

Hopkinton Town Library
REPORT FROM LIBRARY DIRECTOR
November 16, 2021

Library Staff: I have identified a candidate who can serve as a reference staff “floater” to replace Catherine Ryan, who is relocating at the end of the year. Louisa Burdette, a regular library user who has also served on our Hopkinton READS! committee is interested in the part time position. We had a staff gathering for Elissa Barr’s retirement on November 13th. Goal Two 1c.

Finance: With 17% of the year remaining at the end of October, we have used 78% of our budget, so we continue to be on track. Our proposed 2022 budget was presented to the town select board on November 8th. There was some concern about the 66.5% increase in the Electricity Line proposed and the 46% increase in the Repairs/Maintenance Line. I reviewed our kilowatt usage back to 2006, which revealed that due to the lightning strike and covid, our electricity usage was unusually limited in 2018-2020. When compared to earlier years however, our 2021 usage is actually lower per month. Kilowatt usage back in 2006/7 was over 3,000, as opposed to the estimated 1,856 in 2021. The fee for the preventative maintenance contract for our HVAC system came in at \$5,150. Although such contracts are considered good practice, a review of our invoices for HVAC service going back to 2017 show totals in the \$3-4,500 range. Since the PM contract does not cover emergency calls, our HVAC expenses are likely to be over \$5,150. I have contacted ENE, our HVAC contractor and have asked them to review the situation with me. Goal One 2bandc and Goal Two 1b.

Library Services: Our circulation numbers are up in adult categories as compared to 2020 at this time, with the exception of AV. Juvenile numbers are down, with the exception of AV, largely because we are no longer doing “book bundles” for kids. Sunday hours were added back in November, with a good response from patrons. Goal One 1a Goal Two a-e.

Programs Local poet, L.R. Berger and I are meeting to plan additional poetry programming, the next to occur in January 2022. Professor John Greabe will be doing another Supreme Court session on December 2nd at 7pm. We are monitoring the situation to determine whether it should be in person or via zoom. We are asking program participants to wear masks if they attend programs, which has not met with any challenges. Goal One 4a-b Goal Two 2c

Building: We are waiting for proposals from Eastern Propane and Clough for the necessary upgrades to our propane tank in order to power the proposed generator.

Planning and Policy: Trustees will revisit the “Unattended Child Policy,” since staff raised some questions on implementation and messaging. Goal Two 1l.

Community Relations: Leigh and I continue to work with Emily Squibb a counselor at Maple Street in providing materials for families on a variety of topics on “social-emotional learning” and our Inclusivity Project. We have a meeting scheduled with the public school librarian team on November 17th to share agendas and figure out how we can partner. Goal Two 2c.

Respectfully submitted, Donna Dunlop