

## ***Director's Report***

***March 15 , 2021***

### **Personnel**

- Kathy Blaney a staff member since 1996 will be retiring on March 17<sup>th</sup>, 2021. Kathy has worked in various position in the library and she will be missed by all the TPL staff. We wish her all the best.
- The library will have 3 unfilled position. A 35hr PLA and with the recent retirement two 14hr JLA position. These position will not be filled at this time due to a town wide hiring freeze.
- The library staff continues to do an amazing job providing support to our library patrons through reader's advisory and virtual programs.

### **Collection and Programs**

- Staff continue to be busy offering many regularly scheduled virtually monthly programs such as the cookbook club, Storytime's and songs, and book talks. The Library's Facebook and Instagram accounts are starting to see an increase in activity from patrons. The social media accounts also allows patrons to view virtual programs multiple times.

### **Professional Development**

- All staff continue to participate in webinars as part of remote work.

### **Building**

- Staff remain divided into A and B teams with shorter shift hours. To reduce the exposure of COVID 19 between staff.

Schedule for hours open to the public has changed:

**Open for Browsing,**

Mon: 10:00 AM - 7:00 PM

Tues: 10:00 AM - 7:00 PM

Wed: 10:00 AM - 7:00 PM

Thurs: 10:00 AM - 7:00 PM

Fri: 10:00 AM - 5:00 PM

Beginning the week of March 22<sup>nd</sup> the library will no longer offer curbside pickup

- FY21 Capital requests and five year capital improvement has been submitted to the Ways and Means committee.
- Contract has been submitted to Bibliotheca for the purchasing 3 self-checkout machines.

### **Other**

- Jada continues to analyze the schedule to modify shift changes which will be necessary to reopen to 64 hours a week which will include nights and Saturdays. We will be reaching out to the union for a discussion in April.
- Jada and I have started a conversation about the book budget for FY22. Jada will be analyze digital vs print materials, databases, and museum usage. Magazine usage has been evaluated and changes have been completed.
- Marketing campaign for Kanopy which is the libraries Video streaming service for movies which includes, documentaries, foreign films, classic cinema and educational videos will kicked- off in April.
- Generous donation made to the library on March 5, 2021.

**FY21 Budget**

- In anticipation of the supplement budget FY21 a request went out to Department Heads to review the FY21 year to date expenditures and identify available funds to transfer to reduce the amount required from free cash. Library transferred over the money from position that have been frozen as a result of retirements.
- The Mayor’s Office is also analyzing Capital money from previous years that hasn’t been spent. The balances will be transferred.
- FY22 Budget submittals have begun and in anticipation of the negative financial impact of COVID19 there will be a 10% reduction to all department budgets. The majority of the reduction will be from frozen positions. Library will need to apply for a waiver in the fall of FY22.

**Warrants**

Warrant 03/03-21	\$19,421.05
Warrant 03/17/21	\$12,190.65