



KATONAH VILLAGE LIBRARY

We are Community . . .

Director's Report August-September 28, 2020

Library Usage

In the month of August, 182 patrons took advantage of the library's browsing appointments—and perused the collection/checked out material. However, most patrons still prefer to utilize the library's contact-free pickup. Every day, KVL receives multiple bins via WLS's delivery service, containing material holds for patrons. Many patrons choose KVL as their pickup library for these holds—including cardholders from other libraries. In fact, the Evergreen statistics show we are *hopping* when it comes to checkouts of items.

Circulation Stats, January-August 2020:

(KVL's number below represents a time period of closer to five months, as KVL was closed for April, May and June and parts of March and July.)

Katonah: 30,862

Bedford Village: 14,630

Bedford Hills: 12,001

Lewisboro: 18,395

Somers: 25,769

Starting on September 30th, the library will open on Wednesday eves until 7pm. (Currently, we are opened Monday-Friday, from 10-5.) The decision to stay open later was based on patron requests, as train-commuters were unable to pick up their material by 5pm.

Children's and YA Summer Report

See below

Art at the Library

Gregory Muenzen's sculpture *This Golden Fleece: A Monument to the Earth* is on display outside the library.

Staffing during the time of covid

A new page has been hired and a clerk to handle cataloging. The hours of the library's Development Manager and Outreach Coordinator have been increased due to the annual appeal. Both are working *remotely*. Currently, staff members who work *physically in the library*, are divided into two teams—with three staff members on each team. Team A and Team B work on separate days in case a staff member from one team becomes infected---and the second team can then step in. (Last month, a Westchester director shared that she needed to be quarantined after potential exposure to Covid, and the entire library was impacted for two weeks, as all *but one* of her staff members had been in contact with her.)

Still Zooming Along

Though there has been mention of “zoom fatigue” amongst our patrons, virtual programs continue to be popular. **Fall Mushrooms of the Lower Hudson Valley**, with Leon Shernoff the editor of *Mushroom: The Journal* had over 100 signups. KVL collaborated with Bedford 2030 and the Bedford Libraries on a **Community Green Read** of *The Home Place: Memoirs of a Colored Man's Love Affair with Nature* by J. Drew Lanham. The libraries purchased copies of the book and the ebook was available for free on Hoopla. The Library consistently has a large crowd for its weekly **Chair Yoga classes** (and very grateful participants). The League of Women Voters set up a table outside the library on **Voter Registration Day**. Heather, the library's tech coach, offered the classes: **How to Run a Successful Small Business Facebook Page**—a discussion with Gretchen Menzies, **How to Shop Safely Online, Online Learning Options** and also finished up her **Friday Foraging Workshops**.

New York State Construction grant

I submitted the NYS Construction grant requesting funds for an accessible/ADA compliant main floor restroom. The scope of this grant also included the downstairs restrooms, which need replacement sensors for toilets and faucets.

Aside from the cost of demolition, framing, electric, plumbing, insulation, sheetrock, compound/paint, tile, accessories, countertop faucet/soap, a built in bookcase, I also requested new DVD shelving as part of the proposal, as the expansion of the restroom wall will result in lost square footage, and economical, space saving DVD units are needed to take up less floor space.

Library Grounds

The library has had issues with garbage being left by the side Children's Room entrance. Beer bottles, cigarette boxes, vaping material, whip cream canisters and

general trash have been left in mass. A group of twenty-somethings has been frequenting the area, and after our volunteer gardener found an entire carton of beer hidden in the bushes, I asked the police to look in on the area after dark. I also called the police after one of the twenty-somethings hid a large backpack in the area all day. If this continues, George will be removing all benches from the Children's Room entrance area.

2020 Children's Summer Reading Program Summary (Claudia Uccellani)

As with everything else in the last six months, COVID forced us to rethink the format and content of our children's summer reading program. Live programs could not be held nor could we meet regularly with children to review their reading logs and hand out prizes. We remained however committed to the program goals of encouraging reading throughout the summer, and offering fun and creative activities for children and families to enjoy.

As part of our planning, we did an informal poll of parents on the Katonah Parents Facebook page about their preference for a fully online program or more of a hybrid with virtual programs but a paper reading log. While many libraries opted to use the NYS sponsored online reading program, *Read Squared*, our families overwhelmingly opted for a hybrid model which I was happy to accommodate, especially since I did not find Read Squared very user friendly or inspiring.

A total of 180 kids enrolled in the 6-week program – 138 elementary school age kids and 42 preschoolers. Reading /Activity Logs and instructions were emailed to families to print at home and they were invited to pick up stickers for the logs in the library vestibule. The kids in Grades K – 5 completed 78,000 minutes of reading and the preschoolers completed 720 early literacy activities. In an effort to support local businesses, reduce the amount of waste and limit contact, incentive prizes were kept to a minimum and raffles for gift certificates were done instead. Pizza Station and King Kone each donated certificates and others were purchased from G. Willikers and Little Joe's. The 75 kids who completed all 12-hours of required reading also received a free book of their choice and were able to attend our special closing event with Animal Embassy.

We held 28 programs with 450 patrons participating. This included two weekly story times, two weekly craft sessions, 2 book discussions, 2 specials programs, and 2 outside performers. Programs started out strong but as time went on we were getting fewer participants. This may have been due to "Zoom fatigue", vacations, or just the need to be outside in the warm weather. Our weekly 'Grab and Go' bags however remained very popular throughout the six weeks of the program.

Each Monday, new bags with craft supplies and instructions were put in the vestibule for families to pick up. We offered two different projects - one for the younger kids and one for the older kids. A total of nearly 400 bags were distributed.

In addition, we offered two events in the community for families to enjoy. The first one was a StoryWalk that we did in collaboration with the Katonah Chamber of Commerce. We chose to use the picture book, *The Rooster Who Would Not Be Quiet* by Carmen Agra Deedy. Over 20 businesses in town allowed us to place two pages of the story in their windows, and we provided a map for families to follow as they walked through town enjoying the story, and hopefully supporting some of the stores. At the end, patrons could pick up a little rooster finger puppet craft to do at home. We estimate that about 200 people did the StoryWalk. We also offered a Fairytale Scavenger Hunt in keeping with the summer reading theme, *Imagine Your Story*. This was available in the vestibule for families to pick up and enjoy on their own.

Young Adult Summer Report (Michael Robin)

When the library closed down due to covid, the first Young Adult zoom event was on March 27th, a mere two weeks after shutdown. This launched a 7-day/week Zoom programming schedule, straight through to Summer Programming, with a consistent stream of programs for the community's young adults.

Stats from the last day of school to the first day of school:

55 Zoom programs, attendance: 306

23 YA contributors to summer Open Mic Online videos, total FB & Youtube views: 1251

Total attendance: 413 (summer only!)

Total views: 1251 (YA videos only!)

5 live programs, attendance: 84

The Chamber has booked at least 2 of our Open Mic teens to perform in the gazebo and we are discussing ways to officially collaborate during autumn weekends.



Katonah Village Library

Board Meeting Minutes

JULY 27, 2020

Regular Meeting (held virtually via ZOOM platform)

Call to order (Virginia Lanigan) at 7:37 p.m.

Present: Barbara Chintz, Amy Drucker, Virginia Lanigan, Susan Hayes (Popovic), Mary Herrstadt, Craig Intinarelli, Anthony Mamo, Ian Shaw, Joe Tropiano, Jennifer Versacci, Vienna Wong

Absent: Rhea Johnson, Mike Dwyer

Approval of Minutes

Minutes from the June meeting were approved without exception.

Director's Report (Mary Kane) See attachment

KVL opened for by-appointment browsing sessions on July 20th. Five patrons at a time can be in the library for 30 minute sessions, to browse the collection or use a computer. KVL continues to offer contact-free pickup in the library's foyer.

E-rate

Though Mary has previously been notified, and reported to Board, that KVL's application for an E-rate grant was successful, she is awaiting the final written confirmation from E-rate of that grant. Virginia noted that the Board's next regular meeting is on September 28th (the Board does not meet in August.) Therefore, if Mary determines that a vote on any actions related to the E-rate grant (e.g., WLS IT services) needs to happen before the scheduled September 28th meeting, the Board should be prepared to hold an "emergency session" to undertake that vote.

Action ITEM:

Approval of the NY State Annual Report.

Mary K. explained that WLS's migration to a new catalog system (Evergreen) in 2019 caused library circulation-related statistics to be skewed and inaccurate. Additionally, due to the malware and ransomware attack on WLS's IT systems in 2019, KVL-tallied records were lost, including the library's number of reference transaction and its visitor counts.

MOTION was made, and seconded, to approve KVL's NY State Annual Report for 2019.
Motion Approved unanimously.

Finance Report (Susan Hayes)

*First six months' revenues are low relative to budget. However, our personnel expenses are also lower than budget due to COVID-related furloughs. With approximately \$12k income from June raffles (Adirondack chairs), the KVL income is now about \$15k below budgeted amount.

*We have incurred new capital and operational expenses due to Covid pandemic, e.g., Plexiglas barriers installed at circ desks and at computer carrels, disposable facemasks and gloves.

Building and Grounds (Tony Mamo, Craig Intinarelli)

The AC continues to malfunction frequently; Atlantic Westchester has been apprised. Mary is researching options for upgrading the library's HVAC system, e.g., installation of Merv 13 filters (to replace the MERV-8 filters currently in use.).

Mary has solicited bids for landscape construction for the far end of the groundfloor-entrance courtyard (per the landscape plan created pro bono by local landscape architect.) She plans to put the costs of the accepted bid to the Board for approval at the September meeting.

Mary is preparing to submit KVL's application for a NYS Library Construction Grant to create an ADA-compliant public restroom on the library's main floor. The architectural plan for the restroom has already been completed by local architect and KVL Trustee, Craig Intinarelli. The deadline for the grant application is Aug. 26th.

Book Sales (Mary Herrnstadt)

Book Sale in Oct. is cancelled.. We are selling books in the foyer, and are in process of turning the magazine room into a book-sale room.

Nominating Committee (Craig Intinarelli)

The Nominating Committee has received an application to join the Board, and will be meeting with the candidate in the near future.

*****Board Meeting adjourned at 8:39 pm.**

The next Board Meeting is Monday, Sept. 28, 2020 at 7:30 p.m. via Zoom.

Respectfully submitted,
Barbara Chintz, Secretary

