Librarian's Report –November 10, 2026

1. Contract Account Balance: $7288.41
   Checks written since the last board meeting

2612	Modern Disposal Services - Garbage	$80.74
2613	Warning Electrical Services – Timer Replacement	$325.54
2614	Nickolas Kowalski – Lawn Mower Gas	$25.00
2615	Danielle Cambio – Kids Yoga 10/3/2026	$75.00
2616	Lyn Chimera – Fall Gardening 10/2/2026	$75.00
2617	Wildwood WNY – Autumn Tree Id 10/5/2026	$147.55
2618	Modern Disposal Services - Garbage	$80.74
2619	VIP Cleaning and Carpet Services – Carpet Cleaning	$670.00
2620	Erie County Water Authority - Water	$83.46
2621	Modern Disposal Services - Garbage	$80.74

2. Additional Financial Information:
   a. The Proposed 2027 Erie County Budget submitted by the County Executive is favorable to libraries with the Library's share of county property taxes proposed to increase 5%. This allows the library system to maintain all staff, services and programs at status quo. 81% of the total increase is due to personnel costs, including salaries, healthcare and retirement. Please sign a letter urging the legislature to support the proposed budget.
   b. We received $3,262.50 for the 4th quarter county appropriation which helps to cover our upcoming insurance payment.
   c. The library is expected to be well within our budget for payroll and system paid expenses for 2026. As of Pay Period 20 we are projected to be well under budget for staffing due to change over with the library assistant position and vacations. Our system paid expenses are estimated to have a surplus of $8,019.73. This projection will change as the end of the year gets closer.
   d. We have not yet received our 2027 Insurance Policy, but last year's bill was $3,605. The greenhouse will be added to the policy shortly and an inquiry was sent to Aebly and Associates to get the additional coverage.

3. Correspondences:
   a. Thank you letters were sent to all Book Sale volunteers.
   b. Again, please fill out a letter to Legislator Mills to encourage support of the proposed Erie County Budget.
   c. A thank you letter was sent to Sherwin-Williams Hamburg location for donating stain for the fence.

4. Statistics:
   New Library Cards: Since the beginning of September we have had 153 new library card users sign up at Boston. Excluding out of county cards, we had 33 new cards issued.

	September	**October**
Library Visits:	1,133 visits	1,822 visits
Circulation:	2,455 items	2,854 items

Wi-Fi:	225 log ins	304 log ins
PAC Usage:	78 sessions	69 sessions

5. Fall Programming:
    a. Programs from September and October
    14 Preschool Story Times with 200 attendees
    9 Ukulele Club meetings with 95 attendees (typically 11 per meeting)
    4 Writers Club meetings with 29 attendees (typically 7 per meeting)
    7 Mahjong Club meetings with 49 attendees
    4 Craft Programs with 97 attendees – Fall Leaf Crafts, 2 sessions of Painted Pumpkins, Adult/Teen Ghost Crafts
    3 Outreach Programs with 190 attendees (Colden Health Fair, Boston LEAF, Boston Seniors)
    2 Lego Clubs with 24 attendees
    1 Chess Club with 5 attendees
    3 Special Programs with 36 attendees (Fall Gardening, Kids Yoga, Autumn Tree ID)
    205 One-on-One Programs including Tech Help, Library Therapy Dog Sessions, Take and Make Crafts, and Scavenger Hunts

6. Winter Programming
    a. The children's winter programming schedule is set through the end of December. We have twice weekly Preschool Story Times every Monday and Thursday at 11:00 AM and once per month Lego Club and Chess Club.
    b. For craft programs we have Pinecone Crafts on Thursday, November 19th, Christmas Ornaments on Thursday, December 3rd, Christmas Cards on Saturday, December 5th, and Graham Cracker Houses on December 12th.
    c. Adult programs include weekly Ukulele Club, weekly Mahjong Club, twice a month Writers Club, Diamond Art on November 16th and a Winter Painting Class taught by Diane Sypniewski on December 8th.

7. Friends of the Boston Library Book Sale
    The Book Sale was a success! It ran from October 10th through October 17th this year. The sale brought in a total of $1,302.25. Last year we raised $1,682, but the sale ran for an additional week, and we received more donations that year. Since the community room is being utilized for many ongoing programs, it was decided that the sale would run just a single week this year. The Friends group will be voting later tonight to donate 50% of the proceeds to the Association. Books remaining at the end of the sale were donated to Savers.

8. Building Maintenance Updates
    a. The carpets were cleaned on October 21st by VIP Cleaning and Carpet Services for a total charge of $670 paid for through the contract account.

b. Warning Electric replaced a mechanical timer in the basement that controls the exterior lights for $325.54.
c. Fence Installation
    i. The fence installation was completed on October 6th and the final payment of $3,472.50 was sent. The total cost of the fence was $6,945.
    ii. Sherwin Williams in Hamburg donated all of the stain to finish both sides of the fence. The pressure treated posts will be stained next spring once they have dried out enough. At that time, the pavilion posts will also be stained to match. A thank you letter and pictures were sent to Sherwin Williams for the donation.
    iii. Greenhouse
        1. The greenhouse was delivered on September 21st Heritage Sheds for a total of $4,545.00 including delivery and block leveling.
    iv. Landscape Installation was completed on October 21st and the final payment of $4,250 was sent. This included the landscaping and the base for the bench. Additional perennial plants will likely be added in the spring as we begin to see how the garden fills in.
    v. Additional Elements to be ordered include
        1. Bench $400
        2. Birdbath $150
        3. Rain Barrel and Gutter System $300
        4. Hose Housing $200
        5. Signage $600
        6. Marketing $900 including pamphlet printing, paid advertising for programs, community mailing and outreach supplies (seed paper, etc.)
        7. Program Expenses $1,000 for presenter fees and supplies
            a. Programs planned for the winter and spring including Winter Sowing, Invasive Species Workshops, growing microgreens, and Soil Testing

9. Holiday Closures
    a. New Year's Eve 2026
        i. At last November's meeting, we decided to remain open on New Year's Eve but to close early at 4:00 PM. Otherwise, the library would have been closed Wednesday, Thursday, and Friday two weeks in a row.
        ii. Of the 25 (out of 37) branches open on New Year's Eve, 3 close at 2:00 PM, 1 closes at 3:00 PM, 15 close at 4:00 PM, and 6 close at 5:00 PM. We are currently set to close at 4:00 PM. Does the board want to stick with this time?

We have a couple of holidays to discuss for closure dates for 2027.

b. Good Friday: Most libraries still close on Good Friday although last year a handful of locations chose to stay open. I have it tentatively marked as closed this year for Boston. As of right now, Collins, Concord and Elma are scheduled to be open on Good Friday.
c. Juneteenth is observed on June 18th, but the actual holiday is June 19th. So far, Amherst locations, West Seneca, Lackawanna, Grand Island, Hamburg, Lakeshore, and Town of Tonawanda libraries will be closed both Friday and Saturday. Newstead and Collins will be open Friday but closed Saturday. Elma and Concord will be closed Friday but open on Saturday. Angola will be open both days. I would propose being closed on the observed holiday, but open on Saturday.
d. Christmas and New Years are recognized on the day before the holiday in 2027 so we would be closed New Year's Eve falls on a Friday.

10. Meeting Schedule
    a. 2027 Schedule
        i. February 9 – Policy Updates
        ii. June 8 – Annual Meeting for Consistent Trustee Terms
        iii. Floating Meeting in June, July or August for Contract Approval
        iv. September 14 – Fundraiser, Book Sale, Maintenance Updates
        v. November 9 – Final Meeting of the Year, Financial Wrap Up

11. Disaster/Emergency Response Plan
    a. New York State Minimum State Standards now include a requirement for a Disaster Preparedness Plan. Our Emergency Response Plan covered many of the requirements, but everything. The following questions must be addressed by the plan:
        i. What emergencies does the policy address and who has the authority to act, including closure?
        ii. What are staff roles, responsibilities, and training expectations during an emergency?
        iii. How will the library protect people, collections, and critical records?
        iv. How will the library communicate with the public during disruptions?
        v. What is the plan for continuity of service and recovery after an incident?
    b. Utilizing our existing Emergency Response Plan, West Seneca's Emergency Response Plan and Hamburg's Emergency Preparedness and Disaster Plan, I have edited our plan to answer the above questions. It was sent to the board on Friday for review.
    c. A supplemental Business Continuity Plan adapted from Hamburg's plan is proposed to meet question #5.

d. These plans will be kept on file at the library and in the shared drive on the server. A public version of the plan (removing contact numbers and sensitive information) will be adapted to be posted on the website.

12. 3D Printer Policy – review and suggestions for updates?

13. Trustee email addresses
    a. It was suggested that trustees create separate email addresses for library business. I believe this is to create a clear separation in FOIL cases so trustees' personal emails are not open to requests. As an Association library, we are not subject to FOIL. I sent an inquiry to Central about this, but as of our meeting, I have not heard back. We can add it to the agenda for a future meeting if Central advises it.

14. Suggestions for new trustee to fill vacant position?