

Director Report
June 2026

Leadership is about empathy. It is about having the ability to relate to and connect with people for the purpose of inspiring and empowering their lives.

Oprah Winfrey

Action Items from May Minutes (will delete after this meeting):

The Board recommends that the Director's Report detail happenings that occur each month since the Mid-Month Report without redundancy. The Circulation Statistics and Door Count Comparison in the Director's Report should cover the complete month. 5/14/26

The monthly report is a public document so it needs to contain the mid-month report. The mid-month report is for the trustees only.

The Board directs Sara K. to post her approved regular schedule on her monthly Director's Report for each Board Meeting effective immediately. As a reminder, all changes to that schedule must be priorly approved in-person by a Board Quorum. As well, incidental and/or one-time changes to working hours on a specific date must be pre-approved via email by the Board President and Vice President. 5/14/26 (will delete after this meeting)

Here are my hours of work approved by the Library's Board of Trustees:

Monday - 10 to 6:30

Tuesday to Friday - 9 to 5:30

Saturday - no hours

Sunday - no hours

Time Off Requests:

Approved:

June 26, Friday

July 10, 13, 14 - Friday, Monday, Tuesday

August 28, Friday

Needs Approval:

June 17 - 9:30 doctor's appt - I will be in after

June 18 3:45 - Vacation (1.75 hours)

June 22, 23, 24, 25- Monday, Tuesday, Wednesday, Thursday - Vacation

July 16 - 4:30 - doctor's appt

August 27, Thursday - Vacation

Permission to shift schedule and rejoin the Groton Youth Commission. They meet on the first Wednesday of the month from 7 to 8 p.m. Usually does not run over. I would leave at 4:30 p.m. on those days. The next meeting would be July 1 (but may be September as they often take the summer off).

Grants:

1. The Village was just approved to go out for Administrative RFP and the Application for the Mini NY Forward Grant should be ready by 7/6/26 to send to interested parties. We are on the list.
2. Bullet Aide from Anna Kelles for 2025 - I requested \$28,000 and will receive \$22,000. This will go in the 2026-2027 Budget! I found out from Sarah G. that we were awarded the largest amount by a large margin.

Monthly High-lights Report for May 19 to June 8 with newest first

Does not contain the daily activities such as emails, phone calls, patron conversations.

6/1 to 6/5

Worked on Tompkins County Quarterly reports - these are new this year so it is a work-in-process with the county.

Did a webinar that was set-up by FLLS with Author's Note - an independent book seller. More SR planning which seems endless at this point.

- Prepared and submitted payroll, worked on warrant/cash receipts, talked with CFTC grant reviewer then caught up from Vacation
- Healthy Tuesday, finished up the warrant/cash receipts, worked on summer reading, worked on a couple of grant reports, conversations with patrons and staff
- Meeting with Liz, some cataloging, worked on summer reading plans, ALA LTC plans, caught up on last week.
- LE in GPL Committee meeting, prepped and sent board packet

5/26/26 -- 5/29/26 - Board Approved Vacation

5/22/26

- Met with Hannah O'Shields-LMSW for library usage
- Finance Committee meeting
- Annual Report approved and accepted by NYS - Woo Who!

5/21/26 -- Thursday

- Falcons Meeting
- Tompkins County Directors Meeting in Dryden
- Finished the Annual Report NYS corrections
- HSC came to work on Air Conditioner/ordered more filters and got it on a schedule
- Watched VEDA Recording

5/20/23 -- Wednesday

- Appointment made with HSC about the air conditioner for Friday. This is after Brian Dates looked at the air conditioner and recommended we bring in the experts.
- Held monthly staff meeting
- Tweaked the Community Annual Report
- Bike Repair Clinic with Bike Walk Tompkins & Story Time with Liz
- Finalize date for CPR/AED/First Aid class for June 13
- Knitting 101 with Megan Swartwood

5/19/26 -- Tuesday

- With Polly's assistance, made the next to last deposit for the geranium sale - should make \$1,182.
- Aunt Flow Application submitted for free menstrual products for the year
- Bullet Aid letters mailed to Anna Kelles and Lea Webb
- Finalize date for CPR/AED/First Aid class with Liz for June 13

Circulation Statistics: Number of Transactions Comparison:

May 2026 = 1,812 (Libby - 358 - Hoopla - 186) Total = 2,356

Door Count for May 2026 = 1,399

“The principles of kindness, integrity, fairness, and perseverance consistently guide my work. These values ground my commitment to myself, my staff, the library, and our community. My continual aim is to serve with excellence and to the fullest of my ability.”
SLK

KEY

- FLLS = Finger Lakes Library System
- CFTC = Community Foundation of Tompkins County
- CAP = Community Arts Partnership
- LEAP = Library Elementary Assistance Program
- BuLit = Building Literacy
- TCPL = Tompkins County Public Library
- DnD or D&D = Dungeons and Dragons
- KFM = Kids Farmers Market (Food Bank of the Southern Tier)
- TC = Tompkins County
- FBST = Food Bank of Southern Tier
- BRB = Bright Red Bookshelf
- SCRLC = South Central Regional Library Council
- SR = Summer Reading
- FDN = Friendship Donation Network
- LoTs = Library of Things
- HSC = Human Service Coalition
- LLSA = Local Library Services Aid
- FALCON=Finger Lakes Automated Library Consortium