

## 2020 August director's report

1. We survived another Summer Learning. As expected, our numbers were much lower than previous years. Children's circulation was also much less than normal, which confirms our supposition that in-building programming helps drive circulation.
2. Staff in the fall. Eliza left last week to get ready to return to school. Ellie is still figuring out her fall schedule but she will be reducing hours. Maddie will be continuing in the fall in the open 10 hour position. Director has increased Christina's and Cassidy's hours to 30 per week. The additional 20 hours were "taken" from the teen librarian position. This is not expenditure neutral (see revised employee payroll sheet included in packet). Assistant director will be training Christina to assume most of the children's librarian duties over the next 6-12 months. Teen librarian duties will be split between Melissa, Ellie, Maddie, and Steve. Cassidy will be adding some additional duties and responsibilities in adult services. Travis and Corinne returned to in-library work this week.
3. Staff have been weeding the adult 700s which is art, music, and sports. Lots of out of date art books going away. Weeded materials are going on a giveaway cart outside.
4. The video editing computer finally arrived. We now have all the pieces to enhance our virtual programming. Next step is learning to use the technology.
5. Director put his carpentry skill to work, cutting out shelves in a storeroom to fit a new file cabinet which will be used for children's programming materials. He also shortened a wood file cabinet to fit under Melissa's new desk.
6. We had Corporate Technologies come out to update and make some changes to the network. Director moved one of the wireless antennas to the ceiling in the children's library. We have been having connectivity issues, particularly download speed, with the laptops there. Hopefully, moving the antenna and the network updates will address this issue. Additionally, we need to run new ethernet cables to the maker room.
7. Director set up a wireless doorbell as another tool to let staff know a patron has arrived. He mounted the button on a movable post, which staff will take in nightly.
8. The parking lot signs are DONE!
9. We have been having issues with water running on in both pressurized toilets. A plumber was called a couple months ago but has not stopped by. The director replaced the shut off valve in the women's room. The one in the men's needs to be replaced since it doesn't not fully close.
10. HVAC air ionizer has been installed. UV sanitizer is backordered and will be installed when it arrives.
11. Director asked guys from Sheyenne River Repair to investigate why airflow in downstairs unit in the addition is so low, is there a plug or similar. They looked and the unit installed by Bakkegard is undersized, 3 ton unit instead of a 5 ton unit. Director left a message for Justin at Bakkegard, who has not responded.