

Director's Report for September 19, 2024

- The last month has been a month of completing projects and discovering new projects that need to be addressed.
- The restoration and roofing projects are nearly complete! Yeah!!! Cleaning of the historic library will begin on September 16th. We have not established a date for opening that part of the library yet, but we will begin to move some of the collection back. Ryan and crew will investigate the reason for the water damage of the base of the bookcases in the addition after we begin moving books back to their proper places. They need to remove a couple of the bookcases in order to see what is happening behind them. He will fix the base of the bookcases by applying a thin finish board over the top of the original. This will be a less expensive plan and will still maintain the integrity of the bookcases. A few things that will be our responsibility are replacing the carpet tiles that have loosened due to the water damage. We will look at replacing other tiles that are stained as well. We also need to paint the ceiling and screen area in the multi-purpose room. The decorative painting of the tin in the dome will take place at a later date as well due to Lisa's health issues.
- We have noticed a strong sewer odor coming from the patron bathrooms for most of the summer. After trying everything we could think of to get rid of the smell, we finally got TNT Plumbing to come out and investigate. They found that the p-traps are broken and need to be replaced. Unfortunately, they will need to cut into the cement floor to do it so that will involve closing the bathrooms for however long that takes and replacement or fixing of the flooring after they are finished. I do not have an estimate for this repair, yet I have requested one, so I am hoping to get that soon. They temporarily fixed it by stuffing rags down the drain so the smell can't come up.
- Our book return box was damaged by a patron hitting it with a bus. I found out we do not have insurance on the box since it is not on our property. The school insurance will need to pay for the damage though. Since they didn't inform us of this right away, I did make a police report concerning the amount of damage made the book return box unusable for our patrons. I visited with the Transportation Director from Barnes County, and they will either fix the box or replace it. I visited with Sue about insuring it and she said that we can insure it as offsite property and that it will add a little to the total cost of our insurance. I highly recommend we do this since if the person responsible for the damage hadn't come forward, we would have been stuck with the whole cost of repair or replacement which will be anywhere from 3 to 6 thousand dollars.
- The City Forester came by and said we had a large branch that was close to breaking and possibly causing damage to vehicles that may be parked under it. He said it was our responsibility to take care of it so we had Ground to Sky come out and trim the most dangerous branches out of the trees by the parking lot. He said we have more trimming that should be done so we will need to keep that in mind for next year.
- The hydraulic oil change for the elevator took place on September 4th. Everything is working well and Kevin will take care of the two barrels of used oil.
- I received the quote from Electro Watchman for updating our fire alarm system. I also received the proposal from Hi-Line Electric for the installation of the updated equipment. I am hoping the end of our construction period, and the cleaning of the library will allow our current system to be good for a while, however, I believe updating our system needs to be a priority when concerning future projects.
- I updated the MOU for the Litchville-Marion Public School. Since they are a branch of this library, we felt it was important to know they had policies and procedures in place concerning collection development, weeding, and challenged materials. We offered use of our policies and procedures, or they could create their own. They elected to follow our policies and procedures, so the new MOU

reflects those additional requirements. Ruth Berg will still be our contact person at the LMPS. Once this MOU is approved by our board, I will send it on to the school for their signature.

- Melissa will be attending the North Dakota Library Association conference scheduled for Oct. 2-4th. It is in Bismarck so Melissa will be the only one attending this year.
- Our fall/winter programming has begun. So far, we have had great participation for all events. We are adding a new adult painting club event that will be led by Library Assistant Caitlyn. The Adult Painting Club will meet the second Thursday of each month at 5 pm. Participants must register for the event, yet all supplies are provided by the library.
- Unfortunately, the person we hired for the Adult Services Coordinator position to take Cassidy's place did not work out. In the meantime, Cassidy has decided to stay until next spring. We are planning to begin training Caitlyn for that position after the first of the year.
- We are making plans for moving back into our newly renovated space soon. We plan to do some reorganizing of materials, so we do not have a firm date for a complete move yet.
- Our new bookcases and chairs from Roughrider Industries are ready. We need to schedule a delivery date soon. These items have been ordered as part of our Public Spaces Grant funds we received from the State Library.
- We received \$895.00 in donations to the Light Up the Library Fundraiser through the website donation portal from August 1st through September 5th.
- I would like to recognize our library staff for the dedication and hard work they all performed throughout this time of restoration and construction. We could not have remained open during this time without their dedication to serving our patrons and community. All summer long they have answered patrons' questions about the project, soothed misunderstandings and frustrations about the confined spaces, shifted, and shifted, and shifted materials to make it as easy as possible for patrons to find what they were looking for, and even though they were also victims to the confined space and sometimes construction woes, they kept smiling through it all! I cannot express enough how valuable they are to this library and to our community! So please take time to thank Melissa, Sara, Cassidy, Caitlyn, Travis, Callen, Evelyn, Victoria, Linda, and Carter for their service.
- As of August 31st, the library saved our community \$376,249 in physical checkouts. As of that same date, a total of 21,139 physical and 11,911 digital checkouts took place. Approximate savings to our patrons for both physical and digital media equal \$588,146.
- I also want to thank the Library Board and our staff for being so understanding and supportive during the aftermath of my house fire. We are currently displaced and living in our camper parked by our son's house. I am thankful we were able to save most of our clothing, family pictures, important papers, and a few keepsakes. Most everything else is either gone, or smoke and water damaged, therefore making them unsalvageable. It will be a long time before we are either back in our home or find another home.