Date: November 30, 2021

To: Pollard Library Board of Trustees

From: V. Woodley

Re: Director’s Report for December 2021

BUILDING ISSUES:

* We are having the usual issues with our heating system. Sometimes the boiler at City Hall will shut down unexpectedly and then we will have no heat in this building because we rely on that boiler to give us the steam we need to run our pumps in this building. This past Saturday the City Hall boiler was shut down as scheduled because that building isn’t open on Saturdays. I have sent an email to the head of DPW asking how we can resolve this issue. Apparently the programmers who set up the schedule, didn’t realize the Library is open on Saturdays. They also didn’t ask anyone at the Library or DPW to verify that assumption.
* We have had several bathroom issues with overflowing toilets, which have been resolved so far.
* The City electricians are still working on changing out lights and replacing those fixtures that don’t work at all by converting them over to LED.
* The building looks rather scruffy lately because we have had some staffing difficulties in our custodial department.

PERSONNEL:

* There is no news on hiring anymore staff at this point. Still working on it.
* Recently our full time custodian was hospitalized and our part-time custodian had to quarantine due to COVID. No one else on staff contracted it. Due to the lack of staff, we are doing our best to keep the place clean with a minimum of manpower.
* Our Teen Librarian was recently hospitalized for a serious medical issue and will be out for a few weeks. The Children’s department is working to take up the slack for any of her programs.

OPERATIONAL STATUS:

Despite everything that is going on with COVID and its variants, we are functioning as normally as possible. We are still holding many of our meetings online so staff doesn’t need to be in close proximity for too long a period of time. We are continuing to offer hybrid and online programming. That and wearing masks when in contact with others seems to be helping us maintain the status quo.

STRATEGIC PLANNING:

The SP Team met today to discuss the action items contributed by each of our sub-committees. I am going to create one action item list and submit it for their comment and yours before I turn it over to the MBLC. Sean Thibodeau and I will also be meeting with our consultant, Amanda Standerfer, to get her opinion on our action plan for FY22. Thank you so much for your valuable contributions to this part of our plan.

PROGRAM HIGHLIGHTS:

* The Children’s department have been offering drop-in craft days whenever the library is open. They offered Thanksgiving and Hanukkah themed crafts so far. They have been very popular.
* The Virtual Baby Yoga sessions are so well-attended that we have contracted for some more sessions in the coming months.
* We hosted a lecture entitled *Beyond the Mayflower and 1620.* It was about Native Americans in New England.
* We held our ever-popular Take and Make Wreaths program to coincide with the City of Lights celebration. In addition to taking a wreath home to decorate yourself, you could participate in 1 of 4 sessions at the Library to let us help you put the wreath together.

INCIDENTS:

We had a couple of incidents with an unruly patron. We think it is the same person even though the episodes occurred a week apart. It appears that this individual gets frustrated with our Internet service and proceeds to shout and use obscenities as he exits the building. So far, he has managed to elude the staff in charge so they can speak with him about his problem and behavior.

BUDGET SNAPSHOT: We are now 41.9% through FY22

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| --- | --- | --- | --- |
| MUNICIPAL ACCOUNT | $ BUDGETED FY2022 | $ SPENT | % OF BUDGET USED |
| Salaries – Permanent | 971,982.00\* | 377,663.18 | 38.85 |
| Salaries – Temporary | 69,340 | 13,609.85 | 19.63 |
| Salaries – Shift | 5,632 | 1,972.44 | 35.02 |
| Electricity | 76,000 | 14,824.47 | 19.51 |
| Repair & Maint. Equip. | 5,550 | 3,477.11 | 62.65 |
| 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 | 90,182.44 | 59.12 |
| Office Supplies | 15,000 | 10,859.51 | 72.4 |
| Custodial Supplies | 5,000 | 785.47 | 15.71 |

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 $59,331 so far in FY22.

Respectfully,