

# FERN RIDGE LIBRARY DISTRICT

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## Director's Report to the Board of Directors For March 11th, 2009 Meeting

### **Administrative**

The library is busier than ever, and the focus for all staff has been how to best serve our patrons when the public computers are full and the new material is flying off the shelves. In most cases, we are attempting to do this without changing our rules and procedures, but rather ensuring that patrons are well informed and staff is vigilant in the application of these guidelines. The time may come, however, when changes will be necessary, especially with patron time limits and guest-pass access to the public computer terminals.

Maximizing our service to the community is always a goal for staff, and the library must attempt to expand this service beyond the physical confines of our building. In this spirit, Youth Services librarian Katie Kane has begun visiting elementary schools as part of the Patricia Gallagher Picture Book Award process.

### **Youth and Teen Services**

Please see Youth Services/Volunteer Coordinator Katie Kane's report.

Teen Tech Week, a national American Library Association sponsored program, begins March 15<sup>th</sup>. Kudos to YS/VC Katie K. for planning several fun and informative events.

### **Community Programs**

The Friends of the Fern Ridge Library presented an evening of Scandinavian music on Tuesday, February 17<sup>th</sup>. March will bring a geological program on 'Rock Hounding in Oregon.'

The library will be represented by Assistant Director Laura Blankenship at the 'Spring Forward' ART, Inc. event on Saturday, March 21<sup>st</sup>. The library will have an information table and distribute information about programs and services.

I will be the featured speaker for the April Chamber of Commerce lunch. I plan to provide an update on *Renovate '08*, the success of the levy on the fall ballot, and to talk about business resources provided by the library.

### **Facility/Equipment**

With the successful upgrade of workstations at the Circulation desk and in the Director's office, every computer in the library save the two internet machines in the Children's area have now been upgraded within the past two years. Those final two machines will be replaced in the next fiscal year to comply with requirements of the *Opportunities Online* grant from the Gates Foundation. As information delivery is increasingly digitized and the stability of our fiscal future becomes questionable, these upgrades are well-timed. Several of the patron machines replaced on the floor were left over from the time when the internet was first offered to the public at the library.

The library has acquired a small, inexpensive 'Flip' digital camera to use for recording events and for other marketing purposes. YS/VC Katie K. has plans integrate the use of this camera with the teen programs and TAG group as well.

Business manager Fred Welding is exploring options for our HV/AC maintenance. Our current vendor has been inconsistent in making and recommending repairs, and an exploration into cost v. benefit in this area of upkeep is never a bad idea.

The exterior of the building is scheduled to be painted this spring/summer. In advance of this process, I have contacted the building's original architect asking about color specifications and/or recommendations.

### **Foundation**

I attended a Foundation board and Renovate '08 Campaign meeting on Monday, February 23<sup>rd</sup>. The board is currently reaching out to identify and recruit new members. The *Renovate '08* capital campaign sallies forth, with the understanding that a reevaluation of progress and goals will take place in June.

The Ford Family Foundation grant request, which had been pushed back through two grand cycles, has now been removed from consideration. This is a major blow to the *Renovate '08* campaign, as the FFF has been a major contributor to rural library projects in Oregon, and was one cornerstone of the campaign effort.

### **Friends**

The Friends group held their quarterly Book Sale on March 6<sup>th</sup> and 7<sup>th</sup>. The new book sale coordinator has done a commendable job organizing and planning for this sale. I have received several very positive comments from staff about the new coordinator.

### **Grants**

As previously announced, the library has received a grant for approximately \$9K in Spanish language children's books. The acceptance letter for the *Amo Leer* grant is included in the March board packet.

### **Library Meetings**

A staff meeting was held Friday, February 20<sup>th</sup>. As a leadership exercise, all staff members are taking turns chairing a staff meeting. Assistant Director Laura B. did so for this meeting.

### **Materials**

**Statistics** – Several large donations of mass-market paperbacks were received in February, and are reflected in the 'Non-Catalogued Book Donations added:' number on the February 2009 statistics report.

**Acquisitions**- Books continue to be made available to patrons quickly, usually within 24 hours of receipt, and often the first day they are allowed to be distributed.

**Weeding**- Weeding continues as space is needed in adult fiction. Some additional weeding may be necessary in the children's area to free up space for new Spanish language books. Shelf needs are under consideration, but nothing will be finalized until the *Amo Leer* books arrive and processing begins.

### **Patron Services**

The first-ever computer class provided by the library was a success. As such, a second class was added for Tuesday, March 10<sup>th</sup> at 9:00am. Along with Assistant Director Laura B., I guided patrons through the process of logging into the public workstation, accessing the internet, and using a search engine. Depending on how much continued interest there is in the class, future sessions will be offered monthly or bi-monthly. We plan to offer other classes, including those covering e-mail, HTML, and social networking.

I have begun to put together a 'Job Search Workstation' that will consist of a computer, printer, and featured books (covering resumes, cover letters, job search, etc.). The computer will be set up with a variety of internet links and resume templates, and will be offered solely for the purposes of job hunting. The station will be reservation only, with an extended time limit of 2 hours. This will allow the increasing number of job hunters a quieter space apart from the other internet stations, and provide a service that is much needed at this time.

### **Personnel/Staff Development**

Assistant Director Laura B., YS/VC Katie K. and I attended the Online Northwest Conference in Corvallis on Friday, February 13<sup>th</sup>.

The Oregon Library Association conference will be held in Salem in April. In order that all staff have the opportunity to attend at least one day of the conference, I will sit this year out in order to stay at the library and assist with the substitutes.

### **Staff Recognition**

The Frog Cup was passed from Business Manager Fred W. to Library Asst. II Marly Stapp in recognition of her ability to successfully manage our supply levels and to order new supplies quickly and efficiently.

This was written in the staff 'day book' at the Circulation desk (this is a notebook used to pass on information to other staff about the goings on at the circ desk):

"2/25 A patron said to Katie 'You're a great librarian!' Way to go girl!"

### **Technology**

A Tech committee meeting was held on Friday, March 6<sup>th</sup>. Two ideas to help free up internet stations were discussed, including the establishment of a computer in the teen area with no 'limit of two patrons' rule. This would allow teens to surf the internet as a group and share time at a computer. A second idea centered on a games-only computer in the children's area.

### **Use Statistics**

Circulation and patrons through the door have increased steadily over the last few months, and continue to outpace the numbers expected due to the increased hours. Because the report is an 'apples to oranges' comparison, it is perhaps useful to look at these numbers on a 'per day' average to gauge use patterns:

	2009	2008
Adult Circ	252	239
Children's Circ	95	93
Teen Circ	15	11
Computer Users	79	67
Adult Program Attendance	10	7
Youth Program Attendance	14	17

Please see the February 2009 Statistics report for more information.

### **Volunteers**

Volunteer Appreciation week is approaching. The yearly appreciation party is tentatively planned for Saturday, April 25<sup>th</sup> at 2pm.