

**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 Open House/Ribbon Cutting at the end of January was a success and that you to those who were able to attend. The Friends of the Library sponsored light snacks. Rotary notified Swan Todd that the Library was not selected for the Cherry Tree fundraising event so she is looking for alternate funding sources.

Most of the wall painting is done (thanks Gabby) and we’re waiting on signage from RipQ. (Stop by and look if you haven’t been in the Library lately.) The 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 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).

There has been 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 bigger library, it will be clear 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 hours change, 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 to that property and that should be done 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 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.

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)