

Director's Report for February 8, 2024

- January has been a very busy month! There are all those beginning of the year things to set up such as new file folders for the year, new documents for stats and other information, and new programming to think about.
- My computer decided to crash so I had to have Corporate Technologies send someone out to fix it. I lost a few things, but most things are back to working fine. The speaker in my docking station went out so I need to decide on a solution for that.
- Cassidy notified us that she will be leaving soon so we have been advertising an Adult Services position as well as the Library Assistant position that was open. So far, we have not received one complete application. We have had staff members out for illness and other obligations during January, so scheduling has been interesting.
- We received the computer that was being fixed by Corporate Technologies and it is up and running well. I had a good visit with Brit from Corporate Technologies while my computer was being fixed and he suggested putting funds aside for new computers because he can get up to 40% off on package deals for multiple computers of 5 or more. I believe we should keep that in mind for the next couple of years.
- I had a great meeting with Moe Swanson, owner of the former Dutton's building, about possibly getting some storage space in their building during our restoration of the dome. She said she would definitely let us use space for storage and it would be considered a gift to the library so storage at no charge! She is also the owner of Encompass Family Support Services and is very interested in partnering with us in some way to enhance services to her clients. We will be discussing this soon.
- We met with Francis Greff from Rough Rider Industries about the shelving and furniture we would like for the addition part of the library. Their prices are very reasonable, so I was able to request more bookcases than originally planned for the Public Spaces Grant. The Grant application was finished and sent in on time. We should hear back at the end of this month if we receive the funding we requested.
- My office was finally painted on Martin Luther King Day! Now I just need to get it put back together and decorated.
- I purchased and ordered a new shelving unit and storage cart to help organize the storage closet in the multipurpose room.
- Plans for the Summer Reading Program continue to be made. Supplies are coming in and Melissa will host a Summer Reading Workshop for other Summer Learning Leaders this week.
- Melissa, with the help of other staff, continues to work on inventory. It is going well yet time consuming.
- I have been working on a newsletter for the library. I plan to post it on our website as well as have physical copies available in the library.
- I heard from Kerry at Michael J. Burns Architects. He expects to have information about the bidding timeline and process by our board meeting. I also had the privilege of meeting Michael J. Burns himself when he stopped by one day to take some pictures for Kerry. He is very nice and is excited that his firm is a part of this project!
- Melissa and I watched the Public Library Survey (PLS) webinar and will be working on that for the next month. The PLS is required by the state library and influences our funding opportunities for state funds and grants. It also helps tell our story!
- For the month of January, our library has saved our patrons \$44,325 and there were 2190 physical checkouts. Digital checkouts through the Libby app totaled 1681 for January making our total checkouts for the month 3871.
- We had one request for mobile/wireless printing during the month of January.