

DIRECTOR'S REPORT

JULY-AUGUST 2021

August 18, 2021

SALS Director Annual Visit:

Director of SALS, Sara Dallas would like to attend our October meeting. She comes from a distance, so if it is at all possible can we start at 6:30? If not, she can do 7.

Air Conditioning in Children's Room:

Last Saturday Aug. 7, it was discovered that the air conditioner in the Children's Room was leaking quite a bit of water on to the book shelf below and several books on display on the top row suffered water damage. Since that time we have not been using that air conditioner and a service call to Buckman's Fuel has been placed.

Update on Laptop Order:

Due to microchip shortages that have effected Laptops and Monitors more drastically than other PC equipment, we were advised by SALS Computer Support (the Joint Automation Project) that the arrival of our laptop order made earlier in the year was to be sometime in July. Towards the end of July we were advised that they had changed the order to another, similar, type of laptop that was available through another vendor. Then, later, we were informed that the vendor had sold all his available stock to another client. SALS Computer Support states that they will continue their search for vendors to fill their orders and will keep us apprised.

Trustee Book Club – Fulfills Trustee Annual Education Requirement:

Many of you are familiar with and have dog-eared copies of the green-covered "Handbook for Library Trustees in New York State" written by Jerry Nichols and Rebekkah Smith Aldrich. Jerry and Rebekkah will be discussing the book's content, chapter by chapter – and will be available to answer questions you may have. The free informational and interactive monthly book club sessions will begin on October 19th (5-6:30 pm). Links to the session will also be available. Please register early – here is a link to more information:

<https://midhudson.org/trusteebookclub/>

2022 Library Budget

On Aug. 6, I received, in the Library box, a worksheet from the Town asking for figures for our 2022 budget with a deadline of August 31, 2022 for submission.

Attached you will find 3 files for your perusal relating to Director's recommendations for the proposed 2022 Library Budget:

Director's Proposed Budget for 2022 submitted for Library Board consideration.

Budget notes for proposed 2022 Library Budget

Town Budget Report Line Changes

A while ago, the Board approved changes to lines on the Town Budget Report. We were told that no changes could be made until the 2022 budget was submitted. Since that time I have noticed other line adjustments that need to be made so I have included a revised copy for Board Approval to be submitted with our 2022 Budget request to the Town.

Summer Reading Program:

Summer Reading Program will be closing on Aug. 19. There are currently 21 participants.

Art Gallery Exhibitions:

For July we were pleased to exhibit the award winning photographs of Carolyn McCann. Ms. McCann is also the Director of the Raquette Lake Library.

For August, you will find the stunning photographs from the state of Utah by John Hales.

Windows Grant

- *Supervisor Meeting:*

Supervisor gave assurance that the Town will cover up to \$4,000 for this project.

- *Pearsall Grant for windows:*

Supervisor informed me that an attempt by the Senior Center to apply for the Pearsall Grant for a capital project was turned down. I contacted Glenn Pearsall to be clear that our windows project was within their granting guidelines. I was told that despite what is stated on their Grant info, they are considering only a very few kinds of capital projects and ours does not fit the criteria. Among other considerations influencing their determination is the fact that we do not own the building.

- *The two Federal grant suggestions, (Climate Smart and Regional Economic Development):*

Recommended to Bob Walp by Marion Egan, were forwarded to me on July 18 and had a submission deadline of July 30 with all the complicated requirements of the NYS Construction Grant. Not enough time to complete application.

Library Certifications for State and Federal Grants:

It is a good idea for us to have all this in place so that future applications for grants will flow more smoothly. To apply for State and Federal Grants, most require the following, in the Library name (we cannot use Town's numbers):

Federal EIN

Dunn and Bradstreet number

NYS Vendor number

SAMS number

1. We have the Federal EIN
2. I was able to apply for and obtain a DUNS number.
3. A representative at the Division of Library Development states that they will help us to obtain the NYS Vendor number, I am not sure if this help will be forthcoming if we are not applying for this round of the NYS Construction Grant for Libraries. We will see.
4. I am told by the Supervisor that the SAMS number has many requirements and is time consuming to obtain and keep updated. I will work on this as time allows.

For clarity, I would like to mention that obtaining these certifications falls under the jurisdiction of Board responsibilities. As I am able to follow through on this task, especially if it streamlines the process, I will proceed as time permits. But, I think it is prudent to mention that this is not the responsibility of the Director.

SALS Director's Meeting

Meeting of SALS Directors is scheduled to take place on August 18 at 11pm, just a few hours before our Board meeting at 7. I will offer any relevant details orally at the meeting.

Use of masks in the library:

Upon the recommendation of the CDC, NYS Health Dept. and in view of the fact that the Delta variant in Warren Co. has reached the "substantial threat" level, I requested permission from the Library Trustees to once again require all persons over the age of 2, using the library to wear masks regardless of their vaccination status. Informal permission was given and attached you will find to that effect, a revised Phase 4 opening plan for official Board approval.

Library Technology for Remote Teaching:

During the months of June and July we have had 5 different individuals use our services to teach remotely. We have had about 4 individuals use our services to attend classes remotely and 2 people use our services to complete professional licensing courses.

New Trustee:

For the record our new Trustee Greg Gross was approved by the Town at their July 13, 2021 meeting. Mr. Gross began his term on July 19, 2021, the date he took his Oath of Office. He is completing Lynn Thomas' unfinished term which expires 12/31/2024. After this date Mr. Gross is eligible for 2 more 5 year terms.

Wireless Use:

WiFi use hit an all-time high in July of 2021. Below are historical statistics of individual users per month:

	June	July
2018	80	261
2019	154	305
2020	81	147
2021	235	497

Library Circulation Statistics

Last June and July were not typical. Library provided only curbside services, so I am not using 2020 statistics for comparison.

	June 2021
Patrons in Library	528
Curbside Delivery	2
Computer users	40
Items checked out	1,153
ILL received	240
ILL sent	360

	June 2019
Patrons in Library	845
Curbside Delivery	n/a
Computer users	74
Items checked out	1,816
ILL received	299
ILL sent	373

	July 2021
Patrons in Library	908
Curbside Delivery	3
Computer users	45
Items checked out	1,745
ILL received	242
ILL sent	304

	July 2019
Patrons in Library	1,502
Curbside Delivery	n/a
Computer users	129
Items checked out	2,592
ILL received	322
ILL sent	402

Respectfully submitted,
Alma Alvarez, Director
Town of Chester Public Library