



February 2023 Report on January Activities

Administration

Personnel Policies updated

Coaching Reviews for all staff completed

Board Meeting to identify next steps for Owner's Representative

2023-2024 Budget preparation; 2022-2023 budget monitoring

Salary schedule research

Grant Summary

Public Operations (Laura)

Circulation

No report.

Collection Development

After scanning the collection with the RFID wand, items in the following status were found: 17 missing items, 16 in transit (1 was a DPL item), three on loan, one billed not paid, one claimed returned, and two in processing. An Alex found five additional items that were mis-shelved but were in available status. There are now 29 items in long missing status (searched for 3+ times) and 40 missing items (searched for 1-3 times).

Star and Alex relabeled the Teen Nonfiction collection, changing back to the Dewey Decimal instead of using categories.

Alex ordered new stickers for the Large Print, Heritage (previous Oregon), and Biography collections that we will use going forward. The first collection to be relabeled is the Heritage/Oregon collection.

Programming

Advertised in the Pioneer or February adult programming – movies and Talk Abouts. The Management Team will present a quarterly report at the April board meeting.

Technical Operations (Gabby)

Expansion

Jane and I met with Jeff Blake, chief of the Jefferson County Fire Dept, on January 20. Jeff showed us the renderings for the Fire House's expansion. We exchanged notes on acquiring and using an Owner's Rep. The Fire Department is going out for a seismic retrofitting grant for public buildings to fund their building expansion. The Fire Department is on a faster timeline for their project because they are up against some funding deadlines. The Fire Department did not put out an RFQ for their Owner's Representative, but as their project progresses, they will have to put out an RFQ for an Owner's Rep

with more skills suited for the advanced stage of the project. Jeff gave us the contact that helped him search out grant opportunities. Jeff recommends that as the building project moves forward, we be willing to take on some roles to save money on the Owners Rep.

The JCLD Owner Representative RFQ closed on January 20 with three submissions. Gabby notified the three firms that their submissions we have received and that each will be notified on February 3 if they move on to the interview phase.

Maintenance

The corner gutter just above the beginning of the wheelchair ramp at the front of the library was leaking, and I thought perhaps that was responsible for the accumulation of water at the bottom of the ramp that has been creating a slipping hazard when frozen. Maintenance repaired the leak; however, after the last little snow, an accumulation of water still occurred. I think there is a low place in the pavement at the bottom of the ramp responsible for the hazard and can probably only be remedied with cement work, the extent and cost of which is undetermined.

All the folding tables and chairs previously stored at 234 7th St are now in the Conex container at the back of the library. This location is more convenient for the library staff to put on events in the library or off-site. Moving items ofrom 234 freed up space in that building. My goal is to avoid using the little house for storage moving forward as I have found this house, like the annex, has begun to accumulate stuff that is not being used often and is forgotten about or in disrepair. I would also like to keep 234 as empty as possible if the library expansion requires demolition. Library maintenance is also working on making 234 more presentable on the outside and more usable on the inside. Possible uses for the house before the library expansion are to be determined.

After four libraries closed in Colorado this last month due to meth contamination in their public bathrooms, I have begun to explore the possibility of testing for contamination in our bathrooms. Past incidents, including a recent incident reported by staff, have led me to believe our bathrooms are being used for things other than their intended purpose. After talking to Public Health and Jefferson County Code Enforcement, I cannot find where either institution has a requirement or pathway to address this problem. I also have concerns that getting the testing done will lead to a library shutdown and expensive remediation. The standards for meth contamination are based on what is acceptable for residential buildings, not public buildings, where exposure is different. One possible solution would be to remove the doors on the public bathrooms and have stalls installed around the toilets in each bathroom.

Tech Support

Hardware/Software

I purchased 12 basic Dell laptops using ARPA grant funds. Dion is setting the laptops up, and we will use them to establish tech classes and eventually lending to patrons.

Network/Server

At the beginning of January, a video card in the two newest servers of our three servers melted, and the servers went down. Casey from Madras Computers was able to replace the cards within an hour.

Events/Meetings

Fridays: Coffee Cuppers (Various)

Building Expansion with Jeff Blake (JE, GB)

Culver City Council (GB)

Meeting with a representative from Thrive Central Oregon (JE)

Fair Board (JE)

Historical Society (JE)

Staff Training Roundtable (JE)