

## Library Director's Report by Anne Billeter

June 14, 2021

### LIBRARY and LIBRARIANS

- Due to the coronavirus the Library remained closed the month of May.
- Plans are underway to re-open the Library on July 12, Monday – Saturday, 1-4 p.m.
- A number of librarians have moved (Dave Horton, Mary Davis, Sharon Ducharme)
- A number of librarians have resigned for medical/family reasons (Leah Cotton, Allan Cotton, Terrie McCoy, Barbara MacMillen, Thelma Goodnough), although some of these may return at a later time.
- A number of librarians have discovered the enjoyment of NOT volunteering as much, and have either reduced their commitment by agreeing to work fewer shifts, or opted ONLY to be a substitute, and/or have stated that they might be available in the fall. (Joy Durrett, Patty Bunch, Linda Lund)
- We have one new volunteer, Lynne Hunter, who will be trained prior to re-opening. She has committed to only 1 shift a month.
- Re-training is planned prior to opening for the returning librarians, as there are a number of changes in procedures, equipment, our new website, and an additional subscription website!
- The librarian's schedule, still in progress, is available on our website under "Support Us>Librarian Calendar."
- The Library Manual is being revised.

### CIRCULATING LIBRARY MATERIALS

2021	# People	# Items checked out	# items renewed
Jan	1	3 books	3 books
Feb	1	2 books	2 books
Mar	0		
Apr	5	5 books	
May	5	5 books	1 book

### SHELVING and the LIBRARY COLLECTION

- The Book Committee and catalogers have completed cataloging the enormous backlog, with the exception of some microfiche, microfilm, and some manuscript-type family history donations which may or may not be appropriate for the collection.
- Steven Hoolko and Anne Billeter are in the process of shifting the collection (for the second time during the pandemic), to accommodate the last of the backlog and recent book donations.)

### BOOK SALES

- Allan and Leah Cotton continued selling our surplus books on Amazon in May. Allan reported the net profit for May was 23.81. Allan and Leah have now resigned and Barbara Northrop will be selling our surplus books on Amazon.

### MY HERITAGE USAGE STATISTICS

- See separate page.

## To Be Done Prior to Re-opening July 12, 2021

1. Replace light bulbs and bad ballasts and install new light fixture by Lunch Room door. [DONE]
2. Change security/keycode [Will be done June 14]
3. Donate excess chairs
4. Donate or otherwise dispose of bottle collection donated by Tracy Baird
5. Check with insurance to find out if there are any issues related to re-opening
6. Swap mentoring and microfilm reading equipment [Rich and Skeeter?]
7. Patron printers #1 and #2 need new drums. (Either replace drums or printers) [Rich/Skeeter]
8. Add Newspapers.com Oregon subscription to Website Menu ([Rich]
9. Update electronic highway sign messages

### Questions

1. Quarantine books? NO
2. Cleaning protocols?
3. Location of mobile storage racks (presently in Reading Room; were in mini-Storage;  
Contents include: books for sale on Amazon; books which might be sold on eBay; donated family history materials; shipping supplies for sale books)
4. Do we need a new flag pole?

### Anne To Do

1. Revise Dewey signs
2. Finish revising Library Manual
3. Train Lynne Hunter
4. Re-train returning librarians