

**Director’s Report – September 2019**

**Staffing**

Interviews for the Community Services Specialist will take place on Wednesday, September 11. The Adult Services and Youth Services staff will be conducting the initial interviews and making a recommendation to me.

The monthly staff meeting was held on Thursday, September 5, with 7 staff attending; 2 staff members were out sick. Maureen Caldwell substituted at the circulation desk for the 90-minute meeting. I’ve attached the agenda.

**DPL Releasing JCLD fines**

We had a situation where a DPL staff member removed fines associated with a JCLD library user and for materials not returned to the JCLD library. I’ve talked with members of the DPL staff and it was resolved, however, I believe I’ll need to follow-up with the director or assistant director.

**PERS Employer Incentive Fund**

The window for applying is 9/3 – 12/1. For every $25,000 we receive a 25% match ($6,250). I have the information required to submit the application except for 2 and 3:

1. PERS employer number
2. The amount of your intended lump-sum payment
3. The date you intend to make the lump-sum payment
4. A decision about whether you will be requesting a specific rate offset date
5. The "Results" of a completed PERS Employer Rate Projection Tool Excel tab, saved as a PDF or screenshot, reflecting your employer-specific data (more details below)
6. Three pieces of information from your December 31, 2017 actuarial valuation (more details below)
   1. Funded status as of December 31, 2017
   2. Combined valuation payroll
   3. Net pension UAL as a percentage of payroll

The first 90 days of the application cycle are reserved for employers with an unfunded actuarial liability (UAL) that exceeds 200% of their payroll, as of the December 31, 2017 actuarial valuation. Ours is 201% or approximately $450,000.

I’ve discussed this with our accountant and I’ll present his recommendation at the board meeting.

The EIF is an opportunity for PERS-participating employers to manage their employer rates over time and increase their actuarial assets.

**RFID Project Update**

The September 6 DPL/CC/JCLD RFID meeting was cancelled. Tagging the collection has been pushed back to mid-October. Total cost will be about $5000 less than the initial projection; I eliminated one of the self-checkout stations.

**Computer Update**

All staff computers (with the exception of Youth Services – Spanish), two circulation desk computers, and the accounting computer have been replaced. The RAM upgrade still needs to occur on the public computers. Dion and I can update the desktops, but we need CMIT to finish the update on the 3 laptops. The final cost was higher than the initial projection because (1) we had to update the 2 circulation desk computers this year, before the RFID project was completed, and (3) we had to purchase all licenses for Microsoft Office (18 instead of 9). Revised costs below.

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| --- | --- | --- | --- | --- | --- |
| **JCLD 2019** | | | |  |  |
|  |  | **Initial** | **Initial** | **Final** | **Final** |
| **Component** | **Price** | **Quantity** | **Cost** | **Quantity** | **Cost** |
| Dell Optiplex Micro | $765 | 7 | $5,355 | 9 | $6,885 |
| Dell 24" monitor | $140 | 7 | $980 | 9 | $1,260 |
| Dual VESA mounting bracket | $30 | 7 | $210 | 9 | $ 270 |
| Dell Latitude 14" laptop | $825 | 2 | $1,650 | 2 | $1,650 |
| Laptop Dock | $190 | 1 | $190 | 1 | $ 190 |
| RAM upgrade for public | $50 | 6 | $300 | 6 | $ 300 |
| Microsoft Office through TechSoup | $29 | 9 | $261 | 11 | $ 319 |
| Labor | $92 | 40 | $3,680 | 46 | $4,232 |
|  |  |  | $12,626 |  | $15,106 |

I will be researching the availability of grants or matching funds to help with the cost of the 2020 computer updating (approximately $11,000).

I did find out that our servers are currently not creating Local System State Backups. These backups would be used to restore a new server to exact state of your old server if one of your servers completely crashed. At CMIT’s recommendation I’ll be purchasing 2 external hard drives to connect one to each server. This allows CIMT to remotely configure Windows Server Backup.

**Community Read**

The Community Read committee will be gathering in the next two weeks to consider books. I have a recommendation from one of the committee members to consider *Hearts of Horses* by Molly Gloss. Preliminary discussions and brainstorming have come up with ideas for activities, including adding a tie-in with a second title for younger readers, Roasanne Parry’s novel *Heart of a Shepherd*; screening the film *War Horse*. I’ve pulled a copy out of the library to read.

Here’s a link from GoodReads: <https://www.goodreads.com/book/show/795163.The_Hearts_of_Horses>

**Budget**

We received an $2051.09 annual donation (IRA Distribution) from R. Mark Foster. Since I’m new to the area I had to do some sleuthing to figure out who he was. You probably already know he is/was president of Keith Manufacturing. Michelle Foster contacted the library to let us know that they wanted the money to go to the children's section, 50% for books and 50% for children's area paraphernalia. I allocated the funds to line item 4010.

**Grants**

*SDIS Safety & Security Matching Grant Program.* Applications are being accepted for the 2019-20 SDIS Safety and Security Grant Program. SDIS members are eligible to apply for a matching grant (maximum of $5,000) to help fund new safety and security related projects. Grants available have increased from $300,000 to $450,000. Deadline for application submission is Wednesday November 13, 2019. I’d like to apply for funds to add more security (cameras, alarm) to the library.

*IMLS Grant: Small Libraries.* The IMLS has just announced a second year of available grant funding through their [*Accelerating Promising Practices for Small Libraries*](https://www.imls.gov/news/calling-small-libraries-imls-opens-grant-program-second-year)initiative. The focus of this opportunity aims to support efforts that focus on digital inclusion, community memory, and transforming school library practice. Public, school, tribal, and special libraries, as well as most academic libraries, are eligible to apply for projects which will serve small and/or rural communities.  During a brief conversation with several library staff, the idea of a digitization project in collaboration with the historical society came up. I’m going to meet with staff and see if this is something worth pursuing. The deadline for applying is December 2.

*IMLS Grant: Federal Library Grants Open for National Leadership, Laura Bush 21st Century Librarian Programs (Due 9/27).* This grant opportunity came up pretty quickly and I’m going to put it in the tickler file for next year.

**Library Supporting Associations**

*Friends of the Library*

I met with Judy Ogara (President) and Beckie (last name) on Wednesday, 9/4 to discuss the possibility of having a second book sale in either December or March. Since we’ve done some intense weeding, we have plenty of books. Judy and Beckie decided to organize the books a little differently, breaking down fiction by genre and eliminating the “books by men authors” and “books by women authors”. They also plan to keep prolific authors (think Grisham or Roberts or Grafton) together.

*Endowment Foundation*

I realized that I don’t really know anything about the Endowment Foundation: its mission, vision, funds. What it does to add funds. I’ll be setting up a meeting with Sandy Jackson and Rosemary McGreer to get more background and to determine if it’s still an active Foundation.

**Marketing**

All staff who interact with the public have business cards and all will be available at the Circulation Desk. The Madras Pioneer agreed to make space for a monthly library column, published on the first Wednesday of each month (see the 9/4/19 edition for the first one). I’ve reminded the staff that everything coming out of the library needs to have the logo on it.

**Oregon Library Association Public Library Directors’ Meeting**

I attended the fall meeting of the Oregon Library Association’s Public Library Director’s meeting on Friday, September 6. One of the topics was fundraising and I’d like to brainstorm about what the library has done in the past, and what it might want to do in the future.

2020 is a US Census year and the community has a vested interest in achieving full participation. The census is all online and we will be asked to assist. Training materials will be provided, along with posters and other marketing items. Materials will be sent to libraries by the first of the year. We are asked to consider setting aside a computer dedicated to completing the census, provide support (including Spanish services), and to advertise (can be done via Website, newsletter, cinema ads, library column in newspaper, etc.). The submission period is March 12 – June 24, 2020.

Overall, an informative day and networking opportunity.

**Film Committee**

The Film Committee met on Thursday, September 5. The October movies are:

10/4 – Biggest Little Farm (<https://www.imdb.com/title/tt8969332/>)

10/11 – They Shall Not Grow Old (<https://www.imdb.com/title/tt7905466/>)

10/18 – Murder On the Orient Express – 1974 (<https://www.imdb.com/title/tt0071877/>)

**Upcoming**

The annual Oregon statistical report is due 10/1/19. I’ll be reaching out to you and/or DeRese to help with finding some of the resources for answering the questions.

Files have been boxed for the auditors and I’m in the process of gathering additional information. (Might need some help with this too.)

**Department Reports**

**Volunteers – Swan Liu**

The library has 15 groups of volunteers, (couples, families, individuals). Eleven of them are regular volunteers and four are SMILE volunteers (working to pay for braces). A volunteer shift is usually 1-2 hours; nine of the volunteers do paging lists and six volunteers shelve items and perform shelf reading as time allows. On Monday through Thursday, volunteers complete paging lists – pulling books from the shelves to fill requests from patrons at other libraries). These volunteers also re-shelve items. The library has an average of approximately 24 hours/week of volunteer support. At this time, we are looking for 2 more volunteers for the regular paging list. Occasionally there are random volunteers from the Smile Project, or people completing community service requirements who need temporary hours. These volunteers perform shelf dusting, book cleaning, outside maintenance. The staff completes the paging list or book shelving if no volunteers are available.

**Adult Services – Gabrielle Beebe**

**Weeding.** In order to save money on the cost of tagging supplies for the RFID project we have begun a large weeding project in the Adult sections of the library that we hope to have completed by October.

So far, we have successfully weed 700 of the 1600 items slotted for withdrawal and these items will be seen in the next friends of the library book sale.

This large project will also help create much needed shelf space and keep the collection fresh and current.

**New Items.** After a long pause on purchasing for the Adult collection this last week 2 large purchases were made with Amazon for new DVDs. Over 60 DVDs haven been purchased, processed, and cataloged just this last week and are already out in circulation.

Next on the horizon will be to resume book purchasing from Ingram which promises to be over 300 items just to catch up from January. These will be book purchases in addition to the standing orders of popular authors that continued to come in the last 7 months.

**Community Services Specialist.** We have received 6 responses to the job posting of the Community Services Specialist so far and the quality of applicant is impressive. Laura Star and I have compiled a list of interview questions geared towards finding a person excited about programming and has exuberant and exceptional people skills.

**Technical Services and Withdrawn Items – Jackie May**

A total of 2331 items were deleted from the library collections, catalog, and the system. This weed is due to the upcoming RFID tagging project. Items not checked out recently or in a certain time frame were withdrawn from the catalog. These included children’s items, Youth items, adult items, and materials that are in bad shape, as always.

August 2019

Bibs added: 183

Materials added: 625

Items Weeded: 2331

Interlibrary loans:

From in state: 22

From out of state: 10

To other libraries: 1

**Circulation and Facilities – Dion Hryciw**

August Statistics

   • Please Returns = 37

   • Internet = 589

   • Door Count = 12326 / 2 = 6163

Computer replacement was completed with minimal disruption. RAM upgrades still need to be completed on the public computers and I will be finishing that task this month. There was a little hiccup with Cassie after the laptops were swapped. To resolve we changed the Cassie password to never change.