Date: November 1, 2021

To: Pollard Library Board of Trustees

From: V. Woodley

Re: Director’s Report November 2021

BUILDING ISSUES:

* We have had some issues with water leaking into several of the 3rd floor offices. It started after the heavy rainstorm we had recently. We notified DPW, but they haven’t had a chance to check the roof.
* We are repairing/replacing several door locks in the building.
* The new curtain we ordered for the Picture Book room work area has finally arrived. It looks much better than the curtain we had before. This one goes to the floor, so children will not be tempted to go under the curtain to see what is on the other side.

PERSONNEL:

* Our new library page, Kira Poole, started on Oct. 25.
* I offered the PT custodian position to one of the applicants, but he turned it down when he received the official letter from HR. At this time I don’t have any more prospects for that position.
* Now that I am back after my extended vacation, I plan to request that we post the Coordinator of Tech Services position along with a part-time Library Aide position that is presently vacant.
* We will also schedule some more interviews to see if we can fill that 2nd library page position.

OPERATIONAL STATUS:

Everything is running smoothly. Attendance for our programs, whatever the format, is good. We are having some difficulty ordering materials since so many things are on backorder. In order to meet our Materials Expenditure for FY22, we may invest in a streaming service like Hoopla. I am sure the patrons will be thrilled.

STRATEGIC PLANNING UPDATE:

Thank you to those Trustees who asked to be a part of our various implementation committees. We are already scheduling meetings in November to talk about the action items for 2022.

PROGRAM HIGHLIGHTS:

* The Children’s department offered drop-in crafts with fall, Halloween, and Thanksgiving themes.
* We had a Parker Lecture on bees and honey. I sat through part of the lecture and found it very interesting.
* Beth Brassel and Doug Cooper are still meeting online with the Valley Collaborative students every month.
* Richard Howe gave a virtual talk on how parts of Tewksbury became Lowell.
* We are holding our Lego Club outside on scheduled Saturdays.
* Unscary Halloween was also an outside program this year.
* Mary Ann Kearns offered computer classes on Microsoft Word, Email, and Digital photos.
* Molly Hancock conducted a school outreach visit and 3 classes came to the Library for visits.

STAFF TRAINING AND MEETINGS HIGHLIGHTS:

* Several staff attended webinars on various topics, including domestic violence assistance training and Middle Grade trends.
* Bridget Cooley, Molly Hancock, and I are participating in a program called [Touchpoints.](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fbtc.talentlms.com&c=E,1,S_UTON-sWw6wRBHCpVAVVuQdZhuY-I42sB0bEe5UCrymSRy3LlLHWRRD26SWJqMm1t4sasBuSqrYeZBAk-jGoreWByFJ4YUXl9AFqQs7Lg,,&typo=1) *For over 20 years, the Brazelton Touchpoints Center has collaborated with partners nationwide to establish scalable and sustainable, low-cost, low-tech interventions that propel children’s healthy development and build the internal capacity of – and strengthen the collaborative relationships among – families, parents, caregivers, providers, and communities.* The Brazelton Center has created a course specifically for the library setting. We are attending weekly online sessions for 8 weeks and then performing other activities to implement what we have learned.
* I spoke with the [Sorenson](https://www.sorenson.com/) Company about the possibility of using their OVI or Over Video Interpreter services. This would allow staff at service desks to request an interpreter on demand to help serve our deaf community. We already have their video relay phone, which is used by the public.

INCIDENTS:

We had a theft of one of our Wi-Fi access points located in the ground floor meeting room on October 9th. A patron came into the empty room, scoped it out for a while, and walked off with the access point. We reported the theft to the police and I sent them a video of the thief in action. Unfortunately, he was wearing a mask, so it is not likely any of the staff can identify him. The City’s MIS department replaced the access point and we will be sure to place it in a less accessible place.

PEOPLE COUNTER:

In October 7,026 people accessed the Library. Most heavily used time is 2:00-3:00pm. This was a 6.4% increase from September.

BUDGET SNAPSHOT: We are now 33.97% through FY22

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| --- | --- | --- | --- |
| MUNICIPAL ACCOUNT | $ BUDGETED FY2022 | $ SPENT | % OF BUDGET USED |
| Salaries – Permanent | 971,982.00\* | 296,103.94 | 30.46 |
| Salaries – Temporary | 69,340 | 10,761.89 | 15.52 |
| Salaries – Shift | 5,632 | 1,459.55 | 25.92 |
| Electricity | 76,000 | 14,824.47 | 19.51 |
| Repair & Maint. Equip. | 5,550 | 3,099.11 | 55.84 |
| Leasing Equipment | 45,245.00\* | 20,246.76 | 44.75 |
| Consortium Fee | 54,598 | 54,598 | 100 |
| Professional Services | 46,894.00\* | 2,894.00 | 6.17 |
| Library Materials | 152,551 | 64,262.47 | 42.13 |
| Office Supplies | 15,000 | 9,905.28 | 66.04 |
| Custodial Supplies | 5,000 | 396.21 | 7.92 |

State Aid Grant: We have not yet received a disbursement of Library State Aid for FY22. We continue to use money that rolled over from our FY21 budget. We now have $135,211 in the fund. We have spent $44,800 so far in FY22.

The staff would also like to thank the Foundation for the gift certificates to the “Tasty Dumplings” restaurant. One of the staff told me he used it and thought the food was very good.

Respectfully,