

Donald W Reynolds Community Center & Library

December 2020

Library is open w/limited access, services, & hours

Statistical Report

Attendance monthly total -----	<i>only 8 computers open & up to 50 in library to check out</i> -----	2,709
<i>We were open only 25 days this month due to holidays.</i>		
Attendance daily average -----		108
Circulation monthly (physical units)-----		3,865
Circulation average daily -----		155
Computer usage total -----		339
Computer users average daily-----		13
Computer usage average time-----		39 min
Computer guest passes-----		136
Computer guest passes average daily-----		5
New Library card holders-----		57
Materials donated -----		763

(46 put in collection)

Interesting Statistics

Attendance: We have one entrance open, the west one, and are only allowing a limited amount of people in the library during the day. We have modified our hours to M-FR 9:00am to 6:00pm and SA 10:00am to 2:00pm. There are 8 computers open still and we've not had anyone who needed to wait to use a computer. The community center saw several events in December. Patrons must check in at the west desk to gain entrance into the library and all the tables and chairs are available for patrons who need to work on laptops or use the wifi. Areas are sanitized after use. The statistics do not include the traffic at the drive thru window. Many are requesting copies, faxing, and scanning to email through the window as well as picking up request/hold items.

Revenue: \$3865.18 for Dec. There was a large payment for foster parent training from August that was held up with OU due to their new payment system, we expect the payment for Oct/Nov to come by the end of January; We had 4 other private events in December – two daylong Webstaurant hiring events in the meeting room, a baby shower in the meeting room, and Epic testing in the meeting room; \$275 in copies, \$115 in faxes, \$350 in fines, \$40 in notary charges, \$39 in replacement cards, 2 out of county memberships for \$50, and \$337 from the coin op (copies & prints).

What's Happened

-The library continued handing out the "take away" program bags in October. There were **97** bags given out to Early Childhood patrons (ages 2-4), **156** bags to School-Aged patrons (ages 5-12), and **3** teens who took books for the teen book club. This makes over **250** young patrons served in the month of December.

- The "Very Hungry Reader" food program resumed evening meals (M-F from 4:00pm to 6:00pm) w/a total of **716** for the month with an average of **29** meals per day, with an extra meal given out on 12/23/20 due to holiday closure.

-Six of the full time staff had AED/CPR training at the Votech this month.

-The library hosted court ordered mediations, literacy sessions, GED classes in the computer lab through the Ardmore Adult Ed. Center for the first half of the month, several Girl Scout meetings, two blood drives, & AARP tax aid trainings.

Community Engagement/FOL

- The FOL sold tickets for a quilt donated by the Heritage Quilters. The Friends were able to sell over 500 tickets and the quilt went to a local, Lori Reid. This article with a picture will be in the local paper in the coming month.
- The FOL's annual Holiday Craft sale has been cancelled for this year. They hope to be back with this event in 2021. We made room for some of the previous years' crafts in the display area by the front desk and the FOL sold about \$200 worth of items. The Murder Mystery Dinner Theater will not happen in February and we hope to be back in 2022. Local businesses usually donate for this program and this just won't be feasible for most businesses due to drops in revenue because of COVID.
- The library has been extended as an evening food site through 5/31/21. These meals and snacks are provided by the Oklahoma Food Bank program and are a part of the library's "Very Hungry Reader" program. The meals are picked up in the drive thru and are available from 4:00-6:00pm weekdays.

Projects

- The city's IT dept is working to help get a new phone system with the plan to install in January/February using State Aid funding. IT will replace the laptops in the theater & meeting room as these laptops are used by groups renting these rooms and the current computers are not working at full capacity (they are almost 10 years old.) The library's State Aid funds will be delayed until the end of January.
- The LED lights were installed, beginning in the end of October, but finished before Thanksgiving. All new LED lights were installed inside and outside the library. The group helped identify issues with the lighting nearest 15th street that had not been working. These issues will be addressed with a local electric company. The parking lot is now extremely well lit and the facility has new emergency lighting that will come on in the event of a power loss.
- The library has the bi-yearly HVAC inspections done in November. No major issues were found. A tech from Entech came in mid-November to replace a box sensor in the theater and to work on the computer program for two other VAV boxes located in the story room where the heat was not coming on as programmed. Another tech came in December to check unit 5 to see why the heat was not engaging. He worked with the programming tech to figure out a solution for the program to decrease box flow, minimize the damper opening bringing in cold air, and maximize the heating.
- The city installed a new kiosk for water bill payment inside the library, in the circulation area outside the computer lab entrance. The library will also be able to take water bill payments through the drive thru window later in the fiscal yr.

Library Promotion

Library Website – www.donaldwreynolds.okpls.org

Donald W Reynolds & Donald W Reynolds Friends of the Library- FACEBOOK FOR PHOTOS AND INFORMATION

<http://www.facebook.com/home.php?#!/rlwpubliclibrary>

"Check it out at the Library" - weekly column with the Sunday edition of the Durant Daily Democrat. *Currently on hold.*