

Library Status Report for May 2021

Budget: In reviewing the Library expenditures I was reminded of the expenses we incur as a result of shared expenses. Below are the accounts we have some discretion over.

- Dues & Subscriptions: PLP/MOBAC \$750/year. I am very active in this organization.
- Computer Software Service:
 - o cost of receiving Internet services, \$170/month (\$2040/year)
 - o ByWater Solutions = our online card catalog aka “Koha” (\$1000/year)
 - o Various Microsoft programs that need updating are included when necessary.
- Computer Hardware Service: Our staff computers are...dated. They run on Windows 7 & 10. Neither is in immediate need of replacement. I am of the school of thought in which we should replace patron computers first and reuse the retired patron computer for staff since we really don't need top of the line hardware/software for 90% of what we do.
- Office Supplies: mostly ink for printers. We get most of the rest through donations.
- Security: only represents the alarm system through First Alarm and not a percentage of the biweekly invoices from Level 1.
- Electricity: While the library was closed (except by appointment between March 2020 and March 2021 when we had to open our doors) I kept most of the lights off. We replaced 3 florescent fixtures with LED alternatives and will at some point need to replace those in the high ceiling. For now opening the blinds provides ample ambient light throughout the day.
- Water: the lawn requires a lot of water. The plants closest to the library are mostly drought tolerant or planted with minimal extra watering requirements in mind per DeeDee.
- Summer Program: I allocated a paid Zoom membership to summer programming for online offerings. City Hall also has access to utilize the account if needed. The Auxiliary can also provide funding.
- Building Maintenance Outside: Clark Pest Control. The Historical Society would like us to increase this budget to include the Museum and Jim Jack.
- Payroll: Currently I am 20 hours at the Library with the remaining 10 hours used for City Hall (A/P, PIO duties, Website, Social Media, etc.). Dilia is 10 hours a week and Renee is 8 hours at the Library (and more assisting City Hall). Up until March 17, 2020, the Library was open 40 hours per week to the public. Currently we are open about 30 hours a week with some overlap of staff for both staff safety and so that I can focus on all my non-patron tasks. My hours aren't necessarily “9-5” and I often allocate some hours to those I'm willing to donate on behalf of the Auxiliary. I do implore officials with Library questions to call the Library or email rather than calling my personal cell phone.

Outreach: Our first major in person event (we've hosted some knitting gatherings already) will be June 19, 2021 beginning at 11:30 a.m. Three local authors will be on hand to discuss and sign their books. The Auxiliary hosted an event on Jim Jack on May 22 with about 10 people in attendance.

MOBAC/PLP: Monthly SPLAMBA meetings, Quarterly ILL and Admin (Director) meetings. I will be participating in a free to Rural Libraries online training in June and July.

Accounts Payable Report for May 2021: FY22 draft budget includes \$60k for full time staffing (30-40 hours per week) of Office Assistant position.

Parks Status Report for May 2021: rrm presented their draft design for Luck Park 20-10 at the 5/4/21 Planning Commission meeting