

JULY 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

The Cumulative Quarterly Statistics report for January 1 through June 30, 2025 has been submitted to CCLS as required (details below).

BEAUTIFICATION AND DISPLAYS

The Community Quilt is a work-in-process and is on display in the front entry.

BUILDING, GROUNDS AND MAINTENANCE

Trustee Emmott provided flowering planters for both entrances and weeded around the building.

Ridout's Heating and Cooling, Inc. completed annual servicing of the air conditioning system.

CORRESPONDENCE

Received Account Statement from Victory Funds showing a total market value of investments at June 30, 2025 of \$17,124.76 (\$15,735.98 6/28/24) (\$ 13,756.58 6/30/23).

Received Fund Statement from the Sinclairville Free Library Endowment at Northern Chautauqua Community Foundation for the period January 1 through June 30, 2025 showing a balance at 6/30/2025 of \$31,322.39. The amount available to spend at this time is \$1,289.67.

DONATIONS

Received donations totaling \$346.14 from the Blackbaud Giving Fund representing National Fuel Gas. Co. Received \$50 donation from the T.O.P.S. group that uses the library's community room for weekly meetings.

FUNDRAISING

The library's book sale is scheduled for October 9-11, with set up scheduled for 11 AM- 2 PM on Wednesday, October 8. A bake sale will be held during the same time. Donations of baked goods and gently used books are requested. Volunteers are also needed to help with the sale. **1**

Fundraising during the History Fair on September 13th includes: The library's history booklet will be available for a suggested donation of \$5.00. Painted rock creations by volunteer Cathy Obert will also be on sale. A chicken BBQ will be held in partnership with the Sinclairville Volunteer Fire Department. **1**

GRANTS 1

The final report for the American Library Association's LTC Round 2 grant initiative was submitted as required. **1**

OUTREACH 2

Outreach to Gerry includes bi-monthly programming (book club and life story writing) for residents of the Heritage Village retirement campus with pick-up/delivery of library materials. **2**

Children enrolled in the Little Seeds program and the Village of Sinclairville and Town of Charlotte recreation program are participating in the library's "mobile" summer reading program, which is brought to them by Library Assistant Jessica Huling. The Town of Gerry declined the mobile summer reading program this year. **2**

The Library Director and Assistant met with Marcy Sweetman, CVCS Director of Education and Accountability and Chief Information Officer, to discuss library/school collaboration for the 2025-2026 school year. **2**

PROGRAMS AND EVENTS

Library Calendar:

The library events calendar is available on the library's website with paper copies available at the front desk.

Highlights:

Summer Reading logs must be returned no later than September 5th.

Community Art Nights:

Flower Pounding: Monday, August 4 from 5 to 6:30 PM. Brenda Nickerson leads this class.

Art in Motion: Monday, August 11 from 6 to 7 PM. Erin Gray leads this program.

For the Birds with Erin Gray: Monday, August 18 from 6 to 7 PM. Erin Gray leads this program.

Art of Succulents: Monday, August 25 from 5 to 7 PM. Jessica Huling leads this program.

Walk-in Digital Assistance: Thursday, August 14 from 4 to 6:30 PM.

Poetry Reading and Open Mic: Thursday, August 14 at 7 PM.

CLSC Book Club at 3 Lakes Café: Saturday, August 30 at 9 AM. Discussion of Prairie Fires: The American Dreams of Laura Ingalls Wilder by Caroline Fraser.

Summer Reading Program Finale: Ice Cream Social Thursday, September 4th from 5:00 to 7:00 PM. Join us to celebrate the conclusion of this year's program and turn in your reading logs.

HISTORY FAIR: Saturday, September 14th. Children may march with the library float in the parade. Line-up begins at 9 AM at the Sinclairville Elementary School and steps off at 10 AM. The Audubon Community Nature Center will present "Live Animal Encounter" from 11 AM to 1 PM. Face Painting will also be available at the library 11 AM to 1 PM.

Book Club Selections:

Books Unlimited will meet on Monday, August 18th to discuss Switchboard Soldiers by Jennifer Chiaverini.

The Book Club at the Homestead in Gerry will be held on August 15th at 3:00 PM. The book to be discussed is The Shell Seekers by Rosamunde Pilcher. Life Stories writing at the Homestead will be held on August 1st at 3:00 PM. General library services will be provided at 2:30 PM on both dates. 2

PUBLIC RELATIONS AND PUBLICITY

A schedule of the library's "Color Our World" summer reading program events was submitted to both the Observer and the Post-Journal. Press releases included acknowledgement of the Ross Grange, Cassadaga Valley PTO and CCLS sponsorship of our program. Various other press releases were submitted to announce specific summer program events.

STAFF AND VOLUNTEERS

A calendar of the days and times staff and volunteers are scheduled to work at the library is posted in the office. Hannah and Cody George are volunteering at the library this summer. Library volunteer Amanda Myles will coordinate plans for the library's float for the History Fair parade. 4

The library clerk position has been posted, and applicants are being interviewed. 4

Volunteers receive regular notices about changes to procedures, such as upgrades to the KOHA automated circulation system and any changes to shelving location when books are re-arranged. 4

Trustee Training 4

Trustees are required to complete two hours of training annually, which does not include the mandatory sexual harassment training.

You can access the full *Trustee Handbook Book Club* series resources online. If you view the recordings or attend any sessions please notify the Board President, as he is tasked with keeping track of trustee training.

View recordings from previous years in the [Trustee Handbook Book Club Archive](#). Previous sessions include:

- The Board-Director Relationship
- Budgets & Finance
- Duties & Responsibilities
- Effective Meetings Using Parliamentary Procedures
- Ethics & Conflicts of Interest

- Equity, Diversity, Inclusion, Access & Justice
- Facilities
- Financial Planning and Budgeting
- Financing & Managing Construction Projects
- Library Board Meetings
- Open Meetings Law
- Personnel
- Planning & Evaluation
- Policies & Risk Management
- PR & Advocacy
- Strategic Planning

STATISTICS

Quarterly Statistics for January – June, 2024:

Circulation (everything):**9,129** (2024=7,672) (2023=7,644) (2022=6,438)

Circulation of other materials:

(everything except print)**3,137** (2024=2,242) (2023=2,587) (2022=1,882)

Number of registered borrowers

As of June 30: **1,611** (2024=1,399) (2023=1,358) (2022=1,330)

Number of visits to library **5,230** (2024=4,956) (2023=4,886) (2022=5,488)

Number of reference questions:**665** (2024=455) (2023=478) (2022=597)

TECHNOLOGY AND EQUIPMENT

The new printer has been delivered and installed. The new fax line is scheduled to be installed on Friday, July 25th. The library's phone and fax service provider will be switched from Spectrum to DFT and will save money.