

Director's Report for March 16, 2023

- We have received a report from EPCA about the issue of moisture coming from the roof. Sam looked at the roof pictures he requested and said they confirmed what is in the roof report and proposal.
- We received instructions for returning the previous copier/printer. Central Business Systems returned it for us at a cost of \$400.00. The cost was higher than previously expected since they required us to deliver it to Long Prairie, MN instead of just to Fargo.
- Our bags, beanies, coffee cups, and pens we use as giveaways have arrived. Items ordered for the Summer Learning program continue to arrive, and the parade throws for Rally in the Valley are here.
- We held a "Love Your Library Open House" event on Monday, February 27th. We had over 30 people come and visit the library, listen to a PowerPoint presentation by Melissa on collection development, and later join in a discussion with past representatives Phil Mueller and Larry Robinson about how the legislature works and the current bills that will affect the library's ability to provide reading material for all interests. Everyone was encouraged to tour the library and to ask questions. We served cookies, lemonade, and coffee and had lots of informational material about the bills and the library for people to pick up.
- We continue to clean and organize our office spaces for Anita and Melissa. We have asked Home Design Center to help us envision the two office spaces yet have not received a quote yet.
- We received updated quotes from one of the people we called for demo of the middle room space. The Vo-Tech Center declined to give a proposal saying that their schedule is now full. We are still waiting to hear from Home Design Center. We have decided to ask for more proposals from other contractors in the area in hopes that we will get a bid we are happy with and that can be done soon.
- We did receive a proposal for removing the current magazine rack and installing new shelving to make more space for our large print collection. We also developed a plan to repurpose the book display unit that our new book browser replaced. It will become our new magazine and newspaper display. The total cost for both projects will be around \$1400.00-1600.00.
- The new network rack install has been completed.
- Travis took a fall down the back entry stairs and sprained both ankles as well as fractured his tibia and Sara is out on maternity leave so we are short staffed at the moment. Travis plans to come back next week yet it may only be for a couple of hours at a time.
- Travis's accident and Sara's maternity leave have prompted me to look into the possibility of providing some type of insurance to help with loss of wages. I visited with both Amber Muske and Tonya Samuelson about Aflac insurance.
- The staff continues to sort, organize, and eliminate items in our storage spaces as time allows.