

# **SUMMARY OF DIRECTOR'S REPORT**

## **Given to Board of Trustees December 11, 2017**

### **DIRECTOR'S REPORT**

Mrs. Brenner gave her report.

Interior Renovation. James Lothrop, Lothrop Associates, LLP, Architects, met with Mr. Diamond, Mr. Smith and Mrs. Brenner on Friday, 12/1. Jim wants to fully understand and address the Library's needs and expectations; therefore, we walked through the building to review the Preliminary List of Improvements noted in Lothrop Associates' Letter of Agreement. After touring the Library building, we then discussed enhancements to our Preliminary List of Improvements. Mrs. Jacobson arrived as Mr. Diamond, Mr. Smith and Mrs. Brenner were discussing our very productive meeting. Jim sent a revised Preliminary List of Improvements which Mrs. Brenner reviewed and informed Jim of the additional modifications.

Teen Area. The relocation and rebranding of the "Teen Space" behind the Reference desk is complete. Originally we had 6 computers and seating for 8 teens, we have grown to 8 computers and seating for 18. The teens have their own PC reservation center and printer. We have been receiving positive comments from the teens on the new space.

Budget 2018/2019. Mrs. Brenner has begun the budget process for fiscal year 2018/2019 and the operating budget will be available for the Board's review and discussion. Over the next few months Mrs. Brenner and Mrs. Dobler will work with the Board to formulate an operating budget that is fiscally sound.

HVAC Units. On Wednesday, 11/29, the Library opened at 12:00 noon to accommodate the installation of two rooftop HVAC units. Heavy machinery and a crane were on Library property to remove the old units and place the new units on the roof. The second floor was without heat for two days while the units were installed and connected to the existing electric and gas lines. Luckily the weather was mild and the temperature inside the building was comfortable.

Automatic Doors. The automatic doors for the front of the Library building are on order and will be installed as soon as they are received.

Heating Unit. On Wednesday, 12/6, the nonfunctioning heating unit in the front foyer was replaced. Currently there are three single door entrances to the Circulation Area. The automatic doors have two sliding doors, therefore, increasing the amount of air that flows into the Library. It was necessary to replace the unit to keep a comfortable climate for patrons and staff.

DVD Loan Period. Our patrons have the option of viewing movies on DVD or Roku & Vudu HDMI sticks. The loan period for new DVD's is 2 days and the loan period for Roku & Vudu sticks is 7 days. Mrs. Brenner recommended increasing the new DVD loan period to 3 days so that patrons can return items borrowed over the weekend on Monday.

Patron Behavior. Mrs. Brenner recommended including in our policy regarding Use of Library Facilities and Behavior in the Library the same verbiage that we included in our Internet Computer Policy: “Any other activities determined by the library staff to be disruptive or destructive to the operation of the Library, its patrons and equipment are prohibited”.