

Director's Report

Prepared by Donita Ward: Feb 26, 2021

Attachments:

All reports and attachments are online

- Statistics
- Balance Sheet
- Profit and Loss Report

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

- Interlibrary Loan Policy
- Records Management Policy
- TexShare Policy
- Collection and Circulation Policy

Budget Adjustment Requests: Possible upcoming expenditures

- Replacement Staff Server
- Masonry repairs to building- \$1250 for tuck pointing, \$4250 for sidewalk expansion joint repairs
- Internal Book Drop- \$1800 for equipment, \$5250 to install including masonry work
- External/ Drive Up Book Drop \$4049 to purchase plus \$1300 for delivery & installation into slabwork
- LED air filtration to HVAC units: \$11K

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 of those will be complete before the April board meeting.

Sales Tax Income continues to come in below our pre-pandemic numbers, but not horrifically so. I maintain that the 10% reduction we budgeted will be adequate.

Signature authority for all library bank accounts has been updated to include the library director and board president. Once the minutes from the January 25 meeting are approved that indicate appointment of a new treasurer, we will begin the processes to add her to the accounts as well.

Operations

Big news this month was our server problem. Before the ice storm, there were power surges and outages. While we were able to power down all the machinery within

the safe window for our universal power supplies, the staff server did not come back online afterwards. After quite a bit of troubleshooting, we determined that the least invasive/expensive repair would be to replace the power supply. Unfortunately, the replacement part got lost in transit during the ice storm, then was delivered as the wrong item. We managed to get the server back up, but it is not stable and will likely need to be replaced very soon.

The staff server hosts all employee machines and printers, wifi, and files. We were able to continue basic services to the public using hotspots and laptops and pulling data from our back-up and can do that again if the server collapses unexpectedly. We are fortunate that our circulation and collection information is housed offsite, our financial processes happen in the cloud, and we do not host our own email any longer.

Our services are all contact-free and continue to run smoothly. Once the county takes the risk level back to three, we can begin to offer computer appointments again. Right now, the county numbers are inaccurate because of reporting delays and irregularities during the ice storm and subsequent

We have launched several new categories of circulating specialty material this season. Magazines are going out fairly steadily. They've never been a huge part of our circulation, since folks mostly came in to view and browse them, but they are now available for the public. Games are very popular. We've added several of the STEAM toys to that group as well, and people are very appreciative. Finally, Armchair Travel kids are checking out steadily. I imagine Brittany will be adding more destinations (think sandy beaches) to our offerings for summer.

Pending item clean out is going well. Authority control is slow and tedious, and never-ending, but in process.

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
- NEW- magazine borrowing

Internal Affairs

Sexual Harassment Training is scheduled for March 5 at 9am and most staff will be attending live. Those who cannot will watch the recording. I will also send the recording to trustees. If all goes well with this format, I will get us scheduled for a similar program about time management and one to promote resiliency.

Katie Adams, our intern, is doing great work with the story walk, library to go packets, and Virtual Storytime room.

Team Building continues to be mostly verbal affirmations and food. I'm looking at another private movie showing at the end of March. We have also had many requests for Hoppy Hour with Tiny Tails, but that has to wait until they're willing to host indoor programming unless we want to move off site.

Upcoming Conferences

- Texas Library Association April 22-24, 2021(all virtual this year)
- Texas Municipal League October 6-8, 2021 (Houston)
- Association of Bookmobile and Outreach Services, October 12-14, 2021 (St Louis, Missouri)
- Association of Rural and Small Librarians, October 20-23, 2021 (Reno, Nevada)
- Election Law for School Districts and SPDs December 1-3, 2021 (Austin)
- Public Library Association, March 22-26, 2022 (Portland, Oregon)
- Texas Library Association, April 25-28, 2022 (Ft Worth, Texas)

Facilities Issues

Masonry repairs from the full building inspection last year have been difficult to schedule, but Karen finally got someone to come out and bid the work. Amounts are listed at the beginning of the report. He is also willing to install the new book drops. Up to now, installation has been the sticking point to replacing our very damaged and rusting book drops as they were built into the facility and are not a standard size for replacement. That means we have to take out some of the brick work on a load bearing wall to put in new drops.

During the ice storm, we did experience some water damage next door. One of the drain pipes to the HVAC system in the attic blocked and the water overflow came into the kitchen through the ceiling. Luckily, we caught it right away and I was able to shut down the unit before we closed for the winter storm. Repairs will be less than \$400 for the piping and we need to replace one ceiling tile. We were lucky.

The appliances next door are original to the building and stopped working last year. I am going to replace the refrigerator, but not the ice machine. Since we no

longer rent out the space or host parties, and the icemaker has been a point of problem all along, we can do without.

Library Interiors has been working to put together a bid for our carpet replacement. In order to replace the flooring, every run of bookshelves has to be emptied and lifted. Since we are putting in the time and funds for that much labor, it makes sense to shift the collections at the same time. It also makes sense to demo and replace the huge service desks before we lay flooring around them, as we would never put in something with a footprint that large again. I am having them move stacks with an eye toward future renovations so the same work isn't done twice.

Lead times were running long already from the pandemic, before the ice storm and power/water delivery issues messed up timelines even further. Supply chains have had major delays. Many school facilities have been completely closed and wanting to do work in that time, making labor scarce as well. I am aiming for August to do this work, as that is a traditionally slow time for us. I cannot imagine getting a little bit open and then closing again over the summer. If we knew that it wouldn't be safe to open in the summer, we could try for June or July, but the world just seems to fluid. If there's any possibility that a vaccine will let us open and do any programs at all in June and July, I want to be able to do that.

This facility was built and designed for energy efficiency, which at that time meant as little loss of AC as possible. That is among the reasons our windows do not open, for example. One step that other libraries and public facilities are taking is the installation of LED/UV filtration systems directly into the HVAC to clean the air as it goes through. We have a quote for \$1000 per unit to add such filtration to our system. The library has a total of 11 units. While there is no direct proof that this will kill COVID specifically, they have been tested and shown to be 99% effective in reducing similar enveloped and/or protein jacketed viruses. Info is available here [RGF® PHI-Cell® and REME HALO® Technology – Impact on Novel Coronavirus \(COVID-19\) | RGF.](#)

Programs & Outreach

Performer Showcase was an online event this year. While we don't anticipate nearly the number of programs we've planned in the past, we do want to have something to offer.

Take a moment to visit our Virtual Storytime Room if you can. We have reading, craft and science programs all linked to a private youtube station so kids can navigate safely to see their favorite librarians. It's great.

https://docs.google.com/presentation/d/e/2PACX-1vQZwM2obuAnuPr9IddYLwbv_6VqGVF0NfCitiwUBXaF_mwrTFQG-VINhird2DfM5UT9mbBePibQdQk/pub?start=false&loop=false&delayms=3000

More live adult programming is coming soon. Brittany is launching a crafting-at-home program similar to the Try-It program we had been developing with good response before the closure. It could be our first attempt at a daytime adult program. She also has a survey live to determine best times for interested patrons to start a History Book Club.

We've had a recent setback in learning that our movie performance license does NOT apply to outdoor screenings. That makes several programs we'd planned a copyright infringement, so it is fortunate that we had not promoted them yet.

We have been approached by ACC to co-host a college fair in April and are gathering more information.

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
- Black History Challenge on Beanstack