

Hopkinton Town Library
REPORT FROM LIBRARY DIRECTOR
April 12, 2022

Library Staff: It is time to take a step back to look at the overall staffing of the library moving forward. This was prompted by the fact that new part-time reference librarian Louisa Burdette has given notice because she was offered an excellent fulltime job at the Derryfield School that we could not begin to compete with. During the last round of staff reviews, Laura Mackenzie's job description was adjusted and her title was changed to "Circulation Manager." She has full responsibility for managing the purchase of supplies and overseeing the functioning of the circulation department, with responsibility for training new staff with Karen and me. She has been working just under forty hours per pay period (two weeks). With the regular addition of two or three hours/pay period she will qualify for sick time and vacation time on a prorated basis. I am recommending that her position be shifted to the "permanent part-time" category. Goal Two 1c.

Finance: With 75% of the year remaining, we have used 22.65% of the budget. Goal One 2bandc and Goal Two 1b.

Library Services: Our circulation numbers are up in ALL categories as compared to 2021 at this time. We counted 1,576 visitors in March up from 1,133 visitors in February and 868 in January. Many staff and visitors continue to opt to mask. In a March zoom meeting of the Friends of the Library, which I was unable to attend, the FHTL Board voted not to do the Booksale this year, although they had decided months earlier to do the sale on a scaled back basis on June 11th. Library staff have been telling members of the community that the sale would be on and that donation days would begin in early June. I asked for a follow up call with the Friends Board, where it was made clear that they did not believe they had enough volunteers to take it on and they were anxious about proceeding. Because we believe that this is an important community event, for recycling and engagement as much as for fundraising, I have decided to take on the planning and management of this year's sale on a one time only basis. Individual members of the Friends group have agreed to help as has the staff. I will be developing a plan in the weeks ahead. We distributed a survey to the community during National Library Week and received 114 responses, virtually all of them positive (see summary). Goal One 1a Goal Two a-e.

Programs.. We had a range of good in person programming in March and early April including our Poetry Discussion with LR Berger (13 participants); Scrapbooking Workshop with Joy Malcolm (8 participants and "Gardening in a Changing Climate" (25 participants). National Library Week from April 3 -9th was a great success. We initiated our new seed sharing program, which will continue through the summer, held the Gardening program and distributed a brief survey to library users. Upcoming programs include the next in the poetry series on April 28th and monthly scrapbooking workshops starting this Thursday. Goal One 4a-b Goal Two 2c

Building. Foundation trustees liked the proposed pavilion plan from Eric Buck and are now waiting for cost estimates in order to project how much the foundation will commit to the project from their own funds and how much from fundraising. We also discussed the importance of messaging and presenting this project in the context of other local efforts (e.g. the barn project and Kimball Cabins pavilion). Jason will present a proposed roof design at the April trustee meeting, so that a proposed budget can be finalized. Goal Two 2a and e.

Planning and Policy: Goal Two 1l. Trustees will review a slightly edited Donation Policy.

Community Partnerships: We are planning to do some programming with the Hopkinton Waste Reduction Committee, with the first session to recognize Earth Day on 4/22. We continue to work with the school district on a Social-Emotional Learning project and materials are being developed for families.

Respectfully submitted, Donna Dunlop

