

1. Project Updates:

a. Financial:

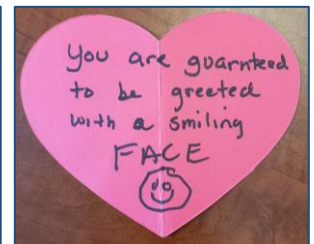
- i. New station set up for Quickbooks.
- ii. Gathering reports & files for audit (due sometime late March)

b. Events/Programs:

- i. Reviewing 2020 programming budget with 3 departments.
- ii. Voter Information Night, 3/3, 7 pm. This is the 18<sup>th</sup> year.
- iii. Children's programming: Preschool story time has taken off; averaging 15 kids + parents. Summer schedule and activities are firming up; Friends of the Library have committed \$800 to pay for presenters/programs. Cooking for Kids programs (Leslie Blaney) continue to be very popular.
- iv. Tech Help in Senior Room on 2/24: 6 attendees – great start! Veronique has started offering Apple Tech Help on Tuesdays from 4 – 6 pm.
- v. Library Lovers Party/Open House: big success. New to town grandmother: We have only lived here a few months and hadn't come to the library yet. We saw this advertised on Facebook and we're so glad we came! She signed up for programs, reserved film scanner time, and took calendars of upcoming events.
- vi. Sam is leading efforts to plan activities and events for National Library Week.



Standing room only @ Kilimanjaro program: 70+ attendees



c. Staff:

- i. Personnel management: One-on-one monthly meetings in January and February. Senior staff meetings scheduled for 1<sup>st</sup> Wed each month.
- ii. Training/Education: Staff meeting 1/29 (balance of individual work and circulation attentiveness) and staff training day 2/17 (new circulating equipment, writing book recommendations, damaged item procedures, outreach). Lesley attending Public Library Association conference 2/24 – 3/1 in Nashville.
- iii. Patron donated \$100 as a thank you for tech help from Veronique.

d. Technology & Equipment:

- i. Main circulation computers waiting for scheduled upgrades.
- ii. Town's IT in process of upgrades to the phone system, moving to VOIP.
- iii. Circulating and MakerSpace Equipment:
  - a. Current circulating: Happy lights, Kindles, document scanners, digital voice recorders, cassette to digital converter, vhs to dvd converter, microscope, telescope (2<sup>nd</sup> telescope almost ready!), trail cams, portable PA, LCD projector. New: childrens' activity backpacks, teen CD players, headphones. Now accepting 3D print designs from the public.
  - b. Next: plan for promotion, demos, help for patrons, etc.

e. Policies/Procedures:

- i. Update to damaged items procedures. Reviewing overdue procedures.
- ii. New acquisitions module/procedures launched in early February. Orderers will have better access to budget tracking; simplifies tracking in Quickbooks; streamlines cataloging. Tricia, Lucia and Sam went above and beyond with ByWater to design, learn, and start using the new process.

f. Collections:

- i. ANF reorganization. Wait to see if a space study will be done in 2020.

- g. Time & Space management (not the Doctor Who kind)
  - i. Would like to engage coach in 2020 to work on delegation, work flow, prioritization, etc.
  - ii. Scanning project to digitize old files (and recycle the hard copies) ongoing. Judy is making this happen.
  - iii. Staff members are thinking about ideas, challenges to discuss as part of space study (hopefully). One of the main focuses is on the lack of quiet work space. Individual work “pods” behind current carrels? Some really creative thinking going on.

2. Scheduled Happenings: [where director will be!]

- a. 2/21: NELA meetings – Nevins Memorial Library.
- b. PLA Conference, Nashville, 2/24 – 3/1.
- c. 3/3: Town core group meeting.
- d. 3/3: Voter Info Night.
- e. 3/13: Town meeting.

**Jan 2020 – Feb 20, 2020**

Total (trad.+digital) circ: 7,515 (+5.6%)

Digital circ = 24% of total circ

Program attendance = 1,022 (+10%)

New cards = 35 (-22%)

Museum passes = 72 (+18%)



Engineering fun with PEA robotics team!



Puppet show with new babysitting course grads!



## Homebound Delivery

The Friends of the Wiggins Memorial Library offer Homebound Delivery to those unable to get to the library.

To request this service, call the library at 772-4346 or send an email to [library@wigginsml.org](mailto:library@wigginsml.org).

## HAPPY LIGHTS

Short days getting you down?

A "happy light" can enhance mood, energy, sleep, and focus.

Borrow one from the library and try it out!

click on this slide to check availability