

11/6/25

Librarian's Report

Kimberly Thomas, Library Director

Staff updates:

Over the past two months, Barbara has made 66 phone calls to follow up on volunteer applications, conducted 8 interviews, and hired 6 new volunteers. With these additions, we currently have 10 volunteers.

Kit has been working on weeding the Southwest collection and nonfiction 22s, which are extra copies of books that the library was keeping for possible replacement. He replaced those that were worn out, damaged, or missing. In many cases, he found that the copy on the shelf was the one that was cataloged as the extra copy, or that the copy on the shelf had not been cataloged at all. Julie has been working on weeding the parenting, young adult books, and graphic novels from her department.

Julie has viewed webinars on topics such as grant writing, child development, outreach, and storytimes.

Shanna, Barbara, and Jennifer took live training with Biblionix for the Apollo Integrated Library System.

Shanna and I had a session with the EBSCO Stacks team where we learned about using the Stacks website content management interface for file and document creation and organization, linking directly to files for the backup without an intermediary page, and user experience best practices.

The Youth Services department had their Pumpkin Decorating Contest and selected winners.

The library had our Halloween coloring page in the Pahrump Valley Times and returned the 4 entries we received to the Pahrump Valley Times.

Project updates:

The frame we ordered for the Teen Zone sign was too heavy for our ceiling to support. We returned the frame and kept the sign insert, which a local business is creating a backing for so that we have an alternate way to hang it.

There has been an issue with the Teen Zone computers, as the outlet that I had installed for them seems to work only intermittently. Our IT contractor advised that the outlet did not have power, I called out the electrician who installed the outlet, and they said it was working fine. We had additional IT work at 9 pm on 11/5/25, and they told me the outlet did not work and must be either on a timer or connected to a switch that gets turned off at night. In order to perform IT services remotely, the computers need to always be powered on. I called the electrician back out on 11/6/25 to investigate and am awaiting response at time of writing this report.

Our self-check stations are up and running.

My plan is to automate the document handling services performed by the reference department to have more self-service options for copies, scanning, faxing, and printing, giving patrons more flexibility and

privacy and reducing the burden on staff. My hope was to present this month to the board, but I was not fully satisfied with the quote I had and wanted to be certain we are choosing the right solution for our patrons' needs. I have an in-person meeting with a sales representative on the 13th and she can better see our current process so we can be sure we are getting the right solution.