Deputy Director’s Report

for September 8, 2020 District Board Meeting

* Texas Book Festival Grant 2020—
	+ American Express business card for the Deputy Director is activated.
	+ I am purchasing the books for the grant through Amazon. Some books have already arrived. I hope to have most of the books ordered by the end of this week or the beginning of the next.
	+ Kee will begin cataloguing. We set up a TBF grant books holding area in the cataloguing office until I can clear off shelf space for them opposite the new arrivals, also pending some identifying label for them. I will move all the new arrivals to the side of the shelving facing the Fiction stacks. The TBF books will be shelved on the side of shelving facing the Youth and Juvenile stacks. The TBF books will be shelved in this area for six months before being incorporated into the Nonfiction stacks.
	+ I will write an article for the paper announcing the grant and another article once all the books are fully ready. These marketing events will be documented as part of the grant fulfillment.
	+ A similar announcement will be posted to Facebook once the collection is in place, with periodic spotlights of books being promoted.
	+ I would like to tie in a TBF reading program via EngagedPatrons.org that is focused on patrons reading the books we bought with the grant.
	+ I will promote the Texas Book Festival and its programs to our patrons and in our community as part of the grant fulfillment.
* Summer Reading Program—wrap-up and expense report to date.
	+ We have one parent and one teen who still need to pick up their prizes (a Josie’s Kitchen coupon and a book that the teen picked out).
	+ I created book displays to thank our SRP readers. The displays consist of books that people read and reviewed, as well as the books that were bought for the library on behalf of adult participants. All the books purchased on behalf of adult SRP participants are on display with bookplates identifying the participants inside the front cover.
	+ There were three children registered for the program who did not end up participating. I sent a bulk email about the participation prize and later followed up with calls. Since these emails and calls were not returned, I am not pursuing further. Should they contact us at a later, reasonable date, I will arrange to acquire their prizes.
	+ Please click the attachment to view the SRP expense report.
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* Crystal and I attended the Library Districts meeting on 8/21/20 via Zoom.
* Friends Update: The Friends met via Zoom on August 19th at 3:30 PM. Board members RSVP’d via email to confirm their attendance. We discussed options for this year’s membership drive, officer nominations, bylaws revisions, and the holding of a general membership meeting via Zoom in October. The next Friends meeting will be on Thursday, 9/10/20, at 5:15 PM via Zoom.
* Public Services: I have been working the desk on the days that we are open to the public. On Friday, I handled some copying and a fax for a patron and helped two patrons print via our Wi-Fi printing service, so we are now offering copying and faxing services when we are open to the public, in addition to printing from our computers. Our door count numbers have been fairly steady. Since we opened on June 19th, we are averaging 32.217 people per four hours that we are open, over the course of 23 days of being open. Note: this number is probably lower given that some counts on the door are for the same people re-entering the building.