

Director's Monthly Report April 25-May 17
Shepley

1. Key monthly meetings that you and your leadership team have attended
- 2.

Shepley

- May 1 MRCL Project Meeting
- May 4 Opening of newly renovated West Point Branch
- May 8 Listened to Hanover BoS meeting
- May 9 Hanover Dept Heads
- May 13 PRL Board Meeting

Shepley/Catron

- April 26, May 3, May 10, PRL Audit Update. No meeting May 17, written update

Bradby

- 5/6/24 – Meeting –new hire paperwork – West Point
- 5/8/24 -- Staff meeting and meeting with manager – Rockville
- 5/14/24 – Public Services Meeting – Hanover
- 5/15/24 – Friends of Library meeting -- West Point
- 5/16/24 – New manager orientation – Hanover
- 5/17/24 -- Staff meeting – Ashland
- 5/17/24 – Meeting with manager -- Montpelier

Huff

- 04/29/24-West Point Branch relocation shelving review
- 05/13/24-Board of Trustees meeting at Ashland

Carter

- 04/29/24-West Point Branch relocation shelving review

Stoops

- 04/25/24 – Meeting – New hire paperwork – Clocktower
- 05/03/24 – Meeting with manager – Mechanicsville
- 05/07/24 – Staff Meeting – Atlee
- 05/09/24 – Meeting with manager – Hanover
- 05/14/24 – Public Services Meeting – Hanover
- 05/15/24 – Friends of Library meetings – UKW, Mechanicsville
- 05/16/24 – New manager orientation – Hanover
- 05/17/24 – Staff meeting – Mechanicsville; New manager training - Clocktower

Wyatt

5/6/2024 Meeting with Hanover IT at Montpelier

2. Interactions with the Governing bodies of the three divisions including (but not limited to):
 - a. Meeting
 - b. Decisions
3. FOIA's
None received
4. Board of Trustees
 - a. Orientations, interactions, policy changes and implementations, etc.
4. PRL HQ Staff:
 - a. Personnel changes if any
n/a
 - b. Issues
n/a
 - c. Office building issues
n/a
 - d. Personnel vacancies and changes
 - PT Courier – currently advertised
 - PT Collections Librarian – candidate undergoing background check
 - IT Project Manager
 - Placeholder for HR or Public Info
5. Individual Branches
Ashland
 - a. Significant occurrences/ news
 - Train day increased door count, we had 5,500 come into the Library on April 27.
 - b. Staff changes
 - Ashland Youth Services Librarian Awnali Mills promoted to Ashland Branch Manager effective May 16.
 - New Youth Public Services Specialist (YPSS) Adriane Marshall begins May 20.
 - Karen Davies, associate, retiring on May 29
 - c. Building / renovation projects – status
 - Front lobby floor, all bathroom floors and meeting room floors scrubbed and deep cleaned courtesy of the Ashland Friends of the Library on the weekend of May 4.
 - Waiting to be scheduled for new outlet and mounting of new TV monitor in front lobby.
 - d. Personnel vacancies
 - 1 Associate position

- 1 Youth Services Librarian position

e. Training

- Summer Reading Program Beanstack training by Awnali Mills on May 17

Awnali Mills will be receiving new manager training 5/16 (orientation), 5/20 (onboarding new staff), and 5/24 (leadership team).

6. Patrons / Public Interactions:

a. Comments

- Erin McDonnell-Jones, professor at RMC, requested that Awnali Mills consult on a class for honors students for the fall semester on YA fantasy, and they had a meeting on 5/7. The professor plans to bring students to the library for library cards and to discuss trends in the genre, see the collection, and discuss elements of the genre with the librarian.

- The library will again be partnering with Ashland Parks and Recreation to install a Page Path at a local park in July, and the book to be installed was ordered and received this month. The book will be *Waiting on the Biblioburro/ Esperando el Biblioburro* by Monica Brown, a book in both English and Spanish.

d. Correspondence with patrons

- Ashland Community Preschool sent a thank you note to the Youth Services Librarian, Awnali Mills, signed by all the parents in appreciation for everything she's done for them.

8. Analysis of Monthly Statistics

a. Significant monthly findings

- Numbers consistent with last year, we did have an increase in computer use this April compared to last year.

9. Future Planning – for next month (specific) and three months (broad)

a. Any upcoming meetings – when, where, why, etc.

i. With stakeholders

- The children's staff will be attending events planned by the public schools' Family Engagement Specialist at the Colonial Estates (6/12) and Sedgefield (7/3) mobile home parks in order to sign families up for library cards and summer reading.

- Library staff plan to set up a booth at the Ashland Farmer's Market on 6/15 and 6/22 to sign people up for summer reading and library cards. Library resources, especially databases, will be promoted as well.

Atlee

5.

- a. Significant occurrences/ news

Winter/spring storytime session came to an end on May 1st and will pick up with the summer session beginning on June 3rd. The children had a special "Tea Party" on Friday May 10th with 30 in attendance for a very positive experience.

- b. Staff changes

Newly hired staff includes a part-time custodian Robert Beasley who started May 8th and Heather Maury, Branch Manager and Librarian who will begin May 16th.

- d. Personnel vacancies

None at the present time.

- e. Training

Staff meeting on May 7th for staff to learn about our upcoming Summer Reading Program and events that are involved with SRP, including upcoming programs and using the newest tool for SRP, Beanstack.

6. Patrons / Public Interactions:

- a. Comments

A very nice patron commented on how much he appreciates the Interlibrary Loan service offered by PRL.

- d. Correspondence with patrons

Received a thank you from the Chickahominy Health District for allowing Revive trainings to be held here at Atlee.

8. Analysis of Monthly Statistics

- a. Significant monthly findings

Atlee continues on an upward track with two thousand more in circulation than this time last year. These statistics are for April 2024.

b. Trends with brief explanations of what you see

With the school year coming to an end for 2023/2024, foot traffic is still high but with the evenings being slightly quieter.

9. Future Planning – for next month (specific) and three months (broad)

a. Any upcoming meetings – when, where, why, etc.

ii. With staff

Staff meeting will take place monthly after the new branch manager has become acclimated to staff and planning.

Goochland

5.

a. Significant occurrences/ news

Goochland County secured an AED for the G Library Building. Planning training for staff

b. Staff changes

A current Library Associate at G promoted to Youth Public Services Specialist (YPSS) in Goochland.

d. Personnel vacancies

1 Library Associate (created by promotion to YPSS)

e. Training In-house SRP training for staff on May 22

6. Patrons / Public Interactions:

c. Complaints: One patron asked permission to solicit signatures on a petition in or on the property of the Library. Citing our policy on Library Buildings #3, and after checking with Admin, he was told that he could not do so. He was unhappy about it, and another patron who is his friend also complained about our answer to him.

d. Correspondence with patrons: Thank you note from Chickahominy Health District for use of Library to host Revive! trainings in the branch.

8. Analysis of Monthly Statistics

a. Significant monthly findings

Statistics similar to previous year overall.

9. Future Planning – for next month (specific) and three months (broad)

a. Any upcoming meetings – when, where, why, etc.

i. With stakeholders – Quarterly meeting with FOGL July 2024.

Was appointed to attend the BOT committee meeting for Long Range Planning. Met in April.

ii. With staff – Performance Evaluation meetings with individual staff are upcoming.
May SRP Training meeting May 22, 2024

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

May 22, 2024 SRP Training for staff

Hanover

- d. Personnel vacancies
 - o 1 Library Associate
- e. Training

In-house SRP training for staff on May 21

Mechanicsville

- b. Staff changes
 - Samantha Hudgins, library associate, resigned effective April 30, 2024.
 - Maria Bakeman has accepted the youth services specialist position. Starting date to be determined.
 - c. Building / renovation projects – status
 - Waiting for a replacement of the fire suppression system.
 - The floor of all public spaces throughout the building, the staff workroom, the staff restroom, and the staff break room have all been cleaned.
 - d. Personnel vacancies
 - Two associate positions open, as of April 30, 2024.
 - Youth services position is filled but candidate will not start until the first week of June.
6. Patrons / Public Interactions:
- a. Comments

A seventy year old woman came to fill out an application and apply for a job. She did not know how to use the computer. The staff helped her with the application process extensively. She came a few days later to let us know that she got the job and was grateful for the help. She came again to complete the paperwork and was very appreciative of the help the staff provided her in filling out the application and paperwork

8. Analysis of Monthly Statistics
 - a. Significant monthly findings
 - o Overall circulation increased as compared to April last year.
9. Future Planning – for next month (specific) and three months (broad)
 - a. Any upcoming meetings – when, where, why, etc.
 - ii. With staff
 - o May 14, 2024 – Public Services Meeting (Managers Meeting) – Hanover
 - o Performance Evaluation meetings with individual staff in May.
 - o May 21, 2024 SRP Training meeting
 - o May 23, 2024 meeting with another manager for Library Associates interviews at Hanover.
 - o May 22, 2024 pickup students art work from KCES, and RPES
 - d. Trainings – for whom, who conducting the training, when, why, etc.
 - o May 22, 2024 SRP Training for staff

Montpelier

a. Significant occurrences/ news

Branch manager participated in an interview panel with Marcy Durrer, recreation program director for Hanover County Parks & Recreation, to identify candidates for the position of recreation manager at the new Montpelier Recreation Center and Library (MRCL).

c. Building / renovation projects – status

Construction on the new facility continues, with sidewalks being added this month to create walkway access between MRCL and the Montpelier Center for Arts & Education. Bookshelves were installed May 15.

d. Personnel vacancies

One library associate vacancy. Interview scheduled May 20 with candidate at the Rockville Branch.

e. Training

May 17 staff meeting included Summer Reading Program training and preparation.

6. Patrons / Public Interactions:

a. Comments

Staff continues to provide opportunity for community members to assist with the library move. So far, more than 50 individuals have expressed interest through a volunteer signup sheet; several of these represent larger groups (e.g., Patrick Henry HS PTA, Ashcakes Women's Group, Montpelier Writers Group, large family groups, etc.). The community is engaged and looking forward to the event; funding assistance for refreshments and supplies has been provided upon request by Friends of the Montpelier Branch Library. Staff are planning a "block party" style event to include food, games, and activities for volunteers and their children.

8. Analysis of Monthly Statistics

a. Significant monthly findings

Circulation remains on target with goal for fy2024.

9. Future Planning – for next month (specific) and three months (broad)

Branch will be moving to the new Montpelier Recreation Center and Library in the coming months.

- a. Any upcoming meetings – when, where, why, etc.
- ii. With staff
 - 1. May 13th-24th Individual meetings with staff for evaluations
 - 2. Tentative Staff Meetings July 26, August 23
 - 3. June 11, Managers Meeting

Rockville

c. Building / renovation projects – status

One AC unit awaiting repairs.

e. Training

Beanstack and Summer Reading Program (SRP) training at staff meeting on 5/8.

6. Patrons / Public Interactions:

a. Comments

Patron admired decorated rocks in our garden, was informed that we would be holding another rock painting event in June, to her excitement.

c. Complaints

Patron complained about reduction in patron computer numbers. Explained that number available was based on demand. At time of complaint all patron computers were available.

d. Correspondence with patrons

Letter received from patron Krys Meier, thanking us for all the wonderful library services and friendly assistance of the staff.

8. Analysis of Monthly Statistics

a. Significant monthly findings

Numbers consistent with last year. Circulation slightly down, Hanover school schedule is different this year, it is possible the upcoming end of the school year is impacting circulation, but more data is needed.

9. Future Planning – for next month (specific) and three months (broad)

a. Any upcoming meetings – when, where, why, etc.

ii. With staff

Tentative Staff Meetings July 10, August 14, Sept 11

Individual meetings with staff for evaluations May 15-31.

b. Professional travel planned – for you or HQ staff or library staff

Outreach program in June/July in collaboration with HCPS, will likely be attended by YPSS or branch manager.

Upper King William

5.

c. Building / renovation projects – status

Discussing with landlord HVAC repairs for unit serving rear of the building.

Sink in far bathroom coming off the wall – Landlord (Walt) going to try to repair.

e. Training

Staff meeting on Wednesday, 05/15 for SRP training.

6. Patrons / Public Interactions:

a. Comments

Art reception with Aylett Country Day school held on 5/2 with 156 in attendance. A lot of appreciative comments about the library.

b. News

<https://www.dailypress.com/2024/05/13/king-william-supervisors-decline-request-for-additional-library-funding/>

c. Complaints

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.

8. Analysis of Monthly Statistics

b. Trends with brief explanations of what you see

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

a. Significant occurrences/ news

Opened branch on May 4th at the new location with many positive responses.

b. Staff changes

c. Building / renovation projects – Relocation complete

d. Personnel vacancies

Two associates resigned. One was looking for a position with more hours and the other was already working a second job with full time hours.

e. Training

5/16/24 Staff Training, West Point branch, Summer Reading Program/Beanstack training

6. Patrons / Public Interactions:

b. News

Tidewater Review article posted online 5/12/24 and in print 5/15/24

<https://www.dailypress.com/2024/05/13/king-william-supervisors-decline-request-for-additional-library-funding/>

c. Complaints

There were a few Facebook comments about the above article and the policy concerning service to King and Queen residents.

8. Analysis of Monthly Statistics

b. Trends with brief explanations of what you see

Statistics for April low, as expected with the two week closure for relocation.

9. Future Planning – for next month (specific) and three months (broad)

a. Any upcoming meetings – when, where, why, etc.

i. With stakeholders

Elaine Wood will be attending the West Point Friends of the Library (FOL) meeting 5/15/24. This is a recurring meeting on the 3rd Wednesday of the month.

West Point Branch will be hosting Business After Hours with the West Point Chamber of Commerce on August 14th.

ii. With Staff

1. May 13th-24th Individual meetings with staff for evaluations

2. Tentative Staff Meetings June 20, July 18, August 15

7. Finances

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

See the attached update from Ms. Shawver for 5/17/24

b. Budget – payments, unusual purchases, etc.

Call and email with King and Queen Finance. The request for payment mailed April 15 has not been received by the County. Forwarded backup documentation to Finance; they agreed with the library's request. Third and Fourth Quarter payment has been entered and will be paid on May 28 payment run.

8. Analysis of Monthly Statistics

a. Significant monthly findings

b. Trends with brief explanations of what you see

Performance measures are following seasonal trends we see, with circulation and visits in good shape. We expect to see an uptick in performance in West Point and Montpelier when it opens.

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

b. Professional travel planned – for you or HQ staff or library staff

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

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
Shepley-Crisis Communication webinar

10. Any other pertinent information

Reviewing reporting for library board. Some revision in this report based on feedback from May 13 BoT meeting.

Audit is still a primary focus.

New Employees April-24

Name	Date of Hire	Job Title	Branch	
Renee Mohr	Promotion-4/1/24	Lib Svc Spec-Youth	West Point	
Katherine Combs	4/1/24	Associate	Atlee	
Beth Skufca	4/16/24	Associate	Atlee	

Separation of Employees April-24

Name	Date of Separation	Branch	
Sandra Nash	4/9/24	Montpelier	
Ashley Harper	4/12/24	Mechanicsville	
Deborah Novroski	4/15/24	Hanover	
Mary Scheele	4/20/24	Atlee	
Iris Dotson	4/26/24	West Point	
Samantha Hudgins	4/30/24	Mechanicsville	