



Director's Report—July 2025

Prepared by Emily Meade for Board Meeting on 7/29/2025.

Programs and Outreach

- Summer reading kicked off on July 1st. So far we have 146 patrons signed up (70 adults and 76 kids/teens).
- Tai Chi series is off to a good start.
- We had 40 people attend the magician program on Friday, July 18th and 29 attend the balloon animals program on July 25th.
- The summer rec program has been coming on Tuesday afternoons for a half hour or so.
 - We did have an incident on 7/23 with 4 board books that had been checked out by a rec program participant the day before getting vandalized and destroyed by an unknown person overnight. The parent of the child who had checked out the books filed a police report, though we elected not to charge them since it was clear that the child didn't damage the books herself.
- Met with Michael Porto from Invenergy on 7/15 to show him the outcome of our construction project. He was impressed and would like to see if we can put together a local news story featuring the library "one year later" (after we get their plaque hung). We are also working on developing some STEM programming ideas that Invenergy may be able to fund.
- Senior citizen food market vouchers will be distributed at the library on July 31st. See the calendar of events for more details.
- AI programs rescheduled for August (3rd times the charm).
- Hosted several passive programs including a scavenger hunt and a guess how many skittles are in the jar contest.

Collection Development

- Working with Baker & Taylor (one of our major book vendors) to move us to the NY state contract so that we can take advantage of free shipping and a better discount rate for purchases.
- Placed a "replenishment order" with a local bookstore in Medina (Author's Note) for a number of children's and YA titles that will fill gaps in our collection and infuse our collection with new titles. Part of this order will be paid for using our FFRPL funds for this year.
- Established an account with Better World Books. They are a non-profit company that sells and donates books overseas and is a useful partner for disposing of old books.

Technology

- A spine label printer has been ordered that will simplify the process of creating spine labels for books, enabling Candy to work more efficiently.

Building Notes/Facilities

- Library highway signs have been installed on Main street west of the library and on Center street as you head south.
- Stools have been placed in each bathroom to facilitate handwashing for small children.

Finances

- Last two checks came from the state for building construction!
- Reached out to several bookkeeping companies to get quotes for services. So far only one has gotten back to me. They should be sending me a quote for services in the next week.
 - The company who does our 990 has also agreed to send me some names, but they don't seem to provide bookkeeping services themselves.
 - I've also spoken to a couple other libraries who seem to divide the financial labor differently than we historically have. They have their library staff enter transactions in QuickBooks, thus reducing the labor of their Treasurer.

Update from OWWL

- Email from Ron Kirsop regarding an upcoming OSC (Office of the State Comptroller) audit for a small municipal library south of OWWL. It's unlikely the OSC would audit us, but not impossible. Ron's email (included at the end) outlines some areas that the OSC usually pays close attention to. Many of these are things we are already doing well or we are currently working on improving.

Month-to-Month Statistics & Comparisons
Circulation

	Total Circulation		Borrowed from other Libraries		Loaned to other libraries	
	2025	2024	2025	2024	2025	2024
Jan	799	813	260	259	399	329
Feb	853	900	255	284	379	316
Mar	870	1018	287	411	385	366
Apr	637	672	267	369	382	313
May	638	778	285	248	357	311
June*	529	10	300	12	335	102
July		1241		216		254
Aug		936		280		294
Sept		749		308		311
Oct		763		365		311
Nov		725		240		295

Dec		548		252		362
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*Library closed June 2024 during renovation.

Digital Circulation

	E-book		E-audio		e-magazine	
	2025	2024	2025	2024	2025	2024
Jan	154	180	260	193	55	32
Feb	141	146	223	197	57	19
Mar	160	156	217	210	43	28
Apr	130	146	216	212	33	29
May	131	153	218	213	31	41
June	124	148	271	194	32	41
July		163		190		29
Aug		142		202		41
Sept		118		185		68
Oct		126		220		47
Nov		112		222		43
Dec		131		242		47

People Counter

	2025
April**	465

May	640
June	456
July (as of 7/20)	588

**People counting didn't begin until April 8, 2025.

Computer Usage

	PC Sessions		Wifi Sessions	
	2025	2024	2025	2024
Jan	67	-	24	12
Feb	46	-	18	20
Mar	48	-	16	19
Apr	36	-	34	17
May	33	-	59	25
June	27	-	44	23
July		47		50
Aug		47		13
Sept		19		28
Oct		46		25

Nov		37		21
Dec		46		20

Live Program Participation

	2025
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	Number of Events	Attendance
Jan	3	19
Feb	7	46
Mar	4	25
Apr.	14	90
May	25	98
June	12	63

New Users

	2025		2024	
	New Users	Total Users	New Users	Total Users
Jan	7	1654	13	1578
Feb	10	1651	8	1586
Mar	8	1656	7	1582
Apr	8	1663	37	1600
May	13	1678	24	1606
June	9	1687	0	1589
July			57	1622
Aug			17	1629
Sept			23	1646
Oct			12	1645
Nov			14	1650

Dec			10	1653
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Items added to the collection

	2025
Jan	30
Feb	19
Mar	28
Apr	13
May	14
June	19

Heads-Up: OSC Audit Alert & Compliance Reminder

Hi Directors,

A small municipal library south of our System has been selected for an **OSC audit**. This may signal the start of a new round of library audits, so it's a good time to double-check your own compliance.

While we don't yet know the specific focus of the audit, here are some recommended actions:

- Review your **financial policies and procedures**.
- Revisit past Director Briefings where OSC audits were discussed.
- Confirm your processes align with best practices.

Top 10 Areas OSC Typically Reviews

1. **Board oversight** — Monthly review of bank statements, reconciliations, claims.
2. **Claims approval** — Board must audit claims *before* payment.
3. **Cash receipts** — Secure collection, documentation, and deposits.
4. **Treasurer's role** — Formal office, oath on file, signs disbursement checks.
5. **Procurement** — Competitive bids, documented decisions.
6. **Budget & fund balance** — Realistic budgets, proper use of reserves.
7. **Payroll & leave accruals** — Accurate records, authorized payments.
8. **Internal controls** — Segregation of duties or mitigating practices.
9. **Financial reporting** — Timely, accurate monthly and annual reports.
10. **Asset management** — Inventory logs and reconciliation.

Recent Director Briefings with OSC Audit Info:

- [Director Briefing - July 14, 2025](#)
- [Director Briefing - July 7, 2025](#)
- [Director Briefing - June 30, 2025](#)
- [Director Briefing - June 2, 2025](#)
- [Director Briefing - May 19, 2025](#)

I'll keep you posted once I know more about this current audit. In the meantime, I'm happy to help review your documents or talk through anything that might need attention.

Best,
Ron

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Ron Kirsop

Executive Director

[OWWL Library System](#)