



ADMINISTRATION AND FINANCE

- **Audit services:** The District published a request for proposals on July 31 after its prior auditor advised that staffing limitations prevented the firm from continuing agency audits. The solicitation was distributed to Oregon-certified municipal audit firms and closes August 31.
- **Business operations:** Christine Hawes has recently completed substantial administrative work for six new hires, entry of approved pay increases, quarterly payroll reporting, and annual workers' compensation reporting.
- **Volunteer impact:** During Fiscal Year 2025-2026, 87 volunteers contributed more than 4,255 hours. At minimum wage, the contributed time was valued at \$58,957.

FACILITIES, ENERGY, AND VEHICLES

Baker Branch

- New plastic computer-lab chairs were deployed in the Adult Learning and Discovery Zone in response to patron preferences. Two larger cushioned chairs will be added for patrons who need an alternative.
- Acoustic mitigation panels were installed in the Discovery Zone and are already reducing disruptive noise from the area.
- Parking-lot restriping is planned for September or October. Work will refresh staff-parking labels and more clearly mark the access aisle beside the ADA space.
- Planning continues for an insulated exterior wall along the northwest glass wall serving the Garden Room, IT office, and storage area. The wall is intended to reduce solar heat gain and temperature instability. Preliminary drawings will be submitted to Energy Trust of Oregon and to the District's staff energy-management team.
- Adults in Custody from Powder River Correctional Facility assisted with seasonal landscaping and window cleaning on Friday, Aug 7. Annual carpet cleaning for the Baker Library is planned after Labor Day; the teen-room graphics bookcase will be moved so the area affected by an earlier aquarium leak can be cleaned thoroughly.

Branches and Bookmobile

- The Huntington Branch was closed July 28 through August 1 because of the Fox Fire evacuation and air-quality concerns. It reopened August 4 after the evacuation level was reduced.
- Battery drain in the Haines Branch ADA door sensors is being tracked so batteries can be replaced proactively. A different lithium battery will also be tested.
- Annual carpet cleaning is scheduled for all branches, including Richland for the first time.
- Two rooftop air-conditioning units are scheduled for replacement on the Bookmobile. Facilities staff are also repairing the wheeled drawer unit and remounted a second fire extinguisher.

FRIENDS, OUTREACH, AND VOLUNTEERS

- The Friends of the Library summer book sale generated approximately \$2,800 in preliminary net proceeds, near the event's record result of just over \$3,000.
- The Friends replaced the staff-lounge microwave. The Bookmobile participated in the Miners Jubilee Parade, with candy supplied by the Friends and distributed by Donna and her family.
- Current volunteer assignments include public-computer cleaning, microfilm digitization, interlibrary loan and holds support, collection-development projects, and facilities assistance. A family from Colombia is volunteering through an English-language-learning partnership that also provides opportunities to build workplace and communication skills.

PERSONNEL AND TRAINING

- Scott Kleeman has begun work as IT Systems Administrator and is inventorying District computers, learning the integrated library system and technology workflows, and reviewing networks at each branch.
- The August 20 All-Staff Training Day agenda includes hands-on fire-extinguisher training, staff introductions through paired interviews, guidance on claims-returned, lost, and missing item statuses, staff-anniversary recognition, a team activity, cybersecurity trends and planned improvements, and an HR refresher presented by Christine Hawes.
- Two Youth Services interns, Avery and Susanna, were hired to replace the departing intern and are receiving phased training around summer schedules.
- Vanessa McClarin will complete the final Age+ Senior Planet training class and practice-teaching requirement, followed by quarterly meetings to maintain certification.

PROGRAMS, SERVICES, AND CIRCULATION

- **Library Adventure Program:** More than 740 patrons participated in the Choose Your Own Adventure program. The activity encouraged reading, navigation, and use of building floor plans.
- **Summer Reading Program:** The program concluded August 7 with an indoor celebration because of poor air quality. Reading logs and Beanstack updates were accepted through August 12, with prize drawings scheduled for August 13. Staff plan to conclude the program earlier next year to avoid conflicts with the county fair and other August activities.
- **Fine forgiveness:** Patrons registered for summer reading may receive \$1 in fine forgiveness for each 30 minutes logged, up to \$20 for each completed bingo sheet. The benefit applies to fines, not lost or damaged materials.
- **Library Card Sign-up Month:** September promotions will include free replacement cards and a one-time fine-balance waiver. Staff will document waivers in patron records and emphasize the promotion later in the month so patrons can use the benefit strategically.
- **Children's technology:** Staff are evaluating ABCmouse and replacement hardware as a more sustainable alternative to the existing AWE early-literacy computers. A transition is tentatively targeted for October or November, subject to compatibility and procurement review.
- **Ready to Read grant:** The next application is due at the end of August. Preliminary information indicates that the District may receive nearly \$6,000 in additional funding next year, creating room for new youth-service initiatives.

- **Other services:** The vendor has not yet resolved the LEO Cultural Pass access issue affecting branch accounts. A detailed youth LEGO display is also planned for the lobby display window.
- **Circulation quality control:** Staff were reminded to rescan all returned items before shelving. Finding unscanned returns on shelves undermines patron confidence and creates avoidable claims-returned work.

COLLECTIONS AND TECHNICAL SERVICES

- **Collection total:** 141,893 items, up from 141,838 in the prior month.
- **Cataloging and processing:** 588 items were cataloged and 518 were processed during the most recent month.
- **Repairs:** 204 items were in repair, down from 236 in the prior month. Staff were reminded to maintain the repair queue in chronological order.

SAFETY AND SECURITY

- **Teen vaping:** Warning notices in the Teen Room advise that vaping may result in a minimum one-month exclusion. Approximately a dozen compact exclusion notices are prepared for individuals previously identified in the Riverside alcove. About 12 vaping sensors are expected to be installed in restrooms and other problem areas this fall.
- **Vending-machine alcove:** Electrical outlets in the former vending-machine space will be secured with child-safety covers and marked for authorized use only. Staff are also considering how to repurpose the alcove to improve visibility and discourage concealed activity.
- **Weather-related damage:** A tree limb fell on a patron's vehicle in the north parking lot during the July 23 severe microburst storm. The incident was reported to the District's insurer, which determined that the claim should be handled through the vehicle owner's insurance as a weather-related event.
- **Theft incidents:** Security-camera footage assisted in resolving two magazine thefts. One patron received a one-year trespass because of the theft and related behavior concerns; a second patron received a six-month exclusion.
- **Restroom safety:** A hand-towel dispenser in the men's restroom was damaged during a reported fall after the motion-activated light timed out. The dispenser was repaired, and nightlights will be added to restrooms to provide backup illumination.

TECHNOLOGY AND WORKPLACE OPERATIONS

- The main server was scheduled for an after-hours update on August 8. The server rack and related ground faults have been corrected to reduce the risk of equipment damage.
- Staff will be shown the simple reset procedure for the public telephone so service can be restored quickly when the device becomes unresponsive.
- Staff identified opportunities to improve the lounge, including reducing stored clutter, evaluating a smaller table, restoring or replacing the staff computer and printer connection, adding lockers or cubbies for personal belongings, deep-cleaning the floor, and repairing or raising the window blind. The Friends have indicated openness to supporting appropriate improvements.