

# PERRY PUBLIC LIBRARY

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*Jessica N DeMarte, Library Director*

## June 2022- Library Director's Report

CIRCULATION	June	YTD June 30	May	YTD May 31
2022	2,383	11,611	2,119	9,228
2021	2,126	10,829	1745	8,703
2020	55*	10,387	13 <sup>c</sup>	10,332
PLS LOANS SENT	June	YTD June 30	May	YTD May 31
2022	379	2,407	362	2,028
2021	334	1,954	307	1,620
2020	14*	1,257	1 <sup>c</sup>	1,243
OWWL2Go Stats	June	YTD June 30	May	YTD May 31
2022	385	2,516	411	2,131
2021	466	2,560	402	1,965
2020	381	2,196	462	2,094
* denotes a month where the library was closed for part of the month				

**Programs:** Book Discussion Group was held on June 22. There were 4 attendees. The next Book Discussion of MacBeth by William Shakespeare will be held on July 27<sup>th</sup>. There are several events this month and next that are geared toward adults (see Summer Reading Schedule)

**Meetings:** 6/3 PLSDAC, 6/7 Budget Vote, 6/10 Evergreen Updates, 6/14 Trustee Book Club: PR & Advocacy, 6/15 New Director Group, 6/27 Construction Aid Portal Training, 6/30 Library Speaker Consortium Training

We received notice that OWWL Library System will be recommending us for 90% match for the 2023 construction project involving replacing the swinging doors & upgrading the alarm system. I attended the Construction Portal Training and have begun work on the official application to submit to OWWL and then to the Department of Library Development. I have already submitted to SHPO (State Historic Preservation Office) for review and to renew our SAM identifier (Federal Gov't number required for funding).

**Outreach:** 6/23- Wiles Rotary Presentation, 6/28 Friends of Letchworth State Park Sarah & I presented at the Rotary meeting about the completion of the Wiles collection digitization project. I sent out press releases to all the local papers, to the village & town of Perry, various people who have expressed interest in the paintings or Wiles previously, and to the Southold Historic Museum that houses the Wiles Family Papers & other paintings by the family.

I reached out to the Friends of Letchworth State Park and several of their board members came to the library to see what kind of documents & photos we have in our collection that are related to the park. I am working on reaching out to some of their suggested contacts and will be working on partnering with them for some of their events to bring additional local history documentation.

**Building:** 6/10 ServiceMaster Carpet Cleaning, 6/24 West Wildlife emergency visit

On Thursday 6/23, we began to smell something in the library and after looking around, deduced it may be in the wall. West Wildlife was able to come out on Friday and found a deceased mouse in the wall. They also found a hole where squirrels chewed their way in. I have set up an appointment for early July for them to come and place a trap to make sure there are no more living creatures before they close up the hole.

I submitted a request to the village to fill the potholes in that are directly in front of our parking lot entrance & exit. They have us on the list to fix.

**Miscellaneous:**

While filing the paperwork for Paid Family Leave, it was discovered that the library was not up to date with our Disability Insurance paperwork with the state. We have offered Disability coverage since 2004 according to our past minutes. We also had to change how we were classified with New York State to a public employer.

While reviewing the utility bills this month, I discovered that we are paying sales tax on both electric & gas bills. I have sent our tax exempt certificate to both NYSEG & RG&E as well as our supplier. It may take a few billing cycles to process.

I just sent in paperwork to New York State to request a refund for the sales tax we have paid. There is a limit of 3 years to request overpaid taxes. I will also submit another application once the utility companies have processed our tax exempt certificate and taxes no longer appear on our bill.

The 2021 Financial Review draft has been submitted to us and Angel & I have reviewed for errors. We have the Representation letter back to sign before they will release the final Financial Review.