

## JEFFERSON COUNTY LIBRARY DISTRICT

### DIRECTOR'S REPORT

July 8, 2011

#### Staff:

All staff evaluations were completed by June 30 as planned. The staff provided positive feedback about the new employee-centered evaluation format. Each staff member came up with reasonable and appropriate goals and objectives to accomplish during the next fiscal year.

Lorene, Yirah, and a group of motivated volunteers have been doing a fine job presenting a very fun and interesting Summer Reading Program.

Chavez met with Dion and Jan Bony on Tuesday, July 5 to update the library's automation status. The outcomes included the following:

#### Hardware:

- All computers including staff and public units are up to date in terms of components including hard drives, memory modules, monitors, accessories, and CPU capacity.

#### RECOMMENDATION/ACTION PLAN:

The staff computers (cpu main units including internal components) should be replaced during the 2012-2013 FY. Higher processing capacity will help manage increased activity resulting from SAGE membership.

- Patrons have adjusted very quickly to using the touch mouse on the laptops.
- Wireless modems in the library and annex are durable and high capacity and should be trouble free for at least a year, according to Qwest.
- The RICOH work horse printer in the public area is working well and the older printers in the office, behind the check out desk, in the staff room, and on the shelf in the public area are likewise working well.

#### RECOMMENDATION/ACTION PLAN:

Generally speaking, the stand alone printers in the staff room, public area, etc. are relatively affordable and could be included in next year's budget. However, having a slew of printers throughout the library can be expensive and wasteful in the long run.

Since the library will be expanding within the next six or seven years, if not sooner, now would be a good time to develop a "document delivery" component for the library. The idea is to centralize printing functions as much as practicable. This might well be accomplished by having one heavy duty and completely networked bw/color printer in the

main public area, and a medium duty networked color printer in the staff room. One small capacity networked printer would be required for the library office.

According to vendors, printing technology has leveled off during the last few years. As such, the current RICOH printer is pretty much state of the art, at least for a couple more years. That said, Chavez will make arrangements to have a RICOH representative conduct a free assessment of our printing technology needs including hardware, lease cost projections, and potential cost benefits. The findings will be used for budget projections.

Software:

- All software is up to date including Windows, CASSIE (print management/pc reservation), phone, and wireless.

RECOMMENDATION/ACTION PLAN:

There are some Windows compatible office applications available free of charge through open source format. In August, we will conduct a pilot study for three months to determine quality and compatibility of those applications. If successful, a recommendation will be made to terminate our Microsoft Office subscriptions.

Connectivity:

- The dual wireless platforms, one for staff and the other for patrons are proving to be fast and reliable. This was initiated with the new building project in mind, in terms of cost savings, expanded access, reliability, and flexibility.

Another important outcome of the meeting with Dion and Jan was to restructure the working relationships between Dion, Jan, and Gil. Effective immediately, Jan and Dion will work more closely together. Up to now, Jan has been communicating directly with Gil, sometimes inadvertently leaving Dion out of the loop. Jan also agreed to help train Dion on some processes that can be done without having to call her in. Jan has been doing a great job for the library and will continue to do so. However, budget reductions will result in placing more reliance on Dion's computer abilities in managing our automation functions. In any case, according to Jan, the library's automation systems, but for a couple of minor networking issues, are stable and in working order. Dion is doing a fine job as he expands his knowledge base.

Despite the Friday closing, library staff and volunteers seem to be upbeat and motivated.

Tier Two Reclassification Program application forms were given to Dion and DeRese. They are to respond to Chavez by the end of the July because the program is tied to the fiscal year and they will need to get their studies in order.

**Warm Springs:**

Warm Springs finally received the bookmobile yesterday morning. Many positive comments were made by the Summer Reading Gang about the Warm Springs Library. The next step for them will likely be to initiate the bookmobile program and make plans for joining SAGE.

**Building:**

The building looks great in and out, according to many people around town. And, that was the intent. Despite Friday closure, spirits are high in the library community. Fact is, we have a nice presentable small town library that's moving ahead with plans to become one of the finest in the state--period.

**BookEnd Coffee Corner:**

The fiscal year closed before the coffee corner project was able to get off the ground. Vendors and contractors were out for the holiday. Nevertheless, the project will continue, albeit with a different strategy.

**Friday Closing and Budget Reduction Fallout:**

According to Chavez, most feedback from the community to date has been positive in terms of understanding why closing Fridays was necessary. Likewise, at least to date, staff members have not received negative feedback about Friday closure.

**Donations:**

Mick Knobel, in a couple of emails, expressed concern about the way donations are processed and accounted for. His point is well taken that the library must funnel donations through the Foundation. Steve Hillis suggested a way to improve the process by depositing directly to the Foundation account rather than thorough the Foundation Board.

**Crooked River Project:**

A representative from Crooked River Ranch Lions Club came by last week to get more information about the proposed CRR Library Corner Project. She will contact Gil in the near future to make a brief presentation at a Lions meeting.

**New Property:**

Bill Vollmer used his tractor to clean up the lot and cut the grass. Chavez took the pickup load to the dump on Friday.

**Library Van:**

The van is still in good shape overall but starting to show signs of wear, as Chavez noted during several trips to WS.

**RECOMMENDATION/ACTION PLAN:**

Use the van for one more year then purchase a larger unit similar to the WS Bookmobile. The larger unit can be used for outreach to Culver, Metolius, and Crooked River Ranch. The current van can be maintained as a backup unit.

**Public Relations:**

It is no secret that the library is moving up in terms of presence, quality, and meeting the needs of the people. The energy is high and more interest is being generated as the library continues to flourish. That said, it is critical to maintain that positive high energy environment. That can be accomplished by bringing in a volunteer Public Relations Volunteer Associate.

**RECOMMENDATION:**

The school district will be contacted to help identify and recruit a Journalism student volunteer to be our Public Relations Volunteer Associate. Gil will develop a work plan for the participant. He or she will be recognized in January at the second annual Volunteer Recognition Program.

**Flag Raising Ceremony:**

The flag raising ceremony will be held on July 26 at 3:00 p.m. Arrangements are being made for the local ROTC to participate. Hillis and Vollmer are securing flags for the event.

Respectfully submitted.

Gil Chavez