

## Director's report

November 2, 2020

### 1. Gratitude

- Special thanks to Nancy and Betty for their help in compiling and submitting our State Aid report this past month!
- Thanks to Kate for covering my shift on November 4<sup>th</sup> so I can recover from my long day at the election!
- Shout out to Kate for her video about growing garlic and a very awesome apple and counting-themed Stories & Songs.

### 2. Building/grounds

- Sandri has scheduled upgrades to the HVAC for November 24<sup>th</sup>. Meanwhile, we have shared our plans for "Express Browsing" with the Select Board for their review and any feedback. One suggestion we have already received is to consider required temperature screenings for anyone who enters the building.
- Doug Macleay is planning to come out later this month to survey the area behind the building and draw up plans for repaving and expanding the parking area, and improving drainage away from the building. Note that this project will likely require an easement, in order that we can direct water off of the library grounds and onto one of the neighboring properties.
- A bid to paint the fence is expected today; with luck, we might be able to get this completed before the really bad weather hits.
- Two of the hanging lights in the children's area have gone out. We've checked the circuit breaker and changed the light bulbs, to no avail. We've left multiple messages for Jim Slowinski regarding this, the outdoor lights (which were previously identified as a safety issue), and checking some of the outlets where we're using power strips on a long term basis. Word has it that Jim is very busy, but that finding another electrician could be just as difficult.
- Per our email conversations a few weeks ago, we did not have the building power washed, and will hold off until we can hire a professional to handle this for us next spring.
- Barry Nye spoke with me about the repointing work; this will also need to be scheduled for the spring, though he'll be by to take a look at the work that needs to be done before then.
- One of the suggestions included in the report from NEDCC is to install locks on both of the basement doors for improved security. The outer door is held closed with bricks, as the latch does not work, and the inside door is secured with a sliding bolt.

### 3. Administration

- Application is open for the ALA's "Libraries Transforming Communities: Focus on small and rural libraries" grants. Up to 650 libraries in small and rural communities will receive \$3,000 each towards issues ranging from media literacy to COVID-19 safety to unemployment. Applications are due by December 2, 2020. The time investment to prepare an application is roughly two hours. Reporting requirements for successful applicants include using PLA's Project Outcome Civic/Community Engagement or ACRL's Project Outcome Events & Programs to collect and share feedback about the community conversation with library leadership and trustees, or writing an article or creating a video to share about how the grant has benefitted the library and community.

- This month we submitted our 2020 Financial Report to the MBLC. Thanks again to Betty for putting together the year-end financials that made completing this report relatively straightforward!
- Two other reports were due this past month, also; the delivery survey, in which we track the number of bins and items per bin that we receive and send through ILL, and the PLA's technology survey, which tracks our services and what equipment we make available to the public.
- We also submitted our final report for the MBLC's Preservation Assessment grant this past month. That same week, we received the NEDCC's final report regarding Preservation Assessment at GML. Some important takeaways and recommended next steps are as follows:
  - Adopt a mission statement, collection development policy, and protocols for access specific to the local history collection, as well as a Deed of Gift to create a record of items that are received or deaccessioned to other organizations;
  - Budget for preservation assessment activities;
  - Create a building problems log to document issues and the ways they are addressed;
  - Gather data to show environmental trends over time, specifically humidity and temperature;
  - Consider ways to protect the collection from harmful UV light;
  - Remove moldy materials from the collection;
  - Create disaster response kits;
  - Consider the Boston Public Library's Digital Commonwealth for digitizing materials from our collection.
- Monthly circulation has miraculously rebounded, such that the number of items circulated in October, September, and August was even a little bit higher than in the previous year (see below). Visits per month are about half of what they were before the pandemic; we've been serving about 15 people per day, on average.

<b>Circulation by month</b>		
	2019	2020
January	1,287	1,672
February	2,473	1,552
March	1,296	1,052
April	1,130	44
May	1,057	134
June	900	346
July	1,270	1,002
August	1,206	1,285
September	1,210	1,322
October	1,333	1,376
November	1,348	
December	1,267	

#### 4. Youth services

- In October, we produced three Stories & Songs Online videos, which have been viewed a total of 31 times.
- Betty's October Jack o' Lantern craft video received 11 views.
- Keep your eyes peeled for the new activity bags that Betty put together using funds from CFCE! These themed kits include puzzles or other hands-on activities and a board book. We'll post to social media and to Wowbrary and the Clarion once they are ready to circulate.

#### 5. Public services

- Though we returned our Dig In/Grow It, Colrain! grant, we nevertheless released another gardening video, in which Kate shared the basics of planting and growing garlic. This was the most popular video we released last month, as it received 18 views!
- Chelsea will meet with representatives from the West County Kindness Project next week to discuss the formation of anti-racism book club.
- Twelve people in total requested/listened to the Friday Poem in October, with some people asking for it in person. Poems included