

Library Director's Report

July 2024

Since the Board meeting at the end of June, library staff and I have been at work on the following:

- **Re-branding**—This work is rapidly approaching the “reveal” stage for stakeholders and staff, as would have been discussed earlier in this meeting. In the coming weeks the Board will receive a more complete outline and, pending board decision, there will be a training session for staff and stakeholders in late September.
- **ARPA Projects**—By the time of this meeting, if all schedules have held true, the white noise system will be installed and functional. Also, I, Lisa Voss and Pete Hodge (IT Specialist for Winnefox) have had preliminary meetings with Visix, a major vendor for institutional digital signage with whom we are working to install large, attractive digital signs in strategic locations around the building with a secure network-based content management system. This installation is planned for early fall. Staff have identified some furniture for re-upholstering and some of those pieces are already off site being worked on by a local concern that does such work. All projects are expected to meet the year-end deadline.
- **Recruitment**—As of this writing (July 18), Head of Youth Services Marie Boleman, Head of Adult Services Joe Bongers and Youth Services Librarian Kallie Schell have completed their interviews with candidates for two open positions in that department. We have applied a somewhat different approach to this recruitment, including the use of a trusted psychometric assessment designed for libraries, and we are prepared to make offers of employment to two very strong candidates, who will be highlighted in a future meeting.
- **Staff Team Projects**—Staff continues to work on team projects. The website team, especially, has done excellent work and a new, much improved website is on track to be complete by end of October. That team—comprised of Laura McDonald, Kim Hoffman, Sarah Read, Kong Thao, Kallie Schell and Winnefox consultants Jay Harland and Marcy Cannon — should be commended for the pace, intensity and quality of the work they have done. Other staff have played strong supporting roles in this effort and deserve recognition as well.
- **Roof Replacement**--Work to replace the library's rubber membrane roof is complete as of July 15. The next stage will be necessary leak-mitigation work on the eastern slope tile roof which has been identified as the source of the ongoing leak directly adjacent to the Reading Room/Waters building. According to City Facilities Project Manager Mike Blank, quotes on that project should have all been received by Friday, July 19 and quotes will be evaluated on cost and schedule and steps will be taken for immediate repairs. I must commend the City for their efforts to help us keep this work on track and up to specifications.
- **Budget Preparation**—By the time of this meeting, I, along with Lisa Voss and Collection Development Librarian Margie Dorn will have been trained on the budget preparation software system in use by the City. As of this writing (July 18), budgetary assumptions for the next fiscal year have not been shared, but City Finance did send a memo earlier today stating: “The 2025 Preliminary Budget Assumptions are intended to provide pertinent information that will aid you in completing your budget. This includes details on wages, benefits, fuel, utilities, solid waste fees, etc. This will be sent out to the departments within the next week.” I hope to review my thoughts regarding the 2025 budget with a meeting of the Board in advance of my meetings with the City Manager's office at the end of August.

Respectfully Submitted,

Darryl Eschete