

## Librarian's Report –February 10, 2026

### 1. Contract Account Balance: \$4,472.15

Checks written since the last board meeting

2571	US Postal Service – Post Office Box Fee	\$198.00
2572	Amazon – Air Filters	\$ 231.79
2573	Diane Sypniewski – Adult Program 12/8 and 12/9	\$200.00
2574	Lydia Herren – Mileage for 2025	\$199.64
2575	Modern Disposal Services - Garbage	\$80.74
2576	Travelers Insurance – 2025-2026 Insurance	\$3,615.00
2577	Boston Free Library Association – Program and Supplies Reimbursement	\$688.57
2578	USPS - Stamps	\$78.00
2579	Parkside Fire & Security – Alarm Monitoring	\$360.00
2580	Missing from Check Reorder	NA
2581	Modern Disposal Services - Garbage	\$80.74
2582	Erie County Water Authority	\$78.05

### 2. Additional Financial Information:

- a. The final report for 2025 received from our business office showed the library well within our system paid expenses for the year with a surplus of \$5,074.32. This amount is largely from an adjustment that was made to part time positions leaving a position that was no longer available still listed in the budget. Based off of the 2025 ledger, the library may be responsible for a Return to System payment of \$109, but this will be calculated by the Business Office within the next two months.
- b. We received a county appropriation of \$3,262.50 for the first quarter of 2026 to help cover operating expenses.

### 3. Correspondences:

- a. Thank you letters was sent to the Town of Boston for renewing the Lease and Depository Agreement and providing the library with \$1,000 for 2026.

### 4. Statistics:

**New Library Cards:** Since the beginning of November we have had 59 new library card users sign up at Boston.

	<b>November</b>	<b>December</b>	<b>January</b>
Library Visits:	1,218 visits	1,118 visits	922 visits
Circulation:	2,773 items	2,870 items	2,465 items
Wi-Fi:	231 log ins	237 log ins	197 log ins
PAC Usage:	61 sessions	42 sessions	31 sessions

### 5. Programming:

- a. Programs from November through the end of January  
9 Preschool Story Times with 155 attendees  
11 Craft Programs with 198 attendees

- 9 Ukulele Clubs with 75 attendees
- 4 Writers Club meetings with 15 attendees
- 3 Lego Clubs with 61 attendees
- 2 Technology Classes with 6 attendees
- 1 Special Program presented by Hawk Creek with 40 attendees
- 1 Outreach at Churchill Child Care Center with 32 attendees
- 306 One-on-One Sessions including Tech One-on-One Assistance, Library Therapy Reading Dog Sessions, Take and Make Crafts and Scavenger Hunts

6. Association Budget 2026

- a. Please review the proposed Association Budget for 2026. The first page shows last year's income and expenses and the second page details expected income and expenses for 2026. In the past, we have received \$2,000 secured by Legislator Mills, but we did not receive that in 2024 or 2025 so it is not clear if it will be available in 2026. Also donations/memorials and Association memberships are estimates based off of previous years. Association membership donations were down this year, but a few of our annual donations were made to the Friends group instead of the Association.

7. Program Expense and Petty Cash Logs

- a. 2025 Program Expenses are detailed in the attached document. Funds used include General Program funding of \$1,500, Discretionary spending of \$1,000, and Association Funding of \$1261.56.
- b. The Petty Cash Log is completed for 2025. Income includes donations specifically for programming supplies, income from the ongoing book sale and 3D printing charges. Expenses generally include small craft supplies and building maintenance supplies.

8. State Report and Annual Report

- a. 2025 Statistics:
  - 16,209 library visits, a 4% increase from 2024
  - 34,853 items circulated, a 6% decrease from 2024 (which saw a 4% increase in 2023)
  - 688 computer sessions, a 17% decrease from 2024 (which saw a 17% increase in 2023)
  - 2,620 Wi-Fi logins, a 6.5% increase from 2024
- b. Programming for 2025:
  - 54 Children 5 and Under Programs with 1033 attending
  - 15 Children 6-11 Programs with 218 attending
  - 12 Teen Programs with 48 attending
  - 41 Intergenerational Programs with 1421 attending
  - 70 Adult Programs with 652 attending
  - 7 Outreach Sessions with 637 attending
  - 1230 One-on-One Programs (guided and self-directed)
  - Total of Attendees 3,372**

- c. The State Report has changed platforms this year so data entry has been delayed, but should be starting in the very near future. As part of the state report, I will begin working on the annual report to the community that we mail out in May. Are there any suggestions for format, distribution, or content?
- d. Will the board approve the Annual Mailing via email or should we call an additional meeting to approve it once it is drafted?

#### 9. Building Maintenance

- a. The turbine vent blew off the roof on January 13th. I tried several roofing companies to try to get a better price, but ultimately chose to go with Vacinek because they were able to repair the roof the next morning, prior to the multi-foot snowfall we were expecting. They ended up having to replace both turbines, but were able to reuse the pipes for an easier and quicker repair. The bill arrived, but there is a discrepancy between what the workers told me the parts cost and what is listed on the bill. I have called four times to address this and have yet to hear back. If it is not resolved, the full bill is \$975.00. This will be paid out of the contract account, but may cause an overage at the end of the year depending on other charges.
- b. Fencing Options
  - i. We received a quote from the Vinyl Outlet of \$6,825.50 for a fence to run along the back property line. Other quotes will be obtained and the process will be discussed with the neighbors.
  - ii. Design options include chain link, vinyl, and stockade.

#### 10. Grant Application

- a. The Friends of the Boston Library applied for a grant through Penguin Random House and ALA in January for funding to support the creation of our native plant garden. We applied for \$1,000 for plants, materials, signage, and books supporting the project. The focus of the project is on encouraging bio-diversity and pollinator friendly gardening focused on Native New York plants for low maintenance landscaping. We will find out about funding in March. If necessary, the same grant proposal can be tailored to other funding opportunities.
- b. Part of this project is to move the library closer to achieving a designation as a Homegrown National Park site. The library is well-poised to serve as an inspiration for people to incorporate more eco-friendly gardening and lawn maintenance into our community.

#### 11. Program Ideas

- a. Adult Program Ideas
  - i. NY Statewide Senior Action Council – Medicare Info and Medicare Fraud presentations
- b. Summer Event Ideas
  - i. Summer Concert Series – date and time suggestions
  - ii. Summer Kickoff Event – any ideas for a summer reading kickoff – food trucks, traveling aquarium, animal program, etc.
- c. Summer Fundraiser

- i. The Summer Fundraiser date is tentatively set for Thursday, July 23<sup>rd</sup> keeping with our previous schedule. The plans will be discussed in detail with the Friends group at tonight's meeting, but we anticipate following the same model as previous years.
- ii. Does the Board recommend hiring the Boston Town Band again this year? The cost last year was covered by a sponsorship provided by Brunner's Eatery. Their performance last year was \$500.
- iii. Other ideas or suggestions

#### 12. Policy for Annual Review

- a. Conflict of Interest Policy – must be reviewed and signed by each board member annually
- b. Procurement Policy – no suggested changes
- c. Investment Policy – update from Evans Bank to NBT Bank
- d. Whistleblower Policy – no suggested changes
- e. Rules of Conduct – no suggested changes

#### 13. Policies for Discussion – 4 year review schedule – any suggested changes

- a. Freedom of Information Law Policy – no suggested changes
- b. Petty Cash Policy – no suggested changes

#### 14. System Policy Updates

- a. Personnel Policies and Procedures Updated in 2025
  - i. Several changes were made to the Personnel Policies and Procedures Manual & Employee Handbook in 2025. The vast majority of changes were formatting and minor grammar changes for consistency. A detailed point-by-point list of changes is available.

#### 15. Meeting Schedule

- a. 2026 Schedule
  - i. February 10 – Policy Updates
  - ii. June 9 – Annual Meeting for Consistent Trustee Terms
  - iii. Floating Meeting in June, July or August for Contract Approval
  - iv. September 8 – Fundraiser, Book Sale, Maintenance Updates
  - v. November 10 – Final Meeting of the Year, Financial Wrap Up

#### 16. 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. The next ACT Meeting is Saturday, March 21<sup>st</sup> at Central
- c. Trustee Education Self Assurances need to be turned in by the end of the year.