

**DIRECTOR'S REPORT*****Happy Solstice!*****Administration:**

1. Reorganization/transitions:
  - a. Assistant Director (Scott) and Remote Adult Services (Tricia): Onboarding, developing processes, schedules and work flows.
  - b. Digital Services Librarian (Sam):
    - Finalized job description.
    - Work duties transition starting August 1. Work/training with Lee (IT contractor) started 6/17/2021.
    - Office space: quote for work is almost \$14K. Have scheduled a meeting with David and will talk to Ralph Danko to see what could be done on a smaller scale. In the meantime, Sam will continue to use the office space in youth services.
  - c. Head of Youth Services (Lucia):
    - Starting to create job description (to be based on existing descriptions).
    - Lucia will be working with Courtney and Mary-Ellen to reorg the youth services positions.
  - d. Physical Plant:
    - Roof leaks: a better catch basin set up is in place. Select Board voting on 6/21 to release roof repair funds.
    - Carpet cleaning: high-traffic areas being done on Sat. 6/19. No updates on carpet replacement project timeline.
    - Insects: All windows and doors have been more tightly sealed.
2. COVID Precautions/mitigations:
  - a. Occupancy – up to 25 people plus staff. Going to lift this limit; masks + vaccinations lowers risk along with other mitigations.
  - b. Meeting rooms – have started booking July into Fall. Working with Shanti on distancing / occupancy. Reservation system not yet available to public; approvals on case-by-case basis.
  - c. Masks: required in the building. Non-public hours, masks are optional for fully vaccinated staff.
  - d. Plexiglass at desks – still in place.
  - e. Staff distancing – CDC guidance removes distancing guidelines for fully vaccinated; have returned many workstations to previous locations.
3. Hours:
  - a. Current service hours:
 

<u>Mon, Tues, Wed, Thurs</u>	<u>Fri</u>	<u>Sat</u>	
10 am – 6pm	10 am – 5 pm	10 am – 2 pm	Total: 43 hrs

Pre-COVID hours:

<u>Mon, Tues, Wed, Thurs</u>	<u>Fri</u>	<u>Sat</u>	
9:30 am – 7 pm	9:30 am – 6 pm	9:30 am – 3 pm	Total: 52.5 hrs
  - b. Independence Day: Closed Sat. 7/3, Mon. 7/5.

4. Budget forecast: we are going to need to go through our request with a fine-toothed comb for demonstrated value of anything new. Salary increases in the current environment will be challenged. Right now CPI is around 5%, so I think that some amount of COLA will be seen as reasonable.
5. Town updates:
  - a. Mask policy in Municipal Center: optional for fully vaccinated, required for unvaccinated.
  - b. Deb Bakie is now Town Clerk/Tax Collector; Jim Joseph is Deputy Town Clerk.
  - c. PD pursuing CALEA status. National Night Out scheduled for 8/3. Working on library involvement.

### Director's Activities:

1. NHSL ARPA sub-grant #1 application/project narrative. Our allotment = \$1,834.
2. New hire procedures, onboarding.
3. Developing new job descriptions, meeting with staff re: changes, coordinating with Town finance.
4. Tech setup for Koha Aspen installation/training.
5. Attended 76ers at SHP on 6/15 – introduced Scott.
6. Meetings & Trainings: (since last BOT meeting)
  - Seacoast Co-op meeting (5/21).
  - Employment Law Review online workshop (5/25 & 26).
  - Dartmouth-Hitchcock ECHO training (6/2, 6/16).
  - NH Director's call (6/3).
  - Select Board library report (6/7).
  - Staff meetings (6/2, 6/16).
  - I.T. meeting w Dawna (6/16). I.T. meeting w Lee, Sam, Scott, Lesley (6/17).

### Library Usage:

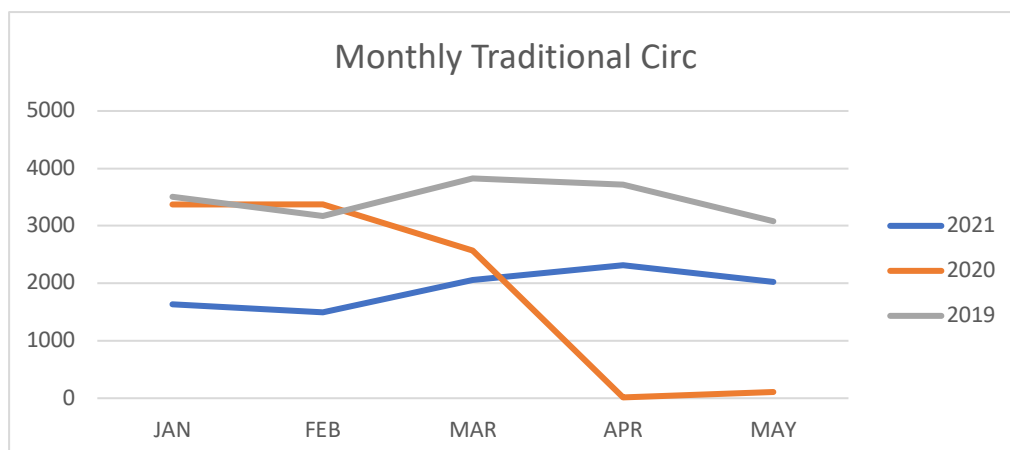
#### New Library Card Registrations:

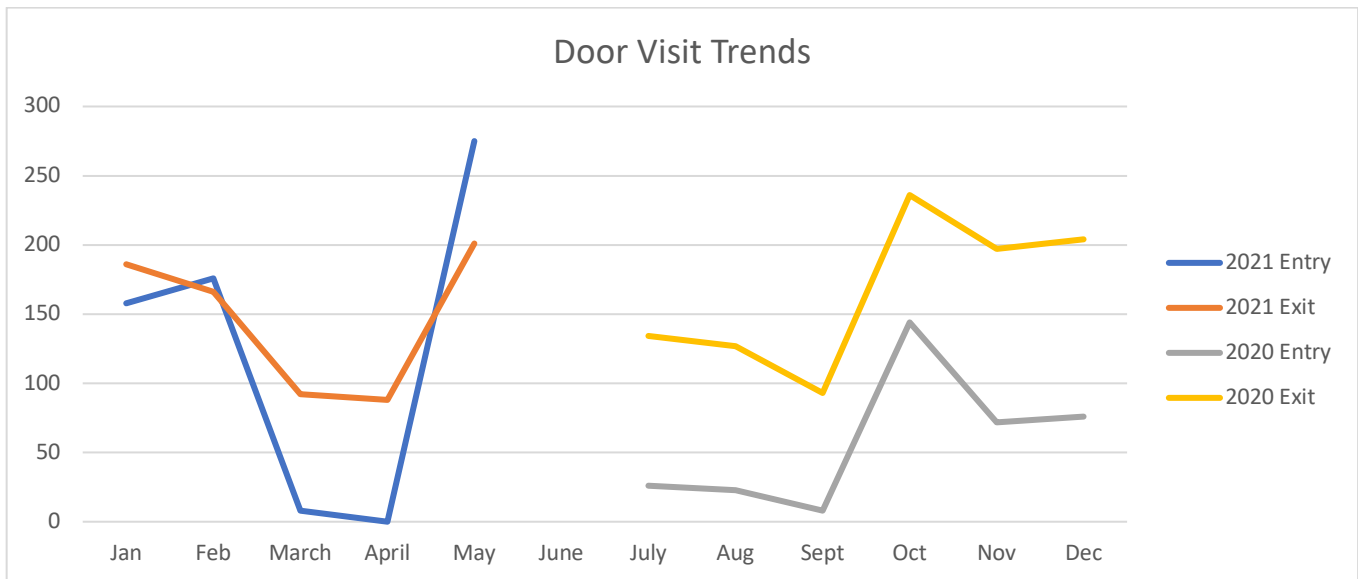
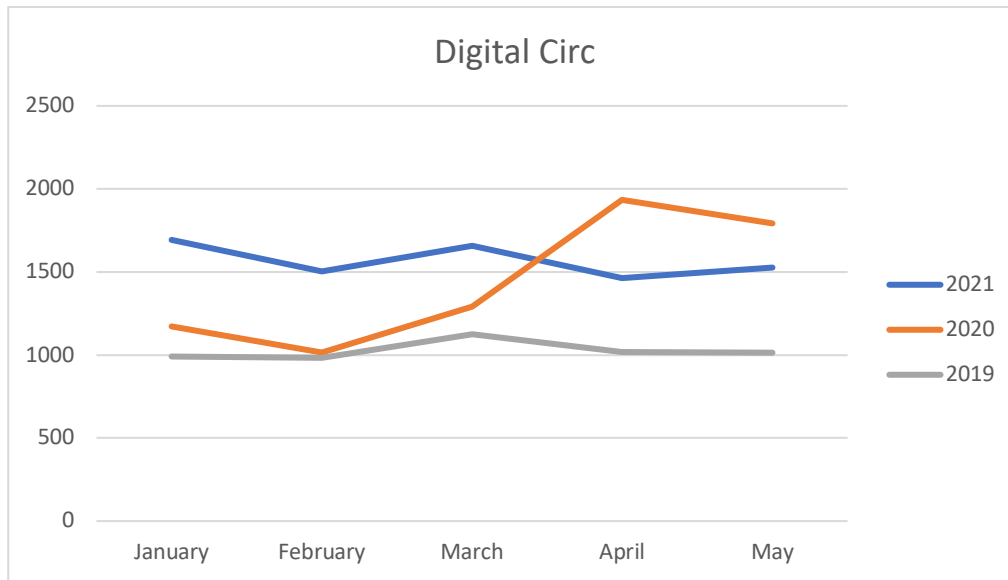
- 6/14 (start of Summer signups) – 6/19: 16 new cards
- 6/1 – 6/19: 24 new cards
- YTD: 89 new cards [Jan: 12; Feb: 4; March: 19; April: 15; May: 15]

### FOR ALL STATS:

*What are our new “baselines?”*

*What are our goals? Expectations?*





#### Building Access

Closed 3/16/2020 - 8/26/2020
Appts 8/26 - 11/19/2020
Closed 11/20/2020 - 3/2/2021
Appts 3/3/2021 - 3/30/2021
Open 3/31/2021 - 6/21/2021