

**Building:**

-Architect (SE|A) is back in touch; we will be working with them on better sound dampening, electronic shades for clerestory, replacing metal strip in foyer with something quieter, and more solid barriers between Children's Desk and the Hello Desk.

-RFID next and final step: we are the beta test for the new holds labels and it is going great! However, since it's still a 'test', it means that our staff is having to do a little bit extra work because the process remains different at the libraries.

**Staff:**

-Aaron Novinger, our IT/Promotions Librarian, was accepted into the first leadership institute held ever by Oregon Library Association. It will be over several months, with a cohort training in Pendleton in May. He also won a scholarship grant and has written another grant to help defray costs. This is exactly why he is a good choice!

-Gina will be attending a very big, national, bi-annual Public Library Association conference in Philadelphia in March.

-Darci Hanning from the State Library spent time with staff on Wednesday, Feb 7, working on strategic planning so everyone would be involved. See below for more.

-we will be getting (eventually) a new module in the new City software for scheduling: we are ordering and splitting with other City units. It should make Denise's life much easier

**Programs:**

-we are working on a way to communicate all aspects of a program to the people who need to be in the loop. We are working on a process through Seamless Docs to get this figured out.

-also we are working on an online reservation form. We are finding that staff does not always get enough information logged into the reservation calendar, and therefore we are not as prepared as we'd like to be.

- Our programs in general were very robust in January-see that stats. They are a great deal more generous than this time last year. Jan's wine tasting program was very well attended by some serious wine connoisseurs and soon to be wine connoisseurs.

**Collections:**

-after working with Ingram, our primary book vendor, for many long months, we finally have preprocessing completed. Now we have started working with them on Collection Development-you will recall that the Foundation gave us \$50,000 for materials. We will get Ingram's help with filling holes in our collections. We held a phone conference with Ingram and the lists of their suggested purchases have started coming in to our selectors. We also had a meeting with Network to work on some of the background *codes* so that all of the software is communicating properly so that the systems turn out the product we desire, a patron friendly, mostly shelf ready book.

**City Commission**

-City Commission annual retreat was in January at the library: it went great!

**Library Board Member:**

-we need a replacement for DA. This person needs to live outside City limits. We have created a web page for this purpose and Gina is working on a flyer that we can hand out at programs to spread the word.