


## MEMORANDUM

TO: Town Council  
FROM: David E. Cox, Town Manager   
DATE: June 9, 2023  
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.

### Facilities

- After much effort with the State, the Middle School Roof Project is out for bidding. The project was advertised on Thursday, June 8 with a very short turnaround time. Proposals will be opened on Friday, June 16. Mandatory project walk throughs will be held next week and three contractors have scheduled times as of this writing. Staff have been in contact with as many as six contractors who are considering making proposals. Substantial completion of this work is still planned for the end of August before school starts again and the contractors are not indicating concern about meeting that deadline. This project is estimated to cost \$2.3 million of which approximately 50% will be funded by State grant.

### Library

- Despite challenging weather, participants in the Library's Bike Rodeo, which was a part of the larger National Trails Day event on Saturday, June 3, enjoyed learning about bike safety in an engaging way by riding through an obstacle course put together by the East Hampton Police Department. Thanks to the grant from the Connecticut State Library, the Library was also able to hand out several coupons for free bicycle helmets from Airline Cycles to participants whose helmets did not meet current safety standards.
- The Library will kick off this year's "Find Your Voice" Summer Reading Program with a large event at Center School on Friday, June 23. The event, which runs from 5pm to 7pm, will be held at the Center School field. Visitors will be able to sign up for the Summer Reading Program and enjoy some other family fun events including, free snow cones, an inflatable obstacle course, baby goats, and water balloon painting, plus special guests DJ Montez and Epoch Arts.
- The monthly Library Report is included in this Report.

### Parks and Recreation

- On Friday, June 2, the East Hampton Parks and Recreation Department received an award from the Connecticut Greenways Council that recognized the Department for its hard work in coordinating the funding plan for the Air Line Trail Gap Project. Staff from the Department as

well as the engineer who has worked on this project for many years and representatives from the 12 Town Air Line Trail Project group were on hand to accept this award.

- The Department is one week away from the start of summer camps and all staff are in place and camps are full. Let the fun begin!
- On Saturday, June 3, the Department worked with the Village Center businesses and the Library to celebrate National Trails Day. The event hosted five stations along the Air Line Trail from the Cranberry Bog to the Village Center. At each station, visitors could learn important facts about the trail and earn a raffle ticket that they could take to the participating merchants for a chance to win a \$50 gift certificate. Despite the weather, turnout was good and staff looks forward to continuing this type of event on National Trails Day, which is the first weekend in June, each year.

### Police

- The Department has finally put its new Ford F-150 Police Responder vehicle in service after several months of delays. This vehicle replaced a 2015 Ford Expedition, which was stripped of its emergency equipment and graphics and turned over to the Animal Control Officers.



- During the month of May, the Department did not use Narcan, nor did it respond to any medical call in which a family member or other person had used it.

### Public Works

- Chip sealing has been completed on the planned roads. As part of the process, loose stone will remain on the road for approximately two weeks at which time the contractor will return to sweep up any remaining material. Once the extra stone is swept, the final, pavement-like wearing surface will remain.
- Staff has spent the majority of recent weeks on spring maintenance operations including roadside mowing, street sweeping, gravel road maintenance and intersection sight line restoration. In the coming weeks, work will begin to prepare sections of Old Clark Hill Road and

Bear Swamp Road for paving. This work will be accomplished utilizing Public Works staff and equipment with out of pocket costs being funded through the unimproved roads account.

- Additionally, during the summer months, drainage system repairs are expected to be completed on Forest Street, Hayes Road and East Hayes Road in anticipation of fall or spring paving of these streets.

**Town Manager/Other**

- In follow up to the discussion at a recent Town Council meeting and ongoing review of cracking in the High School Tennis Courts, which were recently replaced, Public Works Director Walsh is finalizing a report providing his opinion on the proposed repair. In short, upon investigation, he will be advising a more aggressive repair than the one originally proposed. The written material generated by the Director and the engineering firm that worked for the Town on the project will be shared with the Town Council, the High School Athletic Fields committee and the contractor to pursue the aggressive repair, which will likely involve removal and replacement of most, if not all, of the asphalt surface.

DC

cc: Management Staff

# May 2023

## Monthly Report

### At a glance:

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

- Sam Bolton and Keri Blanda attended the Connecticut Library Association Annual Conference, attending many informational programs and meeting vendors.
- The FY 23/24 Library operating budget has not been finalized. Another town referendum will take place in the coming months.
- The Friends of the Library Book Sale donation collection period began on Saturday, May 27 and will continue through Wednesday, June 7. The Book Sale will take place on Friday, June 9 from 2-7pm and Saturday, June 10 from 10am-3pm.
- The Library is a partner in the Connecticut Trails Day event along with Parks & Rec, providing a Bike Rodeo as one of the activities during the Trails Day event on June 3. Planning for that event continued this month with a meeting of the Air Line Trail Committee.
- The library hosted incubating chicken eggs from Hatch the Chicken. Six baby chicks hatched on Monday, May 29<sup>th</sup> and will remain at the library for patrons to interact with until Monday, June 5.

### Strategic Plan Actions Update

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

- School visits by Keri Blanda and Christine Cachuela began on Tuesday, May 30 to promote the upcoming Summer Reading programs. *(Informative & Collaborative), (Accessible & Inclusive), (Welcoming & Vibrant)*
- The Library is working to further develop its Library of Things. The Library of Things is a collection of nontraditional items that complement the East Hampton Public Library's mission to connect people, information and ideas to enrich lives and our shared community. Currently, the Technical Services Department is working to obtain and catalog all of these items in anticipation of their future introduction into the Library's circulating collection. All departments are collaborating to develop borrowing policies and procedures for the Library of Things. *(Accessible & Inclusive), (Responsible & Sustainable)*

### Department Reports

#### Administration:

*This section contains general updates and news about Library administration.*

- The FY 23/24 Library operating budget is under review. The town vote took place on Tuesday, May 30.
- Summer Reading 2023: "Find Your Voice" plans continue to develop. As a reminder, the kickoff event will be held on June 23 at Center School. The closing event will be held on August 18 at the Library. Other special programs and activities will take place in between those dates.
- Keri Blanda attended the monthly Commission on Aging Wellness collaborative to coordinate with other Town Departments to help improve services to seniors in East Hampton.
- Two Public Service Associates have resigned. One is taking a new job elsewhere and the other is moving out of state. Applications are being accepted through June 16<sup>th</sup> or until the positions are filled. Part-time staff have been willing and flexible in filling openings in the schedule.
- The Friends of the Library held their monthly meeting. They confirmed times for the upcoming book sale (donation drop-off begins 5/27; sale days 6/9 2-7 pm and 6/10 10 am-3 pm).
- The Library Advisory Board (LAB) held its monthly meeting. Keri Blanda gave an update on library operations and upcoming events. The Board and Mr. Cox discussed the process for identifying and interviewing candidates for the open Director position, with interviews potentially taking place in late May or early June.

## Children's Department:

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

- The Children's Department hosted several very successful school-age programs this month, including a Pokémon Party for children in Grades K-5. Participants created their own Poké Balls, traded cards, had a Pokémon-themed snack, and played Pokémon-themed games. Other programs for this age group included a yoga program that focused on mindfulness and a drop in DIY Kinetic Sand program.
- KOCO and the East Hampton Nursery School's graduating classes both visited the library this month so that students entering Kindergarten in the fall could get their first library cards and take a tour of the facility.
- Ms. Cachuela will continue preschool storytime visits throughout the summer to both Bright Path and Belltown Discovery Center, both of which requested that the monthly programs continue during the summer.
- Ms. Cachuela visited Memorial School classes on Tuesday, May 30 and Wednesday, May 31 to talk about the Summer Reading Program. She will also visit Center School on Friday, June 2 to promote summer programming.

## Adult / Young Adult Department:

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

- Adult programs were well-attended this month, with Cookbook Club welcoming its largest number of participants since resuming last summer.
- Ms. Blanda is discussing the possibility of establishing home delivery of library materials for Seniors in collaboration with the Senior Center.
- A Teen Paint Night program provided by Amy Ordonez from Studio 13 filled to capacity.
- The Pre-Teen Advisory Board welcomed new members eager to volunteer and help promote teen programming at the high school.
- The next Music in the Library program is scheduled for Tuesday, June 13. Daniel Corr, classical guitarist, will perform. This is the follow-up to February's popular Violin & Valentines program with the goal of bringing a musical performer to the library on a quarterly basis.

## Circulation and Technical Services Department:

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

- The Library has received and successfully printed several 3D printing requests for patrons.
- The Library is working to further develop its Library of Things. The Library of Things is a collection of nontraditional items that complement the East Hampton Public Library's mission to connect people, information and ideas to enrich lives and our shared community. Currently, the Technical Services Department is working to obtain and catalog all of these items in anticipation of their future introduction into the Library's circulating collection. All departments are collaborating to develop borrowing policies and procedures for the Library of Things.

## Strategic Plan Indicators of Success

### Circulation

#### Borrowers (*Accessible and Inclusive*)

	<b>+/- Last Month</b>	<b>May Borrowers</b>	<b>April Borrowers</b>	<b>March Borrowers</b>
<b>Adults</b> (borrowing physical items)	-38	1,107	1,145	1,146
<b>Children</b> (borrowing physical items)	+8	235	227	219

<b>Corporate</b> (borrowing physical items)	-2	14	16	14
<b>Staff</b> (borrowing physical items)	0	17	17	18
<b>SUBTOTAL</b>		<b>1373</b>	<b>1405</b>	<b>1397</b>
Overdrive	-15	215	230	217
Hoopla	-16	211	227	213
<b>SUBTOTAL</b>		<b>426</b>	<b>457</b>	<b>430</b>
<b>TOTAL</b>		1799	1,862	1827

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

	2023	2023	2023	2022	2021	2020
	May	April	March	May	May	May
Adult Collection	3058	3582	3582	3135	3,537	370
Children's Collection	2833	2896	3243	2731	2,658	307
Young Adult	432	368	362	317	243	36
<b>SUBTOTAL</b>	6323	6175	7187	6183	6,438	713
eBooks – Overdrive	1073	1046	1125	1016	992	900
eBooks - Hoopla	652	621	598	587	542	652
eBooks – RB Digital*	0*	0*	0*	0*	0*	0*
<b>SUBTOTAL</b>	1725	1667	1723	1,603	1,534	1552
<b>TOTAL</b>	<b>8048</b>	<b>7842</b>	<b>8910</b>	<b>7786</b>	<b>7972</b>	<b>2265</b>

\*RB Digital was discontinued.

**Visits**

**Door Counter** (*Welcoming and Vibrant*)

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
4428	6266	4046	4788	4460*	4710*	4606	4282	4,709	3,896	5,221	

\*November count is estimated due to a door counter malfunction. December count is partially estimated and started about a week late due to the counter malfunction.

**Programs and Partners**

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

<b>Onsite Programs</b>				<b>Participants</b>		
	May	April	March	May	April	March
Adult	5	5	6	32	25	41
Children's	19	20	25	354	371	436
Young Adult	6	7	5	26	21	27
Intergenerational	0	2	0	0	0	0
<b>SUBTOTAL</b>	<b>30</b>	<b>34</b>	<b>36</b>	<b>412</b>	<b>449</b>	<b>474</b>
<b>Self-Directed Activities</b>				<b>Participants</b>		

Adult	1	1	1	16	35	18
Children's	7	5	7	342	253	340
Young Adult	1	0	1	2	0	7
Intergenerational	1	1	0	186	24	0
<b>SUBTOTAL</b>	<b>10</b>	<b>7</b>	<b>9</b>	<b>546</b>	<b>312</b>	<b>362</b>
<b>Offsite Programs</b>				<b>Attendance</b>		
Adult	0	1	1		5	0
Children's	6	5	9	573	109	201
Young Adult	3	0	2	276	0	33
Intergenerational	0	0	0	0	0	0
<b>SUBTOTAL</b>	<b>9</b>	<b>6</b>	<b>12</b>	<b>849</b>	<b>114</b>	<b>234</b>
<b>TOTAL</b>	<b>49</b>	<b>47</b>	<b>57</b>	<b>1807</b>	<b>875</b>	<b>1070</b>

## Promotion

### Website *(Welcoming and Vibrant)*

	+/- last month	May	April	March
<b>Users</b>	-16	1458	1511	1527
<b>Sessions</b>	-91	2609	2721	2812
<b>Page Views</b>	-389	3899	3887	4276
<b>Events Calendar</b>	-169	886	1055	2187

**5 Most Popular Pages:** Library Homepage, Hours & Contact Info, Museum Passes, Library Staff, RiverEast.

### Social Media *(Welcoming and Vibrant)*

	+/- last month	May	April	March
<b>Facebook</b>				
<b>Reactions/Comments/Shares</b>	-87	182	269	228
<b>Page Reach</b>	+330	2693	2363	2113
<b>New Followers</b>	-8	17	25	22
<b>Instagram</b>				
<b>Reactions/Comments/Shares/Views</b>	-163	1010	1173	1683
<b>Page Reach</b>	-17	464	481	847
<b>New Followers</b>	-7	15	22	28

## Donations and Fundraising

### Donations *(Ready for the Future)*