

2019 Complete Directors Report

January 16,2019 Director Report

Poster Compliance for 2019 was ordered and are hung up

New keyless entry locks have been installed we need to choose codes for the doors

The annual report is not open online yet however I am working on the blank copy for the number for 2018

I'm still working with Ingram to get the state discounted rates for 2019 book ordering

Soon training for Baker and Taylor will be available and I will be learning how to order from their site as well

New items are here, and some building supplies have been brought in to start our year.

February 20,2019 Director Report

Konnica and I have weeded the religious fiction section to 2000 and up for publishing, the large print section has been weeded from 1990 and up.

The library has finished its weeding processes for the year and a complete review of the collection. We have updated everything. It's looking great

The filling cabinets have been organized and are up to date

New year: book orders have been started and have been a great success 109 new books have been purchased and 25 new DVD's patrons are enjoying the new materials.

I have been working on several grants:

The Pilcrow Foundation is a 2 to 1 match for Juvenile materials our contribution \$300. Their contribution would be \$600. If awarded this would allow for \$900 in materials to be added to the collection.

The Foundation for Southern Tier Libraries asking for help with our book drop box foundation, cost has been estimated at \$700.00

The Allegany Area foundation: Asking for \$700, we will match \$300 to build a Youth Engagement Area in the library. A place where we can leave activates out for the children all the time.

Thorndike is running a contest for large print. We could submit a story about how large print materials has affected a patron in our area. This award would be for \$250 in large print materials

Manley Trust Foundation we are asking for \$2000.00 to help with the cost of new book shelves.

I had a meeting with the Town of Genesee about the upcoming construction aid- They have agreed to increasing the length of our lease to a total of 15 years ending in the year of 2033 Their opinion is that we should work on electrical first and becoming A.D.A. compliant for the restroom. The code enforcement officer will come and look at the building on 2/20/19 and Mr. Howard from the town board will also come at some point to give us additional help with ideas for the restroom.

March/April Director's Report

March-

- Still working slowly on the C.R.I.S website for the construction aid grant
- Programing is going well
- 4 sewing machines were donated to the library a few of the quilters looked them over and feel they are worth taking them to be serviced. I'm setting that up and then taking them in.
- Grants were submitting now I'm just waiting to hear of a response.

April-

- Allegany Area foundation grant: \$700.00 We match \$300 for the Youth Engagement Space- Reading rug, cabinets, chairs, table- Monday Bruce will be coming to drop of the check and I will start making purchases a.s.a.p.
- Southern Tier Library Foundation: \$700.00 grant for book drop off slot and cart- This grant I will need to travel for the location I'm still waiting on last year it was in painted post
 - This will be a day I have to travel the dinner starts at 5pm should end around 6:30. This is a 2 hour drive each way. I will need coverage at the library or if Konnica can join me then we will close around 3 pm that day.
- Pilcrow Foundation Grant: 2 to 1 matching grant for children's hardcovered books, \$300 our match their match \$600.00 was excepted waiting on the packet of paperwork
- SHPO has been submitted to the C.R.I.S site waiting to hear a response.
- I just purchased some additional processing supplies. Things are going well we have processed 268 items so far this year.
- Friday May 10 at the Cuba library there is a first aid and c.p.r course being instructed this class will provide a 2-year certification for me if there is a problem in the building. I would like the library to pay the \$25.00 training fee for the class. The class is from 9 am to 3pm.
- Sewing machines have been serviced and ready to go thinking about making them loanable?

- Quilt frame needs some work to allow it to roll better without bends in the wood these items were purchased waiting to see if this solves the problem.
- Fine free libraries are a trend nationally this is something for us to consider since the beginning of this year we have only taken in \$36.50. It may be more beneficial if we didn't charge the fine and more people came in to borrow and use the services the library has to offer. Going fine free does not mean we will get rid of lost material replacement cost.
- I have worked on advertising more events via social media. I will be posting in the penny saver soon.
- Please remind people as you talk to them now about the school vote in May the library is listed please vote yes to our increase.

- Directors Report- May 15,2019

-
- The Allegany County Area Foundation grant had arrived everything has been purchased put together and the final report has been mailed.
- The Pilcrow foundation packet came in, it was filled out with the books we selected and a check for our portion was sent in. It should be 8 to 10 weeks to receive our new books. Then I will need to fill out the final report for them.
- We received the Southern Tier Foundation money. We are still waiting to hear back from the home depot grant to proceed with that grant.
- This are going well we are starting to finalize the summer plans for this year. A universe of stories.
- Rocket launching, story time, lot of rockets, slime, outdoor play, nature center coming again. Ice cream social to start our summer kick off.
- Nikki has agreed to be the full-time employee for the summer she will start on July 8 and work through August 15th with me.
 - Directors Report June 19,2019
- Grant update- We have not received and more grants- We were denied the Home depot grant.

- The community yard sale we made a profit of \$80.05 the Memorial Day flag fundraiser profit was \$40.00
- I would still like to purchase the new door for the book drop box to be installed in asap, even though we did not get the grant.
- Nikki resigned and a new staff member has been hired and currently is doing well with training. She completed the sexual harassment train her first day on the job.
- The summer youth employment teen has been interviewed and should start around July 8th.
- Summer programing has been finalized and calendars are being posted, also information has been sent to Cathy Fuller to send to the schools in the flyer.
- Tuesday, I had a presentation for the N.Y state construction aid in front of the STLS board of trustees. We should know with in a few weeks if our project has been excepted. This presentation was in Painted Post N.Y. at STLS headquarters. The presentation went well.
- Tuesday I also stopped in at the Genesee Town Hall Meeting to update the town board of our construction aid progress.
- June 28th is a Friday I have an all-day 8:30 am to 4:00 pm, training out in Corning N.Y. This training is at the Arthur A. Houghton, Jr Library. This training I signed up for: Panel Discussion on Pop-up libraries, BLUEcloud Analytics, LGBTQ Community, and Making on a budget. I can't wait to share with you all I learn I love the Spring CE.
- I am submitting the mileage receipt for both at today's meetings for approval
- LaFever and sons came to pump out the septic- everything was fine. He suggested a 12-inch riser put in over current tank opening this would cost \$100. He charges us each time he must dig to get the cap off our current tank.

- Directors Report for July and August

- **July:**
- Summer reading is going great we have lot of youth signed up, a few teens and adults as well.
- Summer programs have been a great hit, summer lunch is smaller than we expected but we are working hard on promoting it and I look forward to trying again next year.

- Our summer youth worker is getting into the groove of things and is doing well.
- The routine of the summer schedule has worked out nice the children respond well with the structure put in place.
- We have had a few youths show up on Monday for lunch the library had been providing for them. This has meant a lot to a few of our patrons.
- Things for the community picnic are underway – Teresa H. has spent time to gather donations to help make this a success. I am currently working on finding our chicken cooker.
- Concession sales have been great as well the youth are loving purchasing treats from the library.
- **August:**
- Wow: This summer flew by. We have had a great turn out with our summer kids and reading participants. In July we had 521 participants for programming. The structure set up this year was great I will look at doing this same set up next year. Our patrons have enjoyed it as well.
- The community picnic was slower this year it is believed to be that way due to sports starting earlier. The weather was rainy as well. We had extra chicken this year which was sold 8 pieces to a bag for \$10.00. This did not help us recover all our cost however some was recouped. We spent around \$700.00 and brought back in a little more than \$400.00. We have plenty of things to auction off. We made \$37.50 on the 50/50.
- Our summer hire's last day was August 8th and our summer youth employment persons last day will be August 22.
- Currently I am working on submitting our NYS construction aid project with a member from STLS.
- This month and next month I will be focusing on finishing up our grants and submitting the final letters to our donors.
- The Summer program ended August 15th. I have filed our end of summer report our totals were great with 24 children participating 168 books were read, 7 teens participating 15 books were read, active programs participation reached 800, this year.
- We received our grant from the Manley foundation for bookshelves. I've already contacted Rustic Renderings and am waiting on the drawings for the new shelves.
- I still need to investigate the new door and book drop box. Due to the large quotes we are getting this will be something to be completed by myself and some volunteers.

- **Director's Report for September and October 2019**

- **September**
- Things have slowed down as the children are back in school. This has been great because I have cleaned through the building and organized the books.

- I have worked on getting our construction aid filled out and submitted to STLS and New York State. I am still waiting on a SAM number for the submission to STLS.
- I have gone to Home Depot to look at purchasing a door. The price is high, and I would like a vote from the board as approval to make the purchase.
- New Barcodes have come in and I have working on processing the large number of items that have arrived.
- **October**
- Construction aid is all filled out and filed with the state. We are now waiting for approval.
- Our tax levy information has been submitted for the 2020 year.
- I have bought the 2020 planner and started planning next years events.
- This year we have processed 517 items so far...
- Things are still slow the JOY group is not going well, and I have cancelled a few events because no interest was shown. I'm still trying to get a feel for the end of year things. I'm not sure if this in normal or not. I will continue to keep trying events and being there for the community as needed.
- I'm looking forward to the 2020 year and all the wonderful things and changes we are able to bring to our community.
- **Director's Report for November & December 2019**
-
-
- The 2020 planner is filled out with new events and monthly craft events
- December 10th 6-7 the libraries are doing the Christmas event- this year I would like to do the hot cocoa and cookie decorating.
- Pie sales update: 5 items have been purchased one more day of sales. Sales did increase
- The bookshelves from Rustic Renderings should be finished this week and delivered soon have been delivered and installed as well as secured to the walls
- Things are slow but steady.
- I've rearranged again to prepare for the bookshelves coming in. There is a nice flow to the library and plenty of room for new books

- I have also prepared the new computer files for the 2020 year. As well as I have started to clean out old files to prepare for the new year.
- One class I would love to teach would be a cooking class. I have purchased items for this to happen electric burners, sauté pans, knives, cutting boards.
- I have hired a new employee to start training for this year. Who will take over on days I am ill or for when I use vacation days as well as for when I need to attend trainings. She is doing well so far.
- For our week of events we had a great turn out several students and parents wanted to build gingerbread houses and decorated cookies. The Co-event with the Libraries was wonderful.