



## Director and Department Reports February 2021 Reporting on January Activities

### Director's Report

The 2020-21 audit was presented at the January Board meeting. As a result of recommendations from the Auditor, I've revised the process for reviewing and charging expenses. The window for requesting COVID Relief Funds closed on December 31, 2020. An itemized reporting of expenses is in process. Moved my office to the Annex. I focused on personnel and human resources activities in January. I'm preparing to re-engage with SDAO and HRAnswers.

At my request, CascadeTel updated all telephones. Please note that instead of 1-digit phone extensions, we now have 3-digit extensions (e.g., extension 1 becomes extension 301). The Library experienced graffiti tagging; the Handyman covered the damage temporarily. I am reviewing purchasing and personnel policies as time allows.

Due to COVID considerations, many of the staff worked on a telecommuting/on-site schedule to reduce the number of people in each office. The staff work area will remain in the Annex until the floors are installed, and offices are appropriately furnished.

#### *Meetings*

MOU meeting with School District Librarian (w Laura, Star)

Mid-year check-in with staff

Public Library Director's Tool Kit Meeting (EDI)

Pre-Application Webinar for Libraries Transforming Communities: Focus on Small and Rural Libraries Round 2 (w Gretchen)

### Statistics

The year-to-date statistics.

[https://docs.google.com/spreadsheets/d/1IAefFEZ2T0zr4BP8eFmwVa\\_tJqRvm3A3DIg3bpJ-48/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1IAefFEZ2T0zr4BP8eFmwVa_tJqRvm3A3DIg3bpJ-48/edit?usp=sharing)

### Adult Services – Gabby

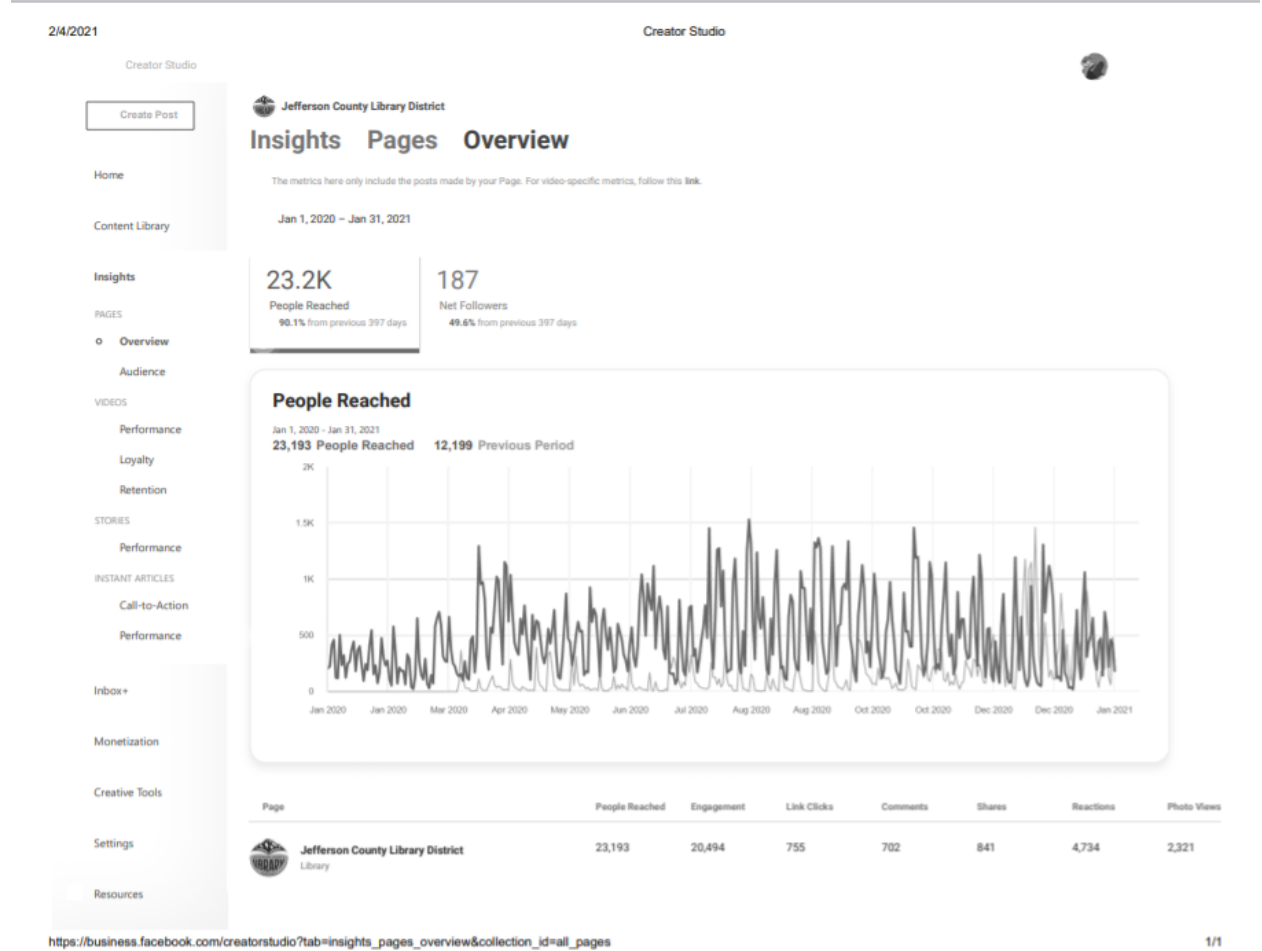
I have been spending a large portion of my time preparing staff work areas in the Annex. I have also been reorganizing supply storage and doing prep work for demolition and installation of new flooring. See facilities report. December's order of adult books and media has been processed and added to the collection. The adult collection added 183 items in January.

### Children's Services | Teen Services – Laura and Star

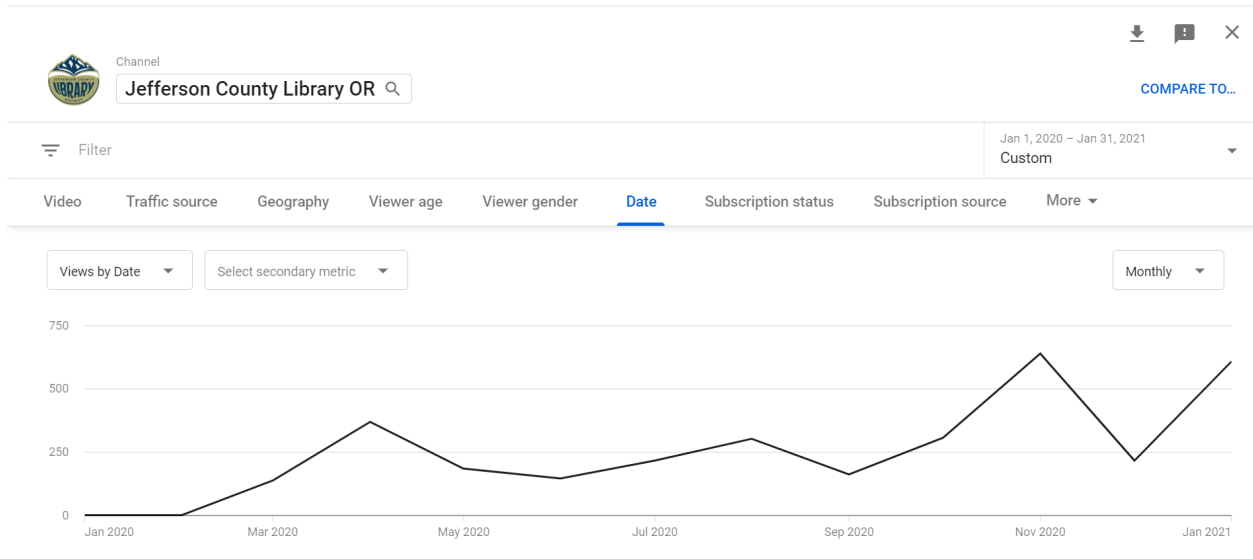
Children's Services continues to provide Storytime to the community. The videos took a break over the holidays and returned at the end of January. There have been requests from Warms Springs, Miss Tam's

Preschool, and the other elementary schools for the Storytimes. While this doesn't increase our viewing numbers because they are shown through the teacher's device, it helps to know that our numbers are growing.

Facebook Year to Date growth of views (next page)



YouTube/Year to Date growth of views



YouTube/ Year to Date/Stats in greatest to smallest views

Date	Views	Watch time (hours)	Subscribers
Total	3296	166.2047	37
2020-11	640	21.231	1
2021-01	609	30.1052	7
2020-04	370	16.4299	3
2020-10	308	19.6386	3
2020-08	303	14.119	2
2020-12	218	10.6374	2
2020-07	216	11.1745	4
2020-05	186	8.2603	1
2020-09	162	6.8709	2
2020-06	145	19.67	2
2020-03	139	8.068	10

We continue to provide storytime craft kits. The kits continue to be popular and go fast. It helps to advertise them on Facebook with a Facebook Live video.

Laura and Gretchen visit the Madras Christian Academy every week and provide a Literature class. They teach story writing. The children listen to a 1-hour Shakespeare play performed and recorded by Laura,

Gretchen, and community members. The students finished listening to *Twelfth Night*. The goal is to help the students learn to write stories and prepare for next year's "I Am A Story" event.

Youth Services is working on a floor plan to slightly rearrange the Y and J sections to create better seating areas and incorporate a TV. The skateboard tables have arrived and are currently in the Annex. The cafe table needed to be attached to the pedestal. Assembly was done by Tom somewhere in between doing demolition in the offices. If you have time, take a look at the tables. They look awesome.

### **Spanish Services – Adriana**

During January 2021, I shifted her schedule to occasional telecommuting, but most of her time was in the Library. I assisted with the move to the Annex.

I am participating in recording and posting videos for Bilingual Storytime (twice a month), Librarians on the Loose (twice a month), and Spanish Storytime (once a month) virtually. Spanish Services helped Youth Services prepare crafts to give away to the school for the Bilingual Storytime and English Storytime during January, just crafts for the schools we usually visit for Storytime and kids we typically see at the Library.

I am continuing to send links to English Storytime, Spanish Storytime, Bilingual Storytime, and Librarians on the Loose each week for the schools to share with their students

This month, I also started recording Books Reviews for the Latino community, where I recommend a book to pique interest and encourage the community to come into the Library. The book reviews air the fourth Wednesday of each month.

Laura and Star have been assisting with visits to Mrs. Tams at Culver school and the Christian school for a Bilingual travel Storyteller. I appreciate their help. Inclement weather caused me to cancel some of the Storyteller activities.

December 16, 2020, at 7:00 pm, was the last Zoom meeting with the first book for Latino Book Club. We had a lively discussion about the book that lasted around 45 minutes. Everyone suggested the next book and took notes to let everyone know what the Latino Book Club would be reading next. Everybody participated, and they were happy! They appreciated and gave lots of thanks for the opportunity to be part of this kind of program.

I will be starting the second book with the Book Club as soon as the books arrive and are processed. Yirah ordered the books from different companies, and the books have been slowly coming. I've been communicating with Club members through messages to let them know what's going on. I'm hoping to begin again in February. Some of them are very anxious to start to read the new book, *Inquebrantable* By Daniel Habif (the English title is like "Unbreakable").

Finally, I've been creating new tags for the Spanish collection to identify which books are bilingual. The hope is to be able to locate bilingual books faster and increase the circulation of Spanish materials.

Thanks, any other concerns or suggestions for Spanish Services, let me know. It would be my pleasure to help.

### **Community Services – Gretchen**

February 5: Meeting with Ana Bueno from the Latino Community Association to talk about the I AM A STORY project. We talked about the need to collect the stories of our residents from all ethnicities. And

how we hope that these stories will start to bridge the racial gaps in Jeff Co. It was a positive meeting, hoping that they would partner with us as we move towards our main event in the summer of 2022.

Every Friday, I attend the coffee cuppers to share announcements and hear what else is going on in the community.

### *Friends of the Library*

Groundhog Day paperback sale. I had 32 visitors and made \$60. I had two volunteers come and help throughout the day.

I had a volunteer come in for two hours each Saturday during Feb to help with sorting and shelving. She is student-teaching this year, and volunteering at the Library was part of her course work. So that has been positive.

I have also contacted Debbie Taylor from Educo: an organization that helps get students into the world of business, to see having two students come and help run the TRB. I would like them to work on a business plan and some marketing strategies as part of their assignments. Have asked the FoJCL to pay them a minimum wage for their work. I am still waiting to hear back.

Community Read: I have contact Sandra Hahn, chairperson of the 2021 Community Read, to discuss the book. I would like to have that done and also to contact the author about dates.

### **Genealogy/Heritage Center – Alex**

See separate document.

### **Circulation - Swan**

To increase communication and foster team coordination among Circulation staff, Swan scheduled a meeting on Thursday, February 18.

### **Volunteers**

We have had volunteers work 28 hours in total. One of the volunteers came back on 2/28 due to the COVID stabilizing. The Library currently has four adult volunteers, all doing paging lists Monday through Friday, and a teen volunteer shelving on Wednesdays.

### **Facilities**

Demolition began in the offices in preparation for new flooring installation. Tom will move all cabinetry from the Youth Services and the Director's office, and most of the cabinetry from adult Services. Permanent cabinetry will be replaced by movable cabinets. The staff has also been working hard to pare down tools and supplies to reduce the amount of stuff that rarely gets used.

- Helped install UDM-Pro network appliance
- Moved & setup computer & printer in Annex upstairs for Alex
- Moved & setup computer in annex basement for Gretchen
- Moved my workstation to the backroom
- Moved printer from front to backroom
- Setup and config 6 new public computers
- Unboxed and assembled 6 new book carts

- Had air scrubbers installed
- Reprogrammed HVAC thermostats
- Moved the copier to the reference desk location
- Moved check-in counter & computer from the backroom to next to the circulation desk
- Moved the reference desk to the Annex
- Moved the Cassie desk to the reference location

## **Safety**

Youth Services sent to the Department of Health Services/Oregon Health Authority website regarding library staff's priority in the vaccine rollout. There was a disclaimer that due to high volume, there was no guarantee of a response. It took about a week, but we did receive a response:

Hi Star,

Last week, Oregon's COVID-19 Vaccine Advisory Committee recommended four groups move forward once the state has vaccinated a critical mass of seniors. Those groups would be:

- Adults 16-64 with underlying health conditions
- Front-line workers (to be defined)
- Adults and youth in custody 16 years and older
- People living in low income and congregate senior housing

Specific dates and definitions for these groups have not been set yet, which will also be affected by the supply of vaccine Oregon receives. I know that's not very helpful, but I could see library staff being included in the front-line worker category. Thank you for all the work you do!

COVID-19 Vaccine Planning Team