



AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Christine Taylor

DATE: April 8, 2024

SUBJECT

Receive a report, hold a discussion, and give staff direction regarding:

- North Branch Facility Maintenance Projects
- Emily Fowler Facility Projects
- Summer Reading Challenge
- Marketing Services
- Succession Planning and Professional Development Plan

BACKGROUND

Renovation projects at the North Branch continue to move forward. Lighting updates in staff areas have begun. Laminate flooring will be installed in the staff breakroom, Forge Makerspace, Meeting Room, AMP, and Program Room in the first two weeks of April. The Forge Makerspace will be closed on Saturday, April 13 for its reflooring. Roofers have determined that the building needs a new roof rather than an overlay of the existing roof. That project will occur April-July, requiring drive-thru and book drop traffic rerouting into a U-turn instead of circling the building. The drive-thru and external book drop will be unavailable for two days in late April or early May to repair and repaint the external walls of the south facing side of the building. The branch will be closed to the public from Sunday, May 5th through Monday, May 13th for flooring installation and the rearrangement of shelving and furniture in public areas. The drive-up service window will be open during the closure Mon-Sat 9 a.m.-5:30 p.m. and 1-4:30 p.m. Sun. The book drop will be available 24/7 during the facility closure.

Emily Fowler Central Library facility projects will begin this spring and include the construction of a new conference room and three study rooms downstairs, near the public computers and facility updates similar to the North Branch updates. The conference and study room project is expected to begin in mid-April. A temporary wall will be erected in the area to reduce noise and dust. The facility improvement projects to repaint, recarpet, and update lighting and electrical wiring throughout the building will kick off in late spring. Planning for the updates has just begun, with no dates or specifics set at this time.

Planning for the annual Summer Reading Challenge is being finalized. The 2024 theme is Adventure Begins at Your Library. A member of the Reading Program Committee will present at the Library Board's May meeting.

Library staff are reviewing multiple marketing services that support libraries. The library is seeking a service that provides automated e-mails, newsletter support, and options for online card registration. The

system needs to integrate with the library's software to automatically send information and create dynamic content. Marketing was identified as a priority in the recent Library Strategic Plan process.

The Library Succession Planning and Professional Development Plan has been finalized and shared with library staff. The plan is currently being used to work with staff members to develop goals as part of the City's performance review process. The plan is attached as Exhibit 2.

EXHIBITS

1. Agenda Information Sheet
2. Succession Planning and Professional Development Plan

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
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Director of Libraries