

TO: Chili Public Library Board of Trustees
FROM: Jeff Baker, Library Director
RE: **Director's Report -February 2020**
DATE: February 25. 2020

General Information:

Friends of the CPL Board: The next monthly board meeting is scheduled for Tuesday, March 10 at 6 pm in the Barbara Ireland Room. Sue Ackerman has volunteered to attend. The CPL Friend's next book sale is Wednesday, March 25st (4pm-8pm Friend's preview), Thursday, March 26th (12pm-8pm), Friday, March 27th (9am-4pm), Saturday, March 28th (9am-4pm), and Sunday, March 29th (1pm-4pm \$5 bag sale). At their February 2020 meeting, the Friend Board approved co-sponsoring with the Gates Friends Board, the Gates Chili Chamber of Commerce March 17th networking event. At the event David Mammano will review his book "Crash & Learn" Lessons in Business".

CPL STATISTICS	February 2020	February 2019	% of change
Circulation	18,884	19,444	-3%
Library Visits	10,601	10,354	2%
Reference Questions	1,520	1,424	7%
Programs	48	45	7%
Program Attendance	701	680	3%
Items Borrowed	1,010	1,084	-7%
Items Loaned (holds)	988	750	32%
Overdrive	2,829	2,536	12%
Meeting Room	80	66	21%
Website Visits	3,328	5,584	-40%
Website Pageviews	4,934	8,716	-43%
	Feb 2019- Jan 2020	Feb 2018- Jan 2019	% of change
Circulation	229,362	238,854	-4%
Library Visits	131,795	136,242	-3%
Reference Questions	16,959	17,356	-2%
Programs	623	591	5%
Program Attendance	12,267	14,378	-15%
Overdrive	30,441	26,286	16%

- **2020 Census Program** – On Saturday, March 14, 2020 at 2pm the Census Bureau will present the public informational program *2020 Census Benefits Your Community*. This program will discuss the 2020 Census and how a complete and accurate count of the population will benefit our community. An estimated \$675 Billion in federal funds is distributed each year using Census data. These funds support local infrastructure, education, healthcare, economic development and community services. The Census questionnaire is being mailed to households across the country mid-March.
- **CPL Staff Training – Conversation on Race** – At the February CPL Staff meeting the Gandhi Institute gave a Conversations on Race workshop. .

New Items:

- **Approval of Youth Services staff Wendy Scheg and Jill Marshall Attendance at the YSS Conference from May 14-16, 2020:** The director requests the library board approve Youth Services staff Wendy Scheg and Jill Marshall attend the YSS Conference, May 14-16, 2020 in Clayton, NY. YSS is the Youth Services Section of the New York Library Association. The cost is not to exceed \$1,000 to cover registration, mileage, meals and two night's hotel.
Action item: Approve the cost, not to exceed \$1,000 in registration, mileage, meals, and lodging for Youth Services staff Wendy Scheg and Jill Marshall to Attend the YSS Conference from May 14-16, 2020.
- **Approval of Town of Chili Amending 2020 Chili Public Library Budget -** The Friends of the Chili Public Library Board at their February 11, 2020 meeting approved a \$10,500 donation to be deposited into the Library Fund. The Director requests the Library Board approve the Town of Chili amending the Library's 2020 Budget, to increase the revenue account L2705.0000.9501 (Gifts & Donations Friends of the Library) by \$4,000.00 to equal \$10,500.00, and increase the expense account L7410.4089.9780 (Other Operations & Maintenance Juvenile) by \$4,000.00 resulting in the total Programs budget line for juvenile, Teen, and Adult equals \$10,500.
Action Item: Approve the Town of Chili Amending the Library's 2020 Chili Public Library Budget as described.

MCLS Items:

- Nothing to report

State Items:

- Nothing to report

Meetings and Workshops and Outreach:

CPL Community Book Discussion – 1/30/20
Assemblymember Harry Bronson Meeting – 1/31/20
Gates Chili Chamber of Commerce Board Program Committee Meeting – 2/4/20
Causwave Conference Call – 2/4/20
MCLS Directors Retreat – 2/5/20
Full CPL Staff Meeting (Conversations on Race Workshop) – 2/7/20
Collaboration Meeting with the Recreation Department – 2/10/20
Gates Chili Chamber of Commerce Board Golf Committee Meeting – 2/11/20
Gates Chili Chamber of Commerce Board Meeting – 2/11/20
Friends of the Chili Public Library Board Meeting – 2/11/20
Town of Chili Department Heads Meeting – 2/12/20
Meeting with Vargas Associates Representative – 2/12/20
CPL Foundation Board Meeting – 2/12/20
CPL Staff Retreat Meeting – 2/13/20
Chamber State of the Towns Event – 2/25/20

Respectfully submitted, Jeff Baker, Library Director, Chili Public Library