

DIRECTOR'S REPORT December 2006

Activity Summary

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

- The Staff Training day was held December 12th and seemed very positive and productive. The agenda was circulated to board members in advance, and sessions included a presentation by the Policy Committee, review of new library services and technology, and a session on Compassionate Communication by guest Veronica Lassen. Thanks to the library board for making this event possible—it really was a good day.
- On December 7th, Connie took two representatives from QD Services, formerly Quick Delivery, on the courier run to all branches. On Tuesday December 12th, QD Services officially began their new schedule. They will provide courier service to all six branches on Tuesdays while our in-house courier will provide courier service to all six branches on Thursdays. This is an experiment.
- As of December 14th, over 1700 e-audiobooks are included in the VALNet catalog. Patrons may sign up at their libraries for a free Net Library account in order to download them. The promotional campaign is tentatively scheduled for January.
- Troy, Juliaetta, Potlatch and Moscow have finished their Large Print and Adult Fiction rotation. After the holidays, Bovill, Deary, Genesee and Moscow will rotate JE materials.
- The annual video rotation is scheduled for January.
- Jan Wall of the Idaho Commission for Libraries helped Carol and me submit over \$2,000 in reimbursement requests through the E-Rate program. This reimbursement was for phone line expenses from 2005-2006.
- The annual staff evaluation process will be completed by December 31st.
- Pat Eck, Tim Hillebrand and I continue to meet via weekly teleconference as part of our effort to re-energize the LCLD Foundation. We have populated the board and are working on scheduling the first meeting.
- Pat Eck and Tim Hillebrand sent letters to the Daily News, the Latah Eagle, the Lewiston Morning Tribune and the Vision 2020 listserv to raise awareness of the Foundation. A copy is attached for your information.
- Sally Perrine of the Access Services Management Team wrote an article for the Pulse column in the Daily News. A copy of the article will be made available at the board meeting.
- I attended the VALNet director's meeting on December 14th. Much of the discussion revolved around the implementation of e-audiobook service.
- John Pool has volunteered to supplement our courier service on Fridays. We are exploring this possibility.
- The district's Adopt-A-Magazine campaign is still ongoing.
- Implementation of Universal Borrowing software and service is still tentatively scheduled for January 2007.

Department and Branch reports:

Adult Services – Chris Sokol

 Finished hosting Moscow Community Creative Writing Workshop

- 📖 Renewed magazine subscriptions district-wide. Twenty-three adult magazine subscriptions were adopted throughout the district.
- 📖 Weeded adult fiction sent in from some branches
- 📖 Eight attendees at the November Moscow Library Book Club meeting. Title for the December meeting: Wolf Willow, by Wallace Stegner
- 📖 Have been receiving favorable feedback from patrons about the value of the monthly "New at the Library" column in the Moscow Food Co-op Newsletter, with a "Staff Pick" included from an employee
- 📖 Ordering materials as usual!

Outreach Services – Betsy Bybell

- 19 Inter-library loans processed
- 15 storytimes to 316 children and 41 adults, a total of 356 at the programs. You can tell that it's the beginning of the cold and flu season.
- Started keeping statistics for PIH reports. The results for the month are -- Bovill 97, Deary 86, Genesee 86, Juliaetta 120, Moscow 691, Potlatch 123, and Troy 140 for a grand total of 1343 for us to find. These numbers represent daily counts of the hold lists.
- Annual self-evaluation
- Article on "Why Outreach is important" that Anne asked me to write for Pulse column in Daily News

Bovill Branch Report – Paula Winter

- ❖ Life was pretty normal at the Bovill Library during the month of November. Computers are still used pretty heavily, especially during the evening hours after the kids are out of school. Now that Thanksgiving is over we have been focusing on Christmas and putting up decorations to make our library seem festive and inviting.
- ❖ We had two programs during November that were well attended. The preschool visited us one day bringing 13 kids and 5 adults. We also had a Family Reading Night on November 15. We read Curious George stories and had some fun Curious George items for the kids to take home. We had 8 children and 3 adults attend.
- ❖ The Bovill Library Friends did very well selling the Christmas sweatshirts. I think we ended up selling 32 of them. This was not a fund raising project, instead it was something we did so that we could advertise our library and our Friends Group. We have had others ask for sweatshirts so it may be a great fund raising project in the future.
- ❖ The Friends are also organizing and sponsoring a Cookie and Candy making day for the kids in town. This will be put on by members of the Friends group but it will be held at the community support center here in town and the treats that are made will be delivered to the elderly and the folks that can't get out much. More on this next month.
- ❖ Exciting update to share concerning the Bovill Library Friends sponsoring the cookie and candy making day at the Bovill Family Support Center on December 10. First Books, an organization that supports literacy and provides books to underprivileged children got word of our cookie candy day and would like to donate books to be given to the children that attend. This is great news and we are excited to be able to give these books to our little readers.

Deary Branch Report – Debbie Fischer

- Snow and cold are finally here, keeping us busy clearing entryways and book drop areas.
- Our self-evaluations are complete and sent to our supervisors. We are looking forward to hearing feedback from our supervisors and establishing goals for the year ahead.
- Adopt-A-Magazine was a great success. Three magazines were adopted for the Deary Library.
- The "Leveled Readers" announcement went up on the bulletin board and the first bag was immediately checked out! There seems to be a lot of interest in these books!
- Deary Friends of the Library will be decorating for our annual open house on December 7th, from 1:00-7:00. There will be treats, live music and fun for all!

Genesee Branch Report – Sharon Steiger

- ◇ November passed quickly.
- ◇ The daily work of the library kept me busy.
- ◇ A high school girl has volunteered to help with shelving. She plans coming to the library on Thursdays, when the transit boxes arrive. Her help the first afternoon was great.
- ◇ The Friends met to finalize the plans for a "Winter Book Sale". Members of the community, as well as high school music groups will be on hand to entertain the shoppers. Cookies will be served.
- ◇ I had the distasteful job of banning a patron from the library. The young man violated several portions of the patron code of conduct as well as causing damage to the paint on the exterior door. A deputy was called and a report taken because of the vandalism of city property. A report of the incident has been given to Anne.

Juliaetta Branch Report – Jan Welles

- The three new insulated windows and one new entry door have been installed and they look great. The Friends received a grant to complete this project.
- The three doors at the front of the building have been painted by a volunteer and we have had many compliments on the way they look.
- Class visits all went as scheduled this month. 99 students and teachers visited the library and checked out books.
- Story times were well attended by 58 children and parents.
- The Friends walnut sale fund raiser is under way and they have sold some walnuts for holiday baking. If anyone is interested in purchasing some nuts, they are \$5.00 per pound and come in one pound zip lock bags.
- Anne, Chris Kowrach and Jan attended the Juliaetta City Council meeting this month to highlight what the library has to offer. Although the council did not have a quorum available and did not hold a meeting, they did listen to our presentation and they were impressed. The purpose of this presentation was to let the city council know how much we appreciate their support of the library and to keep the lines of communication open between the two entities.

Potlatch Branch Report – Donna Quiring

The Friends are purchasing 2 bike racks for outside the library. A firm in Moscow is making them and one of the Friends will take them down to Lewiston to have them coated. Next step will be finding someone to install them when the weather is warmer. The Friends are also going to help me go through the donations and select some prize books for the Adult and Young Adult Winter Reading Program that begins in January. The first batch of rotations went pretty smoothly. Troy, Juliaetta and I did Large Print and Adult Fiction and patrons definitely notice when there is new stuff on the shelves! My rearranged hours seem to be working well. Anne and I will talk about the new schedule during evaluations. It is fun getting to know some of the Moscow patrons and it is surprising how many patrons I see at both places. They truly love their libraries!

Troy Branch Report – Margie Fitzmorris

- ❖ Self Evaluations have been done and we are waiting to have meetings with our supervisors.
- ❖ Troy, Juliaetta and Potlatch rotated their Adult Fiction and Large Print collections.
- ❖ Adult Paperback weeding is still on going.
- ❖ Adopt-a-magazine campaign was very successful in Troy. Eight magazines were adopted. The Troy Friends adopted seven and a very caring person adopted one, plus the District is providing us with four subscriptions.
- ❖ Story Time is going strong. We are still having 12 children each week.
- ❖ Computers are busy. One was out of order for a few days and it was greatly missed.
- ❖ The Troy Friends had a work day this month. The garden was put to rest for the winter, shrubs were trimmed and the windows were washed. The Library looks very nice.

- ❖ The Troy Friends purchased the Library a beautiful wing-backed chair for the Story Time Corner.
- ❖ The student from LCSC continues to come to the Library to take her tests.
- ❖ Shoveling walks are a priority now that the snow has moved in. Keeping the walks clear is a challenge.
- ❖ I am working with "Batsy" to have a special "Holiday Sweets" program for the Story Time kids and the Troy Preschool, in December.

Happy Holidays!