

Director's Report for December 21, 2023

- With the Library Drop Box installed back in the City County Health parking lot, we are seeing more use of it, so it is definitely a great service to our community.
- I am anxious for these next few weeks to pass so we will know if we get the \$50,000 grant I applied for to help with the roof project.
- We are officially fully staffed! Callen Kruger and Kat Stephens have joined our staff and are quickly learning all the aspects of their jobs.
- We were given 3 computers by Melissa Lloyd's husband's company. We will contact Corporate Technologies to see if they will help us and give us at least another year or two before we need to commit to buying new ones. Please thank Michael Lloyd if you see him.
- Melissa and I are planning to write a grant for public spaces. It was advertised by NDLA yet comes from the ND State Library and the ND Library Coordinating Council. It is a non-matching grant for up to \$15,000. We are looking at new shelving that will give us extra shelving space and help us create a conversation area with a loveseat and lounge chairs for patrons. This is one where we would have to purchase the items with our own funds and then apply for reimbursement of those costs. The deadline to apply is January 31, 2024. We will find out if we get the grant by February 29th, 2024, and then will have until October 31, 2024, to purchase all the items.
- I updated and revised the staff evaluation form and am currently conducting staff evals and will be completed by the end of the year.
- I also created a more in-depth description of the dress code for staff. This will be a useful tool when new staff are onboarding.
- We have had no luck in finding Corinne's key so I am moving forward to have the door locks rekeyed and broken locks fixed.
- "Adventures" are being scheduled for next summer's Summer Learning program. The theme for next summer is "The Adventure Begins at Your Library." So far, they have a mobile escape room adventure planned and scheduled for the end of summer event.
- In case you are interested, so far this year, our library has saved our patrons over \$460,000 and there have been over 25,000 checkouts. We are serving our community well and saving our patrons lots of money by providing them with the information, entertainment, and educational needs they desire.
- So far this month (Dec. 12), we have had 1 request for mobile/wireless printing.