

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

***April 12, 2021***

### **Personnel**

- The library will have 3 unfilled position. A 35hr PLA and with the recent retirement 2 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.
- The newsletter produced by Reference Librarian Moira Cavanagh and programs developed and implemented by Library staff received a Sincere Thank you by a library patron. "These monthly newsletters are wonderful. And such a beautiful community service in addressing various age groups, interests, etc. With appreciation, and best wishes for all you do, including the adjustments made during the pandemic.

### **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.
- The librarians on Monday April 12<sup>th</sup> will be kicking –off a campaign on the streaming database Kanopy.
- Christina Castle Young Adult Librarian has continue to develop and implement videos on each of items the library has in its Library of Things Collection. The videos will soon be added to our webpage.

### **Building**

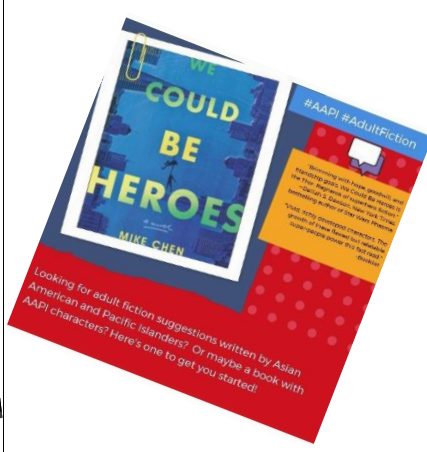
- Mayor office announced at the Department Head meeting for the end of the reduced staff schedule by May 3, 2021. Library staff has been notified
- Schedule will be in place from Monday May 3 until Friday September 3<sup>rd</sup>. Library will be open to the public from 9am-8pm.
- Fall hours including opening on Saturday will begin Tuesday September 7<sup>th</sup>. I anticipate library hours will be back to 9am-9pm Monday –Thursday, Friday 9am-5pm and Saturday 9am-5pm.
- Smooth transition in opening the library to in person browsing on Tuesday and Thursdays and ending curbside.
- Contract for the 3 self-check machines has been submitted to the Grant Writer/Contract administrator for review and signatures.

### **Other**

- Karen Shanley, Jada and I met with the Union to discuss schedule changes starting in the fall. The Union will be discussing the amended schedule with members and will contact us to establish the next meeting.

**FY21 Budget**

- FY22 budget has been revised and submitted to Chief of Staff Nicole Taub. At this time the Library budget has been restored and the library will make State Aid Certification for FY22.



**Warrants**

Warrant 03-31-21	\$14,265.21
Warrant 4-14-21	\$11,005.24