

## **DIRECTOR'S REPORT**

### **September 2005**

Automation Project – There is very little to report. The work being done now is mostly database cleanup. Anne is having all the public service people begin using a new Patron Registration form that asks for date of birth. We must be able to distinguish between youth and adults, age 18 being the point at which a person is counted as an adult. This restriction is being driven by the Universal Borrowing component in WIN. The academic libraries will not lend to youth.

Budget – With the 2005-06 now approved we are tackling the details of how to get the work done with less staff. I have emphasized the fact that I do not expect anyone to work themselves to the point of stress on a regular on-going basis. Therefore it will be necessary for staff to, in some cases, identify how and what can be eliminated from their job so as to make it doable in the time they have.

Library District Advisory Council – The first meeting is scheduled for Thursday, Sept. 22 at 12:30p.m. People receiving the initial letter stating that I would assume they were willing to serve as the representative for their respective communities unless I heard otherwise are:

- Bovill – Jan Eck
- Deary – Sandy Dalton
- Genesee – Louise Regelin
- Juliaetta – Frank Jacobson
- Moscow – Judy Brown
- Potlatch – Diane Kelley-Riley
- Troy – Nancy Hepler

Branch Supervisor's Meeting – I met with the branch supervisors in Troy on Aug. 30. We reviewed their position description to see if any changes were necessary. The revised position description will be presented to the board for their review and approval. I have taken over supervisory responsibility for the branch supervisors. This will allow Carol to completely focus on the business office since Connie's time will largely be used in circ, tech services, courier, and special projects (or at least that is where it stands at this time). I have indicated that I will work with Connie to get a position description that reflects what she is really doing when we know with some level of certainty what that will be.

Board Leadership Workshop – Sylva and I attended a workshop in Orofino on Friday, August 26 that focused on elements of an effective board and the board's relationship with the executive director. Some of the ideas you can see in your September agenda – under Unfinished & New Business the items are grouped under "Information," "Discussion," and "Action" so it is clear how the item is to be addressed. It also alerts everyone to the items on which action will be taken, so we can all be prepared to make informed decisions.

I am requesting of the board that we have active committees as identified in the By-Laws. The committees would be Personnel/Board Training, Planning, Finance, and Policy. The By-Laws state that the committee must be chaired by a Trustee but can include members of the public. I think this would be an excellent way to involve interested people in the committee structure which would then make recommendations to the full board.

I am also bringing to the board an action item where we set the meeting time for 1.5 hours. As busy people I think we would all appreciate knowing that the meetings will not go beyond 7:00p.m.

I will recommend that any interested people complete a Candidate form so that when you appoint a replacement for Steve Fischer's vacated position you will have more information on which to make your decision.

These are some of the issues that were discussed and that Sylva and I thought worthy of bringing to the LCLD Board.

### Foundation and Fundraising

I met with Foundation officers Tim Hillebrand, President and Pat Eck, Vice President. They are gearing up for a big year. The plan is to begin active solicitation of donations to the Foundation. I prepared a list of current ways a person can give to both the District and the Foundation. I think there are too many ways and that this can be very confusing. We will be looking for ways to streamline and clarify the avenues for donations.

Pat Eck has called a meeting for September 13 at which he hopes to talk to representatives from each of the communities in which a library is located about:

- 1) Tom Trail's proposal on how to re-vamp Idaho taxes (Tom will be at the meeting)
- 2) The need for an organized fundraising effort in Latah County for the Library District.

I indicated to Pat and Tim the necessity of including me in all of these activities because I don't want groups working at cross purposes or unnecessarily duplicating efforts.

Right now we have seven Friends groups, one Foundation with representatives for all seven communities, a Library District Advisory Council with seven representatives, and there has been some talk of a District-wide Friends group. Orchestrating all of these groups is going to be difficult at best so that we can protect the local Friends because they will still need to do local fundraising for their respective libraries as well as establish fundraising for the Library District.

### Branch Information

*Bovill* – Things were pretty busy in August up until the kids started school on the 24<sup>th</sup>. Afternoons continue to be busy once the kids are released from school. It's a relief to have another Summer Reading Program behind me. Although it's always fun and keeps things busy, it is also very time consuming and by the end of the summer we are ready to wrap it up. I had a total of 32 sign ups for Summer Reading with 18 kids finishing. We are ready to make our final changes now that our wiring is complete and we can move computers and add our newest public access station. This computer will be an adult only station so that people don't have to work around the kids and wait in line to get some computer time. I am working on getting story times up and running again. I will be working with the pre school here in town to find a time that they will be able to visit the library and enjoy story time with us.

*Deary* - Things slowed down (finally!) in Deary after Summer Program. The computers were still heavily used by the kids and adults until school started the last week in August. Many bikes were parked outside and we started keeping their skateboards behind the desk - it was becoming a safety issue! The Susan McPherson family is doing an excellent job of cleaning the library. Everything sparkles after they have been here! They clean about twice a month. We had to call the City of Deary to fix the running toilet - they are chasing down parts and will have it fixed as soon as possible. The after school program kids from the school have started coming to the library to check out books once a week. I anticipate between 20 - 25 kids each week. We are also gearing up for storytime every week. Andrew Dalton is working on his Eagle Scout Rank and has chosen to spruce up the Deary Library as one of his projects. He will wash the outside, paint the outside windowsills and cut down weeds! More next month!

*Genesee* -

*Julietta* - The beginning of the month, I was on vacation for two weeks and it seems as if everything ran smoothly while I was gone. The library was in Cynthia's capable hands and I don't think she had any trouble staying on top of things. I heard from all my "computer kids" that she is much "stricter" (my word, not theirs) then I am so I think they were glad to see me although maybe not for the right reason.

As soon as I returned from vacation, on August 12, the Friends started moving everything out of the library in preparation for the carpet installation. On Saturday, August 13, a crew of 14 had everything boxed up or moved out within about 1½ hours.

The carpet was installed on Monday, Tuesday and then finished up on Wednesday morning so the Friends could move everything back in Wednesday afternoon. We opened for business as usual on Thursday morning. Everything was cleaned or dusted before it was put back and all the walls washed so it took about 5 hours to return it all to the proper place. One of the Friends is reupholstering the two orange chairs that would clash quite severely with the "purple" carpet and we will soon have a new slip cover over the orange floral loveseat. All the wooden furniture is being refinished. The tables are back and look wonderful. The chairs will return soon. The Friends purchased new chair mats, entryway mats and an outside mat to protect the new carpet from soil and it looks great. We also have a new neon "OPEN" sign in the front window. The City of Juliaetta has purchased a new exterior and one new interior door with windows which will be installed as soon as time allows the city men to do it. The circulation desk has been remodeled and the book return is now immediately inside the door at the left of the computer with check out on the right of the computer. It is so much nicer and more user friendly. Some of the shelving that we received from Genesee is being repainted and we will use two of the sections to hold paperbacks that are now on rounders as well as the juvenile books that are on old wooden shelves. I think when everything is all done it will look spectacular. It looks great right now!

We had some stragglers finish summer reading during August and we ended up with 68 finishing out of 102 registered. On August 29, we had a final drawing for special prizes including the books that we received through the State Library's Summer Reading Connections. Most of the winners were able to come in and pick up their prizes on Wednesday and have their pictures taken for the Latah Eagle. We had a most successful summer reading this year, due in part to the popular theme. Now on to school and the return of story times!

Potlatch - We will have our prize drawing on Sept. 7<sup>th</sup> for all the kids that finished summer reading and then it will be officially done for another year. The final tally is 201 sign ups and 120 finishers. There will be a contingent going to the September 26<sup>th</sup> Potlatch City Council Meeting to ask for some help with some costs of the library. There will be more on this next month. As part of the migration project, I'm planning a major paperback weeding project in the next couple of months. We are also looking at ways to make the library more user friendly by changing some of the layout of the library. We will also be getting the carpet cleaned in September.

Troy – August has been a slow month for the Troy Library, with SRP over. I have gotten some projects done that have been put on the back burner, cleaning cupboards and the store room. I have also been getting ready for Story Time, starting September 15th.

Summer Reading Programs are over and the kids are back to school. They had until school started to finish the program. We had 143 sign-ups and 105 finishers. We had attendance at the programs of 352 people.

Betty Leslie transplanted most of our potted plants inside this summer. She also planted some gorgeous mums outside in front of our Library.

I have been in contacted by the person who is in charge of the After School Program at the Troy School. She wants to bring the kids down to the Library once a week starting in September. I am trying to get in touch with the pre-school teacher to see if she would like to bring her classes to the Library. Since Betsy won't be doing outreach in Troy this year.

We had a Branch meeting in Troy on August 30<sup>th</sup>. It is a "good thing" to get together with the other branch supervisors.

It is going to be difficult doing programs without our assistants to help out in our libraries. Harriet will be greatly missed in Troy.