

Directors Report – April 1st 2020

Building and Grounds

- Air Conditioner work postponed

Staff efforts during COVID19 closure (not all inclusive)

Administration

- Daily participation in Town / State COVID19 discussions
- Management of all staff
- Management of staff and patron communications
- Management of all work from home operations
- Liaising with Town Government / Department Heads
- Management of book recommendations for selectors
- Management of website maintenance list
- Bill processing
- FY21 /22 budget development

Children's

- Program videos – 2-3 a week. Pre-taped and Live when possible, 1-2 per week would be good.
- Management of creation and implementation of performer videos / streams
- Book list creation
- Ordering materials
- Creation of training materials
- Summer reading list creation
- Creation of physical materials for Storytime
- Ask a Librarian – Email review / response
- Care package creation

Circulation

- E-book / Audiobook purchasing
- Google Drive tutorials / webinars
- Website link maintenance
- Voicemail responses
- Daily requests to Administration for account maintenance
- Series audits
- Lists of items for themed displays
- Displays lists that Belmont owns
- Running of purchase alerts for selectors
- Wellness calls to patrons

Reference

- Ask a Librarian – email
- Collection development & materials selection
- Ordering of materials
- Voicemail checking
- Daily requests to Director for account maintenance
- Staff recommendations of books/media to post to website & social media
- Promotion of online events of interest (museums, music, video, performance, education, book talks, etc.)
- Building out of Library website with other digital offerings (author readings, ted talks etc.)
- Professional development – webinars / trainings (approval for expense required)
- Creation of new book lists
- Website usability audit

Technology

- Virtual technology appointments
- Tech wiki
- Staff and public computer updates
- Website development

Technical Services

- Processing of materials at home
- Collection audit
- Diversity audit

Everyone:

- Individual staff members working on specific efforts
- Collection development & materials selection
- Making online materials carts.
- Continuing education/professional development, e.g. webinars, trainings
- Staff recommendations of books/media to post to website & social media
- Curation of recommendations from outside of library resources (YouTube, podcasts, etc.)
- Keeping in touch with patron groups, e.g. book discussion group, cookbook club participants, Spanish group. teen D&D group -- maybe creating FB discussion groups

Maintenance

- Regular cleaning projects
- Management of mail – USPS & Internally between town departments
- Daily emptying of book drops
- Waxing of all floors
- Deep cleaning of rest rooms
- Small painting request