

TO: Chili Public Library Board of Trustees
FROM: Jeff Baker, Library Director
RE: Director's Report – September 2022
DATE: September 27, 2022

Information:

- **Friends of the CPL Board:** The Friends Board will next meet Tuesday, October 11, 2022 at 6pm. Jim Lechner has volunteered to attend. The Friends next Book Sale is as follows and will take place in the Ireland Room. Friends Preview - Thursday, November 17 from 4pm-8pm. General Public - Friday, November 18 from 9am-5pm, Saturday, November 19 from 9am-5pm. \$5 Bag Sale - Sunday, November 20, from 1pm-4pm
- **CPL Foundation:** The next Foundation Board meeting is Thursday, October 20, 2022.

Statistics:

	August 2022	August 2021	% of change
Circulation	20,569	22,230	-7%
Library Visits	10,424	7,292	43%
Reference Questions	1,393	1,556	-10%
Programs (in-house)	53	42	26%
Program Attendance (in-house)	820	969	-15%
Items Borrowed (holds)	942	886	6%
Items Loaned (holds)	1,252	998	25%
Overdrive	3,635	3,334	9%
Hoopla Circulation	305	276	11%
Meeting Room	172	56	207%
Website Sessions	5,193	4,292	21%
Website Pageviews	7,971	6,464	23%
Curbside	0	4	-100%
Sparklab Open Hours	163	N/A	N/A
	Sep 2021-Aug 2022	Sep 2020-Aug 2021	% of change
Circulation	200,848	177,319	13%
Library Visits	104,885	37,860	177%
Reference Questions	14,121	13,456	5%
Programs	503	76	562%
Program Attendance	6,464	1,411	358%
Overdrive	37,971	37,949	.1%
Hoopla Circulation	3,181	3,034	5%

*To better serve the Library patrons, starting April 2022 the loan period for DVDs is three weeks instead of 1 week.

Virtual Programming – August 2022

	Sessions	Participants
Adult Programs	1	24

Old Items:

- **Branding Update** – The Director will review the Causewave Capacity Building Grant.

New Items:

- **Personnel Update** – Kathryn Garrett, part-time clerk has left the Library for a new career path. Kristen Warburton has been hired as a part-time clerk at a pay rate of \$14.20 effective September 26, 2022.
- **Approval Filing of the 2021 990 Form with the IRS:** As a non-profit the Chili Public Library is required to file a Form 990 with the IRS. FreedMaxick performed the town audit.
Action Item: Approve filing of the 2021 Form 990 with the IRS.
- **Approval of the 2022 NYLA Conference Request:** The Director requests the library board approve the Assistant Director Jenn Lowden, and Youth Services staff (Valerie Scheg, Laura Sutter, and Jill Marshall) attend this year’s New York Library Association (NYLA) Conference in Saratoga Springs, NY, November 2-5, 2022. The cost is not to exceed \$2,700 to cover registration, travel, hotel, meals, and mileage. Youth Services Manager Valerie Scheg is receiving a \$100 registration discount for presenting at the Conference with our previous Youth Services Manager Cathy Kyle. Their talk is called “Blurring the Line between Collections and Programming.”. This conference is extremely helpful in providing information as to new programs and services provided by libraries across the state that can be implemented in this library.
Action Item: Approve the 2022 NYLA Conference Request not to exceed \$2,700.
- **Approval of Library to Require Background Checks and Physicals for New Employees:** The Library Director recommends the Library Board approve moving forward with background checks and physicals for new employees. The Town of Chili uses Metrodata for their background checks. The cost for a background check is \$29 for those living in Monroe County. The cost for a general physical (\$53) including drug testing is (\$65), for a total cost to the Library of \$147 per new hire.
Action Item: Approve having the Library Require Background Checks and Physicals for New Employees.
- **Approval of the Proposed CPL Board of Trustees 2022 Meeting Dates:** The following is the proposed CPL Board of Trustee meeting dates for 2023. The meetings will be held at 6pm in the Barbara Ireland Community Room.
Tuesday, January 24
Wednesday, February 28
Tuesday, March 28
Tuesday, April 25
Tuesday, May 23
Tuesday, June 27
Tuesday, July 25
Tuesday, August 22
Tuesday, September 26
Tuesday, October 24
Tuesday, November 28
Tuesday, December 19
Action Requested: Approve the 2023 Library Board meeting dates as presented.

MCLS Items:

- None to report

State Items:

- None to report

Meetings:

- Vail Insurance Meeting – 8/24/22
- Senior Center/Library Meeting – 8/29/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 9/30/22
- Cash Handling Webinar – 9/1/22
- Town Board Budget Meeting – 9/1/22
- MCLS Directors Meeting – 9/7/22
- Causewave Branding Meeting – 9/8/22
- Gates Chili Chamber of Commerce Board Meeting – 9/13/22
- CPL Foundation Meeting – 9/15/22
- Staff Policy Meeting – 9/21/22
- Gates Chili Chamber of Commerce Networking Event – 9/21/22
- Hubbard Springs Garden Club of Chili Meeting – 9/22/22
- Gates Chili Chamber of Commerce Golf Committee Meeting – 9/27/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 9/27/22