

Director's Report May 21, 2020

Personnel

Katie Estrada, Samantha Hill, Linda Evans, submitted their resignations during the last month.

Aubrey Stout has returned to the library and will shelve books until July 2020.

All Public Service staff and Technical Service staff attended numerous webinars while they were working from home during the month of April and part of March. As of this report no staff members have been ill with Covid-19.

Building

The Graphic Novel section, part of the west wall of the Children's Library and the north and south wall of the second floor have been painted by staff to enhance their appearance. In the case of the Children's Library it was to prepare for future programming wherein children will be able to place their handprint upon completing a specified program.

Programming

All programming in the building has been canceled.

Mallory and Barbara are posting some do at home program ideas as well as Kinderprep on Youtube and linking to them on our Facebook page.

You can preview them here:

<https://www.youtube.com/watch?v=qLXsvK3NENA>

<https://www.youtube.com/watch?v=tirguVFySic>

Computer Room

Solid state hard drives (SSDs) were purchased for the computers in the computer room. Computers were scheduled to be replaced this year, but with the additional speed of the SSDs, the computers should last at least another two years.

Social distancing is being enforced in the computer room, and as a result only thirteen computers are available. All patron usage is limited to one hour a day in order to make the computers available for as many people as possible.

Covid-19 precautions

The following precautions have been implemented at the Library to help mitigate the spread of the novel corona virus.

Directional signs and floor markings showing the direction of traffic.

Splitting of hold locations by last name to reduce the number of people waiting in line, Floor markings show the proper social distancing for patrons waiting in line.

Buffer zones around desks and staff area to help patrons and staff recognize the proper social distancing.

Everyone entering the building is encouraged to follow CDC guidelines.

All high touch areas are cleaned every 90 minutes.

Hand sanitizer is available at all service desks and interior book drops.

Agenda Items

Financial reports and minutes are listed on the board web page

Japanese Sister City request: The proposed location of the permanent display areas is on each side of the gates as you exit toward the parking lot. (Please see photos in document labeled photos – Sister City Display). The renovation would be covered by either grant money or library funds, depending on the board's decision.

Construction would be in the next fiscal year.

Discussion and Approval of FY2021 budget. The proposed budget is listed in a separate document labeled FY2021 Draft Budget. One major change the city has made in the budgeting process is to combine all benefited employees into one line item on the budget. What used to be Administrative Salaries has been combined with Assistance and Clerical Salaries to be one new line item.

I have also listed \$3,000,000 under buildings in case the board decides to pursue a building project in the next fiscal year. If the project is not pursued, the money reverts to the Library fund balance.

I anticipate going through the budget line by line at the board meeting to cover any questions.

Review of proposed building projects

To the best of my knowledge the following building projects have been discussed in the past few years:

Remodel garage into work space

This project is still feasible; However, without moving the meeting rooms to the second floor to the space occupied by the computer room and DVD/Audio materials it would create a lot of unused office space.

Remodel of basement into public space

The accomplishment of this project would require a ramp that would be 60- 70 feet long. The only feasible location of this ramp would be the administration offices and the two offices directly behind them. The basement would then require a soundproof room be constructed in the existing space to dampen the sound from the heating/cooling system and the fire suppression system.

Purchase and remodel of Farrell's building

A structural engineer was hired by the Library to do an examination of the Farrell's building and its suitability for Library use. The study suggested that the building was not a good fit for Library usage.

Remodel of computer room/DVD area into meeting rooms

Still possible in conjunction with the garage remodel. Would move the DVDs/Audio materials to 3rd floor reading room and move reading room to 2nd floor. (This move may be problematic given the subsequent purchase and deployment of blocks on the second floor.)

Remodel of front lawn of Library

CDS landscape engineer currently working on design possibilities. Other possibilities include a pocket park or splash pad.

Expansion of Children's Library into current meeting room space.

This concept has driven most of the discussion concerning meeting rooms, garage expansion, etc.

Parking solutions

Several proposals are now on the table. The most expensive would be a parking structure. Other perhaps less costly solutions include covering the overflow parking and providing signage, easier access and even using the Yellowstone parking lots east of the State building accompanied by a trolley service to the library.

Two story Expansion of existing southwest library

This expansion would allow approximately 3,000 additional square feet to be added to the top floor of the Library to be used for a YA/Maker Space area. The additional room would allow more space for current adult fiction and large print materials.

The bottom floor of the expansion could be used for meeting rooms with exterior entrances. Exterior entrances would allow expanded hours for meeting room use outside of regular library hours.

Moving the meeting rooms into the new addition would also allow expansion of the Children's Library into the current meeting rooms.