

Monthly Report April 2022

A. Administration

- Director's interviews are being conducted by the hiring committee, and accompanied by three staff members (Managers)
- Director's and Officer's Insurance has been submitted (see attached document)
- Personnel – A lot of changes have been happening in the last month:
 - Head of Technical Services has submitted her resignation, effective May 13. The position has been offered to a current circulation staff member.
 - Custodian submitted his resignation as well, effective May 5; we are asking our long term custodian for a recommendation. It has also been suggested that we increase our services up to 2 times a week by Vanguard our current cleaning service. Please see the pricing information: We are receiving cleaning two times a week for \$775 per month. If we added two additional days, which would be four cleaning visits per week, the monthly cost would be \$1,450.
 - Circulation clerk submitted his resignation effective May 12, his hours were one day a week and the fourth Saturday of every month.

B. Buildings and Grounds

- Engrave A Paver project is underway. Pavers have been picked up and Paul Bitts will install on our walkway. Another submission is in the process of being made.
- Update on Construction Grant – extension is being requested and submitted by the Office Manager. Fiscal Officer of RCLS sent an update as to what will be receiving for our Walkway with lighting; concrete rear steps, patio lighting; two bathroom renovation projects. (See attached document).

C. Technology

D. Public Services

- Summer Newsletter has been drafted and is in the proof-reading/editing stages
- E-Newsletter sent out weekly
- What's new page updated monthly

E. Staff Monthly Reports

Children's Services

This month we resumed in-house programming. In addition to Sing & Sign with Ms Fran, and Little Bookworms: Yoga Storytime (both for our youngest patrons), we had 2 programs for older children: Our first weekend program was an Escape Room. Family teams worked together to solve a series of puzzles and obtain a code to save the Ice Cream factory. It was loved by all who participated!

The first after-school program for 6-11 year olds was DIY: Book. Boys & girls used paper lunch bags to create and decorate a book with pockets. Kids took home lots of trimmings and bling to continue the project at home.

To celebrate Earth Day, we had an Eco-Creation Contest. Participants had to create something artistic, functional or funky using items in their recycle bin. (The contest was open to all.) In the 5-11 category, one participant repotted Strawberry plants into a little garden of his own, reusing 3 plastic fruit containers with holes in the bottom for drainage and an empty plastic beverage bottle to water them.

Circulation

On April 20th, the Just Desserts: Mystery Book Club meeting took place. 8 people attended. We discussed Richard Osman's book *The Man Who Died Twice*.

Submissions for the summer book club were received

Two Circulation staff members attended the Message Bee webinar on Saturday, April 30th

We have happy news that a Circulation Clerk was promoted to Head of Technical Services.

Adult Services

The adult programs had a wonderful attendance rate this month.

There are always people studying and doing work at the tables in the Adult Room.

Respectfully submitted,

Jennifer M. Visione
Office Manager/Administrative Assistant