



San Antonio Public Library Director's Report

San Antonio Public Library celebrated National Library Week entirely virtually due to the COVID-19 pandemic. SAPL staff participated in the celebration by sharing what they love about the library.

May, 2020

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DIRECTOR'S OFFICE

City of San Antonio under COVID-19

On Tuesday, March 24, 2020, Mayor Nirenberg ordered all individuals living within the City of San Antonio to stay home and only leave their homes to perform allowed activities. On May 19, 2020, Mayor Ron Nirenberg and Judge Nelson Wolff issued separate but joint updates to their Stay Home, Work Safe Orders to continue slowing the spread of COVID-19. The updated order is effective until 11:59 p.m. on Thursday, June 4, 2020.

Return to Work planning efforts are underway for the departments and offices for the City of San Antonio, including the Library Department.

Library Operations under COVID-19

All Library locations closed to the public on March 14, 2020 out of the utmost concern for the health, safety and lives of our community during the COVID-19 global pandemic. Although the San Antonio Public Library buildings are closed, our digital collection, virtual story time services, database resources and employees continue to be available to our patrons remotely.

The Library developed a **SAPL Here for You** campaign to promote the digital resources and services available through the Library while the library locations are closed to the public.

- Digital Collection (books, magazines, movies, audio)
- Book suggestions
- Virtual Programming
- Virtual Field Trips
- School Help
- Databases
- Adult Learning



The Library has taken measures to ensure the closures do not have any negative impact patron accounts. During the closure, there are no due dates, no fines accruals; and any items that were reserved on the hold shelf will be available for seven days once the Library reopens. Additionally, Library card expiration dates have been extended to ensure library cards do not expire during the closure.

Since March 2020, Library Director Ramiro S. Salazar participated in approximately twenty (20) interviews with local and national media outlets to include *The Wall Street Journal*, *Washington Post*, *National Public Radio* and *USA Today* regarding public libraries in a COVID-19 environment.

San Antonio Public Library Phased Reopening Strategy

Library Director Ramiro S. Salazar is actively participating in local, state and national discussions regarding planning for the reopening of public libraries, new service models and necessary safety measures for both public and staff. To develop the San Antonio Public Library's phased-in approach to reopening, Library Director Salazar appointed Haley Holmes,

Ph.D., Public Services Administrator to lead an internal Taskforce. Dr. Holmes has a proven track record of assembling productive teams that represent the entire library system.

A definitive date for the roll out of the phases will be shared when it has been determined. City leadership is relying on the advice of COVID-19 health experts to determine when it is safe to reopen our city facilities. Additionally, a second and equally important taskforce has been established to re-envision library services post COVID-19. Library Services Administrator Ron Suszek was appointed to lead this effort.

MARKETING

Top media hits this past month:

- News 4 WOAI and Fox San Antonio aired a story about San Antonio Public Library's Wi-Fi availability at 28 SAPL branches which included an interview with Ramiro during their 10 p.m. newscast and 9 p.m. newscast that was also published online.
- KENS 5 mentioned the San Antonio Public Library's Wi-Fi availability at 28 SAPL branches during their Eyewitness News at 6 a.m. show.
- News 4 San Antonio, WOAI, aired a feature about San Antonio Public Library's Wi-Fi availability at 28 SAPL branches during their evening break news show.
- KSAT 12 aired a mention of the San Antonio Public Library Wi-Fi availability at 28 SAPL branches.
- San Antonio Magazine published an article about the ways in which local organizations are helping kids throughout the present time and highlighted the San Antonio Public Library's social media post about toilet paper roll crafts.
- Texas Monthly highlighted San Antonio Public Library in an article about Texas' library digital offerings.
- San Antonio Magazine published a list of top 5 events to live stream this weekend in their Culture section. Symphony at SAPL was listed as one of the events. The marketing team is promoting Symphony at SAPL virtual events on all social media channels.
- The blog, Whole Person Librarianship, highlighted San Antonio Public Library's SAPL is Here for You page in a post titled "Libraries that are nailing this COVID-19 thing".

Social Media fun facts for the reporting period:

- SAPL's social media generated 1,030,147 impressions
- SAPL's social media following base grew by 698 new fans
- Content shared across Facebook, Twitter and Instagram contributed to users engaging with our posts 20,264 times.

Social Media statistics for the month:

- Twitter: 5,135 followers
- Facebook: 19,677 fans
- Instagram: 5,457 followers

The Graphics Team created publicity materials for a variety of programs and events during this reporting period, including social media graphics and signage to inform the public of Library closures and to promote our digital collection and resources. Other projects included materials for the upcoming Summer Reading program, Asian Pacific American Heritage Month, National Library Week, and National Volunteer Week.

DIGITAL SERVICES

During the month of April, Digital Library Services Assistant Christina Hess trained 18 staff members on the use of the LibGuides system in order that more staff would be able to contribute to the COVID guide, the SAPL is Here for You guide, and other guides created by the Library.

Digital Library Services Assistant Daniel Garcia coordinated, recorded, edited, and published a podcast episode featuring three members of the SAPL Tuned In podcast team discussing their ideal book/sound recording/movie to accompany them while being stranded on a desert island.

Digital Library Services Analyst Tricia Masterson assisted Library staff involved with the Adult Services project to conduct virtual book discussions using the popular social reading platform, Goodreads.

Ms. Hess, Ms. Masterson, Mr. Garcia and Digital Library Services Specialist Brian Douglass attended City Office 365 training, so as to be better prepared when Staff had questions about these new services being offered.

At the beginning of April Ms. Hess, Digital Library Services Assistant Michael Sheehan and Digital Library Services Coordinator Adam Spana implemented a change to the Library's event calendar providing increased exposure for the Library's virtual programming efforts.

The Digital Services team provided assistance and technical support through email, Microsoft Teams, and other means, to Library staff as they made the transition to working from home.

The Digital Services team continued to work throughout the month with City IT, SirsiDynix, and 3rd party vendors in preparing for the final implementation of the Library's new ILS, Symphony.

On April 21, Mr. Spana met with Library Assistant Directors Kathy Donellan and Dale McNeill, Library Services Administrator Ron Suszek and representatives from ITSD to plan for augmented WiFi and hotspot services during the COVID-19 closure.

LITTLE READ WAGON

Little Read Wagon April outreach programs went virtual with the help of Zoom and Google Hangouts. Clair Larkin meets every other week on Zoom with staff and school age parents at Cooper at Navarro Academy, an SAISD campus. Every Tuesday afternoon, Ms. Larkin alternates SAISD Zoom chats with NEISD school age parents from throughout that district. In addition, NISD asked Ms. Larkin to present information about library services at a meeting of staff, childcare and social workers who support teen parents.

Ms. Larkin is in communication with librarians at the Houston Public Library who reached out for advice. They are planning to start a teen parent program based on the Little Read Wagon program. Ms. Larkin provided training material, sample scripts and photographs of make and take activities.

Julia Lazarin packed and distributed make-and-take supplies and books to Casa Mia ahead of a virtual outreach visit over Zoom on Sunday, April 26. Mothers and their children at the recovery home were given the ingredients to make salt dough handprints, as a keepsake ahead of Mother's Day, and a batch of play dough. Each child at the home received a book to keep as well as play dough tools. Ms. Lazarin shared a few early literacy tips for playing with dough during the virtual meeting.

April was a month for adaptation as staff quickly retooled to offer the same high quality programming that the community has come to expect from Little Read Wagon and the San Antonio Public Library. Little Read Wagon staff worked throughout April on a variety of system-wide initiatives, from creating story time training modules for military libraries, to Telecuentos, to creating online content and co-chairing committees. Little Read Wagon staff is also in contact with a number of districts and community groups to provide them with up-to-date library resources and is collaborating on how to provide more resources and support for families in the community.

CHILDREN'S (SYSTEM-WIDE)

April was a busy month as children's services team members adjusted to remote work while continuing to provide services to children and their caregivers. Although access to the bulk of children's services is currently digital, the team increased frequency of Dial a Story / Telecuentos recordings as a service available by phone in Spanish as well as English. City of San Antonio Head Start is promoting the service to their families. Coordinator of Children's Services, Cresencia Huff, responded to an inquiry about the service from the American Library Association Public Programs office. Information about Dial A Story and similar services offered by other libraries is included in a [May 4 news article](#) on the Programming Librarian website.

System-wide, virtual programming is presented in the form of compilations of book recommendations, early literacy tips, YouTube videos of songs, read alouds, flannel board stories, invitations to play, art and STEAM activities. Content is available on the SAPL website via regular Trumba listings, LibGuides, and the SAPL YouTube channel. Several work groups collaborate to compile, record, edit, and post the content with deeply appreciated support from the Marketing team. This adaptation gives the children's librarians a unique opportunity to work closely together though physically distanced, build new skills, and learn from each other in a very supportive environment.

Ms. Huff worked with Jennifer Velasquez (Coordinator of Teen Services) and Morgan Yoshimura (Coordinator of Services to Adults) to identify suitable online summer reading program platforms. The two recommended platforms are under review by ITSD. If approved, the selected platform will allow participants of all ages to register and track their activity online.

The children's services team began modifying previously planned summer Kids Time programs for an online format. Ms. Huff ordered supplies for corresponding Take and Make kits to distribute in June and July. Altogether, the children's services team has demonstrated an admirable ability to adapt, encourage each other, and keep service to our patrons at the center of their work.

TEENS (SYSTEM-WIDE) / TEEN LIBRARY @ CENTRAL

Due to the library closure, the Teen Library @ Central staff worked on a variety of projects and tasks that had system-wide impacts during the month of April.

Virtual Teen Programs and Activities—Matthew Loaiza (Assistant Manager, Teen Library @ Central) leads two workgroups that facilitate virtual teen programs: the @210teenlibrary Instagram workgroup and the Teen Tabletop workgroup. Both workgroups engage with teens on a variety of platforms to identify their interests and facilitate relevant programming, which has resulted in weekly Spotify playlists curated by teens, Dungeons & Dragons gaming sessions, and Instagram Live programs with teen-requested activities. Loaiza also created virtual teen volunteering guidelines to continue providing teens with an opportunity to earn volunteer hours.

Amisarahi Sarabia (Teen Outreach Specialist for SAPL) produced content on the @210teenlibrary Instagram account, such as creating Instagram story covers and creating and posting a Star Wars themed post. She worked in collaboration with Teen Services librarians system-wide to post content for teens on the Teen Comics LibGuide. Amisarahi hosts “Quaran-Tunes” every Monday and Wednesday on the @210teenlibrary Instagram, in which teens engage with the Library by sending their favorite songs to the Instagram account. Their favorite songs of the week get turned into a Spotify weekly playlist for the teens to listen to over the weekend.

Regina Almanza (Library Assistant, Teen Library @ Central) has been creating graphics for permanent posts on the Instagram Feed days before the event, promoting the Tuesday and Thursday LIVE programs, which are then presented by Teen Services staff (system-wide). On Instagram Stories, which disappear after 24 hours and are a great place for engaging teens for a 5-second window, Regina creates program reminders on the day of the program. As the Tuesday and Thursday LIVE programs can also disappear after a 24-hour window, Regina screen-records, edits and uploads LIVE program videos to the IGTV portion of Instagram, where videos longer than 1 minute can be replayed in their entirety. This provides @210TeenLibrary's followers and other viewers to follow along and view at their own pace.

Ciana Flores, (Library Assistant PT) has been working a regular schedule in the Teen Library since the closure. She contributed to the @210teenlibrary Instagram page by taking both teen and staff content and presenting it as posts and stories, as well as creating indirect programming to stay connected and engaged with teens. Ciana attended virtual Teen Time meetings to discuss what teens would like to see posted on Instagram. She staged the Teen Library and took 360 photos for the “SAPL is Here for You!” LibGuide and set up the Simple Booth to prepare the Teen Library for recordings and meetings.

Fiesta Youth Partnership—Matthew Loaiza attended Fiesta Youth's weekly virtual meeting on April 28 to promote virtual teen programs as well as inform teens on how to get a digital library card and access the digital collections. Loaiza is also working with Gideon Del Rio (Youth Facilitator, Fiesta Youth) and the Teen Pride workgroup to plan virtual programs for Pride Month in June.

System-wide Support—Amisarahi Sarabia worked with Marketing by editing the two minute book reviews for Adult Services. Ami has also assisted Marketing and Children's Services with video editing for various SAPL social media promotions.

Kathleen Fordyce (Manager, Teen Library @ Central), Matthew Loaiza, and Regina Almanza contributed to the teen sections of “SAPL is Here for You!” LibGuide. Kathleen added information about databases, Matthew added library-specific virtual programs and digital collections, as well as non-library virtual resources, and Regina added a graphic to direct people to the @210teenlibrary Instagram for virtual programming.

Loaiza also frequently met with the Teen Summer workgroup to discuss how best to adapt the summer program for 2020 and provided updates and trainings to the Teen Services group during weekly meetings.

Committee Work—Kathleen Fordyce leads a system-wide Teen Services workgroup working on a revision of suspension guidelines for minors. The workgroup includes Teen Services Librarians Cynthia Cruz (Westfall), Emily Young (Mission), Dacari Lambert (Schaefer), Karah Garcia (Tobin @ Oakwell) and Desmond London (Great Northwest). Kathleen also continued to serve on the SAPL Talent Modernization Study committee and the Incident Reporting System workgroup.

Professional Development—Jennifer Velásquez (Coordinator of Teen Services) led weekly virtual meetings in April with the Teen Services librarians and liaisons to discuss updates on the various projects and initiatives teams are working on from home.

The Teen Library @ Central staff has met Monday through Friday every week on Microsoft Teams to stay connected and update each other on the tasks and projects they are all working on.

ADULTS (SYSTEM-WIDE)

Adults services staff have been busy creating a number of virtual programming initiatives to continue to provide service while the library is closed. A few of these initiatives have included:

- A systemwide Good Reads group for community members to discuss and discover reading on a variety of topics. There is a group of adult services staff working on this from a variety of locations. This group is on a consistent schedule of posting three discussion topics each week]
- Adult Services Librarian Angela Morrow as well as Teen Services Librarian Shannan Prukop created three virtual escape rooms; these offerings challenge participants to answer questions or solve puzzles to make their way through the plot of the challenge; these escape rooms have been very well received with over 150 people participating in these challenges throughout the month of April
- Branches with established book discussion groups are finding ways to continue to engage with these participants whether it is staying connected through email or using Zoom for virtual meetings; participants report an appreciation for continuing to stay connected with familiar faces while so much in their lives is changing
- Emily Flores, training officer at Bazan, has offered ESL classes virtually during the closure; students are engaged in improving their English Skills through sessions such as conversational and advanced ESL, as well as an ESL book club. Students have been engaging in timely discussion about events and impacts of the COVID 19 public health emergency
- Adult services staff have been working to develop virtual programs on five topic areas: crafts, health/fitness, jobs, gaming, and self-sufficiency -these programs will be offered beginning in May through platforms such as Zoom and YouTube

CENTRAL LIBRARY

CHILDREN @ CENTRAL

The Central Children's team developed new ways of serving the public and staying connected to their regular visitors while working from home in April.

The Librarian team of Manager Kate Simpson, Assistant Manager Shannon Seglin, and Librarians Ashley Stubbs and Olivia Escovedo, immediately banded together to bridge the divide and reach out to the families who normally attend story times at Central Library. Ms. Seglin, drawing from content contributed by her colleagues, drafted info sheets that she emailed parents three times a week. The resources were geared towards supporting parents at home with young children with suggested early literacy activities, curated ebook selections and messages of encouragement and friendship. The team created videos of songs, rhymes, finger plays, and nature activities to accompany the info sheets. In this way, the Central Children's team remained connected to their regular families and provided some guidance for maintaining early literacy development at home.

The team contributed to system-wide services as well during this time. Library Assistant Mary Elizabeth Fernandez volunteered to assist the Central Reference unit with answering the Library's main phone line. Ms. Escovedo read a story for the telephone Dial A Story service. System-wide Children's Services kicked into gear in late April. Each Central Children's Librarian began co-chairing or participating in committees to produce online content for children and families.

TEENS - TEEN LIBRARY @ CENTRAL

The Teen Library @ Central report was included in the Teens (System-wide) section, since Teen Library staff worked on a variety of projects and tasks that had system-wide impacts during the month of April.

REFERENCE

LibAnswers online reference service continued to be extra active this month with nearly 250 reference questions answered. Questions about the system's downloadable content are up almost 200% from a year ago.

The team at Central has been working daily to ensure phone coverage for our customers from 9am-5pm Monday through Friday. The amount of phone calls the team is getting has doubled over the course of the month.

Librarian Lorin Flores hosted a staff training about successfully using online services to stream programming in order to aid upcoming programming initiatives. She will be continuing this learning session in May.

The reference team has worked extensively on producing touch-free computer use guides for common needs in order to assist customers with minimal physical contact upon reopening. This is now being done in collaboration with the LEARN officers.

In lieu of in-person displays, the reference display and cinema teams have begun working on digitally curated displays utilizing our Bibliocommons interface to engage customers.

LATINO COLLECTION & RESOURCE CENTER

Program Manager Emma Hernandez continued to support local COVID-19 emergency response by staffing the MetroHealth department's COVID-19 hotline.

TEXANA/ GENEALOGY

Matt De Waelsche, Texana/Genealogy Librarian II/Archivist, consulted virtually with some of Educator Carie Garcie's Heritage Middle School students in the East Central ISD on projects for this year's history fair. He provided constructive criticism for improvements on a paper on nuclear energy, a documentary on Jackie Robinson and an exhibit on Katherine Stinson. This year's Texas History Day was held on April 25. Matt has helped as a history fair judge for regional and state competitions for many years.

Librarian II Deborah Countess has been providing the Texana team with research and administrative support assistance by working onsite during the COVID-19 city closure. While the rest of the department has transitioned to working remotely, Ms. Countess has been able to address the research needs of library patrons whose genealogy and local history questions can't always be answered by searching online.

Librarian I Sylvia Reyna was again asked to participate in the Paseo por el Westside's Ninth Annual extravaganza. The annual event focuses on highlighting preservation, cultural history, and community engagement on the City's near west side. The festivities for this year's event will all happen online with Ms. Reyna conducting different virtual "tours" of San Fernando Cemetery #1. Reyna's first digital tour will focus on Tejano patriot, Jose Francisco Ruiz. Deborah Countess is providing production and editing assistance.

BRANCH LOCATIONS

BAZAN

Children's Librarian Hope Sonnen, a member of SAPL's STEAM committee for children, created in April nature and science programs to be offered virtually by SAPL. Ms. Sonnen also contributed to the Kids Time committee which is preparing the virtual summer reading program.

Teen Librarian Georgina Garcia conducted virtual outreach to Tafolla Middle School and Lanier High School educators sharing with them the many online resources offered by the San Antonio Public Library. She also met with a Tafolla Middle teacher via Zoom to promote several resources, highlighting 210TeenLibrary Instagram where students can find weekly challenges, DIY crafts, and simple recipes. Ms. Garcia also recorded a book talk of Lorenzo Gomez III's *Tafolla Toro: Three Years of Fear* to be featured on the *SAPL is Here for You* page found on mysapl.org, and uploaded on the SAPL Youtube

channel. Georgina also contributed several posts on the SAPL Goodreads group on several book topics posted weekly.

Training Officer Emily Flores continued to offer ESL programming to patrons, including two ESL book clubs, a conversational group and an Advanced ESL course. Students are currently reading *Unbroken*. Students expressed appreciation for the opportunity to continue learning and meeting as a group during this time. Emily has also conducted one-on-one classes for students in conversational English and writing.

Led by Library assistant Enedina Prater, the Bazan romance book club met online in April to discuss *Get a Life Chloe Brown* by Talia Hibbert. The group really enjoyed the book and will be discussing *The Right Swipe* in May. The book club group kept up with one another online discussing romance novels and looking forward to doing so in person soon. The Bazan journaling club also continued to meet online bi weekly to journal together and talk about all things paper.

BROOK HOLLOW

Brook Hollow Library's reference team of four librarians and two library assistants has been busy working from home during the closure. While at home the team learned how to facilitate virtual meetings using Office 365, Zoom and other online platforms and met on a regular basis to share ideas and collaborate on projects. Several of the librarians have used the time at home to catch up on reader's advisory trainings through NoveList's Reader's Advisory webinar series on popular genre fiction designed to assist library staff with helping patrons to find a great book to read. Brook Hollow staff anticipate using reader's advisory services by phone as a way of reconnecting with library patrons who are used to visiting the reference desk in person.

In April, Children's Librarian Jasmin Salinas worked primarily with Children's Services to determine how best to continue programming for children virtually. She created and led the group that researched various platforms and presented that information with the team's recommendations to Children's Services Manager Cresencia Huff. Ms. Salinas created online content to premiere for children's programming including a video of a popular rhyme. As a member of the video editing team she learned how to edit video in accordance with the San Antonio Public Library's Marketing team guidelines. While working from home Ms. Salinas attended several webinars on the best practices on delivering virtual content including learning ways to make videos more accessible with features like closed captioning. Currently Ms. Salinas co-leads the Children's Services workgroup developing virtual content for its youngest patrons, ages zero to three years.

Teen Librarian Julia Pouliot participated in an Instagram Live on the 210TeenLibrary Instagram account making two versions of grilled cheese, one in a pan and one in a waffle maker. The video has been gaining in popularity with over 65 views in one week. Ms. Pouliot also had the opportunity to virtually meet with librarians of the Austin Public Library to discuss plans for our respective summer reading programs. As the head of the summer reading workgroup for teens, Ms. Pouliot has been spending much of her time at home working on re-vamping the program to feature more digital content and new ways to interact with teens this summer. She has also been working on her reader's advisory skills by participating in webinars about different genre fiction and new release titles to share with patrons once she is back at Brook Hollow.

During the closure Brook Hollow's Adult Services Librarian Marco De Leon kept in contact with book clubs and community partners such as the S.A. Storytellers. Mr. De Leon worked with Library Assistant Jennifer Olivarez to plan DIY program kits to be deployed during a future phase of library programming. Brook Hollow's team is looking forward to continuing to find new ways to reconnect with the community and facilitate programs and activities. One idea for providing a fun at home activity for library patrons of all ages came from Library Assistant Elissa Vura who created a coloring sheet depicting the entrance to Brook Hollow Library. Branch Manager Heidi Novotny and the rest of the staff are looking forward to distributing these coloring sheets to patrons upon reopening of library services.

CARVER

Children's programming has transformed into a collaborative operation among all children's librarians of SAPL, Carver Branch Children's Librarian Braulia Carrillo said. During the work-from-home arrangement, she got to organize into several committees to provide services to the entire San Antonio community. They assemble weekly on Thursdays for a check-in meeting via ZOOM or TEAMS.

Mrs. Carrillo also created a Spanish video of a song, "Buenos Dias," which is posted on the SAPL website. She also assisted in the creation of a Texas Tree Leaf Guide by submitting pictures of a variety of leaves and submitted photographs of art creations using rocks for a rock project. She said: "The work in our committees continues daily to meet weekly projects. It has been a learning process but I believe our committees are doing great work and providing the community a variety of opportunities of fun and active learning for children."

CODY

Cody Librarians and Library Assistants have been working remotely this month, planning and preparing virtual programs, take and make sets, and taking professional development courses online.

Adult Services Librarian Marcella McGowan has been working on live stream and pre-recorded sessions, using different platforms such as Zoom, Twitch, and Facebook Live.

Teen Services Librarian Amy Rae Weaver collaborated with Teen Services colleagues to create virtual programming based on teen requests from across the system. Projects include weekly virtual Dungeons & Dragons gaming sessions, including creating two custom Google Sites for teen use and a LibGuide for SAPL's digital collections of comics, manga, and animation. In honor of Star Wars Day (aka May the 4th), Amy Rae helped create a LibGuide for teens featuring book recommendations, crafting ideas, recipes, and more. To celebrate Asian Pacific American Heritage Month, she and two colleagues created a virtual scavenger hunt that highlighted great Asian/Pacific-American writers and characters in YA fiction and graphic novels.

Library Assistants Angela Olivarez, Luanne Bloom, and Roxanne Macias have focused their time on customer service and reference training, utilizing SAPL databases as well as offerings from Bibliotech. Angela has worked on craft activities for adults and Luanne has developed Wellness Wednesday programs for staff. Roxanne has been practicing using OverDrive and Libby, so she can better assist Cody patrons.

Library Assistant Haly LeFlore has been busy creating new set-ups for the dramatic play area, featuring single use props and easily changeable story lines. She has also prepared friendship bracelet take and make kits and has been Cody's representative for system wide Children's programming and planning.

Circulation Attendants David Guzman and Joe Michael Oliva have been deployed to other COSA departments, helping to process applications for rent assistance and child care assistance.

Cody staff has kept in touch using Microsoft Teams, texting, and the occasional online meeting. Although staff are staying safe at home, they are anxious to get back to serving the Cody community.

COLLINS GARDEN

Collins Garden Library Librarians and Library Assistant worked through the month of April in a remote capacity from their home due to the COVID19 Pandemic and the library being shuttered. Branch Manager Jeannette Davies worked from home for the first week and later worked onsite at Igo Library. Manager, librarians and library assistant completed webinars; learned new online platforms such as Teams; Zoom; WebX etc. Youtube to participate in various trainings and meetings.

The manager participated in the Texas Library Association's ever Virtual Texas Library Association Conference with Lois Lowry as a featured speaker. Library Assistant Carlos Loera and the Collins Garden Library (CGL) manager have been honing presentation and cooking skills to produce cooking demos for the SAPL adult services department. As a part of the Adult Services Health and Fitness Work Group and the SAPL All Things Culinary Committee, CGL library assistant and manager are working with staff members Gamini Haluwana from Igo Library and Karen Sebesta from Landa Library to present an Avocado Toast demo for the public in Zoom at the end of May. The and the group was asked to make Red Enchiladas for the Central Library's 25th Anniversary Virtual Celebration.

Circulation Attendances Jessica Salas and Charlotte Espinoza were on administrative leave in April and in May they were deployed to assist in the COSA Housing Department. Part-time CGL employees began administrative leave in March and have continued in the same status through May.

CORTEZ

While the Branch staff were working from home during the month of April there were still accomplishments worth noting.

Adult Services Librarian Angela Morrow created two "escape rooms" that were shared on SAPL Facebook. One was a mystery theme and the other was Greek Mythology; both were well-received.

Children's Librarian Nicole Cubillas was busy helping Children's Services with their LibGuides as well as preparing for programming through the end of the year.

Library Assistant Jo Ann Paredes kept up with her regular duties remotely but also spent a lot of time making masks to help out friends and family during the COVID crisis. She also maintained contact with her Monday Morning “Getting Crafty” group and gave them creative assignments to do.

Branch Manager Cammie Brantley was at the Central Library during the month of April. When not attending virtual meetings or workshops she worked on weeding the Mystery collection. Ms. Brantley was the head of Central Fiction 15 years ago and enjoyed getting back to working in a familiar setting.

Circulation Attendant Madeline Vasquez planned displays and programs for the rest of the year and collaborated with Library Assistant Gustavo Nevarez for attractive advertising.

The rest of the staff have kept up with daily messages from Ms. Brantley and have explored a long list of self-help, remote working, crafting, and other interesting links she has shared. The entire staff are a little nervous about returning to the Branch but are really looking forward to seeing work friends and customers again.

ENCINO

April was a busy month working from home. Children’s Librarian Ann Laird was assigned to a few committees with Children’s Services. She is currently co-lead of the Art & Maker committee that is making videos of craft projects for San Antonio children to do from home, and serves on the Tweens and the SAPL is Here for You LibGuide committees.

Ann recorded two videos to share with area children – one on how to make puffy paint at home, and one on making bubble art. These will go in queue to be put on the SAPL YouTube channel.

The SAPL is Here for You LibGuide has taken the work of many librarians to update and add info. Encino Children’s Librarian Ann Laird completed LibGuide training in April and has since updated several areas of the guide including Virtual Tours for Kids, School Help, and Creative Ideas for the Whole Family.

Working on programming at home, Ann Laird has created some new flannel board manipulatives for use during children’s programming at Encino. Ann has also been practicing doing some paintings so she can later offer painting classes to adults at Encino.

Teen Services Librarian Heather Swindell, created the School Finder LibGuide for use by students and parents. The LibGuide will be linked to on the San Antonio School Finder website as a community partner and will promote the library’s resources such as e-library cards, ebook collections, online databases, homework help, and college preparation, as well as a library locator section to help users find the closest SAPL location. Content is available in English and, to a more limited degree, in Spanish. There are also some resources to assist parents with homeschooling. The School Finder LibGuide can be found here: <https://guides.mysapl.org/schoolfinder>

Adult Services Librarian Mark Hall helped revitalize San Antonio Public Library’s Goodreads outreach. With the branches closed down, connecting with the public means being where they

are -- virtually, so as to maintain social distancing. Platforms like Goodreads connect with users so establishing and maintaining a Goodreads presence is part of being where the patrons are.

FOREST HILLS

Forest Hills Branch Librarians and Library Assistants worked steadily through the month of April to develop programs and participate in professional development opportunities. They participated in online learning opportunities which focused on customer service, community programming, and technology training.

Adult Services Librarian Sandra Griffin developed a Pop-Up Books program to teach other librarians how to create their own pop-up books. This was done with the hopes that other librarians would be able to offer classes of their own. Ms. Griffin also participated in a committee which is developing an online craft program for adults.

GREAT NORTHWEST

Children's librarian Cari Raley and library assistant Christian Aldana have used this time to develop better knowledge of COVID-19 and tools to succeed during this time. Ms. Raley has attended webinars and studied videos to learn how to make videos for programming purposes. She recorded two videos for the STEM committee and two videos for the Tween committee which are currently being edited. Ms. Raley created new flannel board pieces in hopes of offering better visuals to add to her programming repertoire. She is working on a new school age program for the future that has to do with social and emotional learning called *Heroes in Training*. Kids explore and learn together about heroes such as Amelia Earhart and Jacques Cousteau. Mr. Aldana has been working on upcoming displays, developing reading lists, creating new crafts and gaining professional skills through webinars.

Teen librarian Desmond London has worked with the Teen Library team to develop innovative ideas for interactive programming using Instagram and Discord. He created a presentation on business and personal credit for young adults. He worked with a team to update suspension guidelines and restorative practices for teens and young adults. The team sent a proposal to administration regarding their recommended guidelines for teens and how they differ from practices regarding adults and children. Mr. London has also used this time to develop professionally with a focus on using the Microsoft suite to enhance programming and reporting capabilities.

Library assistant Veronica Buendia has been using this time to take many trainings to better serve the branch's patrons and to be a better colleague. These trainings include customer service and de-escalation techniques, listening and problem-solving skills and more. In addition, she has taken trainings on programs such as Google Docs to better help patrons.

Library assistant Kathleen Marascio has used this time to participate in online patron outreach through the *SAPL Daily Challenges* and *Thank-a-Thon*. She created a pre-recorded video program on Haiku in place of the branch's regularly scheduled in-house *Poetry Month* workshop. She is planning a second annual family fun event for the branch in the spirit of last year's *GNW Spelling Bee*. The *GNW Tri-Math-Lon* will consist of three challenges in the subjects of multiplication-division, geometry, and pre-Algebra for the individual or team contestants. Ms. Marascio has also completed webinars and trainings to further her professional development in customer service and SAPL resources.

Assistant Manager and Adult Services librarian Stephanie Vazquez is a part of the Gaming and Online streaming Workgroup for Adult Services and helped with the Virtual Mario Kart Tournament on May 6. She is also on the Adult Summer Reading Committee and worked on the planning for Summer Programs. She has been focusing on professional development in online programming training, summer reading planning and reopening libraries, and resources on working from home.

GUERRA

Guerra Branch Librarians and Library Assistants worked remotely during the month of April developing programs, participating in professional development opportunities, and attending virtual meetings.

Branch Manager Diane Backhus retired on April 30, 2020.

Assistant Branch Manager Jernell Williams participated in online learning opportunities which focused on customer service, community programming, managing personnel, and technology training. She attended live webcasts and viewed recorded webinars daily. She attended virtual Adult Services meetings hosted in WebEx by Morgan Yoshimura on April 2, 16, 23 and 30. She read professional articles and shared ideas on April 3, 6, 8, 9, 10, 20, 21 and 23. She completed online training courses on April 3, 13, 14, 27, 28, 29 and 30. Ms. Williams completed Security Awareness training in Moodle on April 7. She attended the PSA Open Forum meeting hosted in WebEx by Elma Nieto-Rodriguez on April 15. She attended Livestreaming 101 training on April 22. She communicated with staff by email, phone and text.

Children's Librarian Arlene Richardson attended online meetings, trainings and webinars. She participated in the weekly Children's Librarians meetings hosted by the Coordinator of Children's Services. She participated in weekly Group meetings and Group Leads meetings. She attended virtual training courses on April 1 and April 23. She attended webinars on April 6, 7, 8, 10, 14 and 24. Ms. Richardson continued to collaborate with the children's services team to provide virtual programming options for children. She communicated these options to directors at her outreach locations. She curated 13 programs for toddlers and preschoolers including a celebration of Earth Day. She checked in with the Guerra Library Aides weekly.

Adult Services Librarian Stephen Jackson recorded the following books in Spanish for Dial-a-Story: *Rimas de animales (Animal rhymes)* by Alma Flor Ada and Isabel Campoy on April 6. Then on April 9, he recorded *Lucas: ser diferente son siempre es fácil (Luke: it's not easy to be different)* by Tony Bradman and Tony Ross.

IGO

The teen services librarian worked on two Libguides with several other librarians. One Libguide was a booklist called "Quaranteen Books" which was featured on the SAPL is Here for You page. The other Libguide was "May the Fourth be With You" and it features many crafts, recipes, book lists, videos and playlists. After contacting the teen volunteers a few of them are participating in virtual volunteering where they are helping make Spotify playlists and content for the library's teen Instagram page.

Two emails to the I*GO FOR ART Club, giving the members suggestions, like visiting a Virtual Art Museum, and other information about art activities. Presently, receiving photos of their art work, which I will put into a collage and email to everyone, so we can share our art virtually.

Children's Librarian Carrie Vance maintained regular contact with 11 members of The Igo Stitchery via a group text message and held 3 video meetings via Zoom. Ms. Vance assisted members with different patterns and stitch techniques. During the video meetings, members of the group were able to virtually share in progress projects as well as finished items. Ms. Vance was thanked profusely for allowing The Stitchery to continue in the virtual world during the library's closure.

JOHNSTON

Johnston's four Librarians and Library Assistants continue working remotely to provide virtual services and collaborate with colleagues on library programs. Branch Manager Monica Bustillo facilitated two virtual Athena Readers book group events. One on April 4 was an open discussion while April 15 included a discussion of Leigh Barduro's *Ninth House*.

Adult Services Librarian Cristine Mitchamore has focused on creating Reader's Advisory tools for patrons to assist them in finding downloadable eBooks and eAudiobooks. Ms. Mitchamore has created a number of subject-themed curated lists that appear on the library's Here 4 U Libguide and Overdrive's landing page, among others. Ms. Mitchamore is planning virtual programming for the months of May and June.

Teen Services Librarian Shannan Prukop worked with fellow teen staff to create a comics and manga focused LibGuide to help engage the community and provide resources for reading materials, and worked with the Teen Pride committee to update the Overdrive list and suggest new e-materials for purchase. She also joined the Dungeons & Dragons workgroup for planning and implementing a digital D&D programming schedule using Discord, and has since begun running a weekly game for teen players new to the gaming system.

Miss Tiffany, Children's Librarian, was busy in April working on Children Programming from home. She was assigned co-lead of the Story Time Working Group as well as a contributing member to the Play and Learn and Tween Working Groups for Children's Services. Miss Tiffany has made and continues to make (and review) videos for the SAPL YouTube channel, curated story times for Here 4 U Libguide, and book bundles for reopening. She has planned two exciting and interactive programs for Tweens this summer. Miss Tiffany along with Clair Larkin with Little Red Wagon have been diligently and thoughtfully working on a webinar Planning Successful Story Time to be presented in May. The development of this webinar is for new library staff just starting their career as a story leader. Many hours of research on the importance of play and early literacy have been accumulated by Miss Tiffany to prepare for this webinar. While she has been missing the story time families over the last weeks, the professional development has been a way to stay energized before the return to the branch.

LANDA

Landa Branch librarians worked remotely during the month of April. They worked on a variety of committees and special projects, as well as professional development.

Library Assistant/Teen Services Liaison Rebekah Corley was deployed to Metro Health as a hotline operator. Circulation Attendant Melissa Carroll was deployed to DHS to help process child care service applications.

Adult Services Librarian Karen Sebesta worked on a couple of committees to prepare virtual programming options for the Library's Here 4 U LibGuide. She is working with the Health and Wellness group which is busy preparing live-streaming programs for the customers via Zoom and YouTube platforms. Karen communicates with her book clubs via email. In addition, she has been on-site at Landa during its closure as resource person for the HVAC contractors.

Children's Librarian Robin Alcorta recorded several read alouds for the Library's Here 4 U LibGuide.

LAS PALMAS

Under the guidance of Teen Librarian Connie Hejl, a few Las Palmas teen patrons participated in an online Dungeons & Dragons game. They also collaborated in a Zoom Teen Time and in volunteer planning meetings with Pan American Branch teens.

MAVERICK

While the library remained closed to slow the spread of COVID-19, Maverick reference staff worked remotely. Reference staff attended virtual meetings using Zoom, Web-Ex, MS Teams and other various platforms to remain connected with colleagues. As reference staff worked remotely from home, these new electronic platforms became a learning opportunity for staff to collaborate about current and future Maverick projects.

While Jef Martin assisted at San Pedro Library as Interim Manager, Ben Longoria assisted as Interim Manager at Maverick Library. Ben Longoria attended virtual meetings and training programs, completed the daily attendance sheet, kept in contact with all Maverick staff about any developments and assisted staff when needed. Ben Longoria participated with the Adult Services Meeting Group via web-ex during its weekly meetings and the sub-committee Self-Sufficiency via zoom.

Ms. Roberts attended many webinars pertaining to self-care during COVID-19, and numerous youth services webinars that dealt with issues both presently and after libraries reopen. Trainings were also plentiful. Children's Librarian, Amy Roberts, not only did the city Security Awareness Training, but also classes on Microsoft Office 365, WebEx, Zoom and Microsoft Teams.

Ms. Roberts also attended several children's meetings. She participates on the copyright committee, as different publishers have different requirements for presenting titles on various online platforms. In addition, she is on the Baby/Toddler committee. Currently, she has created curated Tiny Tot Storytimes and also Baby Book Bundles. In addition, she has signed up for Dial-A-Story slots.

Library Assistant Mary Lou Bleichwehl communicated with Maverick Teens through Remind messaging service, informing them of closures, due dates, digital resources and programming available on Instagram @210teenlibrary. Teens were interested in gathering together, so Teen Time @ Mav via Zoom began mid-April. Teens chose Zoom over Google Meets due to their familiarity with it from NISD remote learning. Maverick Teens brainstormed virtual programming ideas; one Teen set up Google Feud to play during the first week and Pet Show and Tell was the theme for the second program. Week three became an opportunity to simply chat and reconnect with one another.

McCRELESS

The children's librarian at McCreless was busy in April! Angela provided multiple story time videos for the SAPL is Here for You page, linking to the SAPL YouTube channel, for the parents and children of San

Antonio. She also worked on curating story times for families needing a break from schooling at home. Angela also sat on the Summer Reading Online committee, meeting with vendors and evaluating online software for helping to transition the summer reading program to an online platform. She is creating Kids Time at home programming for summer—school age kits and accompanying videos to enhance summer programming. Angela also began developing kits specifically for McCreless for preschool aged children with take-home activities, literacy activities, and outdoor connections.

Librarian DeBow collaborated with Librarians Weaver and Prukop to create a Teen Virtual Scavenger Hunt in honor of Asian Pacific Heritage Month. This hunt was rolled out on the #210teenlibrary Instagram page. Librarian DeBow created washi-tape notecards and sent personal notes to all McCreless volunteers. Librarian DeBow has been in correspondence with Highlands High School librarian, John Decker, to keep him apprised on what SAPL is offering teens during this pandemic.

Librarian DeBow is working with Adult Services take and make programs for when the library to the public but not yet doing in-house programming. Librarian Yamada Lokensgard has been working with Craft Work Group recording videos to be available to patrons. She also worked with librarian Marcella McGowan from the Cody Branch Library on the guide for Mental Health Awareness Month.

MEMORIAL

Memorial Branch Library

Children:

Children's librarian Christine Deffendall has been working on "Survival Spanish for Library Staff." She has assisted with packing of the to-go bags for Summer Reading Kids Time.

Mrs. Deffendall was assigned to four work groups within the Children's Services department. Baby/Toddler Time, Preschool Story Time, Kid's Time, and Tween Time. She collaborated with all these groups to plan virtual programming during Stay Home/Work Safe.

She also collaborated with these groups to plan virtual programs for the upcoming summer. Mrs. Deffendall has been part of the committee evaluating online Summer Reading Club software. The yet-to-be-determined software will allow patrons of all ages to register online for Summer Reading and keep track of their reading and other activities.

Mrs. Deffendall wrote the puppet play "Caperucita Roja" for use during the online Summer Reading Club.

Adult Services:

Adult services librarian Freddy Hudson has been busy contributing to the virtual programming being offered by SAPL during the closure. One of his video book reviews was posted both on the library YouTube channel and on the Here4U libguide. Also, two of the BiblioCommons lists he created are on the libguide as well. In addition, Mr. Hudson, is working with other adult librarians and LEARN officers to

create virtual programming related to jobs, along with suggesting ideas for take and make programs once the library reopens.

Mr. Hudson collaborated with Monty from Parman and Blanca from Schaefer on a poetry libguide. Since April was National Poetry Month, they thought that it would be a helpful resource. The libguide contains downloadable content, resources, tips for writing poetry, and local poetry groups.

He has done various trainings during the closure. He participated in Office 365 training and training on conducting virtual programs with YouTube and Zoom. Working remotely, he has researched lending hotspot devices, and online programming. Mr. Hudson has participated in the OHU webinars on healthy nutrition. He has made use of SAPL databases NoveList Plus and Brainfuse JobNow to become more familiar and utilizing aspects of these databases looks forward to providing adult programs that will benefit the community.

Branch:

Branch manager Maria Gonzales opened the branch to allow TCI staff, elections, plumbers, roofers, construction supervisors and other workers access to the building. All workers arrived in teams with individual blueprints and walk around the facility. Each worker was using their personal face mask and gloves. She provided the "Employee Screening Symptom worksheet and non-staff login binder to sign for each individual worker. She ensured that hand sanitizers were available for all workers. Mrs. Gonzales opened locked doors to storage rooms and the outside mechanical room for workers. Mrs. Gonzales secured the building once all workers exited the building.

MISSION

Teen Librarian Emily Young worked with the Teen Summer Committee to prep this year's virtual summer programming. Ideas for Take-and-Make crafts were explored and previous summer plans were modified from a primarily in-person format to an entirely offsite format. Additionally, Ms. Young participated in an Instagram Live broadcast from the Teen Library's Instagram account in which she answered library questions from teens and showed how to make 3 Washi tape crafts.

Children's Librarian Jane Miller is working on 3 committees: Play and Learn, Summer Reading Performers (Virtual), Play and Learn, and the STEAM committee. The committees are working on creating virtual programming as well as planning for Children's programs and services for when we return to the library.

Adult Librarian Kassandra Vela-Laosa created a video trailer which highlighted the many programs Mission has offered its community, the various partnerships Mission has cultivated with local organizations, and the strong sense of connection Mission library has facilitated for its community.

Ms. Vela-Laosa, along with Library Assistants, Jessica Viera and Mari Castellano are working with the Take-and-Make committee which will be responsible for the creation of program-in-a-bag kits which will be distributed system-wide for the 2020 Adult Summer Reading Program. Additionally, Ms. Vela-Laosa is working with the Virtual Crafting Live Streaming Programming committee that will produce instructional videos on crafts to be hosted as live streaming library programs.

PAN AMERICAN

Teen Liaison Cassandra Garza hosted Virtual Teen Time programs using Zoom. The teens discussed what they have been up to during their time in quarantine. They also shared ideas about what to do during Teen Times in the future. The Pan American Teen Group has been eager to continue Virtual Teen Time and have been meeting weekly.

Children's Librarian Monica Huerta has developed and organized the All Things Tween libguide, filling a previous need for a tween-focused guide. Content includes book recommendations, book & activity pairings, a "Manga & Anime" section, as well as a virtual programming page releasing weekly material. She is now also heading the Tween work group for Children's Services and, along with her team, has facilitated the promotion and release of two virtual programs (thus far). Monica has contributed to Dial-A-Story, rhyme recording in Spanish, and is currently working on book-talk videos for middle-grade readers.

Adult Services Librarian Adrian Leal worked with members of the virtual gaming committee to put on a virtual chess game and a Mario Kart tournament. Both games were set up using virtual interfaces. Patrons were able to socialize while playing some fun, family friendly games.

PARMAN

Parman librarians adjusted quickly and creatively to the new reality.

As all programming has transitioned from in person to online programming, children's librarians Lisa Taylor, Teague Shosh and Carolyn Bradley have worked with the Children's Services work groups to create, record, and edit children's content disseminated from the SAPL website and social media channels.

Ms. Taylor is Co-Lead of the new Video Editing Work Group. She has been instrumental in creating a workflow process to get videos from the seven Children's Services work groups to Marketing for posting to the SAPL social media channels. Lisa also has recorded a Songs & Rhymes video and is working with the Story Time work group and the Branch-Specific Online Programming group that is looking into the viability of streaming live programs from the branches.

Ms. Teague Shosh helped create and launch a brand-new Tween libguide which caters to kids ages 9-12. She continues to work with the Tween committee to provide virtual content for tweens and plans for a virtual summer reading program. Teague has recorded a STEAM video on Reactions and a Makerspace video on leaf art.

Teen Librarian Chris Castillo together with newly formed workgroup, Teen Pride, works on creating calendar of upcoming digital events, new nonprofit and organizational partnerships, and assisting collection development by suggesting new digital titles encompassing LGBTQ subjects for inclusion in the collection. Teen Pride updated the current eBook and downloadable audiobook recommendations available via OverDrive..

As part of Teen Services' move toward regularly scheduled Instagram live content creation, Mr. Castillo is scheduled to help present an information session on the topic of online privacy for teens as well as lead 210teenlibrary followers through an instructional recipe demo. Support was extended toward Teen Services' efforts through online platforms including Discord, Instagram, and Twitch platforms.

Monty Holcomb re-designed for the new circumstances his weekly adult chess program to provide it in an online format for the public. Monty joined the adult services gaming work group and he designed a special interactive chess game scenario that will be offered in May. In this online version of the program titled

“Live Online Chess Game: Librarian vs. Audience,” patrons who are skilled chess players will collectively play against Mr. Holcomb.

Mr. Holcomb also did a pre-recorded video book review of the novel *Clockwork Angels* that would be publicly accessible on SAPL’s YouTube channel.

In coordination with the Adult Services Poetry Committee, Mr. Holcomb also helped create a Poetry Libguide that, among various other things, included a description he wrote giving introductory stylistic tips for writing poetry.

Joseph Lackups, who had for some time been hosting a monthly program for his Parman Pick’s Book Club, was still able to creatively find a means to host the program even after the COVID-19 situation closed the physical library. Because the members of the Parman Picks’s Book Club had fortunately all acquired the club’s latest book prior to the closing, Mr. Lackups saw an opportunity and thus took the initiative to contact them by email and then proceeded to do the program by Zoom.

During National Volunteer Week, Parman Branch Library expressed deep appreciation for our extraordinary team of volunteers’ hundreds of hours and years of service. They were highlighted on the library’s social media accounts.

All Parman branch librarians and library assistants have taken advantage of working from home to participate in professional development through webinars, articles, and web classes.

POTRANCO

During the month of April, Interim Branch Manager worked on continuing her book discussion with her established book group from the Alicia Trevino Senior Center. The book group met through Zoom and discussed *West With the Night* by Beryl Markham. Although there were only 5 attendees, the discussion was an interesting and lively one and Moreno hopes that the next one will bring more attendees. To those who did not attend, Moreno communicated with participants through email discussions. Some of the attendees chose not to attend because they did not feel comfortable with the zoom access and some have not communicated at all. The May discussion will be on *Blue Highways* by William Least Heat-Moon. Moreno has been taking professional webinars, podcasts and reading articles on adult services as well as professional development. Moreno sent some useful resources about parenting resources for ADHD children. Moreno has been updating those in administrative leave and those working from home.

During the month of April Children’s Librarian Kristin Yourdon worked on creating content for and filming videos of book talks, lap bounces, and craft demonstrations. Yourdon also worked on several committees, including the Kid’s Time Committee to transform summer reading programs for kids into online virtual programs, the Art & Maker committee to come up with a list of easy crafts that use household items, and the Storytime Committee to create Book Bundles with songs, rhymes, activities, and craft suggestions and to compile curated storytimes to post on the library’s Here for You guide. Yourdon also posted a book recommendation to the Kid’s blog. Finally, Yourdon kept current on children’s literature and development by attending several webinars.

PRUITT at ROOSEVELT HS

All of the Pruitt Staff are working from home. The library assistants have been learning to use and play with new tech toys. Rae Downen, Branch Manager, delivered the following tech toys: Sphero Mini,

Coding Critters Scamper and Sneaker, Code 'n Learn Kinderbot, Sphero SPRK+, Coding Critters Rumble and Bumble, Botley the coding Robot, Artie 3000. Librarians Rae Downen, Sheri Watkis, and Lynnette Perez had outreach at the following NEISD schools: Montgomery ES, Windcrest ES, East Terrill Hills ES, Camelot ES, Walzem ES, and Roosevelt HS. They gave out books to students and parents. They gave out about 2000 books. All librarians and library assistants have been working on virtual programming and attending training for various new ideas.

SAN PEDRO

San Pedro staff working from home continued to enrich the public through creating online content and enrich themselves through professional development. Adult Services Librarian Diana Starrett, member of the SAPL Podcast Team worked on some innovative ways to produce these audio programs in a virtual environment. This involved working with CoSA's new workforce tool, Microsoft Teams for recording, and learning to use Studio One Prime software to edit. Starrett worked with the podcast team to produce a new episode "Meet the Podcasters." She also updated the SAPL Podcast lib-guide for the public and reviewed three SAPL produced video programs prior to release, for accuracy.

Children's Librarian Karen Braeuler recorded two videos of rhymes and songs which were posted on the "SAPL Here for You" page. She worked with the children's team on converting programming to virtual presentation now and for the summer and on virtual content for our youngest patrons, under age 3. The remote work has afforded time to catch up on children's literature, including next year's Bluebonnet Award nominees and learn to edit videos for SAPL distribution with iMovie software.

Staff members, including Library Assistant Carmen Roja, took part in several webinars and virtual trainings to become familiar with new Microsoft productivity tools such as Teams and Office 365, as well as Zoom. Staff participated in CoSA and SAPL offered sessions on wellness, COVID-19 and light-hearted sessions such as the Fur Baby Zoom where employees showed off their pet "co-workers," and the Thank-A-Thon campaign to pay tribute to community heroes during this pandemic. A variety of other national webinars ranging from OCLC Virtual Town Hall and Texas State Library sessions on library service during the pandemic as well as enrichment on library service in general, were attended.

San Pedro welcomed back Branch Manager Cindy Pope. A big thank you to Jef Martin from Maverick, who served as Interim Manager during her absence.



SCHAEFER

While working at home, children's librarian Leslie Elsasser is involved in a variety of projects. She is a part of the Story Time, Kids Time and SAPL is Here for You work groups. She is the lead of the SAPL is Here for You group and has been adding a variety of content to the children's pages. All the work groups are planning and creating virtual programs to continue to serve patrons during this time. She has also attended many professional development webinars. She is also learning new skills such as video editing and presenting virtual story times.

During the month of April, Dacari Lambert, the Teen Librarian for Schaefer Branch focused the majority of her time between two work groups. The IR/Suspension guideline work group looked closely at IR's for minors, and how to make the process of writing them more uniform, with the protection of minors at the forefront. The work group also looked at suspension guidelines and how they could be adjusted to acknowledge developmental differences in the minor/adult population. The second work group is the LGBTQIA work group, which focused efforts on creating libguides, creating a material "wish list" for funds donated by Fiesta Youth, and programming efforts for teens during pride month. Dacari also created interactive activities for the 210teenlibrary instagram and helped develop programming opportunities for the future at her branch. Additionally, Dacari facilitated a connection between SAPL and the San Antonio Food Bank for possible summer programming ideas for children/teens.

Adult Services Librarian, Maria Adams, has been working on preparing for adult summer program ideas as part of the summer reading committee. She also assisted with a virtual Jeopardy game along with Library Assistant Lisa Leandro and Angela Morrow highlighting digital library resources. The game is on the SAPL Here for You libguide. Librarian Adams also has been working collaboratively with adult services staff to provide a video tutorial for library resources for job seekers. She is also working on a team that will host a live trivia program in May.

Library Assistant BlancaSilvia Hernandez worked on Readers Advisory. She co-created a Poetry Libguide with the Poetry Month Adult Annual Initiative Committee. She also worked on the Urban Fiction and Comic Libguides. She joined the Virtual Programming Committee to research virtual programs. She

joined the workgroup Jobs Virtual Programs to plan jobs programming. She joined the COOP MS Team and researched articles featuring reopening practices to submit to the team. Library Assistant BlancaSilvia Hernandez worked on professional development through a series of webinars, podcasts, trainings, books and articles.

SEMMEs

During the month of April, Children's Librarian II, Randi Jones, has recorded 7 virtual story time programs, two of which have premiered on the SAPL Here for You YouTube channel. The virtual programs are a book talk for *The Legend of the Bluebonnet* by Tomie DePaola and a bilingual fingerplay—"Two Little Hands" or "Dos Manitas" The other videos will be premiered in the months of May and June and include an episode of Kids Time At Home for Summer Reading Program for school-age children, another short program for toddlers, a book talk for the *Bed and Biscuit* series by Joan Carris, a video for preschoolers featuring *Lottie's New Beach Towel* by Petra Mathers and two curated story times—one for toddlers featuring *Bee-Bim Bop* by Linda Sue Park and one for preschoolers featuring *Dear Juno* by Soyung Pak.

In April, Children's Librarian I, Valerie Carroll, created a Puppets and Marionettes themed virtual program for Tweens. This program highlighted puppet-related e-books available for check out through Libby, links to videos explaining different types of puppets or demonstrating marionettes in action, and a craft for creating your own marionette puppet out of materials found at home. The program is set to debut on the "All Things Tween" LibGuide during the second week of May.

The Semmes meeting room continued to receive upgrades while the branch has been closed. To date, the room has received a new coat of paint, a new chair rail, a new projector and projection screen, a new smart board monitor and sound system. The mini blinds in the room have also been replaced with electronic shades.

THOUSAND OAKS

With the advent of all San Antonio Public Library branches closing due to Covid-19, Children's Librarians have worked diligently to adapt services to an online format. To support children and families, age-based work groups were created.

The age-based online programs include:

Tiny Tots (Babies and Toddlers)

Story Time (preschool and early elementary)

Things for Tweens

Free Play Friday

STEAM Saturday

Imagine, Make & Create

Kids Time at Home

Editing Work Group (responsible for editing online submissions by Children's Librarians)

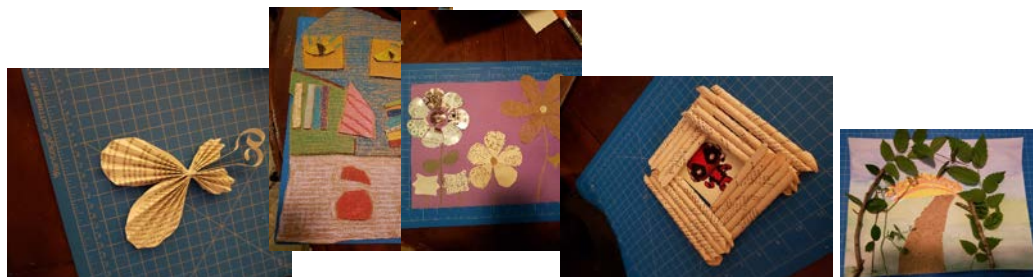
Children's Librarian/Lea Ann McDonald is leading the Kids Time at Home Group and is a member of the Imagine, Make & Create and Story Time work groups during this time. Ms. McDonald worked closely with Cresencia Huff and the committee to adapt Kids Time to weekly online program along with To Go Craft kits (for when we open for limited occupancy/curbside), to serve the most patrons. These kits will be assembled by the committee and distributed to each branch.

For the Story Time group, Ms. McDonald also created two read aloud videos for Earth Day that were posted on mysapl.org. Additional read aloud and story time content was created and submitted as well and is awaiting editing to be posted.

The Art and Maker work group is focused on creating unique video content that emphasized using recycled materials or items found in nature for children to imagine and create while they are sheltering at home. Ms. McDonald created a Nature Walk/Rocks video for this group that was also posted on mysapl.org, encouraging children and families to enjoy the outdoors, gathering items found in nature to enhance imaginative play.

Librarian Kimberly King has been working on take and make craft ideas for teens to do at home and perhaps bring back to the branch to display while the pandemic is still active.

These projects are done using recycled book pages or things that you would already have in your house. Each activity will have a sheet explaining how to do each project and may even include some materials such as the recycled books pages.



Adult Services Librarians have been working behind the scenes to promote digital offerings of the Library and preparing for Summer Reading activities.

TOBIN LIBRARY AT OAKWELL

Tobin's four librarians and two library assistants are all working remotely from home. Other staff check-in regularly via Microsoft's Teams or with phone calls and texts. Each morning employees share amusing quips, videos and thoughts for the day to help start off with a smile. Employees are completing numerous professional development webinars and courses, as well as attending Zoom and WebEx meetings. Topics range from Covid-19, library services during the pandemic, virtual programming and Wellness information to ensure self-care during the uncertainty of this crisis.

Friends of the Tobin Library at Oakwell's Book Sale had to be rescheduled from April 3 – 4. A new date is pending with the safe re-opening of the branch and other city services.

Assistant Manager, Rhonda Woolhouse, is assisting with SAPL's podcasts and researching after hours and virtual adult programs. She has been involved in the Digital Escape Rooms and continues enthusiastically planning next year's popular culture con for San Antonio Public Library.

Teen Librarian, Karah Garcia, helped compile "Quaranteen Reads" with book recommendations for teens digitally, as well as video training with editing tips and tricks for SAPL's website. Ms. Garcia is creating summer "Take and Make" teen crafts and has been researching and drafting guidelines for incident reporting. She is collaborating with two other teen librarians, Desmond London from Great Northwest and Dacari Lambert from Schaefer on this project.

Library Assistant, Andrew Charltonjones, proposed hosting virtual gaming with the role playing game Dungeon and Dragons. He helped test the platform Discord and now hosts a weekly group with teens.

Mr. Charltonjones determined that a second group needed to be formed for teens that are new to the game. He developed character sheets so this group could start quicker and easier and meet weekly.

Librarian, Barbaraella Frazier, leads a librarian group that is developing STEAM virtual programs for kids utilizing items they have on hand at home. Ms. Frazier is helping plan Summer Reading with other children's librarians. Ms. Frazier, Mr. Charltonjones and Library Assistant, Terry Verner, are all three part of a team that has revived San Antonio Public Library's Goodreads page. The three pose questions, provide comments on books they have read or respond to users who post reviews on the page.

Ms. Woolhouse impressively conducted outreach on a sidewalk to remind neighbors that SAPL is available online.



WESTFALL

Even though the Westfall Branch was closed to the public, there was still some activity happening behind the scenes. During the COVID-19 closure, the interior of the branch was refreshed with new ceiling tiles and a thorough clean of the HVAC ductwork.

Children's Librarian, Imelda Merino, took Libguide Training in order to be able to assist with posting content to the "SAPL is Here for You" Libguide. She has been working on creating and assembling programs for children that can be shared by way of this Guide. She, with the help of her son, created a video recording of crafts that can be done with envelopes, and worked on putting together a curated program centered on the book *The Wolf's Chicken Stew* by Keiko Kasza.

Teen Services Librarian, Cindy Cruz, is currently working with the Suspension Guidelines for Minors revision work group who are reviewing current policy and writing documents that discuss having separate suspension guidelines for those under 18. In addition, she is part of the Laptop Checkout Policy work group who are examining ways to streamline checkout procedures and make the policy more consistent throughout the library system.

On April 21, Cindy participated in a Big Brothers and Sisters remote training. The interactive session focused on ways to develop and encourage positive behaviors in teens that are at-risk.

Adult services librarian, Angelina Cortes, has been collaborating with the Self-Sufficiency virtual programming group. The group is focused on DIY topics that one can do while at home during this time frame, such as negotiating with creditors, learning the basics of composting to learning how to ethically forage around San Antonio. In addition, she has been working on learning how Zoom, Swivl, and Youtube Live streaming differ from desktop app to mobile app and via browser mode. In addition, Angelina attended #LIBREV(olution) an all-day conference on May 4th which discussed the transformation of libraries and how they will play a crucial role in assisting and healing communities throughout these uncertain times.

Even though patron may not be able to visit Westfall, LEARN at SAPL staff are finding ways to still provide services. Training Officer, Michelle Rickman reports that she is working on ways to virtually assist customers with resumes and online job applications. Additionally, LEARN at SAPL staff have also been working on creating resources guides to be available to the community once library services resume.

PERFORMANCE MEASURES and BUDGET REPORT

SAN ANTONIO PUBLIC LIBRARY KEY INDICATORS

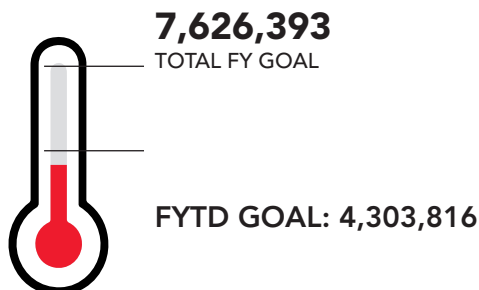
Presented below are key indicators that align with the Library's Strategic Plan.

APRIL 2020

Note: Physical library location closure for COVID-19 began on March 14, 2020.

FY 2020

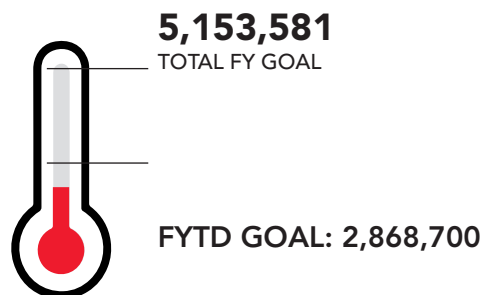
CIRCULATION: GOAL



CIRCULATION: FISCAL YEAR 2020



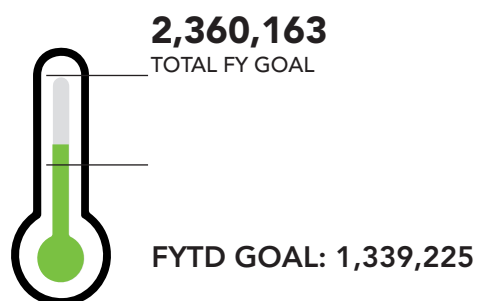
LIBRARY VISITS: GOAL



LIBRARY VISITS: FISCAL YEAR 2020



DIGITAL ACCESS: GOAL



DIGITAL ACCESS: FISCAL YEAR 2020



1,608,694

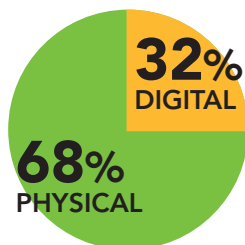
TOTAL HOURS OF
COMPUTER & WI-FI USE

SAN ANTONIO PUBLIC LIBRARY ADDITIONAL OPERATIONAL INDICATORS

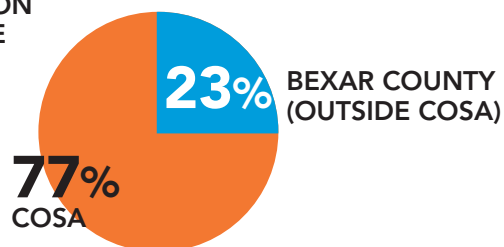
APRIL 2020 (CONTINUED)

USE OF COLLECTION: FISCAL YEAR 2020

CIRCULATION
BY TYPE



CIRCULATION
BY SERVICE
AREA



VIRTUAL: FISCAL YEAR 2020



1,177,847
MYSAPL.ORG
VISITS

653,109
MYSAPL
APP SESSIONS

816,134
OVERDRIVE
SITE VISITS

3,473,287
SOCIAL MEDIA
IMPRESSIONS

PROGRAM ATTENDANCE: FISCAL YEAR 2020



143,324
TOTAL ATTENDANCE

24,550
ADULT PROGRAMS

21,715
TEEN PROGRAMS

97,059
CHILDREN'S PROGRAMS

APRIL MONTHLY HIGHLIGHTS

SAPL DAILY CHALLENGE
DO A RANDOM ACT OF KINDNESS

HARRY POTTER at Home
SORCERER'S STONE
J.K. ROWLING
Available in eBook and eAudiobook
BORROW NOW!

WHAT KIND OF READING FITS YOU?
FIND YOUR *Happy PLACE*
WITH **SAN ANTONIO PUBLIC LIBRARY** FROM WHEREVER YOU ARE

SAPL is Here for You!
WITH DIGITAL RESOURCES
Free Wi-Fi
Enjoy free Wi-Fi from your vehicle at 28* library locations, available every day from 7:30am - 10:30pm. Please maintain social distancing at all times!

* Briscoe and Pruitt not included

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San Antonio Public Library

April 2020 Key Indicators

| Location | Total Circulation | Visits | Hours of Computer & Wi-Fi Use | Computers - Hours of Use | Wi-Fi - Hours of Use |
|---------------------------|-------------------|----------|-------------------------------|--------------------------|----------------------|
| Bazan | 3 | 0 | 1,324 | 0 | 1,324 |
| Brook Hollow | 0 | 0 | 444 | 0 | 444 |
| Carver | 8 | 0 | 1,115 | 0 | 1,115 |
| Central | 220 | 0 | 9,536 | 0 | 9,536 |
| Cody | 0 | 0 | 385 | 0 | 385 |
| Collins Garden | 0 | 0 | 1,379 | 0 | 1,379 |
| Cortez | 0 | 0 | 130 | 0 | 130 |
| Encino | 5 | 0 | 1,562 | 0 | 1,562 |
| Forest Hills | 63 | 0 | 253 | 0 | 253 |
| Great Northwest | 1 | 0 | 1,462 | 0 | 1,462 |
| Guerra | 16 | 0 | 628 | 0 | 628 |
| Igo | 28 | 0 | 989 | 0 | 989 |
| Johnston | 6 | 0 | 647 | 0 | 647 |
| Landa | 1 | 0 | 487 | 0 | 487 |
| Las Palmas | 0 | 0 | 671 | 0 | 671 |
| Maverick | 5 | 0 | 661 | 0 | 661 |
| McCreless | 23 | 0 | 922 | 0 | 922 |
| Memorial | 0 | 0 | 900 | 0 | 900 |
| Mission | 0 | 0 | 24 | 0 | 24 |
| Pan American | 0 | 0 | 353 | 0 | 353 |
| Parman | 1 | 0 | 440 | 0 | 440 |
| Potranco | 0 | 0 | 1,582 | 0 | 1,582 |
| Pruitt | 0 | 0 | 0 | 0 | 0 |
| San Pedro | 0 | 0 | 543 | 0 | 543 |
| Schaefer | 0 | 0 | 656 | 0 | 656 |
| Semmes | 134 | 0 | 1,697 | 0 | 1,697 |
| Thousand Oaks | 0 | 0 | 1,977 | 0 | 1,977 |
| Tobin | 8 | 0 | 461 | 0 | 461 |
| Westfall | 9 | 0 | 1,046 | 0 | 1,046 |
| Kampmann Library Portal | 0 | 0 | 13 | N/A | 13 |
| Interlibrary Loan Lending | 0 | N/A | N/A | N/A | N/A |
| Online/Phone Renewal | 2,093 | N/A | N/A | N/A | N/A |
| Digital | 207,087 | N/A | N/A | N/A | N/A |
| TOTAL | 209,711 | 0 | 32,284 | 0 | 32,284 |

Circulation includes Digital (OneClick and Overdrive) and NEISD materials to SAPL patrons at Pruitt

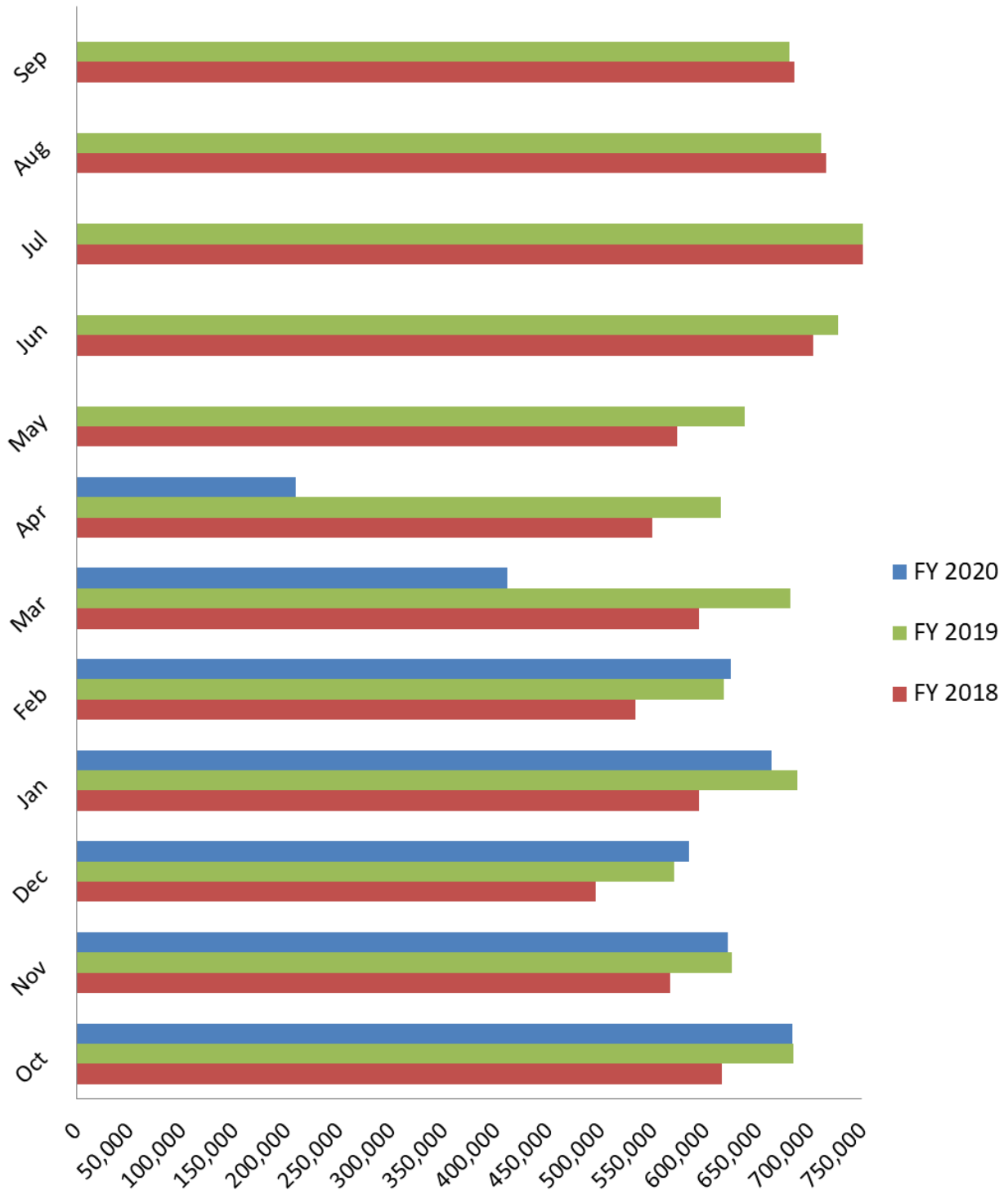
San Antonio Public Library

April 2020 Programs and Attendance

| Location | Total Programs | Number of Programs | | | Total Program Attendance | Adult Program Attendance | Teen Program Attendance | Children's Program Attendance |
|-------------------------|----------------|--------------------|-----------|------------|--------------------------|--------------------------|-------------------------|-------------------------------|
| | | Adult | Teen | Children's | | | | |
| Bazan | 22 | 22 | 0 | 0 | 130 | 130 | 0 | 0 |
| Brook Hollow | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Carver | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Central | 12 | 1 | 11 | 0 | 95 | 8 | 87 | 0 |
| Cody | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Collins Garden | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Cortez | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Encino | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Forest Hills | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Great Northwest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Guerra | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Igo | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Johnston | 1 | 1 | 0 | 0 | 9 | 9 | 0 | 0 |
| Landa | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Las Palmas | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Maverick | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| McCreless | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Memorial | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Mission | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pan American | 5 | 0 | 5 | 0 | 33 | 0 | 33 | 0 |
| Parman | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Potranco | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pruitt | 25 | 7 | 11 | 7 | 1,500 | 350 | 625 | 525 |
| San Pedro | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Schaefer | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Semmes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Thousand Oaks | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tobin | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Westfall | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Kampmann Library Portal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Little Read Wagon | 5 | N/A | N/A | 5 | 60 | N/A | N/A | 60 |
| TOTAL | 70 | 31 | 27 | 12 | 1,827 | 497 | 745 | 585 |

San Antonio Public Library

Circulation



Location Closures

05/20/2020

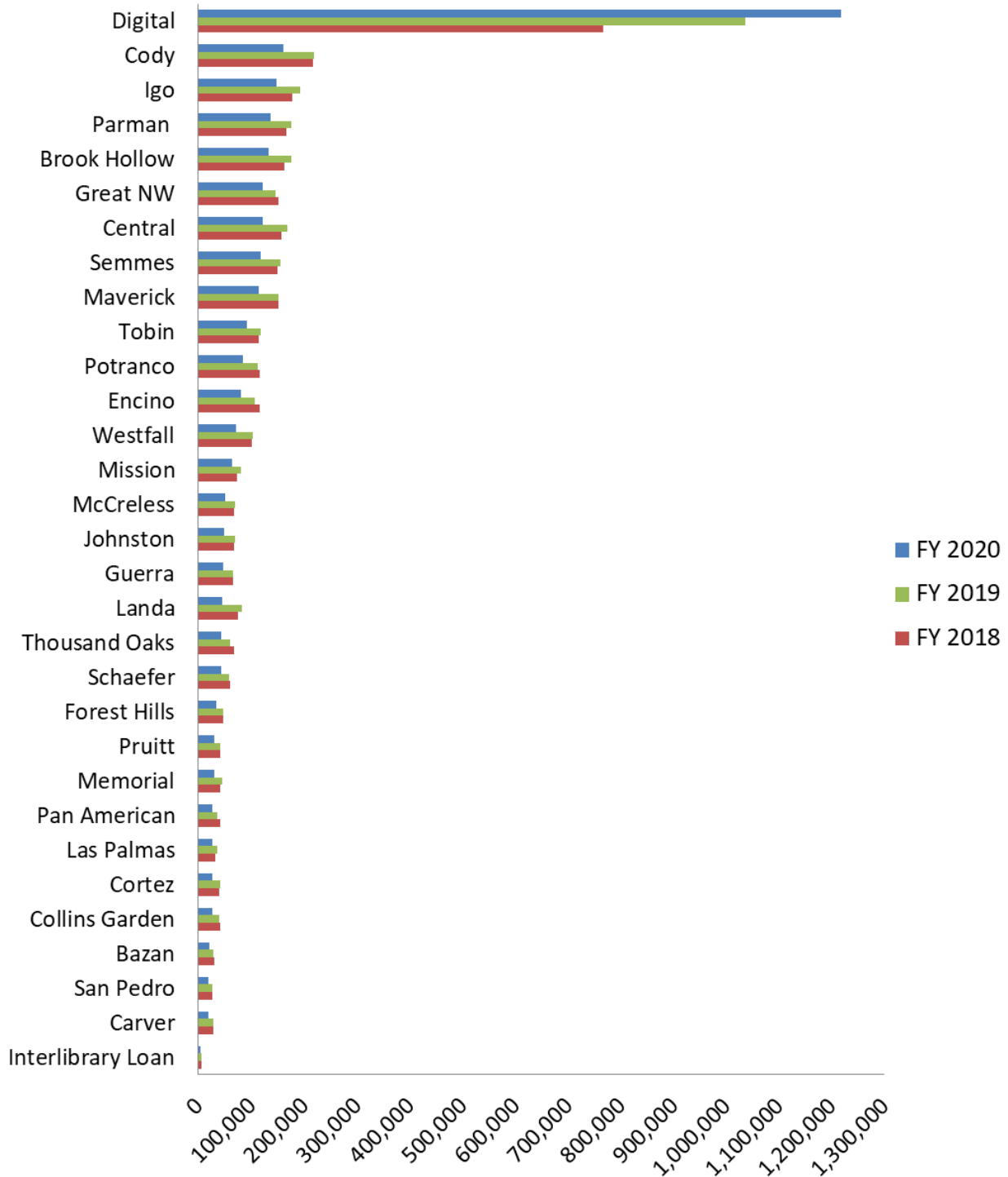
FY 20: Central Oct 26 at 1pm, Landa Jan 13-Jun 1, **All physical locations from Mar 14 until TBD due to COVID-19.**

FY 19: Central Oct 27 at 2pm, Great Northwest Apr15-May 5, Semmes May 1-26

FY 18: Central Oct 28 at 3pm, SAPL System Jan 16-Weather, Staff Transformation Day-Feb 19, Cody May 3-13, Pan American Jun 18-Jul 3 & Sep 24-30, Thousand Oaks Jun 25-Jul 5

San Antonio Public Library

Circulation - Fiscal Year to Date - Apr 2020



Location Closures

05/20/2020

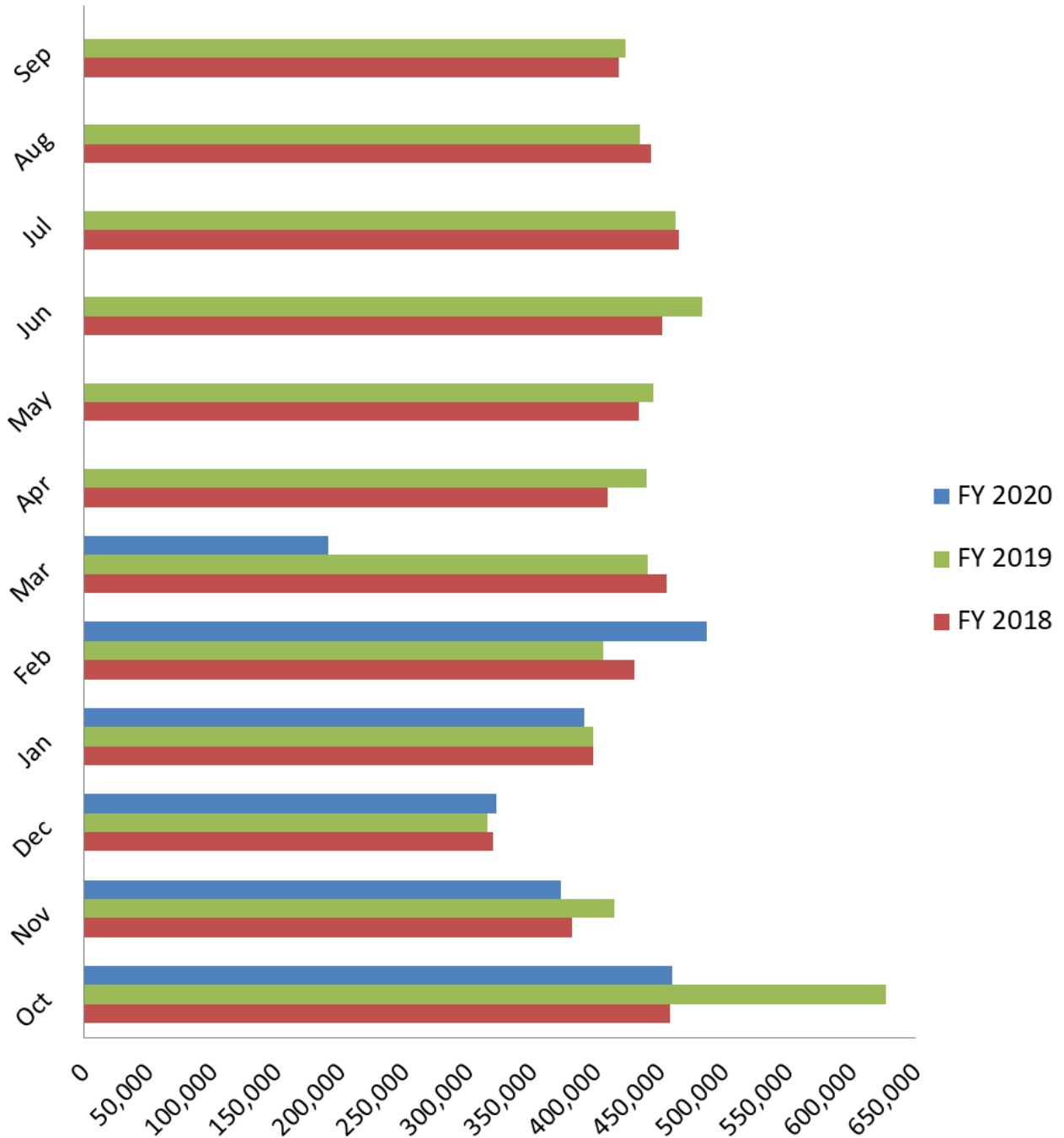
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San Antonio Public Library

Visits



Location Closures

05/20/2020

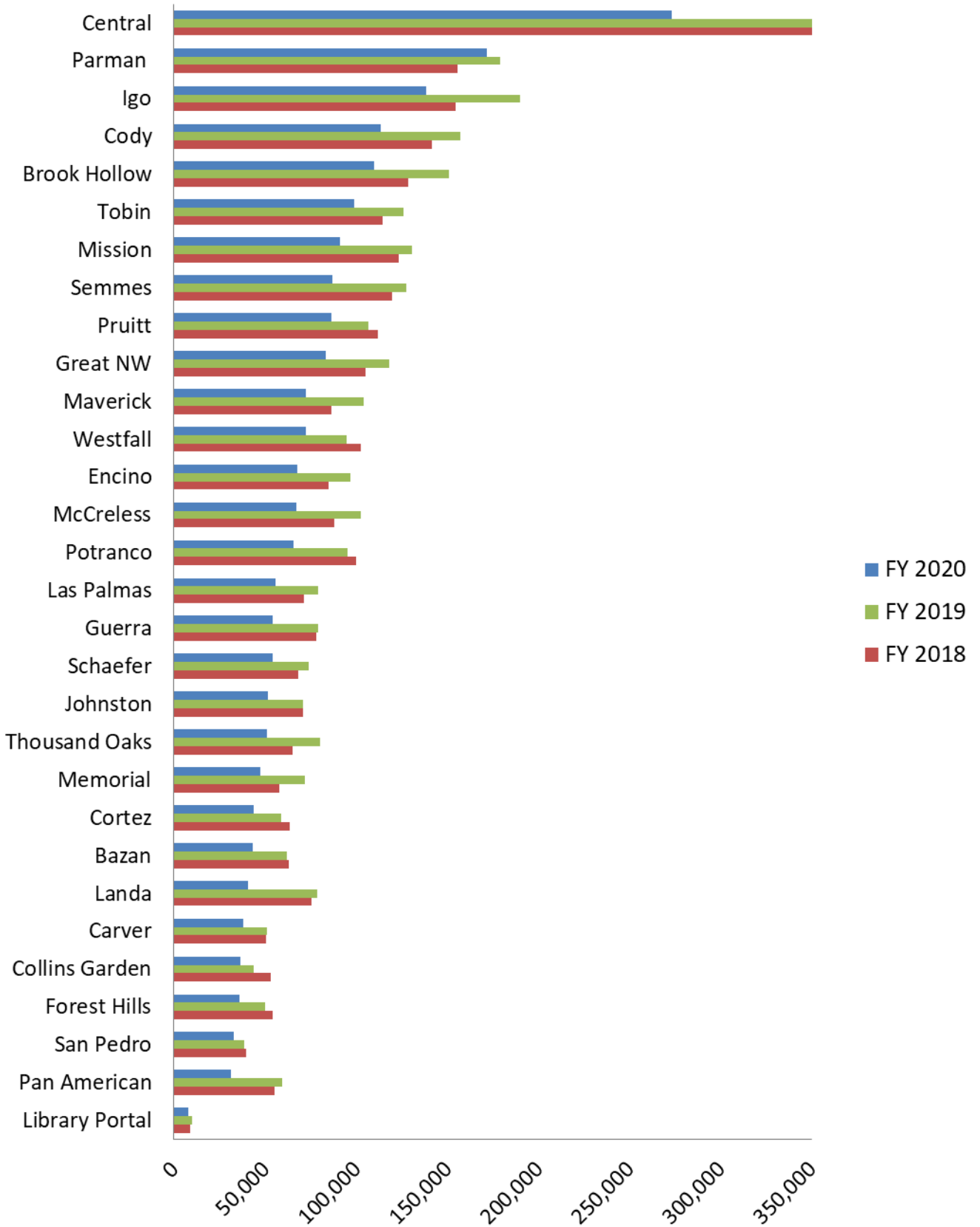
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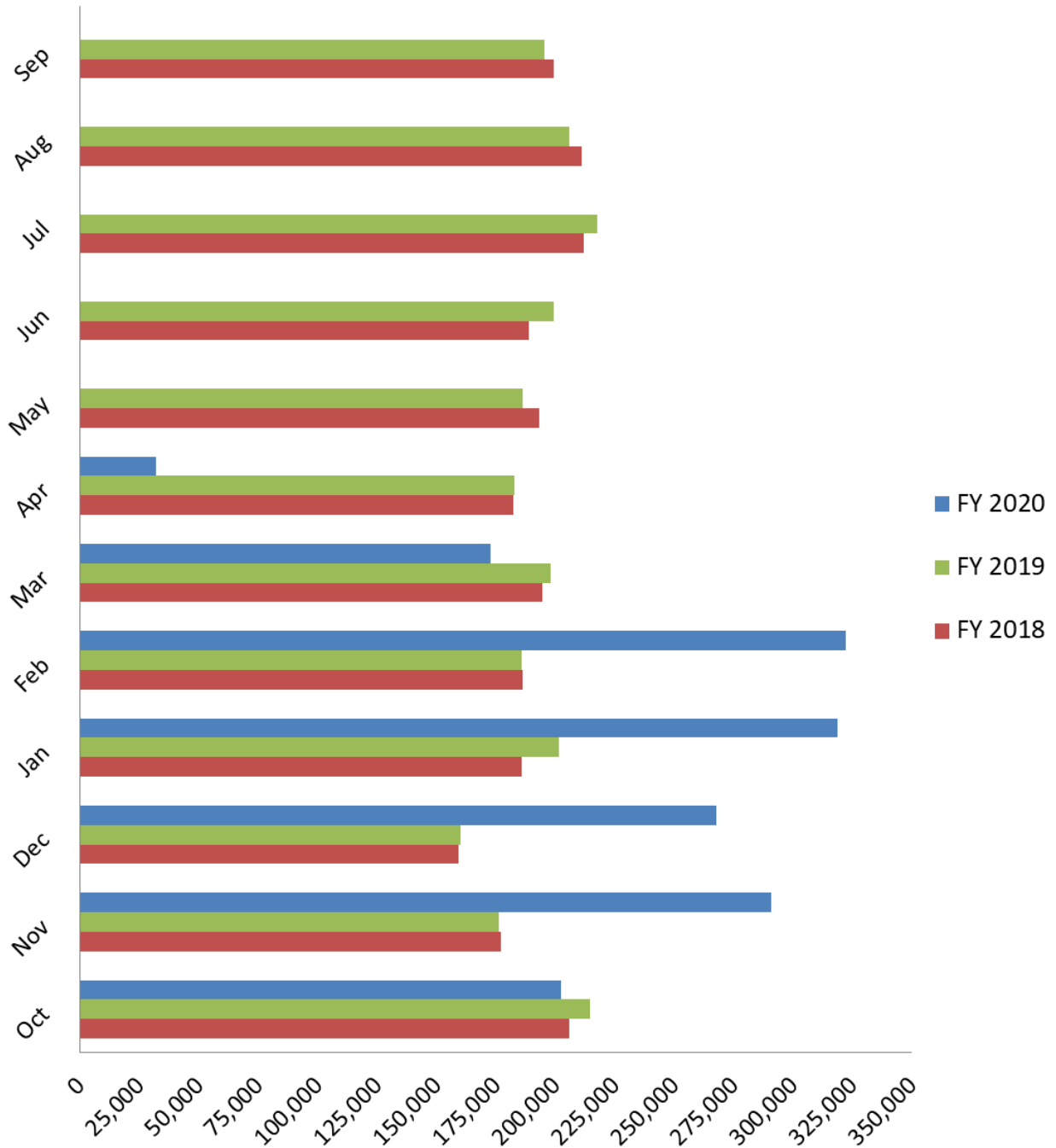
San Antonio Public Library

Visits - Fiscal Year to Date - Apr 2020



San Antonio Public Library

Hours of Computer&Wi-Fi Use



*Combined measure of Public Computers Hours of Use and Wi-Fi Hours of Use

1) Beginning December 12, 2018 - unlimited time on public computers when no one is waiting

2) Beginning October 31, 2019 - change in "User Idle Timeout" for Wi-Fi from 45 minutes to 4 hours

Location Closures

05/20/2020

FY 20: Central Oct 26 at 1pm, Landa Jan 13-Jun 1, **All physical locations from Mar 14 until TBD due to COVID-19.**

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San Antonio Public Library
Monthly Operating Statement
October 1, 2019 to April 30, 2020
Percent of FY Elapsed: 58%

| | Revised Budget | Expended to Date | Encumbered to Date | Remaining Budget | % Spent to Date* |
|--|-------------------|-------------------|--------------------|-------------------|------------------|
| | FY 2020 | FY 2020 | FY 2020 | FY 2020 | FY 2020 |
| City General Fund--Personnel Services | | | | | |
| Car Exp Allowance | 18,000 | 10,500 | - | 7,500 | 58% |
| Cell Phone Allowance | 2,520 | - | - | 2,520 | 0% |
| Cell Phone Reimburse | 3,600 | 4,570 | - | (970) | 127% |
| Civil Actv Healthcr | 2,444,896 | 1,426,189 | - | 1,018,707 | 58% |
| Def Comp-Executives | 21,245 | 19,558 | - | 1,687 | 92% |
| FICA & Medicare Exp | 1,457,402 | 838,996 | - | 618,406 | 58% |
| Language Skill Pay | 33,600 | 22,800 | - | 10,800 | 68% |
| Life Insurance | 15,907 | 6,639 | - | 9,268 | 42% |
| Overtime Salaries | 1,737 | 2,557 | - | (820) | 147% |
| Pers Leave Buy Back | 199,688 | 318,611 | - | (118,923) | 160% |
| Regular Salaries | 19,000,220 | 11,049,705 | - | 7,950,515 | 58% |
| Reserve COLA | 325,725 | - | - | 325,725 | 0% |
| Reserve Performance Pay | 267,964 | - | - | 267,964 | 0% |
| Retiree Hlth Assess | 424,439 | 247,590 | - | 176,849 | 58% |
| Retiree Payout Sal | - | 16,466 | - | (16,466) | |
| Retirement Exp | 1,893,132 | 1,162,754 | - | 730,378 | 61% |
| Salary Turnover Targ | (450,487) | - | - | (450,487) | 0% |
| Shift Differential | 19,300 | 23,486 | - | (4,186) | 122% |
| Temp FICA & Medicare | - | 536 | - | (536) | |
| Temporary Salaries | - | 6,899 | - | (6,899) | |
| Total General Fund Personal Services | 25,678,888 | 15,157,955 | - | 10,520,933 | 59% |
| City General Fund--Contractual Services | | | | | |
| Adv and Publications | 11,450 | 6,007 | - | 5,443 | 52% |
| Alarm and Sec. Serv. | 65,055 | 69,778 | 14,544 | (19,267) | 130% |
| Binding & Printing | 52,585 | 14,481 | 650 | 37,454 | 29% |
| Cleaning Services | 1,139,245 | 599,758 | 695,221 | (155,734) | 114% |
| Computer Software Maint. | 666,315 | 504,345 | - | 161,970 | 76% |
| Contractual Services | 924,763 | 445,487 | 347,866 | 131,410 | 86% |
| Credit Card Fees | 24,000 | 9,710 | - | 14,290 | 40% |
| Disposal Services | - | 34 | - | (34) | |
| Education - Classes | 3,623 | 95 | - | 3,528 | 3% |
| Fees to Prof Contr. | 724,828 | 455,047 | 150,000 | 119,781 | 83% |
| Freight and Storage | 31,817 | 13,633 | 19,785 | (1,601) | 105% |
| Inspection Fees | - | 72 | - | (72) | |
| Mail and Parcel Post | 14,526 | 11,670 | - | 2,856 | 80% |
| Maint - Buildings | 924,671 | 648,940 | 351,277 | (75,546) | 108% |
| Maint & Rep - Cmrc | 3,393 | 1,676 | - | 1,717 | 49% |
| Maint. - M&E | 40,420 | 22,568 | 476 | 17,377 | 57% |
| Maint.- Repair Auto | 12,595 | 10,868 | - | 1,727 | 86% |
| Membership Dues | 15,300 | 2,530 | - | 12,770 | 17% |
| Other Contract Svcs | 23,000 | 24,471 | - | (1,471) | 106% |
| Participation-Booth Fees | - | 1,587 | - | (1,587) | |
| Public Copy/Print | 306,218 | 120,420 | - | 185,798 | 39% |
| Rental of Equipment | 5,000 | 8,940 | - | (3,940) | 179% |
| Rental Office Equipment | 9,000 | 6,003 | - | 2,997 | 67% |
| Subscriptions to Computer Svcs | 70,000 | 165,382 | 38,783 | (134,165) | 292% |
| Temporary Services | 97,582 | 142,933 | 29,197 | (74,548) | 176% |
| Transportation Fees | 89,485 | 57,694 | - | 31,791 | 64% |
| Travel-Official | 1,000 | 153 | - | 847 | 15% |
| Total General Fund Contractual Services | 5,255,871 | 3,365,868 | 1,647,798 | 242,204 | 95% |
| City General Fund--Commodities | | | | | |
| Clothing and Linen | 6,092 | 4,459 | 6,578 | (4,945) | 181% |
| Computer Software | 63,300 | 4,224 | - | 59,076 | 7% |
| Expense Allowance | 1,000 | - | - | 1,000 | 0% |

*Budget line overages are allowable. Budget control is at the Department level.

San Antonio Public Library
Monthly Operating Statement
October 1, 2019 to April 30, 2020
Percent of FY Elapsed: 58%

| | Revised Budget | Expended to Date | Encumbered to Date | Remaining Budget | % Spent to Date* |
|--|-------------------|-------------------|--------------------|-------------------|------------------|
| | FY 2020 | FY 2020 | FY 2020 | FY 2020 | FY 2020 |
| Food | - | 4,822 | - | (4,822) | |
| Janitorial Supplies | 36,452 | 27,237 | 1,810 | 7,405 | 80% |
| Library Materials | 222,257 | 66,595 | - | 155,662 | 30% |
| Library Resources | 5,192,944 | 2,748,046 | 168,958 | 2,275,940 | 56% |
| M&R Material Bldg/Imp | 60,854 | 34,431 | 555 | 25,868 | 57% |
| M&R Material Mach/Eq | 28,608 | 4,892 | - | 23,716 | 17% |
| M&R Parts Automotive | 7,741 | 2,724 | - | 5,017 | 35% |
| Office Supplies | 135,877 | 47,655 | 842 | 87,380 | 36% |
| Other Commodities | 53,000 | 15,758 | 5,024 | 32,218 | 39% |
| Tools & Apparatus | - | 129 | - | (129) | |
| Total General Fund Commodities | 5,808,125 | 2,960,971 | 183,768 | 2,663,386 | 54% |
| City General Fund Other Expenditures | | | | | |
| Automotive Admin Chg | 1,551 | 905 | - | 646 | 58% |
| Build. Maint. Chg | 253,152 | 147,672 | - | 105,480 | 58% |
| Gas and Electricity | 1,038,159 | 520,456 | - | 517,703 | 50% |
| General Liab. Assess | 62,994 | 36,747 | - | 26,248 | 58% |
| Mail & Delivery Svcs | 9,973 | 5,818 | - | 4,155 | 58% |
| Unemploy Comp Assess | 542 | 271 | - | 271 | 50% |
| Motor Fuel and Lub. | 23,494 | 10,210 | - | 13,284 | 43% |
| Other Expenditures | - | 2,728 | 8,143 | (10,871) | |
| Rent of City Equip. (Vehicle Replacement Fund) | 108,584 | 63,341 | - | 45,243 | 58% |
| Water and Sewer | 298,773 | 154,881 | - | 143,892 | 52% |
| Workers Comp Assess | 60,238 | 35,139 | - | 25,099 | 58% |
| Total General Fund Other Expenditures | 1,857,460 | 978,167 | 8,143 | 871,150 | 53% |
| City General Fund Scheduled Line Items | | | | | |
| CAP Admin Cost-Dir | - | 1,293 | - | (1,293) | |
| CAP Admin Cost-Indir | - | 626 | - | (626) | |
| Cell Phone Services | 7,227 | 3,800 | 43 | 3,384 | 53% |
| Communications Radio | - | 795 | - | (795) | |
| Interfnd Transf Out | 138,106 | 80,562 | - | 57,544 | 58% |
| IT Assessment Fee | 2,629,923 | 1,534,122 | - | 1,095,801 | 58% |
| Procurement Fee | 164,767 | 96,114 | - | 68,653 | 58% |
| Wireless Data Communications | 3,000 | 569 | - | 2,431 | 19% |
| Total General Fund Scheduled Line Items | 2,943,023 | 1,717,881 | 43 | 1,225,099 | 58% |
| City General Fund Capital Outlay | | | | | |
| Cap<5000 - Comp Equ. | 27,700 | 15,366 | 3,750 | 8,584 | 69% |
| Cap<5000 - Furn & Fix | 195,650 | 40,158 | 111,290 | 44,202 | 77% |
| Cap<5000 - M&E Other | 6,550 | 5,968 | - | 582 | 91% |
| Cap<5000 - PC Replct | 659,091 | 177,099 | 207,172 | 274,820 | 58% |
| M&E Computer Equipment | - | 24,614 | - | (24,614) | |
| M&E (Modified) | - | 5,570 | - | (5,570) | |
| M&E (Budget Only) | 30,657 | - | - | 30,657 | 0% |
| Total General Fund Capital Outlay | 919,648 | 268,774 | 322,212 | 328,662 | 64% |
| Total City General Fund | 42,463,015 | 24,449,616 | 2,161,965 | 15,851,434 | 63% |
| Major Gifts | | | | | |
| Friends of the Library | 50,000 | 1,792 | 3,370 | 44,838 | 10% |
| Library Foundation | 220,930 | 40,158 | 111,289 | 69,483 | 69% |
| Total Major Gifts | 270,930 | 41,950 | 114,659 | 114,322 | 58% |

Library General Fund % Spent

FY17 Budget \$39.8M, FY18 \$40.4M, FY19 \$42.1M & FY20 \$42.8M

