

Hopkinton Town Library  
**REPORT FROM LIBRARY DIRECTOR**  
October 28, 2020

**Library Staff:** Staff continues to meet every two weeks via zoom. We are busy during open hours and when we are closed to the public. We are answering phone and online inquiries, processing materials and putting out books for curbside pickup. Weather permitting, Leigh is holding “Bundle up Storytime” on the back lawn at least once a week.

**Finance:** We are on target with the budget. With 17% of the year remaining, we have used just over 75% of our budget. Our proposed 2021 budget will be reviewed by the Select Board at 6:30pm on Monday November 9<sup>th</sup>. Our budget is basically flat, with two lines slightly increased (computer services contract is up by \$200 and cleaning services up by roughly the same amount. The latter had been decreased by the select board in 2020 due to Covid). Our fuel line and electricity lines were both decreased. Fuel is down to \$2/gallon and we are using less electricity because of energy saving measures.

**Library Services:** We continue to be open on Tuesday and Friday for four hours staggered from 10 to noon and 3 to 5 to allow for clean up and Saturday hours from 10-1pm. Usage continues slow but steady; we have reached our fifteen person maximum capacity at any one time only three times. Visitors have been very happy to be back in the building and completely compliant with guidelines. At this point we are getting more walk-ins than reservations. Computer use is limited. Many patrons are still opting to do curbside pickup, which is great. Our statewide Inter-Library Loan program is up and running. We are getting no push back from the community about limited hours. Because we occasionally have a bottle neck at 3pm on Tuesday and Friday, we are considering opening up at 2pm until 5pm. Other than that, no changes are being considered.

After discussions with staff and town departments and ongoing concerns about opening up the community room safely and equitably, we have continued to opt to keep the room closed to public use. This decision was supported when Covid cases began to rise both in Hopkinton and statewide. The Slusser Center will not be opening up for any public use, with the agreement of the Select Board. A staged re-opening plan for Slusser is being reviewed for January pending local conditions.

**Programs:** Outreach to children and families continues to be our programming focus with “Bundle Up Storytime” and providing “book bundles” for pre-school aged children. A monthly virtual book discussion also takes place. We are on the lookout for possible adult programming options in this zoom weary time. Goal Two 1k

**Building:** Chris Wardell was not able to fit the painting/staining of the building in this Fall but will undertake the project this Spring.

We have a proposal to add more lighting in the stacks from Irish Electric for \$3,900. Goal 2 1a

**Planning and Policy:** A new Pandemic Policy and Remote Work Policy have been drafted for review by the trustees, in the hope that they will not be needed. We continue to review library policies, the procedural manual and updating the personnel manual.

**Community Relations:** I am sitting on the selection committee for the new Superintendent of Schools. I also serve on the Family Support Committee with district and community representatives. We are considering partnering on a “community read” this spring.

Respectfully submitted, Donna Dunlop