



DEPARTMENT REPORT

Subject: Monthly Department Report
Department: Library Department
Employees: Library Volunteers - NEEDED
Date: April 21, 2020

Current Department Activities:

Good evening everyone,
For the library I have the following report.

1. The Library has a significant issue with the wall on the South end. As discussed at a previous City Council meeting last fall, there is a need to repair/replace the exterior siding. At this time, we are asking for volunteers with construction experience to help us. The City Council approved the repairs up to \$5000, however, we expect the material costs to be about that much. Please reach out to the Library, by phone or email if you are willing to help. This will be a short job, just a couple of days if that. Thank you!
2. We were alerted by a watchful community member that our return box at the library was not secure and items that had been returned were "unofficially checked out" again. Super Volunteers Jim & Libby Neiland researched a "through the wall" return system like the kind found in other area Libraries and a link to the return system was provided to Teri.

Work plan:

Move 2 existing DVD shelves to the left by 2 feet. Remove existing book deposit box and any items in the way of the new installation. Install book return in the wall located to the right of the entrance under the porch.

Materials for this project: \$250 + \$200 for the actual metal book drop device. Total cost \$450. Without this improvement I can see us needing to replace items equal to this cost by the end of the year.

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3. Objective: Increase bookshelf area in children's section and allow for reorganization of books by reading levels.

We have no need of an aged and non-operational Kitchen in the middle of the Children's Section. Because it's not in view of the Volunteer desk, its worrisome, i.e., the oven, burners, etc. Also, at some time the books in the children's section were geared toward the younger ages. All those books were put into plastic bins. The plastic bins were then put on shelves. That system makes it very difficult to see the books, instead you see the front of a plastic bin. We hope to make more space for books by removing the kitchen. We have repurposed the cabinets to needed lockable storage in the restroom. Removing the 5' countertop, 2 burners, sink, and small refrigerator will give us 5' of floor to ceiling shelving. Much needed, and we hope to remove the plastic bins, and create a section for teens. We have books in storage from past years because of lack of space. We really need those shelves!

1. Restructure former furnace closet by creating a wider & less deep area. The new wall will be 6 inches thick to accommodate plumbing for the water & electrical. Wall surface will be changed in both the closet space and the children's room.
2. Move existing base cabinets, sink, coffee service and microwave into expanded closet space. Refrigerator will be abandoned.

Materials for this project: \$300. Note that this materials list does not include bookshelves.

- 1 sheet drywall, dry wall taping supplies
- 48" molded countertop
- plumbing supplies- drain and water supply lines
- misc. hardware - screws, etc.

Total cost for this needed improvement is \$300.

I am donating the cost of the premium boards for the shelving.

4. Last but not least, we would like to deepen the planting beds in the Children's Garden. We have a wonderful Summer Program for the kids planned, all with social distancing in mind. We need 1- 6" board added to the top of each bed. I am covering the cost of the lumber. Friends of the Library have generously offered to cover a part of this cost as well. We are asking the City to help us get soil to add to the beds. We can buy it at little cost, or we can find it and pile it up in the area near the dumpster.

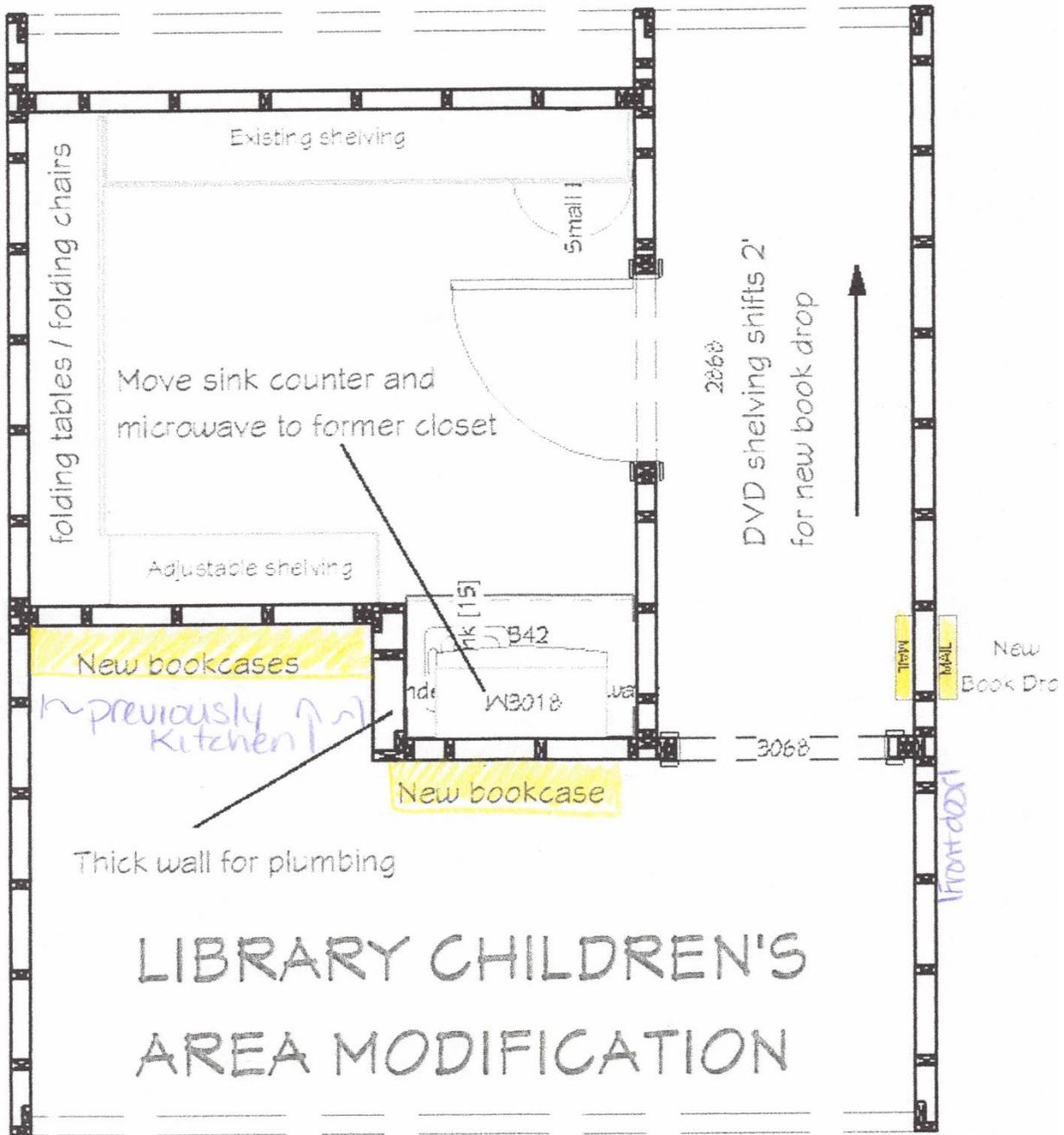
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Thank you for your continued support of our Library. Special thanks to Council Member Cindy Edenfield and Mayor Lee Berger for offering ideas and always being willing to listen and be excited about the new things happening at the Library.

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Director*

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