Manager's Report – 3rd Quarter

October 2026

This year's summer reading program was a small success. I made fifteen necklaces and bracelets, I also sold two as a fundraiser to earn back what we spent on materials.

Our new program, "Hobby Hangout" crafting hour has attracted a few participants. After a short hiatus, I started this program back in September. Tuesdays 3:30-4:30 PM

Our end of summer ice cream party was well attended. Thank you to Sue for all of your help scooping and tidying the pavilion! I sent a thank you card to Stewart's.

The summer hours didn't gain much momentum, however I would like to try Friday AM again and give it a while to take hold. (Please see proposal)

I submitted our summer reading report to 4CLS.

Council on Aging? I did not see him in September. Hoping to promote this valuable service by concurrently offering a "Tech Tuesday" each month for computer assistance. 2nd Tuesday 2-3 PM

Taste of Springfield was a fun event! We hosted a back to school swap table by the entrance as well as free books and plants by the pavilion. All the plants and most items on the table were taken! I plan to collaborate with Miranda and Adam again next summer. Thanks again to Sue and Deb for their time and donations!

I started (and now have finished) the NYLA Library Skills class in August. It was very informative & created networking opportunities. I plan to apply for their next offering, "Developing Leaders" which starts in January. It is a six-month course with a capstone project.

Thank you Jonathon for clearing out some of the electronic trash in the store room and removing the air conditioner!

I attended a few Director's calls, the ILS Users group meeting (8/21), Youth Services & The Slam conference at the Arkell museum (9/28). The 4CLS Day of Learning is Monday, 10/19. Both Joann and I will attend.

I applied for my first grant through the Community Foundation of South Central NY's Library Fund. My LOI for was accepted "Empowering the Community through the Creative Arts and Cultural Engagement" and I submitted in late September. I should hear back in late October. The grant had two parts: one focused on funds for more fine arts supplies, hosting a local art show and purchasing a NARM Reciprocal Museum pass for the Munson Museum (can be also be used at the Fenimore). The second piece was for funds to start a (FREE) 6-week outreach program through the Cherry Valley-Springfield Continuing Ed. The program would coincide with a new cookbook club at the library and would be focused on budget-friendly meal preparation.

We're starting back up with "Throwback Thursday" Family nights. This month we are going to display our DVD's for browsing and offer candy and popcorn. 10/15

We had a staff meeting 10/7 to discuss upcoming goals and for me to get feedback. We plan to begin weeding the Juvenile fiction & Adult non-fiction this month. We may do some rearranging in the children's area. I plan to circulate some new toys and puzzles. We also plan to weed out the free book area. Book club is growing! Pam Clarke will fill in for Storytime next week.

<u>Goals</u>:

Program calendar

A new pamphlet for new card members & general information, business cards

Strategic plan

Director's notebook

Cookbook club – 2nd Fridays at noon

'Tween crochet club - TBD

Monthly Saturday programming – maybe coincide with the luncheon?

Special yearly events

New coffee maker?

More outreach: CVS, other opportunities

T-shirts? Totes? Stickers? – Fundraising

Hours proposal

Schedule adjustment

Tuesday 2 – 5 (minus two hours)

Wednesday 9 – 2

Thursday 9 – 12, 2- 7

Friday 9 – 12 (NEW hours)

Saturday 9 – 12

Total 22 hours

I'd also like to discuss my administrative hours. I currently have 1.5 hours/week in addition to my regularly scheduled open hours and meetings usually eat up most of my time each week. I need more time to interact with staff. In addition to the extra hour for Fridays, I would like to request an additional 1 hour/week for administrative work, interacting with staff & professional development. This would take my total hours per pay period from 26 to 29.

Statistics:

	July	August	September
Patrons	238	178	124
Circulation	434	306	215
Overdrive	44	49	48
FB	2864/5	7558/4	2246/4
Website	602	581	478