



## Director's Report

**DATE:** October 11, 2021

### Administrative

We received our first installment of the ARPA funds and have been very busy happily spending it. We will be leaving our current ILS (Integrated Library System) TLC for Apollo by Biblionix in November. One of the many benefits of the Apollo system is their cloud hosted system so there will no longer be servers on site. What this means for us is when the internet goes down at HQ, it will not affect our circulation system for the other branches. The Apollo system is less costly than TLC, thus allowing us to purchase other services that will benefit our patrons and staff. We will have training the last week of October right before the crossover. We purchased a subscription to Niche Academy which provides ready-to-use video tutorials – like how to use Libby or Mango languages. It will also help us to create training videos for staff. TLC currently hosts our website, so we are having a new website designed and hosted by a company called Library Market located in Jonesboro and have purchased our own domain name. Our team of 3 branch managers and two headquarters staff has been working diligently on the website project that is expected to launch in November. It has been a fun and hectic project to work on but we think worth it. I have filed our first process report to the state and we are waiting on the second payment in October.

The new changes caused us to reexamine staff duties at headquarters. Until now, Jennifer Knight, our cataloger, and I have been updating the Region's website. The new website will be more engaging to the public and therefore will be more time consuming. Jennifer is now the Digital Projects Coordinator for the Region. Her main duties include managing and coordinating all types of social media to support the Region's mission and values. Taking over the cataloging for the Region is Madison Hough, who is working on her Master's of Library Science. Madison splits her hours with the Monticello Branch.

### Technology

We purchased 3 new computers at headquarters as part of the ARPA funds. They will be changed out as soon as we switch over to the new circulation system. We are also waiting on installation of a stronger WIFI access point for Lake Village for better range.

### Branch Updates

Our new hire at McGehee did not stay as long as we hoped but we are excited to welcome Tori Clark as the new manager. She is acclimating well to library service and has several programs planned including a book signing.

We are still working to get estimates for the ceiling repair at Dumas. We are on our 3<sup>rd</sup> contactor trying to get an estimate. In other small repairs, we received an estimate for the window repair in the office door at McGehee. We are just waiting on Clearview to install it.

We purchased new hand sanitizer stations for all branches. We also purchased electrostatic sanitizing sprayers for the six large branches. These allow you to sanitize a large area very quickly and have been a welcomed addition.

I registered all branch managers to attend the Arkansas Library Association's virtual conference in October. I will be attending the Association for Rural & Small Library conference in Sparks, Nevada the third week of October.

I applied for the Bob White Grant for a roof for Dermott. The Bob White Foundation has always been very generous with the libraries in Chicot County. Lake Village has also applied for some minor repairs that need attention at their library.

### **Meetings & Workshops Attended**

- Library Market weekly meetings – via Zoom
- Niche Academy Demo, July – via Zoom
- Arkansas State Library Board Meeting – August – via Zoom
- Association for Rural & Small Libraries – Presenter-August – via Zoom
- ARPA # 2 Grant Meeting – September – via Zoom