



**April 2022 Team Report**  
**For the May 9, 2022**  
**Board Meeting**

**Administration (Jane/Laura)**

**Properties**

1. 2021-22 budget – JE, Laura
2. Strategic planning – focus group mailing list - JE
3. Strategic planning – follow-up calls – JE, Kristin, Swan
4. Strategic planning – focus group sessions – JE, Laura
5. Strategic planning – meet w consultant – JE
6. Minutiae related to closing sale of 21 D – JE
7. ePass research – JE
8. Quicken research – JE
9. Summer Reading Program preparation – Laura
10. OBOB - Laura

**Grants**

1. Laura is reconciling the OCF K-12 grant and the ARPA grant.
2. Laura/Jane are gathering invoices for ARPA reimbursement.
3. Laura is preparing other grant applications.

**Personnel**

Preparing to move Star and Adriana to the BluPlex

**Meetings**

- Apr 1 – Spencer Rockwell – SDAO (JE)
- Apr 1 – Penny Hummel (JE)
- Apr 7 – OLA Staff Training Roundtable (Jane)
- Apr 7 – Webinar “remote access to your district’s meetings”
- Apr 11 – DPLS, Novel Idea (JE)
  - 509J School Board 9 (JE)
  - JCLD Board meeting (JE/Laura)
- Apr 12 – Youth Fishing Pond opening
- Apr 18 – OBOB Planning Meeting (Laura)
- Apr 19 – OBOB Moderators Meeting
- Apr 20 – Directors’ Virtual Meet-up (JE)
- Apr 23 – OBOB (Laura)
- Apr 27 – Western Title (JE)
- Apr 28 – IT Department Meeting (JE)
  - IAAS Check-in (JE/Gretchen)
  - Quickbooks Rep (JE)
- Apr 29 – ePass meeting

### **Circulation (Kristin)**

Business as usual; no report.

### **Community Outreach (Gretchen)**

Gretchen has spent most of the month inputting surveys into the computer.

Attended weekly Chamber Coffee Cuppers

On April 30, the Library participated in the Noxious Week Program sponsored by the Madras Garden Depot. Two authors came to talk about their books, and Gavin Clowers spoke about weed control.

Advertising + Word of Mouth about the May 7 Novel Idea at the PAC.

**I am a Story** – continue promoting. Gretchen with representatives from the Storybridge Project., and Jane listened in. She collected more stories—coordinated logistic.

### **Meetings**

- Attended the Comm Center Vet Healing Garden ceremony GS
- Attended the Metolius Dog park opening. GS
- Attended Community Center Board meeting to talk about Surveys
- Attended the Commissioner's Meeting to give public comment on surveys and IAAS.

### **Facilities (Gabby)**

Work continues on 229. Entered into a handyman contract with H&H. Rearranged content of 234 and moved everything out of 21 D. Gathered roofing quotes.

### **Genealogy (Alex)**

All genealogy materials are stored on the Library campus.

### **Media (Swan)**

We've temporarily suspended YouTube book reviews because of time and staffing constraints..

Swan is working on the videos for Early Literacy Kits and book reviews for Facebook.

Swan will publish the videos for Early Literacy Kits on the Niche Academy public site.

Struggles with filming videos: Due to lack of space, filming has to occur in the Library after hours. Every session requires equipment assembly and complete setup, which takes 3-4 hours, and taking equipment down after filming takes 2-3 hours while the whole filming only takes 3 hours.

Possible solution: Hopefully, the issue will be resolved after the Library addition is built.

### **Processing (Alex)**

Business as usual. We are preparing to begin the relabeling project after the Summer Reading Program.

### **Programs (Adriana)**

**Children's Services:** We were busy during April. Wednesday, April 6, three of the Librarians went to Sahalee Park to give away books at the Day of the Young Child event. Then Friday the 8th we celebrated the same event at the Library. We did not get the help from other organizations that we had planned, but the Library was packed and very busy. Over 250 people participated. On Sat, the 16th, we held an Easter Egg Hunt in the Library and had about 31 participants, young and old.

**Adult Services:** On April 22, we held our Poetry Jam and Tea with Blackbird Bookstore. Eight people attended, and three shared their poems. Had planned to have a jewelry crafting class, but no time and we were short-staffed.

**Spanish Services:** The Virtual Book Club finished its first book on April 12. The Book Club in-person and Virtual has already chosen a new book that will start in May. I am collaborating with Children's Service to film videos for Kits for kids. We are going to give you the information later. Laura, Star, and Adriana had a meeting last 27th at Warm Springs planning one of the Summer Reading Programs that will be there. Last, I am preparing the mini-concert with Live music with Yolanda Alicia and her guitarist and other programs.

**Teen Services:** On the 14th of April, The 509J school district invited Star and Gretchen to participate in the Warm Spring Academy Career Day with Ryna Dempsey. We saw about 90 middle schools, handing out stickers and chatting with kids. On the 23rd, the local OBOB teams came to the Library to hold their virtual contest. The Library was closed, and the curbside pick-up was available.

**Traveling Storytime:** This month, we reached 223 kids and 69 adults. Library provides 18 crafts to a Daycare and Kindergarten at the High School and ten crafts for Big Muddy.

### **Safety (Star)**

No safety issues at the Library.

### **Technology (Dion)**

- Reconfigured one hotspot that lost all setup.
- Changed data limit on hotspots to unlimited.
- Documented how to set up hotspots in the intranet.
- Installed combo lock on west duplex
- Had duplicate keys made for the Library's book drop.
- Assembled two metal storage cabinets.
- Assembled 1 wire cart
- Reorganized Swan's & my office
- Reset Janes PW
- SOS removed alarm from DE St. Installed it in duplex
- Installed printer at Kristin's desk to print paging list from Sierra.

**Statistics** – see below.

|                                | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | Total | Averages where relevant |
|--------------------------------|------|-----|------|-----|-----|-----|-----|-----|-------|-------|-----|------|-------|-------------------------|
| <b>Programming - In Person</b> |      |     |      |     |     |     |     |     |       |       |     |      |       |                         |
| <b>Adult Programming</b>       |      |     |      |     |     |     |     |     |       |       |     |      |       |                         |
| Adult Program                  | 0    | 2   | 5    | 5   | 3   | 5   | 8   | 4   | 8     | 8     |     |      | 48    |                         |
| Attendance                     | 0    | 2   | 7    | 42  | 34  | 23  | 16  | 10  | 21    | 27    |     |      | 182   |                         |
| Adult SRP Programs             | 0    | 1   | -    | -   | -   | -   | -   | -   | -     | -     | -   | -    | 1     |                         |
| Attendance                     |      | 537 | -    | -   | -   | -   | -   | -   | -     | -     | -   | -    | 537   |                         |
| Senior Outreach                | 0    | 0   | 0    | 0   | 0   | 0   | 2   | 3   | 2     | 0     |     |      | 7     |                         |
| Attendance                     | 0    | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 2     | 0     |     |      |       |                         |
| <b>Family Programming</b>      | 1    |     |      | 1   |     |     |     |     |       |       |     |      | 2     |                         |
| Attendance                     | 1125 |     |      | 150 |     |     |     |     |       |       |     |      | 1275  |                         |
| <b>Children Programming</b>    |      |     |      |     |     |     |     |     |       |       |     |      |       |                         |
| Children's Programs            | 0    | 0   | 0    | 1   | 1   | 1   | 1   | 1   | 3     | 1     |     |      | 9     |                         |
| Attendance                     |      |     |      | 19  | 20  | 32  | 15  | 33  | 72    | 105   |     |      | 296   |                         |
| Children SRP Program           | 3    | 192 | -    | -   | -   | -   | -   | -   | -     | -     | -   | -    | 195   |                         |
| Attendance                     | 133  | 946 | -    | -   | -   | -   | -   | -   | -     | -     | -   | -    | 1079  |                         |
| Bilingual Storytime            | 4    | 4   | 10   | 4   | 2   | 4   | 4   | 4   | 5     | 4     |     |      | 45    |                         |
| Attendance                     | 63   | 12  |      | 25  | 26  | 38  | 38  | 33  | 69    | 48    |     |      | 352   |                         |
| Traveling Storyteller Program  | -    | -   | -    | 35  | 28  | 13  | 10  | 13  | 11    | 12    |     |      | 122   |                         |
| Attendance                     |      |     |      | 328 | 298 | 108 | 81  | 346 | 287   | 292   |     |      | 1740  |                         |
| <b>Spanish Programming</b>     |      |     |      |     |     |     |     |     |       |       |     |      |       |                         |
| Adult Program                  | 1    | 1   | 1    | 2   |     | 0   | 1   | 2   | 2     | 1     |     |      | 11    |                         |
| Attendance                     | 6    | 5   | 4    | 7   | 0   | 0   | 9   | 13  | 12    | 2     |     |      | 58    |                         |
| Children Program               |      |     | 4    | 4   | 3   | 4   | 1   | 3   | 2     | 0     |     |      | 21    |                         |
| Attendance                     | -    | -   | 18   | 15  | 12  | 14  | 1   | 13  | 12    | 0     |     |      | 85    |                         |
| <b>Teen Programming</b>        |      |     |      |     |     |     |     |     |       |       |     |      |       |                         |
| Teen Program                   |      |     |      |     | 2   | 2   | 2   | 2   | 2     | 2     |     |      | 12    |                         |
| Attendance                     |      |     |      |     | 36  | 24  | 26  | 29  | 24    | 34    |     |      | 173   |                         |
| Teen SRP Program               | 1    | 1   | -    | -   | -   | -   | -   | -   | -     | -     | -   | -    | 2     |                         |
| Attendance                     | 11   | 2   | -    | -   | -   | -   | -   | -   | -     | -     | -   | -    | 13    |                         |

|                                   |      |      |       |      |      |       |      |        |      |      |  |       |      |
|-----------------------------------|------|------|-------|------|------|-------|------|--------|------|------|--|-------|------|
| <b>Programming - Online</b>       |      |      |       |      |      |       |      |        |      |      |  |       |      |
| Adult Live Online Programs        | 9    | 2    | 3     | 4    | 1    | 2     | 1    | 3      | 18   | 5    |  | 39    |      |
| Views (Peak)                      | 3898 | 273  | 1127  | 947  | 1036 | 1,016 | 151  | 466    | 3314 | 567  |  | 8897  | 989  |
| Adult Recorded Online Programs    | 26   | 29   | 27    | 52   | 44   | 25    | 39   | 32     | 19   | 18   |  | 285   |      |
| Views (First 7 Days)              | 2001 | 3157 | 2,411 | 6467 | 7110 | 4,375 | 4403 | 11,212 | 2471 | 2212 |  | 43818 | 4869 |
| Children Live Online Programs     | -    | -    | -     | 1    | 1    | 1     | -    |        | -    | 2    |  | 5     |      |
| Views (Peak)                      | -    | -    | -     | 1    | 1    | 5     | -    |        | -    | 1    |  | 8     |      |
| Children Recorded Online Programs | 11   | 12   | 3     | 3    | 3    | 3     | 2    | 2      | 2    | 2    |  | 32    |      |
| Views (First 7 Days)              | 5531 | 2181 | 993   | 820  | 633  | 763   | 608  | 477    | 847  | 861  |  | 8183  | 909  |
| Teen Live Online Programs         | -    | -    | -     | -    | -    |       | -    |        | -    |      |  | 0     |      |
| Views (Peak)                      | -    | -    | -     | -    | -    |       | -    |        | -    |      |  | 0     |      |
| Teen Recorded Online Programs     | 1    | 1    | 1     | 1    | 1    | 1     | 1    | 1      | 1    | 1    |  | 9     |      |
| Views (First 7 Days)              | 190  | 246  | 337   | 254  | 489  | 266   | 284  |        | 312  | 440  |  | 2628  | 329  |
| Spanish Live Online Programs      | -    | -    | -     | -    | -    |       | -    |        | -    |      |  | 0     |      |
| Views (Peak)                      | -    | -    | -     | -    | -    |       | -    |        | -    |      |  | 0     |      |
| Spanish Recorded Online Programs  | 1    | 1    | 1     | 1    | 1    | 1     | 1    | 2      | 1    | 1    |  | 10    |      |
| Views (First 7 Days)              | 225  | 193  | 198   | 274  | 308  | 245   | 240  |        | 695  | 465  |  | 2618  | 327  |
| <b>Interlibrary Loan</b>          |      |      |       |      |      |       |      |        |      |      |  |       |      |
| Unique ILL requesters             | 3    | 12   | 7     | 0    | 0    | 0     | 9    | 5      | 11   | 12   |  |       |      |
| ILL Requests Submitted            | 4    | 16   | 12    | 0    | 0    | 0     | 12   | 7      | 20   | 22   |  | 93    |      |
| ILLs sent                         | 9    | 9    | 6     | 0    | 0    | 0     | 0    | 0      | 0    | 0    |  | 24    |      |
| <b>Volunteers</b>                 |      |      |       |      |      |       |      |        |      |      |  |       |      |
| Volunteer Hours                   | 33   | 57   | 43    | 40   | 48   | 48    | 53   | 52     | 82   | 49.5 |  | 505.5 |      |
| <b>Circulation</b>                |      |      |       |      |      |       |      |        |      |      |  |       |      |
| Public Computer Uses              | 183  | 145  | 153   | 137  | 219  | 193   | 179  | 144    | 225  | 159  |  | 1737  |      |
| Registered Users                  | 4125 | 4106 | 4089  | 4136 | 4105 | 3984  | 4051 | 4027   | 4030 | 4008 |  | 40661 | 4066 |
| Library Cards Issued              | 64   | 51   | 63    | 44   | 42   | 37    | 67   | 60     | 59   | 68   |  | 555   | 56   |
| Door Count                        | 2429 | 2987 | 3457  | 2908 | 2188 | 1326  | 1530 | 1685   | 2831 | 2810 |  | 24151 | 2415 |
| Overdrive New Users               | 11   | 7    | 17    | 9    | 12   | 16    | 9    | 9      | 8    | 15   |  | 113   | 11   |
| <b>Items Borrowed</b>             |      |      |       |      |      |       |      |        |      |      |  |       |      |
| DPL items checked out at JC       | 378  | 400  | 378   | 354  | 409  | 402   | 422  | 413    | 449  | 454  |  | 4059  | 406  |
| JC items checked out at DPL       | 2561 | 2575 | 2527  | 2558 | 2515 | 2633  | 2731 | 2555   | 2856 | 2616 |  | 26127 | 2613 |
| CC items checked out at JC        | 75   | 49   | 80    | 66   | 80   | 74    | 64   | 73     | 68   | 80   |  | 709   | 71   |
| JC items checked out at CC        | 189  | 119  | 118   | 113  | 116  | 142   | 142  | 139    | 145  | 115  |  | 1338  | 134  |
| Magazine Downloads                | 34   | 51   | 52    |      | 51   | 45    | 49   | 143    | 148  | 114  |  | 687   | 76   |
| Overdrive Checkouts               | 1655 | 1803 | 1783  | 1802 | 1729 | 1185  | 1919 | 1681   | 1934 | 1791 |  | 17282 | 1728 |
| Reg Circulation                   | 3120 | 2943 | 2514  | 2260 | 2265 | 2005  | 2457 | 2341   | 2842 | 2621 |  | 25368 | 2537 |
| Renewals                          | 138  | 146  | 146   | 131  | 162  | 227   | 139  | 172    | 206  | 266  |  | 1733  | 173  |
| Total Checkouts                   | 4947 | 4943 | 4495  | 4193 | 4207 | 3462  | 4564 | 4337   | 5130 | 4792 |  | 45070 | 4507 |

|                               |        |        |        |        |        |           |        |       |        |        |   |   |         |        |
|-------------------------------|--------|--------|--------|--------|--------|-----------|--------|-------|--------|--------|---|---|---------|--------|
| <b>Cataloging</b>             |        |        |        |        |        |           |        |       |        |        |   |   |         |        |
| Materials Added               | 343    | 399    | 350    | 214    | 338    | 493       | 290    | 182   | 338    | 249    |   |   | 3196    |        |
| Spanish Materials Added       | 82     | 24     | 22     | 0      | 69     | 13        | 13     | 2     | 47     | 64     |   |   | 336     |        |
| Bib records added             | 158    | 98     | 118    | 8      | 151    | 215       | 90     | 57    | 151    | 90     |   |   | 1136    |        |
| Withdrawn items               | 212    | 31     | 104    | 26     | 12     | 88        | 38     | 73    | 326    | 251    |   |   | 1161    |        |
| Original bib records English  | 1      | 1      | 0      | 0      | 1      | 6         | 0      | 1     | 3      | 1      |   |   | 14      |        |
| Original bib records, Spanish | 18     | 2      | 2      | 0      | 5      | 0         | 0      | 0     | 4      | 1      |   |   | 32      |        |
| <b>Other</b>                  |        |        |        |        |        |           |        |       |        |        |   |   |         |        |
| Website Page Views            | 34,853 | 34,654 | 28,743 | 27,188 | 40,122 | 45,755.00 | 49,219 | 30454 | 27,272 | 31,770 |   |   | 350,030 | 35,003 |
| Annex Meetings/Events         | 35     | -      | -      | -      | -      | -         | -      | -     | -      | -      | - | - | 35      |        |
| Annex Attendance              | 0      | -      | -      | -      | -      | -         | -      | -     | -      | -      | - | - | -       |        |
| Film Attendance               | -      | -      | -      | -      | -      | -         | -      | -     | -      | -      | - | - | 0       |        |
| Proctored Exams (minutes)     |        |        |        |        |        |           |        |       |        |        |   |   | 0       |        |
| Sat Market Contacts           | 270    | 110    | 42     | -      | -      | -         | -      | -     | -      | -      | - | - | 422     |        |
| Bookend students              | -      | 11     | -      | -      | -      | -         | -      | -     | -      | -      | - | - | 11      |        |
| GrabNGobags                   | 21     | 19     | 0      | -      | -      | -         | -      | -     | -      | -      | - | - | 40      |        |
| Homebound Delivery            | 0      | 0      | 0      | -      | -      | -         | 2      | 3     | 0      | 0      |   |   | 2       |        |
| TRB Volunteer Hours           | 32     | 11     | -      | -      | -      | -         | -      | -     | -      | -      | - | - | 28      |        |
| First Thursday (Summer only)  | 0      | 0      | 62     | -      | -      | -         | -      | -     | -      | -      | - | - | 62      |        |
| Notary                        | 3      | 3      | 5      | 3      | 3      | 4         | 4      | 2     | 1      | 0      |   |   | 28      |        |
| Reference Transactions        | 303    | 399    | 413    | 352    | 265    | 160       | 175    | 184   | 131    | 210    |   |   |         |        |
| <b>Google Business</b>        |        |        |        |        |        |           |        |       |        |        |   |   |         |        |
| Business Profile Interactions |        | 176    | 278    | 286    | 232    | 204       | 241    | 254   | 259    | 316    |   |   | 1176    | 235    |
| Calls                         |        | 54     | 53     | 50     | 28     | 32        | 42     | 38    | 31     | 73     |   |   | 217     | 43     |
| Directions                    |        | 50     | 82     | 86     | 46     | 45        | 67     | 68    | 52     | 72     |   |   | 309     | 62     |
| Website clicks                |        | 176    | 142    | 156    | 156    | 126       | 132    | 148   | 176    | 181    |   |   | 756     | 151    |
|                               |        |        |        |        |        |           |        |       |        |        |   |   |         |        |
|                               |        |        |        |        |        |           |        |       |        |        |   |   |         |        |