

John and Judy Gay Board Report

July 2016

Staff

We are in the process of reorganizing at JJGL with several promotions and several librarians added to our staff. We were able to change four of our full-time Library Assistant positions to Library Technicians, and promoted Larry Dishwood, Tamara Biggio, and Holly Malone. Kaci Froman will be moving over from the Hall Library to fill the fourth Library Technician position. Mike Smith, librarian at the Hall Library, was promoted to a Librarian II position, and is now at JJGL 80% of his time, focusing on webpage support, Envisionware and computer lab support, collection development, and customer service. He will also supervise the three shelvers. Janet Cox's departure from the Hall Library allowed us to create a Supervising Librarian/Systems librarian position. Gary Landeck, Director of the Atchison Public Library in Kansas, has been hired to fill this position, and is slated to start work with us on August 11. Gary is knowledgeable about Koha, the ILS we will soon be using, and has very impressive administrative and public service skills. He will be our main Koha resource, also supervising our Library Technicians and Librarian I, participating in collection development, and working with the public. I will continue as Branch Manager, directly supervising Mike, Gary, and Steve, our circulation supervisor, and setting the tone and the bar for all of the staff. We are sad to lose Anna Clark to her family, newly increased by baby Liam in May.

Busy-ness

JJGL continues to set a racing pace in terms of circulation and numbers of Youth Services programs. In June, we circulated over 105,000 items here, and our July numbers are looking even higher. The first 12 days of this month, we circulated over 42,000 items, so we may reach 109,000 in circulation this month if this pace continues. The library system owns a little over 225,000 items, so we are turning that collection over fairly rapidly. Despite all rumors that no one reads books anymore, our branch has remained constantly busy this summer, registering 925 new patrons in June alone.

Library staff members are heavily involved with checking the books in and out, answering questions, issuing new cards, and organizing returned items so that they can be reshelved. They also support the Youth Services events, checking children into the programs and then counting the participants, and giving information to the grownups on how to sign up for program tickets. Currently the staff is busy giving prizes to the over 3000 children who have been reading and keeping track of their minutes on Beanstack, encouraging them to keep on reading!

Rearranging

The move of Mike Smith and the new Supervising Librarian to JJGL are largely because of the demand for service here. Previously, in addition to the Branch Manager, we have only had one librarian on staff at JJGL. We now also have a Youth Services librarian or Coordinator here several days a week. With additional staff come demands for a place for the staff members to work on their assignments and projects. Our part-time staff have always shared work spaces. Fortunately, everyone gets along well, even the five part-time staff who share a single work space. Youth Services staff who are not here every day share workspaces with staff who are here on opposite days.

We do prefer that those who supervise staff have their own workspace, preferably one with walls and a door. With the arrival of Mike and the new librarian to come, we have run out of offices and workspaces. Especially as demands for our services grow, the staff and volunteers are hard pressed to check in and shelve items as quickly as they are returned, and our back office space is filled to the brim. In order to create an office for Mike, here 80% of the week, Spencer, usually just here on Mondays, vacated his JJGL office in favor of a shared cubby.

Our Supervising Librarian will need an office from which to manage the system's migration from Polaris to Koha, and to take charge when I am not in. My proposal to Spencer is that we transform the public study room into a staff office. There will be some financial costs in order to install a dataport and frosting on the windows. We have continued to make the tutor zone available this summer, and people needing to study or tutor have continued to use this space in the room formerly known as the Talk and Play Room. Toys, puzzles, and puppets have relocated to the window seat area of the children's area so that children still have a place where they can interact with educational toys. Study rooms at the Hall Library are not currently used to capacity, and we can advertise their availability for those who want a study room environment.

Looking Ahead

Anticipating the beginning of the new school year, we have asked to be included in the Evans Middle School orientation on August 16th, the same day as our big Summer Wrap Up Concert. Our desire is to tell students and their parents what we offer, particularly in after school hours, and to communicate our expectations for student behavior. The Youth Services department is working on teen programming for this audience, and our goal is to have a productive and positive relationship with the students and their parents. We also look forward to a wider variety of adult programming at JJGL next year as our new Library Technicians come up with educational or entertaining programming.

Library staff will be busy learning how best to use KOHA, the new Integrated Library System that will replace Polaris in October. The public interface will be different, and some workflows may change as we experiment with KOHA.

And looking farther ahead is the expansion of JJGL, which will bring us more space, more opportunity for activities, and even more new library patrons. This library and staff is happy to be appreciated by the public and eager to meet new challenges.

Lisa Bailey

July 21, 2016