

## **DIRECTOR'S REPORT**

**July 17, 2023**

### **I. ADMINISTRATION**

- a. Ten work orders were submitted in July.
  - i. A staff computer needed new software installed.
  - ii. The air conditioning was not working in parts of the library.
  - iii. There were two issues with the new Polaris client installation after the June 6 upgrade.
  - iv. I requested carpet cleaning be done.
  - v. There is an ongoing issue with one of the front desk receipt printers.
  - vi. There was an issue with the firewall blocking us from a library memory care project site.
  - vii. There were three work orders submitted over issues with the new OPACs.

### **II. BUDGET**

- a. I completed the Personnel section of the 2024-2025 biennial budget document.

### **III. PERSONNEL**

- a. None.

### **IV. LIBRARY COLLECTION**

- a. RFID tagging has been completed in adult nonfiction and all YA books. We have moved on to graphic novels.

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

- a. None.

### **VI. LIBRARY BOARD RELATIONS**

- a. None.

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

- a. I helped staff the annual City Employee Appreciation Picnic on June 14.
- b. I will have attended the July 14 Alliance of Public Libraries meeting and will report on it at the board meeting.

### **VIII. PROFESSIONAL DEVELOPMENT**

- a. None.

### **IX. STRATEGIC PLAN**

- a. None.

### **X. CAPITAL CAMPAIGN**

- a. I worked on putting together the July 10 public kickoff event.