

# **FERN RIDGE LIBRARY DISTRICT**

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## **Director's Report to the Board of Directors For the December 9th, 2009 Meeting**

### **Administrative**

Youth Services/Volunteer Coordinator Katie Kane has given notice. Her last day with the library will be Wednesday, December 23<sup>rd</sup>. She has accepted a position in Arizona in order to be nearer to her family and to further her career as a librarian. We wish her well and will miss all that she brought to the Fern Ridge area in her time with the library. As hers was the position last filled, I was able to quickly re-post the position on appropriate list-serves, newspapers, etc. A review of applications will begin Dec. 23<sup>rd</sup>. Staff will discuss how to cover any gap in 'coverage' left in the time between Katie's last day and the start date of a replacement.

The architects have completed draft documents for the remodel work. Business Manager Fred Welding and I will review these for scope and detail and provide feedback. Next steps will be to finalized bidding documents and solicit bids from contractors.

### **Community Programs & Outreach**

The Konnie Room played host to 12 local vendors during the Fern Ridge Holiday Bazaar. Traffic was steady both days, and the Friends of the library opened the book sale as well. This event continues to showcase the Fern Ridge area as more than a few fast food restaurants on 126.

The Friends of the Library Community Program for November was craft-related, with an Origami theme. The library received a beautiful thank you/holiday card that contained an Origami swan a few days after the event. I think this qualifies the program as a 'success!'

The 'Local Managers Alliance' met at the library on Friday, November 20<sup>th</sup>. Susan Nakaba, the Superintendent of the Crow/Applegate/Lorane school district was invited to join the group. I have included the minutes of this meeting in the board packet. As we were host this month, Business Manager Fred W. attended with me.

### **Facilities / Equipment**

Two new patron computers have been installed in the youth area. With the exception of the computer in the business manager's office and three computers in the adult area, we have now updated all the machines in the building over an 18-month span. This was critical given the aging nature of our hardware, and positions us nicely for the next several years in terms of technological capacity.

The carpet behind the circulation desk continues to wear faster than any other area in the library. A plastic chair mat will help, but carpet updating in selected areas will most likely be the next big purchase for the district in terms of facility maintenance (barring, of course, a major malfunction in the H/VAC...)

### **Foundation**

I attended a Foundation meeting on Monday, November 30<sup>th</sup>. A mailing will go out at the beginning of December to solicit funds for the teen area. They have added two new board members of late, and have hired a local company to perform executive assistant functions.

The Foundation board looks forward to attending the January library board meeting to share information about goals and strategy.

### **Library Meetings**

Vacations, holidays, and a busy schedule meant no formal staff meeting in November.

I met with Assistant Director Katie Blankenship and YS/VC Katie K. to discuss signage in the library. We are attempting to standardize the look and design of all signs in the library to provide better consistency and professionalism. In many cases, our signs are overlooked (even by staff) and we hope a fresh look at all signs will help to clear the clutter.

### **Material**

We are awash in big fall releases (King! Kingsolver! Irving! Et al) and the usual onslaught of Christmas titles. We added more DVD's than usual in November, as I scoured a going-out-of business sale at a video store in Eugene. On top of this, our Ukulele is finally in circulation.

Weeding continues on an as-needed basis as shelves become overfull.

### **Patron Services**

Access to the statewide database from Gale/Cengage now works both on-site and remotely. Patrons with a library card can use this research tool from any internet connection.

Library2Go downloads continue to create interest. In November, 7 patrons downloaded 28 titles. Of these 7 patrons, 6 were new to the service.

The library closed for Thanksgiving on Thursday, November 26<sup>th</sup>. As expected, we saw a great many patrons come in earlier that week to load up on books and DVD's for the long weekend.

### **Staff Recognition**

Without a staff meeting, the Frog Cup sill resides on the desk of our YS/VC Katie K. We will insure, however, that the cup does not travel to Arizona with Katie. There are several deserving staff members who are in line for the cup...

### **Technology**

The library accounts for Twitter and Facebook are drawing positive feedback and attention to the library. As of this writing, the Fern Ridge Public Library has 31 'fans' on Facebook and is being followed by 8 Twitter members. Small numbers, but these will grow, and they are an interested audience.

### **Use Statistics**

Please see the November Stats report for details. Of note: Youth and Teen circulation down a bit while adult circulation up a hair. We withdrew a lot more books last year in November than this year, as we were still weeding the non-fiction section pretty heavily. Across the board, it was just a little slower than last year.

### **Youth Services**

Please see Youth Services / Volunteer Coordinator Katie Kane's report.