

**MONTHLY REPORT
AGENDA ITEM #4**

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Our renovation project is now in high gear, and has been consuming much of my time. This has included opening up the first phase to the public as well as continuing to adjust the plans for the next phase. We have had several furniture deliveries, as well as moves and cleaning of the collection. A key focus going ahead has been the café, implementation of technology for adults, revising the furniture plan, developing the signage package, and finding cost-savings.

In addition, I've been working closely with the Foundation, meeting with corporate and individual donors. A grant proposal by Ben Himmelfarb and me to the Institute of Museum and Library Services has moved to the next round; this would provide us with a portable Library for use across the City.

The hiring of two new librarians—one in the Trove, one to work in marketing—is coming to a close. Both processes were managed by committees, which reviewed all resumes and selected candidates for interviews. This is time-consuming, but I believe that involving my colleagues in the process is great for the organization—and produces the best candidates.