

FERN RIDGE LIBRARY DISTRICT

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Director's Report to the Board of Directors For the January 14, 2009 Meeting

Administrative

2008 ended with several storms that caused the library to close on three occasions due to inclement weather. Each morning, policy was followed as I called several employees and the board chair to gauge the conditions of the roads. Even so, with our Monday hours, we were open more days this December than last. As such, our attendance and circulation stats have not taken a hit. All fees and fines were waived for the days that we closed, and several programs that were cancelled will be offered again in the coming months.

Two SDAO related events will take place just after the January Board meeting. A safety inspection will be conducted on Thursday, January 15th at 1:30pm. Business Manager Fred Welding and I will be present for the inspection. That same afternoon, in Eugene, an attorney provided by SDAO will represent the library district in a hearing before a Judge of the Workers' Compensation Board regarding a claim made by a former employee.

I was able to take a week of vacation time between Christmas and New Year's, and I thank the staff for their ability to keep the library running smoothly in my absence.

Children's Services

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

Community Programs

The 2009 Community Programs calendar has been released by the Friends of the Fern Ridge Library. This schedule can be found at the circulation desk and on the library website.

Foundation

The Foundation met only once in December, on Thursday the 11th. Former Foundation director Fred Welding was thanked for his dedication to the organization from its inception, and presented with a gift and a card. *Renovate08* has now extended into 2009, and will likely be active for much of the year as the campaign committee perseveres in the down economy.

Grants

The Collins Foundation, which conducted a site visit early in the month, turned down the Foundation's grant request, citing a decrease in funds and an increase in applications. They praised the Foundation for submitting an excellent application, but expressed confidence that the *Renovate08* project would ultimately be successful.

We received the first year check from the Gates Foundation *Opportunity Online* grant for the sum of \$3,900. This money has been received into the reserve fund and counted toward the *Renovate08* goal.

The Ford Family Foundation has now pushed back our grant to their May grant cycle. Here is the message from the program officer: *"At this point, we are planning to bring your request to the Board at the May meeting, rather than the February meeting as we feel this will give it a better chance before the Board. The February docket is currently much too large and we think your request will compete more favorably in May. It will also give you time to have additional fundraising in place which will only strengthen your request. I understand that this must be a disappointment after you have waited so long but our big concern is to show your proposal in the best light possible."*

I am currently working with Youth Services/Volunteer Coordinator Katie Kane on an application for a grant administered by the Oregon Library Association. The *Amo Leer* grant would provide \$9000 worth of Spanish language titles targeted to children 3rd grade and under.

Library Meetings

There were no library meetings held in December.

Materials

Acquisitions- The weather delayed several book orders placed in December, but most have arrived and are currently in process or on the shelves.

Weeding- Adult Fiction is currently under attack, as shelves toward the beginning of the alphabet are full. Other weeding projects are small scale and targeted as time and space require. Over the course of 2008 all sections in the library have been effectively weeded. The result is a slightly leaner, but more timely and well-conditioned collection.

Patron Services

Music CD's have been removed from the spinner racks and shelved adjacent to the audio books. These shelves allow staff and patrons to browse alphabetically, where the old spinners were impossible to organize.

The first computer class has been scheduled for Tuesday, February 10th. The class is intended for patrons who have never used a computer, or are intimidated by the idea of using the machines at the library. Assistant Director Laura Blankenship will assist in teaching this class.

Staff Recognition

YS/VC Katie Kane, working with Assistant Director Laura Blankenship, recently completed an overhaul of the instructions and procedures for processing materials. This new manual will help staff and volunteers to prepare materials of all types for circulation, and will bring consistency to the process. I have included this note under *Staff Recognition*, as Katie initiated this large project on her own and brought order to a widely dispersed set of instructions.

Technology

I have been researching library policies regarding social networking (blogs, Facebook, etc.) and will draft a similar policy for the board to consider. I would like to increasingly utilize these networking tools in marketing the library and delivering services on-line.

Use Statistics

Despite our weather-related closures, use statistics still show an increase in materials lent and services provided. Youth programming took the only hit, as several planned events were lost to the closures.

The library added 54 new in-district patrons in December, compared to only 15 in 2008. This is a good indication that the economy is indeed making our services a more attractive and vital. Expanded hours mean that our circulation and attendance statistics are an unreliable yardstick in this regard, but there are certainly more cards out there than ever before.

Please see attached December 2008 Statistics Report for details.