# Scappoose Public Library

**Librarian’s Report**

**February 20, 2020**

1. **Staff Activities**: Rachel did receive her full time job offer and has left to work in Washington. I have promoted Elisa to her 32 hour per week Reference Technician position. Elisa will be ordering all fiction books and is taking over the after school programs for middle school and up kids. I’ve taken over the food pantry stuff. We have received 2 dozen applications for the 24 hour a week clerk. At staff meeting, we decided that the person we hire is going to work primarily evenings and focus on desk related work, so we need someone with good people skills.

I also need to change Emily Armstrong’s designation from clerk to Children’s Technician. She has gone from assisting with children’s programming to planning and implementing most of our program expansion. She is also taking over our social media with the departure of Rachel. With her length of employment, this will cost us an additional $1.06 per hour or about $25 per week with taxes and retirement for a half time employee. It’s not just the right thing to do, it’s now the law under the new Oregon Equal Pay act. Otherwise, we would need to cut children’s programming because we are doing more programs and have higher attendance than at any other point in our history. It’s more programming than one 32 hour per week staffer can handle.

1. **Statistics**: Circulation of physical items is up 15% over January 2019. Facility use is also up 15%. Digital circulation is flat. We budgeted $1200 for extra digital books that only our customers can access this year. In December, I spent $639.50 of that on the 10 digital titles which had the longest holds list for our customers. I will probably spend the rest of the money on those popular titles that the publishers only allow the consortium to purchase one copy of so our customers will have them.
2. **MLK Day Closing**: During the closed day, the staff inventoried all collections except fiction and mysteries. We also did touch up repair and painting in the main library. I had contractors out to find our main line water leak and do alarm inspections.
3. **Oregon Community Foundation Grant**: I have bids for the kitchen work. It is hard to find contractors interested in doing this job. The bids are grouped in 2 categories. We received one bid from Kurilo for $8602 for the project all-inclusive except flooring. Mr. Kurilo will reduce the bid $300 if we use a wall mount vent hood which is a better option anyway.

If we use subcontractors, the cost varies from a low of just over $5000 to a high of just under $7000 depending on the amount of finish work (drywall) we want done.

Flooring is extra on both proposals. I have 2 bids on replacing the carpet in front of the kitchen area with commercial grade waterproof floating vinyl planks. Carpet One Ranier bid $737.40. Wayne Martin bid $1585. The big difference in the bids is the cost of the flooring. I will try to get to Rainier before board meeting to see a sample of the product Carpet One is bidding to see if it is equivalent to the product from Wayne Martin.

1. **Food Pantry Distribution**: I have taken over this project with the help of a volunteer who staffs the afternoon distribution. I wait for the food pantry drop off and go to the bread store to get bread for the distribution. The volunteer (Joanne Bolivar) staffs the room and the February 14 Spotlight ran an article with her picture. We purchased a $55 roll around multi shelf cart to store the produce that remains after the Tuesday afternoon distribution and it seems to help getting the rest of the produce out of the library by the end of the week. At least we haven’t had to store much produce since purchasing the cart.
2. **Grant for Kids Ukulele Lessons**: Alexandra Collins is working on events and sponsors to continue this through the end of 2020. She will be having a bake sale during Earth Day in the park and is planning other events.
3. **Budget Timeline**. I have a proposed timeline in your packet. We should decide on this and allow me to find committee members so that I can contact previous committee members and find citizens to fill out the committee by next board meeting. Following past practice, we should have the Budget Committee Meeting April 16 before the Board Meeting. We would want to do any preliminary work at the March Board Meeting.
4. **Long Range Plan.** Let’s set dates for this to occur in the next couple of months. Bring your calendars so we can find a date.
5. **Census 2020:** I am on the county Complete Count Committee. The library will be a site for people without internet access can complete their census. The census starts March 16 and continues through July 2020. We anticipate having to help people complete their census (answer questions about the form, help those who have never used a computer or web browser).
6. **Maternity Leave:** Elizabeth is pregnant with her first child and will be going on maternity leave on or about April 1. She will be taking 12 weeks of leave which she has enough PTO to mostly put her on paid leave for the period. I have given her FMLA paperwork for her doctor to complete.
7. **Summer Reading:** This summer’s national theme is Imagine Your Story which centers on folk tales, legends, and fantasy. We will have our kick off this June 13th. Wendi and Emily have been purchasing remaindered children’s books from Scholastic and Book Warehouse to give away to the children participating. We also saved some books from the PNBA trade show and the gift from Faherty and Associates to use as give away.
8. **SDAO Conference:** I attended the SDAO conference February 6-9 this year. My fee was paid by scholarship. I attended the following sessions: Top Ten Labor and Employment Issues ; Emerging Cyber Threats: Claims Mitigation Strategies ; Why You Need an Accessible Website and How to Get There ; Buckle Up: The New Labor Laws May Make it A Bumpy Ride ; and Legislative Summary.

The Top Ten Labor session was on how to handle labor issues. Over half of the program dealt with union negotiation, so that was not applicable. The remainder dealt with the proper way to handle employee problems (documentation), The new Workplace Fairness and Equal Pay laws which specify that employees who do equivalent work receive equal pay, and executive sessions dealing with employment (can only do for performance evaluations and discipline of a public officer.

The Emerging Cyber Threats sessions dealt with primarily how ransomware is being used with public agencies currently. We do have virus and restoration protection as part of our insurance with SDAO, but I’d rather not have an incident. I believe our exposure is fairly low because our website and database/circulation module are supplied by commercial vendors in the cloud. The only thing that resides on our server is in house documents and the basic software packages (Windows, Office, Browsers, station profiles, etc). We do back up the server to a remote hard drive every night, but the way current ransomware works is that the bad actors infect the network weeks or months before they launch the ransomware. To that end, I have a ticket in with More Power Technology to have a more robust back up system where we do some sort of air gap between the server and the backup drive. That way, if we get infected, we can send the backup with the unlaunched virus to the data recovery team covered by our insurance. They can cleanse that data and we can reload that back to the server.

The Accessible Website session was covering ways to make our website accessible to people with disabilities which is part of federal law. Our current website is partially accessible, but the pictures on it are not. We will need to add alt text to them to make them accessible. There are other issues as well. I did make contact with an area software vendor (Streamline) which sells website software that complies with Oregon state and federal accessibility law and we may want to consider shifting to them at the end of our current contract with Enfold in September. Our cost for the new software would be $900/year where we currently pay Enfold $445/year, but if it allows compliance with minimal staff time, it would be worth it.

HR Answers presented the session on new employment legislation. We have dealt with most of these new laws as they were passed (workplace harassment, paid medical leave, pregnancy accommodation, family leave), based on model policies supplied by HR Answers. We will need to deal with finding a place for Elizabeth to expel milk when she comes back to work after her pregnancy leave. The state will be implementing a new employment tax in 2022 to provide every worker with a paid medical leave insurance policy. We are exempt from this tax due to our size, but may want to consider participating as an employee benefit. The tax has not been set, but will not exceed the following formula totaling 1% of employee wages: 40% employer, 60% employee. The insurance benefit is based on a percentage of the employee’s average wage not to exceed $1250 per week.

2020 Legislative Outlook. This session dealt broadly with new legislation that could affect government in general. I didn’t see anything that had been proposed that would have an impact on the library during the current short session. In addition, cap and trade will be the focus of the session, so many of the proposed bills will die in committee.