



## Clinton Community Library Director's Report February 2020

### **Grants & Fundraising**

- Annual Appeal – Current fundraising total is \$15,361.69. The total number of donors is 144.
- Book Sale – We are currently accepting donations for our March Book Sale (March 12-15). Many thanks to Kim for taking on the organization of this event. A press release has been sent out already and we are mentioning the sale at all library-sponsored programs.
- Storytelling Event – Kim and I are working with Ancram Opera House to put on another storytelling event this year, to be a fundraiser for CCL. Date is March 21<sup>st</sup>.

### **Programming**

**Total Programs held in January:** 42 (compare to 28 in 2019)

**Total Program Attendees:** 591 (compare to 408 in 2019)

- **4 Youth Programs || Total Attendance: 69** (2019: 4 programs || 52 attendees)
- **42 Adult Programs || Total Attendance: 522** (2019: 24 programs || 356 attendees)
- **Tech Help: 17 sessions**

**Our January programming attendance was up 46% over last January.** Our youth programming continues to show increasing numbers, and in late February we will be adding another weekly early literacy program to our calendar. Music & Movement, an informal version of story time, is scheduled for an 8-week session on Thursday afternoons from 3-4:30PM. Our Story Time caregivers have requested another session, and we are excited to add it to our programming slate.

January's Contra Dance was well-attended and we made a profit on the event. We have started promoting it on Facebook-based contra groups based outside our local area, so we are curious if the extra promotion worked, or if more people came out because of the beautiful weather that day, or if the caller/band was the draw. We hope the positive momentum continues! Patrons also the Instant Pot workshop and the Lunch & Learn Lecture: *The Beatles: 50 Years Later*. The latter program went beyond just a talk on the band and touched on some music theory, which attendees found interesting.

### **Circulation & Statistics**

**Total circulation for January was 921, up slightly over January 2019 (899) and significantly higher than last month (739).** Adult DVDs (328 – 36%) and Adult Fiction (282 – 31%) remain are most-circulated item categories, followed by Adult Nonfiction (141 – 15%) and Juvenile Fiction (104 – 11%).

- Total unique Overdrive users with checkouts in November: 74
- Overdrive eBook circulation: 230
- Overdrive eAudio: 174
- Overdrive eVideo: 1
- RB Digital (digital magazines): 33
- Kanopy: 78 plays
- New library cards: 16
- Wireless Usage: 334

### **Facilities**

**The new octagonal display piece looks beautiful!** It breaks up the empty space in front of the programming and circulation desk without being overwhelming. Thanks to the Family Literacy Grant we were able to purchase round cushions for Story Time, two folding floor chairs that can be used throughout the library, and two child-sized cushioned chairs for the children's book area (yet to be delivered). These additions make the space even more welcoming.

### **General Notes**

**The 2019 Annual Report to New York State has been submitted on 2/4/2020. The report confirms what we already**

**know – we have a healthy, active library! Total circulation of all materials is up 33%. Electronic Content Use is up 29% over 2018. Adult book circulation is up 24%, and children’s book circulation is up an impressive 64%.**

**Library Advocacy Day is February 25<sup>th</sup>.** The Governor unveiled his budget proposal last month and it was not good news for Library Aid:

**Proposed State Library Aid:** \$91.6M (\$5M cut from 2019)  
**Proposed Library Construction Aid:** \$14M (42% cut from 2019, which would mean a \$378,392 decrease in available construction aid funds for the MHLS region)

The NYS Assembly and Senate will now work to create their budget proposals. As has been the pattern over the past few years, **this is an opportunity for the library community to influence where the dollar amounts will fall in the final budget** which is legally required to be approved by April 1.

Please consider sending a letter to the Governor and your representatives in state legislature. **An easy way to do this is to enroll in the NYLA Online Advocacy Center by visiting <https://cqrcengage.com/alany/app/register?0&m=40701>** and filling out the form. Enrolling means you receive updates at crucial times with information about library advocacy issues and actions you can take to support library funding. NYLA has provided customizable letters that you can send to representatives in Albany and to the Governor through their Online Advocacy Center.

**The Library is collaborating with Clinton Historical Society to create a local history collection.** I recently met with Craig Marshall to discuss how our organizations can work together to create a local history archive and promote both physical and online resources. CHS will donate a selection of books to the library for reference use.

**New Minimum Standards for 2021.** All public and association libraries in New York State must meet minimum standards of service according to Section 90.2 of the *Regulations of the Commissioner of Education*. These standards support improved public library services for the people of New York and are intended to: promote quality local public library service in all communities of New York State, empower libraries to strengthen community relations and promote public support for quality library services, and support a culture of transparency, accountability, and continuous improvement. A chart comparing the current minimum standards to the new minimum standards follows this report.

#### ***Trustee Info***

**MHLS Board of Directors have offered to attend one our board meetings upon invitation,** and invite you to attend an MHLS Board meeting. Memo has been distributed to CCL BOT members.

**Dutchess County Directors Association Trustee Gathering will be held on Thursday, April 30 at E. Fishkill Community Library.** The speaker will be Ron Hicks, Assistant County Executive who will speak on Economic Conditions and Development in Dutchess County. Flyer has been distributed to BOT members with more information.

#### ***Director’s Schedule***

I will be attending the following:

- 2/19: MHLS Director’s Meeting, followed by New Director’s Forum. **Topic: Best Practices for Making the Right Connections in Your Community.** “From strategic partnerships to relationship building to raising the profile of the library in the community, your ability as a newer director to connect with opinion leaders and allies can greatly amplify the effectiveness of your tenure at your library.”
- 3/5: DA Workshop Meeting. **Topic: Paid Time Off.** “Everything you need to know about the Family and Medical Leave Act, NY’s Paid Family Leave Act, and the other leave-related legal obligations affecting your library and its employees. Ensure that your policies, procedures, and practices are in compliance, before you face an issue.”

Respectfully submitted,  
Carol Bancroft



**New York Public and Association Libraries**

**Minimum Standards Comparison Chart**

<b>Current Minimum Standards through December 31, 2020</b>	<b>New Minimum Standards as of January 1, 2021</b>
<p>A public, free association or Indian library registered on or before December 31, 2020 shall meet the following registration standards:</p>	<p>A public, free association or Indian library seeking to register with the department on or after January 1, 2021 shall be registered with the department if it meets the registration standards set forth in this subdivision in a manner satisfactory to the commissioner. Any public, free association or Indian library that was registered by the department on or before December 31, 2020, shall meet the following registration requirements by January 1, 2021 to continue to be registered by the department:</p>
<p>1. is governed by written bylaws which outline the responsibilities and procedures of the library board of trustees;</p>	<p>1. is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law;</p>
<p>2. has a board-approved, written long-range plan of service;</p>	<p>2. has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff;</p>
<p>3. presents an annual report to the community on the library's progress in meeting its goals and objectives;</p>	<p>3. provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service;</p>
<p>4. has board-approved written policies for the operation of the library;</p>	<p>4. has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law;</p>
<p>5. presents annually to appropriate funding agencies a written budget which would enable the library to meet or exceed these standards and to carry out its long-term plan of service;</p>	<p>5. annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service;</p>
<p>6. periodically evaluates the effectiveness of the library's collections and services in meeting community needs;</p>	<p>6. periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service;</p>
<p>7. is open the following scheduled hours: see below</p>	<p>7. is open the following scheduled hours: (see below)</p>
<p>8. maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;</p>	<p>8. maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate space, lighting, shelving, seating, power and data infrastructure, and a public restroom;</p>

	9. provides programming to address community needs, as outlined in the library's long-range plan of service;
9. provides equipment and connections to meet community needs including, but not limited to a telephone, photocopier, telefacsimile capability, and microcomputer or terminal with printer, to provide access to other library catalogs and other electronic information;	10. provides a circulation system that facilitates access to the local library collection and other library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information;
10. distributes printed information listing the library's hours open, borrowing rules, services, location and phone number; and	11. provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in paragraphs (1) through (5) of this subdivision;
11. employs a paid director in accordance with the provisions of section 90.8 of this Part.	12. employs a paid director in accordance with the provisions of section 90.8 of this Part; (see below)
	13. 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; and
	14. 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.

<b>Population</b>	<b>Minimum Weekly Hours Open</b>
Up to 500	12
500 - 2,499	20
2,500 - 4,999	25
5,000 - 14,999	35
15,000 - 24,999	40
25,000 - 99,999	55
100,000 and above	60

	<b>Minimum Education Requirements for Library Directors</b>	
<b>Population</b>	<b><i>Member of a Public Library System</i></b>	<b><i>Not a Member of a Public Library System</i></b>
Below 2,500	No requirement.	No requirement.
2,500 to 4,999	2 academic years of study at an approved college or university.	A bachelor's degree from an approved college or university.
5,000 to 7,499	A bachelor's degree from an approved college or university.	A public librarian's professional certificate.
7,500 or more	A public librarian's professional certificate.	A public librarian's professional certificate.

For more information on Minimum Standards for New York's public libraries, contact your public library system, visit the New York State Library web site or contact the Division of Library Development.



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