



Monthly Coordinator's Report to the Board of Trustees

July 2026

Library Operations Coordinator: M. Grange

Board Meeting Date: August 18, 2026

Operations Summary

This month we have finished up with a successful Summer Reading Program. We had 46 adult participants and 112 juvenile participants. Our finale was a Mocktail and Munchies theme that seemed to be enjoyed. We pulled our final raffle tickets, and all participants have been notified prizes must be picked up by the end of the month.

This month has seen me return to work and Autumn increase her capacity from a sub to a Library Assistant again. We seem to be fully staffed at this point.

We had one patron that needed to be trespassed to keep other patrons/employees safe.

We continue to move things around to work towards our reorganization goals inside the library.

The town treasurer has been a huge help with learning our budget allocation process.

Highlights

Accomplishments This Month

- The Vermont Department of Library Summer Reading Program grant has been spent. I will work to compile required information and a narrative this month.
- Our Friends Group continues to be a source of support both financially and physically. Without them, our SRP would not have been possible.
- H. Dunsmore purchased Golden Dome nominee books prior to last meeting. Those books have now been processed and cataloged. I plan to review the other Vermont book award nominees and suggest we purchase those to round out the other two categories if we have gaps.
- 30 of the books pending cataloging in the Circulation Office have been cataloged and processed. I have a goal of at least that many per week. Additionally, our YOTO collection has been 2/3 of the way cataloged. That should be completed by end of August.
- Facility improvement: The Town Administrator continues to work with the Board and the Library to improve our IT functions, as well as our reorganization efforts. I have sent him the updated list of email addresses, and hope to have an email address for Autumn functioning soon.
- We have begun weeding our audio items for an end of the month sale. We have had mostly positive feedback from the community but some negative responses.

Library Statistics

Monthly Service Statistics [July 2026]

Measure	July	Prior Month	Year-to-Date
Library Visits	958	1192	5644
Circulation Total	1421	1271	7994
Adult Materials Circulated	554	492	3243
Children's Materials Circulated	1048	930	5957
Young Adult Materials Circulated	93	57	459
Digital Checkouts			
Computer / Wi-Fi	27	66	441
Attractions Passes	29	28	139
Other Items Circulated	98	86	652
A/V Physical Items Circulated	5	8	49
New Library Cards Issued	12	35	112

Notes/Comments:

A/V Items were only DVDs

Digital Checkouts to be added next month

Programming & Community Engagement

Program Type	Number Offered	Attendance
Adult Programs	8	
Children's Programs	31	
Teen Programs	0	0
Outreach Events	0	0
Special Events	(Included in Children's #)	

Upcoming Programs & Events

Date	Program/Event	Status
9/23	Library Storytelling	Planned/Confirmed
10/17	Apple Biology Presentation	Planned/Partially Confirmed

Collection Management Update

Collection Activity

Activity	Total
Items Added	141
Items Withdrawn	1
Items Replaced	0
Patron Requests Received	1
Patron Requests Purchased	0
Damaged Items Repaired	12

Collection Projects

- Juvenile Nonfiction Review (To be started in mid-late September)
- Audiobook/CD Review (In Progress. CDs have been deleted. Audiobooks are next.)
- Weeding Project (Ongoing)
- Shelf Reading
- Yoto Player Cards Cataloging (Partially completed; expect full cataloging end of week)

Collection Needs or Recommendations:

- Review Green Mountain and Red Clover book nominees and purchase any we do not currently have.
- We have 6 items on our repurchase list and 1 item on our request list that I will look into ordering as well.
- We have most of our Children's Book Budget still available. We will want to hold some of that back as many publishers have a big publishing push for the holidays.
- We have our entire Adult and Young Adult budget still available.

Financial Report Summary

Budget Status

Category	Budget Status
Personnel	☐ On Track ☒ Attention Needed
Materials	☐ On Track ☒ Attention Needed
Programs	☒ On Track ☐ Attention Needed
Facilities	☐ On Track ☒ Attention Needed
Technology	☐ On Track ☒ Attention Needed

Financial Notes

- SRP resulted in overage on hours, I plan to follow up with Lori.
- We have \$1,145.68 remaining in our courier/ILL GL Line. I believe we will exceed that, as the last two bills have been \$256.14 and \$243.18 respectively, and the average available per month for the rest

of the year is \$229.14. We do tend to have a small drop off in lending in the last two months of the year, so it may end up very close.

- We need to purchase stamps, and this will have to come from GL321 Supplies, as there is no budget for Postage this year.

Upcoming Significant Expenses:

The cost associated with overhauling our flawed IT situation is pending and has exceeded our allotted budget of \$450 for tech support this year. We need more discussion around how things will be paid for. The same applies to the return of the old copier, or "purchase" of it. This is a significant cost we did not have allocation for.

Facilities & Operations

Building Updates

- Maintenance completed (Electrics, and items for WorkSafe completed)
- Repairs needed (Sink in back room, wall & floor prepping for work)
- Stain under standalone shelf unit needs to be cleaned/addressed

Technology Update

- Public computers (Move Planned by TOG to purple wall)
- Website updated (Removed last names, removed former director. Move to new website hosted by town in Fall 2026 planned)
- Catalog issues addressed
 - We have begun to remove physical audiobooks from the catalog
 - Yoto cards will take the place for some J Fic Audiobooks; suggest switching over as budget allows for very popular titles
- Digital resources reviewed

We have had 38 total patrons sign up for Biblio+, with 10 active users. A total of 722 minutes have been watched this year. It's not a value add for the library at this time.

Staffing & Volunteer Update

Staffing

- Schedule changes
See attached suggestions.

Volunteers

<u>Activity</u>	<u>Number</u>
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Active Volunteers: 4 + Friends of the Library

Volunteer Hours: 53

New Volunteers: Friends of the Library to support SRP

Volunteer Highlights: A list has been created for tasks for Volunteers; we will work to increase our volunteer pool once we have a teen librarian in place.

Community Partnerships & Outreach

Organizations/Partners Engaged:

- Schools – Flyer will be sent to the school to share with students regarding our program offerings later this month
- Town/Local Government – We continue to work with the town on improvements to the library
- Community Organizations – I provided date to NCSS for their grant, and have plans for a follow-up discussion with Lindsay Hunn at NCSS for more ideas on how to utilize their services for our community.

- Senior Groups – I have reached out to Ted Smith with AARP to start planning tax prep in our library in February/March of 2027

Policy & Governance Updates

Policy Items

Updates to Attractions Passes Procedures

- Policy reviewed & Revised
Policy Notes: Patrons may take a pass out in the 2 hours of the day before use if it is available.

Risk Management & Compliance

- Emergency procedures – Staff has requested that BOT and Operations Coordinator create a safety plan for individuals that make them uncomfortable.
- Safety concerns – One individual has been trespassed from property due to predatory and staff safety concerns.
- Confidentiality requirements – Item to be addressed in executive session (J.J.)
- Required reports – Notice of Trespass being kept in Circulation Office.

Community Feedback

Positive Feedback:

- Patrons LOVED the raffle and prizes this year. Previous years the prizes were used stuffies/beanie babies. This year having choice and nice new items really made a difference. Patrons also loved the BINGO boards.
- The community has been absolutely raving about the increase in cleanliness in the library. We've also had almost every single patron remark on how much they love the changes and how it feels like "a real library" now.

Negative Feedback:

- 2 community members concerned on audiobooks

Concerns or Suggestions:

Sarah Bush suggested doing seasonal/holiday tied BINGO boards with small prizes throughout the year as a semi-passive program.

Library Operation Goals for Next Month

1. Fall Festival – Booth with on-site card sign-ups, button making
2. Shift shelving around for better wayfaring
3. Complete cataloging back log from former director.
4. Weed Juvenile Non-Fiction
5. Continue to clean and create a workspace for all staff in Circulation Office

Items for Board Discussion

1. Working agreements (Updates needed)
2. Staffing Schedule

Attachments Included

- ☐ Roles/Responsibility Reallocations
 - ☐ Schedule Suggestions
 - ☐ Audiobook Circulation
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