

Division Highlights of Key Activities (programs, projects, operations)

- Staff conducted 10 storytimes with 322 participants.
- 73 participants attended computer training in Spanish and 79 participants attended computer training in English.
- The three Resource Development Coordinators and the CSS Supervisor began work on the Request for Proposal (RFP) for the materials budget. This project must be completed by the end of March.
- Donations added to the collection totaled \$11,122.00.
- Minor physical changes are being made to the Dobson One Desk in order to streamline services at the desk. A mandatory staff meeting has been scheduled to address staff concerns regarding combined operations, during which roles will be more clearly defined and minor conflict resolved. To help with scheduling, the Reference and Circulation staffs are drafting a combined desk schedule to begin use sometime in March.

Major Accomplishments (organizational and professional)

- One series of Management Development Opportunity (MDO) exchanges concluded on February 28. Ann-Marie Cyr, Resource Development Coordinator, Juvenile Materials returned to her position as Librarian II Reference Librarian in Information Services at Main. Pauline Savini, Supervisory Librarian for Main Information Services, returned to her position as Resource Development Coordinator, Juvenile Materials.
- On February 13, Jill London, Librarian III for Main Information Services, began her MDO as the CSS Supervisory Librarian position.
- Susan Baker, Library Clerk in Main Circulation, was selected for the special assignment position. Susan will gain lead worker experience and be the person in charge whenever the Circulation supervisors are not on duty.

Strategic Planning Activities

- A report was sent to Council outlining current staffing across the library system and requesting a reduction in hours of operation.

Budget/Finance Related Issues

- CSS staff met with Joan Baier from the Purchasing Department to learn about changes in procedures and to clarify questions about the preparation of the Request for Proposal for the materials budget.
- At this time, \$718,222 of the materials budget has been spent. An additional \$228,464 is on order. \$106,787 of the Indian Gaming Money grant has been spent. An additional \$59,217 is on order.

Service Level Trends

- At the Main Library, Information Services staffed a public service desk with just one person for 196 hours in order to provide 126.87 hours to Circulation and Shelving.
- Dobson Ranch has been loaning Main two Librarians (Tuesday and Wednesday) each week to help fill in due to staffing shortages at Main.
- Circulation spent 58 hours processing a total of 2559 hold requests from patrons.



LIBRARY BOARD DIRECTOR'S REPORT March 21, 2006

- Two part-time Library Clerks at Main tendered their resignation effective March 8 and March 10. Kagen Croswhite, Library Clerk at the Dobson Ranch branch will be transferred to Main Circulation, effective Tuesday, March 14, 2006.
- Periodicals staff and volunteers have been working additional hours to help Frances Barrow, Processing Aide, process library materials. Frances is now the lone Processing Aide and she must touch every new item that comes into the library.
- Except for hold and rush items, new materials take two months to be cataloged.

Problem Issues (personnel, citizen feedback, political)

- Nancy Markey, Ordering Library Technical Assistant, has been on leave since December 2005. Her expected return to work date is April 2006.
- Susan Cromby, Library Technical Assistant, took a medical retirement, effective 11 February 2006.

Target Goals for the Next Reporting Period

- At the Main Library, Circulation and Information Services are working together to create a new space for self-service reserves. Patrons will be able to physically pick up and check out their own Holds. The display shelving for new books, paperbacks and fiction will be move to another area.
- Contract specifications for the Request for Proposal for the materials budget will be completed by the end of the next reporting period.
- Reference and Circulation staff at Dobson will continue to develop the One Desk philosophy and guidelines for sharing circulation and reference responsibilities from one service desk.