

## Director's Report

Prepared by Donita Ward: November 29, 2021

### Attachments:

- Statistics and Digital Statistics
- Balance Sheet
- Profit and Loss Report
- Draft Minutes from October meeting
- Draft Notary Services addendum
- Lighting replacement proposal
- Updated personnel policy
- Updated HRA Policy
- Letter of Engagement for West Davis

The following item(s) up for review can be found on the library website.

- none for this meeting

### Budget Adjustment Requests:

- none at this time

### Finance & Administration

We have a letter of engagement for the annual audit from Gary Davis. West Davis is the firm that has done our audit the last several years and they give us a very good rate. There are only a few firms that can do a library district audit. The audit is required by law each year and covers financial procedures and activity.

Sales Tax Income remains strong as of our November deposit (which reflects September spending). We are 15% up from last year.

The library is going to be a polling place in March for Travis County primary elections. We have done this in the past, but never concurrent with programming in the building, so this is a good test to see if we will be able to offer this service going forward. Primary elections tend to have lower turnout than other elections.

### Operations

We are currently fully open for pre-pandemic hours and most access. There are still some restrictions in place. I hope to put many of these back to pre-pandemic levels in January, but that will depend on infection rates in the area. The Family Place open play area, designed for ages under 4, will stay closed until the pandemic ends or all ages can be vaccinated.

- Computers are available during all library hours with no need to make a reservation, but are limited to one hour per day

- People can come in to study without time limits, but chairs are spaced and much of the seating is locked away.
- Quiet reading room and youth study room are closed (no air circulation)
- All print services are staff assisted since the document station and self-serv print release (high-touch, crowded space) is unavailable. We continue to offer the first 5 pages of b&w printing without charge.
- Most programs are outside or have limited attendance. Some programs have not resumed at all.

Circulation statistics show that people really like to come into the building to borrow physical items. Digital circulation decreased slightly as physical material circulation increased dramatically, so our overall circulation numbers to steadily rise. We're nowhere near our 2019 peak numbers, but we are certainly on the right track. Visits are close to 3000 per month right now, and they were approaching 9000 two years ago.

Computer use is also much higher than it has been since the pandemic started. Allowing for drop-in use instead of appointments has removed what seemed to be an insurmountable burden for our users. Volunteer hours, printing, new library accounts, and reference questions all increased dramatically in October.

Overdrive now offers the Great Courses on a pay per use system. We flipped the switch last month, but have not advertised. The control means available is not good- we can only set a total cost limit with no way to limit by patron. That means that we could have one household use all the budget for the program. We're watching to see what happens.

## **Internal Affairs**

After being without an Adult Services Librarian for almost three months, we are thrilled that Leslie Little started work this month. She has management and program delivery experience and will be a great value to our team. Eternity and Karina, our two newest library assistants, will become permanent employees by the end of the calendar year.

Everyone on staff completed the online portion of CPR certification. We are scheduled for the skills test on December 16<sup>th</sup>. Managers are taking steps for Notary certification as well. All EOY reviews were completed with next year's pay rate and goals set. Bonuses were delivered in the November 18 payroll.

## **Technology**

This month, Katrina and I set out to complete a great password change. We collected all account information and determined what current passwords were in place. Then we set them into groups (general staff, manager, shopping) and created one password for each group. We will maintain a living document that indicates login information for all accounts and references which password is being used. Then, when

we change passwords going forward, the list will still be valid and the process will be more manageable.

Technology for Education (our server experts) is sending someone out on Tuesday morning to run through all of our technology and make sure it's ready for full offerings in January. We have many software applications that get periodic updates, and those updates tend to make them less efficient in dealing with one another. The cash machine, scanner and print release station have not been used in almost two years.

We recently completed a big purge of our digital file storage. We were over 90% capacity including many duplications and files from previous staff and trustees. What we have now should be current information, permanent records, or items that need to be reference ready. What we deleted was moved onto a separate drive just in case we need it later.

## **Facilities**

The three broken windows are still a problem. We have Anderson specialty windows and the six companies that have come out to look cannot order an exact match, despite being listed as Anderson authorized. We are now looking at something custom created to visually match as much as possible. Fortunately, we installed temporary plexiglass immediately when they originally broke, knowing that it could be a long process to get something new in place.

Shelving end panels have not been ordered yet for the backs of nonfiction and the last YA run. I am waiting until I am fully satisfied with all details of the previous project before signing onto another.

Foyer lighting is another issue. There are eight large fixtures in the front of the building. Each fixture has multiple ballasts and bulbs within. Since the building is nearly twenty years old, those items are costlier. Specifically, it will be \$5600 to get the 24 ballasts and other parts to make the current lights work. We can purchase and install LED fixtures instead for \$1860. I have that tentatively scheduled for the last Thursday in January when we are closed for inventory.

## **Programs & Outreach**

Our programs (with some specific exceptions) are LIVE now and response has been great. We transitioned the zoom programming starting in November and keeping with our pandemic delivery schedule. In January, we will start adding back some of our other regular programs. I hope we can also get some computer programs and more adult enrichment items on the calendar.

Our current weekly offerings are:

- Bilingual storytime- outside
- Spanish circle time- outside
- Lego Lab- outside (transitioning to inside)

- Baby signs- outside
- Circle Time- outside
- Preschool storytime- outside
- Adult DIY and/or Knitting- Inside
- Evening Story and Play- outside
- Alphabuddies- outside
- Morning Story and Play- outside

We also have recurring programs that meet monthly. These have not all transitioned to in-person meetings.

- Meditation on zoom
- Morning yoga on facebook
- Evening yoga on zoom
- WWW book club on zoom or offsite
- Teen Library Council- inside
- Young Rembrandts art classes- inside
- Game Group for all ages- inside

We resumed our First Fridays outside in October and will move inside for December (Sammy Epstein Jazz Trio). October was the Reptile Show with 50 people in attendance. In November we had Dr Gulick (inside) with less than a dozen highly interested attendees. November also had an Owl Program in the parking lot that was completely sold out.

RPG and gaming activities are picking up in community interest. We have hosted character building and figuring painting workshops to great response. This is going into our regular rotation in 2022.

There are some great special programs on the horizon. Craft-Stravaganza is a Family Craft Night on December 1<sup>st</sup> (register online) with six projects designed for older kids and adults to make in the LAB. We've scheduled an Improv group called Move Your Tail to come out for the kids on a Saturday morning in December. Many parents have expressed a need for their kids to get a boost of social interaction skills as they return to the world.

Polar Express this year will have snack packs to go so that everyone can stay masked. On the plus side, that means Kristin and I won't be here until 10pm mopping spilled cocoa this year. We've hired the high school show choir to sing traditional carols in the breezeway and Santa himself will be here for photos, probably on the front porch. The reading and crafts will be in the large meeting room. This is very spaced out as we try to achieve maximum possible safety without compromising the spirit and feel of a longstanding and beloved program.

The plan is to move most programs inside in January as the weather gets too unpredictable and unpleasant to keep things outside. Most of our weekly programming includes kids too young to be vaccinated, so we will have to make decisions based on community demand versus contagion concerns.