

Librarian's Report – April 19, 2022

1. Contract Account Balance: \$7370.41

Checks written since the last board meeting

2399	Modern Disposal Services	\$67.35
2400	Sandra Quinlan – Sewer Payment	\$440.16
2401	Dobmeier Janitor Supply – Vacuum Filter and Bags	\$66.36
2402	Chevalier Outdoor Living – Salting 2/11/22	\$130.00
2403	Modern Disposal Services	\$67.35
2404	Vacinek – Roof Vent Repair	\$250.00
2405	Modern Disposal Services	\$67.35

2. Payroll Report:

As of Pay Period 6, we are projected to be well within our personnel budget for 2022. This calculation will change throughout the year as staffing levels vary and holidays/vacations influence the projections.

3. State Report

The State Report has been completed and submitted with guidance from Tracy Palicki in the business office and Angela Pierpaoli at Central. The Board must pass a Resolution to accept the state report. A copy of the resolution must be sent to Central and the original must be kept on file here. This will be Resolution 2022-02.

4. Annual Report to the Community

Please review the following options for the Annual Report to the Community. Once approved this report will be printed and mailed to the approximately 400 households on our current mailing list. A digital copy can be sent to our email list as well. Are there any suggested changes or edits?

5. Statistics for 2022:

New Library Cards: Since the beginning of February we have had 25 new library card users sign up at Boston.

February and March 2022 Statistics:

Library Visits: 2,004 visits
Circulation: 3,749 items
Wi-Fi: 277 log ins
PAC Usage: 140 sessions

6. Correspondences:

- a. Letters to Vendors and Business Sponsors – Letters are prepared to be mailed/mailed to prospective fundraiser vendors and business sponsors for the Summer Fundraiser, pending Board of Trustees and Friends Board approval.

- b. A thank you letter was sent to Jennifer Warren from State Farm for basket donation that was used as the raffle prize for our Easter Egg Scavenger on April 18th.

7. BECPL Fine Free Initiative

The Buffalo and Erie County Public Library is in the process of becoming a fine free library, following the trend set by many libraries across the country, including New York Public Library, San Francisco Public Library, and many other major city library systems. Statistics have shown that items continue to be returned at the same rate, and the fine removal encourages new or reluctant library users.

Fees that will be waived include overdue, holds, unclaimed holds, referral, and lost card fees. Lost or damaged materials will still generate fines as will other miscellaneous activities including printing. Items that are overdue by more than 21 days will be marked missing and will be charged to the patrons account as such.

Automatic renewals will occur on items that are not on a waiting list or at the maximum renewal limit. Patrons' accounts will be renewed 2 days prior to the due date, extending items to the relevant length of time (i.e. 7-days for movies and new books, 3-weeks for other items). Item types will determine the number of renewals allowed. For most items, up to 3 renewals will automatically occur. However, the library of things and Chromebooks are in the process of being re-designated to limit automatic renewals to one time. Automatic renewal statistics will be credited to the lending branch (so any items renewed that were originally checked out at Boston will be credited to Boston's circulation statistics).

8. Spring and Summer Program Updates

a. Upcoming Spring Events

We are resuming more regular in-person programming this spring including weekly preschool story times, monthly family story times, craft programs for all ages, and adult classes. We hosted an ongoing Easter Egg Scavenger Hunt that has 48 participants and our grand prize basket was donated by Jennifer Warren with State Farm Insurance. Our first Cricut Maker Class, guided by Jennifer Borowicz had 9 participants, all of whom expressed interest in additional classes. Our Flower Pot Spring Craft had 16 participants. The Take and Make Craft Kits and Drop-In Craft Table continue to be popular with a wide age range.

b. Summer Plans

This summer appears to be shaping up to allow us to operate much closer to pre-pandemic programming levels. We are still planning to host as many activities as possible outside. The following programs are planned:

- Preschool Story Times: Thursdays at 11:00 AM from June 16th -August 18th
- Teen Book Club/Battle of the Books: Tuesdays at 6:00 PM (Informational Meeting on May 17th) Meetings run June 7th – August 2nd
- Craft Fridays – 4 sessions: June 24th, July 8th, July 22nd, August 5th
- Kids Yoga Saturdays – 3 sessions: June 18th, July 23rd, August 13th
- Bubble Day: July 14th from 4:00 – 7:00
- Penn Dixie Fossils, Fossils Everywhere: August 11th at 6:00
- Summer Concerts: Thursdays from 6:00 – 7:30
 - Grace Lougen: June 23rd
 - Square Dance Fundraiser: July 21st
 - Porcelain Train: August 25th

9. Summer Fundraiser Plans

- a. Plans are shaping up for our Annual Summer Fundraiser on **Thursday, July 21st from 5:00 PM – 8:00 PM**. We will be featuring local artists and vendors, the Boy Scouts will sell hot dogs, and we will have a square dance with live music, crafts for the kids, and a basket raffle.
- b. This year's fundraiser will be held at the **Boston Town Hall's Lions Shelter**, providing more space, parking, and weather coverage. The Boston Town Board has approved our facility use request and has unanimously waived the \$75 fee for the library. We do have to provide the Town with a Liability Policy.
- c. To set up a tent or booth during this event, we are charging \$20.00 or accepting a contribution to our basket raffle.
- d. We want to spread the word about the event so any thoughts on advertising are appreciated.

10. Library Building Improvements

- a. Vacinek repaired a broken roof vent in March for \$250.00 (paid through the Contract Account).
- b. Parking Lot Resurfacing – A phone message has been left with M & M Asphalt regarding the parking lot resurfacing estimate we received last year. They were not able to get us on the schedule before the weather turned last fall, but hopefully the cost will not be dramatically different this year. This project is still part of the Program Equipment and Facility Improvement Initiative Funding that was received last year.
- c. Adirondack Chairs – Also part of the Program Equipment and Facility Improvement Initiative Funding is the purchase of 10 plastic Adirondack Chairs They were no longer available when our funding was approved last summer, but they are popping up in the stores this spring. They will cost approximately \$220.

d. Chimney Options

As part of the ongoing bat issues, it was recommended that we take down the chimney and cap it off at the roof to prevent bats from accessing the library attic and eventually making it into the main library space.

Estimates have been received from the following companies:

- Roger Mosgeller: \$2,100 to remove and dispose of the chimney or \$2,100 to cap of chimney but leave it in place – he did not think this was the best option.
- Friendly Chimney and Home Maintenance – did not provide a written estimate – verbal estimate was \$5,000
- Vacinek: \$2,500 to remove and dispose of the chimney.
- Queen City Chimney: Several Options to leave the chimney in place
 - Option 1: \$2,700 – 10 year guarantee
 - Option 2: \$3,300 – 20 year guarantee
 - Option 3: \$3,000 or \$3,300

11. Updated Rules of Conduct

- a. As discussed at February’s meetings, the rules of conduct have been updated to address First Amendment Audits and videotaping in the library. Please review the updated rules.

12. ACT Meeting – May 7th – Boston Free Library’s Submission

The next ACT Meeting is on May 7th at the Central Library. Each library was asked to submit a brief summary of the library for our new system director John Spears. Here is Boston’s submission. All board members are encouraged to attend the meeting. Registration is required.