

Director's Report
June 14, 2021

Library Programming:

SLP began Wednesday, June 9 with juggler Jason Kollum. Considering registration requirements this year, attendance was 51 children and 21 adults.

Library Day to Day:

Zoom account comes due in mid June. Renewal to be determined.

Re-opening timeline next phase:

We brought the return cart upstairs and opened up return slots in the children's and adult section.

Public restrooms are available upon request.

The drinking fountain is open, use at own risk.

We opened up two more computers, so now there are five.

The plastic was removed from the computer keyboards and mice. There are extra locations of hand sanitizer in the public computer section.

We removed limitations from elevator usage.

Replaced large magazine rack and random flyer dispensers in South entrance.

Staff continue to wear masks when there are visitors to the library. We are not requiring that folks have a mask. If they themselves are concerned, they can either go back to their car and get their personal mask and/or we can provide them with one.

Social distancing and hand-sanitizing signs remain displayed. All others have been and will be removed. The last sign is the mask/face-covering request.

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

Teen Room Project: All but one chair and the lighted sign is complete.

Elevator Doors: Project proposal is \$2,770, LOST budget \$3,000. All documents submitted/approved. **Doors were installed Tuesday, June 1.**

Window washing: Tom at M.T.S., Inc. is available either the 4th or the 11th (Sunday). Their rate is \$1,200 flat. **No date set as of this meeting.**

Windows: I need to replace 3 screens ground level that have holes and/or tears. **Still needs to be done.**

Restrooms: All restrooms have been painted; two public and one staff. A safety bar was installed in the staff restroom. This was billed to LOST.

Addendum to Director's Report
June 14, 2021

Library Day to Day:

State of Library on-line resources changing July 1. See attached document.

The State Library has agreed to a new agreement with First Search; this is a valuable tool that the cataloging staff rely on.

The Core Collection is also a valuable tool in relation to building and maintaining the collection, it does come in book form, however, the books can cost as much as \$400 each. Have not been able to determine independent expense to the library is acquired on-line.

Transparent Language is being offered to Libraries for \$225 per year, should they want to keep it. A rep has already contacted me.

Zoom update: Auto-charge came out June 12 for a year at \$149.90. Youth Services Librarian plans to provide Story Time during the Winter. Could easily be other opportunities to take advantage of. Incoming Director may have other ideas. Can easily be cancelled.

Building Topics:

Just today, had AC on Southeast Corner serviced by Gosch Plumbing and Heating. Needed to load 17 lbs of freon. Will continue to monitor for a slow leak. I requested an invoice a.s.a.p.

Just today, had to adjust the phone lines. Main line was ringing into fax line, etc. Had been happening since last Thursday. Coincidentally, I had been speaking with Mediacom about our next contract. The bill came in high. I spoke with our rep, it was a combination of old and new contract agreement. Adjustment will need to be made in FY 21/22 budget cycle.

Both Alliant and Black Hills plan on requesting approval for rate increases.

Mediacom TV: Remove item from agenda in new business. Noted here in Director report, City continues to look into the process of eventually moving the TV equipment from the Library to City Hall. At this point in time, there is no formal back up in relation to Library Staff, however, Grace does know how to do some basic things when Wendy requests assistance.