

Director's Report

November 16, 2020

Personnel

- The library has 1 full time position that have been unfilled and 1 employee out due to the COVID pandemic. 14 hour JLA position has been posted.
- Hoping to fill the Full time position once the library can start holding programs and activities inside the building.
- The library staff have done an amazing job of providing support to our library patrons and providing consistent regularly library services safely

Programs and Collection

- Staff continue to offer many of the regularly scheduled monthly programs virtually.
- Young Adult and Children's continue with the Grab and Go crafts
- The digital collection will be increased by 5% this fiscal budget. The expenditure will be paid out of the operational budget materials expenditure line.
- Families and Children had fun with the community pumpkin patch program.



Building

- With the increase in COVID 19 cases the staff has been divided into A and B teams with shorter shift hours. To reduce the exposure of COVID 19 between staff and for the library to continue to maintain operations we will be adding two evening shifts. This will

reduce the number of employees in the building during a given shift, therefore allowing for stricter social distancing.

- To accommodate this, the schedule will now include Monday and Tuesday evenings. Tuesdays and Thursdays the building will continue to remain closed to the public while we offer curbside from 10am-7pm. The shifts will be 5.5 hours each (9-2:30 and 2:30-8), Monday through Thursday, Friday will be rotated between the 2 teams, working in-library or remotely.
- Even with change in library hours, staff exposure to each other and the public will decrease significantly.
- This new schedule will maintain a 5 day onsite work schedule with very little disruption to the public or staff.
- Current hours are

Public: Mon 10-7pm, Wed 10am-7pm, Friday 10am-5pm

Curbside Tuesday 10am -7pm and Thursday 10am -7pm

- Custodians will continue to work their regular schedules.
- Jada and I continues to monitor through the state COVID map the town positive rate numbers, safety protocols and PPE for staff which allows the staff to focus on their duties and workflow.
- Jada and I have developed a plan to capture staff remote hours using the intranet professional development page. All Librarians have laptops that they will use during their remote hours.

Warrants

Warrant 9/30/20	\$13,483.91
Warrant 10/14/20	\$12,682.75
Warrant 10/28/20	\$23,641.90
Warrant 11/10/20	\$20,289.18