

## **Library Board of Trustees - Director's Report**

**January 21, 2020**

### **BUILDING:**

Completed: new floor laid in chair/table closet in Maple Room.

Newly noted: west entrance door controller for automatic malfunctioning at random. Reported to Systems Tech.

Ongoing: Greenfire located source of heat loss in roof causing icicles on south side of building; insulators added more insulation on 1/15. Call into Focus on Energy to request building energy audit. Replaced flickering light fixture above west stairway. Installed replacement door fixtures on bathroom doors (punch list item). Continue to try to coordinate with Systems Tech and WVLS to set up remote access for security system software. Work on scheduling 1 year walk-through with Hoffman.

Owner's responsibility items still remaining: connect furnace smoke detectors to fire panel, remote access for security system software.

1/2/2020 Green space meeting

### **ADMINISTRATION:**

Installed new printer/copiers upstairs (public) and downstairs (staff).

2019 End of year bookkeeping, HR, administration, donations, 2020 staff scheduling, door timer, etc.

Begin winter weeding projects, begin hanging art, new "new" book shelf, new shelving for used book sale downstairs; Amazon re: shipping errors

### **STAFF DEVELOPMENT AND LIBRARY DIRECTOR CONTINUING EDUCATION:**

CEUs for 2019: 40 (6 technology)      CEUs for 2020:

### **PROGRAMS AND OUTREACH:**

Began new initiative, "Coffee & Kids" for early childhood literacy education. Will be expanding along with family evening story times for families who can't attend during the day. Other new programs starting in January: Women/Girls in STEM (2<sup>nd</sup> Tuesday, 3<sup>rd</sup> Wednesday), Dungeons & Dragons Club (weekly on Saturdays). Many thanks to community volunteers for organizing and running programs.

12/6 – Paint Swirl ornament - 18; 12/10 – Button making drop-in - 10; 12/17 – Books the Other Channel; 12/20 – Drop in seed ornament making - 28; 12/26 – Sphero drop in play - 8; 12/28 – YA escape room – 4; 1/7 - Coffee & Kids; 1/7 – Lego Club; 1/8 – Library Lovers; 1/14 – Women in Stem - 11; 1/16 – Sip & Swipe; 1/18 – D&D Club.

Upcoming: 1/22 – Girls in STEM; 1/23 – Sip & Swipe; 1/24 – No School Wii Game Day; 1/25 – D&D Club; 1/27 – Nighttime Story Time; 1/27 – Coffee & Kids; 1/28 – Coffee & Kids; 2/1 – D&D Club; 2/4 – Coffee & Kids; 2/6 – Tabletop Tech; 2/8 – Book sale; 2/8 D&D Club; 2/11 – Coffee & Kids; 2/11 – Women in STEM; 2/12 – Library Lovers; 2/15 – D&D Club; 2/17 – Nighttime Story Time; 2/17 – Coffee & Kids.

Respectfully submitted,

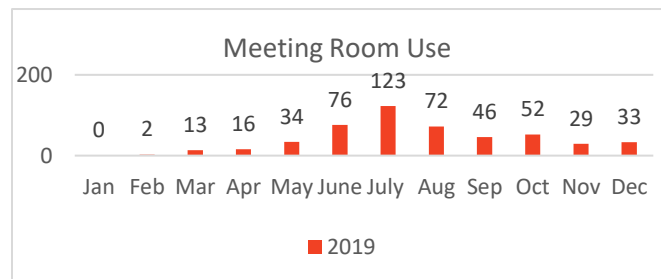
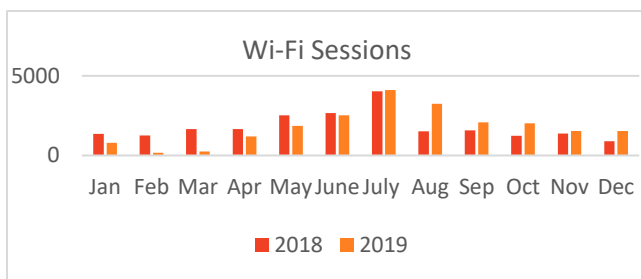
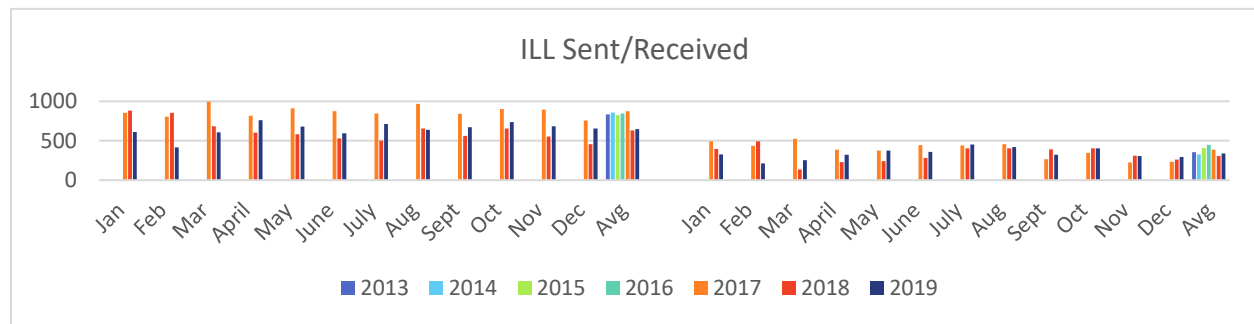
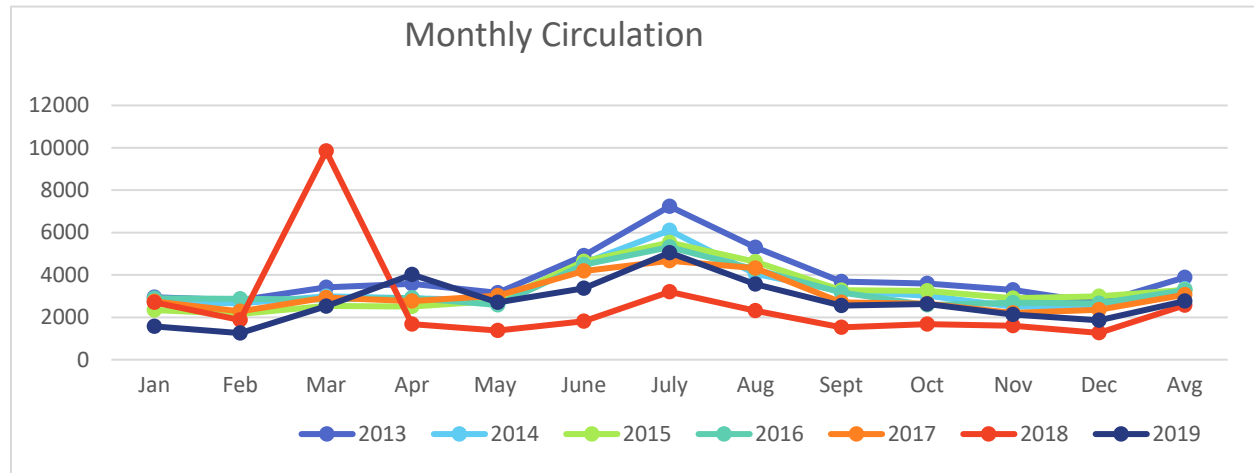
Erica Brewster – Director

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## Monthly and YTD Statistics

	Dec 2019	YTD 2019	Dec 2018	YTD 2018	Dec 2017	YTD 2017
<b>Circulation</b>	1,852	33,203	1,265	30,874	2,355	36,835
<b>Interlibrary loan sent</b>	610/45	7,288/455	436/22	7,144/421	721/37	9,956/509
<b>Interlibrary loan received</b>	295	4,044	263	3,648	234	4,627



## Library Usage - Survey 2019

	March	June	October	December	Total 2019	Total 2018	Total 2017
<b>Library Visits</b>	320	588	580	261	22,737	16,211	24,492
<b>Reference Transactions</b>	7	7	29	28	923	546	1,326
<b>Program Attendance</b>	48 4 programs	15 2 programs	107 5 programs	54 5 programs	Avg/wk: 56 4 programs	Avg/wk: 30 2 programs	Avg/wk: 71 4 programs