

FEBRUARY 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's 2024 Annual Report has been completed and is being reviewed by the library Board of Trustees and CCLS. The 2023 Annual Report to the Community has been posted on the library's website in compliance with NYS Minimum Public Library Standards. Note that each year, these standards are upgraded to include more requirements. The 2024 Annual Report to the Community will be prepared after our 2024 Annual Report to NYS has been approved.

Trustee Training: 4

Trustee training opportunities can be located on the CCLS website (cclsny.org) under the Member Library Resources tab heading "Trustee Training Resources." Or use this link: <https://www.cclsny.org/trustee-training-resources/>

The library has copies of the following books that are good resources for the Board: Small Public Library Survival Guide: Thriving on Less; Fundraising for Libraries: 25 Proven Ways to Get More Money for Your Library; Working Together: A How-To-Do-It Manual for Trustees and Librarians; and Serving Patrons with Disabilities.

CCLS Director Jan Dekoff has also offered to provide training directly to trustees at a separate meeting of the Board. Please contact Jan to find out available topics if interested in scheduling training with her.

BEAUTIFICATION AND DISPLAYS

Trustee Emmott hung pictures and rearranged paintings to update the community room.

The Day the Crayons Quit by Drew Daywalt story walk will be on display throughout the library until the end of April. Pre-K students will enjoy the walk when they visit the library on upcoming field trips.

Grant In Aid funds (\$170.00) were used to purchase new cube chairs for the children's room in earth tones to match the carpet and murals. These replace the rickety wooden chairs.

BUILDING, GROUNDS AND MAINTENANCE

The clock in the children's room no longer works. Does anyone have a wall clock they could donate?

We might want to post a sign at the front and rear parking lots to notify people that parking is for library patrons only and vehicles may be towed at the owner's expense. This month, there was a vehicle left in the parking lot overnight that was in the way of the snow plow.

CORRESPONDENCE

Received notification from National Grid regarding a potential change in our electric rate due to our increased usage.

DONATIONS 1

Greg Little donated two vises and tool sets used in Fly Tying. These have been cataloged and are available for patrons to borrow.

Received a donation of \$100 from Jo Ann Jackson. **1**

FUNDRAISING

A new patron who has returned to living in the area inquired about the library's fundraising cookbook from years ago. He is interested in helping to compile another fundraising community cookbook.

GRANTS 1

The following grant projects are in process and moving forward: CCLS Outreach Adult Literacy Mini-Grant 2024-2025 (Topic: Digital Skills for Seniors note programming posted below) and ALA LTC Accessibility Grant initiative (Round

2). **1, 2** Accessibility of our library materials to students was enhanced by the creation of an outreach collection distributed at the CVCS MS/HS library.

The CCLS Marketing Grant was used to purchase the following items with the library's name and logo: two table runners and T-shirts for staff to wear at outreach events. A supply of labeled pens was included in the order for distribution during these occasions. **1**

MEMORIALS

Hunting, Butchering and Cooking Wild Game Bible (2025 Edition) by Ethan Greenwood was added to the library's collection by a memorial donation in honor of Bennie Edwards by the CVCS Class of 1959.

OUTREACH 2

Outreach to Gerry continues with library and digital services, memoir writing and book club offered at the Homestead bi-monthly. Outreach to children in the CVCS district continues with visits to the Wrap before school childcare program and preK class visits to the library scheduled from 12:40-1:45 PM on the following dates: February 28, March 14, 21, 28, April 4 and 25, and May 2 and 16. **2**

Outreach to CVCS was expanded by partnering with Kim Joslyn, the MS/HS Librarian, to bring a deposit collection of young adult books into the school library. These materials will be available for students to check out at with circulation managed by the librarian. Materials will be rotated with a new deposit collection every few months. **2**

Director Hadley will attend the CVCS Board meeting to be held on March 12 along with Bobbie Caswell, the new Director of the Mary E. Seymour Library. We will request to be on the agenda for the May meeting so that Assistant Huling can present information about the library's summer reading program. **2**

POLICIES AND PROCEDURES

Automatic renewals have been instituted for patron's checked out materials.

PROGRAMS AND EVENTS

The library's calendar of events is available on the library's website at www.sinclairvillelibrary.org. Paper copies are available at the front desk.

Highlights:

VITA tax preparation program is scheduled for Monday, March 3 from 2 to 5 PM and Wednesday, March 7 from 10 AM to 2 PM. Appointments are required for all VITA programs and can be scheduled by calling 2-1-1.

Walk-in Digital Assistance: Thursday, March 6 from 4:00 to 6:30 PM. Help with setting up and using the Libby platform, email services, the library's online card catalog, Ancestry Library Edition, and researching with NOVELny. Please bring your login information and passwords. Supported by funds from the CCLS Adult Literacy Mini-Grant 2024-2025: Digital Skills Program.

Family Night: STEAM: Monday, March 17th 5 to 6:30 PM. Can you build the tallest jelly bean tower? Can you get a hole-in-one on your own putt-putt hole?

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

3/5 School Readiness: Shapes (shape buddy)

3/12 Letter Day: L (L is for Lion)

3/19 Curious George (Curious George paper craft)

3/26 Spring & Hop (frog name craft)

Life Story Writing hybrid (Zoom and in-person) Thursday, March 6 at 6 PM.

Book Clubs:

Books Unlimited: Meeting at 7 PM Monday, March 17, at the library to discuss The Hound of the Baskervilles by Sir Arthur Conan Doyle. Please contact the library to request a copy of the selected title for any of the book club meetings.

Virtual Book Club: Meeting online at 7:30 PM Monday, March 31, to discuss The Nightingale by Kristin Hannah.

Gerry Outreach Book Club: Meets at 3 PM Friday, March 21, at the Bergquist Building on the Homestead campus to discuss A Christmas Duet by Debbie Macomber.

Program Updates: The **Write Circle** resumes hybrid meetings (in-person and Zoom) starting Friday, April 4. **The Martz Observatory Telescope Program**

that was cancelled has been rescheduled for Thursday, April 3 at 7 PM. **Country Kids on the Fly** has resumed meeting, with the next program scheduled for March 3 at 5:30 PM.

PUBLIC RELATIONS & PUBLICITY

The Early Care & Education department from Chautauqua Opportunities requested to put their link on our website, which we have agreed to do. They also inquired whether they could attend any of our upcoming events to hand out brochures and outreach items, and they were invited to visit any of our Early Literacy programs.

REQUESTS & OPPORTUNITIES

The Librarian/Archivist for the NYS Military Museum in Saratoga Springs requested to borrow the book No One Forgets: Our Fallen Heroes From Our Nations Fight For Freedom, Chautauqua County, NY by George H. Burns. The book will be mailed to the museum, and the library will be reimbursed for postage and handling.

STAFF AND VOLUNTEERS 4

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

Library Assistant Jessica Huling will achieve her seven-year anniversary of employment at the Sinclairville Free Library as of March 12.

The owner of a local company, The One Bookkeeping and Consulting LLC, is interested in volunteering time to take over the library's bookkeeping needs. One of his children participates in the library's Baby Talk program.

STATISTICS

See the library's 2024 Annual Report for complete statistics for the year.

TECHNOLOGY AND EQUIPMENT

The only copier we have that can send/receive a fax has very poor print quality, so we are no longer able to provide a legible confirmation page or print received faxes. Also, the LaserJet 4050 public printer located by the patron computers is aging and will need to be replaced. CVCS IT Manager Mike Jones offered some less expensive options between \$250-\$300 to replace the fax equipment, but also wonders if it's time to purchase one quality device that would replace the LaserJet

4050 and also fax (\$2,000+). We may also refer patrons to the Sinclairville Superette that provides this service at a cost of \$2 for the first page and \$1 for each additional page.

STRATEGIC PLAN GOALS SUMMARY

1 Enhance Library Funding Streams: Donations and memorials acknowledged with thank you letters to maintain good relationships. Research taking place for additional grant opportunities.

2 Strengthen Outreach: Outreach continues to Gerry at the Homestead, the Wrap childcare program and Pre-K students and has expanded to include the CVCS MS/HS Library.

3 Catalog Local History Collection: Volunteer Pat Kirell continues to digitize local history materials.

5 Carry Out Twenty-Five Year Celebration of Library Building

Consider requesting donations to the Dr. Bob and Marge Kochersberger Endowment Fund for the Sinclairville Free Library as part of the celebration.

Consider inviting to the volunteer appreciation dinner those who were instrumental in the fundraising campaign for the new building.

When discussing library advocacy during our last Director's meeting, it was recommended that we invite our government representatives to our events. The 25th Anniversary Celebration would be a good opportunity to invite them.