

## **DIRECTOR'S REPORT January 2007**

### Activity Summary

I would be glad to answer any questions board members might have.

- The annual staff evaluation process was completed before December 31<sup>st</sup>. Evaluations are a time and energy consuming activity, but an invaluable one in my opinion. My thanks to the library staff for their work on these evaluations, and their constructive and thoughtful input. The district is very fortunate to have such a dedicated staff.
- The LCLD Foundation board is scheduled for a lunch meeting in Moscow on January 19<sup>th</sup>. This will be the first meeting of the new board.
- The NetLibrary eAudiobook service has been the source of much attention and conversation. Patrons who have set up their accounts and used the service seem extremely appreciative. Thanks to Chris Kowrach for helping promote the service via an e-mail distribution list.
- Our outsourced courier service QD Services has made three runs for the district so far. There were a few small problems that QD Services was quick to resolve. We continue to use them for most Tuesday courier runs to the six rural branches.
- The annual video rotation between Moscow and the other branches is scheduled for late January.
- Bovill, Deary, Genesee and Moscow will rotate JE materials in February.
- Jan Wall of the Idaho Commission for Libraries helped Carol and me apply for 2007-2008 E-rate reimbursement. We estimate that we are eligible for approximately \$2,000.
- Cathy Ensley, the Youth Services Librarian, wrote an article for the Pulse column in the Daily News. A copy of the article will be available at the board meeting.
- John Pool began to supplement our courier service on Friday January 12<sup>th</sup> with a run to Potlatch. This frees up time for our regular courier so that she can make longer visits to the other five rural branches on Thursdays. We appreciate John's willingness to volunteer.
- End of year donations to the library continue to arrive. In December the library received over \$1,500 in donations.
- The Moscow Friends met on Thursday, January 11<sup>th</sup>, primarily to plan the large Spring booksale. Their new president, Steven Stehr, met with me before the meeting and we plan to present the Friends with a wishlist at their February meeting.
- Implementation of Universal Borrowing software and service is still tentatively scheduled for this month.

### Department and Branch reports:

#### Adult Services – Chris Sokol

- 📖 Weeded non-red dot adult fiction that came in from Troy and Juliaetta, with an average discard rate of 50% or higher (a lot of older, grungy stuff). There's still quite a bit of older, grungy stuff in Moscow, too, but when the incoming branch rotation material is taking up precious, undedicated shelf space downstairs this takes precedence!

- 📖 Worked on becoming knowledgeable, if not yet proficient, on the ins and outs of downloadable eAudiobooks
- 📖 Added a long list of literature prize website links to the Adult Links portion of our website
- 📖 Between 10/1/06 and 12/7/06, we paid \$137 for Ingram freight for Adult books—Freight with Ingram used to be free. Estimate an additional \$400 through the end of FY 06-07, which comes out of the Adult Materials budget
- 📖 The NovelList and NovelList K-8 fiction databases, which up to now had been provided free through the Idaho Commission for Libraries/LiLI, was discontinued for 2007. However, the Ebsco Auto Repair Reference Center database, for which our library district had paid, is now provided free through LiLI, so with part of the credit from Ebsco on the ARRC I subscribed to NovelList and NovelList K-8 again.
- 📖 At the December 12 Staff Day I sped through some presentations to staff on searching the VALNet OPAC and the staff side of Voyager, the downloadable eAudiobooks program, and the new LiLI databases. So much information to talk about and so little time.
- 📖 I also described to staff the free "Library Elf" email service. If you are not aware of Library Elf, you might give it a try ([www.libraryelf.com](http://www.libraryelf.com)). This is a free service provided by an independent group in Vancouver, BC for which the library district can provide no guarantees, but which has proven very useful to several of our staff members during the past several months. This is from their website:

"Elf is a web-based and email tool for library users to keep track of their library borrowings. Elf is like a personal assistant, whose task is to help with keeping track of what one has on loan from the library..."

"Elf makes it easier to keep track of what's due, overdue or ready for pickup from one or more library accounts. Users have the option to consolidate their library accounts into one account if they wish. This account is checked everyday and email notices are sent when items are coming due, overdue or when holds are ready for pickup..."

- 📖 Finally, we received a nice \$400 donation for adult DVDs, which will come in very handy.

#### Bovill Branch Report – Paula Winter

- At the first of the month we decorated the library for the Christmas holiday. I had a couple of my friends stop by and help me out with hanging some of the things that require someone with a little more height than what I was blessed with. This led to a conversation about the library friends purchasing a small step ladder for me to use for just these types of occasions.
- On the 10th the Friends held their cookie candy party at the Family Support Center and had a great turnout. We had approx. 50 children and adults show up to help make and frost cookies. We also had Christmas crafts for the kids to make and it all turned out to be a good time. Afterwards we had 17 plates of cookies and candy delivered to some of our elderly folks in town. I think this will be a yearly event from now on.
- Andrew was up from First Step and replaced our old Gates machine with no sound on it to one with sound so that the younger kids can once again enjoy the books and stories that they can listen too.
- The staff gathering on the 12th was an enjoyable day with good information, great food and nice presents. It was nice to see everyone's faces again after not being all together for some time now.
- The last couple days after the holiday have been quiet with just a few kids coming in to use the computers.

#### Deary Branch Report – Debbie Fischer

- Deary Friends of the Library strung many tiny twinkling lights, pine boughs and pine cones, and the Deary After School Club made wonderful snowflakes, decorated paper stockings, hung a huge red and green chain, potted up a candy cane poinsettia, and decorated two cone shaped Christmas trees, then brought them down and decorated the library for the annual Open House on Dec. 7.

- Deary Friends of the Library hosted an open house with many different cookies and beverages being donated by various patrons. Locking casters on the divider in the children's area enabled us to open up the library – it was like we added a whole new room! Plenty of room for the live music and Celtic dancers!
- Deary Friends also hosted a used book sale in the Deary Fire Hall the same day as our Open House. Many, many people contributed to the day, making it a truly special experience.

#### Genesee Branch Report – Sharon Steiger

- ❖ The Friends of Genesee Library sponsored a winter book sale and two evenings of entertainment for the community. On the 6<sup>th</sup> and 7<sup>th</sup> people came to share their talents and provide a pleasant evening in the library. We had readers, dancers and musicians as well as light refreshments. This was a first time project, but was so successful it will probably be repeated. The summer reading fund gained \$200.00 from the sale of used books. Many of the books were almost new donations to the cause.
- ❖ The 12<sup>th</sup> of the month was an in service day. Not only was it a learning experience, but a great opportunity to get reacquainted with our fellow workers. The boost to morale was probably the best consequence of the meeting.
- ❖ In the lead up to the holidays library business slowed down as it usually does. The only exception was computer use.

#### Juliaetta Branch Report – Jan Welles

- Class visits were curtailed this month due to weather and the school Christmas program but two classes made it down. 40 students and teachers came in.
- Story time attendance was down some due to weather and also chicken pox and stomach flu. 25 children and 15 parents attended the three storytimes held.
- Book Discussion group met with 10 adults attending.
- The old doors at the back of the library have received a new coat of paint so they now match the new front doors. We hope to replace the trim around the back doors as well.

#### Potlatch Branch Report – Donna Quiring

We had another successful Christmas Open House with approximately 85 people coming in for cookies, cocoa, crafts for the kids and the always popular Junior Jammers. Just one drawback, and that was the toilets backing up. The Potlatch City guys came the following Monday and blasted the pipes out with a fire hose. I am planning on following up with the city council on trying to get some maintenance help from them. Thanks to Sally for working for me and Betsy for doing a special pajama and cookie decorating storytime on the 22nd so I could have the day off. We are now ready to start the new year with the Winter Reading Program and Kim Barnes doing a reading and book signing. It was nice to get the evaluations out of the way, and that they were very painless and pleasant. Thanks, Anne!

#### Troy Branch Report – Margie Fitzmorris

- Anne came out to Troy on Wednesday, December 20th to give me my evaluation. It is always nice to see her.
- Staff Training Day was December 12<sup>th</sup>. Good food and good company. Plus it was a very productive day.
- Betsy came out to the Troy Library December 14<sup>th</sup> to present her "Holiday Sweets" program. The preschool morning class plus the story time regulars enjoyed her program so much. We had stories, juice and cookies for all. Betsy was unable to do a program for the afternoon class, so I read them several stories and they had cookies and juice too. We had a total of 37 kids and 9 adults.
- E-audiobooks are here.
- A very thoughtful member of the Troy Library Friends Group brought in her collection of handmade angels for our display case. Makes the Library look very festive.