

Bay City Public Library

FY2021 First Quarter Report

January 2021

Statistics – See 1st Quarter Statistics

Completed

- Front Door was completed in December, Side door is scheduled for early January.
- Paypal project is complete – now accepting online payments
- TMLDA award application was submitted – announcement should be made soon
- Great success with Drive Thru Blue Santa – gave away almost 100 bags for kids.

In Progress/Upcoming

- Working on automatic doors and ramp project with Public Works
- Technology Academy Grant – Technology Project Proposals and Technology Plan
- Working on our “big” events – National Library Week and Summer Program
- Continue to adapt services to meet customer need while responding to COVID
- Picture Book Contest with Parks and Recreation – open to K-12th grade students. Book is bound and displayed on the Trail of Tails.

Upcoming Programs/Events

- Storytime – Wednesdays @ 10:30am Continue to offer virtual option. Limited in-person will begin in February. Adapted to provide space between families for social distancing, held outdoor contingent on weather, to-go activities.
- Library at Home bags – continue to offer each week as a passive program
- Book Club – Continue to offer virtual option. Limited in-person will begin in February. Less than 10 participants, masks, and maintain social distancing.
- Drive Thru Cat in the Hat – Take Your Child to the Library Day on Saturday, February 20, 2021 from 10am-11am
- Virtual Screening of “Black Men in White Coats” documentary in honor of Black History Month -300 links available, February 26 – 28, register by email

COVID measures

- masks required
- staff and patron temperature checks
- quarantine of returned materials
- limited in-person programs
- no meeting spaces for non-library affiliated groups
- limited seating for those studying, using own devices, reading
- curbside still encouraged

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FY 2021 Business Plan Objectives

OBJECTIVE	STATUS
<ul style="list-style-type: none"> • Improve access to technology and internet for citizens by offering internet enabled devices for checkout and adding a dedicated internet service in Sargent. 	<ul style="list-style-type: none"> • Complete and ongoing – Sargent now has an improved internet connection with 24/7 wifi for patrons • Tablet station for in-house use • In line for hotspots that customers will be able to check out
<ul style="list-style-type: none"> • Add online services to further personal, professional, and educational growth. 	<ul style="list-style-type: none"> • Newsbank, Tutor.com, Flipster all added in response to COVID • LinkedIn Learning is still a potential resource we are working on.
<ul style="list-style-type: none"> • Add online guides/resource lists for topics of interest, such as business, education, book lists, health, etc. 	<ul style="list-style-type: none"> • Staff developed an Education and Workforce Development list with resource such as websites and apps that would benefit all ages.
<ul style="list-style-type: none"> • Improve operational efficiency by improving staffing quantity and quality. 	<ul style="list-style-type: none"> • This was approved as part of the budget process. • Completed in-house analysis of staff and required responsibilities to ensure staff have fair workloads and assigned roles.
<ul style="list-style-type: none"> • Create Marketing Plan and utilize branding in library promotions. 	<ul style="list-style-type: none"> • Not yet started
<ul style="list-style-type: none"> • Complete biennial review of Policy Manual. 	<ul style="list-style-type: none"> • Not yet started
<ul style="list-style-type: none"> • Improve the usability of Genealogy collection by cataloging available items and digitizing microfilm. 	<ul style="list-style-type: none"> • Not yet started
<ul style="list-style-type: none"> • Improve the usability of the physical library by continuing to complete categorization of collections, developing and implementing a collection development plan to focus on high use materials, and upgrading furnishings and layout as needed. 	<ul style="list-style-type: none"> • ongoing
<ul style="list-style-type: none"> • Further develop current programs to maximize success of programming. 	<ul style="list-style-type: none"> • COVID has required us to adapt our programming • More staff are being trained in programming