**Director Report November/December 2021**

**Meetings**

Monthly Meetings: staff, board, renovation planning, finance committee (budget)

Additional Meetings:
- Staff/Board/Volunteers and Grief Counselor
- Staff Breakfast (12/2) I cooked for staff, we ate and talked about many things including Raymundo’s passing

**Staff Reports**

- Head of Circulation (Kevin O’Leary): Isaac has taken over most of Raymundo’s hours, even though he is now over 30 hours, he doesn’t want insurance benefits as he is covered under his parents.
- Adult Programmer (James Frauenberger): Local Author Visit - Roger Roloff (Literacy, Local), Paint & Sip (STEAM), Book Club (Literacy), Knitting Group, Girl Scout troops using our space for meetings (JEDI), Dreidel Take Home successful (JEDI), Homeschoolers looking to use our space (JEDI)
- Teen Coordinator (Deborah Engle-Di Mauro): Take Home Beading Kit (STEAM)
- HHHC (Carol Johnson): Grant submitted; working on insurance for transporting our items to be digitized.
- Children’s Librarian (Kim Demetriou): Community nursery schools and homeschooler visits in November. Programs for fall were popular and well attended. As we moved into the cold weather, attendance dropped. We will host more virtual and passive programming for the next few month.

**Financials:**

- Grants: So many to apply for, it’s about finding the time to plan them. This is something I will tap into Bebhinn for help with in 2022.
- Gifts/Donations: Several nice donations this month - see deposit report.

**Facilities**

- Locked into a snow plower for this season.
- Mechanical Room being cleaned out - lots of old equipment, shelves, etc.
- Lost heat in November, took three days to have restored. It turned out to just be a pump was off, but I’m worried our boiler person did not catch the problem. I am reevaluating our service contracts, many we are locked into for now.
- Evidence of people sleeping on the porch off of the old building’s fireplace room.
- New signage for parking lot, parking lot plan in the works (new signage, paint, tags, warning signs, towing company) - will share in January.
• All computers are now in heavy staff traffic areas. The teen space has been created and I see that it is frequently used. There is soft seating as well as work table and chairs. I hope to purchase more suitable teen furniture in the future - funded through a donation or grant.

Collection Development/Highlights
• Continue to weed books throughout the library collection. These are books that are damaged or obsolete. If damaged and deemed worth keeping, we will purchase a new copy.
• Added “Wishlists” to our amazon account - hoping people will purchase for the holidays. One wishlist is for Raymundo Jackson.
• Establishing way for people to donate books/DVDs in Raymundo’s memory. We will place a bookplate in the items purchased in his honor.

Community Relations
• The memorial service for Raymundo allowed me to meet and connect with so many people in our community. Although it was a sad occasion, I was honored to meet so many that loved Ray. We had well over 200 people come through to share their thoughts and memories.
• I’d like to establish a local history contest for middle school aged students. It would be wonderful to partner with our local historical organizations to make this a community-wide event. Judges could be local stakeholders, etc. Discussing with Carol Johnson from our HHHC, then I will take to the other organizations/schools.

Technology Updates/Initiatives
• Setting up security camera monitors for staff (front desk, children’s room, HHHC). As more of our older computers are replaced, I will use the old ones as security camera monitors. Goal is to have them available for staff in all work areas.
• TV in circulation area displays programs, events, resources and services available to our patrons. I plan to add more of these throughout the building in the future.