

I. Public Services

- A. Level of circulation transactions has ranged from quiet to brisk: fiction, DVDs, audios, and magazines, lots of children's materials. Very little non-fiction.
- B. Morning hours seem far more busy. Will undertake a daily door-count to confirm. One mother participating in the Early Lit program has requested that we increase daytime hours.
- C. We have two regular indoor internet users on Tuesdays, Thursdays, and Saturdays.
- D. Current public computer seems to have recovered from the virus infection, but our main user of that machine says it's running a bit slow. Need to arrange for subscription to Sophos, and clarify how best to stay on top of virus issues.

II. Access Services

- A. Cataloging, patrons, and transactions for our collection is nicely managed by Library World. But transactions for the two interlibrary loan programs (NHU-PAC and NUBANISIT) are entirely separate, and that confusing. Like to see us using Library World to at least keep markers for activity in the other areas. Keene PL says that's how they do it. Thinking about how to do that here .
- B. Still getting a handle on the ILL functions, and this needs to be my current priority. Did a pick-up/drop-off at Keene Thursday and talked to the backup ILL person. Will contact the regular person soon and ask for a copy of their procedures and policies.
- C. Haven't yet even looked at the book downloading program.

III. Facility

- A. Adult reading room.
 - 1. The central table will be excellent for many purposes.
 - 2. Patrons using central table may want to plug in laptops. Can we provide electricity to the central table so to avoid wires across the floor?
 - 3. Will be a good small-group space (meetings or classes). How might we provide convenient way for groups to have a screen to look at together? The MacIntosh? The projector can be used for this, but it requires set up time and hassle, and it's noisy.
 - 4. What was the intended use for the counter on the left. It's attractive but high. Too high for sitting at and reading or working with a computer.
- B. One pf the windows in the main room is just a single pane. Others are not too good either. Build windserts (double plastic on wooden frame—see attached)?

IV. Collection

- A. Would be good to draft a formal collection development policy that would cover goals, procedures for purchases, donations, de-accessioning. I will start that.
- B. Meanwhile I'm buying whatever Jan has approved and what the Book Group and Literacy Program volunteer may request, and I'm accepting all donations.
- C. I propose that we track donations of books, and large groups of magazines but not individual magazines.

V. Volunteers

- A. Trish Newton has been coming in often, and her knowledge of library operations has been terrific. Other volunteers appear on the horizon. When a bit more settled, I will put out a call to all those on the list.

VI. Outreach

- A. I propose we buy a Keurig machine (or more sustainable equivalent) with capacity to make either a cup or a carafe.
- B. Advertise a Saturday morning cafe (as I believe has been done in the past), and also make the Keurig available whenever we are open.

VII. Infrastructure

- A. Policies and Procedures. The Texas Libraries Commission list I found that presumably Wendy put on the computer (attached), looks very good. I'd like to chip away at this list, one at a time, finding good examples on the web, and then we could tailor them to our situation.
- B. Strategic Plan. As soon as there might be some time, I recommend we define a feasible process for a strategic planning that would include, among other things, an assessment of community needs substantially based upon democratically-gathered community input. Might want to seek a library-school intern to work with us on this.

Respectfully submitted

A handwritten signature in black ink that reads "Paul Dobbs". The signature is written in a cursive, flowing style.

Paul Dobbs,
Librarian