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### **Director's Report:**

Submitted by Angelina DiMascio  
January 2026 Board Meeting

### **Budget & Finance:**

- We received from Nioga a reimbursement check of \$80 for months September 2025-December 2025 for the \$20 a month bills. All the \$20 bills have been reimbursed from Nioga for the 2025 year.
- We received the first installment of funds from the school district taxes of \$115,068.18.
- We were one of the award recipients for grant funding from the Niagara Area Foundation, a division of the Community Foundation for Greater Buffalo! They awarded the library \$7,000 for the Youth Enrichment Resources Grant. With the funds, we will be purchasing emerging technology resources dedicated to education and literacy: Tonies, Tonieboxes, Launchpad educational games and Playaways!
- Patron computers and Staff computers have been updated to the most recent version of Office Suite for \$660.
- New York State has approved funding for Construction Aid Grants that were applied for in 2024. We are waiting to see funds from them. Once the first check is received, I will work on closing out the grant with Nioga. This was for the upstairs interior door replacement and sump pump install in the basement.
- County and Town of Royalton Tax was paid for \$58.06.
- Invoice for new bathroom toilet has been submitted for \$245.12.
- 2026 rates have increased for some budget lines. Alms fee has increased to \$638 a month. Accounting and Professional has increased to \$290 a month.
- Jen submitted to the state our Property Tax Cap Form. With the 2% increase, the library can ask for \$126,264 for next fiscal year.
- I have prepared a budget to present to the Friends of the Library for this upcoming year on how they can support the library with continued funding. The Budget proposal request will be shared with them at their next Friends Meeting for review and vote.

### **Facilities - Building & Grounds:**

- We are waiting for the new restroom toilet to arrive! Installation needs to be coordinated following with Halstead.
- Monroe Extinguisher inspected all our fire extinguishers for 2025, they charged \$108. Will need inspected again Fall of 2026.
- Wes came and installed the new doorknob/lock on the bathroom door, it is all fixed! The front door lock is still getting stuck and the ramp entrance lock is now having a concern with keys being jammed and not being able to release. I am suggesting we replace both, we just need to ensure we can get the keys to match a new lock.

### Statistics:

Month	Door Count	Comp. Sessions	Ref ?'s	Physical Circ.	OverDrive Circ	Library Cards	Hoopla Circ
Nov.	943	49	69	1,404	182	2,478	119
Dec.	906	37	61	1,160	174	2,480	129

- Compiling 2025's statistics has begun for a year in review, our Annual Report! 14, 811 patrons visited the library and used library services! We saw a 13.7% increase since 2024.
- 16,099 physical materials were borrowed and checked out from the library! We saw a 20.9% increase in circulating items for the year!

### Programs:

#### November-

- We held 20 programs throughout the month of November! 246 patrons participated! Our most popular programs were Freebie Friday Giveaways on social media, our Adult Wooden Gnomes craft class, Family Storytime, our Guessing Jar and "Would You Rather" board, as well as both book clubs, Fiction and Tween Book Club. We had a special Author Visit! Jody Chesko, Niagara Produce owner came to talk with our Storytime families about her new children's picture books!

#### December-

- The library hosted 19 programs throughout the month, 224 patrons participated. Including in-person workshops, kids take & make crafts, our "Would You Rather" board, and digital-literacy/health navigators. Our most well-attended programs included our Adult Poinsettia Paint class presented by Wes, Parent & Me Gingerbread House making event, Homeschool Hour, Family Storytime, Tween Book Club and the Friends of the Library Noon Years Eve Party and Santa and Mrs. Claus event!

### **Community Partnerships/Outreach:**

- We held a Budgeting Basics Workshop at the library presented by Cornerstone Community FCU.
- FeedMore WNY attended the library in early December and had an information table available for patrons who want more information about their services.
- The Alzheimer's Association came for a Caregiving Through the Holidays presentation.
- A New York State of Health Navigator came to provide information on medicare and health insurance enrollments.
- The library attended the Middleport Beautification Committee Christmas Tree Lighting event for Letters to Santa! Following, we partnered with the post office and they mailed letters back from Santa.
- We partnered with the Friends of the Library for the "Santa and Mrs. Claus at the Library" event! Santa and Mrs. Claus came, as well as the Friends of the Library had crafts available.
- The library partnered with the Middleport Legion for holiday cards with veterans! Patrons filled out holiday cards and the Legion gave the cards to various veterans.
- Bergamot Montessori in Gasport has reached out again and we will be attending their school once a month from January-May for a storytime and craft!
- Roy-Hart's Middle School will start sharing our events for Tweens/Teens on parent square. We greatly appreciate them doing this partnership with us!

### **Collections:**

- Ordering books through Ingram, Author's Note and Amazon has been going smoothly.
- With the grants we were awarded from the East Hill Foundation and the Niagara Area Foundation, I will be ordering the Vox books, STEAM Kits, Tonies, Tonieboxes, Launchpads and Playaways soon. It will take some time to come in and process/catalog for staff. We thank both foundations for awarding us the grants and look forward to offering these new collections to our patrons and having these new resources available!
- With Nioga's Mini-Grants, we purchased new large print materials and Vox books!

### **Personnel:**

- Gary resigned from his position as Groundskeeper effective January 11th, 2026.
- I am recommending, the library hire a Part-Time Buildings and Grounds Laborer who will be responsible for the outside grounds work, as well as maintenance work inside of the building.
- Donna experienced an ankle injury in multiple spots and has been out of work until further notice. Michele and Margaret have been coming to the library on Fridays to clean. Staff have been emptying trash on Tuesdays and bringing the garbage out. Since we budgeted for a cleaner this year and Donna may be out for a while, I recommend we hire a temporary cleaner.
- I am hoping this next upcoming fiscal year for 2026-2027, we can address Strategic Plan Goal #2, "Develop a staffing plan as library needs change." With our increase in-demand of library services, I am recommending the library hires a Part-Time Senior Page 9-12 hours a week. If this is not feasible and we can't put this into next fiscal year's budget, an on-call substitute staff member could work. Library services have increased, as well as I am concerned when we have staff shortages. When someone is sick, cannot drive in due to weather safety or on vacation etc. There have been several times this year, we had to call a volunteer in to cover lunches etc. when another staff member could not cover. Weekly, I have worked over my salaried hours to make needs meet. A fourth person would add more flexibility to scheduling needs, as well as be cross-trained to help with shelving, shelf-reading, circulation and special projects as needed. Volunteers cannot operate the library management system due to privacy. A great library team is the most valuable asset a library can have, where we can continue to provide the best public service possible!
- 2025 Staff Evaluations for Abby and Kari have been completed, reviews will continue once a year.
- At our December Staff meeting, we hosted our annual Staff Christmas Party!
- Kari's Family Storytime has been such a success of early-literacy fun! We will be exploring starting two sessions as more families keep wanting to attend. There has been a need for 20 kids.
- Abby has been facilitating Homeschool Hour and it is growing too! Twice a month, there is a class for Grades K-4 and Grades 5&Up. Abby would like to explore with Cornell Cooperative Extension how to do a garden club with the Homeschool Families in the Spring!

### **Other/Upcoming**

- Miss Angelina and Friends Chair, Mrs. Winters will be attending the RHES STEAM Fest event for outreach!

- Family Bingo Night is coming back in February! Participants can win book prizes or candy bars!
- Due to illness, the library interview with Bob Confer is going to be re-scheduled. Michele has an interest in attending and we will both be going! Scheduled date to be determined with Confer.
- Our Winter Reading Challenge is in full swing until March! Patrons of all ages can participate, read great books and have a chance to win prizes!
- The Happy Easel, a new paint business in Middleport will be instructing an Adult Paint Class in February! The library thanks Jen for coming out and doing this class for our community.
- Community Survey, once complete, we will share on social media, in-person and copies at local organizations to hear feedback from our community.
- Another grant opportunity to apply for will be coming up from the Ralph Wilson Foundation. I would like to apply once it opens!
- I am working on compiling all the statistics for the Annual Report. Since Baker and Taylor ceased operations, the state is exploring new platforms to use for us to complete our Annual Report on. It is now not due until April 1st. Once the state has shared it with Nioga, we will complete the Annual Report then. The Annual Report to the Community will be available following!
- Lastly, thank you to all our Staff, Board members, Friends of the Library and community partners for all that they do in making the library a community hub for all!