

JANUARY 2026 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

Former trustee Larry Barmore passed away on January 3rd peacefully at home with his wife Carol by his side and surrounded by immediate family as per his wishes. Larry was a valued leader in our community who will be greatly missed.

The scheduled Volunteers and Veterans Soup Dinner that was planned for November 11, 2025 was cancelled due to inclement weather.

The library will be open on February 16th (President's Day).

Work on the 2025 Annual Report is underway. The deadline for submitting the report to CCLS will be later than usual, as NYS changed the reporting software. Anticipate the new deadline to be mid-March. The Library Director and Assistant will work together on this year's report.

The Cumulative Quarterly Statistics Report for January-December, 2025 has been submitted to CCLS.

Library board meetings will be held on the following dates in 2026: January 28, February 25, March 25, April 29, May 27, June 24, July 29, August 26, September 30, October 28, and November 18. All documents to be discussed at board meetings will be posted on the library's website 24 hours prior to the meeting. Click on "About Us" then "Board of Trustees" and scroll down to "Board Meeting Required Documents." Scroll down further to find the "Trustee Handbook Book Club" with a link to "Trustee Workshop Resources" that provides access to both upcoming trainings and archived webinars. You can also download the "Self-assurance of Trustee Education" form there.

Board President Bill Newton, trustee Roz Newton and Director Hadley met with Mary E. Seymour Stockton and Cassadaga branch Director and trustees on December 17 to discuss school tax initiative. CCLS Director Jan Dekoff led the meeting.

Trustee Training Opportunity: Tuesday, March 3 from 2 to 3 PM: Construction Webinar: Forming a More Perfect Union: Library Construction Projects and NY State Funding 4

“In this webinar, we will be looking at how to take a proposed library construction project through the process of applying for funding through the State Aid for Library Construction program.

Funding for this program comes through the New York State budget each year, and projects have multiple years to be completed. Find out how your library's project might fit within the guidelines for the program, and how to prepare the application to make the best case for funding.

For any questions on the webinar or the funding itself, please contact [Natalie McDonough](#), Program Manager.

This webinar will be recorded for later viewing by those unable to attend live; to receive the recording link, please register and it will be automatically sent to you. If you have any technical questions or suggestions, please reach out to Tor Loney at tor.loney@nysed.gov

[Please register for the session](#) to receive the recording.

This public program is made possible by federal Library Service and Technology Act funds from the Institute of Museum and Library Services, which enable the New York State Library to champion lifelong learning.”

BEAUTIFICATION AND DISPLAYS

January’s display case is beautifully decorated to promote the new program “Blind Date with a Book.”

BUILDING, GROUNDS AND MAINTENANCE

Received the Renewal Certificate from Erie Insurance for the library building insurance policy period 2/20/26 to 2/20/27.

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

Maintenance of the library's heating and cooling system air purification requires replacement of bulbs and core in both units. The estimated cost for this servicing by Ridouts is \$806.84.

The rear sidewalk is crumbling. We are not heating the front sidewalk due to the expense, but are maintaining heat for the book drop to stay clear.

Al Fredrickson fixed and adjusted the library's outdoor lighting timer. We may need to purchase a digital timer. Al also restored electricity to one of the furnaces that wasn't working.

A faulty motion sensor was replaced that had been causing false alarms in our security system.

Tattered flags were replaced with help provided by the Village of Sinclairville.

CCLS

Due to the increased cost of providing this service, CCLS has discontinued Interlibrary loan services for materials outside of our library system. We continue to have deliveries twice a week for materials traveling between the libraries in our system.

CORRESPONDENCE

Received account statement from Victory Funds for the period 1/2/2025 to 12/31/2025 showing that the market value of the library's total investment funds as of 12/31/2025 was \$18,179.17 (\$16,727.09 at 12/31/24; \$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, 2025, showing an ending balance of \$33,550.87 (\$29,847.15 at 12/31/24).

FUNDING 1

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

FUNDRAISING 1

A Christmas basket raffle of donated wine and other items brought in \$95.00. **1**

GRANTS 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 donations in memory of Dennis Becker from the CVCS Class of 1959, in memory of Joey Carlson Running by the CVCS class of 1987, and in memory of Cheryl Wolcott by Shirley and Frank Sharkey, Kim Marshall, Lisa and Mike Jones and by Eileen and Rob Rosenfeld.

A new children's book: The Book That Almost Rhymed by Omar Abed, was added to the library collection in memory of Valerie Holmes through a donation by Kathy Schroeder.

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 13th. Santa Claus made a special visit to the library's Early Literacy program in December as well.

Outreach to the school included a presentation by Assistant Huling to the CVCS Board on November 12th with the topic Focus on Early Literacy. Assistant Huling will represent the library on March 5 from 6 to 7:30 during the Sinclairville Elementary School's Literacy Night: "Let's Glow Reading!"

Children participating in The Wrap childcare program receive weekly visits to hear stories read by Assistant Huling, and she provides Early Literacy programming to PreK classes through visits to classes as well as field trips to the library when weather is better.

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**

POLICIES AND PROCEDURES 5

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

PROFESSIONAL DEVELOPMENT 4

Library Clerk Kristie Lawler attended the following training webinar: “Beyond the Basics: Unlocking the Magic of Libby” to learn advanced features of using the Libby digital platform.

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.

Highlights:

The Valley Historical Society met in the library’s community room on November 4th and Donna Nichols presented an informative and entertaining program on the history of the Gerry Rodeo.

Local Author Event was held on December 13th. Weather was a factor in low attendance. Another such program will be held in the Spring. Several Write Circle authors will have books published that can be celebrated then.

VITA income tax preparation services provided through the United Way have been scheduled for the following days and times: Monday, March 2 from 3 to 5 PM; Friday, March 6 from 1 to 3 PM; Monday, March 9 from 3 to 5 PM and Friday, March 13 from 1 to 3 PM. As always, those desiring to use these services must call 2-1-1 to schedule an appointment. 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 6th at 3 PM. The topic is “New Beginnings.” Members of the community are welcome to participate. This program meets in the Bergquist building’s old library space. **2**

Financial Well-being packets were made available at no cost to patrons. These bundles included free financial education materials for children and teens, budget notebooks and discarded copies of the 30-Day Money Cleanse book.

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.)

Monthly Family Night and a monthly Nighttime Story Hour on select Mondays: February 2 at 6 PM and February 16 at 6 PM.

Summer Reading Program planning has begun for this year's theme: Unearth a Story (focus on Dinosaurs!).

Book Club Selections:

The library will conduct an online Book Club discussion of The Thursday Murder Club by Richard Osman on February 26th at 6 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 16th to discuss The Eighty Dollar Champion by Elizabeth Letts.

The book club meeting at The Homestead in Gerry, Bergquist building, will discuss Devil's Food Cake Murder by Joanne Fluke on February 20th at 3:00 PM. 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 7:30 PM on Wednesday nights. **Fly Tying** has no meetings scheduled at this time. **Life Story Writing** is on winter break, to resume meetings on April 2nd. This program will then meet 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 was scheduled to remain open on the Martin Luther King, Jr. holiday, but was closed due to 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, Healthy Community Alliance, and T.O.P.S (Taking Off Pounds Sensibly).

Publicity included press releases to the Observer and Post-Journal to announce special events and programs, website updates and Facebook posts.

REQUESTS AND OPPORTUNITIES

We are in need of a dolly to help move boxes of books in and out of the shed.

A trustee is requested to join Assistant Huling at the Gerry Town Board meeting scheduled for Thursday, March 12 at 5:30 PM to discuss the library's proposal to install a Story Walk in Gerry as well as our request to provide outreach to the Gerry Summer Recreation program this year.

A request was made for the library to consider providing a Free Little Pantry inside the building to be available during the library's open hours. This little pantry has been provided by a community member and was located outside of their home. Consider collaboration with Park Methodist Church food cupboard and/or CVCS.

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. Employees were given the required Notices of Pay Rates for 2026. Kathleen Schroeder was added as an employee of the library rather than an independent contractor. Volunteers currently working inside the library include Cathy Obert (Book Club and Fundraising), Joan Stroh (Front Desk and Shelving) and Beth Loomis (Front Desk and Shelving). Pat Kirell (Front Desk, Shelving and Special Projects) is on winter hiatus. Bonnie Larkin attends to compiling the library scrapbook of newspaper publicity.

TECHNOLOGY

The out-dated front desk computer was replaced by a new Dell Pro 24 All-in-One Plus Computer at a cost of \$987.41 that was installed by CCLS on January 13th.