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Director's Report:

Submitted by Angelina DiMascio
November 2025 Board Meeting

Budget & Finance:

- We received the 2025 Niagara County Grant at the end of September, it was \$9,566.04. We received more than we had budgeted for and I will send a thank you card to our district legislature Michael Hill.
- We received from Nioga a reimbursement check of \$80 for months May 2025-August 2025 for the \$20 a month bills.
- We received from Nioga a check for 90% of Local Library Service Aid funding for \$2,524.50.
- The Friends of the Library sponsored funding for the purchase of a library banner and Friends banner for outreach events of \$98.92.
- The Friends of the Library also sponsored a \$175 check to fund prizes for the library's Trunk-or-Treat table at the Royalton Hartland Elementary School's PTA Trunk-or-Treat event.
- We were one of the award recipients for the East Hill Foundation 2025 Western New York Grants! The Foundation awarded us \$2,500 to get six STEAM Kits and Vox/Wonderbooks! Angelina will be sending a thank you letter and asking for approval of a press release.
- We were awarded both Nioga Mini-Grants again this year for Adult and Youth Services! Nioga awarded us \$220 for the Adult Services Grant and \$210 for Youth Services. The \$220 will be used to purchase new Large Print books. The \$210 will be used to purchase Vox/Wonderbooks.
- Our technology for Office Suite has expired and gone out of date. The newest version available is 2024 and would cost \$160 for the four patron computers and \$500 for the four staff computers. (Two circulation desks, and 2 laptops). It is \$40 per patron computer, \$125 per staff computer. I am proposing we update these if the Board approves.

Facilities - Building & Grounds:

- The bathroom toilet coil unlatched inside, Wesley came and fixed it. He suggested we could get the innards of the toilet replaced to fix the issue. Only concern, the water still continues to run after flushing and further lifting the toilet flap after use is required after the coil was fixed.

- Red Line Power Washing came and cleaned the library's gutters on 11/6/25 for \$265.00.
- Fire extinguishers are due for their annual inspection, I am going to call Monroe Extinguisher about a date to get them in for 2025's inspection.
- Michele contacted Tompkins Bank about their safety deposit box for charter/deed documents, a waiting list is available and years out.
- The front door and bathroom lock keep sticking and require further assistance to unlock/lock. I propose we may want to replace it in the future.
- Donna made me aware the bathroom is missing a woman's sanitary receptacle box and they're required for New York State compliance. The ones in the past have broken twice, on the floor. I propose we purchase a commercial use one or one off of Amazon that will mount to the bathroom wall.
- We had a safety concern with rugs in the library where a couple of patrons almost fell. Staff removed the rugs until they could be secured appropriately. Keith secured the Winter rugs since.

Statistics:

Month	Door Count	Comp. Sessions	Ref ?'s	Physical Circ.	OverDrive Circ	Library Cards	Hoopla Circ
Sep.	1,196	55	108	1,486	183	2,398	145
Oct.	1,391	49	115	1365	220	2,466	107

Programs:

September-

- We held 13 programs throughout the month of September! 193 patrons participated!
- Miss Abby and Miss Angelina attended School Supply Drop-Off Night! The library hosted a donation drive to benefit the Royalton Hartland Elementary School. All supplies were dropped off that night and we welcomed students/families back to school and shared different library services available to families in the district! About 75 patrons came and talked with us.
- There has been an increase for spaces for social service meetings and tutors. Throughout the month, seven tutor and social service meetings took place, as well as three one-on-one tech assistance meetings.

October-

- The library hosted 22 programs throughout the month, 415 patrons participated! So many recreational and educational holiday programs were available, our author visit with children's author Sandra Nickel and Author's Note bookstore, as well as passive programs with the candy corn jar, children's room scavenger hunts, giveaways on social media and more!
- The Friends of the Library hosted their Fall Book Sale in collaboration with the Middleport Beautification Committee the day of their Red Flannel Fall Festival! The library saw 200+ visitors this day and Erie Canal boat crafts were available for families upstairs!

Collections:

- Thank you to a generous donation from someone in the community, we now have two bocce game kits available for patrons to check out! We are now circulating board games as well and added Magnolia Journal as a subscription option for our magazines!
- Our book supplier Baker and Taylor are shutting down their operations. It has left us in an adjustment period. I have met with representatives from Ingram and they are going to be our main book supplier. I met with Author's Note too and they're going to start offering library services as well to purchase books from! In the meantime, we have purchased off of Amazon until we get Ingram accounts set up and learn how to use it.

Personnel:

- Abby concluded her training with the New York Library Association. The last of the training included topics Introduction to Program Development, Collection Development, and Promotions, Outreach and Advocacy and the Library in your Community.
- Angelina attended the Director's Meeting and attended training on AI in Libraries presented by Genesee Valley Boces. She also attended Ten Tips for Library Grants Success on a webinar.
- At the most recent staff meeting, we participated in a brand exercise about who we are and excellent customer service to achieve our library's mission and strategic plan.
- Custodial and Groundskeeper positions have not been updated in over 10 years. I am proposing we possibly update job descriptions in the future to address current needs of the library.

Other/Upcoming

- Jody Chesko, President of Niagara Produce will be attending a Storytime as a special guest and reading her new picture books with families!

- The library is participating with the elementary school for PARP Week again next year! Planning is still underway with the school.
- We will be hosting a Gingerbread Making event for families called, “Parent and Me” in December, Alzheimer’s Association will be visiting for a Caregiving During the Holidays class, FeedMore WNY will be visiting to provide information on SNAP services, the Friends of the Library will be hosting their annual Santa visit at the library and more!
- The library has been invited to attend WNY Tonight with Bob Confer. I will be attending to talk on air with them in January!
- The Royalton Hartland Elementary School plans to bring all the Kindergarten classes for a Field Trip visit to the library in January!
- Angelina is working on the Community Survey right now. I will share with the Board for feedback soon. Hoping to have it ready by January for the community to complete and help us shape the library’s future!
- Young adult collections have been weeded and adult audiovisual materials are ready to shift to non-fiction. I would like to propose to the board a vision for the new “teen scene” space in the library and have a draw-up presented at the next meeting! It would be wonderful if we could get a local Scouts group to possibly participate in this vision/project someday!
- Angelina has a meeting with Gasport Lions Club to talk about the library and see if they have an interest in sponsoring funding for Large Print collections and looks forward to knowing how the library and Lions can partner more together in the future!
- The library will be partnering with the Middleport Beautification Committee and attending their santa holiday event! We will be doing Letters to Santa then partnering with the post office, who will send the letters to family from the North Pole!
- We want to give a big THANK YOU to all our Staff, Friends of the Library, Board of Trustees and Community Partners for all their hard work and all that they do for making the library be a vibrant part of our community!