

MARCH 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

The library will be closed Friday through Monday (April 3, 4 and 6) for Good Friday and the Easter holiday.

BUILDING, GROUNDS AND MAINTENANCE

Ridout's Heating and Cooling replaced bulbs and core control in the air purification system as required maintenance. Bulbs are to be replaced every two years and the core control every four years.

CCLS

CCLS Consultant LJ reviewed our website for ADA compliance and alerted us to changes that are required to be made by January 2027. After these updates have been made, LJ will review the website again to ensure compliance. Assistant Huling will be working to make these updates. Our website looks different these days because we were required by CCLS to move to their preferred website template.

CORRESPONDENCE

A letter from the Ross Grange was received indicating that the group has decided to become inactive due to low membership: "We did not have you come to one of our meetings this year, but still wanted to show our appreciation for what your library is doing for your patrons and your community. We have enjoyed having you attend our meetings and having the opportunity to learn about your library and

your community. Please keep the joy of reading and love of learning alive at the library.”

Email from a patron whose children are beginning preschool and will no longer be attending afternoon story time includes this message: “My mom and the kids have loved attending and we have so enjoyed Sinclairville’s wonderful Children’s room and Miss Jessica’s engaging programs!”

DONATIONS

A donation in the amount of \$100 was received from the Ross Grange.

FUNDING

Following approval from the President of the Board of the Mary Seymour Library, a letter was sent to CVCS requesting that our proposition be put on the ballot for a vote on funding the library. The “Vote Info” and tax calculator was added to the library’s website by CCLS. 1

FUNDRAISING 1

The library will register to participate again in the Give Big CHQ online fundraising event scheduled for June 11, 2026. 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

An application for a Poets & Writers Readings & Workshops grant was submitted for a program to be led by John Brantingham. 1

Director Hadley and Trustee Newton attended the online meeting on March 4 to learn about the WNY Rural Library Grant Program. Due to the short application window for this year (March 31 deadline), it was decided to wait and apply next year since this is a multi-year initiative.

MEMORIALS

The following memorial books were added to the library’s collection:

The Dictionary of Obscure Sorrows by John Koenig in memory of Cheryl Wolcott by Shirley and Frank Sharkey; Quilting Through Life by Jenny Doan in memory of

Jane Krzyzanowski by the Northern Chautauqua Quilters; Syme's Letter Writer by Rachel Syme in memory of Peggy Hassinger by Dennis and Linda Barmore; The Humble Pie by Jory John in memory of Valerie Holmes by Kathy Schroeder.

The library collected memorial donations from members of the Write Circle to honor former member Donald Dowling who passed away in January. The collected monies were then used to make donations to support two of the charities listed in Don's obituary (Chautauqua Hospice & Palliative Care and North Lake Rescue Squad).

A donation in memory of Janice Barmore was made by Denny and Linda Barmore.

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** programs at the Homestead in Gerry are provided bi-monthly. **CVCS Pre-K** classes have resumed monthly visits to the library, with classes coming most Fridays from 9:30-10:30 AM. **2**

POLICIES AND PROCEDURES

Received by email from NYS:

“The NYS Board of Regents has approved an amendment to paragraph (4) of subdivision (b) of section 90.2 of the Regulations of the Commissioner of Education relating to New York Public and Association Library Minimum Standard #4 Board-approved written policies.

The standard now includes specific policies which must be reviewed and updated at least once every five years or earlier if required by law:

- The selection of library materials and reconsideration of such selection
- Public usage of library space and meeting rooms
- Codes of conduct
- Confidentiality of library records
- Internal library policies related to:
 - Personnel policies that ensure consistent staff management and fair employment practices
 - Disaster preparedness

- Financial control policies that fulfill the legal and fiduciary responsibilities of the governing body and promote fiscal oversight, accountability, and sustainable management

To support libraries in developing or reconsidering these policies, the Public Library System Directors Organization (PULISDO) and the New York State Library have updated the [Helpful Information for Meeting Minimum Public Library Standards](#) webpage.”

PROFESSIONAL DEVELOPMENT

Library Director Hadley participated in the CCLS Professional Development Book Club on February 27 to discuss Atomic Habits by James Clear and how to apply these habits at the library. She also participated in the webinar “Should It Stay or Should It Go?” presented by Central NY Library Resources Council. This webinar presented helpful resources for determining whether to preserve a program.

Library Assistant Huling participated in the PreK Summit at CVCS on March 13 with training on Tools & Ideas for Fine Motor Skills, Helping Children with Behaviors, and Pairing Math with ELA & Play. She also led a breakout session to share about what she does at the library with our early literacy programs.

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.

Highlights:

Walk & Write Brownbag Workshop: Saturday, April 18. Meet at the library at 9 AM for a walk around the village to stir up creativity. Participate in breakout writing sessions and critiquing workshop from 10 AM to 1 PM. Please bring your own brownbag lunch.

BOOK CLUBS:

Books Unlimited: Meeting at 7 PM Monday, April 20, at the library to discuss Project Hail Mary by Andy Weir. 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 Thursday, April 30 at 6 PM to discuss Twice by Mitch Albom. 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 17 at 3:00 PM. Gilead by Marilynne Robinson 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 2 at 6 PM for ages 18 and up. **Write Circle** resumes hybrid meetings in April.

Baby Talk: Wednesdays from 10:30 to 11 AM for ages birth to 2 years old. April's topic is "Quiet LOUD Sounds." This program includes songs, bounces, stories, read-alongs and playtime.

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

4/1 How Does it Grow? (grass heads)

4/8 Letter Day: A (A is for Airplane)

4/15 That's My Name: Love the Earth (earth name crafts)

4/22 Earth Day (plant a sunflower)

4/29 Fruit or Veggie (bean in a bag)

Night-time Story Hour: Monday, April 20 at 6 PM: "Earth Day." Plant a sunflower in a biodegradable newspaper cup. For ages birth and up. Parent/Caregiver must stay with child(ren). Registration is required, and all materials are provided. Stories, crafts, friends and learning fun!

PUBLIC RELATIONS AND PUBLICITY

Assistant Huling participated in the Sinclairville Elementary School's Literacy Night: "Let's Glow Reading." Assistant Huling and Trustee Klem attended the Town of Gerry board meeting to request access to provide the summer reading program to participants of the Gerry Summer Recreation Program and to install a Story Walk there. **2**

REQUESTS AND OPPORTUNITIES

The Town of Gerry approved for the library to install a Story Walk along the outside perimeter of the playground area and to bring our summer reading program to the summer recreation program. **2**

STAFF AND VOLUNTEERS 4

Staff and volunteers will meet on Thursday, April 30 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. Pat Kirell has retired from volunteer service at the library. Director Hadley and Assistant Huling both received their annual performance reviews.