June 9<sup>th</sup> from 5 to 7 PM. Brenda Nickerson will introduce the artistic technique of flower pounding. Space is limited, and pre-registration is required with a cost of \$10 per participant.

**Open Mic Poetry Reading:** Thursday, June 12 at 7 PM led by John Brantingham.

**Story Hour Schedule:**

**6/4 School Readiness: That's My Name (name kit)**

**6/11 Father's Day: (Father's Day tool box)**

**6/18 Letter Day: Q is for Queen: (Queen paper craft)**

**6/25 How Does it Grow???: (grass heads)**

**Book Clubs:**

**Books Unlimited** will meet at the library on Monday, June 16<sup>th</sup> at 7 PM to discuss The Last Original Wife by Dorothea Benton Frank.

**Virtual Book Club** will meet online Thursday, June 26<sup>th</sup> at 7:30 PM to discuss The Life Impossible by Matt Haig. The link to join online book club is available upon request. Online Book Club will be on hiatus July and August to allow for a variety of new programs to be launched in conjunction with this year's summer reading program.

**Book Club at the Homestead in Gerry** will meet in the Bergquist building to discuss The Queens of Crime by Marie Benedict on June 20 at 3 PM. **2**

**CLSC Book Club** will meet at 3 Lakes Café in Cassadaga at 9 AM on Saturday, May 31 (Queens of Crime) and Saturday, June 28 (TBA). Trustee Erin Gray will facilitate these discussions.

**Summer Reading Program:**

**Color Our World** is this year's summer reading program theme, and plans are in the works for Community Art Nights each Monday evening through July and August, with an assortment of library board trustees and community members leading the programs. Scheduled so far: July 7 Brenda Nickerson (Watercolor or Color Pencil); July 14 Peggy Minckler (Shaving Cream Print Making/Marbling); Meagan Klem (Tye-Dye Night); July 28 Corinne Kelley (Crafted to Grow:Nature

Art); August 4 Brenda Nickerson Art; August 11 and 18 Erin Gray (Drawing) Adults, teens, children and families may participate by completing reading logs and attending book club discussions and other programs scheduled throughout the summer.

**Story Hour** (age 2 to preschool) **Early Literacy Summer Reading Program** will be held on Wednesdays 1:00 to 2:00 PM. **Baby Talk** (birth to age 2) **Early Literacy Summer Reading Program** will be held on Wednesdays 10:30 AM to 11 AM. **Mobile Summer Reading Program** (preschool and up): Library Assistant Jessica and mascot Chet will be going mobile again this year visiting the Sinclairville Summer Recreation Program and the Town of Gerry Summer Recreation Program on a weekly basis.

**Community Art Quilt (Collaborative Art Project):** Get a square to create however you wish (color, paint, scrap paper, etc.) to be joined together in one display.

## **PUBLIC RELATIONS AND PUBLICITY**

Information about the library's Summer Reading Program: "Color Our World" was included in the Village of Sinclairville's newsletter and calendar of events for 2025. Also mentioned was the Library's Story Walk that will be installed in the village park by Library Assistant Huling. An article about the library's 25<sup>th</sup> Building Anniversary was also published in the newsletter.

Director Hadley presented library information at the CVCS Board of Education meeting on May 21<sup>st</sup>. Trustee George and student Hannah George also spoke in support of our library.

## **STAFF AND VOLUNTEERS 4**

Beth Hadley began working at the Sinclairville Free Library on June 26, 2006 as the Library Assistant. This year marks her 19<sup>th</sup> anniversary as an employee of the library. Director Hadley will be on vacation June 30-July 3 to attend writing class at Chautauqua as part of the scholarship she received from the Chautauqua Literary and Scientific Circle Alumni.

New teen volunteer Mikayla Anderson has begun working at the library on Monday evenings. 4

Calendars of the days and times staff and volunteers are scheduled to work at the library are posted in the office.

## **STATISTICS**

Circulation of digital materials for the month of April was 198 (168 last April), and our library ranked 16 out of the 38 libraries in our system. Three new Libby users were added in April.

## **TECHNOLOGY & EQUIPMENT**

From CCLS IT: They can lower our phone and fax cost from the \$40/month we currently pay with Spectrum down to \$28/month:

**\$17/month for voice and**

**\$11/month for fax, after a \$109 up front one-time equipment cost for fax lines.**

**Per Mike Jones: “If you do not fax often and I can get 20 members to switch to DFT then the cost will be \$25/month for the fax and the voice line. This will result in a \$180/year savings, after the cost of the fax ATA is recovered, about 7 months.”** *Your phone number will stay the same. A new fax number will be issued.*