Date: June 6, 2022

To: Pollard Library Board of Trustees

From: Dory Lewis

Re: Director’s Report June 2022

BUILDING ISSUES:

The Elevator is out of Service. It has gotten stuck numerous times over the past few weeks, and the Fire Department has had to be dispatched twice. The Control panel in the elevator closet needs to be replaced. We will get a quote from Motion Elevator.

PERSONNEL:

* Verbal offers were made for 1 part time Library Aide position, I part time Library assistant position and 2 Library page position. One part time Library Aide is supposed to start of June 13th.
* We have interviewed some good candidates for the Community Planning Librarian.
* Vacancies at this time: 2 Library pages, Librarian 1-Community Planning, Library Director, PT Custodian, Library Assistant part time.
* Our Full time Custodian has been out on Medical leave for the past month.

STRATEGIC PLAN COMMITTEE UPDATES:

* *The Outreach committee* – Met in May. This meeting featured a special guest, Bridget Cooley, the Coordinator of Community Planning.  We invited Bridget to come because the Bookmobile falls under her department.  The committee had been doing research on the subject of bookmobiles so I thought it would be a good idea to have Bridget speak to the group about the library's Bookmobile situation.  Bridget gave a mini presentation about the status of the Bookmobile project.  As the Bookmobile falls under her purview, we also wanted her to share her vision and plans for the Bookmobile.  Bridget's presentation was extremely thorough and committee members were very impressed.  Our Bookmobile is in good hands!
* *The Engage Committee* – Did not meet in May, but the reference collection was weeded and we have moved all of the new Fiction up to the second floor. If you search the catalog “new” now comes up as a location.
* Culture Committee premiered Staff Shout-outs at the May staff meeting and they are still going strong as of June's staff meeting. The Staff Satisfaction survey is complete and will be going live to staff as of next week. We're looking forward to the results and are encouraging all library staff to participate so their voices are heard. Our next step will be working on a customer service statement for the Library. Committee members have started by looking at what other libraries have already created in a similar vein. Several applicable webinars have also been noted and/or attended by members of the committee with intention of future use for staff training, presentations, etc.
* *The Welcome committee* - Due to chaotic nature of my department for May, the Welcome Committee took the month off, but will be meeting soon.
* **Advocacy -**talked about ways to continuing moving the work we’ve done so far into the future – discussions about an annual reports, outreach activities, the impressions of the community discussions for the ARPA funds, the bookmobile timeline and how to get more support from all levels of leadership to keep the Library front and center.

PROGRAMMING HIGHLIGHTS:

Adult Programming:

* Friends hosted their Annual Book Sale and made over $2000
* Meditation Classes ran through the end of the month, we were averaging 15-18 people per session
* Hosted a virtual author talk with Ocean Vuong
* Had 2 Talking Jack talks about Jack Kerouac and his American experience. Both sessions had about 15 people attend with sales going to lala Books
* The Historical Society hosted their annual meeting and a special presentation Beyond Ladd & Whitney: The Lowell Casualties of 19 April 1861 – this was a hybrid event, so we had 17 in person and about 12 or so online.
* The Chess Club will start meeting weekly over the summer as part of a pilot program

Children’s programming

We are back to pre-pandemic numbers as far as tours and outreach visits.  All of our programs and tours are in house.

Lori's Book to Art Club is a new program that started this spring and has proven extremely popular.  For this program, elementary aged children read a picture book and then work on art or craft projects related to the book's theme.

And as always, Virtual Baby Yoga is popular.  I have been receiving emails from parents/caregivers saying how much they like this virtual event.  Because it is virtual, they don't have the added pressure of trying to get a baby out of the house for an activity.  We have attendees from all over the United States participating.  They are all quite happy that we will be offering this program again in the fall.

BUDGET SNAPSHOT:

|  |  |  |  |
| --- | --- | --- | --- |
| MUNICIPAL ACCOUNT | $ BUDGETED FY2022 | $ SPENT | % OF BUDGET USED |
| Salaries – Permanent | 971,982.00\* | 902,814.91 | 92.88 |
| Salaries – Temporary | 69,340 | 34,021.95 | 49.07 |
| Salaries – Shift | 5,632 | 4,835.19 | 85.85 |
| Electricity | 76,000 | 56,492.14 | 74.33 |
| Repair & Maint. Equip. | 5,550 | 4,633.53 | 87.35 |
| Leasing Equipment | 45,245.00\* | 20,246.76 | 44.75 |
| Consortium Fee | 54,598 | 54,598 | 100 |
| Professional Services | 46,894.00\* | 39,132.86 | 83.45 |
| Library Materials | 152,551 | 151,504.41 | 97.41 |
| Office Supplies | 15,000 | 14,612.24 | 97.41 |
| Custodial Supplies | 5,000 | 4,946.09 | 98.92 |

Respectfully submitted,

Dory Lewis