

DIRECTOR'S REPORT

March 2007

Activity Summary

As always, questions are welcome.

- ❖ On March 16th, the Juliaetta Library celebrated its 30th birthday with an evening of festivities. The Juliaetta Friends sponsored the event, and provided food, information and entertainment. The President of the Juliaetta Friends and longtime library employee, Cynthia Nye had assembled a slide show of the library's history, branch supervisor Jan Welles had prepared notebooks of photos and thank-you letters from the local elementary school, and Chris Kowrach staffed a table offering library and District information. It was a well-attended and festive occasion. In addition to Chris Kowrach, Pat Eck, Betsy Bybell and I were present on behalf of the District and the LCLD Foundation.
- ❖ A column celebrating Juliaetta's 30th birthday was published March 15th in the Pulse section of the Moscow-Pullman Daily News.
- ❖ The Access Services Manager position was posted and is scheduled to close on March 28th.
- ❖ Minutes of the management team meetings were circulated to all staff beginning with the March 7th meeting. The minutes were much appreciated by staff and we plan to continue to provide them.
- ❖ The \$3,000 Gates grant for two new Internet public access computers for the Troy Library was approved. The computers have arrived and are being configured. The Troy library supervisor and I met today and are planning to rearrange the public Internet stations in the Troy library.
- ❖ A Personnel Study Group consisting of Sylva Staab, Cathy Ensley, Carol Kampenhout and myself was formed and met. The first issue addressed was the library's policy regarding exempt and non-exempt employment status, and the second is to review the district's staff evaluation policies and procedures.
- ❖ The LCLD Foundation webpage committee met to discuss a web presence for the Foundation. The proposal is to add a tab for the Foundation to the District's website. The first public distribution of the Foundation brochures occurred at the Juliaetta event March 16th. The LCLD Foundation board will have its third lunch meeting in Moscow on March 23rd.
- ❖ On February 28th, a meeting to discuss how to best coordinate and facilitate District grant-writing projects was held at the Troy library. Representatives from the LCLD Foundation attended, as did several community members with successful grant-writing experience.
- ❖ On March 13th, a meeting to discuss the District's summer reading program activities was held in Moscow.
- ❖ Planning is underway for a Food for Fines campaign April 16th – April 27th.
- ❖ The Idaho Department of Commerce and Labor provided two filing cabinets and one bookshelf free to the Library District when they were surplus from their office. One filing cabinet went to the Juliaetta library, one will be used in the Access Services Manager area, and the bookshelf will replace the current shelving for the VALNet courier. Our thanks to the local IDOCL office.
- ❖ Carol Kampenhout entered discussions with the city of Moscow to investigate joint efforts to provide powerwashing for the Carnegie portion of the library building, carpet mats to protect the carpets, xeriscaping the library grounds and an outside sign to replace the one that was taken down.
- ❖ Carol asked managers and supervisors to begin preliminary conversations about the 2007-2008 budget.
- ❖ On March 8th, I attended the monthly meeting of VALNet directors. VALNet budget discussions for next year will begin at the April meeting.
- ❖ Technical Services finished the cleanup on the periodical records that transferred awkwardly from SIRSI.
- ❖ Carol continues to pursue the 2005-2006 e-rate reimbursement.

Department and Branch reports

Adult Services – Chris Sokol

- 🌀 LCLD web site addition: Talking Book Service information
- 🌀 Programs:
 - Peace Corps information session (aimed at recruiting baby boomers) (16 attendees)
 - Moscow Library Book Club (7 attendees)

- ☛ Moscow Library Centennial-related (so what if it's 2007 now?):
 - "A Second Century for Moscow Public Library" column published in Daily News (letter thanking numerous Centennial donors had to be re-sent to Daily News because they removed that part from my column!)
 - Scheduled display times at all Branch libraries, adding schedule to website
 - Set up display at Latah County Historical Society McConnell Mansion
 - Sat at Friends of the Moscow Library table at the Winter Market in 1912 Building, with Centennial display
- ☛ Public Services:
 - Ordered "Pregnancy and Birthing Center of Excellence" database to begin on March 1 (purchased with part of remaining Ebsco credit)
 - Emailed staff information on how to resolve remote access problem with LiLI-D databases
 - Emailed public services staff updated Idaho Tax Credit information sheet for library donors
- ☛ VALNet OPAC Committee enhancements/improvements:
 - Clarified a confusing error message informing patron to select an item before placing a request
- ☛ Moscow Library display case: Peace Corps 47th anniversary
- ☛ Submitted "New at the Library" column to Co-op Newsletter
- ☛ Materials orders and weeding as usual

Youth Services – Cathy Ensley

- ❖ Put on the same number of children's programs as the previous month.
- ❖ Spent \$1900 in youth materials.
- ❖ Ordered a Paperback Spinner for the Juvenile area. To maximize the youth budget, I started ordering as many books as possible in paperback format, beginning last October, which has resulted in a new problem: needing more shelf space for paperbacks.
- ❖ Spent 12 hours on the website.
- ❖ Continued planning the Summer Reading program.

Bovill Branch Report – Paula Winter

Things have been running smoothly at the Bovill Library, business as usual.

- The first grade class from the grade school was down to visit again at the end of the month.
- Summer reading supplies have been ordered and are starting to show up.
- Thanks to a lot of volunteer time I was able to get the JE rotation done very quickly.
- Computers continue to stay very busy.

Deary Branch Report – Debbie Fischer

- We are delighted to welcome Anne as our permanent Director, and thank our Board for making such a good decision.
- Beginning the first of March, Deary's cleaning budget has been re-instated! We have hired a teen who is highly recommended.
- Deary had 5 children's programs attended by 23 children and 5 adults
- We are just beginning to plan for Summer Reading Program – It should be an exciting year!

Genesee Branch Report – Sharon Steiger

This month was marked by illness . I was sick and so was my good substitute, Corlene. Besides bad health, I'm able to report:

- ◇ A good Friends meeting attended by Betty Leslie. She explained the Library Foundation and its goals. She also was a tremendous help to me by shelving the new juvenile fiction books that had just arrived from Bovill.
- ◇ A few children have started attending story time again, now that the weather has improved.
- ◇ A video rotation took place, as well as a juvenile/easy book rotation. New adult fiction and non fiction books have also moved in and out. New juvenile/young adult materials also got rotated.

- ◇ Finding, labeling and packaging materials to fulfill holds also keeps me busy. I'm surprised at how much Valnet business there is.
- ◇ On Feb 27th I attended the Dr. Seuss party at Genesee school and read to the primary students who were assembled in the multi-purpose room. One of the students was dressed up as the cat in the hat. I got a cat hat and we all had a great time.
- ◇ Other than that, it's business as usual.

Juliaetta Branch Report – Jan Welles

- Story time attendance was down a little due to illness but we still had 30 children and 18 adults for four programs.
- Class visits all took place although not on the scheduled dates due to program conflicts, bad weather and one forgetful teacher. A total of 125 students and teachers visited the library this month.
- Book Discussion Group met with 5 members attending to discuss a Stephen White Science-fiction book- "The Galactic Gourmet".
- The Friends-sponsored Scrapbook-making class was held on Saturday, February 24th with a group of 19 adults and youth attending. A great time was had by everyone including the teacher, Randy Haylett. The District's Accucut machine was a big hit with all of the attendees and everyone is looking forward to the second class to be held in March.
- The Friends met and continue to plan for the library's 30th Anniversary to be held on March 16th with an Open House from 5-7. There is also a plan for a Family Reading Night in April and the annual Rummage Sale in May.
- The library has two new benches in the children's area made for us by Ken Waide. They are replacing some plastic chairs that are chipped and unattractive.
- The Piece Makers Too Quilt Club displayed some of their work at the library this month. Beautiful work that drew many compliments and comments.
- I attended a very worthwhile LiLI training session in Moscow on Feb. 6th. I have been to several of these LiLI trainings put on by various people but this was the first one presented by the vendors that I have attended. I learned a great deal and was able to come back to the library and help several patrons find just what they needed through the databases. I am promoting the use of LiLI in my library and will go to the high school and talk to the multi-media specialist about the library there using it for the students. Excellent resource!

Potlatch Branch Report – Donna Quiring

We have had the art exhibit sponsored by the Potlatch Arts Council in the library throughout February and it will be here for another month. This is an art contest for elementary and jr/sr high school kids. The Friends are working on doing a Mystery Dinner Theatre to tie in with the summer reading theme, "Get a clue @ your library." We are hoping to do this with the Arts Council. We will be talking about this and also the book donations that have accumulated and what to do with them at the March 8th Friends meeting. Mitch came out and changed most of the lights inside and outside the library. It is very bright now!

Troy Branch Report – Margie Fitzmorris

- ✓ A volunteer, from the Troy Friends, finished some maintenance work for us. He replaced ceiling tiles, repaired the broken water fountain and fixed the front door.
- ✓ Several of the kids trying out for the play, The Velveteen Rabbit, have been meeting and rehearsing at the Library.
- ✓ I can't believe it is time to plan Summer Reading Program. The theme this year is Get a Clue @ Your Library.
- ✓ Working with the pre-school to provide books for her programs.
- ✓ Still proctoring a student from LCSC.
- ✓ There was a meeting at the Troy Library on the 28th concerning grant writing.
- ✓ Patrons are thrilled 2 of the Library's computers are up and working again.
- ✓ So glad to hear that Anne is the new director of the Latah County Library District.