

Donald W Reynolds Community Center & Library

November 2020

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

Statistical Report

Attendance monthly total -----	<i>only 8 computers open & up to 30 in library to check out</i> -----	2,893
<i>We were open only 22 days this month due to two different holidays.</i>		
Attendance daily average -----		131
Circulation monthly (physical units)-----		3,644
Circulation average daily -----		165
Computer usage total -----		320
Computer users average daily-----		15
Computer usage average time-----		42 min
Computer guest passes-----		122
Computer guest passes average daily-----		5
New Library card holders-----		63
Materials donated -----		828

(161 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 October. 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: \$1453.35 for Nov. There were two payments for rooms (\$250 for the Webstaurant meeting and \$125 from Entourage Ministries for the CC Meeting room); \$358 in copies, \$115 in faxes, \$190 in fines, \$30 in notary charges, \$33 in replacement cards, about \$100 in café sales, and \$226 from the coin op (copies & prints).

What's Happened

- The library continued handing out the "take away" program bags in October. There were **81** bags given out to Early Childhood patrons (ages 2-4), **193** bags to School-Aged patrons (ages 5-12), and then **2** books given out to the teens for the book club this fall (ages 13+). This makes almost **300** young patrons served in the month of November. The "Very Hungry Reader" food program resumed evening meals (M-F from 4:00pm to 6:00pm) w/a total of **557** for the month with an average of **31** meals per day, up from 22 last month.
- The local 19th Amendment Commemoration Committee gave funds to the library so that we could make color copies of licenses and put postage on all absentee ballots brought by the library, either in person or the drive thru. They also paid for the voter registration paperwork for those who needed to register. We gave out about a dozen voter registration applications and made copies of IDs plus put on postage for about 22 absentee voters.

- There two paying events in the CC Meeting Room: a Webstaurant hiring event and an Entourage Women's Ministry meeting. There was foster parent training in October that had to finish up in early November due to COVID and that payment will come in Dec (\$1775.00) and be reflected on that report. The group had to postpone their 3rd training date as they had a couple of attendees who tested positive for COVID. Their final date will be on November 7th.
- There were court ordered mediations, literacy sessions 4-5 days per week, GED classes in the computer lab through the Ardmore Adult Education Center, Durant Fire Department hosted a regional training the week of Nov. 16th, and a FOL meeting in the month. There were several events that cancelled due to COVID including a blood drive.

What's Coming Up

- The "Blankets for Shelter Pets" project helped keep the kids engaged with their community while performing outreach in a time where they cannot volunteer in person. This program was supported by the Friends of the Library & local businesses. Community members also donated pet items to be distributed to local rescue agencies in early November. They were featured in the local paper in mid-November.
- The FOL's annual book sale has been cancelled for this year. They hope to be back with this event in 2021. The Holiday Craft Show was also cancelled and will return in 2021. The Murder Mystery Dinner Theater will not happen in February as planning for it needs to happen in October through January. 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 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 had new security cameras from Secure Oklahoma installed in September. They are working on a large monitor to be installed in the library work area so the cameras can be monitored by staff.
- 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.
- 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.
- 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. We are also working new laptops to replace ones in the theater, meeting room, drive thru window and conference room using State Aid funds.

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.*