

Librarian's Report –June 9, 2026

1. Contract Account Balance: \$5,057.85

Checks written since the last board meeting

2583	Vacinek –Turbine Roof Repair	\$975.00
2584	Sandra Quinlan – Sewer Bill	\$620.98
2585	Modern Disposal Services - Garbage	\$80.74
2586	BECPL - Return to System	\$108.94
2587	Modern Disposal Services – Garbage	\$80.74
2588	Sarah Maurer – Sourdough Basics Class	\$150.00
2589	Lyn Chimera – Garden Program	\$125.00
2590	Modern Disposal Services – Garbage	\$80.74
2591	Sarah Maurer – Sourdough Basics Class	\$150.00
2592	Erie County Water Authority	\$83.46
2593	Diane Sypniewski – Adult Craft Program	\$75.00
2594	Nickolas Kowalski – Building Maintenance Supplies	\$15.96
2595	Diane Sypniewski – Adult Craft Program	\$75.00
2596	Modern Disposal Services – Garbage	\$80.74
2597	Danielle Cambio – Kids Yoga Class	\$75.00
2598	Nickolas Kowalski – Lawn Mower Gas	\$25.00

2. Additional Financial Information:

- a. We received a county appropriation of \$3,262 for the second quarter of 2026 to help cover operating expenses.
- b. Payroll Update: As of Pay Period 9, we are well within the budget for personnel. The estimated projected ending balance reduces as the year progresses.

3. Annual Mailing

- a. The Annual Report was mailed to approximately 250 people at the beginning of May. To date we have received \$857.76 in Association Memberships. This is approximately \$250 less than we had at this time last year.

4. Correspondences:

- a. A thank you letter was sent to Supervisor James DePasquale and the Town of Colden for their \$1,000 donation to the Boston Free Library on April 17th.
- b. A thank you letter was sent to Chevalier Outdoor Living for waiving the additional 10 plowing visits and clean up fees for the library.

5. Statistics:

New Library Cards: Since the beginning of March we have had 35 in-county and 169 out-of-county library card users sign up at Boston.

	February	March	April	May
Library Visits:	1,141 visits	1,219 visits	1,349 visits	1,346 visits
Circulation:	2,523 items	2,800 items	2,608 items	2,466 items
Wi-Fi:	187 log ins	249 log ins	270 log ins	319 log ins
PAC Usage:	44 sessions	48 sessions	52 sessions	62 sessions

6. Programming:

- a. Programs from February through the end of May
 - 17 Preschool Story Times with 255 attendees
 - 12 Craft Programs with 213 attendees
 - 3 Outreach Program with 105 attendees
 - 5 Lego Clubs with 69 attendees
 - 15 Ukulele Clubs with 151 attendees
 - 12 Adult Programs with 92 attendees (Writer's Club, Mahjong, Native Plant Workshop, Sourdough Basics)
 - 3 special programs with 87 attendees (Take Your Child to the Library, Easter Games, and Kids Yoga)
 - One Mini Art Festival with 62 canvases handed out
 - One Earth Day Tree Distribution with 56 trees distributed
 - 555 One-on-One Sessions including Tech One-on-One Assistance, Library Therapy Reading Dog Sessions, Take and Make Crafts, Seed Library Use and Scavenger Hunts

7. Summer Programming

- a. Pop-Up Book Sale
 - i. We will be having a Pop-Up Book Sale June 25th – June 27th featuring library discards. In the past, we were able to send discards to the Central library for their big sale, but as that is no longer an option, we need a way to redistribute our discarded library books. This is the first year we will be trying this approach.
- b. Program Plans

This summer we have a busy schedule with weekly Preschool Story Times, 4 all ages craft programs, Lego Club once a month, and a teen book club running in July and August. Kids Programs include:

 - i. Father's Day Crafts coming up on June 18th
 - ii. Kids Karate on Saturday, July 18th
 - iii. Backyard Birds with the NYS Parks Department on July 30th
 - iv. Fossils, Fossils Everywhere with Penn Dixie on August 3rd
 - v. Bubble Day on August 13th
- c. For adult programs, we have a new Mahjong Club meeting weekly, weekly ukulele club led by Suzanne, an Author Presentation on June 29th, Floral Wreath Craft on June 30th, Digital Decluttering on July 20th, and Diamond Art on August 25th.

8. Summer Fundraiser

- a. Business Sponsorships and Donations
 - i. Brunner's Eatery has donated \$750 to cover the cost of the Springville Jazz Orchestra's performance which will cost \$350.
 - ii. 5 \$100 business sponsors received so far including Jennifer Warren State Farm, Hannon Excavating, Hamburg Overhead Door, Bank of Holland, and Cappellino Chevrolet.

- iii. \$50 from Rucker Lumber, a gift certificate from Bella Pizza, 4 gift certificates from Brunners, basket and \$75 gift certificate for service from Cappellino Chevrolet, \$20 gift certificate from Concord Crest Golf Course have also been received.
 - iv. Wegmans Online Request was submitted in May. We received confirmation that they will be providing us with a \$100 gift certificate to purchase fundraiser supplies.
 - v. Email requests were sent to Tops' corporate office requesting a gift certificate to cover supplies. As no response has been received, I plan to stop at the local tops and request a smaller donation.
 - vi. Legislator Mills will donate 40 pounds of hot dogs again this year.
 - vii. We are on par with last year for business sponsorships (\$1300 in 2026 vs \$1250 in 2025) but have received slightly fewer donations to our basket raffle.
- b. Basket Raffle
- i. Donations are currently being accepted and the raffle will run from 6/25-7/23. Please consider donating a basket or a gift card for the raffle and spread the word!
- c. Vendors
- i. We currently have 14 confirmed vendors. We would like to get our total vendor number closer to 30. I handed out slips with information to vendors at the Springville Art Crawl on Saturday.
 - ii. If you know of anyone you think would be interested, please take a letter and flyer to them.
 - iii. The Hitching Post Ice Cream Truck will be at the fundraiser this year. We are very excited to have them participating!
- d. Advertising
- i. Community Calendars, Facebook, Flyers, Roadside Signs, Banner at Town Hall.
 - ii. Additional ideas: Spectrum news, radio ads, article in Springville Journal

9. Building Maintenance and Updates

- a. We received \$20,000 from the Ralph C. Wilson, Jr. Foundation's Rural Library Grant Program to fund our Native Plant Educational Garden. The check has already been deposited and a press release has been sent to various news sources, local officials, and the town boards.
- b. The project funds the following elements:
 - i. Fence Installation up to \$7500 Estimates below:
 - 1. Vinyl Outlet \$6,825-\$8,030 for white vinyl
 - 2. Irish Fence \$6,600 for pressure treated wood

3. Expert Fence \$6,175 for pressure treated wood, \$7,525 for vinyl
4. Blake Fencing \$7,500 for white vinyl, \$13,600 for composite horizontal, \$11,600 for cedar horizontal, \$14,500 for custom tongue and groove, \$7,900 for cedar wood picket fence with black aluminum post (\$9,000 with oil base stain)
- ii. Landscape Installation up to \$4,000
 1. A Growing Business – Claire Brown \$4,000 for installation of pollinator garden, remove sod, amend soil, plant 10 shrubs and 20 perennials and mulch
- iii. Additional Elements:
 1. Greenhouse \$4,000 plus base \$550
 2. Bench \$400 plus base \$400
 3. Birdbath \$150
 4. Rain Barrel and Gutter System \$300
 5. Hose Housing \$200
 6. Signage \$600
 7. Marketing \$900 including pamphlet printing, paid advertising for programs, community mailing and outreach supplies (seed paper, etc.)
 8. Program Expenses \$1,000 for presenter fees and supplies

10. Annual Report

- a. The Annual Report has been submitted and accepted by New York State. A resolution must be passed by the board asserting that the library operated under its plan of service in accordance with the provisions of the Education law and that the financial information provided to the Buffalo & Erie County Public Library and New York State is true and complete.
- b. Resolution 2026-02 to accept the Annual Report

11. Removal of FOIL Policy

- a. At the last ACT meeting in May, it was brought to our attention that Association libraries are not required to have Freedom of Information Law Policies and was recommended that we remove ours. We can add a statement to our consolidated policies document referring people to the B&ECPL's FOIL Policy.

12. Board Member Terms

- a. It came to my attention that our board member terms were not staggered as the bylaws suggest they should be. I spoke with Central administration about how to fix this situation so we do not have several new board members beginning at the same time. It has been suggested that we have our new Vice President serve a

slightly shortened term from June 2026 through June 2030 and the current vacant position, once filled would serve through June of 2028.

- b. A note will be added to the State Report that positions are “serving a shortened term due to term reset.”
- c. A resolution should be made to properly note this change in our minutes.
- d. Our bylaws state:
 - i. In the event of the resignation of a Trustee, voluntarily or otherwise, the Board of Trustees will elect an interim Trustee to serve until the next meeting of the Association (*annual meeting*) which will then elect a Trustee to fill the unexpired term of the resigning Trustee as hereinafter provided.
 - ii. In the event of an election of a Trustee to fill an extraordinary vacancy, the newly elected Trustee shall fill the unexpired term of the Trustee vacating his/(her) Office.
- e. A recent Ask a Lawyer segment from WNYLRC suggested that Association libraries consider adding a clause to their bylaws allowing hold over terms stating:
 - i. Each trustee shall continue to hold office until their duly elected successor takes office, unless such hold over is ended by the abolishment of the trusteeship or death, removal, or resignation of the trustee.

13. Memorial Ideas for Kami Callahan

- a. We would like to do something special to recognize our former board member and dear friend Kami Callahan. Ideas include a plaque in the library or on the bench in the new garden, recognition at the Summer Jamboree, or perhaps the dedication of the new garden in her honor. Are there other suggestions or ideas on how to recognize her contribution to the library and the community?

14. MOU with the Friends Group

- a. The Friends Council met on May 29th and it was mentioned that it is good practice to have a Memorandum of Understanding between the Library and the Friends group to clearly state expectations and roles. I have adapted the template provided by ALA and also utilized by the Hamburg Public Library for our use. It will be discussed and voted on at the Friends meeting tonight as well.

15. Meeting Schedule

- a. 2025 Schedule
 - i. June 10 – Annual Meeting for Consistent Trustee Terms
 - ii. Floating Meeting in June, July or August for Contract Approval
 - iii. September 9 – Fundraiser, Book Sale, Maintenance Updates
 - iv. November 18 – 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.
- c. Trustee Education Self Assurances need to be turned in by the end of the year.