

LIBRARIAN'S REPORT

July 11, 2017

Building

Tremco is looking to start the foam restoration of the roof in 2-3 weeks.

Budget

Our AVGQ (average growth quotient) will be 4% for 2018. This is a .2% increase from last year. As soon as I have everything together, I will send my drafts to the budget committee (Nancy(Chair), Kim and Steve. The board will be approving the committee-approved budgets for publication at the August meeting.

Budget Calendar

June 30th-SBA provides AVGQ

July 1-Beginning of Budget workshops

July 14-DLGF provides est max levy-change 1782 information

July 31-DLGF provides est of circuit breakers

August 8-The board approves the budget and Form 3 for publication on Gateway

September 12-Public Hearing for the budget during board meeting

October 10-The board adopts the budget for next year at the regular board meeting. Form 4 is signed and uploaded into Gateway no later than the 12th.

New Hire

I am asking for approval to hire Annette Grover for the position of Library Clerk I in the Children's Department. This position is part-time, no benefits. Annette's starting wage will be \$9.70/hour for 16 hours. Annette will be the replacement for Veronica Runyon's position.

Policy Changes

The Board's Policy committee of Chair Steve, Ted and Robin have the policy changes to submit for board approval. The list of proposed changes from the staff is included on the board drive in the "Draft Staff Handbook – 2017" folder under "agenda files." The proposed changes have been highlighted in each policy, so that you can read it in context. The Board's Policy committee, have submitted their recommendations, based on the staff recommendations, and can be found in the Draft Staff Handbook-2017 folder under agenda files. The entire working handbook was added under the "Draft Staff Handbook-2017" under "agenda files". I have also uploaded the two proposals and policy documents, that have changes, individually in PDF format, which should be easier to open. The PDF's are ordered alphabetically by title. You had asked earlier in the year for stats on the Friday after Thanksgiving. The stats are linked to the agenda. We do not have hard stats for the change in Saturday hours, but we do have personal experience from staff and more

than one request for more summer Saturday hours during the strategic planning sessions. Past 2 o'clock on a Saturday, the library is pretty vacant. I know this from personal experience and I have had staff tell me they feel guilty being paid because of how slow the afternoons are. We do have a slight rush of people around 4:30 to get last minute items, but they are the same people rushing in at 11:30 during the summer. When we change hours, we need to change the hours online, on our phones and computer shut down times. We will have patrons upset because we missed changing this information somewhere or they do not realize our hours changed and they come when we are closed or rush in when are open for another 5 hours. Also, the inconsistent hours make it hard for Dawn when scheduling meeting rooms. It is frustrating for a patron to hear that last week you could book the meeting room for the afternoon and now this week you cannot. By making our summer hours longer, we could allow patrons to book the meeting rooms in the afternoon all year round. The committee and I think that by giving patrons the extra time on summer Saturdays, which they want, and taking away the lesser used hours on winter Saturdays would be a good way to make our hours of operation more consistent and less confusing.

SaaS/Portfolio

Brian and I have been talking to SIRSI about moving to SaaS and replacing ContentVerse (Genealogy) with Portfolio. The pros of moving to SaaS have been attached to the agenda. Switching from ContentVerse to Portfolio has many benefits. Portfolio is a program that has been developed especially for digitization/genealogy needs. ContentVerse is very limited to what type of information can be uploaded. We have digitized books and items from the historical society that we are not able to make available for our public to search and view. Also, the frustration level of staff with ContentVerse's abilities is high. Portfolio would be linked to our online catalog so our genealogy information would be searchable in the same way we search for books. Portfolio has the ability to make our scanned items keyword searchable. We would be able to upload not only documents but photos and sound(interviews). It also, has the ability to set levels of access, which means we would be able to upload our documents currently on our intranet to Portfolio and set it to staff only access. This would make our intranet documents, like the policy handbook, accessible outside of the library and keyword searchable. The initial migration of our information to the SaaS server and portfolio plus the 6 months of service from January to June would cost 17,690 for SaaS and having SaaS and Portfolio would increase our yearly SIRSI subscription from 40,500 to 65,856. Portfolio is originally 12,000 but SIRSI will give it to us for 6,000 if we go to SaaS. This is expensive, however, I have spent the last three weeks going through our subscriptions for online services with my staff to see what database subscriptions and other online services our patrons are not using. Also, Brian has done a good job to update our computers and technology this year, so we shouldn't have as many technology demands next year to offset the initial migration amount. We should be able to afford both SaaS and Portfolio, if you choose to approve this purchase.