



**Report to: Library Board**  
**From: Maggie Pearson**  
**Date: July 1<sup>st</sup>, 2024**

**Synopsis of Report:** Monthly Update on Operations and Projects

- Contracted FURST Cleaning and Contracting to begin the week of June 24<sup>th</sup>, as per Board Resolution Number 24-2024. Met with municipal treasurer and CAO to discuss possible solutions for cleaning budget moving forward
- Drafted report to Council re: roof which was presented at the June 18<sup>th</sup> meeting by acting CAO. As per Council Resolution Number 234-2024, the Library CEO will seek new quotes for metal roof replacement. A Special Meeting of the Council will then be conducted to review and approve the tender results once available
- Remaining 2024 capital projects include channel signage for the library building, installation of which is anticipated for the fall
- Met with artist Deb Brown to discuss her fall art show and orient her to the gallery; scheduled show hanging for end of August. Scheduled current art show removal and the hanging of the July show in conjunction with the library program for quilters on July 18<sup>th</sup>
- Managed website content and social media accounts, including adding poster to the art gallery page, and promoting weekly programs and events; created monthly newsletters
- Drafted and presented report to June Committee of the Whole Meeting on Spring 2024 library administration, operations, and statistics
- Attended “Navigating Public Library Finances” series Part 1: The Library Finance Environment through OLS training
- Held seasonal staff meeting to plan summer reading club and organize staff summer vacations. SRC will run with a regular weekly drop-in program this year on Wednesday afternoons including weekly take home activities or crafts.
- Scheduled staff training day for July 24<sup>th</sup>