

JANUARY 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 library will NOT be closed on February 17th (President's Day).

Work on the 2024 Annual Report is underway. The report must be submitted to CCLS by February 14th.

The Cumulative Quarterly Statistics Report for January-December, 2024 has been submitted to CCLS. Details below.

Library board meetings will be held on the following dates in 2025: January 29, February 26, March 26, April 30, May 28, June 25, July 30, August 27, September 24, October 29, and November 19.

We are on the agenda to present library information at the CVCS Board of Education meeting on Wednesday, March 12th at 6 PM along with Bobbie Caswell, the new Director of the Mary E. Seymour and Cassadaga Branch Libraries. The purpose of this presentation is to thank the board for their support and let them know what our libraries are doing, especially in support of students and reading.

Trustee Handbook Book Club Series: Join co-author of the Handbook for Library Trustees of New York State Rebekkah Smith Aldrich and friends for the fun and informative Trustee Handbook Book Club series! At each session, trustees will take a deeper dive on a topic relevant to their role and responsibilities as a library trustee. **4**

Save the Dates for future sessions (registration information will be sent out later):

All times: 5-6:30pm

Wednesday, April 30: Board Development: Recruitment, Orientation, Education and Evaluation

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

Archived Past Sessions:

The latest “After Party” recording is now available: Each season an “After Party” session of the Trustee Handbook Book Club is held to answer audience questions that were not covered during the live sessions. You can find the latest, After Party IV, covering questions from the 2024 season on the [Trustee Handbook Book Club web page](#). Jerry Nichols came back to help with this After Party!

The archive of recorded sessions is available and you are welcome to add them to your own online training platform. 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 IIII](#)

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](#)

BEAUTIFICATION AND DISPLAYS

New children’s books provided through an ALA grant, new Large Print titles purchased with CCLS grant funding, and a new deposit collection of Youth Large Print materials provided through CCLS are currently on display. The telescope donated to the library through the Martz-Kohl Observatory and related materials are also on display.

BUILDING, GROUNDS AND MAINTENANCE

Received the Renewal Certificate from Erie Insurance for the library building insurance policy period 2/20/24 to 2/20/25. We have requested a quote for the cost to add officers' and director's insurance to our policy.

Annual servicing of the library's fire extinguishers was completed in December by Allied Fire Protection Services Inc. Jim & Jolean Swanson, owners of this company, donated \$1,000 to the library, wishing to thank us for our efforts to improve the quality of life in our area.

Patrons appreciate the heated sidewalks that keep the book drop and front walk clear. We continue to monitor and adjust the heat setting to keep sidewalks clear without hiking up the electric bill unnecessarily. At this time, the heat setting for the book drop is at 45 and staying clear, the setting for the front is currently at 50 and keeping the walkways clear.

CORRESPONDENCE

Received account statement from Victory Funds for the period 1/2/2024 to 12/31/2024 showing that the market value of the library's total investment funds as of 12/31/2024 was \$16,727.09. (\$14,480.98 at 12/29/23; \$13,234.13 at 12/30/2022; \$16,976.18 at 12/31/2021; \$14,172.10 at 12/31/2020; \$14,161.14 at 12/31/2019 and \$11,307.09 at 12/31/2018).

Received Statement of Activity for the Sinclairville Free Library Endowment Fund for activity from January 1 through December 31, 2024 showing an ending balance of \$29,847.15.

DONATIONS

Jim & Jolean Swanson, owners of Allied Fire Protection Services, Inc., donated \$1,000 to the library, wishing to thank us for our efforts to improve the quality of life in our area.

Received a donation of \$50.00 from TOPS NY 610, which uses the library as a weekly meeting place.

FUNDING 1

\$68,000.00 in funding from the school tax initiative has been received. **1**

FUNDRAISING 1

A Christmas basket raffle of items donated by the Sinclairville Samplers brought in \$30.00. **1**

GRANTS 1

The interim report required for **Round 2 of the ALA Libraries Transforming Communities Grant** initiative for making rural libraries more accessible has been submitted.

\$1,000 received as **Grant in Aid** from NYS (formerly known as Bullet Aid) in response for our request for funds. We needed to make our requests more specific this year, so we asked for funding to provide a Smart TV and cart, new projector, and chairs for our children's room. **1**

NYS Construction Grants: If the library is interested in applying for a construction grant this year, now is the time to get started. CCLS Director Dekoff is glad to visit the library and speak with trustees about possible construction projects and plans.

MEMORIALS

Received a donation in memory of Bennie Edwards from the CVCS Class of 1959.

OUTREACH 2

Library Assistant Huling represented the library as she greeted Santa's visitors and distributed children's books as a community outreach program in conjunction with the village's Christmas in the Park program on December 14th. Santa Claus made a special visit to the library's Child's Play program on December 18th.

Children participating in The Wrap childcare program receive weekly visits to hear stories and exchange a deposit collection of reading materials. Students attending Pre-K at CVCS will visit the library on February 7th and 28th from 12:40 to 1:45 PM. Library Assistant Huling leads these programs for children. Pre-K classes from Cassadaga Valley Central School are scheduled to visit the library on a regular basis over the next several months. **2**

Outreach continues to the Homestead campus in Gerry with monthly book club and life story writing programs presented by the Library Director. Library materials are picked up and delivered both during these programs and to home-bound residents. **2**

PATRON AND COMMUNITY NEWS

Clark Zlotchew, library patron and member of the Write Circle, was awarded by the Lake Shore Center for the Arts of western NY prizes for two of his short stories. "Circle Dance" won first place and "A Paper Bracelet" won third place in their 2024 short story contest. These stories have been published by this organization in an anthology that is

available at the Lake Shore Center for the Arts in Westfield or on Amazon.com. George Clever, another Write Circler, published his novel, Grandma Kills: Or Does She? on Amazon in November.

POLICIES AND PROCEDURES 5

Please review the attached Closing Policy for possible changes and re-approval by the Board.

PROFESSIONAL DEVELOPMENT 4

The Library Director attends monthly online meetings with CCLS staff and other member library directors, and attended the Annual Report Workshop presented by CCLS online on January 22nd for updates to the reporting requirements of this report. Other training included a webinar on Human Resources and Collection Development using Youth Large Print materials. Library Assistant Huling received multiple trainings through her employment with the Little Seeds Preschool that also enhance her work at the library. **4**

PROGRAMS AND EVENTS

The February calendar of programs and events is available on the library's website (www.sinclairvillelibrary.org.) Paper copies are available at the front desk. The new double-sided design of our paper calendars makes the print larger and the schedule easier to read.

Highlights:

VITA income tax preparation services provided through the United Way will be scheduled, but we are not able to advertise until the schedule is set in stone. As always, those desiring to use these services must call 2-1-1 to schedule an appointment. Appointments will be more limited this year due to a shortage of volunteers. We provide the space and computers for this service for our patrons, but are not involved in setting up appointments or any other tax services.

Life Story writing will be presented at the Homestead in Gerry on Friday, February 7th at 3 PM. The topic is "Snow." Members of the community are welcome to participate. This program meets in the Bergquist building's old library space. **2**

February is Take Your Child to the Library month. Library-themed "Make and Take" craft kits will be available at the library throughout the month.

Currently, our regularly scheduled in-person programs include Books Unlimited (details below), Baby Talk (Wednesdays 10:30-11 AM), Story Hour Early Literacy Program

(Wednesdays 1 to 2 PM) and Sinclairville Samplers Needlework Circle (Fridays 10:30 AM to noon.)

“A Night with the Martz-Kohl Observatory” that was scheduled in December was postponed due to the weather. It will be rescheduled.

Book Club Selections:

The library will conduct an online Book Club discussion of The Eighty-Dollar Champion by Elizabeth Letts on February 24th at 7:30 PM. The link to join this discussion is available upon request, and copies will be available at the library.

Books Unlimited will meet at the library at 7 PM on February 17th to discuss Tom Lake by Ann Patchett.

The book club meeting at The Homestead in Gerry, Bergquist building, will discuss The First Ladies by Marie Benedict on February 21st at 3:00 PM. Community members are welcome to participate. **2**

Program Updates: The **Write Circle** will meet online only throughout February and March. The **Write Spirit** writing group for Christian women meets online weekly at 7 PM on Wednesday nights. The last meeting each month will begin at 7:30 PM. **Fly Tying** has no meetings scheduled at this time. **Life Story Writing** meets both online and in-person on the first Thursday each month at 6 PM. The link to participate online is available upon request.

The library remained open on the Martin Luther King, Jr. holiday, and three families came in to do the planned activities despite the inclement weather that day.

PUBLIC RELATIONS AND PUBLICITY

Community members and groups using the library building as a meeting place include a tutor of Spanish with an adult student, T.O.P.S (Taking Off Pounds Sensibly), and a college student taking a final exam remotely.

Publicity included press releases to the Observer and Post-Journal to announce special events and programs and to alert the public that the library would remain open on Martin Luther King Jr. Day with activities available for school-aged children.

STAFF AND VOLUNTEERS 4

A calendar of the days and times volunteers and staff are scheduled to work at the library is posted in the office. Volunteers currently working inside the library include Cathy Obert (Book Club and Fundraising), Joan Stroh (Front Desk and Shelving), Beth Loomis

(Front Desk and Shelving), Sarah Winton (volunteer correspondence and greeting cards) and Pat Kirell (Front Desk, Shelving, Special Projects, etc.). Bonnie Larkin attends to compiling the library scrapbook of newspaper publicity. New trustees, Meagan Klem and Erin Gray, were given copies of the 2023 Handbook for Library Trustees of New York State. **4**

STATISTICS

Comparison chart based on the cumulative quarterly statistics as reported to CCLS.

Performance Indicators						
JANUARY-DECEMBER:	2019	2020	2021	2022	2023	2024
Grand Total Circulation Transactions	19,749	11,890	12,190	13,168	14,881	14,940
Total Circulation of Other Materials	10,571	5,573	3,451	3,873	4,775	4,354
Registered Borrowers	1,248	1,253	1,275	1,362	1,384	1,511
Library Visits	21,869	6,437	8,861	11,657	10,942	10,974
Reference Questions	1,427	1,193	1,640	1,204	912	1,037