

Director's Report

Prepared by Donita Ward: June 2, 2021

Attachments:

All reports and attachments are online

- Statistics
- Balance Sheet
- Profit and Loss Report
- Updated Conduct Policy
- Updated Procurement Policy
- Updated Investment Policy
- Updated Covid19 Virus Control Policy
- Updated Librarian Job Descriptions

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

- Conduct Policy <https://www.wblibrary.org/about-us/library-policies/conductpolicy2020.pdf>
- Procurement Policy <https://www.wblibrary.org/about-us/library-policies/procurementupdated2020.pdf>
- Investment Policy <https://www.wblibrary.org/about-us/library-policies/investment-policy-2020.pdf>
- Covid19 Virus Control Policy <https://www.wblibrary.org/about-us/library-policies/covid19-virus-control-policy.pdf>

Budget Adjustment Requests:

- None at this time

Finance & Administration

Sales Tax Income went up in May, which nearly brings us back to our year to date expected numbers. In any case, with reduced outlay and adequate reserves, we are not at risk of cutting any services or personnel for financial reasons.

Signature authority updates are complete for all bank accounts and we are back to two trustee signatures for all checks. Our credit card swipe machine went out of service during the pandemic closure. We have been in process of getting a new machine and service, but the first replacement sent to the library was faulty. We can accept card payments via paypal with a QR code, but cannot physically swipe a card at this time.

Operations

The library doors reopened for morning browsing hours, called Grab & Go since that's a familiar term from other libraries, on May 10th. After a couple of weeks, we were pleased to realize that we could expand those hours to include two afternoons and

evenings each week and a weekend morning. Contact free services are still being used by many of our patrons, but those who wish to come in are very appreciative of the opportunity. We cannot offer browsing and computers concurrently due to space and layout, and we do not have adequate staff to offer contact-free alongside grab & go, so we have to balance access to both sets of services.

The storytime in a bag kits have been so popular that we are adding Explorer Kits for elementary ages. These will include activities, books and equipment on a theme such as Spies or Mythology. Those should be ready to deploy soon. Games continue to be popular and the hotspots have steady circulation. We are looking at something called a Wonderbook that is a hybrid audiobook and print book for kids.

We started a Seed Library last month. It works similarly to a Little Free Library but with seeds instead of books. We expect this to be successful as our community has an active interest in gardening. Response has been positive.

We got the invoice for Mango languages last month and that inspired some reevaluation of our digital services. We are currently researching our language learning tools and other options that might be more popular. We have had Mango Languages for years with varying degrees of marketing, but it has never been well utilized. We are getting quotes for Pronunciator (used to be included in the TexShare suite) and Rosetta Stone.

Server replacement was finally completed for both the staff and patron server. At this time, the only hanging item in an interface between the document station and the server that allows for scanned documents to transfer. Since the document station is not available during the pandemic, it is not an emergent problem. Our working theory is a conflict caused by an update, which is not uncommon for these softwares. Everything should be running smoothly before the reopen in August.

Internal Affairs

Sexual Harassment Training was completed after a tech reschedule from March. We also had our first live staff meeting in 16 months in May. The meeting was a forum to prepare for May 10, when we opened our doors to the public once again for limited service hours. Employees were given a podium to ask questions and voice concerns about re-opening. In advance of the meeting, we distributed re-training materials for those tasks that just haven't happened the last year. We also had to update many of our procedures for the new way of doing things at a six foot distance and incorporate all the services and circulating items we've added since closing our doors in March 2020. The vaccination stipend has been successful and all but one employee is now fully vaccinated and compensated.

Service models and organic growth have changed what our librarians do through the years. Job Descriptions were outdated for our librarian managers, so we have gone through each librarian's regular tasks and responsibilities to update those documents. In doing so, I appointed one position to interpret policy and act in my absence and have rebalanced salaries to more appropriately compensate. As we were short many staff

hours in the first half of the year, we do not need to adjust the budget for these increases.

We invited our volunteers to return in May. There was very little response from volunteers on our roles who had been here before the closure, so Brittany and Michelle sent out a call for new people to join our team.

Facilities Issues

Sidewalk Repair is going on as I type this report. There were some tripping hazards around the property as our sidewalks are almost twenty years old and the ground shifts.

The new drive-up book drop is wonderful. Patrons are using it and appreciate not having to walk up to the building. It was installed just in time as our pass-through drops were finally declared unusable last week. Amazingly, it remained water tight through the storms. We have purchased the new pass-throughs, but the installation requires masonry work and has not been scheduled. I hope to have that done in July.

There are two broken panes of glass in our windows. Replacement panes are months out, so we had a temporary fix of plexiglass installed. We also had some vandalizing scratches into our back door and a front window. I asked the sheriff's department to put us on heightened patrol overnight and nothing has happened since.

Programs & Outreach

Summer Reading this year will be virtual again. Kristin and Brittany have set up a number of challenges and programs based on the Tales and Tails theme. Kids Program attendance fell in May, likely due to all the changes to services here and the usual 'end of the school year' craziness in neighborhood lives. Our activity packs to go are still very popular.

Regular live programs are back on the calendar. Lego Lab is being offered live and over Zoom to reach more families. Storytimes and Circle Times are still all virtual. In-person kids' programs are being offered on the porch. Young Rembrandts is coming out in June and July to offer multiple drawing workshops for kids and tweens.

The live youth programs we've had to date have gone well, though we did learn some things. Afternoon programs cannot be on the porch as the sun is too intense. We also purchased a misting fan for comfort and are looking at some shade sails. It's only June and it's going to get hotter.

Circus Chicken Dog was scheduled for May 22, but had to be postponed for rain. Despite exciting weather forecast, we had a concert with Ms Ariel for our kick-off on June 5 with about 30 people in attendance. The Irish Dancers last month had almost 40 people come to watch. Upcoming live performances include Silly Sparkles, Austin Reptile Shows, and Lucas Miller the Singing Zoologist.

Our multicultural program that was First Friday is back over the summer. We have a Japanese Shinto Dance performance for June (event was moved to July 2) and Terrance Taps at the end of July.

Most adult programs remain virtual, book clubs and writer guild for example, but we are transitioning to live for others. Knit and Crochet is now on the porch. Brittany did a tomato seedling workshop last month and has one for hummingbird feeders later in the summer. We added a lunchtime meditation program to our virtual menu to complement our yoga and crafting programs.

With the popularity of our games and the D&D program, we will have another character building workshop over zoom next month. After that, Brittany will offer a figuring painting program (live on the porch).

Rough Timeline for Renovation & Reopening

Summer Library Hours & Services

Day	Open for Browsing	Contact-Free Hours & Computer Appts
Sunday	none	1pm-6pm
Monday	10am-1pm	1pm-8pm
Tuesday	10am-8pm	None
Wednesday	10am-1pm	1pm-8pm
Thursday	10am-8pm	None
Friday	10am-1pm	1pm-6pm
Saturday	10am-1pm	1pm-6pm

Browsing Hours- Grab & Go services. Patrons are asked to cover their mouth and nose, maintain 6 feet of distance, and limit visits to 30 minutes. Computers, soft seating, collaboration areas, and the document station are not available.

August 1-15: After summer reading, library traffic generally slows. Staff will be purging and cleaning out desks/shelves/cabinets in preparation for moving. We will keep summer hours & service levels until demo starts.

August 16-21: Demo Week- no library services, no access to the building for staff. Employees will spend the week getting ahead on program planning, reinstating CPR certification, taking vacation if they so choose, etc. We do need to have at minimum one manager on site during the work. Staff who want to keep working can do authority control or similar tasks. *It is possible that demo will take less than a full week and we will be able to move into construction/remodel service models before August 22.*

August 22-September 4: Construction/remodel. Library staff will have access to the building for 1-2 hours per day to pull reserves. We will have contact free services available through the other building. We cannot offer computer services or printing, but we can offer reserves and virtual services. *It is possible that work will be complete*

before September 4 and we would be able to move forward the reset and soft opening. However, we should keep the advertising and celebrations at the later date, just in case.

September 7-11: soft open, staff resets the main building, open to the public

September 12- Grand ReOpening Party/Reception (?) I think it would be wonderful to welcome the community back into the newly updated library for full services with a celebration.

September 13- back to regular hours and services.

- We should be fully open in our new configuration Monday to Thursday 10am-8pm, Friday and Saturday 10am-6pm and Sunday 1pm-6pm.
- Programs aimed at ages that are mostly vaccinated (which will hopefully be everyone) will be transitioned back to live in person programming.
- Regular computer use and document station services should be available again.
- Soft seating, quiet study spaces, and collaboration areas should be available again.
- The Family Place Play Area will probably not be re-opening until 2022.