

LBOD Meeting 11.22.2021

Director's Report

1. Staffing Update
 - a. Allison Affleck became a permanent part-time employee this month.
 - b. Ximena Sosa-Escobar will be changing positions, from Library Assistant – Youth Services to Library Assistant – Substitute (pending LBOD approval of the job position)
2. ARPA (American Rescue Plan Act) Grant
 - a. Cement slab and electrical work have been completed for the locker installation. Locker installation is tentatively planned for end of December/beginning of January.
3. RFID Project
 - a. All new materials have now been tagged with RFID tags and starting in December we will begin tagging all first-floor items. Starting in December one of the two self-checkout machines will be installed on the first floor to get the public familiar with the machine. Patrons will continue to scan barcodes as they always have until we have the majority of the first floor completed and then we will introduce the RFID component of the self-checkout system. We are accelerating the process as our current self-checkout equipment has become outdated and no longer working without daily issues.
4. Circulation
 - a. Auto-renew went into effect in October. Patrons' items are now automatically renewed up to two times as long as they are not a new item or on hold for another patron.
5. Children
 - a. Over 360 children stopped by the Library during Treat Street this year.
 - b. Cookie Decorating will be in person again this year and we will be offering an alternative paper gingerbread house program for children that are not able to register.
6. Reference Services
 - a. A new online service has been added to the Library's website. Niche Academy is an educational company that provides both staff training tools and public tutorials. Click the link (<https://www.bethellibrary.org/home/adult-services/resources/>) to see how Niche Academy tutorials are embedding in our website. Under our radio buttons are red "How to Use" buttons that show the public how to use our services. For services that Niche does not have a tutorial for, we are able to use their software to create our own tutorials.
7. Programming/Marketing
 - a. Programming plans are currently under development for 2022.