

MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager
DATE: October 8, 2021
SUBJECT: Town Manager's Report



The following information includes follow up from general items that were discussed at previous Council meetings as well as updates of a general nature from the departments. The items are organized by department and are intended to provide information on activities currently being undertaken by the Town's departments and those matters that are upcoming. Not all departments will be represented in each Report.

Collector's Office

- The October 1 Sewer Use bills have been mailed to all sewer customers. The bills are payable in up to two installments with all or half due this month and the remaining balance due in April 2022.

Finance

- The annual notice to taxpayers as requested by the Board of Finance was distributed this week and should be arriving in mailboxes in the next few days. As a reminder, the notice provides individualized information on the distribution of taxes paid by each parcel for various purposes including Education, Administration and Finance, Debt, Public Safety, Public Works, Culture and Recreation, Capital Improvements and Transfers, Health and Human Services, and Building, Planning and Zoning.

Fire Marshal

- The Fire Marshal Office has continued to focus on completing inspections in multiple family residences, which are required under the State Code to be inspected annually. East Hampton currently has about 70 Multi-Family Properties that consist of over 344 individual apartments. This count does not include any mixed used properties that have a commercial use on the main floor and one or more apartments upstairs, which are also subject to inspection. As of Monday, October 4, all multifamily property owners have been notified of the need to schedule the annual inspection of common spaces and individual units. Most properties have been inspected or representatives of the properties are in contact about scheduling their inspections. Three properties are at the second notice step and three are moving onto the steps for an Administrative Warrant to ask the Court to authorize access. From January 1, 2021 to October 4, 2021, the Fire Marshal's Office has completed 312 inspections & reinspections of multiple family property units, which is about nine times the number that were completed during the same time during 2020.
- Inspections also continue for various commercial properties, some of which have not been inspected in a number of years. The Fire Marshal is working with owners who may have Code-related issues to address the matters and improve the safety in their shops.

Land Use

- At the October 6, 2021 Planning and Zoning Commission (PZC) meeting, several actions were taken, including:
 - A use change was approved for the former Sorts on 66 Complex. Global Storage has purchased the building and received approval to add a second floor within the existing building envelope and convert the entire building into indoor self-storage units. Other applications have been submitted to the Inland Wetlands Agency and the Zoning Board of Appeals, and the PZC, which, if approved, will allow for significant façade upgrades, a ramp to the new second floor along the western side of the building and drainage improvements on site and along Long Hill Road. It has been stated by the Applicant that the long term plan is to consolidate most of the Global facilities into this location opening up the other parcels for redevelopment.
 - A new brewery/tap room was approved at 201 West High Street in the space that Schedule II Crossfit currently occupies at the east end of the rear building. Crossfit will be relocating within the plaza. The business in the new space will be owned and operated by East Hampton residents and will accommodate patrons at tables and standing room positions. Several State approvals are still pending.
 - Route 66 Package Store, located at the Corner of Route 66 and Princess Pocotopaug Trail, was approved for an addition and site plan changes. The addition will add retail space in the front of the existing building as well as a walk-in cooler in the rear. The site plan changes will address a long standing problem of patrons parking on the side of Princess Pocotopaug Trail by adding a new access to the site from that street and adding two parking spaces in the rear of the building. Significant façade upgrades were also approved which were reviewed twice by the Design Review Board. The property owners took the DRB recommendations seriously and made several changes along the way. It is anticipated that construction may begin before the winter.
 - A small zone change was approved from Commercial to residential for a parcel on Lakeview Street. The property is less than 1/2 acre and contains a single family house. The parcel was changed to Commercial in 2015 upon request for the owner to operate a therapy office from the building. The owner is moving the business and was unable to find a buyer interested in a commercial use for the property, which is developed to its fullest extent. The approval will allow the property to once again be used as a single family home.

- The combined Planning and Zoning and Economic Development Commission group will hold one more workshop to discuss and recommend a final draft to the Planning and Zoning Commission for eventual adoption of new Home Based Business regulations. The proposal includes two levels of home based businesses; the first is a home occupation which has no impacts on neighboring properties and would be allowed as-of-right without the need for permitting. The

second level allows for slightly more intense uses with the review and approval of Staff, who would have the authority to send proposals to the Planning and Zoning Commission for review. The goal is not to create a cumbersome process, but one in which specific requirements must be met so as not to disturb the residential nature of neighborhoods while allowing small businesses to operate in the home. The goal of this regulation is to create clear guidance for both staff and homeowners, which has been missing from the regulations since 1990. As a strict rule, home based businesses are not allowed under the existing regulation. The current working version of the regulations is included in this Report.

- Planning Intern, Chris Roberts, has completed the [Village Center Plan](#). The plan was presented to the public and feedback was received. It was presented to the Planning and Zoning Commission on October 6 and will be presented to the Town Council on October 26. As a reminder, the intern was paid through a grant received from the CT Chapter of the American Planning Association.

Library

- The Library Advisory Board and the Library Staff have been considering short and s long term plans for the Library building. Using funds in the Capital Improvement Fund, a designer was brought in to facilitate a review of the current Library building to identify ways to improve the space utilization of the existing facility, which led to a discussion of ideas for long term improvements and expansion of library facilities for the Town. The current drafts of a "Program Study" identifying ideal uses and space needs for a future facility (whether new or expanded in place), and a "Master Planning" workspace and furniture plan are included in this Report. The staff and the Library Advisory Board are considering next steps in the process including estimation of the costs associated with both short term and long term changes, which are initially anticipated to become part of budget discussions in the upcoming months.
- The September Director's Report to the Library Advisory Board is included in the Report.

Parks and Recreation

- The Town has received its new permit from CT DEEP for the BioBlast in-lake treatments, which covers the activity until next September. The State maintained most of the requirements for testing and application from the previous permit but did add some additional monitoring tests. Staff, the Town's lake scientist and the contractor are aware of the requirements and will coordinate the proper testing.
- The community is being advised through social media, websites and other media that the lake is planned for a larger "draw down" this winter. Normally, the lake would be dropped to about 20 inches below the top of the spillway but this winter, to facilitate private and public construction projects, the goal will be a 30-inch draw down at least. If more can be achieved, it will. The

level reduction will start next week and the lake would return to winter "normal" after the boat launch project is complete.

- Staff met with contractors interested in the boat launch repair/replacement project earlier this week. There seems to be good interest in the project, however, some contractors raised concern about being able to source the pre-cast panels for the launch within the Town-proposed timeframe. The contractors are being instructed to address the issue and their anticipated construction timeline in their proposals.
- Staff, including the Town Manager, met with representatives of the Bevin family regarding how the Town and Bevins will work together to make sure the best interests of the community are considered when managing lake levels. The conversation was a good one and some common ground that supports lakefront owners and the overall health of the lake was identified. In general, there was agreement around considerations of property damage, boating safety, recreation opportunities and weather as factors to consider when attempting to adjust the level. The agreement was to plan for a summer lake level of about 3 inches below the top of the spillway to balance between recreation uses, historic property/dock levels and to accommodate some rain without the need for immediate intervention. Further, there was general agreement that lake levels would be about 20 inches below the spillway during the winter and that the level reduction would begin around mid-October. The return to summer levels would begin around mid-March or April after the risk of ice is reduced. Major drawdowns might occur every three to four years. Of course, any proposed lake level is completely weather/rain dependent both in terms of dropping the level and increasing the level. It is anticipated that the Conservation Lake Commission will discuss this soon.

Police

- The Department officially rolled out its Body Worn Camera program on October 1 after training all Officers on the use, functions and policies related to the cameras. After a week of use, everything seems to be going well. The In-Car Camera systems are due to arrive by the end of October and need to be installed into the police vehicles prior to training and implementation. The two systems are coordinated and synchronized between the Officer's body-worn and in-vehicle systems and data is automatically downloaded to secure servers.
- The Department's newest member, Officer Mateusz (Matt) Sokolowski, completed his field training on October 5 and he is working independently and doing very well.
- To fill the vacant Officer position, the Department conducted entry level Police Officer Oral Boards on September 29 and is now conducting background investigations on the individuals who were passed to the next level of review. Staff is hoping to have a qualified candidate for the next Police Academy, which starts in January 2022.

- The Department had one use of Narcan during the month of September and it was used on a 55 year old male. The male was found unresponsive in his residence and two doses of Narcan had to be administered before he regained consciousness. Fortunately, he survived.

Public Works

- The Edgerton Street drainage project continues to progress well. Currently, there are two crews assigned to the project for installing new drainage facilities on the street. Nearly all of the storm water pipes on this street are being replaced as staff is finding most pipes have no bottom structure due to long-term corrosion of the material. In addition, inlet structures are being repaired and some new inlets have been or will be added. With the current rate of production and barring any adverse weather events the drainage portion of the project should be completed by mid-November. This project will be the main focus of the department in the coming weeks in addition to the normal requests for service that come in.
- The guard rail replacement and repair project on Lake Drive has been completed by the Town's contractor.

Senior Center

- Center staff continue to provide access and application support to various assistance programs. Medicare Open Enrollment starts in October and runs through December and staff will offer Open Enrollment Benefits check-up by appointment during those months. The Senior Resources Area Agency on Aging will be supporting the counselling through Zoom interviews. Additionally, staff is working on the Energy Assistance applications, which are being completed at a rate of about five applications per week. The assistance program starts on November 1.
- The East Hampton Democratic Committee is sponsoring a drive-through boxed lunch on October 20 for which older adults will sign-up in advance at the Senior Center. Further, the Center received a donation from the East Hampton Republican Committee, which will support other Senior Center projects and programs. Thanks to both of these organizations.
- The Commission on Aging is into the fourth week of its survey of Older Adults in the community. Many marketing strategies, such as letters to the editor, an information table in front of Walgreens and photo ops in the Rivereast have been used to remind people to complete the survey.
- Staff is working with the Library for a Halloween Happenings event the end of October through which older adults will volunteer their time to help with a craft. Staff is also making plans for holiday celebrations in November and December.

Youth and Family Services

- Youth and Family Services continues to provide application support for individuals and families related to energy assistance, SNAP, Eversource assistance, and Operation Fuel. In all, the Department is coordinating a total of 33 open cases.

- The Department continues with counseling services and is providing counseling to 21 individuals and families. Three of these cases are being conducted on site at the schools including both East Hampton High School and the Middle School.

- The first part of the mental health and well-being art installation has gone up in the lobby of the Youth and Family Services suite. The project will continue with another art night at Epoch Arts on October 8 for which the Department is providing pizza and soda. The project is expected to continue over the course of the next several months and Phase two of the project will involve art in the hallway in the suite as well as the counseling room currently used for teens. Phase three will involve the family counseling room and the final phase of the project will be the room used for the youngest clients. The Department will be inviting those youth artists and their families to an open house when the project is completed. The project will be entirely created by East Hampton youth and focuses on mental well-being, diversity, and healthy choices. Upon completion of this project, the Department hopes to proceed with its next project, a black and white photo contest open to youth in town.

Town Manager/Other

- The Town's COVID rates have dropped to the "Orange Alert" level under the State's framework. In the recent reporting, the Town was seeing an average of about 1.6 new cases each day or 12.8 cases per 100,000 population. All who are eligible are being encouraged to receive the COVID vaccine, which is available through Chatham Health District and other locations. Unfortunately, East Hampton's vaccination rate continues to trail behind some other communities in our area and the State-wide rate. About 65% of the Town's residents are fully vaccinated.

DC

cc: Management Staff



To: PZC & EDC
Re: Draft Home Occupation Definitions & Regulation
Date: 10.7.2021

Additions: Section 2.2 - Definitions

Home Occupation: An accessory use of a portion of a dwelling unit or permitted accessory structure to a Single-Family Dwelling Unit for business purposes by the resident occupants when clearly customary and incidental to the residential use of the Dwelling Unit and subject to Regulation requirements. A Home Occupation is a component of the residential use and shall not be deemed to be a separate non-residential use. A Home Occupation has no impact to the surrounding neighborhood and cannot be detected from outside of the premise. See Section 8.4.O – Home Occupation.

Home Based Business: A business or commercial activity conducted within a dwelling by the residents thereof and up to one non-resident employee for compensation, which is secondary to the use of the dwelling for living purposes. See Section 8.4.P – Home Based Business.

Additions: Section 4.1.B. R-1 Zone. Uses Permitted As-of-Right

- 9. Home Occupations in accordance with Section 8.4.O
- 10. Home Based Businesses in accordance with Section 8.4.P

Additions: Section 4.2.B. R-2 Zone. Uses Permitted As-of-Right

- 8. Home Occupations in accordance with Section 8.4.O
- 9. Home Based Businesses in accordance with Section 8.4.P

Additions: Section 4.3.B. R-3 Zone. Uses Permitted As-of-Right

- 9. Home Occupations in accordance with Section 8.4.O
- 10. Home Based Businesses in accordance with Section 8.4.P

Additions: Section 4.4.B. R-4 Zone. Uses Permitted As-of-Right

- 9. Home Occupations in accordance with Section 8.4.O
- 10. Home Based Businesses in accordance with Section 8.4.P

New: Section 8.4.O - Home Occupation

The purpose of this section is to allow for the customary and incidental use of the home as a place of business when such use is clearly secondary to the use of the property as a residence and does not adversely impact neighboring properties or the general neighborhood in which the property lies. Such use may be carried out without permits and is considered As-of-Right on any property being used as a residence when the following is true:

1. The occupation is carried on entirely within the dwelling or within a completely enclosed and permitted accessory building on the same lot as the dwelling unit;

2. The business is carried on only by residents of the dwelling;
3. There is no exterior evidence of the business including signage;
4. No more than one commercial vehicle is visible from the street and neighboring properties;
5. There is no exterior storage of business related materials, supplies, machinery, or other equipment of any kind on the property;
6. There is no offer, display, or advertisement of any commodity or service for sale or rental from the premise;
7. The business does not involve substantial deliveries of products or materials to the dwelling;
8. No visitors or customers appear on site;
9. No waste products are disposed on site, except sanitary waste incidental to residential use; and;
10. There is no objectionable noise or lights on the property associated with the business use;
11. There is no structural modification to the building.

Section 8.4.P – Home Based Business

The purpose of this regulation is to establish home-based business activities as a permitted use on residential properties. These types of businesses are higher intensity than those defined as a home occupation, but are secondary to the property as a residential home and are owned by the occupant of the dwelling. In general, the business may be evident from the outside and may have some level of customer traffic.

Administrative Permits: Any application made under this regulation may be approved by the Zoning Enforcement Officer. The ZEO shall have the authority to forward any application to the Planning and Zoning Commission at his/her discretion. For approved uses, a Certificate of Zoning Compliance shall be issued.

- A. The following shall apply to all Home Based Businesses:
1. The use is clearly secondary and incidental to the use of the dwelling for living purposes.
 2. Home Based Businesses may be carried out in a permitted accessory building.
 3. There shall be no more than the equivalent of one (1) non-resident full time employee (two (2) part time employees, not present on site at the same time, shall not constitute a violation of this regulation).
 4. On-Site Retail Sales are prohibited.
 5. No more than one client may be on site at a time (two or more individuals seeking the same service may be considered one client).
 6. Parking: All vehicles entering the site for business purposes (customers, employees, deliveries, etc) must be accommodated by a proper driveway surface on-site. Any vehicles parking on the street or in the right of way will constitute a violation of these regulations. All site plans submitted must clearly show appropriate parking spaces and the number of spaces provided must be justified as part of the application.
 7. Signage: Permitted Home-Based Businesses may have one free-standing sign. The sign must be reviewed at the same time as the site plan and must be approved prior to installation. The sign shall not exceed 3 square feet (typically 18' x 24') but may be double sided. The top of the sign shall be no more than five (5) feet in height. Pre-existing signs which are larger

- than the minimum shall not be found to be in violation if they were part of a previously approved home-based business (prior to September 15, 1990).
8. There shall be no storage of materials, supplies, equipment, or machinery associated with the business visible from the street or adjoining properties;
 9. It shall not create objectionable noise, dust, odors, vibrations, illumination, pollution, interference with communication reception or transmissions in the vicinity, change the traffic or drainage characteristics of the property, or create any conditions that are perceptibly different at the property line from those that may reasonably be expected from the residential use.
 10. No hazardous or toxic materials are to be stored on the site and there is to be no bulk storage of fuel.
 11. The hours of operation of any Home Based Business may be limited by the Zoning Enforcement Officer during the approval process to minimize adverse impacts on the neighborhood or as modified after Zoning Certificate of Compliance issuance if it is determined that there are impacts to the neighborhood that were not anticipated at the time of initial application.
- B. An application for a Home Based Business shall include:
1. A site plan which includes:
 - i. Property boundaries and topography;
 - ii. Location of all existing and proposed features;
 - iii. Location of well and septic;
 - iv. Existing and proposed driveway/parking areas;
 - v. The location and size of any proposed signage;
 - vi. Any other information required by the Zoning Enforcement Officer (or Commission) as it related to the proposed application.
 2. A detailed statement of use addressing the criteria listed in Section 8.4.P and fully describing the proposed Home Based Business use, number of employees, hours of operation, estimated number of patrons (daily, weekly) and mitigation measures to be employed to minimize potential neighborhood impacts.
 3. Floor Plans (with dimensions) of the Dwelling Unit and any accessory structure to be used for the Home Occupation, with the area of the Home Occupation indicated.
 4. If the applicant is not the owner of the property, the submission of a letter from the property owner is required giving permission for the applicant to apply for the proposed Home Occupation use.
- C. The Home Based Business Certificate of Compliance is valid only to and for the person and property issued and is void upon discontinuance of said use or upon sale of the property.
- D. A Home Based Business Certificate of Zoning Compliance shall be filed on the Land Records by the applicant.
- E. The Zoning Enforcement Officer shall report all decisions relating to Home Based Business applications to the Commission within thirty-five (35) days of the decision.

PROGRAM STUDY FOR POTENTIAL GROWTH 2021 - 2031

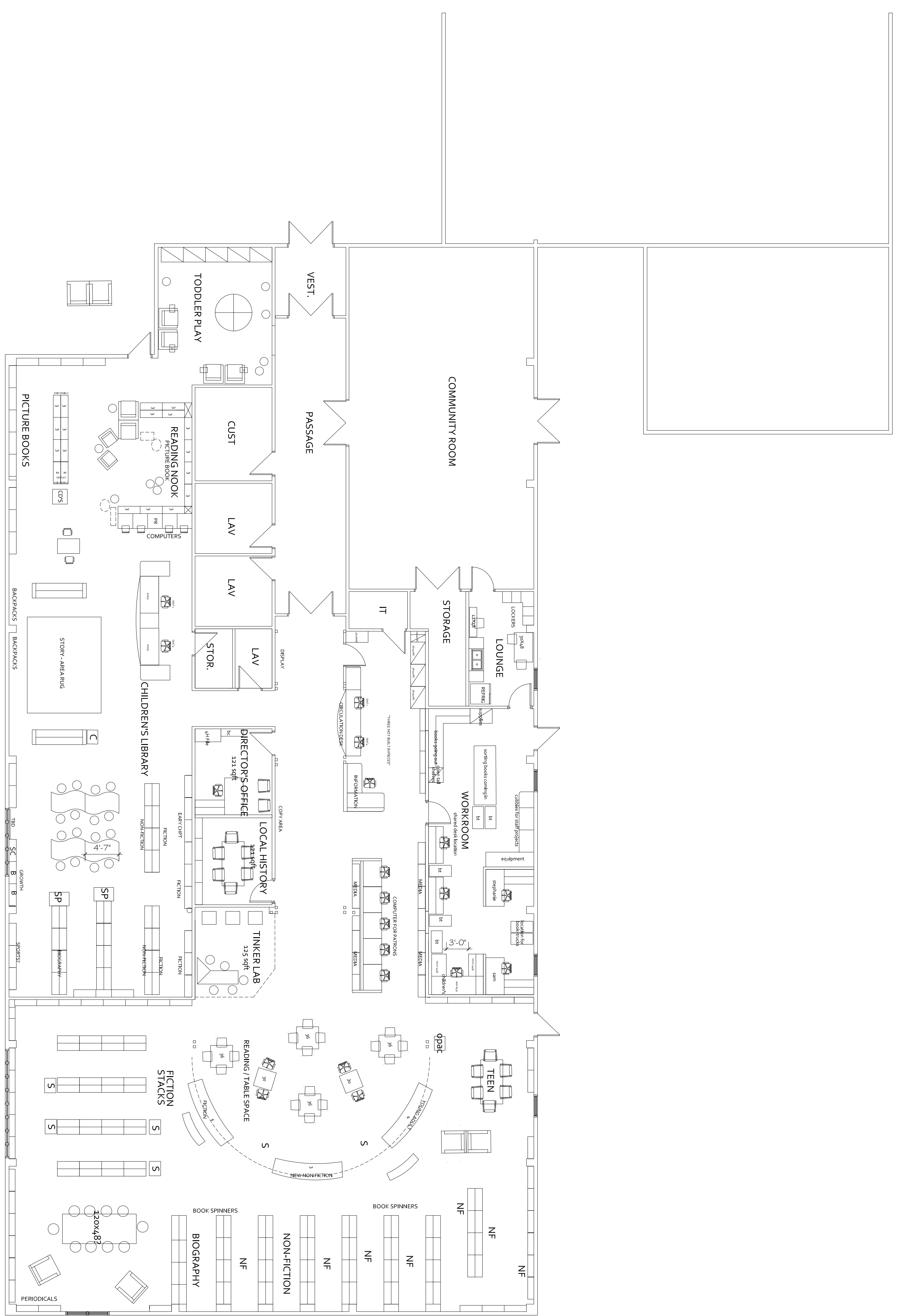
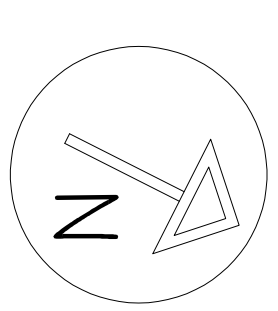
WELCOME_ZONE	ADULT_ZONE	SUPPORT_ZONE	FRIENDS_ZONE	KIDS_ZONE	TEEN_ZONE	COMMUNITY_ZONE	MEP / CORE_ZONE
<p>WELCOME_ZONE</p> <p>125 VESTIBULE</p> <p>110 DISPLAY, HANDOUTS, BOARDS</p> <p>450 CIRCULATION DESK-2</p> <p>INFORMATION DESK-1</p>	<p>ADULT_ZONE</p> <p>FICTION</p> <p>NON FICTION</p> <p>BIOGRAPHY</p> <p>LARGE PRINT</p> <p>MYSTERY</p> <p>NEW BOOKS</p> <p>2100</p> <p>2100 PAPERBACK</p> <p>251 NEWSPAPER</p> <p>500 MEDIA-AUDIO BOOKS & DVD'S</p> <p>STUDY ROOMS</p> <p>SR SR SR</p> <p>100 100 100</p> <p>MR 200</p> <p>150 LOCAL HISTORY RM.</p> <p>PUBLIC COMPUTER AREA INCLUDING OPAC, 1+6 PUBLIC, 1 PR (128SOFT)</p> <p>492+128=620</p> <p>850 GENERAL SEATING TABLES & 56 CHAIRS MIX OF TABLE SIZES</p> <p>150 QUIET AREA SEATING SOFT SEATING 3 SMALL TABLES & CHAIRS 6</p> <p>100 DISPLAY AREA</p>	<p>SUPPORT_ZONE</p> <p>STAFF WORK DESKS</p> <p>NON PUBLIC DESKS</p> <p>WORKROOM</p> <p>1350</p> <p>100 STORAGE</p> <p>48 STAFF LOCKERS</p> <p>150 STAFF LOUNGE</p> <p>100 IT. SPACE</p> <p>150 DIRECTOR'S OFFICE</p> <p>50 COPIER FOR PATRONS</p>	<p>FRIENDS_ZONE</p> <p>FRIENDS SORTING & STORAGE</p> <p>400</p> <p>100 FRIENDS SALE</p> <p>(SPECIAL USE SPACE)</p>	<p>KIDS_ZONE</p> <p>CHILDREN'S PROGRAMMING SPACE</p> <p>850</p> <p>1325 CHILDREN'S FICTION & NON-FICTION</p> <p>500 TODDLER PLAY OPEN AREA - STORY</p> <p>250 CHILDREN'S STORAGE</p> <p>200 LAV</p> <p>65 BABY CHANGING RESTROOM</p> <p>300 CHILDREN'S STAFF DESK</p> <p>100 CHILDREN'S COMPUTERS 4 PUBLIC + 1 OPAC</p> <p>250 CHILDREN TABLE & CHAIRS 16 PATRONS + ADULTS</p> <p>90 PARENTS SOFT SEATING 8-10 PARENTS</p> <p>90 DISPLAY AREA</p>	<p>TEEN_ZONE</p> <p>TEEN SEATING FOR 13</p> <p>200</p> <p>90 TEEN FICTION / NON FICTION</p> <p>300 TEEN SOFT SEATING</p> <p>100 COMPUTER STATIONS</p>	<p>COMMUNITY_ZONE</p> <p>MAKERS/DIGITAL</p> <p>250</p> <p>150 STORAGE</p> <p>50 KITCHENETTE</p> <p>153 PERSONS TABLES & CHAIRS (15)</p> <p>328 SITTING IN CHAIRS (7)</p> <p>460 STANDING (5)</p> <p>2300 COMMUNITY ROOM</p> <p>SPECIAL USE & MEETING SPACE</p>	<p>MEP / CORE_ZONE</p> <p>WALL THICKNESS</p> <p>LAYOUTS</p> <p>MECHANICAL SPACES</p> <p>CORRIDORS</p> <p>3,181 = 20%</p> <p>NON-ASSIGNABLE SPACES</p>
<p>685 Square Feet</p> <p>EXISTING - 899 Square Feet</p> <p>89 VESTIBULE</p> <p>383 ENTRY</p> <p>427 CIRCULATION DESK</p>	<p>5,205 Square Feet</p> <p>EXISTING - 3,027 Square Feet</p> <p>157 MEETING / HISTORY</p> <p>629 TABLES</p> <p>135 COMPUTERS</p> <p>88 MEETING</p> <p>622 FICTION</p> <p>1,085 NON FICTION</p> <p>306 SEATING</p>	<p>1,948 Square Feet</p> <p>EXISTING - 703 Square Feet</p> <p>117 STAFF AREA</p> <p>433 WORKROOM & STAFF OFFICE</p> <p>113 DIRECTOR'S OFFICE</p> <p>40 L.I.</p>	<p>500 Square Feet</p> <p>EXISTING - 0 Square Feet</p>	<p>3,980 Square Feet</p> <p>EXISTING - 2,473 Square Feet</p> <p>2432 CHILDREN'S ROOM</p> <p>41 CHILDREN'S LIBRARY STORAGE</p>	<p>690 Square Feet</p> <p>EXISTING - 354 Square Feet</p> <p>354 TEEN AREA</p>	<p>2,750 Square Feet</p> <p>EXISTING - 1,267 Square Feet</p> <p>1,156 COMMUNITY ROOM</p> <p>111 STORAGE / KITCHENETTE</p> <p>77 TABLES & CHAIRS</p> <p>165 CHAIRS ONLY</p> <p>231 STANDING ONLY</p>	<p>3,170 Square Feet 20%</p> <p>EXISTING - 1,198 Square Feet</p> <p>132</p> <p>100</p> <p>100</p> <p>49 RESTROOMS, PASSAGES, CORRIDORS, WALL THICKNESS (12%)</p>

Program Study For:
EAST HAMPTON LIBRARY
 EAST HAMPTON, CT

AD Design & Decorating
 DEANNA DEWEY, NCIDQ
 Owner, Interior Designer
 1227 Park Road
 West Hartford, CT 06119
 email: dd@addesign.com
 www.addesign.com
 860-746-3931 fax

dewright design
 Stephen B Dewey
 1227 Park Road
 West Hartford, CT 06119
 dewrightdesign@comcast.net
 860.216.9050
 ARCHITECTURE | INTERIORS | PLANNING

DATE: **SEPTEMBER 21, 2021**
BUILDING COMPARISON:
 EXISTING BUILDING = 9,921 Square Feet
 LSPW-PROPOSED BUILDING = 19,364 Square Feet
 SHOWN HERE - PROPOSED BUILDING = 18,940 Square Feet



1 MAIN LEVEL - NEW WORK & FURNITURE PLAN
SCALE: 1/8" = 1'-0"

4D Design & Decorating
 DEANNA DEWEY, NCIDQ
 Owner, Interior Designer
 127 Park Road
 West Hartford, CT 06119
 email: dde@4ddesign.com/contact
 www.4ddesign.com

Master Planning Study for the
East Hampton Public Library
 105 Main Street #1
 EAST HAMPTON, CT

dewright design
 Stephen R. Dewey
 22 Park Road
 West Hartford, CT 06119
 dewrightdesign@comcast.net
 860.216.3990

ARCHITECTURE | INTERIORS | PLANNING

PROPOSED FURNITURE
 FLOOR PLAN

DATE: 09 | 27 | 21
 SCALE: 1/8" = 1'-0"
 PROJECT No: 21-10
 DRAWING NUMBER: **F1-1**

September 2021 Monthly Report

At a glance:

This section contains a brief summary of the most important information.

- After discussions with Russell Melmed, Director of Chatham Health and library staff, the Library will cease quarantining returned materials as of October 4, 2021. Returning to past practice, returned materials will be checked in and shelved without delay.
- Part time public service associate Sheryl Dougherty has resigned her position to focus on her health. Sheryl has been instrumental in building our teen services department from the ground up. From spearheading our very first teen summer reading program to founding our teen advisory board, she has made an indelible difference to this library and to the teen community.
- The Public Library Association has accepted a program proposal from Library staff members Ellen Paul and Stephanie Smith. Ellen and Stephanie will travel to Portland Oregon in March, 2022 to present their program: Rising Circulation in the Time of COVID – 19 at the biannual Public Library Association National Conference.

Strategic Plan Actions Update

This section contains information about new programs, services, collections or initiatives directly relating to the Strategic Plan.

- The Library has added a much-requested collection of 38 Wonderbooks to the Children’s room. Wonderbooks are picture books with audio and print bound together for a seamless read-along experience. Children press play on the built-in player to read along with their favorite books and then switch to learning mode for literacy learning. *(Informative and Collaborative)*
- The Library gave away almost 25 Baby Book Boxes. Parents or guardians of new babies signed up on our website to receive a box of: free board books to keep, early literacy tools including shakers, bean bags, bubbles and scarves, a guide to using the early literacy tools with your baby and information about the Library’s story times and 1000 Books Before Kindergarten. 75% of families who requested a Baby Book Box were new to the library. *(Informative and Collaborative)*

Department Reports

Administration:

This section contains general updates and news about library administration.

- The Library received 10 completed applications for the Children’s Librarian posting. A four person panel interviewed five candidates. Three candidates have been invited back for second round interviews in October.
- The Library received eight applications for the Public Service Associate position. A two person panel interviewed four candidates. Two candidates were invited back for second round interviews.
- The Library continues to work with 4D Design and Decorating on space planning services. The Library Advisory Board will review an updated plan for the current library building as well as a program study for space planning at their upcoming October meeting.
- Painting the ceiling of the adult reading room rotunda is expected to start in November. The Library will likely have to close for a few days to allow for the work.

Children’s Department:

This section contains general updates and news about the Children’s Department.

- Fall story times began in mid-September. Smaller crowds of about 25 to 30 people joined Jondahl at Sears Park and the Congregational Church lawn for Stories and Songs and Baby Rhyme Time. There were many new faces to Baby Rhyme Time thanks to the Baby Book Boxes.
- The Library sent out 1000 Books before Kindergarten reminder post cards to any child signed up for the program that had not made progress in three to six months.
- Two new programs were added in September. DIY Days a craft program for children in grades 2 to 8 and Musical Adventures and afternoon pre-school story time and craft program.

Adult / Young Adult Department:

This section contains general updates and news about the Adult / Young Adult Department.

- The Library held a virtual author event with Megan Collins in conversation with PJ Vernon to discuss her latest book *The Family Plot*. The remaining fall author series events will be virtual and are being co-sponsored by several other libraries in the area – Cragin Memorial Library, Richmond Memorial Library and the Welles Turner Memorial Library.
- In October the Library will be starting Middle School Advisory Board. It will be similar to TAB (teen advisory board), but will consist of members that are in grades 6 – 8 helping the Library capitalize on the enthusiasm children have for the Library after ‘graduating’ from the Children’s Room.
- The adult nonfiction collection is being refreshed. Items that have not circulated in four or more years or are out of date or in bad condition are being assessed for removal or replacement. Items are also being re-cataloged as needed to facilitate easier browsing. Once complete, the section will be shifted and a shelf will be removed to create space for new charging stations.
- Stephanie Smith, Adult and Young Adult Librarian, accepted a position as the co-chair of the Young Adult section for the Connecticut Library Association (CLA).

Circulation and Technical Services Department:

This section contains general updates and news about the Circulation and Technical Services Department.

- Adult fiction has been shifted to make room for a new adult graphic novel section.
- Cake pans are on track to be on the shelves for checkout for the fall.

Strategic Plan Indicators of Success

Circulation

Borrowers (*Accessible and Inclusive*)

	+/- Last Month	September Borrowers	August Borrowers	July Borrowers
Adults (borrowing physical items)	-31	1,114	1,145	1,134
Children (borrowing physical items)	-73	232	305	351
Corporate (borrowing physical items)	-2	10	8	9
Staff (borrowing physical items)	-3	17	20	19
TOTAL	-100	1,373	1,473	1,513
Digital Borrowers	-20	404	424	401

Borrowing (*Welcoming and Vibrant, Informative and Collaborative*)

	2021			2020	2019	2018
	September	August	July	September	September	September
Adult Collection	3,533	3,877	3,889	4,386	4,474	3152
Children's Collection	3,564	3,880	5,083	2,713	2,928	1592
Young Adult	312	376	417	222	161	132
SUBTOTAL	7,409	8,133	9,389	7,321	7,642	4876
eBooks – RB Digital	0*	0*	0*	94	188	201
eBooks – Overdrive	1056	990	1,073	687	550	386
eBooks - Hoopla	520	656	575	486	219	0
SUBTOTAL	1,576	1,646	1,648	1,267	957	587
TOTAL	8,985	9,779	11,037	8,588	8,581	5,463

*RB Digital has been discontinued.

Visits

Door Counter *(Welcoming and Vibrant)*

July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
5,109	4,388	3,476									

Programs and Partners

Events, Workshops, Programs and Outreach *(Accessible and Inclusive)*

	Programs			Attendance		
	September	August	July	September	August	July
Adult Events	6	3	5	78	29	82
Children's Events	8	16	32	142	347	1,087
Young Adult Events	4	5	16	28	31	147
Intergenerational	1	6	7	60	418	212
TOTAL	19	30	60	308	825	1,528

Promotion

Website *(Welcoming and Vibrant)*

	+/- last month	September	August	July
Users	47	1,660	1,613	1,752
New Users	63	1,420	1,357	1,457
Sessions	-127	3,058	3,185	3,512
Page Views	-408	10,192	10,600	12,207

5 Most Popular Pages: Hours and Contact Info, Library Staff, Summer Reading, ebooks and eaudio, Museum Passes.

Facebook *(Welcoming and Vibrant)*

	+/- last month	September	August	July
Likes	+9	1,979	1,970	1,966
Post Reach	-2,236	2,601	4,837	3,140
Post Engagement	-738	976	1,714	1,567

Donations and Fundraising

Donations

Organization	Donation	Restrictions
Memorial Donation	\$150	In honor of Monica Kangley

Stop and Shop has once again chosen the Library as the recipient of the October Community Bag program.