



**ASSISTANT DIRECTOR'S REPORT
January 13, 2017**

- This past month we've been working on refining a lot of little things, from the way our computerized HVAC system alerts us to problems, working on documenting systems and procedures better, preparing for new employees, and putting out many little fires. I also took the week between Christmas and New Year's Day off.
- I had about 4 monitors die on me, plus I needed to replenish my parts shelf and get another spare barcode scanner and receipt printer. You will see several bills for equipment maintenance to cover these items.
- I've been working lots on a new web filter/public access gateway setup for our servers at all branches, as well as an updated desktop software rollout.
- I've rewired the Bronson basement computers for Internet access and generally neatened up the wiring situation in the basement there, as well as deployed an additional wireless access point to have better coverage in the basement.
- I installed an interior digital sign display at the Sherwood Branch. Five of the six branches now all have the signs. Recent upgrades to our branch routers facilitated the signage system to finally work at all locations. Alganssee still doesn't have a digital sign due to lack of space.
- Speaking of signs, we are loving the high quality of signs and other promotional materials created by Angie Clark, in addition to her other duties helping patrons at the IT desk.
- One of the changes instituted from my time as Interim Director has finally occurred: the first payroll of the New Year saw us insert a single 1-week pay period so that we could for the first time ever turn in our time sheets *after* the completion of the pay period. From now on, we won't have to guess on our timesheets or adjust our payroll after the fact.
- We've had a personnel change in our intra-library delivery. Michael Davis has retired and has been replaced by his backup driver, Joe Duke. Both have been excellent for us. We wish Michael well, and look forward to many good years with Joe.
- I'm continuing to work with the City of Coldwater and contractors to get proposals for the renovation of the front steps at the Coldwater Branch. Though possibly not ready by Monday's Building Committee Meeting, we should have three proposals to consider.

Submitted by John Rucker