

2020 Complete Directors Report

Annual Report For 2019 From Director

Month	Patron Count			Sponsored Event		
	2019	2018	2017	2019	2018	2017
Jan	193	138	96	11	4	
Feb	198	172	107	13	11	1
Mar	212	179	115	13	11	
Apr	224	180	101	13	13	
May	208	115	146	7	10	
June	314	243	157	10	10	
July	779	329	208	54	25	
Aug	689	433	183	39	22	1
Sept	137	219	111	17	10	
Oct	190	162	392	23	10	
Nov	385	683	103	13	16	
Dec	206	208	103	17	15	3
Total	3,735	2,946	1,866	230	157	5

Month	Un-sponsored			Holds	
	2019	2018	2017	2019	2018
Jan	4	4	4	94	33
Feb	4	3	3	78	35
Mar	5	5	5	92	61
Apr	13	6	4	93	65
May	5	4	4	95	60
June	8	6	5	84	91
July	5	4	4	109	83
Aug	8	5	4	110	84
Sept	4	4	5	76	92
Oct	5	4	4	88	94
Nov	4	8	6	57	85
Dec	5	4	4	74	67
Total	70	57	52	1050	850

Materials Processed In House= 517

Small Large Non

Prt	Prt	Fic	JuvFic	Easy	Ya	DVD	Audio	Pbbook
145	78	86	222	145	84	102	0	19

Books Purchased this year= 287
Dvd's Purchased this year= 97
Video Games= 3

January 15,2020 Directors Report

Reorganizational Meeting

All the New files on the computer are set up and working nicely for 2020.
Julie is working on setting up Facebook posts and we are giving the website a facelift.
We have received the new debt cards.
The first book order has been placed and started to arrive.
New events we are looking into are:

Cooking Classes: Youth and Adult
Jewelry making: Necklaces with empowerment words
Cultural Holiday Events: Chinese New Year with making lanterns

Grants to apply for this year: I am starting to investigate deadlines and what we can apply for that will best serve our community for now and in the future.

Manley Foundation:
Southern Tier Library Foundation:
Dollar General Summer Reading Program:
Allegany Area Foundation:
Western New York Foundation:
Kelly for Kids Foundation:
East Hill Foundation:
Cattaraugus county Arts Council:
Ezra Jack Keats Foundation Mini Grants:

Construction Aid update from Brian (STLS)

We have yet to hear from the state about the status of your application. I don't envision learning more until May, but so far so good. Regarding 2020/2021 funds. We will not know until early April. We have to wait until NYS passes the budget, which is not due until March 31st. We will be certain to email the membership as soon as we learn of fund availability.

Directors Report February 19,2020

The new year is progressing nicely.

Monthly programs have started.

There have been a few donations and those are being processed.

Book, program and supplies have been purchased and arrived for processing.

The library has been cleaned, and all the cardboard has been recycled.

Julie has been doing a wonderful job learning more about cataloging and processing books.

I've started organizing the grants for this year.

A patron asked about purchasing a sewing machine for \$20.00. This is a sewing machine that was donated to the library and the library paid the fees at Singer in Olean the cost was \$109 per machine.

A Census letter was sent to STLS for funding with the upcoming Census. The library asked for a total of \$4,206.44. \$2,750.00 for Staff and \$1,456.44 for Chrome Books to be used solely for the Census.

I am working with a lady for spring and summer art programs.

March 3rd there is a training at STLS all day to cover Census and summer programs.

Director Report March 18,2020

- Programs have started to pick up more patrons have joined us for painting night. Children have been coming in on Mondays and Wednesday to use the computers.
- I have reached out and gather information about acquiring a garbage service: Cassella and LaForge
- I did not go to the STLS provided training March 3rd due to vehicle issues
- I did go to the Allegany County Library Association meeting we discussed summer youth employment.
- Corona Virus updates:
 - STLS has cancelled all inter-loan materials until this is under control as a way of stopping the spread of the virus
 - STLS has made the recommendations to close the building for programs sponsored and non-sponsored
 - STLS has made the recommendation to close the buildings following the health department, state of emergency being declared, and school district being closed.
- Julie and I still have plenty of work that can be done in the building while we are closed to the public.
 - Julie and I will work different schedules as to still accomplish our work and follow the guidelines for social distancing.
- Things that can be done in the building while closed are as follows:
 - Cleaning of the building
 - Website and social media updates and scheduled posts

- Planning of the summer reading program
- Organization and weeding of materials
- Applying for grants
- These are just to name a few of the things that we can do to stay busy
- Things we can still provide for our community during this time: Craft packets to go, virtual story and craft times, wi-fi available in the parking lot, patrons can call in to create a library card for digital use, social media promotion and increase our social media accounts.
- I would like to send a check to STLS to increase the funds available for E content. This would still be the same money budget for this year just used in a different way.

Directors Report 4/15/2020

Things are going well

- I have ordered in craft items for kits they are going over well with the community
 - Science Packet-36
 - Clay Packets- 18
 - Easter Packets-72
 - Seed Houses- 40
 - Boondoggle- 32 and counting
 - Time Capsule Covid-19 packets- 32

Still in progress are

- Future packets
 - Slap Bracelets
 - Earth day plant pots
 - Activity books
 - Windchimes
 - Craft Stick Stem
 - Crowns

The community really seems to be enjoying them as they are put out, we are going through them quickly and patrons are sending us pictures of their packets.

More patrons are taking advantage of the wi-fi in the parking lot as well.

Patrons are signing up for library cards to use the digital services.

I have fielded phone call about help with technology for patrons that have needed it.

Patrons are calling about printing services as well.

We are still posting to social media.

I have attended quite a few conferences via video from STLS. This is helping greatly with keeping me in touch with what is going on in our area and how other libraries are handling this situation as well.

Directors Report 6/17/2020

- Craft kits as of 6/16/2020:
 - 1,004 Craft kits have been distributed to the public.
 - More craft kits are still being made and distributed to the public twice a week.
 - Right now, we are set up for all the way through the end of August. We are currently planning summer reading sign up and craft kits that will accompany the theme as well.
 - Community members are still pick up the kits and the feedback is still positive with those.
- Phones have been forwarded back to the building since we are now working again
- For opening for curbside and window service on 6/29 I would like to change to summer hours Mon-Thurs 11-5 since normally we would change over 7/6 and that is only 1 week away.
- We have tried to plan for the reopening of services and the building
- We partnered with Sidelines and the Bolivar-Richburg School district to provide ice cream for students of the week for the last few weeks of the school year. This has been a positive experience as well.
- We have been processing more items and are excited about serving our community again soon.

● Directors Report July 15,2020

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- Craft Kits are still going very well
- Summer reading sign ups have gone well for all three age groups.
- Tables and chairs are being loaned to the public
- Curbside and Window service are going well. More patrons prefer the window service this is something we can keep going.

- Many libraries are opening back up with walk in services. I think we are ready for that and I would like to start it Monday July 20th.

- **Director's Report August 19,2020**



- *This year we have processed 523 materials.
- *Craft kits offered to the public 1,944 since March. Patron and community members from Allegany County have expressed they do not wish to see this program leave. Originally, I was stopping the program as the summer reading program ended. However, I would like to continue this program through December.
- * Patrons are doing well with the changes that are in place.
- * How do we feel about anyone using the community room for an extended time. The Quilters have asked if they can come in just to sit and cut squares? Or school Students?
- * The Genesee Quilters stopped in and gather some materials. They are still unable to meet her do the 50% capacity of the building.
- * How can we help school students during their virtual days? We have plenty of students that do not have Wi-Fi at home and will need a place to complete their work. Are we comfortable opening the library to students if they agree and fallow the libraries rules?
- *This year for the summer reading program we had 32 participants. Summer reading ended on August 14,2020. I am gathering the reading sheets right now to tally how we did.
- * Fall programs and activities are around the corner. I am looking at how we can start in person programs back up with all the recommendations.

- **Director's Report September 16,2020**



- *We are continuing to put out craft kits for the public. There are still compliments on how wonderful they are coming in and this is great to hear.
- * Patrons are doing well with the changes that are in place.
- * I have spoken with the Genesee Quilters they are changing locations and removing their items from the library before the weather turns bad. I have reassured each member I have seen that in the libraries eyes this is just temporary as we will be doing the construction. If they chose to make the move permanent that is up to them.

- * Patrons do not seem upset with cancelling in person programs for the rest of 2020 and are grateful for the craft kits.
- * Patrons are participating in the virtual learning space available. We are still working with parents and students to find the best times and days available. Some students would like us available in the am other would like us open on Friday. I am still gathering data to see what the greatest need is that we can fill.
- * I am currently working on this year's tax cap levy form that we must complete. Brian is looking it over now before I submit our report.
- *We have put together many of the continued craft kits. We are waiting on more Ziplock bags to be shipped in.
- *I also had 3 addition keys made for the building if there is someone who needs them.
- * Over the next month I will be reaching out to Alex Smith for our yearly computer/printer checks and make sure that everything is working properly or if there is a machine that we may need to replace. I will also be reaching out to him for a website overhaul. I have a meeting with Erika from STLS for WordPress on Sept 22. This will help give us ideas and pointers for what we need to do.
- * Julie and I are also going to be weeding materials to make room for the new year. This will also help with the construction, so we do not have to move out of date materials. While we are weeding we are going to check the items in the workflows computer to make sure all items are listed appropriately.

Director's Report October 21,2020

- Craft kits are still going great.
- We received a grant from the F.T. and Anna C. Manley Charitable Trust: The total the grant was for \$1,499.98 for a new Circulation Station and Director's Station. They have already been ordered. The total of the order was \$1,779.98 after discounts the total was \$1,598.18. There is tax on the order that will be reimbursed when the order arrives in the amount of 125.20. After everything, the total of the order will be \$1,472,98.
- I attended the WordPress conference I'm still having trouble and am going to reach out STLS again.
- We are still making progress with going through the collection. Changing item call numbers and weeding the collection.
- We also received notice on the 2019-2020 construction aid funding. We have been approved for the full amount we asked for \$66,750.00.

- Soon we will need to starting looking into lighting designs, paint colors, carpet colors, ceiling colors for the new look of the building.
- I was thinking about reaching out to the Alfred State Campus and seeing if there is an interior design student that may be interested in giving us advice. The contact for the college is EB Parker, Curriculum Coordinator 607-587-4860 ParkerEB@alfredstate.edu

I am so excited to see this building receive some tlc and look forward to seeing more of the original work in the building

Director's Report for November 18,2020

Construction Aid is going slow. There are a few things we need to do. After meeting with a few contractors and STLS.

- Redefine our scope of work- Certain things such as restoring the original ceiling are not an option.
- Putting this new scope of work out to bid again.
- Making sure we are posting the requirements for the job more clearly.
- 90% of the funding from the state has arrived.

Other Items that have been accomplished this month....

Paychecks for the week of Thanksgiving. Can payroll be granted for the day before?

F.T and Anna Manley fund desks have arrived and are assembled I will be starting the final report shortly.

Julie and I are so excited to be able to do our jobs with out chasing one end of the building down. We were also able to replace the processing desk as well with this grant.

Weeding is 95% completed. The collection is still looking well rounded.

The craft kits are going well we received a donation from the Little Genesee Garden Club for them.

Things are going great and I can't wait to start planning for 2021.

Annual Report by the Director For 2020

Month	Patrons	Events A+C+T	Event Participants	Comp Usage	Holds Filled	Circ	Refer ?	Wire less
Jan	93	2+6+4=12	0+0+0=0	11	92	196	18	29
Feb	105	2+4+2=8	3+4+0=7	7	77	222	33	28
Mar	73	2+3+3=8	6+30+0=36	10	61	107	20	40
Apr	0	0+6+4=10	0+251+134=385	0	0	0	0	35
May	0	1+6+3=10	30+217+106=353	0	0	0	23	35
June	18	0+7+4=11	0+376+120=496	26	2	29	43	26
July	122	1+10+2=13	9+312+27=348	28	12	283	20	28
Aug	112	0+8+2=10	0+300+72=372	2	85	304	26	31
Sept	138	0+4+13=17	0+168+28=196	15	64	292	16	42
Oct	110	0+3+18=21	0+80+46=126	2	75	338	18	39
Nov	93	1+3+17=21	24+72+56=152	0	82	22	39	39
Dec	60	0+3+17=21	0+84+17=101	2	62	229	14	27
Total	924	9+63+89=161	72+1894+606=2,572	103	612	2,222	270	399

This year 2020 we processed 809 items total= 181 videos and 628 books

We purchased 12 video games, 157 DVD's, 249 Books

I believe during this unprecedented year we the Genesee Library have provided wonderful services for the community.

We have helped student have a place for their schoolwork during virtual days. We have provided free craft kits for the year with help from the Allegany Area Foundation. We have provided social media entertainment for our patrons. We have partnered with the Bolivar Richburg School district to celebrate our student's achievements.