

**Director’s Report – December 2019**

**Reporting on November Activities**

**Staff and Facilities**

If you stop by the Library you’ll see lots of changes in the Children’s section. Most of the facelift remodeling is completed.

**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 – December 2019**

**Reporting on November Activities**

**Volunteers & RFID Project – Swan Liu**

There are currently 16 groups of volunteers at the library – couples, family members and individuals. 10 of them are regular, 5 are SMILE (working to pay for their braces) volunteers and 1 community service volunteer. They usually work 1-2 hours. 10 of the volunteers do paging lists and the others shelve items and do shelf reading when they have time. Twice a day Mon – Thu they do paging lists (pulling books from our shelves when patrons from other libraries request our items), and they shelve items along the week. We have an average around 27 hours of volunteer work each week with a full schedule. Once in a while there are random volunteers for smile project and community services who need temporary hours. They will be doing shelf dusting, book cleaning, disk cleaning and clean around the outside of the library. Our staff will do the paging list or book shelving if the volunteer cannot make it.

By 12/4/19, there have been 3271 items tagged and encoded after Randall’s tagging team left. According to statistics, there should be around 4000 items left for tagging and encoding. Company representatives are returning during the first week in December to set-up the self-check and the circulation assistant software.

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

Gretchen met with representative of Chinook Place on November 8. It is interested in having someone of the library come in and read or provide other programs (*Remember When*) to residents twice a month. The Adult Services Department will begin programming in January.

The November online book club focused on The Classics. Around 20 community members joined and participated in the library-led discussion. The December theme is holiday books - This month we worked on Classic books for the online Book club on Facebook. December reading themes are ice, snow, and the polar regions (e.g., Under a Pole Star, Thin Ice, Polar Wives), either fiction or non-fiction. Library staff is ready to provide recommendations if necessary.

3 Kindle Fires were purchased with Credit Card Rewards points and will be added to the catalog for staff use only. The staff will be able to practice and familiarize themselves with Kindle devices and how to use Overdrive in order to help patrons in the future.

**Youth Services – Laura Jones and Star Todd**

*Youth Services – Children*

November was a busy month with the Children’s Section remodel. Storytime moved to the annex during construction, and attendance dropped. Everyone agreed having the story time space back would be better than meeting in the annex. Deconstruction finished before Thanksgiving, and the bookshelves were moved up against the wall during Thanksgiving week. The painting and floor scheduled for the first week in December.

The programing in November was Family Craft Night and Family Game Night. Family Craft Night was a lot of fun. The craft was a family handprint tree. Everyone who attended enjoyed the family project. Family Game Night saw small attendance. Those who did attend enjoyed the friendly atmosphere. It has been suggested combining Family Craft Night and Family Game Night into one event and call it Family Night. The first Family Night will be in January.

*Teen Programs*

The second Dungeons & Dragons session was held. Five new attendees joined, four of which were brought by friends who had attended the first session. This increased players from 9 to 14. It was decided to split up players into two groups at the next session since play becomes bogged down by too many players. The interest in the program is exciting.

**Spanish Services – Adriana Arizmendi**

Spanish Services during the month of November had been slow, something Adriana was not expecting. The weather and the holidays are contributing factors. Spanish Story-time is still at Wednesday at 1:30 pm and the November 27 evening program at the Annex was canceled due to inclement weather.

Spanish Services read for The Children Learning Center and MountainStar Family Relief Nursery.

The team Spanish Services had a reunion of sorts, for the purpose of identifying planning ideas to increase services and stats in Spanish area. Flyers are ready to distribute at schools, hospitals and other places to invite families to Spanish Story-times. Adriana was talking with OCDC Coordinator and OCDC is interested in a Spanish story time (outreach) beginning in January.

The department is busy coming up with new ideas to bring more Latino people to the Library and preparing. The next scheduled program is December 18 at 6 pm in the Annex.

**Facilities and Circulation – Dion Hryciw**

There is a significant drop in our door count this month due to equipment issues. (Donation box blocking, periods of not working.)

The upgrade of all of the computers is completed with the installation of additional RAM on the public computers, required by the upgrade to Windows 10. The light above the Annex entry was hanging that that’s been fixed, as well as repair to the Annex upstairs vacuum. Outside maintenance has kept us busy shoveling and salting. We’re in the process of finding a company to whom we can outsource sidewalk clearing; all suggestions/recommendations appreciated.

**Technical Services – Jackie May**

This month showed a slowdown in Interlibrary Loan requests, which I attribute the Thanksgiving holidays; this seems to be an every-year occurrence, during the holidays. One student was taking her midterm and final exams, and I was able to proctor all her exams, for a total of 3 hours and 5 minutes. She appreciates this service, very much.

A total of 260 items were withdrawn from the library’s collections. Gabrielle conducted a large weed of the music CD collection, which does not circulate much due to the availability of items on the Internet and other venues. The Children’s section also undertook a large weed in the process of the new section and rearranging of the Easy Book area shelves. The rest of the items withdrawn were adult fiction and nonfiction, due to age of the item and relevancy or condition of the items.

A simplified physical process was designed by Gabrielle and Jackie to facilitate the cataloging and processing of new items to our library. After checking certain criteria concerning shared cataloging policies with Deschutes, they both agreed to this arrangement. As of now, it is working well.

A large collection of children’s games and puzzles are being added to the *Library of Things* collection in the Easy section. These are being cataloged with excellent content description performed by Laura and Star. A lot of hard work went into putting the games and puzzles into durable plastic containers with lid, as well as making colorful graphics and adding barcodes and labels to each item. Well done, ladies. There are two bins of items that will need original cataloging, there are no bibliographic records available for them, and Jackie will make the records for these items.