

Division Highlights of Key Activities (programs, projects, operations)

- Tours were provided at all three locations to our new Deputy City Manager, Jack Friedline. Unexpected highlights of the tours included the bomb threat evacuation at the Main Library and the holiday potluck at Red Mountain.
- Liz Costanzo-Lee, Resource Development Coordinator, negotiated the purchase of several electronic books in a series on literary criticism. The electronic versions will replace print copies that are held only at Main. This will free up much needed shelving space at Main and provide access to branch staff and patrons as well as those patrons with computer access at home, office, or school.
- Red Mountain's book sale area received good news. First, the inventory will be refreshed as over 3000 books were sold for \$640.00 to a non-profit dog rescue organization. In addition, Alliance delivered a recycling bin so that donations in poor condition can be recycled.
- Red Mountain finished making over the former photocopy area. The Spanish language magazines were moved into the area so that all Spanish materials are together and comfortable seating was added to make the area inviting.
- The archivist had the pleasure to instruct 15 Brownies on the history of Mesa when they and their troop leaders came to the Mesa Room. They had many good questions, and managed to stump the archivist once or twice.
- In an effort to better serve all staff members who are often confused about who is responsible for what in cataloging, there is a new electronic email box just for cataloging issues. All cataloging staff have access to it and check it regularly, so the question will be directed to the person that can best answer the question or deal with the issue. A physical mailbox at Main will serve the same purpose for printouts of catalog inconsistencies, etc.
- Over 15 staff members attended a webinar titled, "Digital Oxygen: How "natives" behave when media and communications tools are ubiquitous". A lively discussion followed the presentation as staff shared thoughts about how our library can keep current in services and technology.

Strategic Planning Activities

- Debbie Yukolis, Management Performance and Accountability, continues to work with Serials and Cataloging staff on their workflow analysis project.
- New carpet at Dobson has been tentatively scheduled for installation in March or April. Staff will be looking at potential re-arrangement of the public area.
- Began work on a plan to emphasize the City of Mesa customer service values at the Library.

Budget/Finance Related Issues

- Received \$15,600 in monetary donations with one donor giving \$10,000. The money will be used to purchase fun and sturdy furniture for the Children's and Teen areas at the Main Library.

Service Level Trends

- New to the system, but non-rush items continue to wait three months for cataloging.
- The first of the OCLC Spanish Language blanket order sets arrived. Maria Mucino, who is shepherding this outsourcing project, reported that the first records were easily and accurately exported, and therefore quickly cataloged into our system. If successful, this pilot program will save staff time in selection and cataloging of Spanish Language materials.
- Staff continues to offer hours to public service areas in need in order to cover desks, shelve materials, check-in delivery and returns, and checkout.
- Due to the reduction in hours, December 2006 circulation is below December 2005 for both Red Mountain and Dobson.

Issues (personnel, citizen feedback, political)

- Amy Stults resigned as Library Cataloger. This position is being reviewed before recruitment begins.
- Brenda De La Rosa, Cataloging Specialist, began a special assignment in the cataloging department as lead worker. She will answer routine cataloging questions, monitor workflow and the training of the new library cataloging specialist, and alert the supervisor to situations and issues that need attention.
- Monique Jones ended her Management Development Opportunity (MDO) as Supervisor of Processing and Receiving and returned to her job as Library Technical Specialist in Technical Support Services.
- Brian Barna completed his MDO at Main as Shelving Supervisor and returned to his job as Library Clerk at Dobson.
- While many special assignments are coming to an end and positions are being recruited and filled, others are still filling in areas with temporary, but critical needs. Donna Tischer, Cataloging Library Technical Assistant, continues to assist Red Mountain Circulation.
- 2 PT clerks from Red Mountain were chosen to fill 2 FT vacancies at Red Mountain and Main. There have been few full-time vacancies at this level, so this is a terrific opportunity for staff. Donna's help is greatly appreciated as this leaves Red Mountain with 3 open PT clerk positions.

Target Goals for the Next Reporting Period

- Complete evaluation of position in receiving area and recommend appropriate job title to fill the position.
- Continue to work with Management Performance and Accountability Office on Cataloging workflow analysis.
- Begin budget preparation for department for Fiscal Year 07-08.