

TO: Chili Public Library Board of Trustees
FROM: Jeff Baker, Library Director
RE: Director's Report –April 2024
DATE: April 23, 2024

Information:

- **Friends of the CPL Board:** The next Friends Board meeting is Tuesday, May 14, 2024. Sara Landes has volunteered to attend. The Friends March booksale was the most successful yet with over \$4,200 collected in sales and membership. They had a successful garden basket raffle as well.

Statistics:

	March 2024	March 2023	% of change
Circulation	17,633	18,247	-3%
Library Visits	10,819	10,907	-1%
Reference Questions	1,293	1,258	3%
Programs (in-house)	58	57	2%
Program Attendance (in-house)	693	824	-16%
Items Borrowed (holds)	1,094	1,077	2%
Items Loaned (holds)	1,713	1,698	1%
Overdrive	3,557	3,598	-1%
Hoopla Circulation	387	359	8%
Meeting/Study Room Use	219	199	10%
Website Sessions	4,600	5,181	-11%
Website Pageviews	6,900	8,492	-19%
Curbside	1	0	100%
Sparklab Attendance	114	185	-38%
	Apr 2023-Mar 2024	Apr 2022-Mar 2023	% of change
Circulation	201,720	199,968	1%
Library Visits	116,070	108,444	7%
Reference Questions	14,037	13,194	6%
Programs	701	653	7%
Program Attendance	10,495	8,168	28%
Overdrive	40,990	38,976	5%
Hoopla Circulation	4,303	3,717	16%

Virtual Programming – March 2024

	Sessions	Participants
Adult Programs	1	52

- **Solar Eclipse Event:** The Library took part in the Chili Community Center Solar Eclipse Event on April 8, 2024. 16 staff were in located in different parts of the Library engaging the public in fun activities leading up to the eclipse.
- **New Kids Kitchen Play Set:** The Children's Room has replaced its broken kids kitchen play set with a new one. It also has a toy refrigerator attached it.

- **Approval of Library Being Closed Friday, October 4 2024 for a CPL Staff Retreat** – A staff retreat allows team members to step out of their regular work environment and engage in activities that promote learning, bonding, and team spirit which are elements of the library’s brand. Not since the COVID pandemic has the Library had a staff retreat. The Library Director requests the Library Board approve a Staff Retreat on Friday, October 4, 2024 not to exceed \$1,250.
Action Item: Approve the Library being closed Friday, October 4, 2024 for a CPL Staff Retreat not to exceed \$1,250.
- **Approval of 2023 Chili Public Library State Annual Report** - Annually, the Chili Public Library must submit a State Annual Report to the Division of Library Development. The assurance that this “Annual Report” was reviewed and approved by the Library Board is required. A summary of the report document will be reviewed at the Library Board meeting and the full report will be available at the meeting.
Action Required: Approve the 2023 Chili Public Library State Annual Report
- **Approval of the Chili Public Library Updated 2024 Budget Amendment – FFRPL Fund:**
The following approval item corrects and updates last month’s motion to amend the Library’s 2024 budget
WHEREAS, the Chili Public Library has been awarded a grant through the Friends and Foundation of the Rochester Public Library (FFRPL), in the amount of \$22,093.43; and **NOW, THEREFORE, BE IT RESOLVED**, to accept the donation and to amend revenue account L2705 (Gifts & Donations – Other) by an increase of \$13,591.10; and to amend expense account L7410.4 (Library- Books) by an increase of \$8,154.66; expense account L7410.4 (Library- Discs/Tapes/Audio Books – Adult/Teen) by an increase of \$1,359.11; and expense account L7410.4 (Library- Overdrive) by an increase of \$4,077.33.
Action Item: Approve the 2024 Chili Public Library Budget Amendment Resolution as described.
- **Approval of Quote for Reupholstery of Bench Seating in the Children’s Room:** The four six-foot bench seating cushions in the play area of the Children’s Room have frayed and come apart through patron use. This area is quite popular and gets high use, The Library Director has determined a durable acrylic fabric is required for these seat cushions and has received two quotes to reupholster the cushions. The Library Director requests the Library Board approve the quote from Quantum Sales Rochester, LLC in the amount of \$2,100.
Action Requested: Approve Quote for Reupholstery of Bench Seating in the Children’s Room from Quantum Sales Rochester LLC not to exceed \$2,100.

MCLS Items: None to Report

Meetings:

- PinPoint Meeting – 3/24/24
- Chamber Ribbon Cutting – 3/29/24
- Chamber Ribbon Cutting – 4/1/24
- Eclipse Preparation Meeting – 4/2/24
- MCLS Director’s Council Meeting – 4/3/24
- Chamber Ribbon Cutting – 4/4/24
- CPL Full Staff Meeting – 4/5/24
- Chili Community Center Solar Eclipse Event – 4/8/24
- Gates Chili Chamber of Commerce Program Committee – 4/9/24
- Gates Chamber of Commerce Board Meeting – 4/9/24
- Friends of the Chili Public Library Board Meeting – 4/9/24
- MCLS Library Automation Services Wan Switches Replacement – 4/11/24
- Parks Department Heat Meeting Regarding Little Free Library – 4/18/24
- CPL Board Budget Committee Meeting – 4/25/24