

## **LIBRARY DIRECTOR REPORT**

### **1. 2016 STATE ANNUAL REPORT**

I received last Friday the e-mail that we are able to access the portal to begin working on the state annual report. I believe Bridges should have each library's individual information prepopulated by the end of this week, so I may begin working on the report.

### **2. AUTOMATION**

There is still a standstill on the e-commerce situation as Bridges is waiting for the new contract to go through all of the correct legal actions / reviews.

### **3. BUDGET**

The agreed upon payout for Terry Zignego will be absorbed in the 2016 budget. Please note that even if she was paid out in 2017, it is a 2016 expense. Therefore that amount that was allocated in 2017 for payout, can be reallocated to another line item.

### **4. BUILDING / GROUNDS**

The furniture / upholstery shall be cleaned by Viking Carpet Cleaning in February. The Dick Hill memorial bench has arrived and is currently being held with the DPW.

### **5. CIRCULATION**

December 2016 circulation was up 4%. Patron visits were down 10.8% from the previous year.

### **6. GRANTS / FUNDRAISING**

Youth Services applied for and received a portion of the SEWI Youth Services / LSTA Mini Grant. The portion being \$500 of which these funds will go to purchasing materials for sensory story times.

For 2017, Bridges has combined their Youth Services and Continuing Education Grants to create the Library Innovation & Improvement Grant. Our portion of the grant totals \$1,358. This grant is to provide opportunities for libraries to improve or introduce innovation. There are many different ways in which we can use this funding of which I will ask for staff input to make a decision!

### **7. MAKERSPACE**

While an actual space at this time is not possible and will take some months for preparation, I still think it's important we begin to offer many things an actual MakerSpace would. Jane (Head of Youth Services) came up with an EXCELLENT idea to begin a roaming or mobile MakerSpace that would be available to patrons once a week. With input and feedback from staff, we will begin to 'create' this roaming cart of supplies until a concrete area may be determined.

### **8. PERSONNEL**

Two circulation employees have left leaving roughly 48.5 hours to be filled at the circulation desk. I have not yet made the decision nor feel the need to request applications to hire people,

as I feel these hours can be filled by staff within the library. In the evening, for example, one of the two reference desk staff know to act as back-up for the circulation desk. I find there are immense ways in which we can cross train in-house to ensure all hours we are open are properly staffed.

## **9. PROGRAMMING**

Both Adults and Youth Services have the Winter Reading Program going on in which patrons may partake in to win prizes. Youth Services also has the Bucks Reading Program going on. All reading challenges end on February 24<sup>th</sup>.

### **A. Children's Programming**

The number of sensory story time sessions has increased for families. Upcoming children's programs include a spy school, a family film night, and bingo.

### **B. Teen Programming**

In the teen area during the month of December was a giant string art tree ornament and the teens seemed to enjoy doing it. This month there was a hot chocolate bar. Upcoming programs include a coloring group, origami, and bingo.

### **C. Adult Programming**

The Bluegrass Jam and Friday Flicks are consistently successful events. Upcoming programs include a Make N' Take involving hand-painted wine glasses and the beginning of a meditation and mindfulness series.

## **10. PUBLIC RELATIONS / MARKETING**

Our e-newsletter has a more streamlined and clean look to it and will be sent out only once a month going forward and with a more personalized feel. There is lots of improvement we can take with social media going forward. Facebook, Instagram, Pinterest will be a few areas in which we will increase our presence.

## **11. TECHNOLOGY**

Hotspots (hopefully after tonight) should be ready to circulate! There have been quite a few people already requesting them, so we will watch the circulation and reference data closely to see if we will need to purchase more soon. I have asked Mary Jo to do some research into a new self-check-out machine. The two we have seem to cause more frustration than anything else. I asked Craig to supply me with an updated list of technology replacement cycles of all computers, monitors, laptops, etc. within the building. We will begin to follow this replacement cycle as needed.