



November Teams Report

On October Activities

Director (JE)

Activities outside of the routine day-to-day or month-to-month events.

Public Stats due October 31 (Thanks Gabby)

Audit Follow-up requests

Bylaws Update/revisions for November meeting

Considering additional policies (e.g., social media policy, disasters policy, revision of policies)

ARPA Accounting

Meetings/Activities

- Oct 6 – OLA Staff Training Roundtable
- Oct 10 – Staff retreat: safety training, circulation meeting
- Oct 7, 14, 21 – Friday night films
- Oct 14 – Coffee Cuppers (Opportunity Foundation)
- Oct 19 – Director's Monthly Virtual Meet up
- Oct 27 – Nov 3 – Out of Office

Public Operations (Laura)

Circulation (Kristin)

No report

Collection Development (Alex/Laura/Star/Gabby/Adriana)

After scanning the collection with the RFID wand, items in the following status were found: 28 missing items, 2 no title (no entry in SIERRA), 10 in transit (1 was a DPL item), 6 on loan, 2 billed not paid, 1 withdrawn, and 1 in processing. 6 of the found items were mis-shelved, with an additional 12 items found that were also mis-shelved but were in available status. There are now 22 items in long missing status (searched for 3+ times) and 85 missing items (searched for 1-3 times).

The Oregon collection is currently being assessed with criteria questions being developed to create a more specialized and useful Oregon Heritage collection. A collection development plan and timeline are currently being developed.

Star is developing a game processing procedure document to ensure uniformity and a streamlined process.

The picture book relabeling project is winding down to a close, with 78 items left that need relabeling that are currently checked out or missing. A total of 2,444 items has the new label and their location code updated. Laura has received positive feedback on reverting the picture book collection organization by author. Comments have also included it is more difficult to find holiday books, and Laura is already addressing the issue by selectively adding category stickers above the spine labels.

Through a grant, Laura has expanded the juvenile nonfiction collection, which has necessitated her shifting the early readers, graphic novels, and audiobook collections.

Adriana has asked for input for popular authors and books in English to look for in Spanish, or any other English books published internationally while attending the Guadalajara International Book Fair at the end of November

Programming (Laura/Star/Gabby/Gretchen/Adriana)

It took longer than expected (two months) but we were able to finish the Stick Together Puzzle. I do not feel that we had as much interest as the one we did in January. But I was not on the desk as much and so not sure how much push it got at the beginning. But we had 50 guess entries. Pulled two winners with the correct answer – hands holding a flower.

The Children's Learning Center (TCLC) Resource Night 10/20. We were able to hand out about 35 bags of resources for families that came through and probably talked to about 90 people.

Halloween Night Market 10/22. We had about 270 people come through our photo booth we set up backgrounds inside of the book mobile and people could come in and take their pictures with those we had some props and then they could also get a free book we also handed out the November monthly newsletter and candy.

Warm Springs K8 Academy Parent-Teacher Conferences Library Card Sign-up Table 10/24. Star connected with Heidi Caspar, a middle school teacher at WSK8. She invited the library to come out for the conferences and have a library card sign-up table. We signed up 11 new patrons. More importantly, we had a library presence in Warm Springs and made contact with 178 people.

Halloween Treat or Trick 10/31

Teens

- 10/13 Jefferson County Middle School (JCMS) lunch craft (2 lunches)
- 10/20 Madras High School (MHS) lunch craft
- 10/29 Teen Halloween Movie (Beetlejuice)

Teen programming picked up in October with monthly lunch crafts at JCMS and MHS and a Halloween movie the Saturday before Halloween.

Last school year, JCMS was used for a pilot program for lunchtime crafts and it proved popular. It was good to start with just one school as it allowed some learning in regard to what crafts worked well in a 10-15-minute window and required minimal instructions that could be repeated quickly. With the program successful, I will be expanding to other schools. JCMS and MHS have been scheduled so far with more to come as we work out times and locations.

It can be difficult for youth to make it to the library on their own. MHS kids are within walking distance but many are busy with sports and afterschool programs. Others must take the school bus home. We do have a small seating area for teens, but it is small and not well-known. For that reason, we found it best to take the programs to the kids. Library programs can be promoted at the lunch crafts and connections made for later starting a Teen Advisory Board.

For October, we made fun little Halloween lanterns (see picture below). Some kids were surprised that they got to keep the jars. I have been careful to pick crafts that are appealing to boys and girls. Craft ideas online are often geared toward girls. At both JCMS and MHS, there have been nearly as many boys as girls doing the crafts. It is a nice chance to allow right brain a chance to be dominant during the left-braining heavy school day.

The MHS school librarian is new to the high school this year having moved from the same position at Madras Elementary. She was excited with the lunch craft program. While I was setting up, we had time to talk and she suggested that we partner up next school year for the Buffs Back-to-School Barbecue at a table at which I could sign students up for library cards.



The teen Halloween movie had 14 attendees. Those that came seemed very excited to have an event to have a place to be. Unsurprisingly, there was no candy left at the end. There were things that happened that I did not expect, however. At the beginning of the movie, two of the teens that were friends let me know that they didn't actually want to watch the movie but to visit with each other. I let them sit at the cafe table and they happily sat there the whole time. About two-thirds through the movie, a group of three asked if they could play a board game instead. I moved one of the round tables by the circulation desk where there was light and let them pick out a board game. The rest of the group seemed to enjoy the movie and did watch it but it was more a mechanism for them to hang out with each other. After the movie, a group of three teens wanted to stay an extra 15 minutes. I chatted with them and took them over to the teen collection and we talked manga. I learned that one of them had overdue books from quarantine. We looked up her account and made arrangements for her to bring back some items on Monday. I was pleased that she and the other two friends that had stayed late really did come. She brought some of the overdue materials with plans to bring more. She paid \$1 to get her account balance low enough to use her card again.

The date and time of the event seemed to be a good choice. Advertising seems to be reaching some. I also learned that the teens maybe just need a place to hang out together outside of normal operating hours.

Public Relations (Gretchen/Adriana/Swan)

Gretchen has been attending the Community Center for lunch, at least once/week. Taking the bookmobile and that is working out well. Having some great conversations and talking to folks about the I AM A STORY project.

Took Miles van Go to Culver for the food bank. While there had two ladies stop by for books and saw the bags we were giving away. They each took one. On my way back into the Library, I saw them drive by on Hwy 97 headed south. They were animatedly talking and pointing at the van. I thought – oh those two were at the food bank. I proceeded to the library, parked and was headed into the office when this car pulled and a lady stuck her head at the window and said, “ Hey Gretchen....we need more bags!” I laughed and went to the bookmobile to get them a couple more bags. One of the ladies said, “ You should be very afraid. We are stalking the bookmobile now!” They went away very pleased.

Spent the day at the COWDEO! YAHOO! Had about 80 people stop by. I had special ordered some books. I need more board and young kids’ books. I actually asked if the staff needed help when I first got there and ended up working the t-shirt booth for a while.

Technical Operations (Gabby)

I’ve finished the RFQ for Owner’s Rep and sending to the district’s lawyer for review.

SOS Security made a service call on October 24th and ran diagnostics on the security system. They resolved a few minor issues with sensor alignment and gave my security profile more access to making edits to other profiles. SOS is pricing out the addition of the possible addition of a security camera inside the library in the entryway.

Dion got the faulty public computer back from Madras Computers and is reloading all of the programming.

The edge on the counter in the meeting room has been replaced and a new cupboard door has been hung.

There are now 4 computers up and running for the adults in the library. However, circulation staff has been noticing that a times during the day that 4 is not enough, sometimes having as many as 3 people waiting to get on an adult computer. This uptick in computer use is good in that it indicates we are getting back to our pre-Covid library use numbers, but we currently do not have the space or computers to accommodate increased usage. I am in the process of reconfiguring the computer use area to accommodate more computer users.

Events/Meetings not reported elsewhere(All)

- Mon 0 Event
- Oct 13 Meeting with the Chamber to discuss partnerships and collaboration ideas.
- Oct 18 Meeting with the Multi-use Pathway committee
Lunch at the Community Center. Made announcements and chatted with folks
- Oct 19 Lunch at Community Center. Made announcement and opened the book mobile. Folks were glad to see it there and asked if would be there every week.
- Oct 21 Lunch at Community Center Made announcements and got to know more seniors having fun in fact one of them later came to their library to get tickets for the play.
- Oct 31 Chamber Halloween contest for businesses