

Director's Report
August 10, 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. **Staff have distributed materials to various youth.**

There continues to be no adult programming at this time.

I did attempt to host a Budget committee work-session that ended up consisting of Zoom, speakerphone, and in-person. The Foundation met as an entire group in the program room. I provided Zoom as an option; however, they were fine with masks all around. I cleaned with spray and leave after they left. I am out of practice, the Budget meeting was a little disorganized.

Library Day to Day:

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

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

Staff currently training on a new reference tool, Bold360, chatting services. Service will be deployed in September. Funding is provided by the Federal CARES Act, for two years. After that, it is \$2,500 annually.

A new Cresco Public Library website is being created by staff working from home.

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). **Trash and recycling were put out Thursday, July 30th for Friday pickup. As of Aug. 4, Pat will remain on medical leave until September 8, her next doctor appointment.**

Michelle has offered the following:

“ We have hired one of the high school Theatre workers to clean here once a week. I could see if either the Theatre or Fitness Center Managers could recommend an employee who would be responsible and is looking for a few more hours to clean the Library if you would like. This would just be temporary for like a month so I hate to hire a new employee.”

I spoke with one other staff person who is not currently working full hours that had mentioned that she had done some cleaning as a side job in the past; she was not interested. Job descriptions here say ‘as needed’ and/or ‘duties as assigned’, however, I get a sense that staff are not hip to cleaning restrooms, this is based on the condition the staff restroom was in when I returned from vacation.

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. 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. **It is ‘sometime in August’ and we are taking note of the requests for computer usage. We can average 6 requests a day, whether via phone or knocking on the door. We would like to implement a ‘by appointment only’ access option. We are not taking this lightly, it is simply that we are keen to the need and want to find some way to serve. We would schedule one person per hour, no longer than 30 minute usage. If someone needs longer, we would not schedule anyone after that. The balance of the time would be to clean the workstation and various surfaces that may have been touched.**

Once we practice this procedure for a week or maybe two, we would like to invite patrons in on the same basis. It would consist of one group (ie: individual, couple, family) per visit, which would be limited to 30 minutes unless otherwise arranged. We would not overlap at this time. We would leave room between visits for cleaning. Still struggling with the public restroom issue.

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. **The non-fiction move has been completed. Staff are currently beginning to correct catalog information. This requires the handling of each item individually, reviewing records with various on-line resources such as the Library of Congress, First Search on-line cataloging, Core Collection, Amazon, and other library records.**

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.**

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. **There has been no rain since the project to really determine if there are any more concerns.**

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. **I contacted Christopher Reicks of Reicks Landscaping out of Little Turkey, he had done the original landscaping for the library back in 2014. He will be in the Cresco area early August and said he will come by to see if he can help determine what may be the issue. I have asked him to plan to move some of the landscaping away from the building so we can get a better look at the situation. As of this writing, I have not heard from him.**

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. **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 the where the sidewalk meets the 'street / alley' and puddles.**

Library lighting: Dale Andera came to inspect an outage we had in some lighting in the lower level. I had completely forgotten about the circuit box in the cleaning closet. The switch was tripped. I could have handled that one. He also replaced a light bulb in the upstairs circulation area.

While here, I had a conversation with him 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.

Additionally, Dale mentioned that there is discussion at the City about replacing the street light that is on the Northeast corner off our lot. He was asking about utilizing the library as an electricity source. I said that I had not heard anything about this particular project. He informed me that it has been being discussed for a year. Bob's Electric has been contracted to replace street lights in the community. Their first portion was Highway 9, now they are going around the inner city and neighborhoods and this particular one is up on the list. He contacted the City and asked that someone provide me / us with information regarding the project since it involves our building.

We have kept a list of folks who want/need to use the computer to invite them first and then open it up to the public. When we are ready to progress to the next phase of patrons who want materials, we would contact our regular patrons first, before opening it up to community. Right now we are not looking to overlap visitors.

Currently, I have on order, battery operated hand sanitizers and a thermometer. They may not come until September; however, we can improvise until then. I am tracking down the standard COVID question list that will be asked on the phone AND at the door. Masks will be strongly encouraged. We will continue to offer curbside service during this time as well. We may even consider using the South door as the entrance and the East door as an exit, specifically if we are at a point of overlap. Doctor offices and businesses have been doing this to avoid having folks cross paths.

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. **Thursday, August 13** is on Planning Part 1: Demographics and Community Data. I will forward the Zoom link with additional information. Sally has begun digging through older library board documents for information regarding the early Ordinance implementation. The year 1985 seems to be significant in putting together some of the policies and procedures we see today, possibly in correlation to the advent of computers versus typewriters. An elusive notebook from 1971 to 1985 was stored in the Carnegie archive tubs and City Hall is providing Ordinance records from the 70's to the 80's for review and copying as needed. Sally will review those items next. Regarding the most recent past in relation to the terms change, we will review that next.

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. **Note:** there is no requirement that registrants read any of the books prior to the webinars.

Schedule and Topics

August 13 = The Art of the Board Meeting: *The Art of Gathering* by Priya Parker

The library currently has this book. I sat in on an All Iowa Reads in relation to this title. Very interesting concepts. I will forward any additional log-in information as it comes available.

Importance and Rationale

- **Standard #8:** *All members of the library board participate in a variety of board development training each year.*
- 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.