

DIRECTOR'S REPORT

April 2024

I. ADMINISTRATION

- a. Work orders submitted in March.
 - i. OPAC 4 was no longer displaying shortcuts on the desktop.
 - ii. The IP address used for Family Search was not connecting properly.
 - iii. Two staff members needed their computer monitors replaced.
 - iv. A new keyboard was needed for one of the staff computers.
 - v. A screw on the Little Free Pantry door needed to be tightened.
 - vi. Furniture items needed to be removed from the Assistant Director's office.
 - vii. The bottle filler on the water fountain needed to be fixed.

II. BUDGET

- a. I met with Rachel Blitch, the Head of Finance, to review the 2024 budget.

III. PERSONNEL

- a. We interviewed five candidates for the Customer Service Specialist position and have hired Hope Curtis who previously worked at the public library in Eagle.

IV. LIBRARY COLLECTION

- a. RFID tagging is almost complete.

V. PUBLIC AND COMMUNITY RELATIONS

- a. None.

VI. LIBRARY BOARD RELATIONS

- a. Jennifer Motszko and I attended several virtual meetings with Studio GC.

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

- a. I attended the Jefferson County Library Services Board Meeting on March 6th.
- b. I attended the Bridges Circulation Services Meeting on March 20th.
- c. I attended the White Memorial Library Association meeting on March 25th. I was elected as a board member for this Association.
- d. I attended the Plan & Architectural Review Meeting on April 8th.
- e. I will have attended the Alliance of Public Libraries (APL) meeting on Friday, April 12. I will report on it during the board meeting.

VIII. PROFESSIONAL DEVELOPMENT

- a. A-Z Databases webinar through Bridges Library System.

IX. STRATEGIC PLAN

- a. None.

X. CAPITAL CAMPAIGN

- a. None.