

Librarian's Report –November 18, 2025

1. Contract Account Balance: \$6821.95

Checks written since the last board meeting

2559	Hawk Creek Program Deposit	\$50.00
2560	Lydia Herren – Program Supplies Reimbursement 25 Pumpkins	\$50.00
2561	Ashford Small Engine Repair – Lawn Mower Repair and Maintenance	\$462.95
2562	Martin Wendell – 35 Pumpkins for Program	\$57.00
2563	Nickolas Kowalski – Lawn Mower Gas	\$15.01
2564	Modern Disposal Services Garbage	\$74.08
2565	Erie County Water Authority	\$77.13
2566	Hawk Creek Program – Remaining Balance	\$200.00
2567	VIP Carpet and Cleaning Services – Carpet and Upholstery Cleaning	\$567.00
2568	VOID	
2569	Modern Disposal Services Garbage	\$74.08
2570	Dynamic Electrical Solutions – Outdoor Light Replacement	\$252.12

2. Additional Financial Information:

- a. The library received the remaining \$3,000 County Appropriation which was deposited on November 4th.
- b. The Proposed 2026 Erie County Budget submitted by the County Executive is favorable to libraries with a 3% increase for the library tax levy. Please sign a letter urging the legislature to support the proposed budget.
- c. The library is expected to be well within our budget for payroll and system paid expenses for 2025. 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 \$5,832.42. This projection may change as the end of the year gets closer.
- d. We received our 2026 Insurance Policy which will be \$3,605 this year. This is an increase of \$279 over last year's total. In 2024 we added additional coverage to include the pavilion, sheds, and additional content coverage. Last year's total was \$3,326.

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. We have been sending in letters signed by patrons for a few weeks now.

4. Statistics:

New Library Cards: Since the beginning of September we have had 47 new library card users sign up at Boston.

	September	October
Library Visits:	1,331 visits	1,710 visits
Circulation:	2,922 items	3,089 items
Wi-Fi:	201 log ins	232 log ins

PAC Usage: 56 sessions 55 sessions

5. Fall Programming:

- a. Programs from September and October
 - 10 Preschool Story Times with 183 attendees
 - 8 Ukulele Club meetings with 65 attendees (typically 9 per meeting)
 - 4 Writers Club meetings with 15 attendees (typically 4 per meeting)
 - 3 Craft Programs with 101 attendees – Fall Leaf Crafts & 2 sessions of Painted Pumpkins
 - 1 Outreach Programs with 70 attendees at the Colden Health Fair
 - 2 Lego Clubs with 37 attendees
 - 1 Chess Club with 8 attendees
 - 3 Special Programs with 71 attendees (Seed Saving, Halloween Games, Hawk Creek Silent Hunters of the Night)
 - 197 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 weekly Preschool Story Times every Thursday at 11:00 AM and once per month Lego Club and Chess Club.
- b. For craft programs we have Thanksgiving Crafts on Thursday, November 20th, Christmas Cards on Saturday, November 29th, and Christmas Ornaments on Thursday, December 11th and 12th.
- c. This year we are once again doing Graham Cracker Houses with two sessions on December 13th.
- d. Adult programs include weekly Ukulele Club, twice a month Writers Club, a macramé class on November 22nd, and Painted Wine Bottle art class taught by Diane Sypniewski on December 9th. This art class has proven so popular we just added a second session to the schedule on December 8th and it is full.

7. Friends of the Boston Library Book Sale

The Book Sale was a success! It ran from October 11th through October 24th this year. The sale brought in a total of \$1,682 this 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 12 boxes of books left at the end of the sale. These were donated to Savers.

8. Building Maintenance Updates

- a. The lawn mower was repaired by Ashford Small Engine Repair in October for a total of \$462.95. This included replacing the drive belt and battery, replacing the blades, changing the oil and replacing all filters, and leveling the deck as well as pickup and delivery.
- b. The carpets were cleaned on November 5th by VIP Cleaning and Carpet Services for a total charge of \$567 paid for through the contract account.

- c. The timer we replaced last year has again stopped working. Dynamic Electrical Solutions was contacted on November 3rd. They came earlier today and found the light fixture itself was no longer working. They were able to get a replacement from Home Depot and the work was completed for \$252.12.
 - d. Solar Lights for Walkway/Parking Lot – as its getting dark much earlier, the parking lot could use some additional illumination. I looked into solar post lights and found a few options on Amazon ranging around \$200. We could also look at more industrial options, but most require you to purchase the light and post separately making the cost closer to \$300-400.
 - i. I spoke with Dynamic Electrical Solutions as well and they are preparing a couple of estimates for hard wired lights including pole flood lights from the pavilion towards the parking lot, a post light at the corner or shorter driveway post lights. It's possible that something could be added to the NYS Construction Grant if we are successful in our proposal.
 - ii. Are there other suggestions for solutions?
9. U.S. Rural and Small Libraries Grant and other micro-grants (Green Springville)
- In October the neighbors took down 13 large pine trees that lined the back of the library's yard. This has left the backyard much more open than it previously was and I would like to address that in the spring through potentially constructing a fence for privacy for the neighbors and a defined border for the library. I would also like to move forward with the construction of a native plant educational garden along the back of the pavilion. I am in the process of identifying grants that may help to cover the cost of at least the garden.
10. Holiday Closures for 2026
- We have a couple of holidays to discuss for closure dates for 2026.
- a. 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.
 - b. Independence Day falls on Saturday this year so the official observed holiday is July 3rd (Friday). Some libraries are closing both days, some are only closing on July 4th and choosing to remain open on the 3rd.
 - c. New Year's Eve falls on a Thursday. We would typically be open from 10-7. We can choose to close completely that day, which would leave the library closed Wednesday, Thursday and Friday or we could close early at 4:00 PM as Central does.
11. 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

12. 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.