

OCTOBER 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 CCLS Annual Meeting was held on October 8th with Library Director Beth Hadley and Lisa Greeley, Board Secretary, in attendance.

The library will be closed November 11th in observance of Veteran's Day, November 27-29 for the Thanksgiving holiday and December 24-27 for the Christmas holiday.

The 3rd Quarter Statistical Report has been submitted to CCLS as required.

A budget committee meeting was held on October 15 with Treasurer Frost-Kianos, Director Hadley, Bookkeeper Sharp, CCLS Director Dekoff and trustees Greeley and Gray in attendance. The proposed budget for 2026 has been prepared by volunteer bookkeeper R. Sharp for your review.

The NYS Department of Labor has announced that the minimum wage will increase to \$16.00 per hour as of January 1, 2026.

Trustees are required to complete two hours of training annually. Previously recorded training webinars can be accessed using this link: <https://midhudson.org/trusteebookclub/>

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

BUILDING, GROUNDS AND MAINTENANCE

The library's security system produced two false alarms on Thursday, October 23. A technician is scheduled to look into the matter during open hours on Monday, October 27.

CCLS

Message received from CCLS Director Dekoff: “We have received the following update from the Division of Library Development regarding Baker & Taylor. Their closure will result in the end of the current annual report software and the data that it currently houses will go away. I am asking all of you to make sure you have a print or digital copy of your annual reports AND notes from 2001-2024. This is critical historic data on your library that needs to be preserved. Please download and save any report data by December 1, 2025.”

CORRESPONDENCE

Received a letter from Senator Borrello to commend the library on the celebration of 25 years in the new library building: “Our region is a wonderful place to live, work and raise a family because of service providers like the Sinclairville Free Library. Your institution is essential to the quality-of-life strategies of Chautauqua County because you play a crucial role in local education, research, and cultural engagement. I am honored to be your representative in the state Senate.”

Received account statement from Victory Funds showing a total market value of investments at September 30, 2025 of \$17,645.36 (2024 = \$17,013.04; 2023 = \$13,463.72; 2022 = \$14,501.58; 2021 = \$15,889.79; 2020 = \$12,299.16; 2019 = \$13,456.43). **1**

Received Statement of Activity for the Sinclairville Free Library Endowment held at the Northern Chautauqua Community Foundation for the period January 1 through September 30, 2025. The balance at 9/30/25 was \$32,946.88. The spendable balance was \$1,667.67.

DONATIONS 1

TOPS NY 610 donated \$50 for the use of the conference room for their weekly meetings, and we received a donation in the amount of \$100 from the Charlotte Center Church. **1**

FUNDING 1

A letter will need to be sent to the Cassadaga Valley Central School District to request that the voter approved school tax funding be sent to our library. CCLS Director Dekoff is available to answer any questions about this process. **1**

FUNDRAISING 1

The book and bake sale raised \$419.00 (\$448.00 last year). Thank you to those who helped with the sale and/or donated baked goods. The opportunity basket drawing brought in \$120. **1**

An expense of \$571.87 was incurred for the chicken and rolls purchased for the BBQ. An additional expense of \$703.67 was incurred for the Fire Department’s expenses.

Annual Appeal letters have been mailed. The thermometer indicator for the funding level reached will be installed on the library’s front lawn. Please donate to help make this fund drive a success. **1**

GRANTS 1

The required final report was submitted to CCLS for the Outreach Mini-Grant of \$1,500.00 for the project “Digital Skills and Large Print and Audiobook Outreach to Senior Citizens.” Our circulation of large print materials increased by 30 % when comparing the same period (11/1/24-8/31/25 and the prior year. **1**

OUTREACH 2

Outreach to school-aged children participating in the Wrap program at Park Methodist Church continues with weekly visits to the program by the Library Assistant, who reads to the children before school on Wednesdays. Assistant Huling also brings her early literacy program to PreK classes at CVCS. **2**

Library Director Hadley provides library services outreach bi-monthly as well as monthly Book Club and Life Story Writing at the Homestead in Gerry. **2**

PROFESSIONAL DEVELOPMENT

At the CCLS Annual Meeting, Director Hadley attended a workshop on the topic of Community Reports. **4**

PROGRAMS AND EVENTS

Calendar: Paper copies of the November calendar of programs and events are available at the front desk, and the calendar is posted on the library’s website.

Highlights:

Family Fun night is scheduled for Monday, November 3 from 6 to 7 PM with “Pine Cone Bird Feeders” on the agenda.

Life Story Writing will meet both online and in person on Thursday, November 6 at 6 PM.

A poetry workshop will be presented by John Brantingham on Thursday, November 13 from 4 to 6 PM, followed by a poetry reading and open mic at 7. Featured poets this month are T. Anders Carson and Kendall Johnson, who will participate by Zoom.

Book Club Selections:

Books Unlimited: This group will meet in person at the library on Monday, November 17th at 7 PM to discuss The Frozen River by Ariel Lawhon.

The library’s online Book Club will meet on Thursday, November 20th at 7:30 PM to discuss Once Upon a Wardrobe by Patti Callahan.

Book Club at the Homestead in Gerry will meet on Friday, November 21st at 3 PM to discuss For One More Day by Mitch Albom. **2**

Program Updates:

The new Nighttime Story Hour was a big success, so this program will continue on the third Monday each month at 6 PM. The topic for November's program to be held on the 17th is "Way Up High in an Apple Tree."

Story Hour Schedule:

11/5 "Way up High in an Apple Tree" (apple painting turkey)

11/12 "Letter Week: Z is for Zoo" (Z is for Zoo paper craft)

11/19 "Pumpkin Patch" (paper pumpkin name craft)

11/26 No Program: Have a wonderful Thanksgiving Holiday!

PUBLIC RELATIONS AND PUBLICITY

First Grade students visited the library on a field trip this month. Those who had returned completed library applications received their new cards and were allowed to borrow books. **2**

The library's conference room was used by T.O.P.S. for their weekly meetings, Spanish instructor for tutoring, and for a meeting of the Healthy Community Alliance. The Valley Historical Society will use the library for their meeting place on Tuesday, November 4 at 7 PM. Library staff also provided the service of proctoring for a student taking a college exam.

Assistant Huling will present information to the CVCS Board of Education at their meeting on Wednesday, November 12, with a focus on our library's early literacy programs. **2**

STAFF AND VOLUNTEERS (4)

Invitations have been mailed for the Volunteers & Veterans Soup Dinner to be held on November 11 at 6 PM at Park Methodist Church. **4**

A staff/volunteer meeting was held on October 23 with the following in attendance: Beth Hadley, Jessica Huling, Kristie Lawler, Erin Gray, Beth Loomis, Bonnie Larkin, Joan Stroh and Pat Kirell. **4**

Sexual harassment training is required for all library staff, trustees, and volunteers. Notification of this requirement has been sent to all concerned. **4**

Director Hadley will be away from the library November 11-20 for medical leave.

STRATEGIC PLAN GOALS SUMMARY

1. Enhance Library Funding Streams

Annual Appeal letters were mailed to library supporters.

2. Strengthen Outreach (Town of Gerry, CVCS, community groups)

Outreach to CVCS was strengthened this month by a field trip by 1st grade classes to the library, distribution of library card applications at school resulting in more child patron cards issued, and outreach to PreK classes.

3. Catalogue and Digitize Local History Collection

Volunteer Pat Kirell continues to scan and digitize local history reports.

4. Staff and Volunteer Development

Staff/Volunteer meeting was held this month Library Director attended CCLS annual meeting workshop. Sexual Harassment Prevention training in progress.

5. Carry Out 25 Year Celebration of Library Building

Our celebration in September was a big success! An article about the event was published in the October 9 edition of the Observer.