**Deputy Director’s Report**

**BCSLD Board Meeting, 12.08.20**

* **Texas Book Festival Grant 2020—**
	+ I need to follow up with Jackie to track in Apollo the $53.03 of District funds that were required to complete the grant purchases.
	+ We are continuing to promote the Texas Book Festival and its programs to our patrons and in our community as part of the grant fulfillment:
		- The Library website homepage still includes links to *BCN* article text on our website, including a photograph of the books that the paper did not print, a link to the catalog that brings up the Texas Book Festival 2020 booklist (all 144 books), and a link to the TBF website (for general information as well as how to rewatch the festival’s virtual, free programming and contribute to the TBF).
	+ In January, I would like to launch a TBF reading program via EngagedPatrons.org. This will be similar to the 2020 Summer Reading Programs. Since the program is hosted by EngagedPatrons.org for free to our Library, the budget will cover the cost of participant prizes, i.e., library-approved books to be purchased for the library on behalf of participants and/or gift certificates to a local restaurant. The reading program will last 8 to 10 weeks so that I can include stats for the program in my report to the Texas Book Festival in March. This program is intended to boost patron interest in the grant books, if they haven’t already been reading them, and increase overall circulations.
		- Please include this topic on the January agenda so the Board can approve a budget amount. I will send an estimated budget to the Board in my Deputy Director’s Report for the January meeting.
* **Water Leak/Parking Lot Asphalt Update:** I contacted Ben Escobedo Friday afternoon to follow up on his completing the job by filling in the remaining part of the hole with asphalt. He told me he will come by over the weekend to cover the spot with asphalt and complete the job. Ben has already been paid for the job, $300.
* **When the Library Is Open to the Public:** I continue to work the desk on the days that we are open to the public. We have been providing copying and faxing services. Since we reopened on July 19:
	+ 51 days of being open for 4 hours; for a total of 201.5 hours (includes -2.5 hours due to the early closing on 11/5)
	+ The door count total is 1,845.
	+ That’s 36.17 people per day, or 9.16 people per hour.
	+ We were open fewer days in November due to the holidays and to closing early on 11/5.
	+ These numbers are about the same as we have had, though our numbers for December 3 and 4 have dipped, at 22 and 29.
* **Attended CTLS Webinar on Humanities Texas**: Two representatives from Humanities Texas discussed resources offered by Humanities Texas, grant opportunities and exhibits available to rent. There are two grant cycles per year. A mini-grant up to $1,500 could be used to fund a series of exhibits. I researched these and there are some really good exhibits that we could book, once the library is back to normal hours and the pandemic is over, of course. Rental costs included the shipping of the exhibit materials. These are matching grants. The Library would match “in-kind,” so the matching doesn’t have to be monetary. For example, since the exhibits are rented for 4 to 6 weeks, we could consider use of the large conference room as space that is “rented” for the exhibit (number of days that the library is open times that cost of the room per day). Other “in-kind” matching could be considered in terms of staff salary or volunteer work and any articles that we put in the paper to promote the exhibits. The Humanities Texas grants are funded by the National Endowment for the Humanities. I found several exhibits that we could request. They range from $250 to $1,500. We could do three or more at the lower amounts and spread them throughout the year as a series of exhibits to draw public interest in the Library. We would just block out the large conference room for these weeks/months. The exhibits are freestanding or wall-hanging. Each exhibit lists a footprint of space required.
* **Collection Picks:** I submitted a list of ten books to Crystal to purchase for the month of December.
* **November Statistics**: I posted the November Statistics to the Shared Drive.