

Director's Report

Prepared by Donita Ward: April 5, 2021

Attachments:

All reports and attachments are online

- Statistics
- Balance Sheet
- Profit and Loss Report
- Quote from Library Interiors for phase 1 updates to main library
- Company Profile for Library Interiors
- Draft Audit Report
- Annual Report for 2020 as submitted to the Texas State Library

The following items up for review can be found on the library website.

- None this month

Budget Adjustment Requests:

- I billed the HVAC upgrades, new server and new book drops into the category of Extra ReOpening Expenses. At this point, no additional funds are needed.
- We have \$100K budgeted for Special Improvements. To replace the carpet and desks, shift the shelving, and rebuild the shelf ends and interior book drop, we need \$200K. An additional \$100K from retained income would make it balance.

Finance & Administration

Our two largest reporting obligations each year are the Annual Report (due to the state library for accreditation) and the annual audit (due to the trustees and required by law). Both were completed before deadlines and are attached for review.

Cyber Security Training was completed by all and submitted appropriately. I have collected all the Open Meetings Act and Public Information Act training certificates from trustees, so that file is closed. We also got Vickie into TexPool Academy for her Investment Officer training on the Public Funds Investment Act.

Sales Tax Income was low in March compared to last year, but we are on target to hit our budgeted 2021 income and meet expenses.

Signature authority for all library bank accounts is in process. Regions was completed this month to add Abbie. We are still waiting for completion from Randolph Brooks and TexPool.

This month I contacted the lawyer for advice concerning the vaccine stipend and any competitive bidding requirements for large purchases such as the phase 1 remodel quote. It's always better to check before committing to anything. She confirmed that we can move forward.

Operations

Our services are all contact-free and continue to run smoothly. Computer Appointments resumed right after Spring Break and have been minimal. What people still ask for the most is to come in and look around.

Behind the scenes, Katie and Kristin are working on a diversity audit in our picture book section. The server replacement is scheduled for April 12. We have started having volunteers, primarily FoL members, put together our craft and science to go bags. Statistics show that printing and distinct patrons coming to the library both increased dramatically this month.

Contact free services include:

- Borrowing books, movies, audios
- Borrowing launchpads and kindles
- Phone appointments for technology help
- New library card applications
- Homebound delivery
- Launchpad and Kindle Agreement Applications
- Library card renewals
- Resume Review
- Bookflights- tell us what you like and we'll select some books for you
- Digital Library with Overdrive and Hoopla
- Research and Language Learning Databases
- Tumblebooks for little kids
- Library to Go craft and science packs for families
- Brainfuse JobNow career services including online resume help and mock interviews and Brainfuse HelpNow with live on demand tutoring
- Reserves and waiting lists for high demand items
- hotspots to borrow
- storywalks along the fence
- magazine borrowing
- NEW (RESUMED) Computer Appointments

Internal Affairs

Sexual Harassment Training was set for March 5, but the presenter had tech issues 10 minutes into the presentation. It has been rescheduled for April 23. Team Building is mostly food right now, but we are looking at a visit from some goats. Monthly check-ins are happening for all staff with no real surprises.

The vaccination stipend is set up through our payroll system. As of this moment, I know of two employees who are completely vaccinated, six more have had the first shot, and only four are still waiting. I am confident that we can have the full staff vaccinated (everyone who wants to be) before summer.

Facilities Issues

Masonry repairs were completed last month without incident. We are now scheduling the sidewalk repair and new book-drop installation.

HVAC repair next door was completed and the new filtration systems were installed for all library air handlers. There was a peculiar smell the first day, but nothing since.

We got a broken window last month. Fortunately, our windows are tempered glass and double paned, so there was no injury or facility breach. We were able to remove the remaining glass from the broken pane to avoid further damage. There is still one intact pane. Our windows are very special and that means it takes a while to find a supplier and get a replacement, but we have been able to find someone who can do the work and he is just looking for the unit to install. It will not be inexpensive. We notified the insurance company as well and will file a claim if it is financially worthwhile to do so.

Programs & Outreach

Summer Reading plans are underway. We will have a virtual incentive program again this year. We will also have limited live programming outside at the library. We will have two morning children's performers each month (one on a weekend and one on a weekday) and two adult programs each month, probably in the evenings.

Myths on the Porch was our first live program of 2021. Bernadette Nason gave her presentation to an audience of 33 with funding from the Texas Commission on the Arts Grant program. The porch program went very well and we plan to have them monthly until summer.

Twenty-five people participated in our Black History Month reading challenge recording 20784 minutes of reading.

If you have not had the chance to see our virtual storytime room, go ahead and take a peek. We added Spanish stories this month to the offerings.

https://docs.google.com/presentation/d/e/2PACX-1vQZwM2obuAnuPr9IddYLwbv_6VqGVF0NfCItiIwUBXaF_mwrTFQG-VINhIrd2DfM5UT9mbBePibQdQk/pub?start=false&loop=false&delayms=3000

Current contact free programs:

- Science in a Bag projects to go
- Wacky Science weekly on Facebook to demo the science to go packs
- Craft in a Bag projects to go for kids
- Storytime and Craft on Facebook to demo the craft in a bag
- Yoga on Facebook
- DIY in a Bag projects to go

- CraftAlong each Wednesday on Zoom
- Booksale Items to go- just take one off the cart every day at 2pm
- Storytimes on Facebook
- Circle time on Zoom
- Lego Lab on Zoom
- Zoom phonics storytime each week for emergent readers
- Social Media shelf browsing
- Dial-A-Story
- Armchair Traveler Packs
- Virtual Storytime Room
- NEW- Storytime in a Bag
- NEW- Yoga on Zoom

I suggest we schedule the next Board of Trustees meeting for mid-June to cover updates to the Conduct Policy, Procurement Policy, Investment Policy, and any issues that arise.

One Year In

The library had to close doors on March 17, 2020. We never imagined the doors would still be closed a full year later. The team has pulled together and found a way to provide services despite the pandemic while keeping stakeholders safe. We have retained our people and maintained our program schedules. Most importantly, we have added some amazing services and many of them will continue once we are open again.

- Contact Free Circulation- This has been on a back burner for years, but the pandemic brought it front and center. We will continue contact-free hours until it is safe to reopen completely. I hope that we will be able to continue to offer this for some hours even when the building is fully open again.
- Hotspot Circulation- This is another item that had been in the works, but leaped ahead in priority with the pandemic as so many families are trying to work and do school from home. Once the school district recalls the hotspots distributed to virtual students, we may need to purchase more to circulate. Right now, the supply is sufficient.
- Furniture Updates- Nobody has been able to come in and see, but the Quiet Reading Room furniture was delivered a couple of weeks into the closure. We also updated the children's area with a new desk (much smaller footprint), cabinets for supply storage, additional seating for older children, and more shelving for JGN.
- Brainfuse HelpNow and JobNow databases- permanent offering
- Dial-A-Story- permanent offering
- Zoom Storytimes, Circle Times and Lego Lab
- Facebook Storytimes & Circle Times
- Facebook (and now Zoom) Yoga
- Programs on the Porch- could be done at any time weather permitting, allows for messier programming in the future
- Craft-Along on Zoom for Adults- two weekly programs for different skill levels
- Special Virtual Programs like Mocktails, D&D Character Building, Mask Making and More
- Completely Virtual Summer Reading programs (and Winter Reading, BHM Incentives, etc.)
- Massive behind-the-scenes cleanup of the catalog, authority control, and youth collection
- Games to circulate- permanent offering
- Armchair Traveler Kits- permanent offering
- Storytime in a Bag- permanent offering
- Virtual Storytime Room- permanent offering
- Book Flights- permanent offering
- Virtual Watercolor Workshops
- ALL DVDs reorganized to be browse-able- permanent upgrade
- Magazines cataloged into the system for searches and circulation- permanent upgrade

- Science to Go packs for families to do STEAM experiments at home
- Crafts to Go for families to do art projects together
- All WBCLD Policies combined and streamlined- permanent upgrade
- Safety Plexiglas up at all service desks to protect staff and patrons from airborne germs like flu- permanent upgrade
- HALO air cleaning system installed for cleaner air in the building- permanent upgrade
- Coming Soon- drive-up book return in the parking lot

Plan for Staged Re-Opening

It is reasonable to expect that the Austin area will be down to Risk Level 2 for the summer. That is also a time that the community regularly anticipates changes to library programs and services to coincide with the school year ending. My goal is to resume limited library hours on June 7th and keep this schedule until August when we close for the carpet installation. Ideally, after the August closure we will be able to resume general library hours.

Library doors will be open to the public Monday to Friday from 10am to 1pm. Anyone entering must wear a face covering and sanitize hands. Computers are not available during these hours. Anyone under age 16 must be actively accompanied and supervised by an adult.

Computers will be available afternoons, evenings and weekends. To have computers concurrent with open browsing would make social distancing impossible, especially near the DVDs. We will keep the monitor guards and keyboard and mouse covers in place, but no longer completely sanitize each machine and station between users as we are now.

Contact Free Services will be available all library hours that the building is not open.

We will no longer quarantine returned materials at this stage.

Specific programs will be live at the library, but held outdoors. This includes some adult programming and Lego Lab for kids.

Volunteers will be invited back. We will start with the volunteers who were active at closure. Everyone will need to be retrained before resuming duties and schedules will be staggered for times we are not open to the general public.