

Library Director's Report to the Board of Trustees
& the Easton Community
For the Year ending December 31, 2020

The year 2020 was a turbulent year for all libraries, and Easton library was not immune. It seems so long ago, but it has only been one year since Easton Library entered a shutdown and my staff and I learned how to cope with the Coronavirus (COVID-19) pandemic.

Easton Library began 2020 with 11 weeks of normal occupancy in the building. Before closing the building for several months, various normally scheduled programs took place. Our preschool story hour was led by Carole Reeve and Joanne Booth. It had 9 sessions that met every Wednesday morning and totaled 175 people in attendance. Osteobusters had 10 sessions that met every Monday and Wednesday morning and totaled 48 people in attendance. Mahjong met every Wednesday afternoon for 10 weeks and totaled 56 players. The knitting group met for 6 weeks and totaled 14 participants.

After much deliberation over changing a tradition, the Easton Library Association held its first annual pot luck and meeting on Thursday, March 5. The meeting included reports of the year, election of 1 trustee, speaker SALS director Sarah Dallas, pot luck, and sharing "dreams" for Easton Library in a Wishing Jar. This new idea to have a community pot luck in combination with the Annual Meeting was met with much enthusiasm. We look forward to our second annual pot luck and meeting!

The Summer Reading Program theme was *Imagine Your Story*. Board Member Pat Ruppel applied for a Stewart's Match Grant, and we received \$600 to invite Storyteller Diane Edgecomb. Diane Edgecomb was slated to travel from Boston to perform a single act at Easton Library, but it became clear, due to the Coronavirus (COVID-19) pandemic, that we were not going to be able to allow children and adults to attend a program in person by the month of July. Easton Library subsequently hired Ms. Edgecomb to do three virtual summer programs. *Once Upon a Fairytale*, *Imagine Your Story Storyteller Workshop*, and *Folktale Superhero's* brought 47 total virtual views to our Easton Library website.

Summer Reading Programs Virtually Performed by Storyteller Diane Edgecomb



SUMMER READING 2020
Once Upon a Fairy Tale!
MASTER STORYTELLER
DIANE EDGECOMB




1074 State Route 40
Greenwich, NY
12834
518-692-2253
<https://easton.sals.edu>

Wednesday July 15 1:30PM
Join us for a 45 minute virtual performance
at <https://easton.sals.edu>
Imagine Your Story at Easton Library
Once Upon A Fairy Tale
Master storyteller Diane Edgecomb will entertain young and old alike, with her delightful re-telling of unusual fairy tales. From enchanted bears, to determined princesses, to Jack's hilarious adventure when he gets dancing bugs instead of beans.




This program is funded by Stewart's Holiday Match.





Storyteller Workshop Video
With, Diane Edgecomb

Easton Library
Online Event at:
<https://easton.sals.edu>
Wednesday, July 29
1:30 PM

- Explore the Storyteller's Toolbox with a 35 minute interactive online video.
- Learn how to create characters using Diane Edgecomb's technique of Voice & Body Signatures
- Imagine your way into a story and learn how to tell a folktale along the way
- For the entire family (four and up). Mom's, dad's, grandparent's, and caregivers are encouraged to participate.

Diane's complimentary pdf on storytelling games that are fun for the whole family can be found on Easton Library's website:
<https://easton.sals.edu>
(Look at the top bar—For You. Click for the dropdown menu for the Summer Reading Program. Click on the SRP button for more information.)





Funded by the Stewart's Holiday Match Grant.

1074 State Route 40, Greenwich, NY 12834
(518)692-2253—<https://easton.sals.edu>

Folktale Superhero's at Easton Library
Online at <https://easton.sals.edu>
Wednesday, August 5 @ 1:30 PM



Photo courtesy of Kristian Garcia

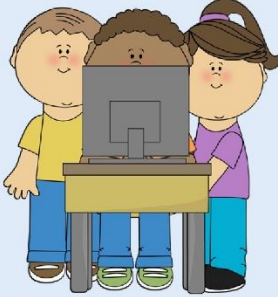






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3 Virtual Programs
47 Views

On March 17th our library had to physically close to the public for 16 weeks due to the Coronavirus (COVID-19) pandemic. The library staff continued to provide services to the public during the period the library was closed, such as answering telephone calls, responding to emails, and maintaining the physical plant of the library. Easton Library added to the electronic materials and allowed patrons to complete registration for library cards online without having to come to the library in person. Our library provided Wi-Fi Internet access to users outside the building and intentionally boosted the coverage during the pandemic.

Many new policies were written during the pandemic, such as a State of Emergency Closure and Quarantine Leave Policy; Temporary Safety Practices Policy; the NY Forward Safety Plan; and a Code of Conduct. These documents were required by New York State in order to reopen our doors on July 7th at a limited occupancy and service level. All of our procedures are on our website at <https://easton.sals.edu>.

Advertisements were sent out encouraging patrons to access Easton Library's newest purchase: NewsBank. What a perfect time to view current and archived information from thousands of newspaper titles (such as the Post Star), news wires, business journals, government documents, and other publications from the comfort of your home. This is available on the Easton Library website to all library card holders at the *America's News* icon.

To express how much the staff and I missed our patrons we participated on social media with "Staff Book Picks". Warren Schultz, Kristine Domenichini, Doris Callahan and I each chose books we would recommend and reported on them. I was able to convince most of our Board members to also participate in "Book Picks" for patrons. The use of social media during the 16 weeks of shut-down of the physical library was an excellent tool to keep Easton Library active and relevant.

This year the library completed purchases and installation of program presentation technology. This was made possible through a NYS Legislative Grant. Purchases included an overhead projector, amplification system, laptop, and wireless microphones. This equipment will upgrade patron services by enabling a wider variety of programs that require multimedia support. Our newly remodeled meeting room is now fully equipped with technology to support presenters who require modern audio and visual aids. Our patrons will enjoy the out-of-the-way overhead projector and versatile sound system.

Technology purchased with the Legislative Grant



Ceiling Mount
Projector



Lap Top Computer
and
DVD on a
Collapsible Shelf



Wireless Headset,
Microphone,
and Lapel Mic



Wireless Speaker System

Pull-Down Screen and Dual
Speakers for Projector and DVD



For 25 weeks our library remained at Service Level B. Our patrons missed the use of the computers and using our historical and genealogical research material. Chelsie Henderson, owner of Rural Soul Studio donated a Ukulele kit to the library for patron loan. Each month, I struggled with the decision over staying at Service Level B or moving up to the next service level.

Our five-year Plan of Service was completed and board approved in August. Based on the data collected there were four priorities identified: Strengthening the Social Fabric; Celebrating Rural Life; Creating Opportunities for Youth; and Provide 21st Century Technology. I look forward to the library reopening full-steam so our priorities can be put to a challenge. Our goal of increasing the collection of children and young adult literature is being met. We are continually weeding out old and purchasing new titles for the collection.

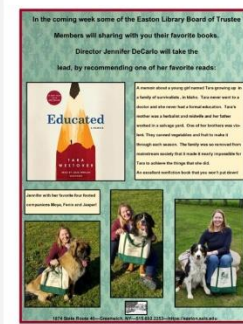
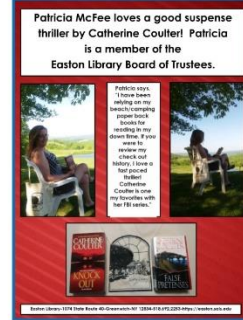
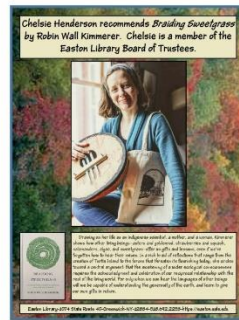
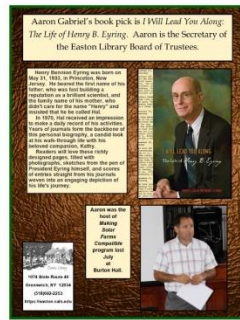
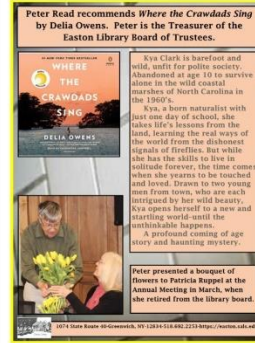
In August there was a NYLA online *Dungeons and Dragons at Your Library* webinar. Matthew Bink, a teen patron, volunteered to participate in the webinar for the library in hopes of starting up a D & D group sponsored by the library.

We had a change in staff. Amaris O. Lynip joined our team in October, and Warren Schultz said "good bye" to become an author.

The year 2020 did not go as planned. The Coronavirus (COVID-19) pandemic was the main reason all of our data numbers have decreased, from the number of patrons visiting the library to the total number of programs offered. The library was unable to hold in-person programming after March 17, 2020. Our library interlibrary loan use and electronic book use was healthy, which means patrons were reading more than ever. Adaptations were made in many areas. Our Board of Trustees conducted nine meetings, six of which took place via Zoom. My staff and I learned how to service patrons in the "new normal" wearing face masks, social distancing, speaking behind plexiglass, following arrows on the carpet, sanitizing surfaces, quarantining items, and washing hands. I look forward to this year (2021) in hopes the library will reopen fully and we may service our patrons to every extent.

Respectfully Submitted,
Jennifer DeCarlo, Director
Easton Library

Staff and Board Member Book Picks During Easton Library's Closure



New Staff Member Amaris





EASTON LIBRARY

2020 REPORT TO OUR COMMUNITY

Our doors may have been shut for a period,
but we were always here to serve you.

1,441
VISITORS



Wifi



544

TIMES ACCESSED

eBook



487

DOWNLOADS

Library Highlights

- Open Wi-Fi free-for-all
- NewsBank accessible on website
- Ukulele kit available for loan
- Get a library card on our website
- Stewart's Match Grant funded our virtual Summer Reading Program with storyteller Diane Edgecomb
- A legislative Grant financed a new projector, DVD player, speakers for our meeting room, and laptop
- Our library was open at normal occupancy for 11 weeks
- The library was closed due to the Coronavirus (COVID-19) pandemic for 16 weeks
- Our library was open to the public at Service Level B for 25 weeks

Card Holders  **254**

Programs

40
PROGRAMS



3
VIRTUAL
PROGRAMS

362
ATTENDANCE

47
ATTENDANCE

33,042
**Items in the
Collection**

InterLibrary Loan



Items Borrowed: **333**

Items Loaned: **1,526**

WEBSITE



11,282
VISITORS