

Director's Report July 13, 2020

Library Programming:

Interest in programming that had been being offered during June, dropped off after June 29th. Staff had just begin working on some ideas to incorporate Silver Cord volunteers that would normally help with the public events. 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.

There is no adult programming taking place. Not even book discussion.

Library Day to Day:

All staff participate with the cleaning and putting away of materials on a regular basis.

While we have been closed again, I have been attempting to focus on the things I need to do, but the COVID testing and assisting staff with unemployment needed to dealt with as well. I experienced quite a bit of run around in relation to making a test appointment.

We are still in need of one more Board member. For gender balance, a male is preferred, but not necessary. A number of potential candidates are Rural, we only have the one Rural seat. I looked into what it would take to add a second rural seat and it would take a general election to do so, just as it would to change the number of seats on the board.

Re-opening timeline next phase:

I am grateful for the clarity of the Board in our decision to take things slow and not have to back track. My plan for when we are able to serve the public again will be to bring staff back gradually, offer curbside service only, and keep the drop boxes open. We would continue on our regular schedule of 9 to 5, Monday – Friday and Saturday, 9 to 12. Folks liked that Saturday was available again. No one has ever asked for later weekdays. I imagine this level of availability may last until sometime in August.

I have a Zoom meeting with the State Library District representative on Friday and other Directors; it will be interesting to see where things are in the different communities. Concern was expressed about the 4th of July Holiday and local festivals still taking place.

Accreditation:

Accreditation is what each Library does every 3 years to qualify for specific levels of funding from both the State and Federal sources. I started in May of 2017, Accreditation was due February of 2018 therefore, I have done this once before. The Board assists with this process in relation to updating policies and the Strategic Plan, for example. 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. Thursday, July 9 is on the City – Library Ordinance. I will forward the Zoom link with additional information. A copy of the Ordinance should be with your By-Laws. Let me know if you need a copy.

Along with Accreditation being due, there is an Annual Report that is due October 31 that I work on. This report is an accumulation of all things library from the previous Fiscal year, so FY 19/20.

Then my personal Certification is due January 31, 2021. This too is every 3 years. This is based on how much time I am putting into participating in CE opportunities that are provided by the State and/or outside entities, that pertain to my job description.

Committees:

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

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

Potential committees: Programming, Volunteer.

The Boardroom 2020 Series:

Each episode in *Boardroom 2020* will be 90-minutes from 6:00-7:30PM; each session will be awarded 1.2 c.e. credits. And in a new twist, this year the programs will be based on books! In most cases, the books come from our **Big Ideas** discussion series, with the material adjusted to include board-specific issues. **Note:** there is no requirement that registrants read any of the books prior to the webinars.

Schedule and Topics

July 23 == Problem Solving the Upstream Way (based on Upstream, by Dan Heath)

The library currently has this book. I sat in on an All Iowa Reads in relation to this title. I have the book at home however, will get it to whomever is interested. I will forward any additional log-in information as it comes available.

Importance and Rationale

- Since the pandemic began, our agency has provided ample classes, discussions, and roundtables for library staff to assist them in meeting their continuing education requirements. Now *Boardroom 2020* sets up Iowa library trustees to fulfill their own education standard. **Standard #8: All members of the library board participate in a variety of board development training each year.**
- For library boards, their normal practices--including presentations at meetings--were upended this spring as well. With approximately 4,000 trustees statewide, with turnover in membership, and with trustee education as a Tier 1 standard, this continues to be an important niche to fill in our training efforts.
- In previous years, many library directors logged into their account in the C.E. Catalog and once registered, they shared the ZOOM Room link with their board members via email. And in previous years, many boards opted to hold viewing parties in the library meeting room, while other trustees opted to login individually from home. This year, at any given library, a blend of those two approaches may be in order!
- Either way, there is no expectation that attendees read any of the books prior to the webinars. Although we do hope that boards will want to acquire the books and read them afterward to further discussion at future meetings.

Collection:

Staff has been moving the non-fiction section into place to fill up the empty shelves. A lot of layout change-ups have taken place that we feel will help the flow of the library both up and downstairs.

We are in need of storage space. Somewhat temperature controlled and on the ground level. There are probably 70 boxes of books at this time that will be sold at whatever fundraiser we hold down the line.

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, however, I have not had time to get them cataloged.**

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

Concrete Project: The Concrete is complete. Some landscaping still needs to be done. John was able to witness the flow of water back when it was raining and was pleased with the results.

Due to the unpredictable future, City continues to ask that Departments think long and hard about projects that are necessary or not.

The only project I would consider next is the water that enters into the program room from the Southside of the building by the drop boxes. It appears to be seeping down the foundation on the outside and coming in the room at the bottom. I had Bob Tupy fill what we thought was a gap, with small rock, sand and caulk, it still leaks.

As far as the concrete near the entrance, which is suffering from heave over the last 30 plus years, that is affecting the door way threshold somewhat, it will need to be determined if the two need to be done together or if they can be done separate.

The other idea we looked into was updating the sash windows in the Children's area for energy efficiency purposes. These windows were updated outside 30 years ago with screens and storms, but not inside. This project can wait.

Addendum

The City Auditors are at City Hall all this week. The Foundation will be participating as usual. That is all the Auditors monitor.

Cleaning Staff, Pat Ahern, is off on medical leave until early August due to an accident that happened at home. Library staff will be responsible for cleaning up after themselves and getting trash out weekly on Thursday evenings (as needed). Recycling is the 17th, then two weeks after that.

I have suspended the throw rug service with City Laundry since there is no public foot traffic.