

Hopkinton Town Library  
**REPORT FROM LIBRARY DIRECTOR**  
November 18, 2020

**Library Staff:** Staff continues to meet every two weeks via zoom. All are well engaged and busy. It has been nice to hear from volunteers who come in on days we are not open to the public that they are happy to have an activity that is useful and gets them out of the house. We're happy to provide that service!

**Finance:** The presentation of our proposed 2021 budget went smoothly on November 9<sup>th</sup>. There were few questions and generally good support for the library. A 2% merit pool increase is being proposed to the Budget Committee, but it is possible that this will not be approved given current circumstances. With 17% of the year remaining, we have used 75% of our budget.

**Library Services:** We have expanded our hours on Tuesday and Friday by one hour (2 to 5 in addition to 10 to noon). Usage continues to be relatively quiet with more patrons opting for curbside pickup. In October 356 came into the library vs. 295 in September. We have heavier usage in the afternoon. Saturday is fairly quiet with 76 visiting in October. There does not appear to be a justification for expanding hours. Staff report that they feel safe and confident with the current scenario. We have decided to close from 2pm on Wednesday November 25<sup>th</sup> and will reopen on Tuesday December 1<sup>st</sup> as a buffer for people who may be traveling or gathering in groups. Similarly, we are considering providing only curbside services between Christmas and New Year's.

**Programs:** Leigh continues to offer "Bundle Up Storytime" on Tuesday and Wednesday. She also provides "book bundles" for pre-school aged children. A monthly virtual book discussion continues with six to twelve participants. A new show just went up in our gallery of WWI informational posters from the Smithsonian. We are on the lookout for related adult programming options. Goal Two 1k

**Building:** Irish Electric has done the wiring for the new stack lighting but the actual lights are on back order. A project for early in the year is to revisit having a generator installed. Goal 2 1a

**Planning and Policy:** The Remote Work Policy has been revised thanks to input from Sarah and is ready for review by the trustees, in the hope that they will not be needed. Trustees should review the Long Range Plan to determine whether changes are needed.

**Community Relations:** We opted not to participate in the Recreation Department's December 12<sup>th</sup> Santa on a Firetruck event. Instead, we will have another drive through event on Friday December 18<sup>th</sup> with local author Deedy Jensen who has written a series of books featuring elves.

Respectfully submitted, Donna Dunlop