

**DIRECTOR'S REPORT
OCTOBER 2024**

I. ADMINISTRATION

- a. Work orders submitted in October.
 - i. A bookcase needed to be moved to the new entrance area for use as the little free food pantry.
 - ii. After the ramp was installed I noticed the city sidewalk was very uneven in several places so the streets department smoothed it down as best they could.
 - iii. The people counter needed to be installed on the new entrance.
 - iv. The IT department needed to set Rachel's phone up to be used as a hotspot.
 - v. We had to have our outdoor book return put together and secured in place.
 - vi. A recycling bin in the basement needed to be hosed out as it had some boiler water in it.

II. BUDGET

- a. I attended the Finance Committee meeting on October 23rd. The committee only had a few questions and did not ask for anything to be changed.

III. PERSONNEL

- a. Sarah French has returned from maternity leave. She is currently working Wednesday – Friday until December.
- b. We were asked by the HR department to start doing performance evaluations for all staff. The evaluation process has been updated and seems much easier to navigate. Self-evaluations by staff were due to their supervisor by November 11th. In the future performance evaluations will begin in January and be due by March.

IV. LIBRARY COLLECTION

- a. We were able to get all of the children's book shelving put back into place before we opened to the public on October 31st.
- b. We will be using the remaining 2024 AV budget to purchase Vox Books for the children's area, and Nintendo Switch games, which we have had many requests for.
- c. We received two language translators from the Bridges Library System for use at the front desk when assisting patrons who do not speak English.

V. PUBLIC AND COMMUNITY RELATIONS

- a. When we reopened to the public we welcomed them back with candy, a guessing game for a chance to win a \$25 gift certificate to The Book

Teller, and take and make kits. The community was very happy to have the library available to them again.

- b. Several community members have donated artwork to the library.

VI. LIBRARY BOARD RELATIONS

- a. Jennifer and I continue to attend meetings with the architect and construction company concerning the building and furnishings.

VII. LIAISING WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS

- a. I continue to attend weekly construction meetings with Miron Construction and Studio GC.
- b. I continue to attend bi-monthly Team meetings at city hall.
- c. I continue to attend weekly staff meetings with Rachel Clift and Deana Rolfsmeyer.
- d. I attended the Jefferson County Library Services Meeting at which the draft of Jefferson County Library Service Plan for 2025-2029 was discussed.
- e. I attended a mandatory training for all city staff concerning Employment Litigation.
- f. I attended several furniture meetings with Studio GC and the building committee to discuss furniture for the new facility.
- g. I attended a Fire Alarm meeting with the architect and Assistant Fire Chief.
- h. I met with the City Manager twice in October to discuss the building project, the 2025 budget, and the library reopening on October 31st.
- i. I attended a city Safety Meeting the first week of November.
- j. I will have attended the APL meeting on November 15th.

VIII. PROFESSIONAL DEVELOPMENT

- a. I have completed nine of the twelve required three-hour, live classes for the NEOGOV Emerging Leadership Certification Program.

IX. STRATEGIC PLAN

- a. We have the letter and excel spreadsheet ready to send to the IT department at the WUSD concerning the collaboration of public library cards for students.

X. CAPITAL CAMPAIGN

- a. I heard from several of our donors that they received their payment reminder letter and have/or will be sending in their pledge payment for 2024.