Date: January 31, 2022

To: Pollard Library Board of Trustees

From: V. Woodley

Re: Director’s Report February 2022

BUILDING ISSUES:

* Handicapped door at Colburn St. entrance. The inner door will not open when the push button is depressed. We are not sure if the problem is the button that activates it or the hydraulic piston on the door closer itself. I have been speaking with DPW for a couple of months now. They said they don’t know how to fix it and are going to send over a vendor to give me a quote. So far, we haven’t seen anyone. We have put a sign on the inner door telling patrons that if they can’t open this door to call the ground floor desk phone number and a staff member will come to open the door for them. DPW is aware that this is an ADA compliance problem. We had the inner door propped open when the weather was warmer, but had to close it when the weather got below freezing.
* DPW has managed to keep the heat on most of the time. They stopped by my office and fixed my register.

PERSONNEL:

* We have filled the FT Coordinator of Library Automation and Technical Services position. A long-time employee of the Library, Doug Cooper, was promoted to this position. We have finished interviewing applicants for the PT Library Aide position. We are checking references and will be able to recommend someone for employment very soon. I just interviewed another person for the PT Custodian position. She is interested only if she can make the schedule work with another part-time job.

STRATEGIC PLAN COMMITTEES UPDATES:

* *Engage Sub-committee:* The Engage subcommittee created an awesome box on the ground floor, where patrons can place library materials that they really enjoyed.  These materials will go on display (similar to staff picks). We now have forms at the service desks so patrons can make material requests. The Collection Development committee has had its first meeting and has begun to review other Libraries Collection Development and gift acceptance policies.
* *Outreach Sub-committee:* One topic of discussion at the last meeting was the library branch at the senior center. We have ideas for how to better utilize the space as a branch library that serves all the community, not just seniors. It is our understanding that physically there are changes coming to the senior center that may affect the library space. One concern of ours – does senior center administration understand that the library space located in the senior center is the Library’s space. To avoid any possible misunderstandings, the Outreach Committee recommends that the Library Director meet with COA Director to discuss this. Our hope is that the library and senior center will collaborate on future activities. Having both departments on the same page will avoid any confusion and help to ensure a positive working relationship.
* *Advocacy Sub-committee:* Postponing stakeholder tour from January until later in the spring (given COVID restrictions). Potentially looking for a Library Week tie-in in April. Drafted a tour outline document to get the framework of the tour down. Investigating translation vendors for translation services. Would like to investigate with staff / committees about the interest of library branded outerwear (vest/jacket/fleece).
* *Welcoming Sub-committee:* The Welcoming Group discussed the draft of the evaluation document that we’ll be using for our own Library evaluation as well as for the future benchmarking of other libraries. Our group walkthrough and evaluation of the building will happen the first week of February. Scheduling for Library visits to benchmark will be done at the February meeting.
* *Culture Sub-committee:* Culture Committee spent our January meeting categorizing and weeding down our list of potential questions for the Staff Satisfaction Survey. We’ve started discussing what form we wish the survey to take and via which platform it would be best administered.

PROGRAMMING HIGHLIGHTS:

Nearly all of our programming is now virtual. I believe the only ones done in-person are the Chess Club, computer workshops at the Computer Lab in the Senior Center, and some drop-in crafts for children.

* Mary Ann Kearns is still offering the computer workshops because she is able to create enough personal space around the students and herself to make it safe for people to be together in a room for an hour at a time. We have temporarily stopped the one-on-one Tech Help. It required close contact for a prolonged period of time. It was a good decision since Mary Ann contracted COVID a few days after her last Tech Help session.
* Children’s staff are offering Mother Goose and Family story times virtually. We are still offering the virtual Baby Yoga. We are astonished that we now have attendees from many parts of the world. Amazing!
* Our virtual programs for adults span many different subjects, such as: space travel, changing the way you work from survival to fulfillment, a two part series that examines books that have been made into films, and ways to simplify your life.

INCIDENTS:

* The individual who stole the magazine and caused problems in the bathrooms returned to the Library and was issued a No Trespass order by the police.
* A couple of other attempts to steal library materials occurred. Staff was notified when patrons set off the gate monitors.

BUDGET SNAPSHOT: (we are now 59% through FY22.)

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| MUNICIPAL ACCOUNT | $ BUDGETED FY2022 | $ SPENT | % OF BUDGET USED |
| Salaries – Permanent | 971,982.00\* | 548,175.57 | 56.4 |
| Salaries – Temporary | 69,340 | 19,634.60 | 28.32 |
| Salaries – Shift | 5,632 | 2,783.53 | 49.42 |
| Electricity | 76,000 | 14,824.47 | 19.51 |
| Repair & Maint. Equip. | 5,550 | 4,020.13 | 72.43 |
| Leasing Equipment | 45,245.00\* | 20,246.76 | 44.75 |
| Consortium Fee | 54,598 | 54,598 | 100 |
| Professional Services | 46,894.00\* | 5,927 | 12.64 |
| Library Materials | 152,551 | 102,323.68 | 67.08 |
| Office Supplies | 15,000 | 13,850.37 | 92.34 |
| Custodial Supplies | 5,000 | 1,017.59 | 20.33 |

Respectfully submitted,