



Montgomery Town Library

Librarian's Report for March 2021

Submitted to Board of Trustees April 12th, 2021

Marlene S. Hambleton

The month of **March** resulted in 26 patron visits.

Total of 312 Circulation Transactions took place, 20 DVDs, 84 Adult Books, 34 Children's Books, 10 YA and Juvenile books. 43 E-books and 93 Audiobooks were checked out through OverDrive. There were 21 movies streamed through Kanopy. 7 pairs of snowshoes were borrowed from Jay Cloud Cyclery Shop.

Donations Y-D is \$ 5,470

Books, DVDS & Subscription Y-D is 6,187.74

Programming Y-D is \$655.66

During the month of **March** the library did not host any programs or meetings.

News and Activities:

Vermont Community Foundation Technology grant:

I am excited to announce that we applied for and received a grant for Vermont Public Libraries! The Vermont Community Foundation (VCF), in partnership with the Vermont Department of Libraries offered a grant for "Internet Connectivity Supports for Rural Libraries." Though named for internet connectivity, this grant can be used for a range of things that improve patron access to the internet and computers – public computers, COVID computer accommodations, network upgrades, and more. VCF granted the Montgomery Town Library \$1,500. Public libraries located within a Communication Union District or study area were eligible. Applications were scored based on town poverty, connectivity, and rural location.

How Will We Use This Grant Money?

We will use some of this money to purchase another subscription to **Deep Freeze**, by Feronics, This is a *reboot to software* application that will be installed on 6 of our computers, 5 patron computers and the computer used by volunteers at the librarians' desk. This application allows system administrators to protect the core operating system and configuration files on a workstation by restoring a computer back to the saved configuration, each time the computer is restarted.

I recently received quotes for their services based on a steep discount. They have a two programs available to us. The first program, *Deep Freeze Cloud Basic Subscription*, would be their most basic program. This would cover all 6 computers and allow the system administrator to protect the core operating system and configuration files on a workstation by restoring a computer back to the saved configuration, each time the computer is restarted. This program would **not** include remote updates to the operating system on a monthly basis. We pay Cold Hollow Computing to come in to update the computers periodically. The second option we are eligible for **would** include remote updates to the computers completed by Deep Freeze.

Deep Freeze Cloud Basic Subscription, we received three quotes:

Deep Freeze Cloud Basic Subscription, 6 computers, 1 year, @ \$63.00 each, totaling \$378.00

Deep Freeze Cloud Basic Subscription, 6 computers, 1 year, @ \$105.00 each, totaling \$630.00

Deep Freeze Cloud Basic Subscription, 6 computers, 1 year, @ \$136.50 each, totaling \$819.00

Deep Freeze Cloud Ultimate, we received three quotes:

Deep Freeze Cloud Ultimate, 6 computers, 1 year, @ \$95.00 each, totaling \$570.00

Deep Freeze Cloud Ultimate, 6 computers, 2 year, @ \$153.00 each, totaling \$918.00

Deep Freeze Cloud Ultimate, 6 computers, 3 year, @ \$196.50 each, totaling \$1179.00

Changes to our Overdrive Account for Patrons:

Patrons with barcode numbers over 950 were not able to access Overdrive. The request I made to have the permissions set to 2,000 has been accepted and the process completed. Overdrive is no longer supporting EZproxy for the libraries that are on VOKAL, which means patrons can no longer access their account by simply typing in the last 3 digits of their patron barcode number. Patrons were moved to SIP2 authentication, meaning that they now need to enter their entire barcode number to access Overdrive. I was able to migrate all 1400 patron barcodes over to the new system in such a way that they were able to retain their place on line for a hold they may have placed before the migration took place.

The migration was able to be done earlier than expected it was completed on April 4th. Patrons now connect to Overdrive using the same login credentials they use in Koha (patron card number and Koha password). Patrons will no longer be able to accidentally sign into Overdrive with the wrong account. It will also ensure that patrons who have expired accounts or are restricted due to long overdue items no longer have access to Overdrive, this is a change from the past when people could access these systems regardless of their account status.

Collaboration With The Jay Cloud Cyclery, and The Montgomery Recreation Department:

For the winter season of 2021, the library's snowshoes are being checked out through the The Jay Cloud Cyclery shop, located at 91 Main Street. In the month of March the snowshoes on loan went out 7 times! The Jay Cloud Cyclery shop hosting the library's snowshoes has been well received by the public. Patrons have been able to easily access the snowshoes to grab shoes and hit the trails. It was pointed out to us that there was a large request for adult mens snowshoes, and we only had 2 pairs

available. Since this program was successful for the winter of 2020/21, we will consider partnering up with The Jay Cloud Cyclery shop again, next winter. We will apply for a grant from RiseVT in order to purchase more adult snowshoes, given that there was a demand that we could not meet due to the supply we currently have.

Curbside Pickup:

Curbside pickup continues to be a popular and well used service. Here is how curbside pickup works. Once a patron has chosen an item they would like to borrow, they contact us. Patrons often use voicemail, email, and messenger apps to request items, those requests are most often answered outside our Open hours. Once we receive the request, we check the item out, place it in a brown paper bag, then inside a two gallon sealable plastic bag to weatherproof the package. Once the bag is ready to go, it is placed on the book cart, outside the building door, right next to the book drop box. Patrons can locate items in our catalog by visiting <https://montgomery.kohavt.org/>. Patrons can search for items by title, author, subject, or keyword. We are open Monday through Friday, 4:00 pm - 8:00pm. We will continue this service to our patrons indefinitely, even after we fully re-open.

Library Re-opening:

The library will re-open to patrons sometime within the month of May. We will coordinate our opening to coincide with the Clerks Office re-opening. On May 1, businesses will shift to universal guidance, six feet apart, masks at all times inside the building. Gathering restrictions will be relaxed with up to 150 people for indoor gatherings, with a maximum of one person per 100 square feet. Vaccinated people do not count toward capacity limits. Patrons will be welcome to browse the stacks, however, we will not be allowing patrons to sit and read at this time. We will limit time in the library to 15 minutes each. Reading chairs in the back of the library and chairs at the conference table will be removed temporarily to discourage longer stays than check in and check out.

We are expecting all but one of our volunteers will return to their shifts, response to email inquiries as to intentions of returning to the library was positive, people are ready to re-open. Anyone who volunteers will need to be fully vaccinated at the time they begin their first shift. I have reached out to folks in town who have not previously volunteered here at the library before, to see if they might like to volunteer once we re-open. I have had many positive responses. It is possible with the huge response to the call for volunteers, that we may end up being able to provide more open hours to patrons than we had before the shutdown. New volunteers would begin their shifts after July 4th, this would give me time to train people and figure out the best schedule to provide continuity and consistency for open hours.

Respectfully submitted,
Marlene S. Hambleton