

November 2020 Library Director's Report

Hello, Board!

Melissa Koftinoff has been working at the library since Oct. 5 and you may have seen her excellent social media posts on Facebook and Instagram.

Our **social media** feeds include online “programming” such as quick crafts that are explained step by step in pictures and short videos. Sandy Watt contributed the first craft, a milk jug pumpkin lantern, and was the hand model in the micro video. We are hoping to provide some live and pre-recorded online programming for kids, offering craft packages for kids who don't have the bits and pieces required to take part.

Also new: a **TikTok** account and a **YouTube** channel.

Thanks to Ken Williams for removing the big Overwaitea “O” from our storage space after our Centennial Building meeting about it. Much appreciated, as the number of books Susan has weeded keeps growing in anticipation of our next book sale – may it be next summer!

Kyle, Melissa and myself met as Centennial Building Staff for the first time, and had a brief tour of the storage units and discussed common issues.

I have completed a **safety plan** for the Library, which was much easier than I had expected, and sent it to the Museum and Archives as well as Fire Chief Terry Warren. Terry recently discovered that all the doors have different keys, so he is working to get a master key for the fire department. He also said he would be willing to show the Centennial staff the best way to operate a fire extinguisher and go over our safety plans with us when they're all ready.

Kathy Bone, Melissa Koftinoff and I met with Jennifer Dunkerson about potential grants for an extension to the Centennial Building. She mentioned that there is funding to get a professional appraisal done, and said she would forward that info on to Melissa.

Covid update: We now have public computers available for people during our open hours – now Tuesday, Thursday and Saturday 12-4. People have been very good about sanitizing their hands and keeping a good distance apart. They have also gotten used to helping the circulation staff scan and stamp the books under Covid protocols. We have had a few people use the space for up to an hour, but we keep them far away, and sanitize after they have left. We are continuing a 72-hour quarantine for books returned locally, but the staff have decided that the quarantine is not necessary for books arriving in the mail as they have been in transit for at least two days.

The **Typical Week** took place Nov. 3-9 for us. It's a tool used by Library Branch to measure how much the library is used. I will be able to present the number to you at the board meeting.

New computers and monitors that Jackie received Community Initiatives (CIP) grant money for have been ordered (during a pre-Black Friday sale!) and have been arriving. Staff computers are very necessary, so we will be happily setting them up over the coming weeks.

We will be developing content for our Centenary celebration and posting it on a **blog**, which may cut down on our advertising costs while having more of a presence – at least online.

I'm currently reviewing the **magazine subscriptions**. Any suggestions for new titles or new sponsors?

Hope to see you in the library soon,

Claire