

Cornwall Public Library

Board of Trustees

May 7, 2020

7: PM Regular Meeting Agenda

I. Roll

II. Approval of the minutes-April 16, 2020 meeting

III. Financial Review

1. Approval of Warrant # 10

IV. Public Remarks

V. Communications/Donations

1. Vote to accept Donations

VI. Director's Report – *See Google Docs*

VII. Committee Reports

1. Finance Committee
- a. Adoption of new budget
2. Policy Committee
 3. Building and Grounds
 4. Committee
 5. Garden Committee
6. Friends Personnel Committee

VIII. Unfinished Business

IX. New Business

1. Vote on Omni proposal for purchasing

X. Adjournment

Next Regular Board Meeting June 11, 2020 7PM

Cornwall Public Library Board of Trustees Meeting

April 16, 2020

7:00 to 9:00 PM

Minutes

Meeting was called to order by Amy Cordisco at 7:00 PM

I. Roll:

Trustees Present: Carol Stein, Susanne Vondrak, Stephanie Wolf, Meghann Chyla, Melissa Greaves-Kulisek and Amy Cordisco.

Trustees Excused: none

Charlotte Dunaief, Library Director

Emily Milton, Treasurer

Also present: Library staff members Catherine Incledon (minutes), Meaghan Doyle, Valerie Losardo, Liz Fischer, Rosaleen Leahy, Pat Rovello, and Kerin Santos

II. **Approval of the Minutes:** A motion to approve the Board of Trustee Minutes of March 12, 2020, was made by Stephanie Wolf, seconded by Carol Stein, and unanimously approved.

III. **Financial Review:** A motion to approve Warrant #9 in the amount of \$72,623.44 was made by Susanne Vondrak, seconded by Stephanie Wolf, and was unanimously approved.

IV. **Public Remarks:** None

V. **Communications and Donations:** None

VI. **Director's Report:** See written report.

VII. Unfinished Business:

- a. The Finance committee proposed creating a new budget in which the tax cap is not exceeded, as the unprecedented pandemic could impose financial distress on many Cornwall taxpayers. The new budget would still honor commitments made in the previous budget, including money for the purchase of new library materials, in

addition to some raises for the staff. The new budget would remain even with the tax cap, with the balance of the funds to be taken from the Library fund balance. While this new budget may pose some risks, and the tax cap may need to be surpassed in a future budget, the Finance committee believes it to be in the best interests of the Cornwall community not to exceed the tax cap in the 2020-2021 budget. Board members discussed the new plans for the budget and agreed that it was a responsible decision to prevent the budget from exceeding the tax cap while still honoring the commitments they previously made. A motion to unadopt the budget previously adopted on February 13th was made by Susanne Vondrak, seconded by Meaghann Chyla, and was unanimously approved. The Finance committee, utilizing the available time between the cancelled Budget Vote and the next available opportunity to host it, will compose the new budget to be reviewed at the next Board meeting. In the meantime, the previous budget will be removed from the library website and a notice will be posted for patrons.

- b.** The Board also discussed the pending deadlines for construction grants. Charlotte Dunaief told the Board that that the library is still expected to proceed with construction grant projects, even though the building is closed to the public. The library will still be receiving grant money during this time. The Board will therefore begin the process to go to bid for projects, potentially to have them completed while the library is closed due to the pandemic. The architect will be contacted and any remaining problems resolved so that the lighting project can go to bid asap. Requirements for pandemic safety concerns will be added to the bid documents.
- c.** The Board discussed the RCLS Remote Work Policy, and the Policy Committee will use RCLS's input to compose a similar policy for the Cornwall Library, to be reviewed and adopted at the next Board meeting. Charlotte Dunaief and the Board discussed the library staff's ability to work from home. The Board discussed the possibility of purchasing technology for staff not already in possession of

appropriate equipment, such as Chromebooks and internet access, to enable them to work from home as well. Charlotte will survey the staff's access to technology and determine what needs to be done. Though the library is closed to patrons, it is still considered an essential service, and employees are still able to enter the building as long as they comply with safety recommendations, such as remaining at least six feet away from coworkers and wearing a face mask.

- d. The Board will contact the current candidates running for the Board of Trustees to inform them of how the future election and vote will be proceeding. Pat Ravello has contacted the election workers. The date of the budget vote has yet to be determined, as the Board is monitoring the situation, progression of the pandemic, and NYS guidelines.
- VIII. **Adjournment:** A motion to adjourn the Board Meeting at 7:50 pm was made by Carol Stein, seconded by Susanne Vondrak, and was unanimously approved.

Next Regular Board Meeting Thursday, May 7, 2020 at 7PM

Cornwall Public Library
Warrant # 10
As of April 30, 2020

Type	Date	Num	Memo	Split	Paid	Amount
Apple, Inc.						
Bill	04/28/2020	AC05027055	AC05027055	203A · AV Equipment	Paid	500.00
Total Apple, Inc.						500.00
Benninger Landscaping LTD						
Bill	04/20/2020	23739	April Maintenance Inv # 23739	469 · Service Contracts	Paid	800.00
Total Benninger Landscaping LTD						800.00
Brodart Co. - Juv						
Bill	04/20/2020	B5896822	B5896822	410.4 · Juvenile Fiction	Paid	11.43
Bill	04/20/2020	B5895783	B5895783	-SPLIT-	Paid	412.93
Bill	04/20/2020	B5895840	B5895840	410.4 · Juvenile Fiction	Paid	49.19
Bill	04/20/2020	B5895846	B5895846	410.4 · Juvenile Fiction	Paid	6.59
Bill	04/20/2020	B5895832	B5895832	410.4 · Juvenile Fiction	Paid	14.95
Bill	04/20/2020	B5889092	B5889092	-SPLIT-	Paid	14.90
Bill	04/20/2020	B5889083	B5889083	-SPLIT-	Paid	20.98
Bill	04/20/2020	B5889080	B5889080	-SPLIT-	Paid	16.43
Bill	04/20/2020	B5893529	B5893529	-SPLIT-	Paid	82.14
Bill	04/20/2020	B5893525	B5893525	410.4 · Juvenile Fiction	Paid	16.68
Bill	04/20/2020	B5893528	B5893528	410.4 · Juvenile Fiction	Paid	6.15
Total Brodart Co. - Juv						652.37
Brodart Co. (McN)						
Bill	04/20/2020	Inv M17687	Inv M175417 - May- 2020	410.9 · McNaughton	Paid	610.75
Total Brodart Co. (McN)						610.75
Cash						
Bill	03/31/2020	Replenish Petty Cash	Replenish petty cash 1st Q20	1010 · Petty Cash	Unpaid	94.15
Total Cash						94.15
Central Hudson Gas & Electric Corp						
Bill	04/28/2020	8661-0120-00-7	8661-0120-00-7	450 · Fuel/Utilities	Paid	1,854.14
Total Central Hudson Gas & Electric Corp						1,854.14
Cornwall Public Library - Payroll						
Bill	04/06/2020	Payroll 4-3-20	Payroll Ending 4-3-20 Pay Date 4-10-20	1012 · OBT Payroll Checking	Paid	18,001.47
Bill	04/16/2020	Payroll 4-17-20	Payroll Ending 4.17.20 Payroll Date 4.27.20	1012 · OBT Payroll Checking	Paid	17,756.28
Total Cornwall Public Library - Payroll						35,757.75
Cornwall Public Library - Trust & Agency						
Bill	04/07/2020	Payroll End 4-3-20	Payroll Ending 4-3-20 Pay Date 4-10-20	1003 · Due from Trust & Agency	Paid	7,822.86
Bill	04/21/2020	Payroll End 4-17-20	Payroll Ending 4.17.20 Payroll Date 4.27.20	1003 · Due from Trust & Agency	Paid	7,716.58
Total Cornwall Public Library - Trust & Agency						15,539.44
D&D Mailing Service Inc						
Bill	04/20/2020	29162	Prep for Budget News Letters	434 · Publicity & Printing	Paid	1,385.10
Total D&D Mailing Service Inc						1,385.10
Hannaford						
Bill	04/20/2020	Apr -2020	Account Ending 0265	-SPLIT-	Paid	17.14
Total Hannaford						17.14
Ingram Library Services						
Bill	04/30/2020	20204302	20204302	-SPLIT-	Unpaid	2,500.00
Total Ingram Library Services						2,500.00
Jacobowitz & Gubits, LLP						
Bill	04/20/2020	286025	File # 6363-001 Mar/ 1.2 Billable Hours	437.1 · Prof fees-Office	Paid	300.38
Total Jacobowitz & Gubits, LLP						300.38
Lock Around the Clock						
Bill	04/20/2020	Apr. 2020	May-20 Storage Unit Fee	469 · Service Contracts	Paid	55.00
Total Lock Around the Clock						55.00
Magna5						
Bill	04/20/2020	5273469	5273469	431 · Telephone	Paid	525.56
Total Magna5						525.56
Marangi Disposal						

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Warrant # 10
As of April 30, 2020

Type	Date	Num	Memo	Split	Paid	Amount
Bill	04/20/2020	04100353	Trash Removal Service Apr-20	469 · Service Contracts	Paid	77.35
Total Marangi Disposal						77.35
Old House Journal						
Bill	04/28/2020	0157420316	2 year renewal - Exp 1/2023	413.6 · Serials	Paid	25.00
Total Old House Journal						25.00
Orange Bank & Trust Cardmember Services						
Bill	04/27/2020	Stmnt dated 04-23-20	Stmnt dated 04-23-20	-SPLIT-	Paid	49.44
Total Orange Bank & Trust Cardmember Services						49.44
OverDrive, Inc.						
Bill	04/27/2020	01052DA20033720	01052DA20033720	-SPLIT-	Paid	92.47
Bill	04/27/2020	01052DA20098075	01052DA20098075	410.12 · Adult E Book	Paid	65.00
Bill	04/27/2020	01052DA20109782	01052DA20109782	-SPLIT-	Paid	261.00
Bill	04/27/2020	0105DA20090562	0105DA20090562	-SPLIT-	Paid	357.45
Bill	04/27/2020	01052DA20100000	01052DA20100000	-SPLIT-	Paid	95.47
Bill	04/27/2020	01052CO20106014	01052CO20106014	412.32 · E-Audiobooks -- Adult	Paid	67.48
Bill	04/27/2020	01052CO20106015	01052CO20106015	412.32 · E-Audiobooks -- Adult	Paid	54.98
Total OverDrive, Inc.						993.85
Paychex, Inc.						
Bill	04/01/2020	2184065	40 Employee Usage \$4/EA & Mobile \$1/EA f...	437.1 · Prof fees-Office	Paid	185.00
Bill	04/20/2020	2020043000	Small Business Package Payroll Processing	437.1 · Prof fees-Office	Paid	379.12
Total Paychex, Inc.						564.12
Phoenix Graphics, Inc.						
Bill	04/20/2020	Inv 63418	Special Election April 21, 2020, Absentee/El...	434 · Publicity & Printing	Paid	552.50
Total Phoenix Graphics, Inc.						552.50
RCLS						
Bill	04/20/2020	28438	2Q20 Consumer Rpt	413.3 · Reference-Adult electroni	Paid	224.84
Bill	04/20/2020	Inv #28533	4 Public Laptop & Related Software	203b · Capital Equipment	Paid	3,507.00
Bill	04/20/2020	28489	28489 2QTR-econtent	410.13 · e-Content Consortia	Paid	1,694.65
Bill	04/20/2020	28541	2nd Qtr 2020 Anser Fees and Telecom Char...	-SPLIT-	Paid	14,248.78
Total RCLS						19,675.27
Scientific American						
Bill	04/20/2020	0002966307	12 Issue Renewal	413.6 · Serials	Paid	39.99
Total Scientific American						39.99
Sports Illustrated Kids						
Bill	04/20/2020	1 year renewal	1 Year Renewal - Exp 9/2020 - SIK36203682...	413.6 · Serials	Paid	29.96
Total Sports Illustrated Kids						29.96
Time						
Bill	04/20/2020	3 year renewal	3 year renewal - Exp 9/2023 Acct 1080064841	413.6 · Serials	Paid	182.52
Total Time						182.52
Times Herald Record						
Bill	04/20/2020	Acct 1000582	52 Weeks of Service	413.6 · Serials	Paid	1,996.80
Total Times Herald Record						1,996.80
Toshiba Financial Services						
Bill	04/27/2020	412704090	#412704090 April Service for 04-16-20 to 5-...	469 · Service Contracts	Paid	633.80
Total Toshiba Financial Services						633.80
Valerie LoSardo						
Bill	04/28/2020	Employee Reimb.	Mileage	435 · Travel/Conference	Paid	25.20
Total Valerie LoSardo						25.20
Verizon						
Bill	04/23/2020	652-121-949-0001-81	April Monthly Services	431 · Telephone	Paid	181.66
Total Verizon						181.66
Verizon Wireless						
Bill	04/23/2020	9851682692	April - 2020	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08

Cornwall Public Library

Warrant # 10

As of April 30, 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
Yankee Magazine						
Bill	04/20/2020	2 Year renewal	2 year renewal - Exp 3/2022	413.6 · Serials	Paid	34.97
Total Yankee Magazine						34.97
TOTAL						85,669.29

April 2020 Director's Report

Where last month was merely strange, this month feels surreal. I read, I think on Facebook, that Stephen King apologized that we are all living in one of his novels. I read a YA novel years ago entitled Fire-us, which was about the aftermath of a virus that killed most adults. People, mostly children, left were struggling to not only stay alive, but make sense of the world that was left. We are not through this yet, but will get there together.

I am still waiting for Guidelines on re-opening, or not, and how to deal with what happens in the library when we can see our public again. I am finding it a bit difficult to keep the staff on the same page with me, and a hearing from them that we all feel a bit disconnected.

I am still dealing with the school district, about the fire inspection. I am waiting for an appointment to let CCSD employees into our building so that they can do the final things (remove cabinets that are too high up on the walls in the staff lounge, and putting signs on a door, or two), these should make it so we pass the inspection, after the Boiler gets inspected, which is waiting on the inspection company allowing their employees to travel.

I have 6 Circulation staff volunteers making calls to our over 65 age group, when they are done with that, they will do the next group down. I do hope that before we get all the way down the list we will be able to re-open, at least partially. We are not calling more than one person per household, and just doing a quick hello, we are thinking of you, this is what we are offering while we are closed short scripted greeting.

In meantime, I pick up the mail from the post office, about 2x a week, drop it at the Library. Occasionally Valerie or another staff member pick it up, and Valerie will go in and do work at her desk, while the other staff member will drop the mail off, and then do a building check.

4/1 Attended webinar: Connecting with staff remotely with Kate Hall.

4/2 Found that Ireland trip is tentatively rescheduled to Oct. 21-29, 2020

4/3 Attended Orange County Directors meeting with Grace from RCLS

4/5 spent at least 2 hours on payroll and email

4/6 Attended Big Read via Face Book

4/7 Tech soup webinar; Manager Meeting via Zoom

4/8 Webinars: Responding, how to keep you & your team productive, and in good spirits; socially Distant but still connected

4/9 met Valerie at Library; rec'd email that RCLS is now closed to 5/1/2020; webinar: Mental Health and Public Libraries

4/10 Good Friday-normally close at 1PM

4/13 Went to Post office, got mail, went to library & posted 2 notices for Thursday's Board meeting. Turned on all of our computers, because according to RCLS IT department, it is not good for them to be off, updates need to happen. Webinar: How to bring your live events online.

4/14 Staff meeting via zoom 1PM. Webinar: lesson Learned (about responding to COVID-19)

4/15 Webinars: Detect, defuse, delight difficult patrons; Social distancing-should I wear a mask?; Implementing RFID (this would allow us to install self check out stations, but is a huge cost)/

4/15 Webinars: Implementing RFID (this would allow us to install self check out stations, but is most likely too expensive); Social Distancing-Should I Wear a mask?; Detect defuse delight difficult patrons

4/16 Orange County Directors' meeting; prep for Board meeting, Finance committee at 6:30PM, Board meeting at 7PM

4/17 emails, etc

4/20 Department heads meeting

4/21 webinar: Hosting effective online meetings. Met John Pinkney from CCSD at the Library to do a walk through and go over infractions from Fire Inspection. Still waiting to hear from CCSD about appointment to fix staff lounge, and install sign on boiler room door, where main electrical shut off is.

4/22 Dept Heads meeting, emails, and interruptions

4/23 Orange County Directors' meeting; webinar-Physical programs and the library—more about types of things you can do to keep active when you are working, and do body alignment exercises. I found this very useful, since my at home office is not ergonomic at all.

4/24 Circulation Department meeting. It was good to see peoples faces via Zoom, and hear about the webinars and training they are working on. Got volunteers for phone calls.

4/27 emails, ANSER committee meeting, working on monthly report. Phone call with Valerie.

4/28 Picked up mail. Spoke with Ellen, Dean and Catherine while they began making phone calls from library phones to patrons. These staff members volunteered to make calls from the library. Webinar-Resilience – a two hour Zoom webinar, which began with the watching of a one hour movie about how major childhood traumatic events can effect not only the child's behavior, but their health now, and in the future. Good program idea. 3Pm Chamber of Commerce Zoom meeting. Phone calls with Pat, Brenda, and Meaghan.

4/29 Brief webinar on CARS act, etc. Does not appear as if Libraries, especially School District Libraries are eligible for any of these relief funds. Emails, getting canvassing department heads for availability for meeting via zoom on 4/30. Read: <https://medium.com/@john.alan.thill/a-phased-reopening-plan-for-libraries-as-covid-19-restrictions-are-lifted-2d96885c0c1d>

<https://library.wyo.gov/wp-content/uploads/2020/04/planelementsphasesofpandemic.pdf>

<https://library.wyo.gov/wp-content/uploads/2020/04/Utah-Libraries-Plan-for-Moving-Towards-Full-Service.pdf>

<https://docs.google.com/document/d/1sWK6OgUcQ59f6qLTVc8Wp8sgPMnTbsNgNZcCLLqezZE/edit>

4/30 webinar_Ebsco share ware ILS system; Dept Heads meeting on statistics RCLS is asking for during pandemic; Dropped in on Book Chat via zoom 6:30-7PM; emails, report writing, reading about various opening procedure recommendations for the library for when we are allowed to open.

Monthly Statistics for April 2020 (figures in parenthesis are last month's figures)

Registered borrowers: (9,589); Direct Access/Circulation: (11,253); ILL Borrows: (1,156); ILL Loans: (1,035); Item Count: (74,243); Wi-Fi: (2817) . From Jan1 to April 28,2020 our Overdrive loans total 9015, compared to 2019's same period, that's a 29.3% increase.

April 2020 Report: Youth Services Department: Cornwall Public Library: Liz Fisher 5/1/20

At this point in time, Youth Services has original story and craft programs; some live, some pre-recorded, that post weekly on Facebook. We continue to update a vetted Stay-at-Home website for kids, teens and their families that provides regional tutoring opportunities, helpful parenting tips, boredom breaking entertainment as well as engaging story and book online sources. Collection development continues in the form of genre webcasts, online journal reviews, and input from conference attendance. Weekly meet-ups with the RCLS Youth Services groups provide additional information for functioning in the present as well as planning for the summer. Specific projects include: Rebecca's account creation for the service installation of the new ipad minis from the Colin Schmitt Technology Grant, and Lisa's compilation of graded summer reading booklists for RCLS SRP 2020 and collection of parental permission for Teen Underclassmen Team virtual meetings.

Each of the above sentences are no small feat. For example, FaceBook posting: the variety of equipment and assistance available to us is diverse and not always cooperative (to say the least). Copyright permission is needed prior to taping. Editing is often needed before pre-recorded videos can be loaded to the platform by a FB admin. Timing of posting advertising is crucial. It takes a long time.

In April, on FaceBook we posted 5 live story times including one in the 4/30/20 RCLS offering of Dia., 3 pre-recorded story times, and 3 pre-recorded craft times.(stats pending at this time) We also sponsored a virtual TUT meeting with 9 attendees. So happy to see those faces.

Countless virtual mtgs, including Managers Mtgs.4/7, 4/22 and 4/30, a Staff Mtg 4/14 and SRP Mtgs 4/10, 4/17 & 4/21. Between the three of us we have attended 30 webinars/conferences many focusing on virtual storytelling, libraries and the pandemic, and summer reading programs.

Reflections

A lyric came to mind the other day, out of the blue, *"how do you catch a cloud and pin it down?"**

It is hard to envision and plan. I just try and then adapt. And then adapt.

A library is so much a community. A body of people that belong. Our library has become a gathering place. And now for the preservation of that body of people we need to change.

I work at a library. I am not an expert in infectious diseases. I do know that this insidious disease seems to thrive when we gather which is a natural thing for people to do. I think we are wired that way. Young children delight and grow in the physical existence among others. We are social beings. And now we can't be social in the ways we are accustomed.

All I know is that we need to be patient. We need to respect each other. We need to learn.

I end my correspondences with Stay Safe and Stay Strong. Please do.

*Thanks to Mr. Richard Rodgers and Mr. Oscar Hammerstein II

respectfully submitted 5/1/20 ekf

APRIL 2020 Monthly Report : Rosaleen Leahy 5/1/2020

Virtual Programs: “20 Seconds” hand-washing song by Marc Shaiman, sung by Mara Davi; “Yo-yo Ma & Itzhak Perlman play Dvorak”; “Bruce Foley and Mary Coogan sing Irish Songs” – live-streamed; “Hank & the Skinny 3” rock music; “Breakneck Annie” folk group; “Gregorian Chant”; “Andrea Bocelli Easter Concert” live-streamed from the Duomo, Milan, Italy; Aaron Gaines reads from, “Henry V”, by Shakespeare (National Poetry Month); Aaron Gaines reads from, “The Tempest”, by Shakespeare (National Poetry Month); “Jazz at Lincoln Center, 2020 Gala” live-streamed; Aaron Gaines reads, “Sonnets 3 and 23”, by Shakespeare” (National Poetry Month); “Some Good News Prom, hosted by John Krasinski”; Aaron Gaines reads from, “Act III, Scene 2 of King Lear” by William Shakespeare” (National Poetry Month); Josh Groban sings, “Over the Rainbow”; Aaron Gaines reads from, “Act II, Scene 2 of Hamlet”, by William Shakespeare (National Poetry Month); Broadway Actors Mara Davi and Alexandra Socha sing a compilation of songs, accompanied by Aaron Gaines on ukulele (Musical Cornwall series); “My Thoughts on Stay-at-Home” by Cathy Karpilo (National Poetry Month); Christian plays drums to Jimi Hendrix’, “Fire” (Musical Cornwall Series); Aaron Gaines reads a section of, “Henry VI”, by William Shakespeare (National Poetry Month); NYC Ballet Digital Spring Performance; Aaron Gaines reads from Act III, Scene 2 of, “Hamlet” by William Shakespeare (National Poetry Month); The Potsdam Counterpoints sing, “An Irish Blessing” (Musical Cornwall Series, HS Chorus Director, Mr. Ravinsky is a member of this group); “Unwind” by John V. Gioia and Jacqueline Roohan Gioia (Musical Cornwall Series); “The Song of Wandering Aengus” by William Butler Yeats (National Poetry Month; Cornwall band, Swamp Fox plays, “Black Ice” by Too Many Zooz, at The Chance (Musical Cornwall series); “A Child’s First Impression of a Star” by Nathaniel Parker Willis (National Poetry Month); NYC Ballet Digital Performance of George Balanchine’s, “Apollo”; “The Farmer” by Amelia E. Barr of Cornwall-on-Hudson (National Poetry Month); “Celebrating Ella Fitzgerald, the First Lady of Jazz” with the Jazz at Lincoln Center Orchestra; “The Road Not Taken” by Robert Frost (Final posting for National Poetry Month)

Totals: 30 total posts, National Poetry Month posts – 12, Musical Cornwall Posts – 5

When I realized that it was National Poetry Month and we hadn’t posted any poems, I contacted actor Aaron Gaines, to ask if he would record some readings for us. He was happy to comply, but it took a few days for him to get the videos to me. I think he did an excellent job of providing context of the excerpts, and also impressive reading. Aaron is one of the performers who was to participate in the library’s 2020 Arts Mid-Hudson Grant, by leading workshops on Shakespeare. We are working, together, to find a way to do this virtually.

The Musical Cornwall series has not been as popular as I hoped. Broadway actors, Mara Davi and Alexandra Socha kicked off the series with a compilation of songs. We had submissions from a few other musicians/bands, and the type of submission I was looking for – Christian playing the drums. I have contacted the Cornwall High School music teachers, to ask them to encourage their students to submit. I even suggested to the teachers that it could be used for a public performance requirement, which I know the Chorus Director used to have. I received no response from the High School music teachers. I have contacted other local musicians/music

teachers to ask them to encourage their students to submit. As I walk through the village, in the evening, I invite anyone I hear playing an instrument or singing to submit a video.

I am currently working on compiling data regarding virtual programs.

Webinars taken/Articles read: “Public Libraries Respond to COVID-19”; “Library Safety and Security 2020”; “The Librarian’s Guide to Homelessness”; “Survival Spanish for Library Staff”; “Mitigating COVID-19 When Managing Paper-Based, Circulating Collections”; “Niche Academy – Powerpoint”; “Public Libraries Respond to COVID-19: managing stress and anxiety”; “Freegal Webinar”; “Reopening: Not “When?” But “How?” American Libraries Magazine; Ted Talk: “How to Create Meaningful Connections While Apart” presenter – Priya Parker; “How to Sanitize Collections in a Pandemic” American Libraries Magazine; “The Secret to Making Zoom Meetings Meaningful for You and Your Coworkers” Ideas.Ted.com; “How One Library is Building Community Connections During COVID-19 Crisis”; “The Library Bill of Rights: What They Are and What They Mean for You” bookriot.com

Meetings; I attended 2 Manager meetings, 1 Staff meeting and 1 CTUG meeting.

I have had several phone calls, with co-workers, to discuss scheduling of Facebook posts.

Adult Services Report: April 1-30, 2020 **(submitted by Meaghan Doyle, 5/3/20)**

PROGRAMMING: April Adult Events: Please see report by R. Leahy for additional adult program events and attendance, including cancellations.

REFERENCE

Ref Stats (previous month in parentheses): (while library is closed, these stats are moot)

Circulation: 0 (72); Directional: 0 (5); ILL Pulls: 0 (630); Reader Advisory: 0 (2); Tech Assists: 0 (45); Reservations: 0 (1); Printing: 0 (24); Phone: 0 (31); Chargers: 0 (9); Computer Guest Passes: 0 (21); Laptops: 0 (0); Notary: 0 (NA); Ref. Q’s: 0 (142); Outside the system ILL requests: 0 (2).

Reference from home: Tech Assists: 5; Ref. Q’s: 9; VIA: Phone: 3; Email: 23 FB Messenger: 2

Previously unreported interesting Data re: Rosetta Stone 2019 usage: Total signups: 342; Logged in: 198; Total Usage hours: 651.4; Average time used per user: 3.29 hrs

Database Stats (previous month in parentheses):

Novel List Plus: 9 (8); Novel List PlusK-8: 1(1); EBSCO Other: 0 (0); Gale: 0 (0); Gale Virtual Ref. Library: 0 (0); Ancestry: 821 (48); New York Times Digital: 50 (75)

PC Usage: None **WIFI Usage:** 880 (2,817)

Note about Stats: I have gained access to all reports, however, with the physical building being closed, many of the numbers remain still low or 0.

Reference Staff: Has been working from home on Niche Academy, webinars, and tutorials. Helping to plan for virtual programs and the Summer Reading Program. They are ready and willing to work on projects as any needs arise.

Social Media: Engagement with our community via Social Media continues to be precarious. We must maintain relevance by balancing meaningful and creative content with alerts to resources patrons may find helpful, without overwhelming their news feeds and inordinately contributing to the deluge of information being shared.

Top 3 performing Facebook posts:

4/9/20: Hoopla Reminder Reached 967; Engaged 120



4/10/20: Library Page and HS Senior J.Chirillo is 3D printing mask extensions for healthcare workers Reached 942; Engaged 215



4/21/20: National Library Workers Day Reached 866; Engaged 121



HOOPLA: New digital service provides access to hundreds of thousands of eBooks, audiobooks, comics, MOVIES and TV SHOWS. Subscription began April 3, and quietly announced on Facebook 4/6, bringing in 20 signups over the first 6 days. The eNewsletter announcement on 4/9 brought in 117 signups in one day!

New signups: 288; Borrowers: 159; Avg. No. Circs: 3.1; Maxed Users: 40

Items borrowed: 494 (TV: 36; Music: 33; Movies: 129; eBooks: 152; Comics: 20; Audiobooks: 124

Out and About Book Club: Since the March meeting was delayed and met virtually in April, the Out & About Book Club met twice virtually in April. On 4/8, 5 regular members discussed *Sing, Unburied, Sing*, by Jesmyn Ward, and on 4/29, 6 regular members discussed *Interpreter of Maladies* by Jhumpa Lahiri. By choosing titles available in Libby and Hoopla as eBooks and audiobooks, readers can access the books even while the library is closed. Hoopla has been a helpful addition to our services, since the pay per circ model allows for simultaneous uses.

Meetings attended: 4/7: CPL Managers' Meeting; 4/14 CPL Staff Meeting; 4/15 CPL Librarians' Meeting; 4/16: CPL Board Meeting; 4/17: RCLS Teen Librarians' Meeting; 4/17: RCLS Battle of the Books Committee Meeting; 4/17: CPL SRP planning Meeting; 4/22: CPL Managers' Meeting; 4/24: CPL Circ staff Meeting; 4/24: CPL SRP planning Meeting; 4/27: RCLS Manga buyers meeting; 4/29: RCLS Adult Programming Committee Meeting; 4/30: CPL Managers' Meeting

Webinars:4/15: Envisionware Cloud 9; 4/23: Niche Academy Survival Spanish for Library Staff; 4/24: Niche Academy Customer Service: How to Handle and Angry Customer