

TO: Chili Public Library Board of Trustees
FROM: Jeff Baker, Library Director
RE: Director's Report –November 2020
DATE: November 11. 2020

General Information:

- **Friends of the CPL Board:** The Friends Board will not be meeting in December. Their next meeting is January 12, 2021.

Statistics:

Month	October 2020	October 2019	% of change
Circulation	14,774	19,234	-23%
Library Visits	5,012	11,702	-57%
Reference Questions	1,461	1,528	-4%
Programs (in-house)	N/A	62	-100%
Program Attendance (in-house)	N/A	1,009	-100%
Items Borrowed (holds)	799	938	-15%
Items Loaned (holds)	646	997	-35%
Overdrive	3,340	2,363	41%
Hoopla New Patrons	22	N/A	N/A
Hoopla Circulation	248	N/A	N/A
Meeting Room	N/A	104	-100%
Website Visits	3,091	6,281	-51%
Website Pageviews	4,746	8,775	-46%
	Nov 2019-Oct 2020	Nov 2018- Nov 2019	% if change
Circulation	157,665	232,418	-32%
Library Visits	63,327	131,269	-52%
Reference Questions	11,686	16,816	-31%
Programs	211	599	-65%
Program Attendance	2,857	12,400	-77%
Overdrive	38,676	29,821	30%

Virtual Program – October 2020

Program	Sessions	Views	Facebook Hits	Participants
Storytimes	10	48	853	N/A
Family Programs (Lego, Minecraft)	6	N/A	N/A	60
Tween/Teen Chili Chapters with Melanie	9	25	1800	N/A
Adult Programs	7	N/A	N/A	310

Curbside and Greeter – October 2020

Date	Total Items for the Day	Total Number of Pickups	Greeters Desk: 10AM-12PM	Greeters Desk: 12PM-2PM	Greeters Desk: 2PM-4PM	Greeters Desk: 4PM-6PM	Total:
Totals for Sept.	52	22	1068	778	676	431	2953

- Library’s Safety Plan** – On November 9, 2020 the Town of Chili along with most of Monroe County was designated as a Yellow COVID Zone. The Library Director continues to meet with the Supervisor and other public library directors in the Monroe County to determine how to implement best practices in providing services while maintain safety for our patrons and staff.
- 20th Annual Mitten Drive** – The library is holding its 20th annual mitten drive. New mittens, gloves and hats are being collected for January distribution to babies to 12 years at the Lewis Street YMCA Child Care Center. The library will be collecting through December 11, 2020.
- Chili Art Group Display** – Patrons will find amazing artwork from over a dozen artists from the Chili Art Group in the Library lobby display.
- Teenship Box** – The Youth Services staff have created a new program for teens. The first of each month, teens who register will get an email that their free Teenship box is ready for them to pick up at the Library. Every month the Library will include a library book for the Teen to check out. Subscription boxes will come with a curated collection of snacks and other treats. The theme for December is “COZY”. 18 teens have registered so far for the monthly program.
- Friday Morning Mingle Program** – The Gates Chili Chamber of Commerce Membership Committee holds virtual Friday morning networking programs. The Library Director was the presenter on November 13, 2020, where he gave a tour of the Library and discussed the improvements there will be in the new Library.

- **NYLA Conference Reports** – This year’s New York Library Association Conference was held virtually on November 5-6, 2020. It was a productive conference. Library staff Jeff Baker, Jennifer Freese, Cathy, Kyle, Valerie Scheg, Richard Gagnier, Jill Marshall, Wendy Saxena, Miranda McGrath, and Hannah Morrison attended specific workshops throughout the two days. A report of these workshops is distributed to the library board.
- **Sign-Up Sheets** - The director will distribute the CPL Board sign-up sheets for library trustees to attend the 2021 CPL full staff meetings and the CPL Friends Board meetings.

Old Items:

- **Shelving and Furniture in the New Library** - The Library Director will update the Library Board on the progress of shelving and furniture selection for the new library.

New Items:

- **Approval to Award Shelving Bid to Workplace Interiors**
 The Town of Chili is building a new Community Center and the Library wishes to outfit the new library building with existing and new shelving. The Library Director has determined shelving specifications and requirements to meet the needs of the facility and has secured quotes for the purchase of new shelving, and the tear down, relocation, and installation of new and existing shelving that meet the specification requirements from the following vendors.
 - Workplace Interiors: \$217,411.76
 - Creative Library Concepts: \$237,368.21
 - FES: Unresponsive bidder

The Library Director request the approval to award the shelving bid from Workplace Interiors in the not to exceed amount of \$217,411.76.
Action Requested: Approve to Award the Shelving Bid from Workplace Interiors in the Not to Exceed amount of \$217,411.76.
- **Approval of Proposed 2021 Chili Public Library Employee Pay Rates**
 The Director requests the Library Board approve the proposed 2021 Chili Public Library employee pay rates, to go into effect the beginning of payroll 1 on December 19, 2020.
Action Requested: Approve the Proposed 2021 Chili Public Library Employee Pay Rates as Presented.

MCLS Items:

- No items to report

State Items:

- No items to report

Meetings:

- Meeting with Supervisor - 11/2/20
- MCLS Directors Council Zoom Meeting - 11/4/20
- Gates Chili Chamber of Commerce Program Committee Zoom Meeting - 11/4/20
- Full Staff Zoom Meeting - 11/6/20
- Department Heads Meeting - 11/10/20
- Friends of the CPL Zoom Meeting - 11/10/20
- MCLS Directors Weekly Zoom Meeting - 11/11/20
- Meeting with Recreation Department Head - 11/12/20
- Gates Chili Chamber of Commerce Friday Morning Mingle Zoom Program - 11/13/20
- Vargas Associates Zoom Meeting - 11/13/20
- New Library Staff Meeting - 11/13/20
- Gates Chili Chamber of Commerce Golf Committee Zoom Meeting - 11/16/20
- Roberts Wesleyan Marketing Class Zoom Meeting - 11/17/20
- Gates Chili Chamber of Commerce Annual Zoom Meeting - 11/17/20