

**DIRECTOR'S REPORT
AUGUST 2024**

I. ADMINISTRATION

- a. Work orders submitted in June.
 - i. Broken glass in the basement needed cleaning up.
 - ii. A urinal in the men's restroom was running.
 - iii. The temperature in the library needed to be regulated.
 - iv. One of the public laptops had a damaged screen.
 - v. We requested some pallets for the basement to store items on.
 - vi. Items needed to be moved to the basement for storage.

II. BUDGET

- a. I have requested payroll increases for two of my professional staff in order to bring them up to the minimum salary required by the Fair Labor Standards Act, effective January 2025, in order to remain exempt employees. I have also requested that a part time employee have two hours added to their work week as their work load has continued to increase during the past five years.

III. PERSONNEL

- a. Staff has done an excellent job of preparing, packing up, and moving items in preparation for phase one of the library's expansion and renovation project.

IV. LIBRARY COLLECTION

- a. The adult DVD and CD sections, and part of the children's picture book collection, were moved in preparation for construction.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Suzanne Haselow participated in the city market on August 6th in order to bring awareness to the Memory Cafes she hosts at the library.

VI. LIBRARY BOARD RELATIONS

- a. Jennifer Motszko and I have begun weekly meetings with Studio GC and Miron construction to stay updated on the building project.

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

- a. I attended a pre-construction meeting with Studio GC and Miron Construction on August 20th.
- b. I attended a Team Meeting at city hall on August 29th to discuss the various options to the city as far as health insurance coverage.
- c. I attended a meeting with Studio GC and Miron Construction on September 3rd to discuss the groundbreaking ceremony.
- d. I attended a Team Meeting at city hall on September 6th to discuss the new Performance Evaluation Forms that will be implemented in January.
- e. The professional staff toured the Innovation Center on September 6th and will be leasing a work space there for the month we are closed.

- f. I met with the City Manager on September 9th to discuss the plan we have in place to keep staff employed while the library is closed for four weeks during the first phase of construction.
- g. I will have attended the Alliance of Public Libraries (APL) meeting on Friday, September 13th. I will report on it during the board meeting.

VIII. PROFESSIONAL DEVELOPMENT

- a. I participated in the Employment Law & HR training session provided by CVMIC on September 10th. This is one of the NEOGOV leadership classes assigned to me in my acceptance letter for the director position.

IX. STRATEGIC PLAN

- a. We will be conducting a mid-year review at this month's meeting.

X. CAPITAL CAMPAIGN

- a. Rachele Blich, the head of finance, reported to the city council on September 3rd about the library construction costs and financing, and when pledge payments will come due over the next five years.