

## DEPUTY ADMINISTRATOR'S BOARD REPORT

JANUARY 2017

Operations at the library were uneventful the past couple of weeks. Staff performed duties as assigned. Two staff were in the hospital at different times during the holidays. Maureen Erickson was hospitalized with pneumonia and Spencer Tritt was in and out of hospital for several days with severe stomach flu. Both have returned to work. Elizabeth Chellappa's last day was Friday January 6<sup>th</sup> as she will be in India for three months.

I have sent out a directive that the fireplaces need to be turned on every morning and off at night, especially now in this cold weather. I have been encouraging staff, especially circulation to walk around their area at least once an hour or more. Damage has been noted to one of the tables in back of the circulation desk. Also noted was a beer can in one of the trash receptacles in the living room.

Robert Aspatore, Circulation Manager, and I will be working to remove the patron files at the circulation desk since all that information is in the database. Therefore, cleaning and clearing of the circulation desk can occur and hopefully present a more professional appearance.

This week I will meet with selectors to divide the materials budget among each of them for their particular development area.

Nothing too unusual has occurred with the building. We had our construction meeting on Friday January 6<sup>th</sup> and the few remaining problems have to do with HVAC and electric. A leak was noted in the storage room behind the kitchen off of the Yusunas Meeting Room. This issue will be addressed. The window in the adult area cannot be addressed until there is favorable weather.

I have finished the Per Capita Grant and it has been sent to the State Library. The Illinois Library Certification will be completed this month.

This is the end of the fiscal year for our six month budget. We will not be able to close out everything until all the accounts payable have been paid. Therefore, you will not be receiving financials until next month.

I have talked with Emily Faulkner, new Director, on the phone and I will be working with her when she starts on January 16, 2017. After completing all her paperwork associated with hiring, she will be introduced to all the staff and then begin interviewing them as she reviews all the job descriptions.

Looking forward to yet another transition at the library.

Respectfully submitted,  
Patricia Adamkiewicz  
Deputy Administrator