

## **DIRECTOR'S REPORT**

**April 2024**

### **I. ADMINISTRATION**

- a. Work orders submitted in March.
  - i. The ILL computer was giving us an error message.
  - ii. The Little Free Pantry had a loose hinge.
  - iii. Water was running down the North wall in the basement.
  - iv. There was an anthill against the South wall of the Community Room.
  - v. Print jobs sent by patrons to the printing email were not being received.
  - vi. The computer in the Assistant Director's office needed to be hooked up.
  - vii. There were signs of a rodent having taken up residence in the Assistant Director's office.
  - viii. Once again patrons were having issues accessing FamilySearch.
  - ix. Three fluorescent lights above the CD/DVD area needed replacing.
  - x. I was not able to access all of the calendars in Outlook.

### **II. BUDGET**

- a. I met with John Weidl on May 14<sup>th</sup> to discuss our 2024-25 budget goals.

### **III. PERSONNEL**

- a. Rachel Clift, our new Assistant Library Director, began on April 23<sup>rd</sup>.
- b. We had an all staff meeting on May 14<sup>th</sup> to discuss the building project.

### **IV. LIBRARY COLLECTION**

- a. RFID tagging has been completed as of May 14<sup>th</sup>.
- b. We have begun to move some items to the basement in preparation for the library building project. We had four students on Make a Difference Day assist with moving books and other items to the basement.
- c. We received a noncompetitive Library Improvement and Innovation Grant from Bridges Library System to update the equipment in our Makerspace.

### **V. PUBLIC AND COMMUNITY RELATIONS**

- a. The library received an Open Records Request this month.

### **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 Plan & Architectural Review Meeting on April 8<sup>th</sup>.
- b. I provided an orientation to new Council Member Orin Smith in April 10<sup>th</sup>.
- c. I attended the City Council Meeting on May 7<sup>th</sup>, and updated the Council on the building project.
- d. I attended the Alliance of Public Libraries (APL) meeting on Friday, May 10<sup>th</sup>. I will report on it during the board meeting.

- e. I attended the Urban Forestry Commission meeting on May 13<sup>th</sup>.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I attended the webinar New Perceptions in Disability.
- b. I attended the webinar We Are Already Here: The Workplace Experiences of Neurodivergent Library Workers.
- c. I attended the webinar For Managers & Supervisors Cultivating an Inclusive Workplace for Neurodivergent Staff.

**IX. STRATEGIC PLAN**

- a. I have been working with staff to create a work plan for when the library is closed to the public in August.

**X. CAPITAL CAMPAIGN**

- a. None