

# Howard Miller Library and Community Center Director's Report

Reporting Period

January 2026

## Library Events and Programming Highlights

### Community Events



*Figure 1: Library Book Sale Success*

- January was a quiet month for programming – weekly story times were offered and our monthly Monday morning movie for special needs audiences was strongly attended with 50 patrons.
- We hosted an average of 100 students each day for the 3 half days of school this past month.
- 9 teens attended our evening Studio Art Night program to explore using different art media including oil pastels, watercolors, chalk, and colored pencils.



Figure 2: Winter wonderland outside of Library

## Staff Highlights

- The Library Director, Amanda Hanson, presented a Year in Review for the library and Community Center activities for 2025 to City Council – slides are attached.
- Amanda Hanson presented City Council with 2026 Department Operational Goals for 2026 – this information is listed below.
- Acoustics By Design engineers performed an acoustic test of the library atrium. A report with their findings and recommendations for sound mitigating finish installations will be submitted to the library in 4-6 weeks.
- The Library Advisory Board approved the recommendation for Library closures for 2026. A list of closed dates for the Library is attached. These additional closed days are unpaid for staff with the exception of the Staff Development day scheduled for October 12, 2026.

## Strategic Plan and Operational Goals Updates

Howard Miller Library

**City Vision Commitment: Culture, Parks and Recreation**

## Howard Miller Library Proposed Department Action Steps for 2026:

**Goal 1:** Train Staff in the use of Library IQ, an online collection management tool that integrates with our current Integrated Library System (ILS) to provide real time circulation and cataloging information.

- Outcome Indicators:
  - Staff to perform collection audits to identify gaps in the collections, run weeding reports, track new releases, and streamline book ordering.

**Goal 2:** Complete sound-absorption installation project for library to treat acoustic issues.

- Outcome Indicators:
  - Use design specifications for sound mitigation project by ADB engineering firm to solicit bids for project completion and installation of sound absorption materials throughout library.

**Goal 3:** Digitize library registration cards and Library of Things waivers.

- Outcome Indicators:
  - Work with IT to purchase scanning equipment and set up the digital repository for these documents. Project to be completed by December 2026.

**Goal 4:** Develop a plan to ensure website compliance with WCAG 2.2 AA, or current standards, accessibility requirements.

- Outcome Indicators:
  - The department will establish a coordinated, proactive approach to achieving WCAG compliance under the ADA Title II Web and Mobile Application Accessibility Rule by identifying responsible staff, aligning with City IT efforts, and evaluating tools to assess and address accessibility gaps. This process will be implemented in advance of the April 2027 compliance deadline to ensure ongoing accessibility in digital content and services.

## Howard Miller Community Center

**City Vision Commitment: Culture, Parks, and Recreation**

**Goal 1:** Update pricing for Community Center rentals and revise informational brochure.

- Outcome Indicators:
  - Recommend rental price increase to City Council for implementation in FY 2026-2027; update and reprint informational brochure.

**Goal 2:** Evaluate alternative online event management platforms and assess the feasibility of replacing the current Planning Pod subscription.

- Outcome Indicators:
  - Research different online room reservation management systems and work with IT to determine if a switch is beneficial to the organization.

## **Update on HML Strategic Plan Goals**

**Goal Area 1:** Strengthen community engagement through robust core services

- Outcome Indicators:
  - Developing new working relationships with multiple book vendors to replace Baker & Taylor.
    - Refocused purchasing partners: Ingram, Cengage Group and Center Point.

**Goal Area 2:** Enhance library spaces and operations for maximized usage

- Outcome Indicators:
  - Expand outreach services and community collaborations to better reach new audiences and create lifelong library users.
    - Nothing new to report this past month.

**Goal Area 3:** Prioritize organizational culture

- Outcome Indicators:
  - Focus on optimizing organizational effectiveness by cultivating internal trust, equity, and collaboration.
    - 5 staff members participated in 4 online learning professional development classes.
    - Contracted with ZingTrain to have their trainers come out to lead our Staff Development Day in October.

## Looking Forward

- Budget review for FY 2026-2027 will happen in February.
- Staff are preparing for Quilt show in March.

## By the Numbers

### HML By the Numbers – January 2026

	2025	2025	% Change
Visitors	8,474	8,832	-4%
Curbside Delivery	17	17	0%
Digital Downloads	7,254	7,360	-1%
Physical Items (Circulation)	25,306	25,375	0%
Computer Sessions	388	414	-6%

Figure 3: Table showing a decrease in visitors, digital downloads and computer sessions and no change in curbside deliveries and physical items in circulation

## Program Attendance Summary

### Children's Programs:

- 16 Programs – 379 Participants

### Teen Programs:

- 4 Programs – 336 Participants

### Adult Programs:

- 1 Program – 50 Participants

*Outreach Programs:*

- N/A

*Passive Programs:*

- N/A

## Howard Miller Community Center Usage Statistics – January 2026

Number of events:

- 34 Events

Fee-exempt events:

- 1 Events with fee-exempt room usage

Estimated attendees:

- 1,118 Attendees
  - Estimate based on what event organizers reported – some events do not report attendees

Community Center Events/Updates:

- None

## 2026 HML Holiday Schedule

New Years Day	Thursday, January 1
Martin Luther King Day	Monday, February 19
Memorial Day	Saturday, May 23* and Monday, May 25
Independence Day	Friday, July 3 and Saturday, July 4*
Labor Day	Saturday, September 5* and Monday, September 7
Professional Development	Monday, October 12*
Thanksgiving	Thursday, November 26 Friday, November 27 and Saturday, November 28*
Christmas Eve	Thursday, December 24
Christmas	Friday, December 25 and Saturday, December 26*
New Years Eve	Thursday, December 31 Closing at 5:00
New Years	Friday, January 1 and Saturday, January 2

Emphasized dates are in addition to City holiday closings as approved by the Library Advisory Board, 1/20/26.