

April 2024 Directors Report from Tom Shepley

1. Key monthly meetings that you and your leadership team have attended

Shepley:

- 4/3/24 MRCL Bi-Weekly Project Meeting
- 4/4/24 Hanover Department Heads Meeting
- 4/8/24 Met with a/v firm about West Point building
- 4/9/24 BoT Policy Review Work Session
- 4/10/24 Clocktower staff meeting
- 4/17/24 BoT Long Range Planning Committee meeting, Rockville
- 4/17/24 MRCL Bi-Weekly Project Meeting
- 4/19/24 Meeting with Faye Pritchard regarding the Ashland Branch
- 4/24/24 BoT meeting
- 4/26/24 Audit Update meeting

Bradby:

- 4/4/24 interview for Ashland and Atlee Branch Manager
- 4/5/24 meeting with moving company representative regarding West Point branch move
- 4/8/24 virtual meeting with Creative to review quote for West Point A/V for new building
- 4/10/24 Clocktower staff meeting
- 4/9/24 PRL Board of Trustees work session
- 4/12/24 interview for Ashland and Atlee Branch Manager
- 4/15/24 Clocktower staff meeting
- 4/17/24 Friends of the Goochland Branch meeting
- 4/18/24 meeting with West Point branch manager regarding branch move
- 4/19/24 Meeting with Faye Pritchard regarding the Ashland Branch
- 4/19/24 Meeting with BoT members regarding library policies

Catron:

- 4/8/2024- Virginia Treasury and Elavon- Credit Card Changes for 2nd Half 2024
- 4/10/24 Clocktower staff meeting
- 4/12/2024- Hanover Human Resources- Preparing for FY2025, submitting Merit and Comp Plan

Carter

- 4/10/24 Clocktower staff meeting

Garner

- 4/10/24 Clocktower staff meeting
- 4/10/24 Programming meeting

Harding:

- 4/10/24 Clocktower staff meeting

Huff:

- 04/09/24-Library Board of Trustees policy review workshop at Atlee Branch.
- 4/10/24 Clocktower staff meeting
- 04/16/24-Monthly call with Baker & Taylor representatives
- 04/16/24-Discussion with Director Shepley regarding Collections Librarian applicants and database statistics
- 04/18/24-Discussion with Deputy Director Bradby regarding upcoming West Point relocation

Pridgen

- 4/10/24 Clocktower staff meeting
- 4/10/24 Programming meeting

Stoops:

- 04/04/24 – Branch Manager interview
 - 04/09/24 – BoT work session
 - 04/10/24 – Meeting with manager – Atlee
 - 04/11/24 – Meeting with manager – Hanover
 - 04/12/24 – Branch Manager Interview
 - 04/16/24 – Staff meeting – Hanover
 - 04/17/24 – Friends of Library meetings – Atlee, UKW, Mechanicsville
 - 04/19/24 – Meeting with Board members regarding library policies
2. Interactions with the Governing bodies of the three divisions including (but not limited to):
 - a. Meeting-director attended Hanover Dept. Heads meeting
 - b. Decisions
 - c. FOIA's-no contact with counties about FOIA
 3. Board of Trustees
 - a. Orientations, interactions, policy changes and implementations, etc.
- Attended BoT Work Session, Long Range Planning Committee Meeting. Will attend April Bot meeting
 - Discussed West Point move with John Edwards multiple times
 - Emailed John Edwards and Barbara Slone about finance committee
 - Emailed Barb Young about meeting agendas
4. PRL HQ Staff:
 - a. Personnel changes if any
 - b. Issues
 - c. Office building issues
 - d. Personnel vacancies and changes
- PT Collections Librarian
 - PT Courier
 - IT Project Manager

- Human Resources Generalist/Public Info and Promotions

5. Individual Branches

a. Significant occurrences/ news

Atlee's Solar Eclipse program on April 8th produced astronomical numbers with over 150 participants. Atlee gave out 450 pairs of solar eclipse glasses between our Saturday early give away and the Monday program.

Ashland: Week of April 13 the Ashland Branch will have its "Going green in Ashland" program series in collaboration with RMC and Town of Ashland focused on efforts anyone can take to reduce waste and protect the environment.

April 27 Ashland Train Day- annual event with the Ashland Library having Matthew Dodd with stories and songs of old railroad days and of the American Hobo courtesy of the Friends of the Ashland Library. This is a big event with lots of increased visitors to the Library.

Goochland

Hanover:

Hanover Branch is hosting a first ever Hanover Historic Walk tour for our patrons on Friday, April 26th from 5:30-7:00pm. It includes tour of library, Hanover Historic Museum, Old Court House and Jail, and Hanover Tavern

Gave away 120 solar glasses, received hundreds of phone call about the availability of eclipse glasses.

Montpelier: Due to a fire system malfunction in the building, the Montpelier Branch was unable to open to the public on Monday, April 8 at the usual 9 a.m. opening time. Staff responded by setting up outside and continuing to serve patrons: distributing eclipse glasses, providing curbside service, offering newspapers and magazines, bringing materials outside for patrons to browse and checkout, etc. The building was reopened to the public at 1:45 p.m.

Rockville: Eclipse glasses were distributed.

Upper King William

West Point:

On 4/5/24 a raccoon was discovered in meeting room. We are assuming he wanted to join in story time. No damage besides the mess made. Town maintenance removed the offender, cleaned and sanitized the room.

b. Staff changes

Library Assistants at Ashland and Atlee are both helping keep things going smoothly in the absence of a Branch Manager.

c. Building / renovation projects – status

Ashland: All hard surface flooring will be cleaned and waxed on Saturday, April 6th

Atlee: Carpet cleaning to be done at the end of April in all public areas of the library.

Mechanicsville: Front lobby floor scrubbed and all bathrooms deep cleaned. Blinds installed in the front lobby on April 9, 2024. County still is in process of replacing the fire suppression system.

Montpelier: Substantial completion ~April 28. Library staff are working on moving plan. Network circuit has been ordered. Construction and finishes moving along.

Rockville: One AC unit awaiting repairs.

Upper King William: Still working with Dept. Of Education on ADA accessibility at the branch. A/C unit needs repair or replacement.

West Point: Certificate of Occupancy issued. Branch closed beginning April 19 for moving. Plan to reopen in new building May 4. Packing and moving is an all hands-on deck operation to complete. Library staff will be setting up network and library equipment.

d. Personnel vacancies

Ashland:

- Youth Public Services Specialist
- Branch Manager

Atlee:

- Branch Manager
- Associate
- Custodian

Goochland

- Youth Public Services Specialist

Hanover

- Associate

Mechanicsville

- Associate
- Youth Public Services Specialist

Montpelier

- Associate

West Point

- Associate

e. Training

- 4/02-4/06/24 – Public Library Association Conference in Columbus, OH. Branch managers Eminhizer and Sottong, Collections Librarians Carter and Huff, and Public Services Librarian Childress attended this biennial conference featuring education sessions, speakers, authors, networking opportunities, and the latest products, services and innovations in public libraries.
- 4/10/24 Library Programming Meeting: Youth and adult services staff from the branches met with the Public Services Coordinator for coordination, discussion and trainings related to programs.

f. King and Queen detailed update – finances, postings for the public, etc.

Please see attachments. One is the financial spreadsheet. King and Queen owes an addition \$58,742 for FY2024. No additional costs were incurred during the move in January 2024. Third quarter costs include branch operations in January. Fourth quarter costs reflect only the shared services portion of King and Queen's partnership in the regional library.

The other King and Queen attachment is the flyer we have posted in the branches. I believe we should also email it our King and Queen residents with library cards, but we not done so yet.

King and Queen has been billed for third quarter costs.

6. Patrons / Public Interactions:

a. Comments

All branch staff get compliments for their assistance with checkouts, holds, downloadable materials, computers, etc.

Lots of enthusiasm and gratitude from community members for the eclipse glasses.

Rockville:

Appreciation and acknowledgement of Library Appreciation week from Melissa Christy.

Comments:

Sent: Monday, April 8, 2024

Good afternoon,

April 8 is Right to Read Day, and as a patron of Pamunkey Regional Library, I wanted to take the time to address my concerns about the attempts by some to censor books and attack librarians and library staff in our system.

I don't want to engage in the typical back and forth that seems to ensue on a daily basis depending on which topic happens to be on the agenda that day in the culture wars. Parents have both the right and the responsibility to decide for themselves what their children ought to be allowed to read.

My focus is in the continued fight to ensure that libraries remain democratic spaces where individuals are allowed to read and think without the interference of our government and by individuals who are appointed by them.

Hiding books, making them inaccessible to patrons, and intimidating librarians by creating a culture of fear are all censorship. Anyone who engages or supports those tactics is by definition a censor.

I take no issue with self-censorship. I practice it myself on a daily basis. I find a book in the library offensive? I keep on walking. There is nothing that is stopping any patron from doing the same. There are readers' advisories on our library website that help parents find books appropriate for their families. There're countless websites online that flag books that parents might find inappropriate for their children. If parents do not have the time to do this at home, any library staff member can help them find these websites when they visit the library or they can call in.

What I cannot stand for is to allow others to dictate to me and my family what won't be allowed to be read. That is a violation of my right as a citizen of the United States, and I expect any patriot to stand beside me in reinforcing our freedom to decide for ourselves what is appropriate for us to read.

I implore you to please look beyond these attempts to tear down our democratic institutions in a transparent shot at a power grab. And to consider how important your own actions are in these moments and whether you would want to be remembered as someone who protected our individual freedoms or as someone who helped trample the Constitution to satisfy the latest political hysteria.

Thank you for your time and consideration.

Sincerely,

Sussan Ayala Rodriguez

b. News

Atlee-A program held by the Hanover Black Heritage Society in conjunction with the Pamunkey Regional Library was in the Mechanicsville Local on April 10th.

c. Complaints

Staff also get complaints for questions with checkouts, holds, downloading materials, computers, wi-fi, etc.

Generally, all branches had some complaint regarding not giving the eclipse glasses for the family members not present in the library.

Rockville:

Internet down on Friday afternoon, 4/12/24, general complaints about lack of eta for service restoration, lack of copier availability. Patrons generally understanding, just a little grumpy.

Upper King William:

Continued complaints from King and Queen Patrons about cancellation of services with PRL and not being able to pay the \$25 annual fee to remain a part of the system.

West Point:

Continued comments from King and Queen Patrons about cancellation of services with PRL.

Patron complained about the procedure of not being able to pick up eclipse glasses for people that were not present.

d. Correspondence with patrons

7. Finances

a. Detailed audit updates (currently on the 2022 and 2023 audits)

FY2022 audit was issued

FY2023 audit statements were expanded to capitalize the library collection. Journal entries made to record this were made, and the library's statements were out of balance. This was investigated and seems to be related to entries made related to the FY2022 audit. There is likely some further study of this needed before we can state the specifics, but the statements seem to be moving forward again, under review before they can be sent to PBMares. More information should be available on April 24.

b. Budget – payments, unusual purchases, etc.

Please see the financial binder for details.

The library doesn't make unusual purchases. Some purchases happen more or less frequently than others. The library's network firewalls need to be replaced soon, and the library is in the process of making that procurement. This equipment is several years old.

8. Analysis of Monthly Statistics

a. Significant monthly findings

b. Trends with brief explanations of what you see

Director observations: Year to date visits at the end of March 2024 is up 18% over March 2023. Year to date circulation at the end of March 2024 is also up 3.4% over March 2023. Visits tend to drive increases in other branch-based usage measures, which is born out on the PRL dashboard as all measures are higher but two: new borrowers and attendance at community sponsored meetings.

Branch observations:

Ashland: Numbers across reporting areas consistent with previous month and also compared to previous year/same month.

Atlee: Atlee continues to have rising circulation numbers. March 2024 statistics are up from March 2023 by 3.466%. Atlee study and meeting rooms are very active with generally all study rooms booked each afternoon between 2pm and 6pm.

Hanover: March total circulation is increased by 26.79 % as compared to March 2023. The meeting room usage is increasing. Patron computers circulation is decreasing

Goochland: Statistics similar to previous year overall. We are where we should be for this time of year. No unusual new trends.

Mechanicsville: Numbers across all reporting areas consistent.

Montpelier: Circulation is down at little from March 2023, but ytd circulation is still coming out slightly higher than last year, the same with library visits. Computer printouts have increased, as well as new borrowers.

Rockville: Circulation is down at little from March 2023, but ytd circulation is still coming out slightly higher than last year, the same with library visits. Computer printouts have increased, as well as new borrowers.

Upper King William: Increase in all stats from this time last year most likely in part due to absorbing KQ patrons. Most notably large uptick in circulation and door count. Uptick in number of library programs offered due to adding more community focused, recurring programs like Chess Club, Knitting hour, Stay and Play, and Anime club. Computer Circulation and New Borrows very similar to this time last year.

West Point: Circulation slightly decreased during March. Expecting this to continue with the branch closure time for move, but expecting an uptick in interest once moved.

9. Future Planning – for next month (specific) and three months (broad)
 - a. Any upcoming meetings – when, where, why, etc.
 - i. With stakeholders
 - ii. With staff

Director generally attends Hanover Department Head and Human Services meeting first Thursday of month. Director meets with H.R. Dept. Head first Thursday depending on schedules.

Audit meetings every Friday going forward until issuance.

Branches generally have monthly staff meetings.

- 04/24/24 – BoT meeting
- 05/07/24 – BoT Finance Committee Meeting - Atlee
- 05/22/24 – BoT meeting - UKW
- 06/26/24 – BoT meeting – Mechanicsville
- 07/02/24 – BoT Finance Committee Meeting - Atlee
 - b. Professional travel planned – for you or HQ staff or library staff

None

- c. Conferences – where, who attending, length, etc.

Huff:

- 05/01/24-OCLC webinar about cataloging in WorldShare Record Manager
- 05/02/24-Kanopy webinar about upcoming updates to the platform
- 05/14/24-OCLC webinar regarding WorldShare Record Manager

Shepley: none

- d. Trainings – for whom, who conducting the training, when, why, etc.

5/31/24 Payroll preparers: Bradby, Catron, Harding, Stoops and Shepley location to be determined, Kronos training conducted by H. Maxfield, Hanover HR

- e. Days off (other than weekends and holidays) for you and your leadership team

See attachment

10. Any other pertinent information

Director replied to FOIA request for messages related to the March BoT meeting cancellation.

Communicated with Goochland Finance regarding budget request.

Have communicated with Hanover County to assist former staff to obtain W-2 forms.

Moving both West Point and Montpelier branches is a great deal of work for staff.

Staff evaluations are in the process of being written.