

2024 Adult Services Department Report

Staffing

The Adult Services Department (ASD) is made up of 5 permanent staff members.

- **Adult Services Manager (40 hours/week)**
- **2 full-time (40 hours/week) Librarians**
- **2 permanent part-time (30 hour/week) Librarians.**

The Library is open 59 hours each week. The ASD staffs the Main Level Reference Desk for all 59 of those hours, with few exceptions. We have a small pool of On-Call Librarians who fill gaps, but we have been averaging less than 20 hours of On-Call coverage per month (a cost savings).

Reference Services

While working at the Information Desk, the Adult Services Librarians field questions in-person, by phone, and by email. This involves locating reading materials for patrons, handling light reference questions, more involved questions, and various technical assistance. The Librarians also handle a large amount of circulation transactions throughout the day.

Programming

The Adult Services Librarians share programming responsibilities. In the 2023-2024 fiscal year, we arranged **357 programs with 3,228 people in attendance**. This includes weekly programs, such as our English Language Discussion Group, monthly book clubs, art programs, author events, and other special events.

2023-2024	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Programs	21	30	35	29	31	16	36	36	39	35	33	16	357
Attendance	270	153	405	149	343	100	251	345	228	439	426	119	3228

Collection Development

The Adult Services Librarians select materials for the majority of the **Adult Fiction, Mystery, and Non-Fiction collections** as well as Audio/Visual materials. Adult Services staff handle approximately \$150,000 of the Library's Collection Development budget. Librarians bring materials into the library, maintain the existing collection, remove damaged or outdated materials, and create displays and booklists to promote the collection.

Digital Resources

The Adult Services Manager oversees the Library's digital resources, including research databases and eBook and media platforms. The Library's Overdrive Advantage collection is maintained by the Adult Services Manager. This is a collection of additional eBooks and eAudiobooks added to decrease wait times and/or meet the specific requests for items that may not already be owned the in the shared Peninsula Library System Overdrive collection.

Mentorship

3 Adult Services Librarians are mentoring para-professional staff. We have 3 Library Aides shadowing the librarians to learn a variety of skills.