

Hopkinton Town Library
REPORT FROM LIBRARY DIRECTOR
July 27, 2021

Library Staff: Summer is a time of schedule juggling because of vacations, but we have all hours covered at this stage! We plan to do an orientation for library volunteers in August or September as a refresher course for those who are just coming back to their shelving work. Goal Two 1c.

Finance: With 50% of the year remaining at the end of June, we have used 46% of our budget, so we are on target. We applied for and received Phase One ARPA (American Rescue Plan) funding for the designated amount of \$1,630. The funding will cover the costs of approximately three months of our Hoopla (downloadable content) contract, freeing up what we would have spent on this subscription for other purposes. Goal One 2bandc and Goal Two 1b.

Library Services: Curbside pickup continues to slow down and more people are visiting the library in person. We are now open from 10 to 6 Tuesday, Wednesday and Thursday and 10-5 on Friday and 10-3 on Saturday. Last week we averaged 65 visitors per day Tues-Friday, far higher than we have seen at any time since we reopened. We have not added back hours until 8pm, as our numbers during those hours were decidedly low even pre-Covid. We also have not scheduled Sunday hours starting up again in September as was our usual practice. We are considering a community survey in order to solicit local input on this and other library issues, which would contribute to a revision of our long range plan. Goal One 1a Goal Two a-e.

Programs: The Summer Reading Program "Hello Hopkinton" is in full swing with 82 registered for the first session. One frustration is that although people are registered, they don't always show up for programs or pick up their book bundles. We will look at overall registrations and attendance at the end of the summer and consider steps for the future. To complement our library-based programming, Leigh Maynard has been bringing library programming to other camps in town including the Recreation Department's and the art camp at St. Andrew's Church. This is a great way to expand our reach to the community.

We received 24 wonderful and varied pieces in response to our Call for Covid Artwork for a show in August and September. The show will be installed on August 1st and 2nd by our Gallery Committee. There will be an opening event sometime in August.

Planning for Fall programs, in person if possible, has begun. Goal One 4a-b Goal Two 2c

Building: Status Report on Pending Capital Projects.

1. **Generator.** Yestramski Electric has been contacted for a quote. Still waiting.
2. **Air Conditioning Units.** \$75,000 to replace large and small units, new evaporator coils, valves and refrigerant.
3. **Outdoor Seating Area.** Jason and I met with Eric Buck from Terrain Design on 6/18 to review the site and discuss options. Eric is seeking a quote for a site study and will present a variety of design options for our consideration. The Foundation continues to be interested in supporting this project, either with existing funds and/or a targeted fundraising campaign.
4. **Building Security.** Electronic Security Protection has been asked to revisit and refine their proposal.
5. **Windows.** Jason and I met with Peter Brnger from Marvin Windows to review the status of the windows throughout the building, including those that have failed and those with deteriorated seals. He noted that even the windows that haven't completely failed, have gaps allowing outside air in, thus being energy IN-efficient. He has presented a proposal for replacement. We have 35 windows in the

building. Costs to replace them all would be between \$72,000 and \$118,000 depending on the style (e.g. the more expensive windows have built in shades, which we need in the community room but not throughout the rest of the library.) I have asked Peter to provide us with a quote to replace just the broken windows in the Community Room and one to replace all of the CR windows. I have not heard back from him.

6. **Accessible Parking.** Currently on hold.

Planning and Policy: Trustees will discuss the revised Privacy Policy and the Community Room Policy. Goal Two 1l.

Community Relations: Leigh Maynard provided programming for the Recreation Department's summer program and for St. Andrew's Church's summer enrichment program. This summer we will be meeting with school representatives to talk about continued work on resource sharing of materials on Social/Emotional Development, as well as the possible reinstatement of a school/family/library committee focusing on the needs of families with children with special needs. I will be on a team of five statewide reviewers for the second phase of ARPA grants (the competitive round, with larger grant amounts). As one of the grant reviewers, the Hopkinton Town Library will not be allowed to apply for funding. Goal Two 2c.

Respectfully submitted, Donna Dunlop