**Director’s Report**

**Prepared by Donita Ward:  October 20, 2020**

**Attachments:**

*All reports and attachments are online*

* Statistics
* Balance Sheet
* Profit and Loss Report

**Budget Adjustment Requests:**

* None at this time

**Policies for Review:** none at this time

**Finance & Administration**

Sales Tax Income was significantly lower again this month. September’s deposit was down 28% and October’s was down almost 24%. We had budgeted conservatively and the first half of the year was strong, so we will almost surely hit our annual income goal for 2020. The months following that first business closure order have been volatile and I expect more instability in next 12-18 months.

We have received the Confidential Report from the comptroller’s office and are in process of mining through thousands of lines of data. People’s spending habits have adjusted to the pandemic, which makes our list significantly more complicated. We are hoping to contrast to previous reports for our larger payers, but may have to create new starting points for a number of comparisons.

General Election results must be canvassed by Tuesday, November 17th according to the county. The canvass meeting needs two trustees for a quorum and no other business happens at that meeting.

October income (reflecting August sales) was up from September, but significantly down from October of last year. At this point, we are forecast to have a lower total annual income in 2020 than 2019. Fortunately, the 2019 income was quite robust, more than anticipated, and we’ve budgeted lower for 2021.

**Operations**

We remain closed to the public. Our current services include:

* Borrowing books, movies, audios
* Borrowing launchpads and kindles
* Phone appointments for technology help
* New library card applications for adults
* Homebound delivery
* Launchpad and Kindle Agreement Applications
* Library card renewals for adults
* Resume Review
* Bookflights- tell us what you like and we’ll select some books for you
* Celebrity Guest Storytimes on Facebook
* Digital Lilbrary with Overdrive and Hoopla
* Research and Language Learning Databases
* Tumblebooks for little kids
* Library to Go craft and science packs for families
* public computer use appointments
* Brainfuse JobNow career services including online resume help and mock interviews
* Brainfuse HelpNow with live on demand tutoring
* reserves for high demand items
* hotspots to borrow
* storywalks along the fence

**Facilities Issues**

Having completed the power wash for the entire exterior, we are now trying to find a contractor for the minor masonry repairs. We also need to get the windows washed again.

The children’s area update is complete. We have new shelving along the back wall for our graphic novels and big kid seating nearby. The new desk has a much smaller footprint to accommodate additional shelving and seating for the public.

Our next big projects are the book drop(s) and getting a plan for the front area. Measurements were taken and we checked behind the fascia to see what is there both structurally and aesthetically. Library Interiors is working on a plan for the front area to include shelving, workstation, and additional community seating that will tie into the long-term plans developed by the architect last year.

The current book drops have not weathered the additional sanitation as well as one might hope, and had been problematic for years in any case. They are bent and mangled and need replacement, but there is no standard parts to fit as they were custom built into the building. When we refit for new drops, we also want to add a drive-up book drop for patrons to access without having to approach the building.

**Next Steps for ReOpening**

Once Travis County drops the Risk Level down to 2, we will begin the process to go into our next phase of reopening. That includes lobby service and small group programming. These plans have been discussed regularly with staff for months. In planning ahead, we hope to think through and find potential issues before launching. It is also my hope that knowing a plan and being able to really look at it before it goes into action will make everyone feel more safe and confident.

**Internal Affairs**

Two of our part time employees gave notice this month (one is moving away from the area and one has a family situation) and we have one out for extended medical leave. These positions will remain unfilled for now. Once we can safely resume more regular services and operations, we will need to increase hours for other part time staff or hire in to fill the gaps.

To accommodate working parents, we had two virtual elementary students in house for a few weeks. We have adjusted and reduced schedules as needed to make it work. One student went back to in-person classes this week; the other will remain virtual through the holidays. We are set up to manage staffing if schools have to close unexpectedly and move all students back to virtual learning.

Open enrollment is underway for library insurance. I am still advocating for all employees who are able to get flu shots to do so at library expense if their insurance does not cover.

P**rograms & Outreach**

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
* Watercolor program on Facebook and supplies available for pick-up
* Yoga on Facebook
* DIY in a Bag projects to go
* CraftAlong each Wednesday on Zoom
* Seasonal Special Projects for adults on Facebook and 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
* Local Celebrity storytimes on Facebook
* New zoom phonics storytime each week for emergent readers
* Social Media shelf browsing
* COMING SOON- Invincible Czars (socially distant) Live performance
* COMING SOON- Storytelling (socially distant) performance on the front porch
* COMING SOON- Elf interactive film viewing

Outdoor programming (movies, concert in the yard) will be our focus for the upcoming months as we have saturated the community’s appetite for on-screen programming. The focus is performers on the TCA grant list who can project visually and vocally.

Winter Reading will run from Nov 15-Jan 15. We are aiming for one special program per week during that time, some will be live and some will be passive programs. We have discussed programs that can happen in the front yard with patrons separated by chalk lines and movies in the parking lot with family groups in separated parking spaces.

Next Meeting: Nov 17 for canvass.

End of Year meeting:

* Swear in new trustees
* Assign officers
* Administer code of ethics for trustees
* Reaffirm Personnel Policy (including holiday schedule), HRA Policy, and Board ByLaws
* Audit contract