

MARCH 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 be closed on Friday and Saturday, April 18 and 19 for Good Friday and the Easter holiday.

Received first quarterly payment from CCLS for materials plan funding in the amount of \$761.00 (a slight increase from the \$755.50 received for the first quarter of 2024).

Directors and Officers Liability Coverage for Non-Profit Organizations was added to the library's insurance coverage through Erie Insurance at an additional expense of \$320.00 for the period 2/20/25-2/20/26.

Mary E. Seymour Library in Stockton hosts a re-opening event on Friday, March 28 from 5:30 to 7 PM offering champagne, hors d'oeuvres and sweets.

BEAUTIFICATION AND DISPLAYS

CVCS students Naomi Johnson, Anastasia TenPas and Natalie Hallett from Key Club decorated the library's bulletin boards for Spring. **2**

BUILDING, GROUNDS AND MAINTENANCE

Building insurance provided through Erie Insurance has been paid at the expense of \$2,172.34 for the period 2/20/25-2/20/26. (\$2,071.16 was paid for the period 2/20/24-2/20/25.)

CCLS

CCLS assisted in preparing a response to the “Cease and Desist” notification the library had received regarding the use of the title “Child’s Play” for our story time program. The legal team for CCLS drafted a letter that was signed by Director Hadley and sent by certified mail on March 12 with return receipt required. No response has been received as of yet.

CCLS Director Dekoff sent an email regarding the threat to funding for the Institute of Museum and Library Services. Her email was forwarded to trustees on March 30 and includes ways to help advocate to save IMLS funding.

CORRESPONDENCE

The library received a Statement of Activity from the Chautauqua Region Community Foundation for the Dr. Bob and Marge Kochersberger Fund for Sinclairville Free Library for the period January 1 through December 31, 2024. The balance in the fund as of 12/31/2023 was \$47,869.87. Endowed Contributions of \$500 and Net Investment Earnings of \$5,702.64 were added. Distributions totaling \$1,296.69 included management fees and a distribution to the library in the amount of \$1,048.00. The ending balance at 12/31/2024 was \$52,775.82. The amount available for grantmaking is \$1,295.00. The accompanying letter announced the retirement this month of Lisa Lynde from the Foundation.

DONATIONS

Donations were received from the Ross Grange (\$100), Dave and Tina Christy (\$100) and David and Jean Kibbe (\$400). The Kibbe donation was received by Darla Frost-Kianos with thanks for the work she has done as village clerk. Included in the thank you letter: “As a way of thanking you for your wonderful service, I have enclosed a donation to an institution near and dear to my heart, the Sinclairville Free Library. Not only is a public library an important factor in enhancing the quality of life in any community, your service as Treasurer of the library board seems to make this all the more appropriate.”

FUNDRAISING 1

The library is registered to participate again in the Give Big CHQ online fundraising event scheduled for June 12, 2025. **1**

Please visit the website <https://www.givebigchq.org/> to learn more about this year’s event, Giving Day insights, and tools to maximize participation. **1**

GRANTS 1

ALA Round 2: A final report is due by April 30 for Round 2 of the ALA Libraries Transforming Communities: Accessible Small and Rural Communities initiative to continue outreach to those with mobility challenges. **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, April 7 at 11:30 AM and at the library on Thursday, April 10 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.

MEMORIALS

A memorial donation in honor of Eileen Beichner was received from Valerie Holmes for the purchase of the book Special Needs Kids Are People Too! Seeing the Possibilities Through a Neurodiverse Lens by Amy Bodkin, EdS.

OUTREACH 2

The Wrap Before School Program at Park Methodist Church Read-Aloud is visited on most Wednesdays at 7:30 AM, **Life Story Writing** and **Book Club** and **Library Services including Digital Literacy** programs at the Homestead in Gerry are provided bi-monthly. **CVCS Pre-K** classes have resumed monthly visits to the library. **2**

A Zoom meeting was held with Sinclairville Elementary Librarian Marlene Anderson, MS/HS Librarian, Kim Joslyn, and Bobbie Caswell, new Director of the Mary Seymour and Cassadaga Branch Libraries, to discuss partnerships and collaboration. **2**

PROFESSIONAL DEVELOPMENT

Library Assistant Huling will participate in the CCLS Summer Reading Program and Story Time workshops to be held at Prendergast Library on April 3rd.

PROGRAMS AND EVENTS

The library's April calendar of events is posted to the library website and paper copies are available at the front desk. April is National Poetry Month. Take and Make kits will be available throughout the month in the Children's Room.

Highlights:

Poetry Class: John Brantingham, professor emeritus of creative writing, offers a free month-long poetry class during the month of April. The class will be both in-person at the library and online through video lectures and Zoom-based office hours. In-person workshops will be held each Monday in April from 4 to 6 PM. To register for the class, send email to johnmbrantingham@gmail.com and write “Poetry Class” in the subject line. A poetry reading to celebrate the month will be held on Monday, April 28 at 6 PM.

Family Nights: “A Night with the Martz-Kohl Observatory” on Thursday, April 3 from 6 to 8 PM. Explore the sky with the library’s new telescope. This event will be re-scheduled if there is rain. “Makerspace and LEGO STEM: Build It, Keep It” on Monday, April 21 from 2 to 5:30 PM.

Local Author Walt Pickut: Monday, April 21 at 6 PM. Learn about Mr. Pickut’s experience writing the book The First Counterspy: Larry Haas, Bell Aircraft, and the FBI’s Attempts to Capture a Soviet Mole with Kay Haas, a local resident and daughter of Larry Haas. This book with local connections is a “pulse-quickenning and traumatic story of spy and counterspy and an American family unwittingly caught in their web.”

BOOK CLUBS:

Books Unlimited: Meeting at 7 PM Monday, April 21, at the library to discuss The Women by Kristin Hannah. Please contact the library to request a copy of the selected title for any of the book club meetings.

Virtual Book Club: The next meeting will be held on Monday, April 28 at 8:30 PM (Note the later start time due to poetry programming at the library) to discuss Light and Air by Mindy Nichols Wendell. The link to join online book club is available upon request.

Book Club at the Homestead in Gerry: The next book club discussion for this group will take place in the Bergquist building lower level on April 25 at 3:00 PM. The Life Impossible by Matt Haig will be discussed. This book club regularly hosts at least ten participants each month. **2**

Life Story Writing hybrid (Zoom and in-person) Thursday, April 3 at 6 PM for ages 18 and up. **Write Circle** resumes hybrid meetings this month.

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

4/2 School Readiness: Puzzles (Spring mega block puzzle)

4/9 Letter Day: F (F is for Flamingo)

4/16 Earth Day (I love the Earth name craft)

4/23 Richard Scarry (Lowly Worm paper craft)

4/30 Let's Meet Charlotte (cat craft) Dawn Swanson, local author and Director of the Kennedy Library will be a special guest to share her new book: Charlotte and the Mischievous Cat.

PUBLIC RELATIONS AND PUBLICITY

Director Hadley was invited to represent CCLS along with two other member library directors and presented information about school and library collaboration for an Erie2 BOCES symposium at the LoGuidice Center in Fredonia on March 20.

Director Hadley presented library information at the CVCS Board of Education meeting on March 12th accompanied by trustee Linda Bartholomew. **2**

The library has renewed annual partnership with Chautauqua Opportunities for their Safe House initiative.

The library is providing proctoring services for exams taken by a student of Jamestown Community College.

Ross Grange will celebrate 150 years of their organization with an Open House on Wednesday, April 30 from 2 to 5 PM at the Falconer Public Library. This group has faithfully donated to our library through the years. Please consider stopping by to support this celebration. Our library was mentioned in an article in the Post-Journal for March 22-23 highlighting the Grange's recent luncheon meeting hosting area libraries. Director Hadley and Assistant Huling had attended and presented library information. **2**

Press releases were published in the Observer and Post-Journal announcing library programs: Free Poetry Class and Workshops, Country Kids on the Fly, Walk-In Digital Assistance, and Family Night: STEAM Challenge. The bulletin board

project was posted by CVCS Key Club on Facebook and shared from the library's Facebook page.

Assistant Huling is scheduled to present library information and invite collaboration at the CVCS PTO meeting scheduled for April 2nd. **2**

REQUESTS AND OPPORTUNITIES

Requests were sent to the Village of Sinclairville and the Town of Gerry for permission to install Story Walks along the outside perimeters of the associated parks. **2**

STAFF AND VOLUNTEERS 4

Library Assistant Jessica Huling achieved her seven-year anniversary of employment at the Sinclairville Free Library as of March 12, 2025.

Please review the attached description for a library clerk position and approve the addition of this position for 10 hours per week at minimum wage (currently \$15.50). Funding for this was included in the 2025 approved budget. Would prefer that the position could be shared between two individuals if needed.

Staff and volunteers will meet on Thursday, April 3 at 4 PM. Trustees are always welcome to attend. A calendar of the days and times staff and volunteers are scheduled to work at the library is posted in the office.

We have recruited two new volunteers: Amanda Van Houten and Jennifer Eaker.

Ruth Mason, former library volunteer, passed away on March 20th.