



June Team Report For the July 12, 2022 Board Meeting

Administration (Jane/Laura)

- Final budget wrap-up
- OAESD Grant preparation
- Solve grant insurance issue
- Hired student interns
- Completed ARPA grant reconciliation; submitted reimbursement request to the State Library of Oregon, and then fretted until the check came in on June 28.
- Initiated the Google Doc-to-Office 365 conversion.

Circulation (Kristin)

We revised the checklist for the front desk statistics to include opening and closing procedures. This is ongoing as our communications systems go through changes. Swan and I have a priority list for Circulation tutorials for new employees (and current ones too!), and have finished filming the first one – Check-out Procedures.

Community Outreach (Gretchen)

I am a Story (IAAS) continued collaboration with Our Storybridge (Jery Huntley). Wrote an article about our community storytelling project for its May 2022 newsletter (linked here) | <https://mailchi.mp/d729cb0a1375/ourstorybridge-may-e-newsletter>. I continue to gather stories, identify speakers, and update the story log.

Twice Read Bookstore – Volunteers are helping with sorting and organizing materials

Bookmobile: I've attended several events with Miles Van Go, including the Saturday Markets, First Thursday, Second Tuesday, food banks, 2nd Thursday, Coffee Cuppers, Metolius and Culver.

Facilities (Gabby)

The library's telephone land lines with mobile phones, specifically - 1 landline and 9 mobile phones from the same provider.

The 227 side of the duplex is fully remodeled and Adriana, Star, Alex, and Gretchen working in the duplex. Gabby purchased shelving for the vacant office in the main library to prepare for adding the genealogy collection in it. The office will also be used for meetings and training.

Media (Swan)

Swan and Kristin are collaborating on "how to" circulation-related videos for staff training/internal use. Our goal is to finish uploading all videos to the staff portal of Niche Academy next month.

The book reviews are paused for the summer. The Program Team will meet to determine the process, timing, and posting of video content before starting the videotaped book reviews.

Swan is responsible for posting and cross posting flyers/information/other posts on social media for the Youth services and Spanish services.

Processing (Alex)

Alex is now physically processing all of the adult and teen items, and will phase in the other collections in the 2022/2023 fiscal year. She completed a small relabeling project of the Spanish Juvenile DVDs, working through the steps and process to allow for larger scale projects in the future with staff help.

The RFID wand for scanning the collection was updated and collection scanning resumed after a three-month hiatus. After a full scan of all library items, the following were found: 51 items in missing, 11 items checked out to patrons, 5 items in transit, 4 items claimed returned, 2 items billed not paid, 2 in processing, and 2 items in branch mending. These items were all then updated to "Available" status.

Programs (Adriana)

Children Services

Star and Adriana visited Madras School in-person to promote the Summer Reading Program.

Every Wednesday at 3pm is Stop Motion Studio for kids. The program provides an opportunity for the youth to learn stop motion techniques in movie making. The participants use Legos and other media to create a movie. The movies are available to the families for viewing on a closed YouTube channel.

On June 7th, Laura and Adriana went to Buff Elementary School on the Bookmobile on the last school day with crafts, free books, and information about the Summer Reading Program. Kids and parents were surprised by the new Bookmobile. Setting up for us is now easier.

The Summer Reading Program has started!! The kids need to be registered online to participate and win prizes. They have to read 20 minutes per day and complete a Reading Log. Once they meet it, they must return the Reading Log to the Library and exchange tickets or do it online. The tickets were placed in the prize boxes in their age group. The participants will need to collect in total six brag tags participating either in the English or Spanish Summer Reading Program.

The first two Summer Reading Programs were successful!! The first Camp Ollie was on June 23rd at Bean Park from 10:30 - 1:00 pm. There were about 150 participants. We had a Bilingual Storytime and sang a hello song and activities for the kids. There were four stations, and each one had an activity to do. Then to finish Storytime, people were divided into four groups to visit for 15 minutes each station. One station had face painting, the second had Tie Dye T-shirts with the Ollie Camp logo, the third station had outdoor games, and the last crafts. All the kids had a lot of fun!!

The second Summer Reading Program Survivor Camp was last June 30th at Round Butte Overlook Park from 10:30- 1:00 pm. There were about 97 participants. We started at 10:30 with Bilingual Storytime and hello song, and then it was the turn of the Boy Scouts, who were in charge of teaching the kids survival skills.

We had four camp activities. Then to finish Storytime, people were divided into three groups to visit for 15 minutes each station. The first station taught how to survive in the different weather conditions, and they gave away a cap, sunglasses, and sunscreen. The second activity station provided First-Aid lessons, where kids received a small box kit with Ollie's sticker, band-aid, a pair of plastic gloves, antibiotic ointment, a small sterile gauze pad, and a stretch bandage. The third station camp was called Scout Finder and gave children plastic Ziploc bags with a whistle, a compass, and a flashlight. They

demonstrated how to find help if you were lost in any situation. The last activity was hiking on a half-mile trail. Before the trial, the Library provided snacks and water for everybody. Kids and parents were satisfied with the hike.

Adult Services (Gabby/Gretchen)

Laura and Gretchen attended the June First Thursday and Second Thursday; over 250 people came through the bookmobile. Gretchen contacted Chinook Place to set up visiting and possibly reading to a group of people.

The team met on June 15 with Penny Hummel to discuss a Strategic Plan. Everyone gave their opinion and future suggestions for programs.

The Library hosted Cuppers on June 24. Susan shared a breakfast dish with us. Gretchen led everyone in a storytelling exercise.

The Summer Reading Program for adults is in full swing. Four big prizes are for those who deposit their slips every time they check out adult books. The prize boxes are in front of the whisper room. The raffle will be on August 31st.

Spanish Services (Adriana)

Contact the Latino Community Association to share all upcoming events flyers.

On June 8th, Spanish Services moved to the blue duplex offices.

Spanish Services updated its library web page with events, calendars, programs, services, etc.

The Mariachi event was June 18th, 2022, at the parking lot across the street from the Library. The Mariachi played for almost 4 hours. Mariachi cost \$ 3,200.00. The bad weather conditions did not impede the event. People sang the songs and asked for more melodies. We had a break where the audience could eat tamales, sodas, and water. They also grabbed crafts to take home, the kids broke two pinatas, and the Bookmobile was there to give-away free English and Spanish books. I called Neighbor Impact to ask for some free boxes of food for the event, but it was too late for them to schedule a date to come. Neighborhood Impact connected me with Kathie from Madras Community Food Pantry and she provided 25 boxes of food to give away at the event. Approximately 170 people attended the event. Five Latino volunteers helped out during the event. I must recognize the good work to Ines Rodriguez, her two daughters, Maricruz Valdovinos, and her daughter Fatima. I want to thank all Library staff for helping in some way or another by showing they were a good team.

At the end of the Mariachi event, the audience stepped in and helped clean up. I felt thankful. I never expect tremendous help. We received a letter from a patron congratulating the event.

The Spanish Summer Reading Program started in June, and this year's theme is camping. Our first event was held at Bean Park in Madras. We had a Storytime, sang a hello song, made camping crafts, painted rocks, face painting, and we had a wonderful time with the raffle we made at the end of each program. There were four prizes for kids and 4 for teens. The number of participants was 19 people.

The second program was on June 29th at 5:30. The program was Bilingual because the guest from PGE spoke in English about the fish. I translated the presentation into Spanish for the Hispanic participants. He dissected a fish for the kids and explained the parts of the fish. Once again, we give away Spanish books to those people who did not receive one during the Summer Reading Program. The kids made crafts, and they played fishing in a fake lake. They received gummy worms and goldfish snacks, and kids

had the opportunity to Tie-Dye T-shirts with Ollie's Camp logo. We finished with a raffle of four kids' and 4 teen prizes. The attendance this time was 47 people plus volunteers and staff.

A parent called me one day before the second Spanish Summer Reading Program to ask if she could bring ice cream to share with the participants at the Spanish SRP because she wanted to celebrate her daughter's birthday. I said yes, and we sang Happy Birthday to the little girl while her mom gave ice-creams to the kids.

I want to clarify that the Spanish Summer Reading Program included children, teens, youth adults, and sometimes adults in some crafts we did and activities.

Latino Virtual Book Club had two meetings last June 24th, 6-7:30 pm. We always discuss new and exciting things. There were 5 participants by Zoom. They are excited to choose and read the next book.

Latino Book Club in-person had 4 participants. Some of them called to say sorry because they could not participate; one of the participants got Covid. The members of this Club proposed a reunion at the park to have family time at the park in July.

Both Clubs are going to have a break during Summer. I invited them to read the Spanish collection or the book that had been voted in the last Latino Book Clubs, and neither book has not won. They did not want a summer break, but I encouraged them to check out JCLD books.

Teen Services (Star)

I had a Teen Summer Reading Program Guided Sunset Hike last June 28th from 7:00- 8:00 pm. There were 6 participants. Teen Services had been helping the Children's English and Spanish programs. Teen Services look for volunteers at the Madras High School.

Safety Committee (Star) No report

STATS

I'm attaching the statistics as a separate Excel file.

Technology (Dion)

IT (Dion)

- Start setup of 2 computers for youth area
- Assisted in switching from Gmail to outlook
- Update GoDaddy account
- Setup new phones
- Conducted research on replacing the existing Ricoh in the main library and leasing 1 copier for use by team members in the duplex.

Meetings

- Coffee Cuppers June 3 - (GS/JEI)
- Coffee Cuppers June 10 - (GS)
- Ribbon Cutting at Blue Fish June 10 (GS/JEI)
- Coffee Cuppers June 17 (GS/JE)
- Coffee Cuppers June 24 (JE)
- Strategic Planning Implementation June 15 (All staff)
- Grand opening of the Public Health Department's new location (GS/JE/YM)