

January 1-December 31,2021 Director Report

Directors Report for January 20,2021 Meeting

- Julie has received her Sexual harassment training for this year.
- PPE has been ordered as well as a new hand sanitizer station.
- Currently Julie and I are processing the new library materials that have arrived.
- We are also working on a schedule for the take and make craft kits.
- I have started the annual report.
- We will also be shutting the website down soon and working on that.

February 2021 Director's Report

- The annual report has been completed with the help of our C.P.A. I am ready for the boards approval and to submit it to stls.
- Julie and I have created a schedule for the craft kits and started distributing them already.
- The Website was overhauled and updated.
- The construction aid bid package was sent to the Olean Times Herald and posted on Facebook as well.
 - We spent a total of \$40.00 with Facebook and \$41.34 with the Olean Times Herald.
 - A flyer was post on the library door as well.
 - 14 Contractors were sent the bid package.
 - Several Scheduled times to come and walk through the building.
- Julie and I have been working on sorting things to throw away, we are hoping to have less to move. When construction does start.
- We have signed up more new patrons this month.

Directors Report April 21,2021

- Construction started March 1st.
- We remained open for curbside and window pick up.
- Patrons were excited to see the progress happening.
- I applied for new grants.
 - The Allegany County Area Foundation Grant for \$1,000.00 for an outdoor shed for storage. It was accepted purchased and I need help putting it together. Looking at an all-day assembly May 1st.
 - Foundation for Southern Tier Libraries- for \$935.00 for 3 outdoor, folding picnic tables. It was accepted and funding should arrive after May 13. I would like to order these tables ahead of time if that is ok.
 - Genesee Valley Revitalization Grant for \$31,308.62 for an energy efficient boiler, a dehumidifier and weatherization to the building.
 - Dollar General Summer Reading Grant for \$2,000.00 for summer reading programs and materials. We will be notified May 13 about this one.
- Grants I am looking at applying for
 - Manley Foundation grant for new juvenile bookshelves. This is a total of \$1,400.00.
- I accidentally ordered an extra set of books I know of a patron that would be interested in the materials can I have her look.
- April 12, 2021, we opened back up for full in-person services again.
- Construction finished April 19,2021- minus a few final touches.
- Patrons have been so happy to come back in the building and are happy with the building.
- The quilters are asking about coming back a few members stopped by to ask these questions. – Are they allowed to store stuff here in the building? – If they have more to store than the two cabinets, can they buy another shelf to store here? Can they store totes on the floor? – Can they meet longer on Thursdays instead of 9-12 they are looking at 9-2 or 3?
- Julie and I are starting to plan for the Summer Reading Program.
- There have been a lot of books to process we have received quite a few from Corning Library.

Directors Report May, 19,2021

- Construction is finished we have resumed normal activities.
- Grants for this year:

- The Allegany County Area Foundation Grant for \$1,000.00 for an outdoor shed for storage. It was accepted purchased and I need help putting it together. Looking at an all-day assembly May 1st.
- Foundation for Southern Tier Libraries- for \$935.00 for 3 outdoor, folding picnic tables. It was accepted and funding should arrive after May 13. I would like to order these tables ahead of time if that is ok. Tables should arrive this week, Funding should be sent soon
- Genesee Valley Revitalization Grant for \$31,308.62 for an energy efficient boiler, a dehumidifier and weatherization to the building. We won't know until June/July
- Dollar General Summer Reading Grant for \$2,000.00 for summer reading programs and materials. We will be notified May 13 about this one. - Was accepted we are waiting on funding and guidelines.
- Manley Foundation grant for new juvenile bookshelves. This is a total of \$1,400.00. Turned in
- I have met with the quilters and they are excited to be coming back. May 20 for there first day of quilting again.
- Summer reading programs are underway. I think I have it about finished.
- We have so many more materials to process.

● **June Directors Report**

- *STLS Appalachian Regional Commission Grant project- Alex has stated the Dell laptops would be a good model. I also spoke with STLS about the timing and before they purchase the laptops, they will be making sure the models are the most up to date for the price point.
- *I met with and interviewed a young lady Katie for summer youth employment. She seems like she will be a great fit. I also let them know if they have any other youth that need placement, we are happy to help.
- *The summer reading program is coming along. We received a grant from Dollar General Grant for summer reading this will provide books for us to give away, incentives, craft items, and books for our shelves.
- *We have developed a 12 to 4 pm program for our community member Monday through Thursday.
- *New information for Covid-19 mandates- As of yesterday Tuesday June 15,2021- Governor Cuomo lifted mandates effective immediately. "Capacity restrictions, cleaning and sanitizing protocols are gone. It's up to individuals and places. The CDC and federal guidelines are there for public transit and younger school grades." We have trusted the government to get us through this since last March and to now not

follow their recommendations now seems wrong. Current recommendations are that anyone in a school setting, anyone unvaccinated and children aged 11 and under. Age 2 is the minimum for mask wearing if the child can.

- *Magic/Teen Group. - Went great.

• **August Directors Report**

- Summer Reading was busy.
- **July**
- Registered readers for summer reading- Pre-k 5 children, Youth 39, 4 teens registered, 10 adults
- Lunches Served- 182 participants
- Stories Read during story time- 15 books with 236 participants
- Craft events held- 15 crafts with 235 participants
- Activities for the children- 15 events with 250 participants
- **August**
- Lunches Served- 143 participants
- Stories Read during story time- 8 books with 122 participants
- Craft events held- 7 crafts with 99 participants
- Activities for the children- 8 events with 141 participants
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- **Total served for Summer Reading**
- **Lunches/ Snacks Served- 325 participants**
- **Total cost of Lunch/Snack program- \$498.93**
- **Total cost per Lunch/Snack per Child- \$1.54**
- **Stories Read during story time- 23 books with 358 participants**
- **Craft events held- 22 crafts with 334 participants**
- **Activities for the children- 23 events with 391 participants**
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- I reached out to Chad at Rustic Renderings and spoke with him about the Manley Foundation Grant, and he is going to try and stop in Next Monday the 23rd to talk about the shelves. I am going to focus on the Juvenile and Young adult shelves as those are almost filled.
- Over the weekend of August 6th, I over booked the table and chair loans there were some issues. I would like to further discuss this and our policies, so this does not happen again.
- While we are looking into the table and chair loans, I would also like to look into the building use as well if that needs to be updated as well.
- Right now, I have no programs planned as I am unsure how new mandates and school going back into session is going to go. I would like to see our Magic group meet again.
- Also I have worked on the first copy of the 2022 budget as well.

• **September Directors Report**

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- Second draft of the 2022 budget has been finished
- Changes to the Equipment and Loan policy and Building use agreement have been updated.

- There has been an issue with our open hours on Thursdays. I would like to change the hours effective immediately to 11-4.
- We have been weeding each section of the library in preparation of keeping our shelves up to date.
- Everything is running smoothly, and we are happy more patrons are coming in instill. Everyone is responding well to being back in masks.

- **October 20,2021 Directors Report**

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- Things have been slow and steady.
- The library would like to display an additional flag on the flag post such the Progress Pride Flag. This would allow people in our community to know we are a safe space, and we are inviting towards everyone.
- New York State released the minimum wage for 2022 this has caused for another potential change in the budget. This change is presented in the budget 2022 option 2 packet.
- I have been working on final bills for patrons with outstanding balances. The were created October 13 and mailed out 10/20/2021.
- I will be starting on an updated copy of the bylaws shortly just making sure everything is in order. There have been some changes in the circulation rules that will be updated and presented to the board as they are complete.

- **November 17,2021 Directors Report**

- Bi-Laws and Policies were updated and organized to give us a correct look for 2022 to start.
- We are waiting on the DAC to find out about the policy changes for lost book collection.
- October was slow and November is just as slow, both Julie and I are ok with that as our number for Covid-19 have increased.
- We should be receiving our school tax levy payment and our final last 10% for the Construction Aid any time.
- We are also happy to continue with no programming as the numbers are still increasing.
- Julie has picked up all shifts to keep the library open to our public while I am in quarantine.
- I will return to work November 22 and 23. We would like to be closed on November 24 and 25 for the holiday.
- Julie and I would also like our paychecks on November 24 because of the holiday.
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- There are also some changes from the governor about board trustee continued education requirements and reporting meeting minutes to go over.
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- One more board meeting for the year after this and we are off to a new year. Welcome 2022 I'm over 2021. !!!!! Please be safe through the holidays.

- December 15,2021 Directors Report

- Mask mandates are in effect
- Julie and I have been planning events and working on grant ideas for 2022
- I have started the 2022 planner
- All new digital files for 2022 are created and ready to go
- I have made all the purchases I will for the year
- 2021 has almost ended.