

Directors Report December 18,2025

- 1) Monthly Stats November: Circulation 224, Items added 22, Discards 1.
- 2) On 11/25 Diana left her keys on the disk with no notice of quitting. She has been reached out to with no response. It has been noted that she was a no call no show for her scheduled shifts 11/28 & 11/29.
- 3) We have started the process to hire another employee. Applicants ____
- 4) Potential hour change for 2026 getting rid of Fridays and moving to Wednesday 4-8 pm, This was voted on last month prior to librarian leaving or Wednesday 3-8 & Saturday 10-3,
 - changing to three days a week with adding additional hours to Thursday with a little time of overlapping for training suggestion Thursday 3-8pm shift and Saturday 10-3. We would need to adjust opening time to accommodate New York State minimum of being open 20 hours a week.
- 5) FLX Gives: \$1,025.00 was raised plus we won a challenge with a bonus of \$500.00. So far \$1,025.00 has been deposited.
- 6) Gather N Grow was Dec 5: I attended: Key Note, Ensuring Access to Library Services, Project Management, Fostering Sustainability Programing, and Hit Refresh New Takes on Traditional Library Services.
- 7) December programs have been redone and we are set.
 - The Christmas event with the Lions was wonderful.
 - People donated brownies and cookies. Next year we should make around 200.
- 8) I'm working on a training manual for future employees as well. Looking for up to date policies/procedures from STLS.
- 9) I am currently working on planning 2026: This is going to take some time as we train the a new employee.
- 10) The Allegany County Youth Bureau for 2025 check was deposited. Total Grants for 2025 is now at \$13,776.00
 - Total since I started in 2022: \$36,812.48
- 11) All 2025 Final grant reports are submitted with addition to the Manley grant for the outdoor display that installation will take place in January.
- 12) Grants for 2026 that have been submitted.
 - ALA Grant: \$10,000-\$20,000 for doors, lights, fans and doorhandles
 - Youth Bureau \$2,000.00 Youth Programs and supplies
 - WCAC \$1,560.00 Basket weaving, ring spoon class
 - ARC grant is still going well from STLS We need to spec out what work we want done for the conference room in 2026 so we can implement in 2027

13) LLSA aid should be here the week of the week of Christmas. This is the

14) As of 12/11/2005 the Scio Lions has agreed to pay up to \$500.00 for the installation costs for the outdoor display board.

- I have not heard back from Kris Robertson about a date or general month of installation.
- This will have to be 2 invoices one for the library and one for the Scio Lions.
- I responded to the Manley Foundation that installation would be completed by the end of January since I needed to get the end of grant filed.
- If we don't hear anything back by December 30th with an installation date can I search around for another contractor?

15) The bylaws manual, with policies, procedures, personnel manual and forms is completed.

16) As we head into the new year: Website updating, Flyers for events, Annual Report which is completely changing due to Baker-Taylor going out of business