

Administration Report
October 2023

Library Board Agenda Items

Consent Agenda

Minutes: Posted on the board page.

Financial Reports: Posted. For the first year in many, expenses exceeded revenue. It is projected that with projects scheduled for the next five years, that this trend of expenditures exceeding revenue will continue.

Syringa contract: The five-year contract with Syringa has been placed on the consent agenda. It is similar to the contract with Sparklight approved at last month's meeting. If approved the contract provides a discount of approx. \$100 a month over the month-to-month amount. This contract is similar to our past contract with Syringa, renewing the contact allows the library to retain existing services and IP addresses. The signing of a five-year contract requires that the amount be paid in advance. This stipulation is a City/State stipulation, not a Syringa stipulation.

Mae Neuber Foundation application Posted. I am asking Library Board approval to expend Mae Neuber funds to purchased supplementary e-books and e-audios. If approved the application would then be forwarded to the MNF board for approval.

Staff Reports

Posted at ifpl.org/board

Trustee and City Council Liaison Concerns

Annual Meeting Responsibilities

Trustees will need to:

Elect board officers.

Establish a regular meeting date. Recommended dates to adopt are the fourth Thursdays at 4:00 pm in January, February, March, April, May, August, and September.

Review, amend, repeal, or adopt bylaws, policies and procedures. A link to policies is included on the board page. If everyone could review those prior to the meeting it will lessen the meeting length.

Construction projects

GIFT advertising: Cade, The GIFT Guy, is in the process of procuring a vehicle to wrap for the library and to dedicate to library activities.

Ceiling replacement between Children's and Admin: Architect has visited the library and is in process of drawing up documents.

Garage remodel/drive through: The architect visited the library and some revisions to the plan were discussed. Revisions include flipping the stairs to the north end of the dock and placing the lift at the south end, and also widening the person door on the south of the garage, and requesting six remote for the garage doors.

Broadway landscape remodel: Nothing new to report

Broadway, Capital and Park fencing project: Nothing new to report, except that the landscape remodel will need to be done prior to the fencing.

Electrical switch gear project: Just waiting for the parts to be manufactured.

Programming Librarian Office remodel: This project is shelved for the time being and it may end up being weeded. See below for longer explanation.

Personnel

Upon reviewing the applications for a Program Librarian and in consultation with some library staff, I have decided not to fill that position. Instead, some internal adjustments have been made and four part-time non-benefitted positions have been advertised. Three of those positions will be working on the second floor, while the fourth will work in the Children's Library. The additional hours will allow for vacations to be scheduled without causing desks to be understaffed.

The internal adjustments include:

Supervision of the all pages assigned to Kim Rafferty.

Beth Swenson will take over the Program Librarian duties as well as coordinate outreach efforts.

Liza Evans will assume scheduling and day to day supervision of 2nd and 3rd floor staff.

Caden Atkinson will assume responsibility to secure the library on Tuesday nights through Saturday.

Barbara Tew will assume responsibility to secure the library on Monday night.

Additionally, Liza will focus on training full-time employees on the third-floor duties and responsibilities and part-time employees will focus on working at the second-floor desk.

Beth Swenson, Aleisha Stout and Caden Atkinson attended the Idaho Library Association in Twin Falls.

Beth and Aleisha presented on the tiered library card system used at IFPL.

IFPL coordinated and arranged a meeting between East Idaho Legislators and several East Idaho libraries on October 12. The meeting focused on understanding of legislator's concerns about library materials and the upcoming legislative session.

Robert Wright traveled to Riggins to meet with Senator Cindy Carlson for two hours to discuss possible bills and issues for the coming legislation session.

Physical facilities

The telephone has been relocated to the third floor.

The crash bar on the northwest Broadway entrance is being replaced.

New lock will be installed on door between the timeclock room and the book drop. This door serves as a fail safe to prevent unauthorized access to the library from the book drop.

An architect was contacted and will be submitting a cost estimate for their services.

There were some heating issues in the DVD/Computer area. Those issues have been resolved for now, but during the inspection and resolution of the issues, it was discovered that the pump(s) in the HVAC system may need to be replaced. Building Maintenance is obtaining price quotes.

The office renovation for a Program Librarian has been shelved due to the internal adjustment of duties.

Garage plans are undergoing small revisions and then it is anticipated the project will be advertised for bids.

Four new chairs were purchased to replace existing chairs that had worn out.

A dead tree was removed from the Broadway side of the library.

A new external light was installed to light the parking lot and alley between the library and Park Ave.

Additional shelves were purchased and installed in the audiobook area.

The Terrazzo in the atrium was refinished and cleaned up.

Damaged hinges on the doors on the Children's Story Time room were repaired.

A water faucet and drain were repaired on the third floor custodial closet.

Work on parking lot/water Tower is proceeding. The contractor has communicated that the southwest end of the parking lot may be available for use after the construction ends for the season. If available it would be a good place to push snow in the winter.

Finances

Final report for last fiscal year should be finished by December and available at the next meeting in January.

Current year's budget is on track with projections.

Some of the projects discussed for next summer may need to be delayed until FY2025 to create expenditure authority in the library budget. Any equipment, such as swings, fountains, etc, will need to be installed prior to the wrought iron fence installation. Once the fence is in place it will be harder, if not impossible, for heavy equipment to access and remove the existing planter box and concrete.