

Support Services Manager Report to the Library Board

02/21/24

1. Collections

- a. Our shifting project in the adult non-fiction 500s to 800s areas is finally done and we will now be updating endcap signage.
- b. We're moving everything up off of the bottom shelves in adult fiction.
- c. We just added 2 dedicated laptops to our area which will be used to shelf-read + inventory collections on an ongoing basis.
- d. The Adult Collections Management group met to discuss current database trials and will be sending recommendations to Cheryl soon.
- e. The Experience Collection group met and discussed possible additions to the collection (new or additional experience passes and new experience objects for circulation) as well as a need for additional funding in 2025 due to the popularity of this collection. They asked to move funding for Geek Boxes to the Materials budget in 2025 since contents mainly fall under that category.

2. Patron Services

- a. We were able to hire 2 new Pages in February and are currently interviewing for an open Library Assistant position on the 1st floor.
- b. The automated material handling machine (AMH) was fixed on Feb 12th after being down for a few weeks.
- c. The new 24/7 Holds Pickup Lockers will be delivered and installed in April. In March there will be a Polaris upgrade which should make patron/staff workflows for choosing the lockers as a pickup location and allowing staff to fill those requests a bit easier than it is now.