

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

- Dobson Ranch staff continue to refine the One Desk. Equipment has been relocated and signage installed. We are waiting to hear about a timeline to finish the electrical portion of the project.
- Cross training continues throughout the Library as staff leave and workloads shift. The Resource Development Coordinators (RDCs) are training interested CSS staff to place orders in the new computer system. This allows the RDCs to concentrate on selection of materials in order to expend the budget by fiscal year's end.
- Rosa Hamilton's Cuentos program had a season high 35 participants.
- Trisha Waichulaitis' Family Tree program (the last of the season) had a high of 196 participants.
- Both Red Mountain and Main staff are weeding the audio-visual collections for items in poor condition. Red Mountain has also begun to weed its print collection for worn, out of date, and poorly circulating items.

Major Accomplishments (organizational and professional)

- The Mesa Room-Local History Archives and Special Collections were featured in the Arizona Republic newspaper.
- The Resource Development Coordinators spent half days over several weeks completing revisions of all 6 Request for Purchase (RFPs) of library materials using the new Purchasing Department format. The bids were published mid April.
- Margie Trzcinski, Library Clerk, started her Management Development Opportunity (MDO) as the Supervising Library Assistant for Shelving.

Strategic Planning Activities

- All staff meetings were conducted at all three locations on Wednesday, April 19. Trisha Sorensen, Acting Community Services Manager, and Heather Wolf, Library Director spoke about the Reduction in Workforce (RIWF) process and its impact on the library. Individual meetings with at risk staff followed on Thursday, Friday, and Monday.

Budget/Finance Related Issues

- \$984,458.75 of the materials budget has been spent. An additional \$130,345.69 is on order.
- \$173,342.25 of the Indian Gaming Money grant has been spent. An additional \$11,260.86 is on order.
- Donations added to the collection totaled \$4143.00.

Service Level Trends

- Across the system, we are actively recruiting volunteers to help with circulation and paging duties.
- Staff from all work areas continue to provide assistance to areas where vacancies have impacted remaining staff's ability to complete daily duties. For example, Main Information Services staff contributed 110 hours to Circulation and Shelving Services.



LIBRARY BOARD DIRECTOR'S REPORT May 23, 2006

- 8 branch employees, including one Supervisory Librarian, four part-time Librarians, and three part-time Clerks, made the transition to Main after hours were reduced at the branches. They have all made a quick adjustment and their new supervisors are very pleased with their customer service skills and attitude.

Problem Issues (personnel, citizen feedback, political)

- On April 3rd, the hours of operation at both branch libraries were reduced from 62.5 hours per week to 40. The Library Director responded to 8 complaints, 2 from each location and several which did not identify their home branch.
- At Dobson, a Library Clerk-PT and a Library Page resigned. At Red Mountain, a Library Page resigned. Librarians and volunteers are being used to fill in the gaps.

Target Goals for the Next Reporting Period

- Make necessary changes in responsibilities due to the retirement of Paul Buono and the temporary leave for Nicole Lind at Red Mountain. Losing two librarians at once will mean a shift in many areas including less help for circulation and shelving.
- Evaluate the impact on Sunday service with the Branches being closed. No significant change yet but we feel that not all citizens are aware the Main library is still open.
- Evaluate schedules for reduced hours in the Periodical's Room due to planned resignation of one staff member in May.