



Library Report from Administration  
January 4, 2024

## **Personnel**

Promoted two part-time employees to full-time to help with calling on collections, dealing with partially returned items, and handling mending and other duties that have not been handled in a timely manner.

Am considering hiring a full-time custodian to help Mike and to prepare for Mike's retirement.

Clarification of Supervisory duties:

Aleisha Stout is over all programs done in the Children's Library while also directly supervising 5 full-time and 6 part-time employees in the Children's Library and Book-drop.

Beth Swenson: Directly supervises 1 full-time employee and responsible for Adult and Young Adult Outreach and Adult and Young Adult Programs. Beth is currently on Maternity leave. She welcomed a new baby boy at the end of January.

Liza Evans: Directly supervises 3 full-time and 3 part-time employees and day to day operation of second and third floor service desks.

Kim Rafferty: Directly supervises 2 full-time employees (Custodian and Collections person) and 10 part-time employees who shelve books, and collect on lost items.

Tyrone Dickerson: Directly supervises 1 full-time employee.

Robert Wright: Directly supervises 7 full-time employees.

Jes Carter: Directly supervises 2 full-time employees

Mike Bonney: Directly supervises 1 part-time employee

## **Construction projects**

Our GIFT vehicle has been purchased and we are in the process of designing a wrap for the vehicle.

Added the playground possibility file to the board page for your perusal.

Added emails received from people on the board page.

No other news on other construction projects.