**Deputy Director’s Report**

**BCSLD Board Meeting, 10.12.21**

* **Summer Reading Program 2021:** Below is the current budget for the 2021 Summer Reading Program. Note: there is one Teen participant who has not claimed a prize (approximately $20.00). I sent a final reminder email to the teen and the teen’s parent on October 5 about claiming the prize.

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| Easy Origami (Dover Origami Papercraft) over 30 simple projects | $4.95 |
| Origami Paper, 1100 pcs, Premium Quality Folding Craft Paper | $15.97 |
| Reader Zone 90-day Subscription (begins 6/22/21 and ends 9/22/21) | $30.99 |
| SRP Adult Prizes (Book for Library Collection X 11) | $192.16 |
| SRP Adult Prizes (Josie's Kitchen Gift Cards X 4) | $80.00 |
| SRP Pre-K, Child, and Teen Prizes (NOT Books for Library Collection) | $317.37 |
| **Total** | $641.44 |

* **Deputy Director’s Additional Collection Development:**  For fiscal year 2021-2022, the Board approved a budget of $6,000 for the Deputy Director to purchase books for the Library’s collection. I have added 80 new books and spent $1,559.69.
* **September Statistics**: I posted the September statistical reports to the shared drive.
* **Book Displays**: For September/October, I created book displays (adult and youth) for National Hispanic Heritage Month (September 15 to October 15) and the National Book Festival (which took place September 17-26). National Book award finalists have been selected, and the National Book Awards will be announced on November 17.
  + On 10/9, I purchased two sets of Countertop 3-Wire Hinged Easels from The Library Store to display books on shelves and countertops. There are 12 easels in each set, one white, one black. Each set was $22.65, 50% off the list price. The two sets plus shipping cost $61.14.
* **Hotspots**: We have been circulating the hotspots continuously since August 18. As of October 9, all hotspots are in circulation, and six patrons are waiting. We have an issue with one of the hotspots not being returned: it has been out 50 days and is now 29 days overdue. I recommend that since we no longer have late fees for overdue materials that we make an exception for hotspots. We would rewrite our borrowing policy for hotpots such that when a hotspot is not returned for a long time and efforts have been made to reach the patron, that the patron pays the library for whatever the monthly rate of the subscription is for the device, e.g., $29.05 per month, or a prorated amount for the number of days overdue based on this amount. We have attempted repeatedly to contact this patron about returning the hotspot. *Continued recommendation: monitor hotspot circulations for a period and consider purchasing additional hotspots/service plans as funding allows to reduce wait times for patrons*.