

Director's Report
September 14, 2020

Library Programming:

An idea is to have some of the teens read some of the new books and write a review to post on the website and Facebook. **Book reviews have been provided and are posted on Facebook.**

The Annual Fall Silent Auction Fundraiser that supports Summer Library Programming has been cancelled. This is an event that is managed by the Friends and runs the entire month of October. September is the month folks usually begin bringing in donations. We are accepting any cash contributions toward this same end.

There continues to be no programming at this time. However, after a discussion with the Budget Committee and with all staff working regular schedules, we plan to begin implementing some Zoom programming by beginning with our regular Wednesday morning Story Hour. Fall Story Hour usually does not begin until later in the month. We will reach out to our Facebook users first in order to work through the kinks. **Due to miscommunication between myself and the Youth Services Librarian, a notice on Facebook went out that was not clear regarding how the programming would be done. I have placed a statement in my next article that we are inviting folks to attend Zoom Story Hour by contacting the Youth Librarian via email to express interest and for more information.**

Library Day to Day:

All have been participating with the cleaning and putting away of materials on a regular basis. As of Wednesday, September 9th, the City cleaning staff has returned from medical leave. She has limited mobility, however, there are some areas we never dealt with and she is helping out with that. She appears to be working reduced hours until she adjusts to her new normal.

Our materials cleaning station has been relocated to the Program Room. Does pose a bit of a problem in relation to the day there might be a meeting and/or how many items are returned. Tables are cleaned regularly.

We are still in need of one more Board member. For gender balance, a male is preferred, but not necessary.

We are now fully staffed. The returning staff member is building up to regular shifts as they feel comfortable, thus allowing the opportunity for other staff to focus on other projects and get their designated day off. We continue to follow social distancing.

The returning staff member is focusing on building the new website as well as continuing the management of the Teen collection and other social media aspects. She and I have met and have created a plan for basic design and information. Any new resources that have been supplied by the State Library will be launched when the website is activated. A set goal would be no later than the end of September.

Re-opening timeline next phase:

Curbside service was re-started on Monday, July 20, our doors remain closed to the public. We continue to offer our regular schedule of 9 to 5, Monday – Friday and Saturday, 9 to 12. **Nothing new to report regarding the schedule.**

We have been allowing folks to visit the library by appointment only since mid-August. We continue to offer curbside service as well. Visitors can either use the computer or browse. It has caught on quite well. Patrons are very appreciative. We continue to invite folks we haven't seen in a while, in most instances, they did not know we were doing this. We have not opened this opportunity up to children under the age of 14, we request that they be accompanied by a parent or guardian aged 14 or older in order to visit the library. We continue to monitor the situation with the schools.

Accreditation:

The State Library is offering monthly, one-hour sessions for Prepping for Accreditation. The board members are welcome to attend. The sessions are on the 2nd Thursday of the month at 10 a.m., for one hour. **I have attended the third session, which covered the Mission Statement, Goals and Objectives. All of these sessions are recorded and are available on the State Library Website. You can find them simply by searching the topic Accreditation. October 8th is Board-Related Standards.**

The Boardroom 2020 Series:

The next session will be The Iowa Library Trustees Handbook on Thursday, October 8, 6 to 7:30 p.m. Hi-lighting the newest version, which I don't believe is available for distribution just yet. I will keep looking.

Committees:

Active committees: Building / Property, Budget, Personnel, Policy.

Situational committee: Accreditation: Strategic Plan, By-Laws, other policies as directed.

Potential committees: Programming, Volunteer.

ARSL (Association for Rural & Small Libraries) On-Line Conference: www.arsl.org

The week of September 28th is the conference. I sent in registration for all six staff (which includes myself) and two trustees. No invoice at the time of this writing, however, Trustees will be at the \$25 rate versus \$45 for staff (which is also my rate). Six staff at \$45 plus two trustees at \$25 equals: \$320.00.

Iowa Library Association (ILA): www.iowalibraryassociation.org

The annual conference is usually the first or second (3-day) weekend of October. It is now just one day on Thursday, October 15th, on line. It is not cost effective to attempt a group rate. I will register myself for \$50 as a member. Trustees are only \$20 and need to register themselves and watch from home. Perhaps we can consider closing the Library that day for a Staff In-Service day and I will put it up in the Program Room for our group to watch as they like (I have not had anything to master the use of the TV). If a Trustee did not register and is comfortable coming to the Library for viewing, that will work as well.

Collection:

Staff continue to work on updating the collection. With one additional staff on shift, the Children's Librarian has been able to attend to her section specifically. It needs just as much work as the upstairs.

OverDrive Advantage 2.0 Enrollment is a source of e-materials that our patrons can use directly from us. **Items have been selected and purchased, it will be a bit before I learn to determine how effective it is. It is not apparent in our card catalog that we own titles, I have to be proactive in getting the word out to our patrons. The Foundation will be providing support to help the collection grow.**

The Sum of Circ report provided in this pre-packet, reports the items added and deleted. Other than the major project of weeding the Biographies and Non-Fiction section that were long overdue, we have made a decision to slow down on our weeding process since the current collection has not seen much activity in general, since March.

Building topics: (may need further discussion on agenda in continuing business)

Concrete Project North: After all of the rain we have had lately, there appear to be no issues.

Concrete Project South: I contacted Christopher Reicks of Reicks Landscaping out of Little Turkey, he had done the original landscaping for the library back in 2014. **Christopher stopped by mid August. He personally does not recall installing the landscape rubber that is attached to the building; however, he does recall sliding his heavy-duty landscape plastic underneath it. After some evaluation and**

understanding that we do not have good drainage nor substantial grade, a temporary fix of spray foam was suggested. Wednesday this past week, after clearing away the rock, which loosened up the rubber tarp, I sprayed (black) landscape foam underneath, up to the windowsill and alongside the sidewalk. As far as I can tell, there is no water coming into the program room.

The Budget Committee discussed this project at a work session on Wednesday. Patsy filled us in on the lengthy process of researching remedies for the water seepage into the Library. During our session, there was a suggestion of potentially looking at a re-do of the landscaping in order to find a way to keep water away from the building. This includes the potential of removing the Maple tree on the Southwest corner of the building.

After considering the property in relation to the street / alley, it was determined that we would need to seek some guidance from the City. Therefore, while at the City Council meeting on the 9th, I broached the subject. They suggested we put it on next years request, I said we have it on this years list, however, are not opposed to putting it off another year, we wanted to be sure to begin discussing it due to the question of property lines: library, versus side walk, versus street / alley. **(Last months notes:** At this point in time, this would most likely be a project we will put off. I think this will need extensive review and may include more coordination with the City, as part of the problem is where the sidewalk meets the 'street / alley' and puddles.)

Library lighting:

I had a conversation with Dale from Bob's Electric about bringing the balance of the light fixtures up to energy efficient code. This would include the MediaCom room (which is no longer an office), program room and kitchenette, back stairway, staff workroom, and a couple of recessed lights by the circulation desk. He wrote down the information and will provide a proposal. This topic came up at a budget committee work-session. We were looking for projects that the Foundation might be interested in supporting as well as items to present to the City Council during budget time this Fall. Another key point of looking at this project, is that our supply of fluorescent bulbs is down to about ½ dozen and at this point, we could easily replace 3 or 4 of those in the current fixtures. **I mentioned this discussion at a City Council meeting, Amy Bouska pointed out that it is not cost effective to replace units in rooms that are rarely used. Therefore, the Program Room and Kitchenette and Staff Work Room are the key places to update. Perhaps we might want to consider changing the lighting in the amphitheater area as well (this is an afterthought).**

Library Street Light:

As it turns out, this street light (Northeast Corner of the building) is a light that is owned by the City. It is hooked directly to an Alliant Energy pole to the South. Due to Alliant being pre-occupied with the storm damage down South, the project has been put on hold. The goal is to find an electricity source from the Library. I also spoke with the City regarding the trimming of the trees on the boulevard and they said they would take care of that this Fall.