

2021 February director's report

1. The director filled out and submitted the annual report to the state library. This year added a section regarding the impact of Covid on library operations. The director disagrees with how IMLS is defining certain categories, particularly what constitutes outreach and the definition of a program.
Director is waiting to receive the 2020 budget data from the city auditor to complete the state aid form. The county auditor has already sent their figures. The director didn't think it was possible, but the state made submitting the state aid form even more clunky than prior years. Director expressed his annoyance with the changes to the state librarian and was invited to participate on a committee when they hopefully redo it next year. Director happily accepted the opportunity to provide input.
2. The new laptops have arrived. Director did most of the initial setup. A tech from Corporate Technologies made an onsite visit to install monitoring and antivirus software. The tech transferred Quickbooks and related files to the new accounts computer. As expected, it was a rather long and arduous process. He also installed Office365 on the new computers and tweaked the setup. Our old setup was causing issues. After consulting with the tech, the director decided our best solution was to purchase additional licenses for the adult services, tech services, accounts, reference, and social media computers. We added five A3 student licenses for an additional \$4.25 each per month. This will add \$21.25 a month or \$255 per year to our Corporate Technologies bill (they are acting as our account manager). We will continue to utilize the two previously purchased A3 for faculty licenses for the director and assistant director. The faculty licenses have additional administrative and setup tools. These licenses are \$5.75 each, \$11.50 per month, or \$138 per year.
Staff has really been appreciating the speed of the new computers and the new workstation setups.
3. Staff have been receiving a lot of pushback regarding making appointments. Several patrons have made comments they will not use the library until "it's open", meaning not having to make an appointment. Director is sure mask wearing while in the library will become a gripe when the local mask mandate expires. One high risk staff member has received a first vaccination. The other is waiting to hear when they will be eligible.
4. The library currently has a terrific student helper from Mrs. Botz's class. Sylvia is really catching on and is already working independently with her assigned tasks. She is also very artistic and has helped Sara with kids crafts, including one of the Youtube videos. We are also hoping Hunter will be working in the afternoons. Hunter did a work placement at the library over a year ago and really liked working here. He has been asking to come back ever since.
5. Assistant director is currently working on a Summer Learning Grant from NDLC. It's a \$1500 grant and can be used for programs, materials, and similar.