

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

- All three-library locations will be closed on Wednesday, November 16, 2005 while the library switches over to the new Horizon software system that is replacing Dynix. Notices have been posted in all locations, on the web, and on bookmarks. While we are closed, staff will participate in practice scenarios to identify and resolve any problems before we go live to citizens on November 17th.
- The Library has decided not to participate in the statewide Summer Reading Program in 2006 because of staffing uncertainties. With the hiring freeze, and vacancies that exist, we were unsure about having adequate staff to support the program. In early 2006 we will evaluate the possibility of providing a modified, in-house program.
- The Mesa Room is now accessible to citizens by appointment only. Because of vacancies and extended leaves due to health issues in other areas of the library, two employees in the Mesa Room were reassigned to Information Services at Main.
- Patsy Fimbres and Sheila Byrne from Human Resources attended a Leadership Team meeting and gave an overview of the new Reduction in Work Force policy that will be published in the next couple of weeks.

Major Accomplishments (organizational and professional)

- The one-desk project at Dobson Ranch is proceeding. Modular furniture for the new one-desk has been ordered. Permits for demolishing the existing circulation desk and building the new wall were finalized and Facilities Maintenance will be putting the project out for bid.
- Collection Support Services is modifying their work area to improve process efficiencies. Reconfiguration is possible because of the reduction in staff.
- The Arizona Library Association (AZLA) held their annual conference in Mesa. Several staff members attended the conference and one staff member, Mary Harris, received a Library Service Award for her programming efforts.
- Four students from the MCC Library Technician program spent two hours touring the Collection Support Services area on Saturday, October 15th.
- The Mesa Room remodeling project was completed.
- The Coffee Cart vendor is still working on getting the necessary permits.
- The merger of YS and Adult Reference at Main is complete.

Strategic Planning Activities

- Operational planning is almost complete. Six teams were formed and met to begin developing plans. All plans are due to be completed by November 16th.
- The MCC Downtown Campus project is starting to heat up. MCC Library staff have developed a concept paper outlining their vision of the joint venture. An internal MPL team has reviewed MCC's vision and concurs with the concepts outlined although concerns with implementation were raised and will be discussed with MCC. Joint meetings with MCC are planned in November to finalize the project/facility vision.

Budget/Finance/Personnel Related Issues

- The Leadership Team decided on how to spend the Reciprocal Borrowing money we received (approximately \$88,000). ADA improvements for patrons such as purchasing adjustable workstations, adjustable tables, upgraded software, etc. were approved.
- The Library was selected to receive \$250,000 in Indian Gaming money. This money will be used to purchase children's and young adult materials.
- The Library received two separate \$1,000 grants from Wal-Mart. Both grants will fund the READ collection (literacy).
- Recruitment for the Administrative Librarian II (Branch Manager) at Main is in progress. The deadline for applications has passed and interviews are scheduled for November 17th.
- Three new shelving pages were hired. We received authorization to fill these positions before the hiring freeze went into effect.
- The following positions have become open since the hiring freeze went into effect in early October and will remain vacant:
 - *PT Library Clerk at Main* - promotion to a FT Customer Service position.
 - *Librarian III (Web Librarian)* – accepted a position in another organization.
 - *PT Equipment Assistant* – accepted a position in another organization.
 - *PT Page at Main* – accepted PT Equipment Assistant position in TSS.
- Approximately 8 employees were on some type of extended leave in October because of health issues. These absences impact scheduling and staffing levels.
- Because of vacancies and extended leaves, we transferred several staff members to new assignments:
 - Two staff members from the Mesa Room were transferred to Information Services at Main.
 - One Librarian from Technical Services (training position) was transferred to Red Mountain.
 - One Librarian position from Technical Services (training position) was transferred to Information Services at Main.

Service Level Trends

- Circulation, in-library patrons, and new cards issued continue to decline.
- Electronic resource transactions continue to increase.
- Holds cancelled have increased and holds not picked up have declined.

Problem Issues (personnel, citizen feedback, political)

- The hiring freeze, and subsequent vacancies, as well as the loss of people out on extended leave are requiring us to constantly shift staff resources around to address staffing shortages.

Target Goals for the Next Reporting Period

- Complete operational plans.