



BOARD OF TRUSTEES  
DIRECTOR'S REPORT FOR AUGUST 2026

DEPARTMENT: Administration  
PREPARED BY: Kelly Van Valkenburg

MEETING DATE: August 27, 2026  
LOCATION: 232 W. 6<sup>th</sup> Street, Beaumont

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Library Updates:

Construction -

On July 30, the Rotary Peace Pole was installed near the South Entrance. On August 4 through 11, LVT flooring and the remaining carpeting were completed. And various City inspections took place the week of August 10. Also on August 10, staff regained access to LS2 and began catching up on returned items and cataloging changes. On August 13 and 14, staff moved the fiction, board books, and a portion of the juvenile nonfiction collections into the new building. The goal was to empty specific shelving units that will be moved into the community room, in preparation for the movers on August 17. The movers vacated the majority of the existing building, moving the bulk of library items into the addition. Also on August 17, Yamada returned to complete furniture installation. From August 17 through 21, final inspections took place so the library could take occupancy.

Organization -

As stated earlier, library staff lost connectivity to our main operating system for several weeks. Once it was resolved, staff were busy getting caught up on various projects such as moving a portion of the DVDs to storage, cataloging new materials, and returning annex materials to the main collection to be housed in the community room. On August 3, the book drop on California was damaged by a contractor, thus eliminating the public's ability to return items. A new book drop was ordered at no cost to the library and will be installed in the new location (formerly the ADA stall) per plans, upon arrival.

On August 11, 12, 13, and 14, interviews for the vacant positions were conducted. On August 20 and 21, an all-staff training was held, covering Circulation procedures, Reference Services, Library Technology, and Library Rebranding/Customer Service. This is to orient staff in the new building, provide cross-training for those who will have new job functions, train on new processes and align all members with the new brand, including the importance of providing excellent customer service and consistently approaching service with a user-friendly attitude.

Meetings and Activities:

August 3        - Landscape punch list walk with TSK

August 5        - OAC meeting with CW Driver

- Collaborative Agencies Committee Mtg.
- August 11-14 - Library Page, Library Associate, and PT Librarian Interviews
- August 12 - OAC meeting with CW Driver
- August 17-19 - Library move into new building
- August 19 - OAC meeting with CW Driver
- Director's Forum meeting with CSL
- August 20 - Meeting with Diane Lam, Interior Designer
- August 20-21 - Staff Training
- August 24 - CSDA Preconference – Governance Foundations
- August 25 & 26 - CSDA Conference
- August 26 - SDRMA Reception
- August 28 - Library Sneak Peek – Books & Brews

Staff Updates:

Recruitment for two new Library Pages (PT), one Library Associate I (PT), and one Librarian I (PT/On-Call) was opened on July 13 with the first application review occurring on August 3. The page position received a total of 107 applications. Of those applicants, 14 people responded and were interviewed and two were selected. One of our top two choices, Michael Carlisle accepted the position and began on staff training day. Michael has completed the Library Staff Certification program at Crafton Hills and is excited to join the team. The Library Associate position received a total of 37 applications, from which 10 interviews were held. Our top choice, Erica Gutierrez previously held a similar position at the Rancho Mirage Library and Observatory. Finally, the PT/On-Call Librarian position received 7 qualified candidates, of which 2 were interviewed. The position was offered to Maximo Arias who currently works at the Banning Library. He will be working with us on Sundays to build his resume. We received several excellent candidates for all positions and now have a pool to hire from over the next year, should any staffing changes occur in the near future.

Staff Training occurred on Thursday, August 20 and Friday, August 21 as previously mentioned.