

April 2022 Director's Report:

Friends Membership Drive Report

- **So far, the 2022 Membership Drive has brought in:**
 - 99 total members
 - \$3,395.00 total income
 - 7 have used the online payment method



Library Programming / Events:

- As follows are some programs we've been able to hold, and those we have planned as upcoming events:
 - Our **ECNCI Literacy Grant** application has been approved!
 - We were able to co-host a downtown StoryWalk with the ISU Extension in March
 - Beginning April 1 we've been giving out Literacy Kits for ages 0-5.
 - **Maker Monday**
 - Rosemarie is creating seed bomb kits for April, and registration will open soon.
 - **Outreach**
 - Paula is back to visiting Early Headstart, Guardian Angels, and Headstart classrooms, for up to 6 outreach visits per month.
 - **Online Knit & Crochet Group (continual)**
 - We continue to host weekly Zoom meetings, sometimes also outdoors or in the community room, hosted by Tena.
 - **Book Club (continual)**
 - This is now also offered as a hybrid program, hosted via zoom and in-person, by Beth.
 - **Story Times**
 - Paula has offered story time events in the Children's Department since mid-September.



Other Updates:

- **Imagination Library**
 - As of the date of this report, we have 152 children registered from all over Emmet County. (The number fluctuates as some are added and some "graduate" each month.)
- **Janitorial Position**
 - February 18th was Jacey Soat's last day, and after advertising and following every lead I had only one (incomplete) application for the first several weeks. Finally a viable candidate came forward and we were able to contract with Sarah Morphew beginning on March 18th.

- Our **sewer lining** project was completed on March 21st.
- The **Curbside service sign was made permanent** this month, as well, with our Electrical Department strapping it to the light pole so that it can be seen from the parking spaces on either side.
- The **discarded computers** you had approved for auction or recycling last month were handled differently this time. In consultation with the City, they have more recently been foregoing the auction process for computer equipment as the return on the investment of staff time has not been worthwhile. Instead they have partnered with Heartland Technology Team Solutions to recycle them free of charge, and advised that we do so as well. Stations that were ready were indeed sent to Heartland, and that did save several hours of staff time that would have been spent preparing for auction and answering questions / distributing the items.
- On March 17th we hosted a rewarding day of **continuing education and roundtable** opportunities for area library directors. The response was overwhelmingly positive. I will be helping the Le Mars library organize one for this fall, and we plan to continue to hold these, alternating hosting responsibilities among us.
- The **City Council will be visiting the EPL as part of their Roadshow** on April 18th. We will offer our annual report, along with a tour, and share plans for the Community Room renovation. (I believe they're coming at 5pm.)
- **Our HVAC project** (as of the day this report was compiled) is about to get into full swing. Some of the less invasive work has begun (that which leaves us with operating heat), but perhaps as soon as next week we will begin the major tear-out and re-assembly. As you remember, we expect to be without heating / cooling for approximately a week when this happens. Rain / wet ground has delayed this as have fluctuating temperatures.
- **TechSoup** acquisitions of Microsoft Office software through Microsoft for NonProfits has become more difficult to navigate. We are currently waiting for final approval of our status before our purchase for this year can be made, and from what I've read the service will soon cease to be available as we've known it.
- We had budgeted \$1,200 toward the **conversion of chair backs and seats** from fabric to wood for this fiscal year, but our contractor is booked and unable to complete the job until the new fiscal year. I've inquired with the City as to whether the funding could be transferred to next year.
- Following brainstorming about how best to make use of the **Shadle donation**, we are interested in using it toward updated technology for our Community Room. I've requested assistance from Heartland Technology in figuring out which specific component might be most useful for the amount.
- I continue to field questions from our architects for **the Community Room project** as the plan becomes more detailed. They've sent representatives here for further measurements recently, as well. Members of the Friends Board have been discussing ideas for further fundraising towards the project.