

JJGL Public Services Board Report January 2016

Staff

Several JJGL staff members were promoted during the past year. Helen Talley, Librarian I, was promoted to Library Coordinator, Public Services at Hall. Adrienne Dagley and Kellie Stephens were promoted from Shelver to part-time Library Assistant. Tamara Biggio joined the JJGL Public Services staff after several years in the Youth Services Department. Several JJGL volunteers found gainful employment – Alexis Vandercook as a shelver at JJGL, and Samantha Morales as a Library Assistant at Hall. John Hummel, former cataloger at Hall was promoted to a Librarian I just recently at JJGL. I returned to JJGL as Library Coordinator in August, after a three year stint at the Hall Library.

We appreciate the weekly appearances of Hall staff at JJGL. Mike Smith, Stephanie Harrison, Kaci Froman, and Ann Gustafson work one day each week at JJGL, assisting with Technical Services tasks and staffing the public desks. The Youth Services team members all spend some time at JJGL presenting programs, planning, and helping with the after-school crowds.

JJGL's staff has a great attitude, have picked up the new digital offerings quickly, and make their workplace a fun place to be while working very hard to get everything completed.

Rearrangements

In 2014, the emphasis was on adding tables and chairs wherever space could be found to serve the many after-school study sessions, and patrons seeking computer space. We have added additional power outlets to the majority of these locations. The meeting room is also made available for tutors after school if the room is not already in use.

This year, we are rearranging collections and adding display opportunities to highlight our new holdings and to encourage easier access to items. We are currently working on creating additional shelf space for our Easy Readers and Juvenile Fiction. As these collections are among those with the highest circulation, Youth Services librarians are ordering many new books to freshen and enlarge those collections. We have not yet split our adult and juvenile nonfiction or separated out our nonfiction DVD's as Hall has, but that is planned for later this winter.

Part of our 'dilemma' in rearranging is that we do not yet know the timeline for the expansion of this building, so we are hesitant to undergo larger projects until we have a timeline in place.

Activities

JJGL continues to be a popular voting site, the second busiest in the county. Early voting and Election Day voting was held here in October and November. Our first 2016 elections will be the primaries in February and March. The AARP tax volunteers will be at JJGL for the first time this year. They will be assisting people with their tax returns on Mondays from February through most of April.

The Youth Services Department offers programs for babies through teens, with programming on most days of the week here. Adult programming will be picking up at JJGL with the 4th level of the ESL class (formerly offered at Hall) moving to the JJGL Conference Room two nights/week. The Friends of the Library will also be presenting several book review programs this spring at JJGL.

Statistics

JJGL	2013-2014	2014-2015
Items Checked out	673,153	822,805
Items Checked in	467,889	471,203
New patrons added	5,617	5,837

JJGL continues to carry the majority share of circulation, checking out 58% of the total items checked out in 2014-15, and adding 65% of the system's new patrons.

New service focus

The staff at JJGL is learning to take their public service beyond the service desks and into the stacks. They have not always had permission to do this, so this is new to some of them. This roving reference reaches people who may not want to talk to a staff person at a desk, but are happy to have help where they are. In addition to talking to patrons looking for books or using the computer equipment, staff are introducing patrons to some of our new digital offerings like Atomic Training or Pronunciator when related items are checked out.

We have doubled staff at the Information Desk during the busy after school hours, utilizing Youth Services staff during these hours. Our public Internet computers are due to be replaced in a matter of weeks with a newer Windows and Office software. We anticipate there will be a need for additional staff helping in this area when the new computers come online.

Library staff received their new computers last week. In order to help the public with the new software and to get their own work completed, JJGL staff has time allocated to them each week for learning the programs through Atomic Training or other methods of instruction. We have some staff members who are already well acquainted with the software who will be good resources for others. There is always plenty for the staff to learn or review, whether it is new policies or procedures, new arrangements of the physical collection, or new digital resources. That may be a large part of the appeal of working in the library – there is always something new to learn!

Lisa Bailey
 Library Coordinator – John and Judy Gay Library
 January 21, 2016