



## January Team Report For the February Board Meeting

### Administration (Jane/Laura)

1. Personnel Policies first draft
2. Properties
  - a. Main Library – the roof is deteriorating. Gabby is collecting bids
  - b. Heritage Center – coordinated appraisal, secured realtor
  - c. 227 – Steady progress. Hoping to be finished by the end of March
  - d. Annex – fill-in should be complete by the end of March and then the barriers will be removed.
3. Laura is applying for an OCF Community Grant for 2022-23
4. Updated job description for travelling storyteller.
5. Updated job description for front desk clerk
6. Reviewed Income/Expense for OCF K-12 grant and ARPA grant
7. Reviewed purchases through 12/31 for expense item accuracy

### Meetings

Jan 5 – Monthly Team Meeting  
Jan 8 – IAAS Weekly meeting  
Jan 11 – Board Meeting  
Jan 13 – First Aid Training  
Jan 14 – Transparent Language (database) Overview  
Feb 21 – Penny Hummel  
Jan 25 – Edge Cohort  
Jan 27 – OLA Staff Training Roundtable  
Tri-County meeting / ePass  
Jan 28 – Coffee Cuppers

### Circulation (Kristin)

I have almost finished writing the procedures for the circulation responsibilities. These are step-by-step directions to accomplish circulation desk tasks. They will be located on the intranet portal. The next step will be videotaping how-to videos for internal training.

### Community Outreach/Marketing/ (Gretchen)

**Community Read** - Deschutes called us to ask if we were interested in co-hosting their NOVEL Idea event. They mainly needed our input with reserving the PAC.; we will be hosting the NOVEL Idea on May 7th.

**IAAS** Jan 31 held a IAAS storytelling event. Asked the co-sponsors to help.

**Marketing** - This year's focus will be on our core value of "Explore"

**Twice Read Books** - Would like to go through the boxes of books and reorganize the area.

## **Facilities (Gabby)**

Work progresses on 227. Estimated occupancy is the end of March. In the process of gathering quotes for replacing the 241 roof.

## **Media (Swan)**

1. Ace the Librarians is paused due to lack of staff.
2. The animated avatars and background for the staff who do book reviews are ready for the final test before they see the public.
3. The animated Ollie is in the works.
4. Swan started to use ClickUp for project management.
5. Swan is currently collecting data on our live events to improve the live-stream procedure and experience.
6. Swan finished the procedure manual for processes related to posting Digital Media on the intranet. There are red marks on items to be tested (e.g. the filming of live events).

## **Processing (Alex)**

All relabeling projects are on hold while Laura is researching and experimenting with different labels and label protectors that will minimize label fading. Readability of the labels is also currently an issue, so looking at different fonts and sizes. Having different colors for the different collections helps identifying the proper location, but the colors can make the labels harder to read, and can be harder to source.

Alex has resumed running the Missing Items report and using the wand to search for items shelved that are in transit, missing, still checked out to patrons, or no longer have a bib in the catalog. Before her maternity leave, the last missing list run had 175 missing items, and at the beginning of January there were 225 items. Kristin and Alex were able to find 25 items. According to the process, approximately 70 items next month if not found will go “long missing” where they will be deleted from SIERRA within 30-90 days. Program staff appreciate a monthly list of items missing from their collections instead of the daily paging list that has been annotated with the items pagers and circulation staff have been unable to locate that day.

An issue came up through circulation when a DPL patron was advised to come to our library to check out one of our games. Games and other “Library of Things” items are available only to that library’s patrons, but are not shown in SIERRA or the online catalogs. This item was brought up with Emily at DPL during Alex’s meeting with her and the other catalogers during the Tri-County Cataloging meeting. A possible solution has been discussed, with a note in the volume field, but will require separate bibs for items from DPL. Once wording for the message is finalized and the field to be used, Emily will be able to do a global update instead of Alex having to manually update each item. Alex is also working on a Library of Things policy and procedures.

Hotspots have been processed and cataloged, and are stored in the technology cabinet. The Hotspot policy and agreement were published on our website, with a quicklink to the Hotspot information page on the JCL homepage. Kristen has created a tracking sheet for the hotspots checked out to help circulation keep track of their due dates. Dion is creating a procedure on how to disable the hotspots when they are overdue, and Laura has ordered brochure-sized cards that will be used to show library users that hotspots are available, and are taken to Circulation to check them out, similar to the cards for the Curriculum Crates.

## **Programs (Adriana)**

### **Children Services**

1. Planning for the Summer Reading Program is in process. The theme this year is Camp Ollie.
  - a. Met with Liz Woody from the Warm Springs Museum for possible event site.
  - b. Inviting the Scouts to help with a survival program.
2. Received 23 Ollie Adventure Stories from 3rd grade in Culver! Getting publishing permissions.

### **Community Services (Gretchen)**

1. We started the year off with a Stick Together Puzzle Community project. The MP did an article about it. Seemed to be well received. The puzzle was completed on
2. On January 20 we held an in-person/virtual presentation with Dan Crowley, a local life coach. Attendance was 3. They asked some great questions.
3. On Jan 25 we held a craft night. Made Chalk Art on Cutting boards. Attendance was 6 - all from Culver.
4. Working on programs/events for Feb and March.
5. Started to deliver books to Chinook Place customers and also some homebound folks in Culver.
6. An elderly lady comes to storytime with her aide. They do the crafts and sing along with the kids.

### **Spanish Services**

Adriana had the first meeting with Latino Book Club on January 26th at 7 pm via Zoom because of COVID concerns; it usually meets at the library. The number of participants in the in-person Club is growing; there are 20 participants, including myself. In total Spanish Services bought 24 books for two book clubs. One of the 20 participants at the in-person club decided not to read the Spanish book, instead she is reading the book in English, and she participated in the meetings to practice her Spanish. The other 5 books are for the Virtual Book Club.

Spanish Services created and distributed a flyer inviting the community to the Book Club. I am waiting for people to sign up for Bilingual Book Club.

During January, any kid was on the Spanish Storytime. The possible answer is because the kids that visited the library to listen to Storytime are now enrolled at the Pre-schools and Daycares.

Traveling Storyteller

This month, the number of young people reached via the Traveling Storytime was 60 children and 21 adults. Some of the schools were close due to Covid, others for vacations, and then the storyteller was sick and had to postpone several regular stops.

The pre-school teacher continues asking if we can offer Storytime twice a month.

### **Teen Services**

Continued partnering with the Jefferson County Middle School hosting monthly lunch-time crafts. The previous crafts proved to be too complex and require more instruction than time permitted. The previous crafts were infinity cubes and paracord bracelets. The next two crafts are DIY washi tape stickers and air-dry clay figures and should be easier to instruct.

**Safety (Star)**

We had two sessions of First Aid Training with half the staff at each training. The training was done through Jefferson County Emergency Medical Services. We were certified in CPR and the use of an AED (automated external defibrillator).

An AED has been purchased for the library as well as an AED cabinet. It will be mounted above the fire extinguisher by the main entrance.

**Technology (Dion)**

1. Ordered Bitdefender GZ for all computers
2. Measured windows & ordered shades for 234
3. Reinstalled VPN on work-at-home laptops
4. Installed people counter
5. Collected SN, Phone #, & SIM ID # from hotspots for cataloging
6. Ordered KN95 masks

**Statistics – see February report**

Scanning RFID tags for items in a status other than ‘Available’

Alex began scanning the RFID tags, picking up where she left off before her maternity leave. The collections scanned were Adult Fiction (Kosinski to ZZZ), Adult Graphic Novels, Paperbacks, Large Print, Adult Nonfiction, and Oregon. Items were found in the following statuses:

Missing	14
In Transit	06
Claims Returned	01
On Loan	02
Other	09*
Total	32

Items of note found were 3 Deschutes Items shelved in our collection, and items shelved in the wrong location, Nonfiction in Large Print, Paperbacks in Fiction, etc.

\*Five of the items in ‘Other’ were items that had been deleted from SIERRA, requiring reinstatement, and losing past circulation statistics.

**Other**

**Genealogy (Alex)**

Nothing to report.

**Building Expansion**

The Annex lot should be filled in soon.

**Budget**

Collecting preliminary thoughts from the staff. Waiting for the Results Monitoring evaluation before focusing on specific targets.

**Meetings**

Gretchen: Phone meeting with Deschutes to discuss ways that JCLD could be involved with the Novel Idea events in May. Will do some advertising for the Novel Idea

**Notes**

On Jan 27th the Library was a happening place and just goes to show that we need more room for meetings. We have the Military recruiter come in needing a space to meet. They were not actually recruiting but having a meeting. Then a little while later, three gentlemen from Heart of Oregon came in needing a space for an interview.