



Report to: Library Board
From: Maggie Pearson
Date: April 4, 2024

Synopsis of Report: Monthly Update on Operations and Projects

- Created and advertised job posting for staff vacancy; together with Board members held four interviews of candidates for the Library Assistant position. Following reference checks, extended offer of employment to San Williamson which was accepted.
- Compiling training and onboarding package for new staff member; editing and updating circulation and services procedure manuals; managing staff training, schedules, and work plans.
- An occasional leak in the foyer of the library building became more frequent and severe with the spring rains and snow melt. Scheduled a service call as well as a full roof inspection. Currently in the process of collecting quotes from roofing contractors, in preparation of drafting a report together with the acting CAO, in accordance with our Memorandum of Understanding with the Twp., to address the issue ASAP
- Compiling data submission for the Annual Survey of Public Libraries upon which the annual Public Library Operating Grant is contingent
- Drafting final report for Seniors Community Grant
- Coordinated garden workplan with the library gardener, including children's programming on planting and gardening to be run this summer
- Coordinating art show launch (Saturday April 6th) for spring show (Artist David Goyette). Following a long hiatus from holding art show openings, we will begin offering the option to artists who hang shows in the gallery, to be held during library open hours
- Beginning search for new cleaner, as our current cleaner has given notice they will no longer provide the service past June 2024 at the latest