

2021 November director's report

1. The museum branch is up and running. We finalized the setup in Apollo the end of November. Since it's a branch, the library is supplying a laptop (one of the older HP 255s) and a barcode scanner. Director gave a short training to Wes and Alison regarding the catalog search functions in Apollo and how to check in items that have been utilized by researchers.
2. The Olsons, who are doing the cataloging at the museum, have mostly finished up the monographs and are starting on the scrapbooks and diaries. There are currently 1675 items at the museum branch, 1339 belonging to the museum and an additional 336 that belong to the public library. Item types currently cataloged are 4 periodicals, 53 scrapbooks, and the remaining 1618 are monographs.
3. The saga of Gina Aalgaard Kelly continues. She had slipped and fallen in the library a couple months ago. An incident report was filled out at the time and was forwarded to our insurance company. The adjuster for the claim contacted the director who updated her about Ms. Kelly's status.
4. The director finally heard from Fargo Roofing. Now that things have slowed down, they are catching up on getting bids put together. We should hopefully have something in the next couple weeks. Cedar shingles are almost impossible to get and what's available is extremely expensive. They are giving us a bid to install Davinci composite roofing. We will have to discuss a materials change and get permission from the ND Historical Society, since the building registered.
5. Andrea Nelson at SVCF contacted the director to schedule the annual presentation of Fund Statements to endowment fund holders. We have it tentatively scheduled for the January board meeting.
6. Melissa signed the library up for Humanities North Dakota. This will allow staff to take classes and access their continuing education materials.
7. As stated in the email to the board the leaking pipe was repaired. The plumber was able to shut off the section with the broken pipe. Of course, the shutoff valve was in the undercroft and needed a wrench to close the valve. Thankfully, this only effects the one outdoor spicket. Director had him put us on the list to replace the bad section when they have a chance.
8. Director was informed by the state library they will be requiring new data for the annual report. Director and staff are not happy with the change since it, as usual, makes no sense regarding library operations.
9. Annual audit update. We are still waiting to hear from the state auditor's office if they will do the current audit. The recommendation was to wait until we have all of 2021 financials closed out and do everything at the same time. This will get us caught up and make an easier transition to the new reporting system for entities with budgets less the \$750,000. starting in 2022.
10. Network battery backup died. We think it was about twenty year old, so it was overdue. Director will contact IT company to get recommendations and costs.