

MEETING DATE: October 24, 2024

TO: Library Board of Trustees

FROM: Judy Booth, Library Director

SUBJECT: Open Hours During Elevators' Renovation Update

SUMMARY

Although staff have not received a start date for the two library elevators' renovation, the Board approved a schedule of open hours for the Main Library at their September 26 meeting. The Board requested that staff return with ideas for how staff can increase capacity at the Hunt Library and increase the hours at Hunt Library by up to 12 hours per week.

RECOMMENDATION

Receive and file.

FISCAL IMPACT

No net fiscal impact to the City's Fiscal Year 2024-2025 Adopted Budget.

DISCUSSION

ENHANCED STORYTIMES AT HUNT LIBRARY

Since the Main Library will be closed on Wednesday and Thursday mornings during the renovations of the elevators, all three Storytimes can be presented at Hunt Library:

Currently:

Tuesdays 10 AM to 11 AM Family Storytime at Hunt Library

Wednesdays 11:15 AM Stay and Play (Ages 0-3) at Main Library

Thursdays 11:15 AM Preschool Storytime (Ages 3-6) at Main Library

Since all three Storytime Librarians can bring their talents to each of the three days of Storytimes this can include "stations" of activities including outdoor activities that aren't possible at the Main Library.

Possible enhanced Storytime Schedule at Hunt Library:

Tuesdays 10 AM to 10:45 AM Family Storytime at Hunt Library

Tuesdays 11 AM to 11:45 AM Family Storytime at Hunt Library

Wednesdays 10 AM to 10:45 AM Stay and Play (Ages 0-3) at Hunt Library

Wednesdays 11 AM to 11:45 AM Stay and Play (Ages 0-3) at Hunt Library

Thursdays 10 AM to 10:45 AM Preschool Storytime (Ages 3-6) at Hunt Library

Thursdays 11:00 AM to 11:45 AM Preschool Storytime (Ages 3-6) at Hunt Library

ADD OPEN HOURS ON THE OTHER SATURDAYS OF THE MONTH

Currently Hunt Library is open on the third Saturday of the month when Game Day at the Hunt occurs and about 50 to 60 Board Gamers enjoy a day of gaming at Hunt Library. We could schedule open hours at Hunt Library for more gaming or other programming on the Saturdays of the month that currently are open to Parks and Recreation rentals or programming.

OPPORTUNITIES FOR STAFF TO CONCENTRATE ON OFF-DESK DUTIES

Although the public sees us “on the desk” serving the public, there is a lot of work that goes on behind the scenes. Only recently the Library has been able to hire some part-time Library Technical Assistants. Generally, this allows for a Librarian and a Library Technical Assistant to staff the Adult and Children’s public desks. This allows for librarians not on the desk to do the work which prepares for success on the public desk such as:

Collection Development (selecting new materials, selecting appropriate Friends’ donations for the collection, weeding the collection), creating reports, taking training (including webinars), creating marketing materials (including videos), updating the library website, and reviewing and codifying policies and procedures.