

Librarian's Report – February 8, 2022

1. Contract Account Balance: \$8037.50

Checks written since the last board meeting

2394	Fire Safety Systems	\$240.00
2395	Modern Disposal Services - Garbage	\$67.35
2396	Chevalier Outdoor Living – Salting 12/8/21	\$130.00
2397	Erie County Water Authority	\$54.09
2398	Chevalier Outdoor Living – Salting 1/2/22	\$130.00

2. Payroll Report:

The final Payroll Report for 2021 has us well under budget with a surplus of \$5,639. This was due mainly to the voluntary redistribution of hours between Senior Library Clerk positions and Senior Page and Page positions.

3. County Appropriation

The BECPL has provided the Boston Free Library with a county appropriation of \$7,045.00 to help cover costs in the contract account. This will help offset the ongoing reduction in fine revenue and removal of holds fees.

4. Association Budget

Please review the proposed budget for 2022. Part of the NYS minimum state requirements is to have a written and approved budget for the library. Although we have always had this for the contract account, it is good practice to have it for the Association account as well. It is hard to anticipate fundraising income and programming costs this year because of the continued uncertainty of what we will be able to do, but I have estimated based on current plans.

5. Lease Depository Agreement

The Town of Boston has renewed the Lease Depository Agreement for 2022. We have received a \$1,000 check from the Town of Boston and a thank you was sent.

6. Statistics, State Report and Annual Report to the Community

The State Report is currently in progress for 2021. Non-financials are underway and the financial section will be completed in March. As we get closer to May/June, this information will be revised as the 2021 Report to the Community. Are there specifics that should be listed on the Association Report beyond the membership form? Are dues going to remain the same for 2022?

7. Statistics for 2021:

Library Visits: 2021: 13,459 visits % change: 20%

Circulation: 2021: 23,697 items % change: 3%

Programming:

Traditional Program Attendance: 1,501

Virtual Program Attendance: 5,937

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

January 2021 Statistics:

Library Visits: 851 visits
Circulation: 1,542 items
Wi-Fi: 139 log ins
PAC Usage: 63 sessions

8. Trustee Contact Information

Please review the Contact Information and make sure that all details are correct. Updates must be made to Central's contact information and in the State Report.

9. Correspondences:

- a. A thank you letter was sent to the Town of Boston when the Lease Depository Check was received.
- b. Advocacy Meetings: We have a zoom meeting with Senator Gallivan scheduled for February 11 at 11:00 AM. Please let me know if you are interested in attending. Registration for this meeting is required.

10. New Minimum State Standards

Changes to the Minimum Standards went into effect on January 1, 2021. A chart detailing the changes is available at <http://www.nysl.nysed.gov/libdev/compchart.htm>

Major changes include:

- a. Review of bylaws at least every 5 years
- b. Board-approved written long-range plan of service – our long range plan was approved at the last meeting in December of 2021.
- c. Written policies for the operation of the library must be reviewed and updated at least once every 5 years.
- d. Programming: Provides programming to address community needs, as outlined in the library's long-range plan of service
- e. Technology Training for Staff: Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service
- f. Community Partnerships: Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.
 - i. Steps should be taken to formalize and expand on our current partnerships.
- g. Trustee Education –
 - i. Beginning in 2023, each trustee will be required to complete 2 hours of annual trustee training.

- ii. On the Annual State Report, it is currently required to fill out a yes/no record for each trustee listed as to whether continuing education has been completed or not. There is no penalty for not completing education this year, but that will change in the future.
- iii. Attending an ACT meeting, online webinars, and many other options exist for completing continuing education.
- iv. At our 2023 February meeting we will plan to view a webinar that will take care of the bulk of the requirement at the beginning of the year.

11. Policies

- a. Resolutions: should be dated and numbered going forward for all policies that are accepted or amended.
- b. Conflict of Interest
 - i. Language and formatting updates from BECPL have been incorporated into our policy.
 - ii. Must be reviewed and signed annually by all trustees. Please sign at the library the next time you are in. All trustees should have a signed policy on file by 3/1/2022.
- c. Procurement Policy
 - i. Language and formatting updates from BECPL have been incorporated into our policy.
- d. Investment Policy
 - i. Language and formatting updates from BECPL have been incorporated into our policy.
- e. Whistleblower Policy
 - i. Language and formatting updates from BECPL have been incorporated into our policy.
- f. FOIL Policy
 - i. Reviewed on a 5 year schedule.
- g. Rules of Conduct
 - i. First Amendment Audits at libraries have created the need to re-evaluate our Rules of Conduct in regards to filming and photography in the library.
 - ii. Technically as an Association Library, although we operate in a public manner (limited public forum), employees are not considered public employees and could therefore refuse to be filmed.

<https://docsopengovernment.dos.ny.gov/coog/ftext/f17386.html>

"In our opinion, the language offered by the court clearly provides a basis for distinguishing between an association or free association library as opposed to a public library. *For purposes of applying the Freedom of Information Law, we do not believe that an association library, a private non-governmental entity, would be subject to that statute; contrarily, it is likely that a public library, which is established by government*

and "belong[s] to the public" [Education Law, §253(2)] would be subject to the Freedom of Information Law."

<https://www.nyla.org/a-librarians-guide-to-civil-service-in-nys-2018/#:~:text=Employees%20of%20municipal%20public%20libraries,some%20library%20systems%20are%20not.>

"Employees of municipal public libraries, school district public libraries, and special district public libraries and public academic and school libraries in New York State are public employees and as such are subject to civil service. *Employees of association libraries and some library systems are not.*"

What would the Board like to do in regards to #15 on our Rules of Conduct?

- h. Petty Cash Policy
 - i. To be reviewed every 5 years – update to the language regarding candy bar sales as we no longer have them available for purchase.
12. New Lifetime Members Plaque
- A new plaque must be purchased to continue to add new lifetime members.