

# FEBRUARY 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

Please note that all documents to be discussed at upcoming board meetings will be available on the library's website 24 hours prior to a meeting (frequently by the end of library open hours the Monday before). Visit the website [sinclairvillelibrary.org](http://sinclairvillelibrary.org) and click on tabs "About Us" then "Board of Trustees" then scroll down to "Board Meeting Required Documents."

### Trustee Training: 4

**[2026 Trustee Handbook Book Club Series](#)** (all session meet from 5-6:30pm; trustees are encouraged to read the related chapter in advance of the event; all sessions qualify to help your trustees meet their 2-hour requirement for trustee education this year.

- **[January 27](#): **Open Meeting Law** with Kristin O'Neill from the NYS Committee on Open Government**
- **[February 10](#): **Freedom of Information Law** with Kristin O'Neill from the NYS Committee on Open Government**
- **[April 16](#): **Hiring and Evaluating the Library Director** presented by Brian Hildreth, Executive Director, Southern Tier Library System**
- **[June 17](#): **Laws and Regulations** presented by Trustee Handbook Co-author Rebekkah Smith Aldrich**
- **[October 29](#): **Duties and Responsibilities of Key Officer Roles**, Panel Discussion moderated by Trustee Handbook Co-author Rebekkah Smith Aldrich**

**New for 2026: Director Handbook Book Club Series** (all session meet from 10-11:30am) Although this is for Library Directors, the topic of “Director-Board Relationship” may be of interest to trustees.

- [March 13](#): **What New in the New Edition** with Author Rebekkah Smith Aldrich
- [May 15](#): **Getting Off to a Good Start**, Panel Discussion with Matthew Bollerman, CEO of the Hauppauge Public Library; Meghan Harney, Director of the Lowville Free Library; and Mandy Travis Executive Director of the Mid York Library System, moderated by Trustee Handbook Co-author Rebekkah Smith Aldrich
- [September 25](#): **The Director-Board Relationship** presented by Ron Kirsop, Executive Director of the OWWL Library System
- [December 9](#): **The Library Network in New York State**, an interview with Lauren Moore, State Librarian & AnnaLee Dragon, Executive Director of the New York Library Association moderated by Director Handbook Author Rebekkah Smith Aldrich

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.

## **BUILDING, GROUNDS AND MAINTENANCE**

Building insurance through Erie Insurance Company was paid in the amount of \$2,542.91 covering the period 2/20/2026-2/20/2027. This includes Director’s and Officers’ coverage.

A leaky pipe inside the rear entry of the library was fixed by Al Frederickson and Bill Newton.

## **CCLS COMMUNICATIONS**

While CCLS no longer manages an Interlibrary Loan System outside the member libraries, the Hultquist Library at JCC will allow community members to use their ILL service. Patrons may visit that library to find out how to obtain a community library card and request interlibrary loans through that library. This message has been added to the CCLS website <https://cclsny.org/interlibrary-loan-service/>.

## **CORRESPONDENCE**

Received an invoice from the Office of the Sheriff for Chautauqua County charging \$25 for false alarms on October 23 and 27 that were caused by a faulty sensor that has since been replaced. Also received a notice that we are required to annually register our alarm system on a calendar year basis. Paperwork to fulfill this requirement was completed and submitted along with our payment for the false alarms.

## GRANTS 1

The Western New York Rural Library Grant Program, powered by the Ralph C. Wilson, Jr. Foundation will present an informational session about their grant program and application process on Wednesday, March 4 at 10 AM via Zoom (see below). The Library Director is registered for this session.

We invite you to join us for an informational session on **Wednesday, March 4th at 10am via Zoom**. Please [register for the meeting](#) if you would like to attend.

The Western New York Rural Library Grant Program, powered by the Ralph C. Wilson, Jr. Foundation (RCWJRF) is a library grant program awarded to the Rochester Regional Library Council and the Western New York Library Resources Council for fiscal years 2026-2028. This program is for eligible rural libraries in the following public library systems: Buffalo and Erie County Public Library System, Chautauqua-Cattaraugus Library System, Monroe County Library System, NIOGA Library System, OWWL Library System, and Southern Tier Library System. All grant information including the application and guidelines are available on the [grant program page](#). To determine if your library is eligible, please review the [map](#) or [library spreadsheet](#).

- *Application Window:* February 18, 2026 to March 31, 2026. Grant applications received after March 31, 2026 will not be considered.
- Multi-year grant applications will be considered.
- Minimum grant amount: \$1,500. Maximum: \$150,000.
- Please review the guidelines and the grant worksheet before completing the application. The application must be completed in one session. If you have questions about the application, contact Tammy Nunciato at [tnunciato@wnylrc.org](mailto:tnunciato@wnylrc.org).

We look forward to seeing you at the info session on March 4th at 10am. Don't forget to [register for the meeting](#). The session will be recorded.

## MEMORIALS

A set of children's books by Jennifer Jones (*Crayons on Strike, Pencils on Strike, Erasers on Strike, Rulers on Strike, Glues on Strike, Scissors on Strike, Chairs on*

*Strike* and *Swings on Strike*.) was added to the library's collection by a memorial donation in honor of Joey Carlson Running by the CVCS Class of 1987.

The Humble Pie by Jory John, a children's picture book by a popular author, has been added to the library's collection by a memorial donation in honor of Valerie Holmes by Kathy Schroeder.

Syme's Letter Writer, a nonfiction book for adults by Rachel Syme, was added to the library's collection by a memorial donation in honor of Peggy Hassinger by Dennis and Linda Barmore. Another nonfiction title for adults, The Reading Life by C.S. Lewis, was added to the library's collection by a memorial donation in honor of Marilyn Anderson by Dennis and Linda Barmore. Dennis and Linda also made a memorial donation in honor of Janice Barmore, mother of Douglas and Kathy Barmore of Inverness, Florida.

The Cassadaga Valley Central School Class of 1959 made a memorial donation to honor classmate Dennis Becker, and the following title has been ordered with that donation: A Walk in the Park: The True Story of a Spectacular Misadventure in the Grand Canyon by Kevin Fedarko.

## **OUTREACH 2**

Outreach to Gerry continues with library and digital services, life story 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. **2**

## **PROFESSIONAL DEVELOPMENT**

Library Clerk Kristie Lawler participated in a webinar to learn more advanced features of using the library system's Libby platform for borrowing digital materials: "Beyond the Basics: Unlocking the Magic of Libby." Library Director Hadley attended an online meeting of all CCLS staff and member library directors on February 20 for updates on various library matters.

## **PROGRAMS AND EVENTS**

The library's calendar of events is available on the library's website at [www.sinclairvillelibrary.org](http://www.sinclairvillelibrary.org). Paper copies are available at the front desk.

### **Highlights:**

**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.

**Family Night:** Monday, March 2 from 6 to 7 PM. “Read Across America Day.” Dr. Seuss Scavenger Hunt & More.

**Nighttime Story Hour:** Monday, March 16 from 6 to 7 PM. “Arctic Adventure: Polar Bears. Sponge-paint a polar bear. All materials are provided.

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

3/4 Dr. Seuss Day: Read Across America (fork painted Thing 1 or 2)

3/11 That’s My Name: Spring Weather (spring weather name craft)

3/18 Rainbow Fun (dot marker rainbow)

3/25 Letter Day: X (X is for xylophone)

**Baby Talk** program for ages birth to two is held on Wednesdays at 10:30 AM. **March’s topic is Tap! Tap! Tap! Body Movements.**

**Life Story Writing:** hybrid (Zoom and in-person) Thursday, April 2 at 6 PM.

**Life Story Writing** at the Homestead: meeting at the Bergquist Gift Shop on Friday, March 6 at 3 PM. Writing topic: Going to a Show.

### **Book Clubs:**

**Books Unlimited:** Meeting at 7 PM Monday, March 16, at the library to discuss Here One Moment by Liane Moriarty. 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 6 PM Thursday, March 26, to discuss The Frozen River by Ariel Lawhon.

**Gerry Outreach Book Club:** Meets at 3 PM Friday, March 20, at the Bergquist Gift Shop on the Homestead campus to discuss Twice by Mitch Albom.

**Program Updates:** The **Write Circle** resumes hybrid meetings (in-person and Zoom) starting Friday, April 10.

## **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 eight-year anniversary of employment at the Sinclairville Free Library as of March 12, 2026.

Board Vice President Candi George has resigned from the library board of trustees by email dated 1/28/2026: “I hope to join again one day, but at this time, I am unable to be of good service to the library given all of the responsibilities on my plate. My sincere apologies to all members of the board.” An invitation to consider becoming a library trustee was posted on the library’s website and on Facebook:

“The Sinclairville Free Library Board of Trustees is looking for a new board member to fill a vacancy! Would you like to help make decisions for your library’s future? If yes, please consider serving your community as a library trustee. Please submit your letter of interest to [director@sinclairvillelibrary.org](mailto:director@sinclairvillelibrary.org). Thank you for your consideration of this invitation!”

## **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:** Library Assistant Huling and Trustee Klem will present library information at the Town of Gerry meeting on March 12, including an invitation to participate in the library’s mobile summer reading program and request to install a Story Walk there.

## STATISTICS

Comparison chart based on the cumulative quarterly statistics as reported to CCLS.

Performance Indicators						
JANUARY-DECEMBER:	2025	2020	2021	2022	2023	2024
Grand Total Circulation Transactions	18,368	11,890	12,190	13,168	14,881	14,940
Total Circulation of Other Materials	4,904	5,573	3,451	3,873	4,775	4,354
Registered Borrowers	1,681	1,253	1,275	1,362	1,384	1,511
Library Visits	11,176	6,437	8,861	11,657	10,942	10,974
Reference Questions	937	1,193	1,640	1,204	912	1,037

## TECHNOLOGY AND EQUIPMENT

The library's fax number is now 716.296.9664.