

## **Library Director's Report - April 2025**

The Library Director continued to schedule regular meetings with Library Managers to review and address Library related matters and provide communication between departments.

The Library is planning on ordering new Library cards which will incorporate the City's new logo.

### **Facilities**

Library staff continued to address regular maintenance and minor facility issues as they arose.

### **IT**

Library staff worked with City IT to deploy new public computers at both locations. Main Library computers were installed the week of March 3, 2025 and are operational. North Branch computers were installed on Friday, March 14, 2025. Below is a breakdown of the North Branch Library computers.

#### **NORTH BRANCK LIBRARY**

- 8 Public Computers
- 5 Kiosk – Catalog Computers
- 1 Kiosk – Library Card Registration
- 1 Staff PC for Reservations
- 1 Print Release Station with a touchscreen monitor

### **Programs**

Library staff continued to plan and coordinate public programs for adult and youth for 2025.

Youth and Adult Services are working to plan and implement the Summer Reading Program for 2025.

The Library hosted Ron Kovic on Saturday, March 29<sup>th</sup>. The program was very successful and over 100 individuals attended the talk with questions and answers.

The Library hosted the recognition of outgoing City officials event on Tuesday, April 1, 2025. The Library donated a copy of their favorite book to the our circulating collection with a bookplate in recognition of their service.

National Library Week is April 7 -12, 2025. Promotional Flyer attached.

April is National Poetry Month – Program Flyer attached.

### **Staffing**

The Library is actively working with the Human Resources Department to recruit and fill a variety of positions.

**Library Manager** – Recruitment ongoing

**Library Administrative Coordinator** – Second round interviews are scheduled soon

**Youth Services Library** – Recruitment ongoing

**Library Technician (part-time)** – Appointment made - Annette Kissinger.

### **Open+**

The interior and exterior automatic door sensors have been replaced. The system is in test mode. Library staff testing some minor logistics.