

Library Director's Report

November 2023

NYS Construction Aid

We received a quote for the data wiring that is needed to move forward with the security camera project for which we recently received a Construction Aid award. Fortunately, it sounds like the wiring will be E-Rate eligible after all, and so instead of costing us approximately \$30,000, it should instead cost \$6,361.26. We did not have that amount calculated into the grant application, so this number will be in addition to the 25 percent we are required to pay as part of the grant. It is certainly much better than \$30,000 though! Chad will coordinate with Mike Jones to schedule both the wiring and the camera installations.

HVAC Maintenance Quotes

I contacted Eric Stormer to confirm that the 4th quarter maintenance had been completed for 2023, and asked him if he noticed any significant problems with any of the equipment (rooftop units, boiler, etc.). He said the final maintenance trip occurred in October and that they tested all of the operating and safety controls; all heating systems are operating properly on the two older rooftop units, and they did basic maintenance on the two new ones, as well as the boiler. He did not indicate that anything was in need of repair or replacement. We also let him know that we are seeking quotes for annual maintenance, and he responded that he would submit a quote by the day of the Board meeting.

Friends of the Library

The Friends are participating in Giving Tuesday again this year, which takes place on November 28th. They have been extremely successful the past two years, raising well over \$4,000 on each of those Giving Tuesdays! If you plan to give this year, please consider supporting them, as they do so much for the Library.

Because the date of the November Board meeting was moved to an earlier date, I do not have anything new to report from the Friends, as their meeting does not take place until November 13th. I will report anything from that meeting to the Board in December.

News from the Library

The full-time librarians and library assistant are continuing to visit other regional libraries annually. It used to be required to visit 4 but was reduced to 2 this year given everyone's increased workloads. Staff are asked to visit libraries that are either newly built or have undergone an expansion and/or substantial renovations in recent years. The intent is to learn what the impetus was behind the projects and how they went (i.e. what they gained, how it is working for them, community response, etc.). They can look at the big picture and/or focus in on areas of interest to them, such as teen or children's areas, makerspaces, local history rooms, circulation desks and collection areas, or any other areas of interest. I have included 2 reports submitted by Assistant Director Kim Mahar who visited the Livonia Public Library and the Avon Free Library last month. Her reports are very informative! I think the Board will enjoy seeing what these libraries have done with their facilities to better serve their communities.

Our programs continue to do incredibly well. Our arts and crafts programs, which are in part sponsored by the Frances Bean O'Connell endowment, are consistently filling up quickly

and almost all of them have waiting lists. We sometimes offer a second class if it's feasible to schedule it, and if it is not too costly to offer a second one. We have had to change the registration process to limit registrants to no more than two people per registration/phone #, as some people were calling and registering up to 7 people at a time. It's a great problem to have and demonstrates that there is sufficient demand that would support offering additional programs at the Library. This would require additional staff hours, so it is something to work towards in the future, especially as we look towards a capital project to create more programming spaces.

The Teen Room continues to attract more and more teens. In October, 380 teens visited the room during weekdays between 3 and 6 pm. Additional evidence that we need more space!

CCLS Executive Director Jan Dekoff would like to attend our January Board meeting. She is doing this with all of the member libraries so as to get to know the different boards and what member libraries have on their agendas. She also wants to learn how CCLS can better serve/assist the libraries. If Trustees have any specific information you would like her to share with us, please forward questions to me ahead of time so I can send them to her before the January meeting.