

## ACTING DIRECTOR'S REPORT

JANUARY 15, 2015

### **Bookmobile**

Our generator needed some fairly expensive maintenance/repairs to make sure it lasts until our new bookmobile arrives. After spending \$6393.25 (and removing a plastic bag that had gotten sucked in the inner workings) we are running smoothly. Staff had to use a portable generator during the repairs and was quite grateful for the mild weather. Post repairs, everything is currently running just fine.

### **Meeting regarding possible relocation**

Per a request from Jon Hochkammer I met with Jan Zimmermann a real estate coordinator from the Land and Water Resources, Amy Mendel-Clemens from Human Services and Travis Myren from DOA regarding a possible library move. I did some digging through Julie's notes and was able to relay the following:

The total square footage occupied by the Library at the Job Center (excluding the attached garage) is just shy of 4,200 square feet (40'x100'). This total square footage includes 6 small offices and one small conference room. Our collection is housed on 105 double faced sections of shelving, which occupies the majority of the open space, approximately 2300 square feet. 150 lbs square foot live load is also needed (basically we can't be located over a basement as we would end up *in* the basement. Books are heavy.). The library work space needs to be contiguous to the garage as staff makes many, many trips back and forth between the two each day. The garage needs power, drainage, heat and all appropriate safety precautions for a CNG bookmobile as well as space to store our Readmobile. Geographically we need to be located north (our current location is excellent) as four days of the week we are travelling north, northwest and northeast. We travel to the southern part of the county just two days of the week.

### **Personnel**

One of our bookmobile drivers has retired. We appealed the hiring freeze, which was approved. We are currently working with Human Resources on the hiring process. We always get a little nervous when we are down a driver, so we hope to have a new person hired quickly.

A new LTE will begin work on January 23.

Everyone is absolutely thrilled to welcome our new director, Tracy Herold.

Mary Driscoll, Acting Director