

SEPTEMBER 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 2025 Summer Reading Program Statistics and Evaluation Report was completed by Library Assistant Huling and has been submitted to CCLS as required.

The library will remain open on Monday, October 13th (Columbus Day).

The CCLS annual meeting will be held on Wednesday, October 8th at the Holiday Valley Lodge, 6557 Holiday Valley Rd. in Ellicottville. Director Hadley and Assistant Huling plan to attend. Director Hadley will be our library's voting representative for the business meeting and will attend the workshop on "Effective Community Reports." Trustees are invited to attend at a cost of \$36 each, with reservations and payment needed by Friday, September 26th. **4**

Trustee Training: Consider participating in the "Budget as Governance: 10 Essential Skills for Public Library Boards" workshop at the CCLS Annual Meeting from 3 to 5 PM on October 8th at the Holiday Valley Lodge. This interactive session will review the fundamentals of budgeting, shared language or trustees of different experience levels, and important legal compliance considerations. Friendly reminder that all trustees must complete two hours of training, and this workshop will fulfill that requirement. (Sexual harassment prevention training no longer counts for this requirement). Please complete your required training by the end of the year so we can mark the "yes" boxes on the Annual Report. **4**

Per NYS, all employees, volunteers and trustees must complete interactive sexual harassment training that meets the minimum standards by December 31, 2025. Information, training materials and required forms are available on the CCLS website (<https://cclsny.org/sexual-harassment-prevention-training/>). You must also review the library's own Sexual Harassment Policy and complete the form to acknowledge that review. This information is available on our library website. Please provide your certificate if you've completed this training through another agency. **4**

BEAUTIFICATION AND DISPLAYS

Artwork created by youth participating in the library's "Color Our World" summer reading program is on display throughout the library. The collaborative Community Art Quilt is on display in the front entry and will continue to add new pieces as contributors return their squares.

BUILDING, GROUNDS AND MAINTENANCE

Volunteer Greg Little trimmed the hedges around the library building. Darla and Jim Kianos power washed the back of the library building.

DONATIONS (1)

The Valley Historical Society donated \$300 towards the cost of the library's History Fair programming (face painting and Audubon animals). A donation in the amount of \$25 was made by former Library Manager Lynn Ann Faber in honor of the library building's 25th anniversary. **1**

The following children's books were added to the library's collection with funds from the donation made by the Cassadaga Valley PTO in support of the library's summer reading program: Make Art with Nature by Pippa Pixley and The Big Book of Nature Art by Yuval Zommer.

FUNDRAISING (1)

\$2,275 proceeds from the chicken BBQ were received. We have not yet received a bill for the chicken or for the expenses of the Sinclairville Volunteer Fire Department.

Funds earned from the sale of painted rocks raised \$152.00 this month.

Annual Book and Bake Sale is scheduled for October 9-11 during the library's regular operating hours. Donations of baked goods are always greatly appreciated and can be brought to the library Wednesday 10/8 between 9 AM and 2 PM, Thursday 10/9 between 2 and 7 PM or Friday 10/10 between 10 and noon. The sale will be set up on Wednesday, October 8 between 11 AM and 2 PM. Volunteers to help set up the sale are also always appreciated.

GRANTS (1)

The Final Grant Report was completed by Assistant Huling and submitted to CCLS for the Summer Reading Program 2025 Mini-Grant. **(1)**

MEMORIALS

A donation in memory of Jane Krzyzanowski was made by the Northern Chautauqua Quilters, and a donation in memory of Valerie Holmes was made by Kathy Schroeder.

OUTREACH (2)

Outreach to residents of The Homestead in Gerry will resume in October, with materials being delivered and picked up on a regular basis. Monthly Book Club and Life Story Writing programs take place there with digital services assistance provided as well. **(2)**

Assistant Huling represented the library at the Sinclairville Elementary School's Open House on August 27th and Thursday, August 28 at the Middle/High School Open House. CVCS First Graders will visit the library on a field trip scheduled for Friday, October 3rd. These students will be given library card applications, and those that return completed applications will be able to check out materials when they visit that day. (2)

PROFESSIONAL DEVELOPMENT

The Library Director will attend the workshop to learn more about effective Community Reports as part of the CCLS Annual Meeting.

PROGRAMS AND EVENTS

A calendar of events is available on the library's website. Paper copies of the calendar are available at the front desk.

Highlights:

Thursday, October 2 at 6 PM: Hybrid meeting: Life Story Writing

Monday, October 6 at 6 PM: Family Night: Leaf Painting

Thursday, October 9 5 to 7 PM Poetry Class and Workshop led by John Brantingham followed by Poetry Reading and Open Mic at 7 PM with guest poet Sarah Freleigh.

Saturday, October 18 at 10:30 AM: "Anecdotes and Ancestors" with Tom Jordan, PhD, followed by time at Evergreen Cemetery.

Monday, October 20 at 6 PM: NEW! Nighttime Story Hour

Book Club Selections:

Books Unlimited will meet in person at the library on Monday, October 20 at 7:00 PM to discuss Lady Tan's Circle of Women by Lisa See.

Book Club at the Homestead in Gerry will meet at 3:00 PM on Friday, October 17 to discuss The Shell Seekers by Rosamunde Pilcher.

Online Book Club will meet on Thursday, October 30th at 7:30 PM to discuss Here One Moment by Liane Moriarty. The link for online book club meetings is available upon request.

CLCS book club will meet at 3 Lakes Café in Cassadaga on Saturday, October 25 at 9 AM to discuss The Zookeeper's Wife by Diane Ackerman.

Program Updates:

Learn to Fly Fish will be offered each Thursday evening from 5:30 to 7 PM led by Greg Little through October 30.

PUBLIC RELATIONS AND PUBLICITY

Library programs and activities were publicized in the Post-Journal and Dunkirk Observer as well as through social media and on the library's website.

The Valley Historical Society will use the library building for their meeting to be held on November 4th at 7:00 PM.

REQUESTS AND OPPORTUNITIES

The Market Coordinator for Jamestown Farmers Market contacted the library to ask if we would like to be a location for their Mobile Market van. The 2026 winter season runs January through April, and the stop would be 1 hour once a week. They bring their own table and supplies. They sell produce and local foods and accept SNAP/EBT while also taking cash or card. When selecting locations they prioritize food deserts, senior housing, and other places where people have trouble accessing fresh food.

STAFF AND VOLUNTEERS (4)

Kristie Lawler has joined the library team in the position of library clerk.

CCLS has scheduled a virtual meeting with their staff and member library directors on September 26th, which the Library Director will attend for updates. There were no Director's meetings scheduled throughout the summer. **(4)**

A volunteer and staff development meeting is scheduled for Thursday, October 23 at 4 PM, and 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. Kay-D Hebner has begun volunteering on some Wednesdays to assist with children's program craft preparations and other tasks as needed. **(4)**

TECHNOLOGY AND EQUIPMENT

The front desk computer is outdated and will need to be replaced. The cost for a new desktop or all-in-one ranges from \$523 to \$849.

STRATEGIC PLAN GOALS SUMMARY

1 Enhance Library Funding Streams: Chicken BBQ fundraiser was a success. Moving forward with the school tax initiative and plans to request an increase in funding.

2 Strengthen Outreach (Town of Gerry, CVCS, community groups): Outreach continues with plans in process to continue programs at Little Seeds Preschool at Park Methodist Church, Pre-K classes at CVCS, The Wrap program and other opportunities through CVCS. The Homestead at Gerry is visited twice a month, with time for general library services in addition to programming. Assistant Huling represented the library at the Sinclairville Elementary School and Middle/High School Open Houses.

3 Catalogue and Digitize Local History Collection: Volunteer Pat Kirell continues to work on digitizing local history materials.

4. Staff and Volunteer Development: Meeting scheduled for Thursday, October 23 at 4 PM for staff and volunteer development. Trustees always welcome to attend.

5. Carry Out 25 Year Celebration of Library Building: A successful celebration was completed on September 13th. The library received a Certificate of Merit from the New York State Assembly to honor this anniversary. “The Sinclairville Free Library is a cherished cornerstone of our community, fostering knowledge, connection, and inspiration. Your dedication to providing a welcoming space for learning and growth has enriched countless lives.” 200 children visited the library to get their faces painted and 194 people visited the Audubon animals out front. The front door counter showed that 347 people came through that door on History Fair day. Doubling that number to account for the rear entrance gives us a total of almost 700 visitors that day!

Statistics from last year’s History Fair for comparison:

“12 people enjoyed the Ventriloquist Show at the library during the History Fair, 55 people participated in the face painting program, and 23 people visited the Local Art Show. 132 people walked through the library’s doors while we were open during the History Fair (10 AM to 3 PM).”