



Director's Goals and Activities
2008-2009

Spring Quarterly Progress Report

(Updated from Fall 2008 Progress Report on 14 May 2009)

Questions and comments are welcomed:

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While this is a progress report related to the Director's Goals for the year, it should be noted that those goals were shared with the Library Staff during our regular Management Team Meetings and modified accordingly. No accomplishment listed below would have been possible without the support, input, and collaboration with the Library and Regional Office Staffs. This is a team report.

1. To maintain regular and open communications with all governing bodies, boards, librarians and the general public regarding the operations of the AMY Regional Library System and its individual libraries.

- a. Attend Avery, Mitchell and Yancey Commissioner Board meetings at least quarterly.
 - i. Accomplished for fall quarter with thank you's and ROI Reports (following the elections for all County Commissioners) accomplished for Mitchell and Avery April 09.
- b. Attend town meetings in Burnsville, Spruce Pine, Newland and Bakersville quarterly.
 - i. Burnsville, Spruce Pine, Bakersville and Newland accomplished fall quarter with ROI information.
- c. Submit at least one article, piece of information, etc. per month to each of the county's newspapers.
 - i. See clippings in the scrapbook
- d. Appear bi-monthly on WKYK/WTOE Murphy in the Morning. Increasing the use of the WKYK website for library related information. Accomplished to date.
- e. Maintain regular correspondence with Regional Board Members and copy to Local Board Chairs.
 - i. Accomplished with Annual Report sent and Quarterly Board Meeting documents to local boards.

2. To implement the elements of the Long-Range and Technology Plans.

- a. Long-Range Plan accomplishments are listed throughout this report. A copy of the plan is available upon request or on our website at <http://amyregionallibrary.org>.
- b. Implement Gates grant 2008-2009.
 - i. In progress and all deadlines met to date.

- ii. Librarians and Friend/Trustee attended workshop from Mitchell. Yancey given a bye with Director having attended the Fall workshop in Asheville.
 - c. Implement State Library Grant to add 5-6 computers in each library along with Microsoft Office 2007 and Frontpage.
 - i. To date 5 Avery, 5 Spruce Pine, 5 Mitchell, and 5 Yancey installed
 - ii. 2 Laptops in each library have been added spring 09 and additional workstations in Avery, Mitchell and Spruce Pine.
 - d. Continuing to explore options for providing digital microform services. Our microform readers are rapidly becoming obsolete.
 - e. Add scanners in Yancey, Avery, and Mitchell (scanners in Regional and Spruce Pine).
 - i. Plans in place; however, economic situation prevents this from happening this year.
 - f. Install new server and software.
 - i. New server ordered to be installed in June. New virus and workstation management software installed on current server to be migrated over to new server when it is installed.
 - ii. The system will migrate to TLC 4.0 in June on the new server.
- 3. To provide professional development for and solicit management input by all librarians and staff on a regular basis throughout the year.**
- a. Meet bi-monthly with Management Team
 - i. Accomplished to date.
 - b. Conduct bi-monthly workshops on topics of interest and concern to Staff.
 - i. October: Information Technology Applications Update (All staff)
 - ii. November: Collection Development Workshop conducted by the State Library in Hickory. (Head Librarians and Director)
 - iii. January: Online session on Consumer Health Information (All staff and Director)
 - iv. March: State Library funded Job Search Tool Kit workshop in Asheville (Head Librarians and Director)
 - c. We conducted Staff Performance Assessments in the Fall with follow up individual interviews this spring.
- 4. To make the libraries essential elements in the preservation of our cultural heritage.**
- a. Work with Historical Societies and Cataloging Specialist to catalog document holdings into the AMY OPAC beginning with Yancey and moving outward.
 - i. James Byrd working with Melanie and Rella on this for Yancey and is 95% completed.
- 5. To increase circulation of all materials and attendance by all segments of the population with an emphasis on children, teens, and families through advocacy and marketing.**
- a. Expand Bookmobile services to childcare facilities in all three counties.
 - i. In progress with new books added and awareness sessions conducted at the Avery Smart Start, Mitchell Yancey Partnership for Children, and Mitchell Yancey LICC and Avery LICC.
 - ii. This spring beginning work with DSS to determine HUD housing and taking the Bookmobile to those facilities.

- b. Work with book clubs in all 3 high schools.
 - i. All schools contacted in the fall. Mitchell's doing well, but others have not yet gotten started. (Cleared up my mistake with Yancey and will work with them this fall.
 - ii. Have made arrangements for each high school to send students to the Carolina Mountains Literary Festival in September.
 - c. NCLive Workshops/Demonstrations
 - i. All Mitchell Seniors in November
 - ii. School to Work Seniors at Mt Heritage in October
 - iii. All Freshmen at Avery High in November
 - iv. Safe Place Staff in Spruce Pine with plans to work with the women later
 - v. Directors of Centro Latino and Centro de Enlace
 - vi. Mitchell Health Coalition
 - vii. Mitchell-Yancey LICC
 - viii. Graham Children's Center
 - ix. Evening Parenting workshops for Bakersville Smart Start and Mitchell Child Care (Ledger).
- 6. To work with specific groups in the community that have been identified as having special needs or requiring special attention such as Child Care Providers, Home Schoolers, Ethnic Communities, Historical Societies, Small Business Persons.**
- a. Work with Yancey 4-H after school programs with an emphasis on reading and information literacy.
 - i. Bald Creek 14 October
 - ii. Planning underway with the Extension Service for Summer 2009 programs in Avery, Mitchell, and Yancey Counties.
 - b. Meet with Historical Societies in Avery and Mitchell County and hold positions with the Yancey Heritage Council, Cultural Resources Commission, and the Traditional Voices Group.
 - i. Accomplished with monthly meetings
 - ii. Worked on Riddle Fest 2009 in Yancey
 - iii. Assisting on a Heritage Grant for Yancey CRC.
 - c. Lead book discussions at the Mitchell and Avery Senior Centers. Work on grants for the Yancey Senior Center.
 - i. Accomplished in Fall for Mitchell with scheduled one for Spring with Mitchell and Avery Centers related to Together We Read.
 - d. Work with teachers at all three high schools to support reading clubs.
 - i. All schools contacted in the fall. Mitchell's doing well, but others have not yet gotten started. (Cleared up my mistake with Yancey and will work with them this fall.
 - e. Work with Centro Latino on a project to place a "branch" of the Spruce Pine library in their new facility.
 - i. Accomplished with collaboratively written grant in the fall.
 - ii. Working toward putting computers in the Literacy and Information Center
 - 1. Accomplished with 3 computers installed
 - iii. Planning for a Summer Reading Program for teens.

- f. Work with Centro Enlace to continue to populate their one shelf unit “branch” with books.
 - i. Working with the Director to find \$ for bilingual books for children and families. Contacted with Mexican Consulate to continue to receive books from the Government Education Board
 - ii. Conducted NCLive Workshop for afterschool students
 - iii. Contributed 3 computers from Yancey Public that were replaced by new ones in spring. Will work with them to get new ones as year progresses.
 - iv. Planning a Summer Reading Program in conjunction with the AMY’s Summer Kids Club for 2009.
- 7. To work toward libraries being seen and treated as important resources for economic development by governing bodies and the general public.**
 - a. On the Certified Entrepreneurial Community Committee for Mitchell County that is collaborating with Yancey and will expand to Avery.
 - i. Served on Planning Committee for Business Summit held at Mayland Community College in November for all 3 counties.
 - ii. Chair of the Resources Committee for the Mitchell CEC and collaborating with Avery and Yancey efforts for the same.
 - b. Share information on libraries and economic development with each set of County Commissioners and Town Boards of Spruce Pine and Burnsville.
 - i. Accomplished in Fall 2008
 - c. Working with Economic Security Commissions in all three counties to determine ways that the library can provide more services for job seekers and those out of work.
 - i. All libraries now JobLink Partners with all staff trained and marketing begun.
 - d. Conduct workshops especially for teachers, students, and individual artists on seeking funding and provide individual consultation related to the Foundation Center Online.
 - i. Accomplished for General Meeting of Non-Profits, TRAC, Mitchell County Teachers, Artists, (planning underway with Yancey to do the same for their teachers in summer 2009 or fall),
 - ii. Coordinated workshop by representative from Foundation Center from Washington for non-profits in the 3 counties.
- 8. To collaborate with related organizations that will expand service and funding for the Regional Library such as Mayland Community College, the Avery and Mitchell and Yancey Partnerships for Children, NC Agricultural Extension Service, TRAC, and the school systems with the school library media specialists.**
 - a. Serve on the following related boards and groups
 - i. Avery Smart Start Board
 - ii. Mitchell Yancey Partnership for Children, Childfest and Information Resources Committees
 - iii. Yancey 4-H Board and work with the 4-H Directors in the other counties in their after school and summer programs
 - b. Continue to work with Mayland on the Foundation Center Cooperative Collection and GED Program in Mitchell.

- i. Mitchell GED program highly successful with more students in that program than on the Main Campus in Fall semester.
 - c. Member of the Toe River Watch
 - d. On collaborative task force composed of Mayland Community College, Mitchell and Yancey Community Foundations, and May Coalition to sponsor and implement Fundraising Strategies on May 12th. Accomplished with 60 participants.
- 9. To complete renovations that have been started in Avery, Mitchell, and Spruce Pine and participate in the Yancey Expansion Project in any way that I can.**
 - a. Start on the Teen Space this fall with our Teen Advisory group in Avery.
 - i. Initial contact made, but project on hold
 - b. Work toward the carpet and a new roof for Spruce Pine.
 - i. Community Meeting Room carpet completed
 - ii. New roof approved by Town Council to be installed spring 2009. Accomplished April 09.
 - iii. New carpet approved to be installed after new roof
 - c. Finish Mitchell Conference Room. Will continue to work on renovated Reading Room and New Children's Room has begun. All thanks to a strong fundraising effort on the part of the Friends of the Library and a contribution from the Town of Bakersville.
 - i. New Conference Room completed
 - ii. Work beginning on Children's Room with reorganization of the Friends
 - d. Complete Avery renovations
 - i. Foyer repainted (completed)
 - ii. Refinish floors (in progress)
 - iii. New shelves in Teen space (completed)
 - iv. Rework toilets
 - v. Replace lighting system in main reading room and children's room with more cost and environmentally efficient and effective system. Accomplished.
- 10. To implement as many "green" procedures and modifications to facilities and operations as possible.**
 - a. Conduct an Energy Use Inventory in all Libraries In progress
 - b. Green planning with library staff accomplished and ongoing
 - c. Developing green guidelines for Regional Libraries (complete in spring 2009)
 - d. All renovations and updates using LEED certification guidelines
 - e. Will use only compostable or reusable serving supplies for library related events and for all staff.
 - f. Cleaning and maintenance supplies
 - i. Received year-long (or longer) supplies from "green" as possible inventory.
- 11. To create and/or nurture Friends of the Library groups and Teen Advisory Boards for each library.**
 - a. Working with Book Clubs at Mitchell High, Mountain Heritage, and Avery High to encourage reading.
 - i. Initial contact made. Mitchell moving along.

- b. Working with new Chair of the Friends of Spruce Pine Public
 - i. First meeting with Peggy Poe Stern a great success in November
- c. Mitchell Friends reorganized March 2009.
 - i. Beginning sweat equity efforts in new Children's Space.
- d. Working with all 3 high schools to get attendance at Carolina Mountains Literary Festival.

12. To be active in the professional organizations, especially at the regional and state levels.

- a. Appointed to the North Carolina Library Commission (four-year term beginning 2009)
- b. Member North Carolina Public Library Director's Association
 - i. Chair, NC Green Public Libraries Committee
 - ii. Participated in Library Legislative Day 2009
- c. Member of the North Carolina Library Association
 - i. Literacy Committee
- d. Serve on the Appalachian State University Library Science Advisory Board
- e. Vice-Chair of the Together We Read Board of Western North Carolina

13. To be an active member in each community served by the AMY Regional Library System.

- a. Mitchell
 - i. Member of the Bakersville Improvement Group
 - ii. Chair of the Mitchell County Historic Courthouse Foundation
 - iii. Member of Spruce Pine Main Street Programs
 - iv. Member of the Mitchell County Historical Society
 - v. Member of the Orchard at Altapass Board
 - vi. Served on the Mitchell High School Senior Review Panel Fall 2008 and Spring 2009.
 - vii. Mitchell County Entrepreneurial Community Project
 - 1. Group Resource Group Chair
 - 2. Survey Team
 - viii. Mitchell Cluster of the NC Birding Trail Organization Committee
 - ix. Education and Government Channel Planning and Implementation Committee
 - x. Served on Mitchell High School SACS Review Panel
 - xi. Mitchell Broad Band Planning Group
- b. Avery
 - i. Member of the Avery Historical Society
 - ii. Smart Start Board Member
 - 1. Raising a Reader Team
 - iii. Avery Local Interagency Coordinating Council
 - iv. Consultant to Avery County Schools related to Library Media Coordinators fall 2008.
- c. Yancey
 - i. Steering Committee for Carolina Mountains Literary Festival and Chair of the Libraries and Schools Liaison Committee
 - ii. Member Graham Children's Center Board

- iii. Recording Treasurer Yancey County Literacy Council Board
- iv. Former Chair of the Quilt Trails of Western North Carolina now on the Management Team
 - v. Member of the Yancey Heritage Council
 - vi. Member of the Cultural Resources Council
 - vii. Member of the Traditional Voices Group
- viii. Member of the Child Advocacy Center Task Force (501c3 effort Chair)
 - 1. IRS exemption submitted with Jan Sparks.
- ix. Mayland Community College Yancey Campus Advisory Board
- x. 4-H Board
- xi. Yancey Broad Band Planning Group
- d. Joint County Groups
 - i. Mitchell Yancey Partnership for Children
 - 1. Resources Group
 - 2. Childfest Committee
 - ii. Mitchell Yancey School Based Telemedicine Network
 - 1. Worked with Suzette Renfro to construct and implement parent survey.
 - iii. Toe River Arts Council Board
 - iv. Avery, Mitchell, Yancey, Business Resource Alliance and affiliate of the Appalachian Regional Development Institute at ASU
 - v. Mitchell-Yancey Local Interagency Coordinating Council
 - vi. Mitchell-Yancey Blue Ridge Parkway 75th Anniversary Planning Group

14. Grant Efforts: While some of the following grants have funds to support specific library related functions and/or collections, I feel that the positive visibility of the library in helping other community organizations obtain funds is an important part of my role, especially now that the Foundation Center is a part of our programming for all of the libraries.

- a. Co-PI on a successful HandMade in America grant for \$50,000 for a Marketing Coordinator to work on advocacy for the Town of Bakersville. (Part of the Historic Courthouse renovation of which the Mitchell Library is a partner.)
- b. PI of \$200,000 SECU grant for Mitchell Courthouse, April 2009.
- c. Submitted \$29,000 proposal to Blue Ridge National Heritage Grants to support three-county Quilt Trails and Oral History Project. Not funded but encouraged to rework and resubmit.
- d. Submitted proposals in March to the NC Arts and NC Humanities Councils to support the Carolina Mountains Literary Festival of which AMY is a co-sponsor.
- e. Developed a Community Analysis Template for all grantwriters in the 3 county area.
- f. Continuing to assist in Telemedicine Proposal by Dr. Steve North to support the project in Mitchell and Yancey counties.
- g. Worked on a grants timeline for AMY, TRAC, Oral History Project, and Quilt Trails.
- h. Reviewed grant for Centro Latino
- i. Submitting Lois Lensky Grant by June for Spruce Pine, Yancey, and Bookmobile to support children's programs.

- j. Will work with the Orchard to develop a grant for ethnic diversity music presentation for the summer.
- k. Working with Parkway Playhouse to develop a grant to fund a play related to the Quilt Trails.

15. Other Meetings, Professional Development and Contributions

- a. Attended Fall and Spring NCPLDA meetings using personal funds.
- b. Completed study for Nantahala Regional Library related to renovation of the Moss Memorial Library in Hayesville. Fully funded by the Regional Library with vacation days taken to gather data and report findings.
- c. I meet as regularly as possible with the Arts Matters Group