

DIRECTOR'S REPORT

AUGUST 19, 2020

Physical Plant

The Library continues in its arrangement for curbside delivery. Seating has been removed from the quarantine area of the library. Computer room remains closed and unused. Toys and games have been removed from children's area. Board books have been culled, repaired, cleaned and packed for storage as we will not be circulating board books for a while. Library is cleaned and sanitized per cleaning log daily. Stacks in the adult fiction, children's easy read and picture book sections have been dusted and organized. There is no cleaning service available to the library at this time. All cleaning, sanitization and trash removal is being done by the staff as part of their work week. As cleaning is an essential task at this point and takes longer than it did in the pre-pandemic world other staff tasks have had to be prioritized for accomplishment.

While cleaning the Library during NY Pause the town building manager reported that the windows to the far right in the adult seating section of the Library are in such bad condition that they could fall apart if handled too roughly and collect a large amount of dead bugs. Last year review of the situation of the windows by Jim's Glass indicated that the windows do indeed need fixing but should probably be replaced. This would be a complicated and costly measure. They are the same type of windows that they replaced in the gym and they all had to be removed and asbestos issues were encountered during removal.

In addition to the windows, there is an issue with the front door of the library. The hinge is pulling away from the wall. This has been repaired twice but the fix is not holding. This door will need to be replaced. The Town has no funds to contribute to making any repairs in the library.

Use of air conditioning is an absolute must during the warmer times as the library becomes too hot for public use without it. Air conditioning is new and should be serviced and filters changed or cleaned at least once a year. Unfortunately there are no funds available for this service right now. Charges for this service from Buckman's Family Fuel, the company who installed it is \$93 an hour labor plus cost of any parts needed. There is not a HEPA or UV filter on this air conditioner and I am not familiar enough with its set up to know if it is possible to install one. I am not sure if this is an actual determination by health authorities that these filters are a necessary requirement for safety or just a best practice suggestion. If it is determined that A/C lacking proper filters could contribute to the spread of the virus, it could delay our ability to have public in the library when A/C is in use, unless we can find the funds to do required installation. This should be further researched by the Trustee who was charged by the board with updates on safety protocol.

PATRON USE

Circulation Statistics 7/13/20 through 8/13/20

541 - Items checked out

101 - Patrons

242 - ILL (INTER-LIBRARY LOAN) received to fill our patron requests.

451 - ILL Transferred to other libraries

252 - Items put in quarantine between 7/30/20 and 8/13/20

GRANTS

Grant submitted to Pearsall Foundation for \$2,000 for Library collection materials in 2021.

Grant deadline for submission is Aug 31, 2021. Application is pending with no word on determination as yet.

Check received for \$350 from SALS for Trustee education grant to buy Microsoft 365 for Trustee computers and to also support training in its use. Board President Lynn Thomas has volunteered to replace Trudy Walp (retired trustee) in the implementation of this grant.

NEW SERVICES

Curbside printing, fax, copies, scanning and notary services have begun.

FROM SALS REGARDING STATE AID

Hi All,

Many of you are feeling the impact of the COVID-19 pandemic on library operations and budgets. We are experiencing the same thing at SALS. The state has not released library aid at this point. We hope to get some of our operating aid in the next few weeks, but much of the aid to libraries will not be released. NYS and the Division of the Budget are waiting to see if they will receive federal assistance and if that aid will help with the revenue.

Until we have a clearer picture of expected library aid, we have frozen spending categories where we are not receiving funding currently: central library aid, correctional services, jails, outreach, local library services aid and, adult and family literacy. We will try to minimize disruptions in services and resources, but we are also prepared to make some tough decisions about services.

We will update you as soon as we know more. As always, please feel free to call or email me.

Sara

Sara Dallas

Director

Southern Adirondack Library System

FOOD FOR FAMILIES

91 Meals have been distributed since the beginning of the program on July 10, 2021.

A short article on this project appeared in the *BRIEF SECTION* of the Sun newspaper on page 4 of the August 1, 2020 edition.

SUMMER READING PROGRAM

Summer Reading Program continues until August 22 when prizes will be awarded.

1st prize will be a Kindle that was donated by a staff member. All other prizes will be provided by the Horicon Library.

CURBSIDE SERVICE

How it works: Patrons may place orders through the online catalog pac.sals.edu or they may call the Library MWTHF from 10-4 to place requests. Staff takes items from the shelf, checks them out to the patron and then calls them to arrange a pick up time. Inter-library loan and same day service are now

available. Most patrons call from the parking lot to let staff know that they have arrived for pick up. Patrons without phones give us an approximate time of arrival and are met in the parking lot. Patrons may now obtain library cards through this service but must make an appointment before arriving. Delivery service is available for those who are homebound or unable to make it into the library for other reasons. This service has been offered to many patrons but has so far been declined.

Staff has been requested to put flyers into delivery bags to Patrons. Originally included were announcements for our Summer Reading Program and Food For Families project. They were subsequently asked to include flyers announcing the search for new trustees and a copy of the Friends newsletter and a poster announcing the YMCA shoe give-away. Most of these flyers required the use of paper and ink or toner from the Library's supplies and copies were placed in bags for about a month. The amount of copying and printing to continue to supply stuffers for all the bags has begun to prove costly so we will no longer be stuffing book deliveries with flyers as long as the Library is responsible for printing. Friends supplied us with a few copies of their newsletter and we will continue to distribute them until all the copies are gone. Our money for supplies is limited. Toner cartridges cost approximately \$80-\$100 each and there are 4 of them in use for the one laser printer. They don't last all that long, especially the black. Copy machine also uses 4 cartridges but we have been primarily using the black which needs to be replaced more often than the color cartridges.

Basic Staff Tasks During Curbside Phase

Due to budget restrictions, we cannot request staff to work over their allotted hours as there are no funds available to pay extra hours, therefore activities must be prioritized and there may only be enough time to complete essential tasks. This is determined on a day by day basis. Essential activities are Circulation, cleaning and sanitization, distribution of Food for Families, production of virtual story hour all else is non-essential.

1. Cleaning and sanitation throughout the day of surfaces, equipment, phone, door knobs, light switches, furniture, book carts, floors and bathroom. Please be aware that there is no cleaning service provided to the library. All cleaning is performed by the staff. The town did disinfect the Library from top to bottom when we first closed, but are not providing further cleaning services. We empty our own trash and perform our own recycling services. If due to a COVID-19 exposure in the Library. Library is responsible for the cost of hiring a professional cleaning service to disinfect the Library. Staff cannot be used for this purpose.
2. Weekly dusting and organization of items on shelves.
3. Circulation:

Book Drop pick up and sanitation, deliver items to quarantine, sanitize PPE for reuse. To complete this task staff must suit up with gloves, apron, mask and shield. Cart and sanitizer are taken to book drop, items are placed in cart. Book drop is sanitized inside and out before closing. Items are delivered to quarantine box. Cart is sanitized, gloves removed and discarded, apron and shield are sanitized for next use.

Check in items finished with quarantine, sanitize empty quarantine box.

Pull Request List items throughout the day and prepare to send through Inter-library Loan (ILL) delivery to other libraries. List repopulates every 2 hrs.

Bag and label items for local patrons. Call local patrons with books on hold.

Receive and process requests made by phone and make appointments for curbside delivery.

Check-in ILL delivery received from other libraries. Bag and label items for pickup.

Call patrons with items on hold.

Shelve all non-quarantined return items.

Make curbside deliveries.

Answer phone messages and process emails as necessary (this is more time consuming than it sounds).

Prepare weekly virtual story hour, transmit and upload to social media.

Regular updates to social media pages.

Regular updates to patron mailing list.

Monitor summer reading program

Distribute Food for Families program items.

Proof-read website and recommend changes. Submit relevant items to webmaster for posting.

Repair items as necessary.

Cataloging, barcoding and labeling of items to the collection.

Provide curbside notary and printing services.

ADDITIONAL TASKS OF DIRECTOR IN ADDITION TO THOSE ABOVE:

Maintain financial records.

Acknowledge donors.

Implement memorial donation intentions.

Assist the Library Board with finding and writing grants.

Prepare monthly payables for submission for payment.

Order items for Library Collection and supplies.

Maintain materials records (purchases ordered and received)

Maintain documentation records of library cleaning log, and staff and visitor health screening forms.

Maintain various types of data information for Annual Reports and Library Board updates.

Review Library Strategic Plan Draft as well as other policy drafts as necessary.

Attend SALS meetings and work within their guidelines.

Keep equipment updated and in working order.

ENTERING NEXT PHASE OF RE-OPENING PLAN

Reopening plan needs to be revised as a more complete evaluation of the pandemic situation affecting reopening is more apparent now than when the plan was originally drafted. A rewrite of this plan will be presented to the Board at its Sept. 2020 meeting.

Because of sanitation and infection concerns, at this point, no groups are allowed in the library and it is not offered as a suitable meeting place for any group over 3 people.

SAFETY REGULATIONS

As required by Health Dept., The Safety policy and health department template are posted prominently on the art gallery wall on the right as you enter.

Documentation of daily health reports by staff and any visitors inside the library are reviewed daily and are kept on file along with the daily log of cleaning by staff. 3 years retention required. Non-employee personnel (with the exception of properly PPE'd delivery people) are required to sign the log and fill out a contact questionnaire regarding current health status. These are reviewed and kept at the circulation desk. There is no cleaning service provided to the library, staff handle all cleaning.

Waiting to hear from the Board as to the situation regarding spread of COVID-19 related to air conditioning units (such as ours), that do not use HEPA or other virus barring filters. The question being whether the currently circulating opinions are actual regulations or only best practice recommendations.

A special thank you goes out to Sandra Deak and Rob Simon for providing funds to purchase the library a working vacuum cleaner. Thank you also to John Sullivan and Bob Walp for purchasing and installing safety shields at the Circulation Desk in July.

2021 BUDGET

A proposed 2021 Budget has been provided to the Library Board for its approval. The formulation of this budget highlighted the dire circumstance the library is facing in regards to its operating finances. I have attached Director's budget notes, where these concerns are outlined, at the end of this report to be included with the minutes of this Wednesday August 19, 2020 Board meeting. There is an immediate need for a robust fund raising campaign on the part of all Board members. The Board recently welcomed a highly qualified fund raiser to its ranks, but because this is a new addition to the Board, I would respectfully like to suggest that it would not be the best practice to burden this person with the entire responsibility of fund raising at this time as it could be overwhelming for one person to handle.

LIBRARY COLLECTION PURCHASES

The library has made its first purchases for its collection since March. Item purchases are limited by funds available and all of these purchases have been paid for through the good graces of the Friends while they are also operating under their own budgetary constraints. A huge thank you to the Friends for their faithful support of our library through good times and bad.

CONCERNS:

1. ENDOWMENT FUND

It recently came to light that a responsible signer on the Endowment checking account removed their name and did not seek a replacement or even bring to the attention of the Board that this account was left with only one signer. When the second signer resigned at the last Board meeting it effectively left this account without any legal oversight. That this second signer eventually withdrew his resignation does not signify here. This account should always have the oversight of two signers and I suggest that if there is not already a provision in the Endowment policy requiring 2 signers on this account that this provision should be added along with a procedure for coming up with a replacement *before* extant signers are allowed to drop their responsibilities in this regard.

2. MINIMUM PUBLIC STANDARDS

It has been known for the past 2 years that at the beginning of 2021 the new minimum public standards for libraries from the Department of Library Development would require that listed policies MUST appear on the library's website. This has been discussed at many Board meetings and lists of required policies have been distributed to Board members charged with this task. Reminders of approaching deadlines have been given by the Director on a regular basis since January. At one meeting the Director was requested by a Trustee to find out if an extension to this deadline was possible. At that time the Board President replied to the Trustee that it was not necessary to have an extension and that the task could and should be easily accomplished within the deadline. So Director did not pursue investigation into extended deadlines. To date nothing in this regard has been posted or reported on to the Board. I am concerned that the project is not moving forward and that mandated policies will not be on the website in a timely manner. Library is legally mandated to fulfill Minimum Public Standards in order to operate in New York State.

3. Assignments to the Director from the Board.

Recently the board has taken to assigning tasks with deadlines to the Director in between Board meetings. The Director has been finding it difficult to complete these requirements by the stated deadlines as many of these require time to complete and compete with the time available for more essential duties required for the running of the Library. Director is happy to provide any information or reports that are truly required for the efficient running of the Library, but the Board has to understand that all of the Staff is operating within financial constraints in our budget at this time and they do not allow for extended hours. It is a real challenge to fulfill requests in emails that pop up at the last minute throughout the month. I would therefore like to request that non-essential, non-emergency Board assignments be made at the monthly meetings only to give me time to adequately complete tasks. I would also like to request that if the Board requires any data or statistics from me at meetings that I be notified beforehand. Unfortunately I am not able to retain statistical data in my head for immediate recall and require time to access it from sources.

Respectfully submitted
Alma Alvarez, Library Director

DIRECTOR'S BUDGET NOTES FOR PROPOSED 2021 BUDGET August 13, 2020

The Library has been operating on a shoe string ever since the implementation of the tax cap years ago. There is not much to cut that isn't essential to basic operations. State aid and County aid as well as the Transfer from the General Fund reflects an appx. 20% reduction.

EXPENSES

- Expenses outlined in this proposed budget are absolutely the bare bones minimum that will keep the Library running. Please note that this proposed budget for 2021 does not include any funds for buying any collection materials (a real shame for a library) or for any equipment, public programming, or mandated training for staff or trustees.

- There will be a temptation to cut salaries. I will most emphatically warn against doing this. We are not overstaffed by any means and cutting salaries will force us to cut the number of hours the library is open and curtail services even more than we already have. Staff is the Library's most valuable asset and currently they are making only \$1.50 over minimum wage. The library simply cannot operate without the staff arrangement as it is currently. Salaries should be the absolute last cut that should be considered as it will negatively affect operations in a big way. This is why fundraising is so essential at this time, we are up against the wall here with our finances and staff should not be the ones to have to bear the brunt of fundraising failure. If we have to cut staff it will be the first indication of diminishing library operations. We are a small operation and need our staff to run the library and cannot expect them to do it working fewer hours or for less wages.

INCOME

Income included in 2021 budget is uncertain. The outlook is even direr when looking forward to 2022. This is important. If another income stream is not brought into play, not very far down the line we could be seeing the end of our Fund Balance which we have been painstakingly maintaining for the last 25 years AND the severe reduction to Endowment Funds available for granting. Basically we will be using a big part of our supplemental funds (fund balance and endowment) to cover 2021. There is concern about what will be left to use by 2022.

- It is highly probable that this 20% cut from the Town, state and county for 2021 may become permanent. At this point no one can see the future clearly enough to know if it will be restored in 2022, so plans should be put in place now to raise alternate funds to cover these big cuts and be pleasantly surprised if any restoration of funds should occur.
- Like the 2020 budget, and given the current economic climate, there is no certainty that in 2021 we will **actually** get the \$2,000 in gifts and donations or \$1,500 for fines and photocopies that are included in this proposed 2021 budget.
- From the endowment there is \$12,525 available for granting through June 30, 2021. I suggest that we use a \$5,000 draw for the 2021 budget. The attached proposed budget includes this amount under L2761 Grants. The choice on the amount of the draw is the Library Board's. If it is deemed prudent to draw more from the endowment (anywhere from \$5-9,000 or whatever) it would at least give us \$4,000 or \$3,000 or even \$2,000 to buy collection materials. We are not guaranteed an award for the grant we applied for to help in this regard. There should be some funds for collection materials. The Friends of the Library have always been a useful and much appreciated source of monetary assistance to Library endeavors. It should be mentioned here that it is not good practice for the Library to expect the Friends to be the sole source of funds to cover this, even more so in light of the set-backs they faced during this pandemic. No aspect of basic library operations should ever be solely dependent on Friends. Their funds should be the icing on the cake not the whole cake itself. The postponing of the raising of adequate funds for operations because the Friends will fill in should never happen.
- A note on procedure: a resolution from the Board is required to take draws from the Endowment Fund. This does not have to happen before this budget is submitted, but a

resolution to approve the inclusion of endowment funds in the budget should be approved at the same time the budget is approved. After the beginning of 2021, another resolution to actually withdraw these funds will be needed.

- At this point we can only approximate how much money will be available to us from the fund balance for the 2021 budget. I think that we can safely count on *at least* 7,000-\$8,000. There *might be* up to \$10,000+ left in the Fund Balance by the end of 2020, but we will not know this for sure until the 2020 books are closed by the Town in Feb or Mar. of 2021. But in either case we should, again, be aware of how using these funds in 2021 could impact 2022 finances.