

### Facilities - Building & Grounds

- Steps in the backyard have been completed by DTV Construction. They were paid for the final portion of the construction they completed, \$2,350.00.
- There were a couple of days of rainfall and snow thaw. The new sump pump worked, pumping often. When it drained into the yard, there was a lot of standing water. Margaret contacted Halstead, they said everything looks okay.
- Michele and Angelina both welcomed the library's new handyman, Don! They gave him a tour of the library, showed him the rust along the side ramp entrance door, settling cracks in the building and the basement walls.
- On 12/5, Drum Oil came to service the furnace in the basement. They said everything looks fine and changed the filter.
- Linda and more Friends from the Friends of the Library came to organize book sale books downstairs on 1/7.
- Community Room use for outside meetings, not sponsored by the library is increasing! On 1/6, 1/13 and 1/15, various non-profits have used the library Community Room for meetings.

### Patron Count

<i>Date</i>	<i>Total</i>	<i>Avg/Day</i>	<i>Date</i>	<i>Total</i>	<i>Avg/Day</i>
Apr 2023	865	41	<i>2022 Total</i>	<i>10522</i>	<i>42</i>
May 2023	1167	53	Jan 2024	1018	48
Jun 2023	875	44	Feb 2024	1028	49
Jul 2023	1235	56	Mar 2024	1104	50
Aug 2023	1312	57	Apr 2024	1057	50
Sep 2023	1248	59	May 2024	972	44
Oct 2023	1367	62	June 2024	997	50
Nov 2023	1033	49	July 2024	1205	55
Dec 2023	866	43	Aug 2024	1097	48
<b>2023 Total</b>	<b>12340</b>	<b>48</b>	Sept 2024	975	46
			Oct 2024	1539	70
			Nov 2024	1115	53

			December 2024	918	46
			<b>2024 Total:</b>	<b>13,025</b>	52

#### Nov 2024 Library Card Holders

Adult (13+)	Juvenile (4-12)	Resident	Non-resident	<b>TOTAL</b>
1685	636	2123	198	<b>2321</b>

#### Budget & Finance

- Nioga reimbursed the library for all 2024's \$19.99 monthly expenses.
- Angelina asked the Friends of the Library to sponsor funding for some upcoming programs. They agreed to sponsor a \$200 donation fee for Jennifer Coburn's Author Visit event in May, purchase decorative cookies from The Rolling Pin for the event, as well as fund the children and teen Winter Reading Challenge prizes in March! Justice League of WNY will be at the library for Take Your Child to the Library Day and they're also sponsoring a \$100 donation for them attending as a thank you.
- There was a survey of interest for the Carnegie's Library Grant Opportunity. Angelina completed the survey and expressed interest. The grant is highly competitive and the library was not selected for their funding cycle this round.

#### Circulation

	<i>Phys Mat</i>	<i>Internet</i>	<i>Overdrive</i>	<i>Hoopla</i>	<i>Ancestry</i>
Jan 2023	1254	127	104	182	21
Feb 2023	1070	105	62	170	47
March 2023	1385	103	85	164	98
April 2023	1209	144	108	177	223
May 2023	1100	144	122	143	15
June 2023	1167	114	154	148	12
July 2023	1515	428	98	154	125
August 2023	1735	434	112	172	0
Sept 2023	1272	346	115	185	10
Oct 2023	1236	320	155	177	2
Nov 2023	1377	259	157	181	50
Dec 2023	930	292	187	145	0
<b>2023 Totals</b>	<b>15250</b>	<b>2816</b>	<b>1459</b>	<b>1998</b>	<b>603</b>
<i>2022 Totals</i>	<i>13404</i>	<i>1682</i>	<i>703</i>	<i>1896</i>	<i>1295</i>
Jan 2024	1085	234	278	207	36
Feb 2024	1290	231	208	212	103

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Mar 2024	1043	230	252	216	n/a
April 2024	1146	305	118	249	15
May 2024	937	226	191	214	n/a
June 2024	978	280	153	199	75
July 2024	1327	326	127	185	129
Aug 2024	1253	291	143	186	0
Sept 2024	911	227	143	148	n/a
Oct 2024	1534	249	146	176	163
Nov 2024	954	254	187	179	7
Dec 2024	1,134	143	170	201	219
<b>2024 Totals</b>	<b>13,666</b>	<b>2,996</b>	<b>2,116</b>	<b>2,372</b>	<b>358</b>
	<i>Phys Mat</i>	<i>Internet</i>	<i>Overdrive</i>	<i>Hoopla</i>	<i>Ancestry</i>

2024 Annual Interlibrary Loans

Total Materials Borrowed	1,985
Total Materials Loaned	1,866

**Cataloging & Collection Development**

	<i>Items in Collection</i>	<i>Items Circulated</i>	<i>Items Removed</i>
Jan 2023	20326	1254	173
Feb 2023	20039	1070	341
March 2023	19952	1385	305
April 2023	19488	1209	504
May 2023	19592	1100	0
June 2023	19737	1167	9
July 2023	19749	1515	0
August 2023	19645	1735	153
Sept 2023	19637	1272	124
Oct 2023	19689	1236	96
Nov 2023	19575	1377	156
Dec 2023	19615	930	0
Jan 2024	19536	1085	101
Feb 2024	19544	1290	107
Mar 2024	19402	1043	187
Apr 2024	19477	1146	2
May 2024	19560	937	3

June 2024	19604	978	4
July 2024	19716	1327	1
Aug 2024	19660	1253	130
Sept 2024	19557	911	0
Oct 2024	19668	1534	3
Nov 2024	19603	954	25
Dec 2024	19512	1134	145

### **Continuing Education, Professional Development & Meetings**

#### **Director, Angelina**

- 12/16 – Toshiba Representative Meeting about Toshiba Services/Fees
- 12/16 – Library Board Meeting
- 12/17 – Staff Meeting
- 12/19 – 2024 Annual Report for Public and Association Libraries Webinar presented by New York State Library
- 12/19 – Legislative Appointment with Assemblyman Bologna, Board Trustees Michele and Margaret attended too.
- 12/26 – Meeting with Bergamot Montessori
- 12/26 – Marketing Plan Meeting
- 1/13 – Agenda Meeting
- 1/14 – Meeting with High School Librarian, Kelly at RHCS
- 1/15 – Friends of the Library Meeting
- 1/16 – Display Case Policy Committee Meeting

### **Programming**

- 1,000 Books Before Kindergarten launched in December! Parents, caregivers and grandparents have already signed their children up. The library currently has 12 children participating in the program.
- Snow Many Books Winter Reading Extravaganza has begun, starting early January! The program will continue until Spring begins, mid-march. The library currently has 31 patrons participating in the Winter Reading fun!

#### *Ages 0-5*

- Six storytime sessions were available throughout the month of December, 63 people attended.

#### *Ages 6-11*

- Five LEGO Club sessions were available from 12/3/24-1/14/25, 21 people attended.
- On 12/14 the Friends of the Library sponsored a Santa and Mrs. Claus Event! 25 people attended.
- On 12/19, Miss Angelina had a Drop-In Ornament Craft for families! Eight people attended.
- December 1<sup>st</sup>-31<sup>st</sup>, the library hosted their monthly scavenger hunt! 26 people completed it throughout the month.
- Miss Angelina instructed a Parent and Me Paint Night on 1/16! 16 people attended.

### *Ages 12-18*

- On January 2<sup>nd</sup>, Miss Angelina led a Tween/Teen Craft Night: Glitter Jars! Six people attended.
- On 1/18 and 1/15, the library had Tween/Teen Game Club! Three people attended.

### *Adults 19+*

- In December, two sessions were available for patrons to meet with a New York State of Health representative for healthcare information and registrations. 4 people attended.
- Two sessions for Gadgets & Gear Tech Help with Outreach Librarian, Sara from the Nioga Library System were available on 12/9 and 1/6. Nine people attended.
- On 12/11, Adult Craft Night: Decoupage Plates was available! 10 patrons attended.
- On 12/12 an Emergency Winter Preparedness Class was presented by Border Community Service. Two people attended.
- On 12/18, the Alzheimer's Association presented a presentation on The Impact of Alzheimer's and Dementia in our Community. Three people attended.
- On Facebook and Instagram, the library had a Book Chat Friday thread available! Seven people participated in sharing what they're reading, giving other reader's ideas for a book chat on 1/3!
- On 1/9, Angelina instructed Adult Paint Night: Snowy Mittens! Seven people attended.

### **Outreach and Partnerships**

- Bergamot Montessori in Gasport: Once a month, Angelina will be going to their school to do a Storytime and Craft with the kids! February, March, April and May dates have been coordinated. She will also be bringing library card applications and 1,000 Books Before Kindergarten folders if any families at the school would like to sign up for library services.
- Royalton Hartland High School Library: Kelly and Angelina are hoping to start a Teen Advisory Board for libraries and streamline their Summer Reading program for tweens and teens. They will be meeting in March to talk about ideas they have thought of and collaborate together for how to launch the Teen Advisory Board and Tween/Teen Summer Reading! Angelina hopes to attend one of Kelly's classes at the end of the school year to talk about library services and career/college resources for her students.
- Lions Club in Gasport: Angelina asked Keith if the Lions Club would be interested in doing a vision screening event for families at the library.
- Royalton Hartland Elementary School: Angelina has signed up to help with their Field Day event in 2025!
- Middleport Beautification Committee, Village of Middleport and Middleport Post Office: On 12/7, Miss Angelina did Letters to Santa at the village's holiday event! 20 children wrote a letter to Santa! The Middleport Post Office partnered with the library and mailed letters back to families from Santa!

### **Collection Development and Displays**

- The library had new displays up! A Murder Mystery/Thriller display that highlighted murder mysteries, thriller books and information about the library's new book discussion group "Murder in the Stacks." Information about National Technology Day in the Children's Room, a Frozen book display, and a Try a New Hobby in the New Year display in Adult Non-Fiction.

- Angelina ordered new young adult fiction, middle grade and adult fiction books. She plans on placing an order soon for children's picture books, easy readers, adult non-fiction.

#### *Social Media*

Facebook	Instagram	Twitter	Pinterest
975 followers	220 followers	120 followers	1,244 followers

#### **Planning for the Future**

- Angelina plans on reaching out to Jan Philips, seeing if she can give a Staff Training to Staff on how to use the Cricut Machine. Once Staff is trained, Angelina plans on featuring the Cricut machine to be a part of programming for the library and services offered.
- Angelina wants to encourage use of the Community Room upstairs for outside meetings for non-profits and once a new Display Case/Bulletin Board Policy is approved by the Board, she will be sharing to the community patrons can reserve the Display Case as well.
- Angelina is doing an assessment of upgrades the library can use for future advancement projects. She will review the list with the Board.
- Angelina has reached out to Dave Sobol, from the NYSDOT Office about library signage on route 31. DOT plans on putting signage in two places, whenever their Staff gets a chance.
- Beginning stages have been planned for an Author Visit Event in May 2025! Angelina plans on sharing on social media in January who is coming. Partnership with Author's Note to be shared as well.
- Angelina is looking into marketing options for the library. The library would like to have a newsletter. She is going to get a quote for Constant Contact.
- Update of the library's website (continuous).

#### **Thank You**

Thank you to all of the Staff, Friends of the Library, Board of Trustees, and our community partners for all that they do for the community and the library!

Sincerely,

Angelina DiMascio, Library Director