

Clinton Community Library Director's report May 8, 2017

OverDrive Book Circulation	Jan 2017 eBook circulation	Feb 2017 eBook circulation	Mar 2017 eBook circulation	Apr 2017 eBook circulation	2017 Annual total eBook circulation	2016 Annual total eBook circulation	2015 Annual total eBook circulation	2014 Annual total eBook circulation	2010 Annual total eBook circulation
Trinidade Memorial Library	404	342	379	374	1,499	4,617	3,875	4,026	
George Curtis Hosmond/Fish Library	252	210	218	214	894	1,919	1,664	1,118	
Seneca Free Library	29	41	40	47	157	588	762	449	
Clinton Branch of PLD	826	778	787	913	3,304	9,555	8,562	7,314	
Wekman Library	479	429	475	420	1,803	5,305	4,632	4,589	
Lawster Public Library	363	336	382	358	1,439	3,889	3,388	3,059	
Wairoa Public Library	74	59	86	87	306	1,339	1,411	1,400	
Maunaloa Branch of Waikele Public Library	8	6	11	7	32	82	150	68	
Wahiawa Public Library	280	261	247	247	1,035	2,838	2,097	1,976	
Wahiawa Public Library	295	321	398	294	1,308	3,338	2,406	2,329	
Wahiawa Free Library	61	50	83	76	270	942	462	468	
Clinton Community Library Association	163	146	189	185	683	1,778	1,733	1,595	

Collection/Circulation:

→ The above chart is the latest circulation data on Overdrive Circulation. I kept the 2010 statistic to show how far our circulation and the whole system-wide use has increased. Also this chart gives a small picture of usage at other libraries big and small. There are several changes coming to the Overdrive service because the financial resources have not been available to keep up with the demand. I would like to seek out information in the form of a survey from our Overdrive users about the level to which their needs are being met. There will be several options in the near future that should improve this service for our patrons. We would then have to decide if we should allocate resources to e-books.

→ The staff are working on weeding materials that have not circulated in 5 years. The children's section is complete and organized differently to create more open space and eventually our comfy chair area.

→ We moved many reference books to the general collection. This allows the books to be borrowed by patrons.

Staff:

→ A new clerk has started and is making a good transition as part of the staff and to the job. He is taking the afternoon shifts on Monday, Tuesday, and Thursdays. He has a strong background in technology and computers that will be an asset to our library. Please let me know if you hear any feedback from patrons.

Programs:

We held 25 programs in April. The exercise programs are holding steady. All level Yoga attracts an average of 13 participants. Chair Yoga and Tai Chi classes average 7 attendees. We will continue to monitor them as we get into the nicer weather. The current plan is to continue them. The two lectures held in April both attracted over 20 participants. We are actively seeking

out other speakers to keep our schedule interesting. This month we have a Cooperative Extension Lecture on "Herbs of the Mediterranean" on the calendar for Thursday May 25 at 6:30pm.

Carol and I are beginning to work on the schedule for the summer reading program and the summer concert series.

→ Carol continues to participate in the Early Literacy Cohort. She has been applying ideas and strategies to our story time. We are putting together a list of materials to purchase to support and enhance our program. The grant is for \$800.

Facilities:

→ The garden is getting many compliments. Beth and I worked on weeding and preparing it for the event. The Town provided the mulch. Rise has helped in the past and will keep an eye on it as well.

→ Ramapo has finished painting the bathrooms. There is still some general clean up needed but it is an improvement and has "brightened" up the downstairs.

→ The Stewarts Match grant was given to us for furniture and a security camera in the children's area. I will be inquiring about what other libraries use. I would appreciate it if you would give me your feedback on what you see our needs to be in this area.

Grants/Donations:

→ The grant for the Optimistic Aging Program was submitted to the Berkshire Taconic Community Foundation. Thank you Barbara!!

→ The Outreach Mini Grant Program was just announced. Last year we received money for our Optimistic Aging Program.

MHLS/Director's Schedule:

→ On Friday May 5th, I attended a workshop as part of the 2017 Leadership Circle. It is a two-part series this year. It requires that I build a plan for change. I chose to participate because of the initiatives we are working toward and the subsequent changes that will undoubtedly come out of that. As part of this we will receive professional support between the two events to help carry out their plan and manage change in our organization. I am still processing the information and how I am going to proceed with this.

→ The Dutchess Trustee Dinner was May 2. Thank you Barbara for attending!

→ On May 18th, I will be attending a Mock Job Fair at Camp Ramapo.

→ May 24th is the Dutchess Director's Meeting in Millbrook.

Respectfully submitted,
Teresa McGuirk, Director

CLINTON COMMUNITY LIBRARY

FINANCE COMMITTEE MEETING – May 1, 2017 (10 am)

AGENDA

- 1) March and April Financial Statements
- 2) Revised Financial Statements for 2016
- 3) Status of Audit
- 4) Other Business
- 5) Date of Next Meeting

MINUTES

Present: Z. Snow, B. Burns, T. McGuirk, D. Biery.

1) Financial Statements for March and April 2017 (attached).

The Committee noted that the Finance Committee meeting scheduled for March 28 was not held, since Ms. Biery's computer was on loan to the tax accountants for the installation of an updated Quick Books program. The Committee received and approved the financial statements for March and April 2017 (attached), including amendments suggested before the meeting by Ms. Burns, and recommends their approval by the Board. The Committee noted that the balance sheets included in these financial statements now reflect year-end adjustments. Ms. Burns noted that the "budget versus actual statements" contain extra lines. Ms. Biery reported that these lines would disappear if we reverted to preparing financial statements for the calendar month, rather than through the date of the bank statement. Ms. Burns asked Ms. Biery to ask the bank if its statement date could be shifted to month-end.

2) Revised Financial Statements for 2016

The Committee reviewed and approved a revised Budget vs. Actual Statement and Balance Sheet for 2016 (attached), properly reflecting the inclusion of FICA taxes in the personnel expenses and including year-end adjustments, and recommends their approval by the Board. Mr. Snow noted that the revised P&L for the year, adjusted for the \$10,000 deferral from the Agnes Varis Charitable Trust grant, shows a small surplus, suggesting the Library is properly managing its finances. The Committee agreed that these statements should be added to the Library website, as part of our campaign for enhanced transparency.

3) Status of Audit

Ms. Biery reported that the auditors had delivered a list of required documents on April 28. She expects to complete delivery of those documents by May 12, and believes we are on track to complete the audit before the June meeting of the Board.

4) Other Business

Ms. Burns handed out draft P&L statements she has created for certain Library initiatives. When expanded to show other years, these statements could serve as aides to decision-making regarding those initiatives. Ms. Biery offered to assist.

5) Date of Next Meeting

The next meeting of the Committee is scheduled for Tuesday, June 6, at 2 pm.

Minutes prepared by Z. Snow
May 1, 2017

Building Inspection Report - Town of Clinton Library

On Tuesday, 14 February 2017, TOC Building Inspector performed a review of the occupied areas of the TOC Library and contiguous building areas.

Library Board members in attendance included:

William Relyea
Barbara
Teresa

Intent:

Inspect for deficiencies with applicable NYS Building Codes.
Describe basis of safety as prescribed by Code.

Building Description:

Original Structure: Town Hall circa 1950, wood, 1-story with occupied cellar and incidental loft spaces.

1-First floor

2,706SF Gross area including:

1,160SF Major Space, 160SF Minor Space, 175SF Front Passageway, 150SF Stage, 165SF Rear Passageway,
88SF Accessible Water Closet.

0-Basement

2,460SF Gross area including:

1,030SF Major Space, 170SF Minor Space, 50SF Passageway, 390SF Mens/Womens Water Closets, 144SF
Reheat-Pantry

Addition 1: Court circa 1960, wood, 1-story with occupied cellar. **Original Structure** serves as passageway on both levels for utility access and water closet spaces.

1-First floor

1,000SF Gross area including:

Court, Office and Staff spaces

0-Basement

952SF Gross area including:

240SF Office A, 216SF Mechanical Space, 216SF Office B, 280SF Passageway

Addition 2: Library circa 1965, wood, 1-story with occupied basement/cellar space. **Original Structure** serves as passageway on both levels for utility access and water closet spaces.

1-First floor

1,352SF gross area including:

960SF net open floor space, 72SF connector/passage, 392sf fixed stacks and tables.

0- Basement

1,172SF gross area including:

336SF Multipurpose, 120SF Office A, 140SF Office B/Passageway, 224SF Office, 48SF Passage, 200SF Storage,
32SF Mechanical, 72SF Passageway

Record Construction Documents: unfound

Code Primer:

- February 1962 - Town of Clinton adopts NYS Building Code.
- NYS Building Safety Code originates in 1952. It is provided subsequent updates in years 1958, 1964, 1968, 1970, 1978, 1984, 1992, 2003, 2006, 2010 and 2016.
- Updates are not retroactive (generally).
- The Code edition affective at date of construction remains valid for determination of the structure's required safety features.
- Fire suppression (ie. Sprinklers), Fire Rated Barriers, are not required by code for any occupancy. Their usage enables construction having greater fire area than otherwise allowed.

Code Parameters:

Use – C1 office
Construction Type - Type 5b unprotected wood
Stories - One
Fire Area - 5,085SF (6,000SF and 12,000 allowed due to open space on 4 sides)
Fire Suppression - no
Fire alarm - no
Exits direct to exterior – 6@1st and 1@basement
Indirect exits – 2@ basement
Rated assemblies or separations - None
Hazard of occupancy - Low
Illuminated exit signage - yes
Alternate power emergency illumination - yes

Town Hall + Court + Library Use is Group C1--Business: Buildings in which the primary or intended occupancy or use is the transaction of administrative, business, civic, or professional service, and where the handling of goods, wares, or merchandise, in limited quantities, is incidental to the primary occupancy or use. Newsstands, lunch counters, barber shops, beauty parlors, and similar service facilities are considered as incidental occupancies or uses.

Construction Type is Type 5 -- Frame construction: That type of construction in which the walls, partitions, floors and roof are wholly or partly of wood or other combustible material. 5B wood, unprotected.

Occupancy and exiting:

1ST Fire Area is 5,058SF - 6 exits provided
Basement Fire Area is 4,584SF – 3 exits provided

First Floor Occupant Load – One/200SF x 5,058SF = 25 Occupants
Basement Occupant Load - One/150SF x 4,584SF = 31 Occupants
Allowed Distance to Exit: 175FT @ First and 150FT @ Basement

Findings:

- Construction Type/Fire Area conforms to that which was allowed prior to 1984.
- Single exit allowed for less than 50 occupants – ample exit quantity provided.
- Travel distances do not exceed the maximum allowed.
- No suppression, area separation or protected assemblies are required to enable building configuration.