

LIBRARY DIRECTOR'S REPORT

Submitted by Perry Stokes

For the July 8, 2025, Board of Directors Meeting

I. Administration

II. Facilities

Interior Painting:

Majority of interior painting at the Baker branch was completed during the Memorial Day closure. Remaining touch-ups are being finalized. Contractor oversight was disrupted due to unexpected illness.

Office Furniture Upgrade:

A new desk for the Business Manager with sit-stand ergonomic functionality was assembled and installed June 19–20.

Facility Maintenance & Improvements:

- A solar array will be installed on the storage shed to support charging landscaping tools.
- VOIP phone system is functioning well.
- Filter replacement and HVAC optimizations scheduled post-wildfire season.
- Plumbing issues are being addressed, particularly low water flow in the children's restrooms. Replacement of the valve on one of the toilets in the children's restroom was required recently due to debris from old water pipes.
- Decal signage designs for main entry doors, meeting room, Friends Bookshop, and other spaces is being finalized for installation by Oregon Sign Company.

III. Marketing & Outreach

Film Project with Roundhouse Foundation and LEO:

On June 13, a professional film crew visited to document library services, including Sage Courier operations, as part of a regional public awareness project. Notices were posted to allow patrons to opt out of filming.

Community Engagement – Indivisible Event:

I was invited to speak on June 28 at a public event hosted by Baker City Indivisible. Topics included an overview of different types of library governance (city, county, special district), usage statistics, library trends, Sage operations, banned books campaigns and the importance of federal funding for rural library services. The group had a petition to send to Oregon congressional representatives and has shown interest in helping to fundraise to support Sage.

IV. Programs & Services

Summer Reading Program (SRP):

Registrations are strong (nearly 200), with the theme “Level Up at Your Library” using a

video game motif to encourage skill-building. Weekly activity calendars are available online and in print.

New Outreach & Lending Programs:

- Rotary Table Tennis Kits: Portable kits are now available for public checkout, with an emphasis on outdoor use at Geiser Pollman Park. The table is expected to be ready for public use this week.

Digital Services & Equipment:

- A new document scanner was installed in the Archive Room. It is able to rapidly scan bundles of documents.
- Slight reduction in the number of public computer workstations planned in order to avoid maintaining licenses unnecessarily.
- Tablets available for checkout also offer easy hotspot sharing via simple interface.
- Public fax services remain unchanged; Ryder Brothers offers secure options if needed.

V. Safety & Policy Updates

Unattended Children:

Staff are reminded of legal and policy protocols:

- Under age 6: parent/guardian must be located within 15 minutes or appropriate authorities contacted.
- Ages 7–9: assess situation based on emotional state, environment, and time alone.
- Mandated reporters must call the Oregon abuse hotline if neglect is suspected.

Incident Reports – Baker Branch Highlights:

- Vaping in study room (5/12)
- Repeated harassment by youth shutting down peer computers, verbally abusing other youth (5/19, 6/4, 6/29)
- Unleashed dog (5/24) with questionable service animal status
- Unattended 7-year-old (6/8, 7/13) in children’s area ; parent returned before escalation
- Unattended group of youth left in Meeting Room without adult; parent notified they must remain in room to supervise minors per library policy
- Adult notified of trespass for Offensive Littering (6/16) and other repeat violations of Code of Conduct

VI. Technical Services

Cataloging & Collections:

- Diacritic corrections in bibliographic records are being batch-processed.
- Collection total remains stable at ~141,700 items.
- Adult fiction is being rebalanced; plans underway to interfile large print genre fiction with regular shelves to reflect usage patterns.

Volunteers & Programs:

- New Volunteer Dragonmaster is supporting Dungeons & Dragons programming in Haines.
- “Reading with Rachel” is being revived based on community interest.

VII. Staff Notes & Events

- Board Game Party for staff is tentatively planned for August 1.
- Reminders issued to clean juvenile materials upon check-in due to increased dirtiness.