

Director's Report
Friendship Free Library
February 8, 2022

○ **Old Business**

Game club is going well. Mr. Al has been following our procedures and the kids are enjoying themselves.

The cost for boxes for the subscription box program is \$70 and the labels are \$. I saw in the paper that the Belfast library got a grant from the Allegany Area Foundation so I will write to them and see if we can too. They meet again in March.

I have been continuing with the library review. I have been moving some sections of the library around. I realized some book series were being split between a couple different shelves and labels. This will make everything easier to find for both patrons and staff.

Tyira distributed the take home craft kits for the Senior Apartments.

○ **New Business**

Tyira will be doing an online story hour this month. We are going to try a film and post story time instead of a live one for now.

I have given a list of resources needed for the Southern Tier Health Care System as we wait to hear back about all their requirements. The contact person said they haven't solidified anything yet so we're waiting to hear back.

I am applying for the Genesee Valley Revitalization Grant for the ADA door, ramp, and the bathroom downstairs. They are awarding up to \$50,000 for those chosen. I also had an in-library meeting with the person running this grant. Megan Klem from the landmark society got the chance to see the area we are looking to renovate as well as a tour of the rest of the building. She gave me points on what to focus on in the application and said that we do have a compelling case for being a recipient. It's due at the end of March. I am working with Sue to get some contractor estimates.

We hired a new independent contractor for snow removal. His name is Nick Clark. He will send us an invoice every month.

Sue also found a plumber at Comfort Zone in Cuba to look at the pipe in the kitchen.

I am in contact with the person running the recycling program for toner. I worked with Kay to get an email and I'm waiting to hear back. It looks like the library will get a donation made from the items recycled (David A. Howe Library website).

Challenges to library books have been happening more frequently around the country. STLS has encouraged us to make or update policies to reflect these challenges now, so we can make

informed policies now. They recommend having a Challenge to Library Materials Policy and a Request for Library Materials Reconsideration Form. I have provided copies of the templates STLS sent out. We might also want to update our policies or add other new policies for the new year. It also might be a good idea to offer a book suggestion form. That way if a book is suggested and we agree to purchase it, then that patron will get to check it out first.

We are participating in the website mystery scavenger hunt with Cuba, Fillmore, Whitesville, Belfast, Alfred, Little Genesee, and Wellsville. Kids ages 9-19 will look for posts (clues) on each library's website and figure out who is trying to steal the George Washington Bridge. It will run through the end of February. I am planning to give out free books as prizes.

I have been working on the annual report. If anyone has insights into how it has been done in the past, they would be appreciated. The first of two annual report help sessions with STLS starts February 9 so I will be attending both of those. The other is on the 15th.

The Empire Pass is here! Patrons must sign it out both on the computer in Workflows as well as a physical signature so that we can recover the \$19 replacement fee in the event the card is lost.

We received a second batch of masks and COVID test kits. We began distribution on Saturday, January 29th so we could give patrons a chance to pick up supplies on a weekend when they might be more available. We have a bunch left and we are still advertising on Facebook.

We had an external wireless access point for the WIFI installed on February 2. A company name Triad installed it. They have been working with the STLS IT department. They put it on the front of the building so our patrons can have a stronger connection outside on the porch while we're not open.

We offered hot chocolate packets to patrons and they loved the idea. I am thinking of picking up some more as well as popcorn for the upcoming Oscars. We can bundle together past academy award winning films together or offer the popcorn separately.