

- **Accomplished and Ongoing Operational Tasks and Projects**

- a. The library has spent the remaining County Bond 2023 fund to within 84 cents. The reimbursement package is in the works.
- b. The library is on track to meet the expenditure deadline of the State GO Grant (April 2026).
- c. The library's budget is in sync with the village budget report.
- d. The Library Board provided a few suggestions for the updated *Library Code of Conduct* during the November meeting, and the *Code* was approved with those suggestions.
- e. A significant purchase: new V4 AWE educational children computer.

- **Library Conference Room Art Display**

- a. An exhibit by Dustin Gutierrez was installed in the library conference room at the end of November and will be in place until February 17. The publicity campaign included a flyer on the library website, an article in *After the Thunder*, and a Facebook announcement.
- b. The library has received an application for the March-April exhibit and a verbal expression of interest for the May-June exhibit.

- **Community Relations**

- a. The library director and several library staff members had a highly successful visit to the Pueblo Public Library on November 14. Strategies and possibilities for future cooperation were discussed. Further substantive steps will become possible once the Pueblo Library has onboarded a dedicated program coordinator.
- b. Library staff members served on the village event planning committee and took active part in the second Annual Holiday Festival, which proved to be extremely popular! Friends of the Library ran a highly successful raffle as part of the festival activities, increasing public awareness of the library and its services.

- **Facilities and Equipment**

- a. The children area upgrade project update:
 - Orders have been placed with the two companies, invoices received and paid by FOL, and the checks cleared.
 - The library is working on the plan for the installation of the new bookshelves. There will be a positive domino effect, as some of the shelves from the middle-school section might be repurposed for the New Mexico section.
 - The process will affect the availability of the library conference room for certain types of events and the availability of the children's section to patrons for up to four weeks from the arrival of the first set of the new shelves. The library will actively work to minimize the interruption to its services and functions. [January 6, 2026 update: the first set of shelves arrived today].
- b. Capital improvement: in close coordination with the village office, the library has updated its capital improvement plan to prioritize the complete replacement of the front deck, back deck, the library conference room deck, and the walkway around the south side of the building.
- c. The village IT coordinator has secured a free two-week trial of the PDF solution software for the library, starting the week of December 1. There is a good chance this software will be implemented as a village-wide PDF solution.
- d. The library is actively exploring alternatives to its current landline due to the current provider's warning about a forthcoming significant price increase.

- e. The library has retired one of its public computers and installed two new ones, in different areas of the reading room. There are now three public computer workstations, providing better privacy, comfort, and performance.

- **Personnel and Professional Development**

- a. The library added two more people to its pool of hourly staff members.
- b. Due to the holiday closures and higher pace of the holiday season, no general staff meeting took place in November-December.
- c. A library staff dinner is planned for the beginning of January. No library budget impact.
- d. Live and on-demand professional webinars attended by the library director and the librarian assistant.

- **Programs and Events**

- a. Two brand-new programs started in November: *Tai Chi* and *Book Club*, and the first iteration of *Book Chat* on the new schedule took place. All three programs have been evolving and picking up steam!
- b. The *Dungeons & Dragons* club switched to a new day-and-time at the club members' request (Sundays, 3 p.m.). Recently, the club went from a biweekly (twice a week) to a weekly format, also at the club members' request. It remains one of the best-attended library programs.
- c. The library secured the commitment of a popular *Storytime for Babes and Tots* guest performer to become a regular volunteer *Storytime* leader once a month.
- d. Three new regular programs will start in January: *Writers Workshop*, *Improv*, and *Poetry Club*.
- e. The three *Friday Fun* events in December have been so successful, the library has decided to continue the program. An exciting lineup of events for the months of January and February has been scheduled.
- f. More regular clubs in the works: *Arts & Crafts*, *Board Games*, *Game On!: Video Game Meetup*, and *Shakespeareana*.
 - The library has successfully purchased all the hardware and a small trial collection of games for the *Game On!* club. Next step: installation, technical setup, process and policy design, and promotion. The goal is to launch the program no later than the beginning of February.
- g. The library has started planning for the Summer Reading Program.
- h. A series of gardening lectures, in coordination with the Albuquerque Master Gardeners, has been scheduled for February-May.
- i. Two local authors' new book releases and reading events are scheduled for February and April.

- **Media and Patron Communication**

- a. The hand-written library staff review program has been doing extremely well—most of the books promoted this way are circulating.
- b. The library's more frequent Facebook posts are receiving more engagement.
- c. The new exhibit space configuration at the circulation desk and in the atrium has received highly positive feedback.
- d. The library continued to post on NextDoor and submitted materials to *After the Thunder*.
- e. The library director had a highly informative meeting with the owner of *jemezvillage.com*. The library will work to maximize its presence on this platform while tracking reader engagement statistics.
- f. Room for improvement: still need to test and obtain an appropriate mass-mailing solution; rethinking the exhibit and display spaces and processes for children's and YA books; physical flyer distribution in the community; reaching the school parents and their students.

- **Contact-Free & Outside-The-Working-Hours Services**
 - a. Curbside pickup, lockers for 24/7 hold pickups, laptops to use outside the library, and reference via phone/ email.
- ❖ **A huge thank you to all the library staff and volunteers** who make our daily operations, along with such a rich schedule of programs and events, possible!
- ❖ **The Friends of the Library** continue to be a tremendous support by assisting with the library's operational costs and by funding programming expenses and special purchases. **Thank you for your invaluable contribution!**

Library Board Agendas (prior to the meeting), and Librarian Notes and Library Board-Approved minutes (minutes are typically reviewed and approved at the subsequent board meeting) can be found on the library website here: <https://jsplibrary.org/board-meetings/>