



August 2022 Team Report

July 2022 Activities

Administration (Jane/Laura)

- 2022-23 Budget Documents delivered to Jefferson and Wasco Counties
- 2022-23 SDAO Membership roster updated
- Created Public Relations Committee to standardize print and electronic materials
- Technology Kit Borrowing Policy
- JCLD Brand standard – in progress
- JCLD Marketing Plan – in progress
- August 2022 Pioneer Article
- Most of July was devoted to preparing for, attending, and reviewing Jefferson County fair activities and summer reading programming. The Program team did an excellent job working together to ensure that the team executed July programs smoothly and professionally.
- Preparing files for the 2022-23 fiscal year
- Preliminary audit preparation
- Initiated 2021 public library stats collection
- Monthly Team Report format revised to reflect updates

Meetings and Activities

- July 4 – Chamber of Commerce 4th of July Fair
- July 7 – OLA Staff Training Roundtable (JE)
- July 12 – Board Meeting (JE, LJ)
- July 20-23 – Jefferson County Fair (Everyone)
- July 1, 8, 15, 22, 29 – Coffee Cuppers (JE/Gretchen)
- July 26 – Board meeting (JE, GB)
- Weekly – Programming, Management meetings
- July 29 – Staff meeting

Personnel/HR/New Employees (JE/LJ)

Michelle Kubo (Misha) Circulation Clerk. Beginning July 5, Misha is our circulation clerk assigned to evening hours Monday-Thursday (5-7).

Kiely Anderson, Outreach Storyteller, and Circulation Clerk. Keily begins at the library on Monday, August 15. She will be our Outreach Storyteller – for 7 hours/week and part-time circulation clerk for 13 hours/week.

Keily's experience includes customer service, money handling, and retail sales. She also brings computer and clerical skills and Spanish as a second language to the position.

Teen Interns. We've hired a full complement of teen interns for the summer. The young people are providing program support and circulation support. Grant funds for these interns are available through September 2022.

Circulation (Kristin)

To accommodate our extended evening hours, Misha started working in circulation 5 – 7 pm, Monday-Thursday. Kiely will start as the part-time Thursday-Friday circulation on August 15.

Kristin attended the annual Oregon Library Association Support Staff Division (OLA-SSD) conference on July 21 at Timberline Lodge. She took part in 3 sessions about basic book repair. She is ready to put these fabulous new skills to use. 😊

Kristin and Swan have filmed circulation tutorials for new employee onboarding and training existing staff. Filming priorities: (1) checking out, (2) checking in, (3) how to get a library card, and (4) processing holds. We are making slow and steady progress. These videos will be available to staff via our Niche Academy.

I've noticed a more than a normal number of books mis-shelved in all collections. I have directed the shelvees to take their time, be more deliberate when reshelving, and to shelf-read while working.

Volunteers have been checking/counting games and puzzles. They have also been straightening books (a never-ending project). It is very helpful to have projects on the portal's volunteer to-do list.

Public Relations (Gretchen)

The Bookmobile has been busy attending parades, events and programs, and the JeffCo fair. Miles van Go did take a trip to Crooked River Ranch (CRR) to present a children's program and give away books. Thanks to Fran Davis for helping coordinate the event.

Approximately 18 people attended the library-hosted Coffee Cuppers on the 29th, where the topic was the I am a Story event on August 4.

Jane and Laura created a Public Relations team (Swan, Adriana, Gretchen, Jane, Laura); we are currently discussing marketing and public relation policies. The committee reviewed the first draft of a JCLD branding document. A final draft is pending.

Gretchen stopped at the Public Health Building to see if our donated books had been distributed.

Collection Development (Alex)

Alex is now processing and cataloging for all adult, teen, and Spanish Collections. She will slowly begin incorporating the processing of the juvenile collection over the next three months.

The team reviewed the location codes for all items and identified ones that are unused and can be deleted. Others need to be updated or added to make it easier for staff, volunteers, and library patrons to use the catalog and for volunteers or staff to complete the paging lists. Alex will add location codes for "new" items in the Spanish collections, and the "Young Adult" category will be updated to "Teen."

Eleven new hot spots were processed and made available to patrons, with only a week of the items not being available for checkout while Alex and Dion configured and processed the hot spots. The nine outdated

hot spots (2 had never been returned) will be recycled. The library has the opportunity to purchase an additional eleven units if demand increases.

The library will be closed on August 18 to complete the spine label change of the easy books/picture collection. All staff, teen interns, and available volunteers have agreed to help with this project. We will change the spine label from categories to the author's last name. The collection currently has 3,546 items. Laura has the teen interns doing a physical condition weed, with Gena looking at circulation stats to determine if they will be withdrawn or reordered. Laura and Alex will be determining assignments to create a smooth transition.

Programs (Adriana)

I am a Story. Gretchen is meeting with Storytellers for the IAAS event on August 4; she has identified a cellist for music during the event. She's been coordinating with the Jefferson County/Madras Chamber to use its stage, mic, and sound and working with Madras Downtown Association for location.

Board Games. We've seen low Cribbage numbers due to programs and illness. We've had a patron request to start a Scrabble club by Community Center.

First Thursday. The First Thursday was well-attended on July 7. Gabby and Gretchen opened the van door and let people in.

Parades. The library participated in two parades this month: The Jefferson County/Madras Chamber of Commerce 4th of July parade and the Metolius Spike and Rail. Thanks, Stephen, Susan, and Tiffany, for participating. After the Spike and Rail parade, we parked the Bookmobile in the shade so people could come in and browse. There are at least two more parades in our future: the 8/20 Culver Crawdad Festival Parade and the Jefferson County/Madras Chamber of Commerce Christmas parade.

Book Ends Theater Camp. Twelve children attended the theater camp this year. Rehearsals and the July 21 performance were both at the Fairgrounds pavilion. We're considering using the same schedule next year – rehearsals the week before Fair week with a performance scheduled for kids' day at the fair. Some lessons learned: (1) coordinate better with fair staff to ensure that stage is ready on performance day; (2) identify permanent equipment that must stay on the stage; (3) increase advertising; (4) use microphones. The performance was well received.

Teen Game Night. The July 28 teen game night was lightly attended and mostly by our teen interns. We had candy and played virtual interactive games. It was a great chance to test the new audiovisual equipment in the meeting room. There were no problems connecting a laptop to the TV. The WIFI was able to handle the connection of 10 devices at once. We are considering what advertising message and method would reach more teens.

Facilities (Gabby)

Office 365. The team has fully transitioned from Google Suite to Office 365. Everyone is using the MS Outlook email accounts; the Gmail accounts will stop working on August 5.

Work Phones. Mobile phones for staff and the circulation/front desk are up and running (except Jane's phone, but that will be working soon). We initially signed up for mobile phones and the Verizon OneTalk application and realized that the app is unnecessary.

Landscaping. The recent windstorms blew down many branches on all library-owned properties. Affordable Lawn Care promptly responded by cleaning up all the debris. Scott with Affordable Lawn Care recommends removing the elm trees because the trees tend to break and fall.

Roof. More shingles blew off the library roof. H&H Construction will begin reroofing in September.

Flagpole. The rope on the flagpole shredded and jammed the pulley system, which required cutting the flag down. We have a replacement flag and rope; however, acquiring someone with a lift that can reach the top of the flagpole is proving difficult.

Film Equipment. Audiovisions has installed the new film viewing equipment in the library. Total cost = approximately \$4,000 supported with grant funds.

Safety (Star)

The focus was on programming; no update.

Genealogy (Alex/Gabby)

The Oregon Collection and the Genealogy Collection will be consolidated into the Heritage Collection beginning in August. The public meeting room will house the Heritage collection. The first steps for integrating the resources are to weed the Oregon collection using the same standard established for the genealogy collection. The public meeting space will be a multi-use area: (1) meetings, (2) Heritage collection, and (3) training.

Statistics

Provided in a separate document.