

Librarian's Report – December 14th, 2021

1. Contract Account Balance: \$1,030.82

Checks written since the last board meeting

2383	Chevalier Outdoor Living – Plow Contract	\$1155.00
2384	Parkside Fire and Security – Fire Extinguisher Maintenance	\$243.75
2385	Cathy Miller – Gravel for Shed Base	\$90.00
2386	Modern Disposal Services - Garbage	\$67.35
2387	Erie County Water Authority	\$53.46
2388	Modern Disposal Services - Garbage	\$67.35
2389	U.S. Postmaster - Stamps	\$58.00
2390	Lydia Herren – Mileage Reimbursement	\$31.92
2391	U.S. Postal Service – PO Box Renewal	\$160.00
2392	Travelers Insurance	\$2252.00
2393	Modern Disposal Services – Garbage	\$67.35
n/a	Checks – Reorder on November 16th	\$40.99

2. **Budget, Payroll and Staff Updates:** Current payroll projections have the library well below our personnel budget and system paid expenses due to hours being voluntarily swapped between Library Clerks and Pages. Our new page Amy Horschel started in October. System Paid expenses are also running under budget.

Reimbursements Requests:

- Mileage Reimbursement: November 9th: 57 miles round trip to the Erie County Health Department Office near ECMC to deliver bat found in library for rabies testing (received a negative test result) = **\$31.92** from the Contract Account reimbursed to Lydia Herren on December 7th.
- Programming: October 14th and 15th: Purchased 26 small pumpkins for the Painted Pumpkin Programs at a cost of **\$49.00** from 3 different roadside stands in Boston to be reimbursed from the Boston Free Library Association Account to Lydia Herren.

Year End Appeals Expenditures:

- September 9th: \$731.47 was reimbursed from the 2020 Year End Appeals funding provided by BECPL. This included summer programming fees for Kids Yoga and the Summer Concerts, craft supplies and Battle of the Books materials.
- Once the initial \$750 provided was spent, we were able to request an additional \$250, which was granted, leaving the Boston Free Library with approximately \$335 remaining (including remaining program funds from previous years).
- December 7th: \$335.59 was request to be spent on behalf of the Boston Free Library for the purchase of a Cricut Maker Machine that will be available for patron use in the library. At this time, I have no estimate on the date of arrival for the machine.

Program Equipment and Facility Improvement Initiative:

The 8x8 shed has been delivered, additional security cameras installed to cover the outdoor programming space and library parking lot, and the electrical line for the outlet to the backyard has been installed. All completed projects have been paid for.

Unfortunately the weather did not cooperate to get the parking lot re-sealed and striped this year, but it will be completed as soon as possible in the spring.

The only other remaining purchase included in this funding is the set of plastic Adirondack chairs that should once again be available from Lowes or Home Depot in the spring.

Community/Neighborhood Development Funding:

The Erie County 2022 Budget passed last week. Thanks to Legislator Mills, libraries in his district, including Boston, will each receive an additional \$2,000 under the Community/Neighborhood Development line. I have reached out to his office to thank him for his support and was told there are no restrictions on the use of the funding but it may take several months to receive the funds. A letter of acknowledgment should be sent when the check is received.

3. Statistics:

New Library Cards: Since the beginning of September we have had 24 new library card users sign up at Boston.

Library Visits: November: 940 visits YTD: 12,619 % change: 22.9%

Circulation: November: 1,693 items YTD: 22,260 % change: 3.9%

Programming:

In Library Group Programs in November

Age	Number of Programs	YTD	Number of Attendees	YTD
Children 5 and under	0	16	0	101
Children 6-12	1	10	1	94
Teens	0	11	0	95
Intergenerational	3	11	26	157
Adults	0	3	0	135

Other Programs:

Self-Directed (Take and Make Kits): 652

Library One-on-One Programs (Therapy Dog Sessions): 136

Adult Technology One-on-One Assistance: 41

Virtual Recordings: 46 Programs 5,328 Views

4. Building Maintenance

a. Bat Exclusion

- i. Witzend completed the bat exclusion work on September 8th, however, we have continued to have occasional issues with bats in the building,

including one on November 8th that moved through the building during open hours. It was captured and taken for testing on November 9th and the results were negative for rabies. Two more bats have been found in the building since, one removed by Witzend Wildlife and another by a wildlife rehabilitator. Witzend has sealed additional areas, but recommends taking down and sealing off the old chimney first thing in the spring. The continually crumbling mortar opens new entry points for the bats.

5. Book Sale Final Report

The Friends of the Boston Library Book Sale and Basket Raffle were very successful, raising a combined total of \$3,417.75 dollars. The Basket Raffle raised \$1,900, the Book Sale raised \$1,021.50 and additional funds came from business and personal donations.

6. BECPL Policy Updates

New Policies Added:

Union Membership

Sick Leave

Updates to the following policies have been made during the last year:

Internet Safety and Acceptable Use Policy

Distribution Policy

Employee Handbook

Resolution 2021-04 acknowledges the board's review and approval of these policy additions and updates.

7. Long Range Plan Final Draft and Approval

The Final Draft of the Long Range Plan for 2022-2027 has been distributed. Are there any suggestions for changes?