

**Director’s Report – November 2019**

**Community Read**

The Community Read Committee met on October 30, 2019 and selected the Molly Gloss book, *Hearts of Horses* as the 2020 book. The new president, Desiree Bergstrom, and treasurer, Sandra Hahn, were identified in the minutes and are in the process of getting the bank account signatures transferred to them. Waiting to confirm a date but it looks like the last weekend in April is likely.

**RFID Project**

Tagging is complete. The FE Technologies representative (the supplier) is returning the first part of December to set up all of the kiosks and circulation hardware and software. I need to find a place to plug in the self-check so the staff can get used to it and we can all see how it works. Everything will be up and running by mid-December. All staff will be trained on the customer self-check so anyone will be available to assist.

**Board Training**

In August it was suggested that Margo Helphand be contacted to schedule a refresher on the Policy Governance Model. Please come to the November Board meeting with some potential dates for a Board work session in January or February.

**Grants**

The SDIS Safety and Security Grant will be submitted by November 13. Gabby, Laura and I are busy learning about archiving and hope to get the IMLS grant submitted by the December deadline. We have identified a knowledge gap and are contacting archivists to understand the needs and requirements of a digitization project.

**Family Finders**

*Digitization continued.* Laura, Gabby and I met with Sharon Dodge and Sharon Hillis to discuss transferring the Family Finder library and assets to the Jefferson County Library.

*Edward Jones Account.* In addition to the building and its contents, the Family Finders has assets managed by Edward Jones. I met with the attorney and he will coordinate title transfer of the building. After investigating whether we can keep the Edward Jones asset in place, while SDAO didn’t see an issue, after talking with the auditor, and checking the ORS that lists what a municipal district can and can’t invest in, we cannot keep the funds with EJ. If the funds are held in trust by an organization outside of the District for the benefit of the District, then we may be able to keep those funds in the Edward Jones account. But since the Genealogical Society is giving us custody of the account the funds have to be liquidated and could be invested in the local government pool. In short, if the investments are controlled by the District in any way, they have to be liquidated. I’ve included the ORS in the board packet.

**Facilities**

I’m releasing Discount Carpet as our cleaning company as of October 31. I have a new janitor ready to step in the first week in November.

Children’s services raised $10,000 for the remodeling project. Laura has scheduled all of the work to occur between November 20 – December 6. I’d like to have a ribbon cutting ceremony in January 2020. Our beautification plan continues with some repainting of the wall facing the circulation desk (after the shelves are removed, old check-out station removed, and the new self-check installed, and also the wall above the public computers.

We were collecting too much garbage for our one container next to the library building. After some investigation, Madras Sanitary provided us with a trash container that is located behind the Annex. We also found out that we can recycle cardboard on site and it provided us with an additional container for that purpose. The trash container is locked.

**Staff Development**

I believe I forgot to mention that on October 8, Dion attended a regional Risk Management training session sponsored by SDAO. I just activated our SafePersonnel Training site (also provided through SDAO) and created accounts for all staff. I can assign training, or each person can review and take sessions relevant to their area. I also checked with Crook County Library and found the Ryan Dowd series, The Librarian’s Guide to Homelessness” and will be asking the staff to take some time to watch it. In the next few months, I’d like to bring in a representative from the Police Department to discuss safety in the library, and also purchase an AED and have staff trained in its use. I’ve asked everyone to consider what professional development areas are relevant with the goal of having full-time staff complete around 40 hours of professional development each year, and then calculate a sliding scale for part-time staff depending on weekly hours. Professional development can be local workshops, the OLA meeting (in Bend in 2020), professional reading, etc.

**Marketing and Advertising**

As mentioned above, I’d like to schedule a ribbon cutting in January for the remodeled children’s area. You probably say the 11/4 edition of the Madras Pioneer. There was a great article about the Children’s Services mascot; Laura has another article in the pipeline for another issue. The library column is published the first Wednesday of the month.

**2020-2021 Budget**

Never too early to start thinking about next year. I’m going to approach the budget a little differently this year. I’ll be asking staff to consider the existing budget and think about any projects in 2020-21 they’d like to see completed next year. As a group we will be discussing financial priorities, and then I’ll be bringing the result of that discussion to the board, most likely, our February meeting. I’m planning on keeping some of the former members of the budget committee and add a few new community members to the mix.

**Library Supporting Associations**

*Friends of the Library*

Volunteers are continuing to sort books in preparation for the December 13-14 Twice Read Book Sale. We are also trying to limit donations to Fridays only, between 11-1. So far, we’ve had mixed success.

*Endowment Foundation*

Rosemary McGreer has completed the tax forms for the foundation and for the Friends.

**Staff Holidays**

The library will be closed on Monday, November 11 for Veterans Day; it will close at 2 pm on Thanksgiving eve, be closed all day on Thanksgiving, and closed to the public on Friday, November 29 for a staff work day.