

## Director's Report

Josias Bartram

January 13, 2022

### Meetings – December

- 4CLS
  - Directors Meeting
- Board
  - JoAnne Hanrahan
  - Kate Miller-Corcoran
- Friends
  - December Meeting
  - Kathy Groover and JoAnne Hanrahan (x2)
  - Ellen Feldman and Wayne Rozen (SCORE), Kathy Groover, JoAnne Hanrahan, Wallis Kraham, Dale Ketcham – annual appeal
- Grants and collaborations
  - Peer Support Partnership/Klee grant (x5)
  - Sulai Burns – Support Black Businesses 607
  - Dale Ketcham (x2)
  - Kathy Groover (x3)
- Library Market - Logo/branding (x2)
- CSEA contract negotiations

### Frequently Referenced People and Terms

- I've continued to add the [Frequently Referenced People and Terms doc](#). It's by no means finished, but I will chip away at it a little bit every month. Let me know if there's anything that I should prioritize.

### Finances/Budget

- The December financials are attached.
  - These aren't the final 2021 reports yet because we're still waiting on a few bills and chargebacks as well as closing out the remaining POs.
  - You'll notice that we made significant budget transfers again. In fact, Jerry Knebel helped us to transfer from the 8000 lines (benefits) to the 4000 lines (contractual expenses) which allowed us to spend more than we originally had in those lines while still remaining under budget overall.
  - We took in more revenue than we budgeted for.
  - The negative encumbrances are due to 2020 POs being rolled over to 2021.

### Peer Support Partnership

- We've named our Klee-funded collaboration with Catholic Charities the BCPL Peer Support Partnership.
  - The Friends received the first \$50k check from the Klee Foundation.
  - The two Peer Support Specialists will be starting on 2/14 but are visiting the Library next week to meet staff and help determine what furniture and supplies we need to purchase to set the Public Lounge up as the headquarters for the project.
  - Kathleen Shores will be the onsite supervisor for the project and staff.
  - Along with Dale Ketcham, Kathy Groover, and Kathleen Shores, I've had extensive meetings with Catholic Charities over the past month to make sure that we have everything set up and

ready to go. We plan to continue to meet weekly until everything is running smoothly, and then meet monthly for the duration of the project.

- We will be officially announcing the project at a joint press conference with the Klee Foundation, Jason Garnar, the Friends, the City, and Catholic Charities in mid-February. It's looking likely that it will be on February 15<sup>th</sup>, but I will follow up with invitations once that's confirmed. We would love to have any trustees who are available in attendance.

### **Fundraising**

- I am continuing to work with the Friends on an inaugural direct appeal coinciding with Library Week (April 3-9, 2022).
  - It will be focused on raising funds for our projects and renovations in Youth Services.
  - Kathy Groover (Treasurer of the Friends) will be attending the board meeting to give you more details and ask for your active support.

### **Logo/Branding**

- Our proposed logo is attached for your consideration. It's been approved by both the logo team and the Marketing Committee. Lindsay Sarin—our project manager from Library Market—will be joining us to present the design.
- Once it's fully approved, Library Market will be giving us files for all of the versions on the proof sheet, along with black and white and greyscale versions.
- We went with this option because of its versatility to serve as the foundation for our larger branding efforts. I would ask that if you don't love it at first sight, please sit with it and give it an opportunity to grow on you. We put a lot of effort into the process and I am confident that this is the right logo for us.

### **Personnel/Hiring**

- Gill Friedlander started in our Librarian I position on Monday (1/10), and Nicole Paolillo moved into the new Library Assistant position on the same day. We're thrilled to have them both, and to have Reference as close to fully staffed as it's been in more than a decade.
- We're promoting Emma Wagaman to full-time Library Clerk and she's moving from Youth Services to Circulation.
- We still have two part-time Library Clerk positions and are waiting for the civil service exam on 1/22.
- We are making progress on filling our Custodian position.
- The tentative agreement with the CSEA is attached for your approval. I'm happy with how the process went this year and pleased that we were able to address many of our staff's most pressing concerns.

### **COVID**

- So far, we have been very fortunate to never have more than 3 staff members in quarantine simultaneously. If we start to get above that number, it may be necessary to limit our hours or close entirely. Other local libraries have already been in this position. Jennifer and Sherry have both worked shifts at the circulation desk in order to keep us open in the evening, and I'm grateful for their contributions.
- The state has made it clear that as long as we have the staff to operate, we need to remain open for our mandated 60 hours/week.

- Along with other local libraries, we helped to distribute masks and antigen test kits last week. The demand greatly outpaced the supply which led to a couple of eventful days.
- The temporary allowance for remote meetings under the Open Meeting Law expires on 1/15, so we are just squeaking through with this meeting. I have heard some rumors that the governor might be about to extend it. If not, our February meeting will need to be held in person.

### Programs and services

- Next week, we will be hosting [Innocent Souls](#), an exhibit of Vietnam War photos taken by First Lieutenant Glenn Hoover during his service. His work was previously shown locally at SUNY Broome and at a number of venues nationally, including the Carter Presidential Library. Jennifer will be hanging the photos on the 17<sup>th</sup>, and Glenn will be flying in from Florida to give a presentation on the 22<sup>nd</sup>.
- The Salvation Army will be serving soup from a tent in our parking lot every Monday afternoon. They started this week and it went well for an initial effort.
- Sherry is running a food drive that will culminate in distribution in our Public Lounge on MLK Day.
- The chemo care packages were a big success. Sherry collected more than were needed locally and drove the remainder to the Guthrie Clinic in Sayre.
- The AARP will be running their tax assistance program out of the Ahearn Room this year.
- We've restarted our yoga program, paid for by the Friends as it was before COVID.

### Facilities

- DPW removed two diseased trees and a number of barberry bushes from the front of the library. Starting in the spring, the Friends (specifically Kathy Groover) have arranged for the BOCES gardening program to begin working on our landscaping outside of the reading garden.
- We have been having lots of issues with our front doors over the past month. Ultimately, they will need to be replaced and I am working on a funding strategy.
- The Friends are paying to replace the projector and screen in the Decker Room. I am grateful for their support since this is core equipment for us.
- We have a number of large 2022 projects that should be underway soon, and a few that will be coming later in the year. The first batch include:
  - Finishing carpet replacement
  - Finishing painting
  - Replacing security cameras
  - Replacing people counters
  - Beginning work on Youth Services

### My Schedule

- My schedule over the next few months is going to be a bit more chaotic because my son has moved in with me while he finishes his senior year of high school in Ithaca. He's close to getting his driver's license, but for the meantime I will be doing a lot of driving. In the worst-case scenario, this will last until his graduation in June. I will still be working a minimum of 40 hours/week, but it may involve more evening and weekend hours.
- I have two vacations planned for the first quarter of 2022:
  - February 21-23
  - March 25 & 28