Date: April 5, 2022

To: Pollard Library Board of Trustees

From: V. Woodley, Library Director

Re: Director’s Report April 2022

BUILDING ISSUES:

* The new flat screen purchased by the Foundation has been mounted on the Meeting Room wall and is operational.
* Another strange water leak has occurred twice now on the ground floor in the hallway in front of the bathrooms. Each time a heavy blowing rainstorm preceded the leak. A large amount of water has pooled on the carpet of the hallway and no one can identify the source of the water. DPW has looked for it twice now. Another mystery to solve.
* DPW has put in a requisition to finally get our handicapped door repaired.
* I mentioned in my last report that a patron had slipped on the inside marble stairs. He recently submitted a claim to the Law Dept. for medical treatment to his injuries. So far, the Law Dept. has not asked me to make any modifications to the stairs on which the accident occurred.

PERSONNEL:

* All of our vacancies and anticipated vacancies have been posted. The following positions are vacant or will be soon: Director, Coordinator of Community Planning, Library Assistant Part-time, Library Aide Part-time, 2 Library Pages, and Custodian Part-time.
* Director – the City will appoint an Interim Director as they continue to receive applications for the permanent position.
* Coordinator of Community Planning – position has been posted internally to City employees. Waiting for HR to send me the applications.
* Library Assistant Part-time – Have received numerous resumes and will begin interviews next week.
* Library Aide Part-time - Have received numerous resumes and began interviews. Will finish interviews by the end of this week.
* Page – Have received resumes. Will begin interviews next week.
* Custodian – Recommended candidate to HR. She received a job offer from the City, has completed her physical. Waiting for outcome of tests from HR.
* Sean Thibodeau’s last day is April 6 and Victoria Woodley’s is April 15.
* Our new Security Guard started in March.

PROGRAMMING HIGHLIGHTS:

* Many of our programs (especially the Children’s programs) have returned to in-person attendance. Mother Goose story time, Children’s Book to Art Club, and Lego Club are now in-person.
* The Teen librarian is offering Interactive Fiction and Dungeons & Dragons.
* Community Planning offered a Mini-Art painting event to allow patrons to create a small art piece that represented their love for Lowell, their neighborhood, reading, or the Library. The art pieces are being displayed in the ground floor display case.
* Many adult programs are still virtual so that we can share them with multiple libraries. They covered such topics as: Franklin & Eleanor Roosevelt, Mighty Storms of New England, How Ruth Bader Ginsberg came to Be, Adventures in Seed Starting, the James Webb Space Telescope, Massachusetts Must Read Authors, and the First Kennedys.
* Tech Help and Computer classes are all in person.

INCIDENTS:

* A patron was seen to be bleeding from a head injury. We gave him some first aid supplies for the injury, but he refused to tell staff how and where he was injured. We later found some blood in one of the bathrooms.
* Staff member detected the odor of marijuana smoke, but didn’t see evidence of smoking materials when she questioned some patrons in the stacks. She asked them to move to an area with table and chairs.
* A patron was seen by the custodian in an unlocked bathroom as he was injecting something. He fled the area when the custodian spoke to him.
* The security guard found drug paraphernalia in the stacks.
* A loud patron who refused to comply with staff requests was finally asked to leave the Library. Police had to be called when she refused. Since this has been the 3rd incident with this patron, we will ask the police to issue a No Trespass order the next time she comes to the Library.
* As staff was moving books in the Reference collection they noticed RFID tags ripped out of 2 books on the shelf. The theft of these books may have occurred a while ago. Their combined value was $175.00

PEOPLE COUNTER:

During the month of March, 9281 people accessed the Library. This is definitely back to our pre-COVID numbers. The most popular times of day were 2:00-3:00pm and 1:00-2:00pm.

BUDGET SNAPSHOT: (we are now 76.16% through FY22.)

|  |  |  |  |
| --- | --- | --- | --- |
| MUNICIPAL ACCOUNT | $ BUDGETED FY2022 | $ SPENT | % OF BUDGET USED |
| Salaries – Permanent | 971,982.00\* | 720,153.48 | 74.09 |
| Salaries – Temporary | 69,340 | 26,555.47 | 38.3 |
| Salaries – Shift | 5,632 | 3,770.78 | 66.95 |
| Electricity | 76,000 | 15,102.47 | 19.87 |
| Repair & Maint. Equip. | 5,550 | 4,847.92 | 87.35 |
| Leasing Equipment | 45,245.00\* | 20,246.76 | 44.75 |
| Consortium Fee | 54,598 | 54,598 | 100 |
| Professional Services | 46,894.00\* | 24,957.11 | 53.22 |
| Library Materials | 152,551 | 152,311.26 | 99.84 |
| Office Supplies | 15,000 | 13,067.22 | 87.05 |
| Custodial Supplies | 5,000 | 4,905.12 | 98.10 |

Respectfully submitted,