



## Library Director's Report

June 2020

### Building Renewal

Below is the next phase as outlined by Alex Ramsey. Our task now is to consider when it would be practical / safe / beneficial to enter this phase and the subsequent meetings it involves.

#### *WORKSHOP 1 – Understand | The Context of the Design Effort [Trip 2]*

*Understanding context is critical to moving forward. We want to build on the efforts to this point in the broadest sense. That means understanding the current facility: as a library, as a building, and as a contributing historic structure in downtown Ashland.*

*During our two days in Ashland, we will:*

- *Conduct a series of focus groups and/or surveys to understand how the building is currently functioning as a library, what works, what doesn't, what can be fixed and what should be added to the mix of library services and spaces*
- *Assess the existing building structure, envelope and systems to understand their ability to support the intended improvements*
- *Evaluate the nature of the intended improvements and identify code required improvements necessitated by the nature or extent of the improvements – this is an old building, constructed and renovated under old codes. We need to anticipate costs associate with bringing the building into compliance with current codes.*
- *We will review any available documentation including construction or record drawings and specifications as provided by the Library.*
- *We will convene a group of engineers and architects familiar with library building systems for a walk-through of the facility. As part of this session we will meet with building maintenance personnel and management staff to identify areas of known or suspected issues related to building performance.*

#### **PROPOSED MEETINGS:**

- *Library Staff: Department heads and others as available*
- *User Experience Focus Groups: Native, educators/parents, teens, seniors, business community*
- *Open Public Meeting 1: Gather input on community needs and expectations*
- *Stakeholder Team: Key staff, trustees, community members will set goals and priorities*
- *Building Maintenance Group: anyone with knowledge of the building's assets and flaws*

### Programming / Collections

Summer reading information is going out this week and will start up June 15. We are including info in the City of Ashland utility bill, besides all of our other channels.

## Pandemic Response

The re-opening of the library is going slowly. We average about 50 people /day, which is pretty slow compared to 2019 average of 178 /day. Currently, we close for inside service at 3 pm and just offer curbside. I would like to offer both curbside and open service the entire time we are open 9 – 6 pm.

Book Nook & donations; we have moved some shelving to the lobby to serve as used book sales. The big question is whether to accept donations. Please bring your thoughts on this to the meeting.

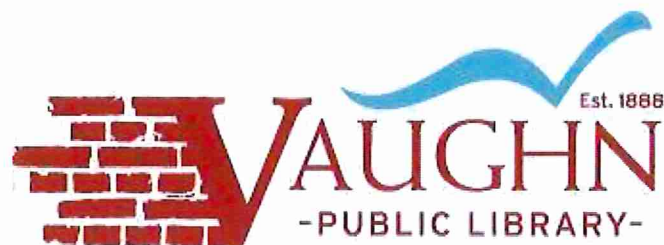
## Finances

We are at 44% of our budget, which is about 2% over. However, per usual, we have one-time expenses such as computer replacements and system costs in that figure.

I would like to purchase a self-check machine. Until June 30, our vendor Sierra is selling them BOGO, so if we purchase now the price is \$2783 for the license and all of the hardware. We would have a \$250 annual maintenance fee following this year. The license is \$1,636 right now – full price is \$3272. I think we could request funds from the Friends of the Library to purchase this. Currently, their balance sheet is very good.

Thanks for reading & hope all are well!

Sarah



## Vaughn Public Library Board Agenda

Vaughn Library Board Meeting - June 2020  
Thu, Jun 11, 2020 5:30 PM - 7:00 PM (CDT)

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Call to order: MA, DB, CC, JC, MJ, JL, SJ

1. Approve Agenda
2. Approve Minutes May 14, 2020
3. Public Comment
4. Continuing Business
  - a. Discuss re-opening
  - b. Discuss work with Anderson Engberg Architects
5. New Business
6. Director's Report
  - a. Statistical Report
  - b. Financial Report
7. Adjourn

