



November 2021 Team Report For the December Board Meeting

Administration (Jane and Laura)

- Prepared supporting grant materials for City of Culver ATT grant proposal
- JCLD vehicle purchase completed, titled, licensed. Laura created a calendar for scheduling the use of the SUV.
- Renamed from "Reference Desk" (based on the typical questions answered) to "Circulation Support," and revised duties of staff assigned to the circulation support desk. Changed the staff schedule for the circulation support desk.
- JE continued working with the auditor.
- Coordinated with AP to streamline bill purchasing. Changed utility invoices to autopay.
- Continued process for purchasing bookmobile. The purchase should be completed by mid-December and transfer vehicle to the company for customization.
- Continued work on HR audit.
- Reviewed existing budget to identify changes updated by supplemental budget.

Meetings

- November 5 – JE/Gretchen met with Culver City Manager
- November 9 – JE/Laura JCLD Board meeting
- November 9 – JE/Gretchen met with the Friends of the Library members to update Jefferson County Library Association re-organization
- November 9 – JE met with the Film Committee
- November 15 – JE/GS City of Culver grant presentation
- November 17 – SLO Library Director's virtual meet-up
- November 23 – JE/Laura Board Work Session
- November 25-26 – Closed for Thanksgiving

Circulation - (Kristin)

Once again, I report that we have a new circulation team member. Max moved on to his dream job (we knew it would happen but didn't think it would be quite this soon). Brenda Oman has joined us as the Thursday/Friday clerk. She was trained the first week of December and is ready to go!

Facilities (Gabby)

Annex demolition is almost complete. H&H has partially filled the basement with cinder block. The company will bring in soil and gravel and compact the surface down before finishing up a ground survey to check that the ground has been compacted enough.

Rental 234 7th Street is almost done with a quick renovation to make it suitable for library storage. The most significant problem found was a leaking gas line. Otherwise, the little house is solid.

Renovation of the blue duplex continues forward as the bathroom finishes. We purchased a ramp installed at the east side office door (to make moving carts back-and-forth). Once we empty the west

side of the duplex, we will lay the remaining flooring, replace lights, and install heating. We will complete any other required updates with the lowest cost options.

Media (Swan)

We paused Librarians on the Loose for the remainder of 2021 due to staff availability.

Swan filmed The Night Before Christmas Storytime with Ms. Claus (Tina Deamon), and it will be published on Facebook and YouTube for the holiday season in December.

Processing (Alex)

Alex returned from maternity leave and caught up with the processing of items that didn't have a bib already in Sierra, thanks to the other processing staff's help while she was gone. The relabeling of the Early Readers is almost done. All books on the shelf are completed, and only currently checked-out items remain to receive new labels.

Yirah started replacing our Spanish Fiction spine labels with the new Dymo labels, following the new format and changing each in Sierra. We will have Spanish audio kits (to learn English) in plastic cases once loan rules and we identify location codes. Yirah will contact Ingram because the Spanish Book Club books came in already processed with barcodes and tags even though she requested neither.

Programs (Adriana)

This month, Gretchen adopted a Dinovember theme. The program included a daily Facebook post about two dinosaurs (CeeDee and Tomes) and their adventures around the Library. Gretchen also hid the two characters around the Library for people to find. The dino-hunt was open to all ages; mostly kids participated. Handed out candy and balloons as prizes for finding the dinos. A coloring contest also had 25 participants. 45 votes

There were 82 entries for the Flamingo Quilt. The winner was Dyann S.

The Cribbage Game day continues every Wednesday and includes a couple of patrons who regularly participate. Gretchen has not won a game in a while!

Spanish Services hosted a mini-field trip from Family University English class. The English teacher, along with students, visited the Library. Kristin helped several students receive new library cards. The teacher and two of the students now are members of the Latino Book Club.

Latino Book Club will start reading a new book, *Yo no soy tu perfecta hija Mexicana* by Erika L Sanchez. There are currently 18 people participating in the book club. Unfortunately, two other potential members could not join because they signed in late after I had ordered the books. Latino Book Club will have a reunion to hand out the books, share the last book's impressions, and introduce the new members to the Library. Because of Thanksgiving break, Adriana canceled the November Latino Book Club meeting.

Last month, I mentioned starting a Virtual Latino Book Club. Right now, there are five members, plus me, who have signed up. We will read the same book as the Latino Book Club (*Yo no soy tu perfecta hija Mexicana*). The club will meet on the first Wednesday of the month via Zoom.

The Bilingual Book Club, where the participants could read in English or Spanish and then discuss in both languages to practice speaking in the language they are learning, is just beginning. The book is pending

purchase because I am trying to find an excellent bilingual book and waiting for people to sign in to know how many books I need to buy.

Bilingual Storytime is increasing in the number of attendees. Other programs like Ace Librarians, Books reviews are still available online. Librarians on the Loose was suspended this month because it wasn't age-focused in the first episode.

This month Teens Services visited the High School Library to do crafts.

Traveling Storytime this month, we reached 245 kids and 83 school staff.

Reference (Gretchen)

November went well until we hit a snag – a baby snag. On the 23rd, little Kolbe came, so we were short-handed again at the front desk. We are making it work through. Laura worked on a new schedule for the rest of the year.

The new desk arrangement at the front desk is good; bigger flat surface and more workspace.

Safety (Star)

I am currently playing phone tag with Hector at Jefferson County EMS. I will be setting up First Aid training for the staff in two sessions – half the team per session.

Technology (Dion)

- Rekeyed duplex
- Replaced inner office locks to make them ADA compliant
- Called Cascade Tel (Mike) to have him update extensions & move phones.
- Reset Canon printers for Laura & Star.
- Setup desk and computers in duplex
- Reset all computers, servers, and equipment when the internet went down.
- Central Oregon Heating capped gas line @ 234
- Setup email for Brenda

Statistics

https://docs.google.com/spreadsheets/d/1Tfx0BC_iJAplAFuSM3QaU3CLEAtmhs10_flh9iCJVtQ/edit#gid=1355151201

Circulation

DPL items checked out at JC	409
JC items checked out at DPL	2515
CC items checked out at JC	80
JC items checked out at CC	116
Magazine Downloads	51
Overdrive Checkouts	1729
Regular Circulation	2265
Renewals	162
Total Checkouts	4207

Interlibrary Loans

Unique ILL requesters	0
ILL Requests Submitted	0
ILLs sent	0

ILL paused while Alex was on maternity leave and will resume in January 2022.

Cataloging

Materials Added	338
Spanish Materials Added	69
Bib records added	151
Items withdrawn	12
Original bibs added, English	1
Original bibs added, Spanish	5

Other

Community Read (Gretchen)

Nothing to report.

Friends of the Library (Gretchen)

The Deschutes Friends of the Library donated 100 boxes of books to the Jefferson County Friends of the Library. The books are in storage until we can find a place for storing them.

Genealogy (Alex)

Nothing to report.