

Librarian's Report**Date: June 9, 2025****Reporting Period: May-June 2025****Submitted by: Kimberly Thomas, Library Director****Computers**

The staff has been learning the new Windows patron computers and management software, and our IT person Chris has been working on getting the native print function to work from the print dialog.

Staff

The staff has been working on getting everything ready for reopening, and getting everything put back in its place. Our Circulation Department Head moved into her own office, and to accommodate that, we moved the materials from the archive room into a different area, and the staff are working on going through the fiction 22s (extra copies of books we have that can replace lost or damaged books) and putting many of them up for sale in the book sale room to free up storage space.

Website

We had our first design meeting with EBSCO to go over what the library is looking for with the website refresh. They asked for a logo and colors and will get to work on a wireframe, which is a basic idea of what the layout of the website will be. This is the first step before they work on the actual design. They're also going to help streamline the navigation and see about fixing the Room Bookings function and configuring what level of permissions staff will need to see who has booked which room without having full admin rights to the website.

Training

I completed the Building Planning and Management class and I am currently working on the Politics and Partnerships class.

