

**Director’s Report – February 2020**

**Staff and Facilities**

Fred Gast has completed Phase One – Functional Space Programming and will present his report on Wednesday, February 12, 2020, at 10 am in the Rodriguez Annex. In addition to meeting with Susan, Karen, and me, we sent along building plans for this library (Gabby deserves points for finding them in the Annex) and also an inventory of shelves and their contents.

The Children's Area, Ollie's Corner, is complete except for an arbor to create an entrance. The January 27 Open House/Ribbon Cutting was a success (see article in the 2/5/2020 issue of the Pioneer). The Friends of the Library sponsored light snacks.

Rotary notified Swan Todd that the Library was not selected for the Cherry Tree fundraising event; she is investigating alternate funding sources.

Most of the interior walls in the library are painted (thanks, Gabby); we're waiting on signage from RipQ. (Stop by and look if you haven't been in the Library lately.) The dark blue wall will have the Library logo and the words: Educate-Engage-Explore in English and Spanish. We've slowed down on moving things, and are investigating seating options to replace the couch and chair in the adult reading section. By moving things around, we have a space for holding small lectures and activities.

I have a clear vision for where I want to steer the Library, and the staff has already taken some steps toward the end goal. The Circulation Desk has differentiated between check-in and check-out. I am figuring out a way to separate circulation activities from reference. These are very different services that require different skill sets. As it is now, any reference is happening haphazardly at the Circulation Desk, and by separating the two services, we can have the librarians and service staff take shifts at the Reference Desk, leaving the Circulation area for check-in/out and processing. There is still a little re-arranging that needs to happen (don't worry, I'm not thinking about moving or adding any walls – yet).

We have received a lot of positive feedback about the changes. I think by using the current library to its capacity, at the point where we do want to build a larger library, it will be apparent that we're outgrowing the 5,000 square foot building we are in now.

Library Hours. Beginning March 9, Library hours will be 10-7 M-F, and 10-3 on Saturday. Changing hours adds 1 hour to the overall open hours but keeps the opening time consistent throughout the week. We've put signs up all over the library, I'm having signs made for the front door, and I have 2 advertisements coming out in the Pioneer, on the week before the changing library hours, and another the week after.

**Commitment to Dual Language**

As an acknowledgement that over 30% of our residents are Spanish-speaking, all printed materials coming from the Library will be in English and Spanish (hopefully one-page front/back, but occasionally separate documents). The Service Staff was quick to embrace this; our Spanish Storyteller, Adriana Arizmendi, has been translating.

**RFID**

Most of the RFID project costs have been paid. There will be a few smaller invoices for follow-up services.

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| --- | --- | --- | --- | --- | --- |
| Invoice Date | INVOICE # | AMOUNT BILLED | AMOUNT PAID | AMOUNT DUE | Date Paid |
|  |  |  |  |  |  |
| 8/30/19 | 7393R | 7218.93 | 7218.93 |  | 10/8/19 |
| 10/22/19 | 2793 | 13244.51 | 13244.51 |  | 11/13/19 |
| 11/29/19 | 2789 | 4156.00 | 4156.00 |  | 1/14/20 |
| 1/13/20 | 2842 | 2368.00 | 2368.00 |  | 1/14/20 |
| 11/29/19 | 2793 | 41.00 | 41.00 |  | 1/28/20 |
| 11/29/19 | 2792 | 8692.19 | 8692.19 |  | 1/28/20 |
|  |  |  |  |  |  |
|  |  | 35720.63 | 35720.63 | 0.00 |  |

**Family Finders**

The transfer of the Family Finders building and content is complete. The deed has been transferred. I met with Payne-West last week to initiate a property insurance policy. The staff has toured the new Annex. I met with the assistant city planner about sign permits and found out that the building is in the Downtown Urban Renewal District. The doors have been re-keyed, and the combination changed. A metal guard is in place on the back door to eliminate prying the door open. I met with the alarm company, and it can add an alarm and motion detector once the Internet is active. I checked with Bend Broadband about adding Internet service to that property, and that should be completed in the next week. RipQ is making a Library logo sign to affix to the outside. I contacted Cove Electric about installing motion lights.

**Bequests**

I will present a progress report at the meeting.

**Community Read**

The Community Read Events are coming together nicely. I'm attaching the notes from the 1/23 meeting with the staff and officers. I've contacted Warm Springs representatives to find out if it is still interested in participating. I just heard from the Crooked River Ranch representative, and she is meeting with representatives to finalize April 23.

**Library Supporting Associations**

*Friends of the Library*

Friends membership continues to grow. Not much fundraising success from the weekly fundraiser, but then we haven’t advertised it much. Volunteers continue to sort books, now for the August Book Sale.

*Endowment / Foundation*

Several members of the Foundation attended the opening of Ollie’s Corner.

**Marketing**

I’ve signed up to advertise at the three Chamber events in 2020: 4th of July Parade, Annual Banquet, and Christmas Parade. RipQ is making 2 banners, one for the Chamber and one for the Library, plus a new sign for the front of the Library, Rodriguez Annex, and Genealogy Annex, plus a sign for the new library hours. The Library has been in the Pioneer several times, including for the ribbon cutting of Ollie’s Corner, and the monthly Library column.

**Budget**

I’m working with Mick about reorganizing the Chart of Accounts a little bit. We need to add expense items for the Genealogy Annex. After determining who was on the District’s budget committee last year, I believe there will be 1-2 openings. I’ll be advertising in the Pioneer for volunteers. I’ll be meeting with Susan this month to go over the budgeting process. Staff is identifying projects for the 2020-2021 fiscal year. I have several funding priorities in mind, including updating the Library’s Web Site to a fully functioning content management system. One of our underserved populations is people who never come to the physical Library but could use our online resources and information.

**Other**

I think the US Census activities coming up are important to the community, and I’m working with the staff to identify ways we can encourage participation.

**Some Upcoming Activities**

February 7 – Film Night: Leave No Trace

February 7-8 – SDAO Annual Meeting (Laura both days, JE on Saturday)

February 14 – Film Night – The Upside

February 18 – Kiwanis (JE and Gretchen)

February 21 – Film Night – Can You Ever Forgive Me

February 24 and 27 – E3 Series – US Census (24/English, 27/Spanish)

January 24 – Film Friday/ Peanut Butter Falcon

January 28 – Ollie's Corner Open House (Laura)

February 5-6 – SDAO Annual Meeting (Laura both days, JE on Saturday)

February 25 – March 2 – ALA/PLA Meeting (JE)

February 27 – Crafters Anonymous

Every Tuesday at 10:30 – Story Time (English)

Every Wednesday at 10:30 – Story Time (Spanish)

Every Thursday at 10:30 – Story Time (Bi-lingual)

**Department Reports – February 2020**

**Adult Services – Gabrielle Beebe & Gretchen Schlie**

The interior of the library is now about ¾ of the way painted in new colors. A warm beige is covering most of the walls and a dark blue is creating an accent wall by the public computers.

New magazine and newspaper shelving were ordered and will arrive by the end of February. During this transition, the magazines are in the back room.

After removing the old newspaper holders along with a power bar and extension cord, to make room for the new shelving, we’ve experienced a greater number of people sitting and laying on the floor to be closer to power outlets to charge their mobile devices. We hope to change the dynamics of this situation by providing more appropriate seating areas with access to charging ports.

The Adult DVDs moved over to taller shelving by the adult audiobooks. This allowed the DVDs to be elevated so patrons do not have to bend so low to view the DVDs. This move also allowed us to accumulate the adult media such as audiobooks, music, and DVDs into a more common area.

In January we were able to comprise a list of Missing items and then search for them within the library. We were able to find over 100 items previously placed in missing status.

As reported in January,on Jan 9th and 10th, Jane Ellen and Gretchen traveled up to Walla Walla to visit the Public Library there and attend a Big Idea Talk with author Johanna Stoberock.  We were inspired by what we saw and heard. Gretchen has put together a Winter – E3 - Lecture Series. The first in the series was February2 – Groundhog (Groundpig) Musings with 16 people attending. For a first time with no systematic marketing, good turnout. The next lecture is March 2 – Seuss Jam! And in between we’ve scheduled 2 dates with the US Census: February 24 in English and February 27 in Spanish.

Gretchen is regularly visiting at Chinook Place had has between 3-7 people participating in crafts and reading. She is looking for ways to generate interest in a book club in Culver. The online book club is running smoothly.  The craft event led by Gretchen on January 30th taught attendees to create lip balm and lip exfoliant. We had 10 in attendance. Twice Read fundraiser made about $15.

Gretchen and Jane Ellen met with the assistant city planner to talk about sign permits and found out that the Family Finders is in the Downtown Urban Renewal Area.

**Youth Services – Laura Jones | Star Todd | Adriana Arizmendi**

New Year brings new ideas, programs, and spaces. January saw the completion of Ollie’s Corner and the Grand Opening. Donors, reporters, and community members attended the event. Laura Jones and Adriana Arzmendi introduced a new Bilingual storytime and saw an increase in storytime attendance. The children enjoy it and the parents are showing appreciation for the opportunity to introduce their children to English and Spanish. Storytime hours were changed. They will be at the same time, 10:30 am, on both Tuesday and Thursday. Parents mentioned gratitude in the uniformity of the time and storytime structure. Star Todd and Laura Jones decreased the number of evening programs and combined programs together. Family Fun Night replaced Family Craft Night and Family Game Night. Family Fun Night is a combination of both previous programs. Attendance was low compared to previous months.

**Technical Services – Jackie May**

The month of January, a modest weed of 580 items was performed in various collections of the library. The bulk of the weed was performed in the audiobook sections, both fiction and nonfiction, to make room for the adjustment and moving of the various DVD and CD music sections. The Spanish collection, Juvenile sections, and Youth sections also had items weeded for space and condition of the items. Items in the Large print, Adult fiction, and Easy Readers, were also weeded.

January 2020

Bibs added 85

Materials added 225

Items weeded 580

Interlibrary loans

 From in state: 49

 From out of state 21

 To other libraries 1

Total ILL 71

**Volunteer Services and RFID Project – Swan Liu**

Volunteers.We have 10 regular volunteers, 4 smile volunteers and 1 community service.2 smile volunteers fulfilled their hours, and 1 new regular volunteer joined us.

RFID Tagging. We are almost done with RFID tagging process. We have found some improperly tagged and untagged items on our shelves. I’m checking every book inside the library to make sure that everything is shelved where it should be. I have finished the large print section. So far, I’ve found quite a few books that are not tagged, or missing, and some of the problem books don’t have a record in Sierra any more.

**Circulation – Dion Hryciw**

* Added adapters to public computers so they will connect to the wifi.
* Helped with rekeying of annex locks.
* Crash course on how the annex AV equipment works.
* Helped move shelves around the library.

Statistics are available for viewing in Smartsheet.