

Library Board of Trustees - Director's Report

May 19, 2020

ADMINISTRATION:

05/04/2020: began curbside pickup of library items per Emergency Order #28 (update to Safer At Home order). Offered pickup of requested items on Monday and Thursday afternoons on 5/4, 7, 11, 14, 18, 21. The process went smooth despite needing to develop workarounds for lack of courier delivery and 72-hour quarantine on returned items. Lyn and Erica were assisted on Mondays by April and Thursdays by Charlotte. Anticipate being able to allow additional access/services after 5/25.

Administrative tasks: mailed cross border/county funding letters for 2021; addressed Demmer Trust administration; cleaning out and recycling unneeded items; continued weekly online directors' meetings, received new equipment and applied for LSTA grant to expand exterior wi-fi coverage.

BUILDING:

Tom Asbeck completed the next draft of the library maintenance manual and maintenance schedule. Josh Paetow accepted another position with the town (Public Works manager – combination of town shop supervisor and overseeing maintenance personnel). Building maintenance position is posted. Further training using the manual is on pause until replacement is hired.

With less rain and an easy snowmelt (minimal frost in ground), rain gardens are retaining less water. Green space committee has not met and committee chair Ed Cottingham retired from the Plan Commission at the end of his term in April. Have not been in communication with Greenfire about scheduling any additional work on rain gardens or attic ventilation.

West door electric lock has failed; reported to Genetec and working on repair.

STAFF DEVELOPMENT AND LIBRARY DIRECTOR CONTINUING EDUCATION:

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

PROGRAMS AND OUTREACH:

New "online only" cards issued: 2

Online programming: working on methods for tracking numbers of participants. Virtual live meetings offered in May via BlueJeans: 2 genealogy/family history research session, 2 online STEM programs, 3 Story Hour events, TL Historical Society, TL Waterfront Association, Books the Other Channel book club

Summer reading will be offered through "Beanstack" online reading challenge app. Users sign up and participate in variety of reading and activity challenges and receive digital badges and entered in prize drawings. Starting June 15.

Reviewed statistics for Overdrive/Libby use in March/April. # new users, # holds went up, but # of checkouts went down. Following statewide discussion re: purchasing additional titles.

Shared equipment with TLCFA so they could offer online programming.

Respectfully submitted,

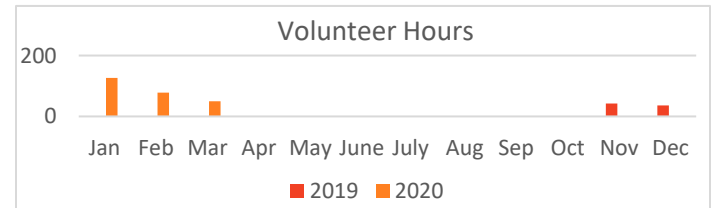
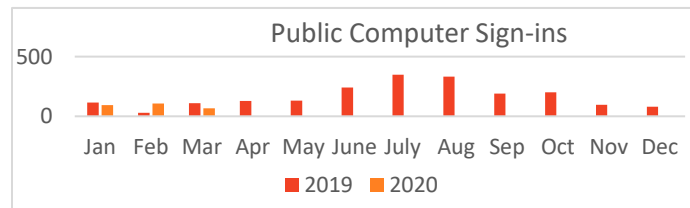
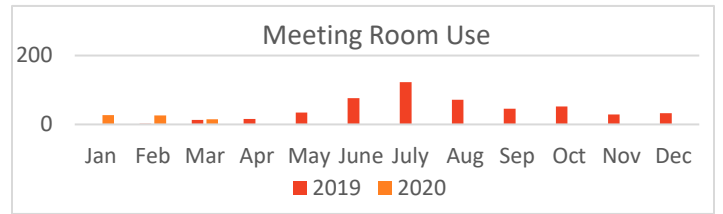
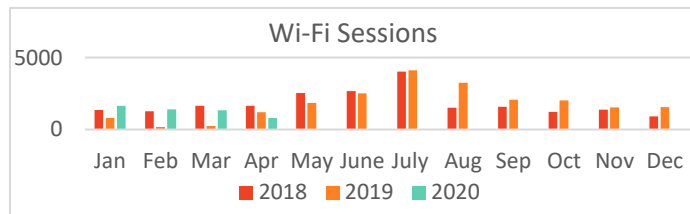
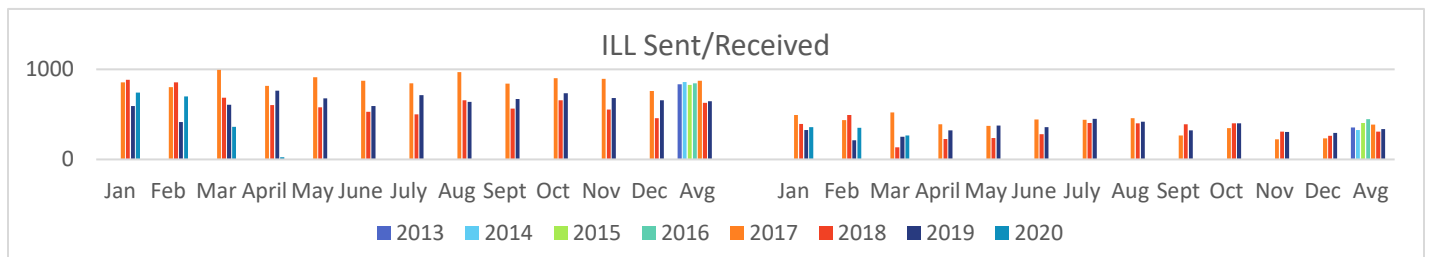
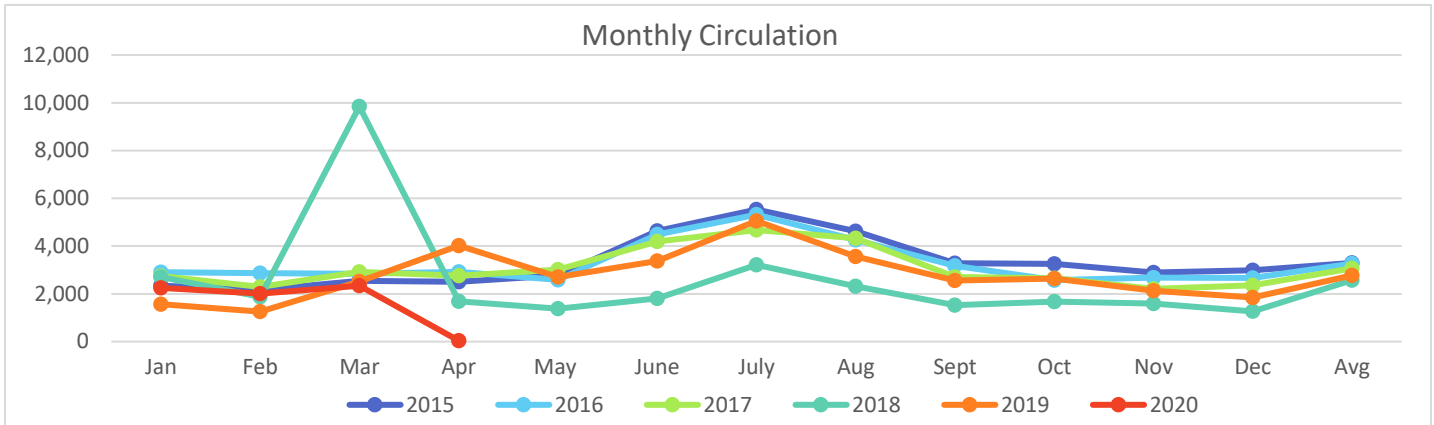
Erica Brewster – Director

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Monthly and YTD Statistics

	April 2020	YTD 2020	April 2019	YTD 2019	April 2018	YTD 2018
Circulation	39	6,686	4,022	9,361	1,685	16,103
Interlibrary loan sent	0/26	1,736/94	712/50	2,252/123	578/24	2,866/167
Interlibrary loan received	1	978	324	1,117	228	955



Library Usage - Survey 2020

	March	June	October	December	Total 2020	Total 2019	Total 2018
Library Visits	387					22,737	16,211
Reference Transactions	36					923	546
Program Attendance	59 4 programs				Avg/wk: programs	Avg/wk: 56 4 programs	Avg/wk: 30 2 programs