OCTOBER 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 November 11 in observance of Veteran's Day, November 26-28 for the Thanksgiving holiday and December 24-26 for the Christmas holiday.

A budget committee meeting was held on October 8 with Treasurer Frost-Kianos, Director Hadley, Bookkeeper Sharp, Assistant Huling and President Newton and VP Gray in attendance. The proposed budget for 2027 has been prepared by volunteer bookkeeper R. Sharp for your review.

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, 2026. 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

CCLS

Local Library Services Aid (LLSA) from NYS was distributed by CCLS. Our library received $1,377.00 of this aid.

CCLS Director Dekoff met with Director Hadley and Assistant Huling to discuss her ideas for best use of our library spaces as we plan to reconfigure according to our construction grant application.

CORRESPONDENCE

Received account statement from Victory Funds showing a total market value of investments at September 30, 2026 of $19,553.68 (2025 = $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, 2026. The balance at 9/30/26 was $36,315.14. The spendable balance was $3,169.67.

DONATIONS 1

A copy of the book Alonzo H. Cushing: Faithful Unto Death: A Civil War Hero was donated to the library by the author, Jessica Loring. Cushing grew up in Fredonia.

A donation of $25 was made by a family participating in the LEGO program.

A donation was received from the NYS National Society of the Dames of the Court of Honor through Bonnie Larkin, the Librarian General for this area, for the purchase of genealogy books. The following titles have been purchased with these funds: The Ultimate Guide to Mastering FamilySearch by Dana Ann Palmer; The Big Book of Genealogy Lists by Thomas MacEntee; Genealogy Guide for Beginners: The Step-By-Step Guide to Trace, Document, and Preserve Your Family History by Marcus L. Duke; and The Family Tree Toolkit: A Comprehensive Guide to Uncovering Your Ancestry and Researching Genealogy by Kenyatta D. Berry. Bonnie Larkin assisted in selecting appropriate books.

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 $341 with two additional donations of $100 each given during the sale. Thank you to those who helped with the sale and/or donated baked goods. **1**

An expense of $702.25 ($571.87 last year) was incurred for the chicken and rolls purchased for the BBQ. An additional expense of $897.32 ($703.67 last year) was incurred for the Fire Department's expenses. Ticket sales totaled $2,500.

Victorian Tea ticket sales totaled $845, with an additional $20 donation attributed to this event that was received by mail.

GRANTS 1

The library's application for a Pilcrow Foundation Children's Book Project grant was approved. The completed book order form and $400 from our local sponsor (CVCS PTO) are due to be returned to the Foundation no later than February 14th. A narrative report will be due to the Foundation within 8-10 weeks of receiving the requested books. **1**

The deadline to apply for the Ralph E. Wilson grant is November 13th**. 1**

OUTREACH 2

Library Board Vice President Erin Gray and Director Hadley presented library information to the CVCS Board of Education at their meeting on October 14, thanked them for their support and answered their questions. **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. **2**

Assistant Huling attended the CVCS SES Trunk or Treat on Saturday, October 24th. Around 130 children in attendance. **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

Director Hadley attended the Introduction to NYS Historic Newspapers online training offered by the Northern NY Library Network along with a patron who came to the library to participate. **4**

Assistant Huling will attend Trustee Handbook Training: Duties & Responsibilities of Key Officer Roles (online training) **4**

Assistant Huling will attend NYLA (Nov 4th thru 7th). **4**

Scheduled workshops:
(Learn to Have) The Best Library Board Meeting Ever
Libraries Because Social Engagement Counts
Weeding with a Plan: Developing Weeding Standards
Babies, Toddlers, and Preschoolers, Oh My!: Early Literacy Programming 101
Two Librarians in a Trench Coat
Learning Through Reflections: Turning Library Plans into Measurable Community Change
Key Performance Indicators for Library Success
Fundraising Without Book Sales
5+3=Gr8!: Five Senses for Enriching Third Spaces

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:

Meet Libby: Thursday, November 12 from 5 to 6 PM. Join trustee Erin Gray to learn about using the Libby platform for digital materials.

Jam Session is back! The next session is scheduled for Wednesday, November 4 at 2 PM.

Book Club Selections:

Books Unlimited: This group will meet in person at the library on Monday, November 16th at 7 PM to discuss The Secret of Secrets by Dan Brown

The library's online Book Club will meet on Thursday, November 19th at 6 PM to discuss What You Are Looking For is in the Library by Michiko Aoyama.

Book Club at the Homestead in Gerry will meet on Friday, November 20th at 3 PM to discuss By Invitation Only by Dorothea Benton Frank. **2**

CLSC Book Club will meet on Saturday, November 21 at the 3 Lakes Café in Cassadaga at 9 AM to discuss The Glassmaker by Tracy Chevalier. This book club is led by Erin Gray.

Program Updates:

Life Story Writing will take place at the Bergquist building at the Homestead in Gerry at 4 PM on Friday, November 20th and at the Sinclairville Fire Hall on Friday, November 13 at 11:15 AM. This program was introduced to the Dining Out participants at the Fire Hall on October 23rd.

Story Hour & Baby Talk Schedule:

Baby Talk: "The Very Hungry Caterpillar's First Fall" all about environmental awareness

Story Hour:
11/4: No programs – Assistant Huling at NYLA
11/11: No programs – Closed for Veterans Day
11/18 "Letter Week: C is for Cat" c is for cat paper craft,
11/25 "Turkey Time" painted handprint turkey.

PUBLIC RELATIONS AND PUBLICITY

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 3 at 7 PM. Candidate Aaron Gies will use our conference room for a Q & A at 10 AM on October 28.

Library programs and events were publicized on social media, the library's website and local newspapers.

STAFF AND VOLUNTEERS (4)

A staff/volunteer meeting will be held on December 14 at 5 PM. Trustees are invited to attend, and there will be pizza! **4**