

## Director's Report: 9/24/14

### 1) News: Consortium Membership

Our application for admission into the LYNX! Consortium was well received. The directors tabled the motion to admit in order to research further the costs associated with increasing size of the consortium as a whole. They did not set specific conditions for our admission. However, there were issues that came up in discussion, and it would strengthen our application to address these before the next meeting, which will take place in December.

- 1) We need an updated Strategic Plan and an approved Technology Plan.
- 2) We need a plan to increase our collection size to 5 items per patron, which is the national standard. That would bring us to approximately 29,000 items, and would involve a 1/3 increase in size. I will be strategizing and writing grants to cover the costs of new shelving to accommodate the increased collection size.
- 3) We need a start date for construction. The director of Ada Community is concerned that due to our proximity, a shared borrowing agreement might flood her facility with Middleton Patrons. Providing adequate facilities here will allay those fears.
- 4) We need to increase staff competency. A significant concern of the directors was that we would not have sufficiently trained staff to maintain consortium standards.

### 2) Things on the Agenda:

#### 1) Planning for "Strategic Planning"

MPL needs a strong strategic Plan for the next 2 years. I would like to schedule a 3 day, 3 meeting committee. The committee should be made up of community members, including one staff representative and one FOL representative. I will look for a variety of other community members, including reps from city council, the school district, the chamber of commerce, the Optimists, Parks and Rec, et. Cetera. **The final product will be modified/approved by the board.**

#### 2) Collection Development

- We currently have two grants out that will affect our ability to purchase shelving to house a larger collection. We have asked for 5,000 from the Community foundation and 5,000 from the Whittenberger foundation.

#### 3) Staff Training/Capacity

- Teri is going to ILA at the beginning of October
- Connie is signed up for Word and Excel classes at Garden City Public Library in November.

- I am working on opportunities for staff to shadow at consortium libraries, so they can experience specific processes, the variety of policies/procedures, et. Cetera.
- We are hiring for a Page Position. Interviews begin tomorrow.
- **Action Needed:** A staff member has requested “light duty” status, and has provided the appropriate documentation. In order to meet this request, we will be hiring a temporary circulation worker at the page level. This person will work approximately 8 hrs per week, and will fill in for absent staff as needed. It is convenient that we have a similar position posted- we should be able to either combine the positions or hire two people, one of whom would be on temporary status.

4) Construction:

- We had a construction meeting with the engineers. They are proceeding with their assessments. Erstad asked them to modify the plan to save costs, and they had immediate ideas.
- Minor modifications to the computer counter area and the checkout counter are needed to improve space utilization.
  - First Priority: James, our maintenance supervisor from the city is going to do the basic work on the computer area, and then we are going to get a quote on the finishes from Valley cabinetry.
  - Future Project: Valley Custom Cabinets, the company who originally did our cabinetry, has given us a quote of 450.00 to cover the cost of the cabinetry on the circulation area.