

Librarian’s Report –November 12, 2024

1. Contract Account Balance: \$6076.29

Checks written since the last board meeting

2504	Nickolas Kowalski – Lawn Mower Gas	\$17.00
2505	Modern Disposal Services - Garbage	\$74.08
2506	Rucker Lumber – Building Supplies	\$28.57
2507	Hawk Creek Deposit for Kids Program	\$50.00
2508	Hen Hawk Acres – 40 Pumpkins for Kids Program	\$40.00
2509	Red Barrel Cider Mill – 10 Pumpkins for Kids Program	\$20.00
2510	Nickolas Kowalski – Lowes Building Supplies Reimbursement	\$62.94
2511	Modern Disposal Services - Garbage	\$74.08
2512	Erie County Water Authority	\$69.48
2513	Sherwin Williams – Shed Paint	\$58.67
2514	Nickolas Kowalski – Lowes Painting Supplies	\$15.96

2. Additional Financial Information:

- a. As of Pay Period 20, the library is well within budget for payroll expenses for 2024. A part time Page position has just been approved and will help to fill some of the hours vacated by the departure of our Library Assistant.
- b. System Paid Expenses are also set to be within budget for 2024.

3. Correspondences:

- a. Thank you letters were sent to all Book Sale volunteers.
- b. A thank you letter was sent to the Town of Colden for their support of the library in the form of a \$1,000 donation received on September 24<sup>th</sup>.
- c. Please fill out a letter to Legislator Mills to encourage support of the proposed Erie County Budget.

4. Statistics:

**New Library Cards:** Since the beginning of September we have had 42 new library card users sign up at Boston.

	<b>September</b>	<b>October</b>
Library Visits:	1,120 visits	1,760 visits
Circulation:	2,980 items	2,888 items
Wi-Fi:	204 log ins	238 log ins
PAC Usage:	48 sessions	59 sessions

5. Fall Programming:

- a. Programs from September through the beginning of November
  - 10 Preschool Story Times with 196 attendees
  - 3 Craft Programs with 110 attendees
  - 4 Outreach Programs with 237 attendees (Colden Health Fair, Fern Leaf Reading Club, Boston LEAF Event, Churchill Child Care Outreach)
  - 2 Lego Clubs with 34 attendees
  - 2 Chi Flow Sessions with 23 attendees (4 sessions left in the series)

97 One-on-One Sessions including Tech One-on-One Assistance and Library Therapy Reading Dog Sessions

6. Friends of the Boston Library Book Sale

The Book Sale was a success! It ran from October 12<sup>th</sup> through October 26<sup>th</sup> this year. The sale brought in a total of \$1,388 this year, \$3 more than last year which is a record. The Friends group will be voting later tonight to donate 50% of the proceeds to the Association. We only had about 14 boxes of books left at the end of the sale. These were donated to Savers.

7. Winter Programming

- a. The children's winter programming schedule is set through the end of December. We have weekly Preschool Story Times every Thursday at 11:00 AM and once per month Lego Clubs.
- b. On November 16<sup>th</sup>, we have Kids Karate being taught by World Class Karate with one session for kids ages 3-5 and another for kids ages 6-10.
- c. On November 23<sup>rd</sup> at 11:00 AM we have Hawk Creek coming to present Myths, Magic, and Mystery of Mammals with some live animal guests. The program is recommended for ages 8 and up.
- d. For craft programs we have Pinecone Animals on Thursday, November 21<sup>st</sup>, Christmas Cards and Winter Scenes on Saturday, November 30<sup>th</sup>, Christmas Ornaments on Thursday, December 5<sup>th</sup> and a second session on Tuesday, December 10<sup>th</sup>.
- e. Adult programs include six sessions of Chi Flow taught by AFC716, a winter art class taught by Diane Sypniewski on December 7<sup>th</sup>, and weekly Ukulele Club on Tuesdays at 1:30.

8. Pavilion Construction Updates

The pavilion is completed! Chevalier Outdoor Living did a wonderful job on our programming pavilion and regraded and seeded the entire lawn. Eventual next steps in the process involve running electrical from the shed to the pavilion for lighting and potentially adding roll down screens to the sides if we decide they are necessary. The sheds have been repainted to match the siding on the pavilion, and we plan to add a mural to the side of the shed facing the pavilion. The native plant garden will be installed next spring and will add some definition and privacy screening for the space.

The NYS Library Construction Aid Grant can now be closed once the Closing Assurance and Certification of Program Compliance is signed and submitted. Once that is received and reviewed the library will receive the final 10% of the grant funding.

9. Building Maintenance Updates

- a. Timer Replacement

- i. The timer for the front door light is not currently working. It was fixed on 1/24/2023 by Funke Electric. I have left messages and emails with the company with no response. Dynamic Electrical provided an estimate of \$369.28 to replace the timer with a digital timer. Should we move forward with that or work on getting additional estimates?

#### 10. Equipment and Technology Funding

The BECPL is offering funding opportunities for libraries to add equipment or technology for public use. There are three tiers; Tier I up to \$15,000, Tier II up to \$10,000, and Tier 3 up to \$5,000. Libraries must apply by January 7<sup>th</sup> to be considered for this funding. Options under consideration to apply for this funding include new furniture for the children's area including tables and chairs and potentially more front facing shelving. We could also look into purchasing furniture for the pavilion if we want to add picnic tables or some other type of seating.

#### 11. Policy for Review in November

- a. The only policy up for review in November is the Disposal of Obsolete or Surplus Property Policy that was adopted in December of 2019. Are there any suggestions for changes to the policy as it stands?

#### 12. New Policy for Discussion

With the completion of the pavilion, do we feel there is a need for an additional policy on the use of the pavilion? It could potentially fall under our current Meeting Room Policy or may require an additional policy for use.

#### 13. Holiday Closure

The library has historically been closed on Good Friday which will be April 18<sup>th</sup> this year. A few libraries have started to stay open for this holiday including Concord, Elma, Grand Island, Newstead, Orchard Park and Collins. Do we want to continue to close on this holiday or consider staying open?

#### 14. Meeting Schedule

- a. 2025 Schedule
  - i. February 11 – Policy Updates
  - ii. June 10 – Annual Meeting for Consistent Trustee Terms
  - iii. Floating Meeting in June, July or August for Contract Approval
  - iv. September 9 – Fundraiser, Book Sale, Maintenance Updates
  - v. November 18 – Final Meeting of the Year, Financial Wrap Up

#### 15. Trustee Education Requirements

- a. General Reminder that Trustees must complete 2 hours of education this year. Webinars count as would any ACT meetings.
- b. ACT Meetings are posted on the Trustee Website.
- c. Trustee Education Self Assurances need to be turned in by the end of the year.

**Friends Meeting:**

Holiday Bonuses from 2023:

Lydia Herren \$250  
Arlene Henry \$120  
Marilyn Will \$120  
Heidi Bofinger \$120  
Susan Rudnicky \$70  
Amy Horschel \$70  
Cheryl Dunmire \$70  
Nick Kowalski \$50  
Total: \$870

Reimbursement for Book Sale Supplies

Table Cloth Rolls to cover the book cases – enough for at least a few years  
Lydia Herren \$42.80

**Prices for Library of Things**

Laser Level

Stud Finder

Pickleball Set

Frisbee Golf Set

Telescope Case – replacement

External CD/DVD Drive with Burner