

## Library Board of Trustees - Director's Report

February 18, 2020

### **BUILDING:**

Systems Tech added "EKG" monitor to malfunctioning back door to pinpoint any problems. Hasn't malfunctioned since. Also began setting up remote access software.

Ongoing: ice on south side of roof caused a short-term leak in teen area window. Town cleared the snow from the immediate area and leak stopped. Contract with Essential Restoration to steam remove ice dams in three major areas of concern (south roof by electric meter, north roof by A/C condensers, and southwest eave above sidewalk).

2/5 One-year warranty walkthrough meeting: remaining concern is the ice buildup on roof and gas use.

2/11 Attic investigation with Greenfire, Winchester Builders, Essential Restoration (thermal imaging), phone to Hoffman. No single large smoking gun. Will monitor ice buildup to determine effectiveness.

Owner's responsibility items remaining: connect furnace smoke detectors to fire panel.

2/6 Green space meeting

### **ADMINISTRATION:**

New town maintenance manager started 1/27; working on orientation for library building

Annual report begun 1/23, finalized 1/31

Computer inventory and management; begin planning 2021 budget; set up reporting and tracking for 2020; new periodicals orders

Collection management: reviewing database and book circulation.

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

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

Awarded scholarship to attend Research in Public Libraries (RIPL) conference, Itasca, IL, July 12-16

### **PROGRAMS AND OUTREACH:**

#### **January programs/attendance:**

<b>Program/Attendance</b>	<b>Children</b>	<b>Young Adult</b>	<b>All ages</b>
<b>Regular attendance</b>	13/220	6/48	5/32
<b>Self-directed</b>	0/0	5/89	2/32

**Upcoming programs:** Story Hour, Family Dinner and Stories, Coffee & Kids, Books the Other Channel, Library Lovers Book Club, Dungeons & Dragons, Three Lakes Genealogy Society, Women in STEM, Girls in STEM, Photo album/scrapbook meet-up. Adding "general audience" programs and planning for spring/summer programming.

Respectfully submitted,

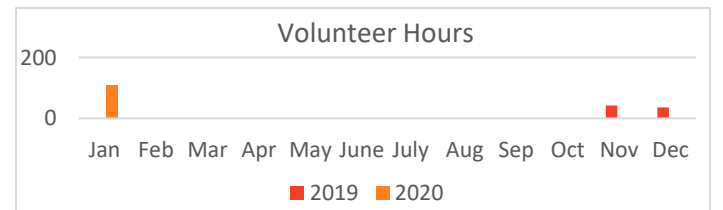
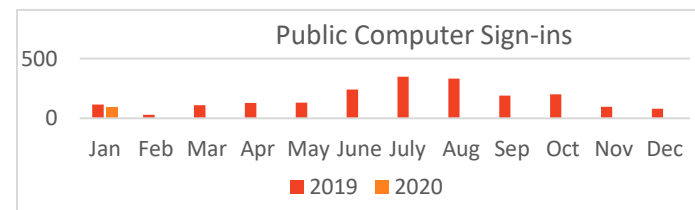
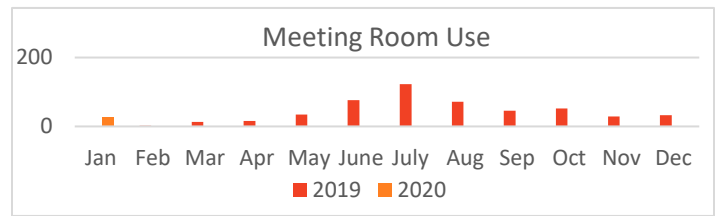
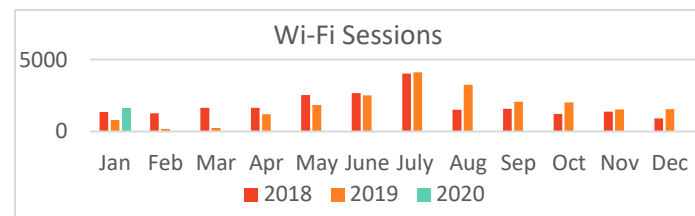
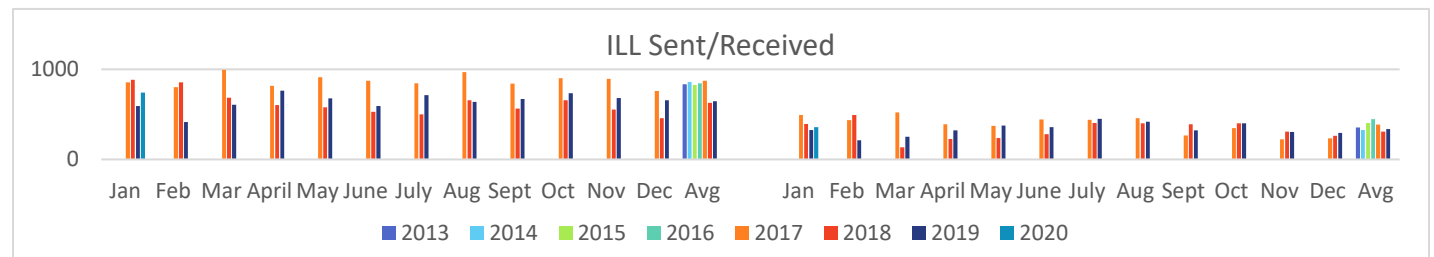
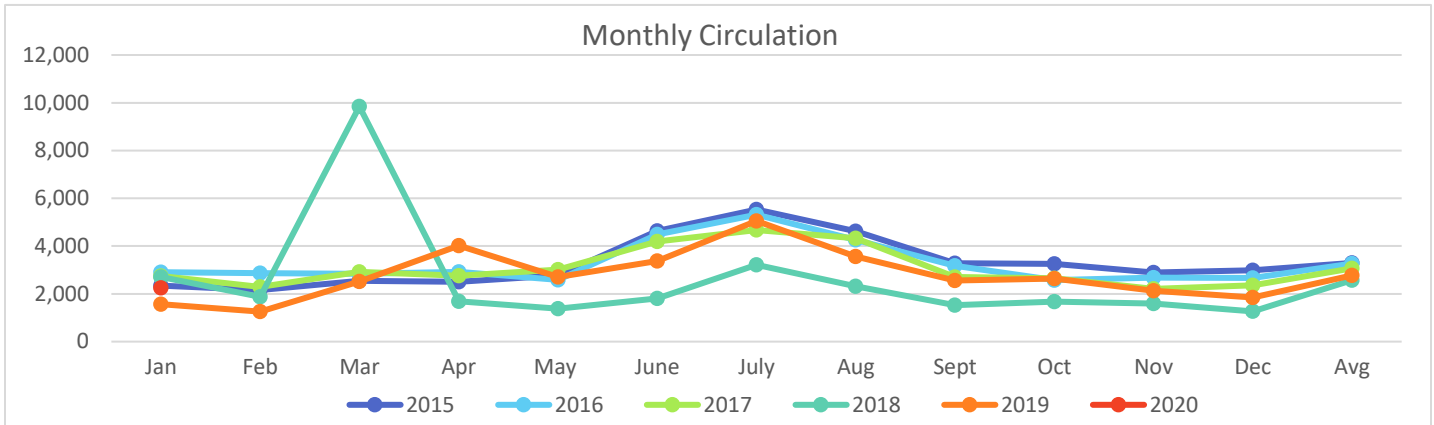
Erica Brewster – Director

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## Monthly and YTD Statistics

	Jan 2020	YTD 2020	Jan 2019	YTD 2019	Jan 2018	YTD 2018
<b>Circulation</b>	2,245	2,245	1,567	1,567	2,702	2,702
<b>Interlibrary loan sent</b>	703/39	703/39	557/34	557/34	822/62	822/62
<b>Interlibrary loan received</b>	338/360	338/360	326	326	394	394



## Library Usage - Survey 2020

	March	June	October	December	Total 2020	Total 2019	Total 2018
<b>Library Visits</b>						22,737	16,211
<b>Reference Transactions</b>						923	546
<b>Program Attendance</b>					Avg/wk: programs	Avg/wk: 56 4 programs	Avg/wk: 30 2 programs