

Director's Report

July 2026

Administration and Finance

The District began the new fiscal year with strong growth in public use. Library visits were approximately **33% higher than during the prior fiscal year**, reflecting increased community engagement across District services. A completed circulation comparison will be provided when year-end statistics are available.

The preliminary year-end cash carryover was approximately **\$727,588**, compared with the budgeted beginning balance of \$840,000. The apparent \$112,412 difference is partly attributable to a \$45,000 transfer from the investment pool to checking to cover payroll processed on June 30. June property-tax receipts totaled \$59,307, approximately \$7,199 less than the prior June. Current-year tax receipts exceeded budget, while prior-year tax collections were below budget, resulting in a net tax-revenue shortfall of approximately \$11,000. These figures remain subject to final year-end reconciliation and audit adjustments.

Personnel and Training

Scott Kleeman has accepted the position of IT Systems Administrator and is scheduled to begin work on **July 20**. Mr. Kleeman brings regional public-sector technology experience supporting schools, municipal departments, and Cook Memorial Library. His background includes network and server administration, cybersecurity response, technology purchasing, vendor coordination, staff training, documentation, and end-user support.

Five Library Page interns have also been hired to assist with circulation, collections, and youth services. These positions will provide additional support during the busy summer season while offering supervised workplace experience to local youth.

The annual All-Staff Training Day is scheduled for **August 20**. Staff are being invited to recommend training topics and activities, with anticipated emphasis on safety, customer service, technology, and consistent application of District procedures.

Programs and Community Engagement

Summer Reading activities continue through early August. Participants may receive account fine forgiveness by submitting completed reading logs: **\$1 in fines may be forgiven for each 30 minutes of reading, up to \$20 for each completed bingo sheet**. This initiative encourages participation while helping patrons restore full access to library services.

The District will present **Sketch + Release** on Saturday, August 8, at 6:30 p.m. at Churchill School Art Center. The State Library of Oregon-funded program combines short documentary films, artistic performance, and facilitated community conversation. It is designed to broaden understanding of the experiences and creative work of Black artists in rural Oregon and to encourage dialogue about culture, belonging, land, and community.

The Friends of Baker County Library are preparing for the annual Summer Book Sale, scheduled for **July 17–26**. Final-day clearance pricing will include 25-cent regularly priced items and a 50% discount on specially priced materials.

Children's Summer Reading recruitment remains active, and participants may backdate reading logs to June 1. The program concludes August 7. Children's book clubs have been discontinued because of low participation and will be replaced by game-based or other activities intended to attract broader attendance.

Staff are also preparing Age+ Senior Planet technology education courses. Training and program preparation are planned in the Archive Room on Thursday afternoons.

Facilities, Technology, and Vehicles

Several improvements are underway at the Baker Library:

- New computer chairs have been ordered for the Adult Computer Lab and Discovery Zone.
- Acoustic mitigation panels are scheduled for installation in the Discovery Zone.
- Vape-detection sensors are planned for restrooms, study rooms, and other identified areas.
- Security-camera recording has been divided between two network video recorders to improve system capacity and reliability.
- A dash camera has been installed in the Bookmobile, and its rearview camera has been replaced.
- A thermostat upgrade was installed at the Halfway Branch.

Security-camera upgrades at the Baker Library are nearly complete. The next phase will focus on updating systems at branch locations.

A trip-and-fall incident in the Meeting Room hallway identified a floor-level door-latch strike plate as a potential hazard. Staff are evaluating whether the hardware can be recessed or more visibly marked.

Staff were also reminded to physically confirm that Riverside Room exterior doors are fully latched at closing after a patron entered through an unsecured door before opening hours.

Safety and Security

Staff continue to address vaping, disruptive behavior, and unattended children under the Patron Code of Conduct and related District policies. Recent enforcement actions included temporary or indefinite exclusions following vaping and unsafe conduct. Identifying information has been omitted from this public administrative report.

Staff have been directed to document unattended-child situations and related interventions. Consistent documentation helps establish the effect on staff operations, supports appropriate follow-up with parents or guardians, and records potential risks to children.

Collections and Technical Services

The District's physical collection totaled approximately **141,838 items** during the most recent reporting month. Technical Services cataloged 551 items and processed 600 items, maintaining output near the prior month's level. The number of items awaiting or undergoing repair increased from 206 to 236 and will continue to be monitored.

Branch collection work included preparation of surplus materials from the Halfway Branch for resale or redistribution. Staff also continue to assist patrons with access to Library of Eastern Oregon cultural passes, although account eligibility settings currently require additional staff attention in some cases.

Bookmobile and Outreach

The Bookmobile will participate in Jubilee activities and the community parade. Staff are completing the required entry arrangements and preparing promotional materials.

Summary

The District enters the new fiscal year with substantial growth in visits, an incoming IT Systems Administrator, active summer programming, and continued investment in safety, technology, and facility improvements. Immediate administrative priorities include completing year-end financial reconciliation, onboarding new personnel, finalizing Baker Library security improvements, beginning branch security upgrades, and preparing for the August staff training day.