

LIBRARIAN REPORT

October 13, 2020

Building

Building Progress

The only remaining punch list items are some lights that are back-ordered and carpet issues. The carpet will be taken care of on October 12th and the lights are to be installed as they come. We sound systems in the Parlor and Storytime room will be installed on the 15th and 16th. We thought the stars would be installed on October 19th but now it might not happen until mid-November, so unfortunately after the Open House. The non-fiction end panels and most of the back-ordered furniture should be here and assembled on the 16th of October. We made just over \$4,000 for the Friends of the Library with the furniture sale.

Phasing Plan

While being in Stage 5, we are still doing take-and-go or virtual programs. We have started some in person programs. Masks are required for staff in public areas not behind Plexiglas and communal staff areas or when within 6 feet of each other. Masks are required of patrons due to the Governor's Executive Order. If a patron claims they have a medical condition and cannot wear a mask, we are not allowed to question them for further information and must allow them to not wear a mask according to HIPPA guidelines. We are also not allowed to question the age of a child. Our requirements for in person programs are that if you are seated and 6 feet away, you may remove your mask. If you are moving around the room, your mask must be on. If you have medical conditions, while moving around the room, you must maintain a 6-foot distance. We are also having patrons sign a waiver for programming. We are still serving around 50 people a month with curbside services. Currently, all of our Toddler time storytimes are full and we still have a few spots open in our virtual storytimes. I will be creating a color guide for what the requirements of the building are when the county is blue, yellow, orange or red. I will most likely assign a color to the 4 lower stages of reopening and share those guidelines. I do not see us closing completely again with this virus unless mandated and if mandated to close, we know enough about how to handle the virus now that we could still offer curbside services safely.

Policy and By-laws

The Policy changes have been presented to the Policy Committee and are on the board site under the Policy tab and then Proposed Changes. After the Policy Committee has had a chance to review/change the policy suggestions from staff, the policy updates will be presented to the board to vote on in November

Board Committees and Board Calendar

Board Committees and Board Information has been updated and added to the board site and the agenda.

Budget-Voting item

At this meeting the board will adopt the 2020 budgets and the estimated tax rates. Now that everything is submitted online, you will only need to sign Resolution 20-9 for Appropriations and Tax Rates (Form 4) that indicates the total of the library budgets, the total estimated tax levy, and the estimated tax rate. To adopt the budgets, we will use Forms 1 for a detailed summary and Form 3 to approve totals and tax rates. All forms are linked to your agenda.

Donor Wall/Murals-Voting Item

We invited 4 companies to bid on the new donor wall and received 2. Attached to the agenda are the plan drawings and the 2 quotes.

The first quote is from Baldus. Baldus is the company that installed our Bison Mural and the "Welcome" letters above the Circ desk. The total for the quote is \$9,100.

The second quote is from Premier Signs. The total for the quote is \$9,175.50. Cullen from Premier Signs did mention that the project is beyond the equipment capabilities of what they have on site and they would need to work with an additional company that they have worked with in the past. Premier Signs did include tax so I am waiting to hear back from Andrew on if we adjust that within the quote or take it as presented.

Nancy has given us her final costs for the two murals we have had her complete so far. The total is \$18,500. She has been asked to present a quote to paint the Children's department bathroom and her quote for that work is \$1,500. We budgeted \$30,000 for donor wall and murals and it would be within our budget to have Nancy paint the bathroom as well.

Other Items for Consideration

Director Updates

Community Meetings/Activities attended outside the library:
Creative Arts Council Board Meeting
Bluffton NOW! Board Meeting
Economic Development Council-not able to attend
Chamber Board meeting
Chamber Executive Meeting
United Way Board Meeting-no meeting this month

Education Committee-no meeting
Rotary Meetings
Leadership Academy-Level 3
YMCA Board Meeting
ILF Library Director Meetings-through zoom every Monday

Meeting Updates inside the library:

Department Head meeting-Reviewed Goal 1 from the Long Range Plan Goals Chart, Discussed plans for COVID during the new stage 5, Building, Changes to Homebound.

Current Projects/Big Programs/News:

The building project

Plans for Children's Book Festival are postponed until 2021. This was done be the request of our Author and entertainment. Based on the stipulation of the grant that makes the festival possible, we will have 2 festivals back-to-back in 2021 and 2022.

The Library will have an Open House and Ribbon cutting starting November 5th at 9 am. We will have tours and other fun activities throughout the library until November 7th.

Grants:

We have been approved for \$1,400 in CARES Act reimbursement funds through the State Library. This is for any material purchased because of COVID-19 from May 2020-April 2021.