



**December 2020  
Director and Department Reports  
Reporting on November Activities**

**DIRECTOR'S REPORT**

**COVID Relief Fund**

I submitted a Round 6 Coronavirus Relief Fund request and received the reimbursement. December schedule:  
Round 7 – for costs from March 1 – December 11 | Request Window is December 14-24  
Round 8 – for costs from March 1 – December 30 | Request Window is January 19-February 5, 2021

I'm in the process of reviewing all of the expenses submitted for accuracy and determining the final amount available for us.

**Personnel**

I'm pleased to announce that we've hired Kristin Peterson as our clerk, 10-hours/week. Although we had hoped to find a native Spanish speaker, a few obstacles arose that didn't make that possible. Kristin begins her training on December 16, and then her regular hours, Mondays and Tuesdays, on December 21.

Sadly, we said goodbye to Jackie May, who retired after 25 years at the Library. Her last day was November 30. We will all miss her knowledge, especially related to the Library, and the Oregon Collection.

**Audit**

The audit is almost complete; I've been working with Daniel Kieffer and Alaina Hoover from Price/Fronk. The final report will be available for your review at the January meeting.

**Building Expansion Feasibility Study**

At the Board's request, I've asked the staff to offer ideas and feedback on how space planning, and specifically, how to deal with our lack of staff space. I've asked them to consider (1) the main Library, (2) the Annex, (3) the duplex to the north, and (4) the Heritage Center. The original main library plans have been returned and will be available for referencing the main Library space. I've asked them to take a big picture approach and to think creatively about solutions. I'm excited to see everyone's ideas.

**D Street Property Appraisal**

Rick Allen completed an appraisal of the Heritage Center, and I've attached it to your email.

**Comingore Bequest**

I've contacted the estate executor, and he is assisting with the paperwork required to receive the funds. At long last, I think there is light at the end of this tunnel. It's my goal (and that of the executor) to wrap this up by the end of December.

## Department Reports

JCLD was closed for three days: Veterans Day, Thanksgiving Eve at 2 pm, Thanksgiving Day, and open as a staff workday on the Friday after Thanksgiving.

### **Children's Services | Teen Services | Spanish Services**

On Friday, the 6th, we teamed up with the 509J school library staff to film a promotional video for the Oregon Battle of the Books. The elementary schools, Buff, Madras, Metolius, and Warm Springs, are seeking to form teams. Using the new filming equipment and the largest-sized green screen cloths purchased with Covid Relief Funds, we filmed a Braveheart-themed battle with books. The video will be made available on both Library and school channels. The joint project helped to further the new partnership with the schools.

Laura has been building the new curriculum crates that will be available for checkout soon. Storage solutions are being created for the kits. Some will be stored in the new rolling storage in the Annex upstairs, and some in the Youth Services storage room. The items in the storage room have been reevaluated. Star spent the morning of November 5 reorganizing and eliminating some items in storage. For instance, the board games previously used for family night programming will be cataloged for checkout in the youth Library of Things.

Laura is teaching a 1-hour writing class at the Madras Christian School on Tuesdays.

Regarding the online storytimes and coordinating crafts, Tamara Minor of Miss Tam's Little Tikes preschool in Culver gave very positive feedback. She is one of two locations of live onsite storytimes. We take craft kits out for her 26 enrolled students. She says that she has played the storytimes in class and then had her students do the craft and loved it.

With COVID funds, the staff purchased new board games for the Youth Services Library of Things. One of the games was already used at the last Teen Hangout before the two-week break. Gena said that she suggested the games to a mom of two children who had come in for her week's supply of books, and the mom did check one out. Upon return, these games are quarantined and inspected by the Youth Services team. Some of the items are waiting for original cataloging.

### **Spanish Services**

Adriana continues updating and organizing the Adult Spanish collection. This month the Board books came back to the shelves after being quarantined due to Covid-19. With more books on the shelves, rearranging the books is required. This month the CDs and DVDs for children and adults in Spanish have been separated; the adult Spanish materials are on the adult side of the Library, and the materials for children and teens, remain on the Youth side of the Library. Of course, relocating Spanish materials to the adult side means the labels need updating.

Bilingual Storytime continues Saturdays at 10:30 am at the Annex, and we have had good participation. Spanish Services continue helping Youth Services preparing the crafts that are given away to the school for the Bilingual Storytime during November and the first week of December.

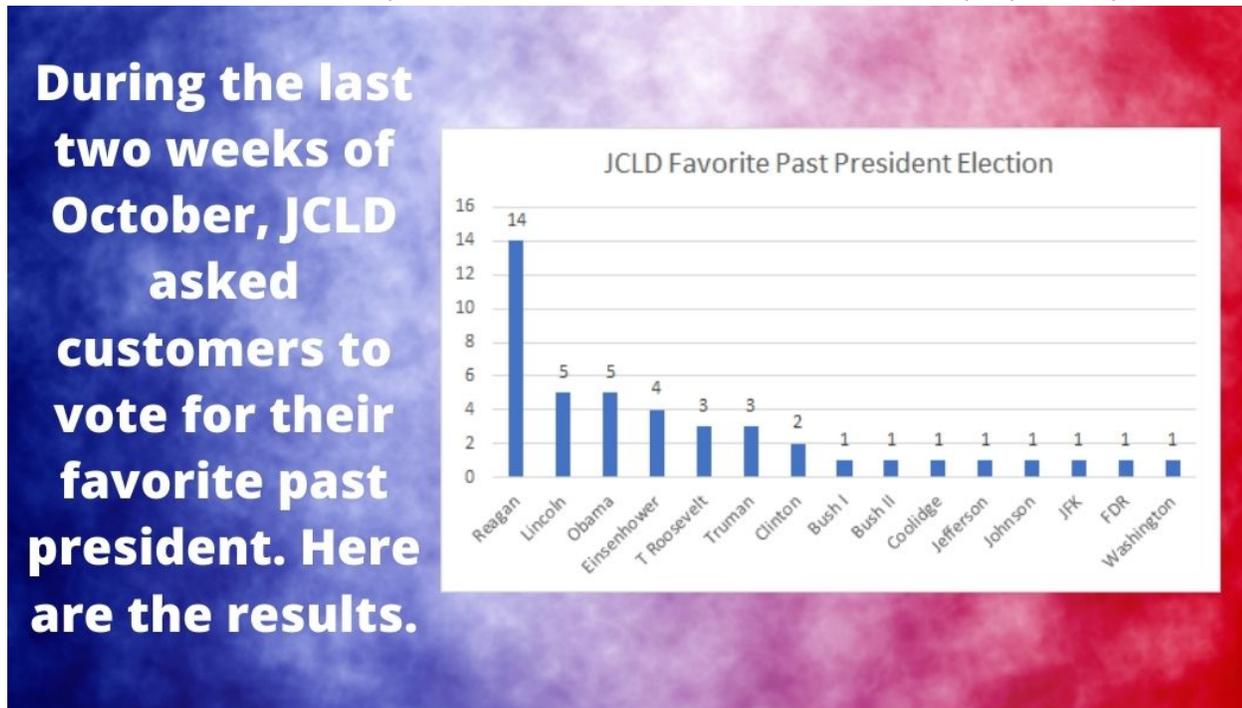
On October 28, Spanish Storytime had the second Facebook Live at 1:30 pm. We continue recording and posting videos for Librarians on the Loose and Bilingual Storytime too. So, Spanish continues on the air!

Adriana continues helping and participating in the new Program "Online School Help" at the Annex.

Adriana held the second Adult Book Club meeting in Spanish at the Library at 7:00 pm on November 18. There continue to be 12 participants, plus Adriana. They share coffee, tea, and cookies. They shared their opinions about the book and appreciated the opportunity to participate, commenting that Latinos do not have too many activities like this. Based on the lively discussion, they were comfortable and enjoyed themselves. There is one Anglo participant; she is learning Spanish, and participating in the Reading Group allows her to practice Spanish. (It's Star, our Teen coordinator.)

### Community Services

The results of the JCLD Favorite president are have been tallied. We had over 40 people take part.



On November 11, Gretchen attended the Veteran program to hand out the Warrior Ethos by Steven Pressfield and distributed about 25 books.

November's Madras Pioneer article covered the Community Read process for selecting a book and advertising the Marketing your Manuscript Meeting (don't you love alliteration?) on December 3.

There was a nice write up by the Pioneer on November 11 about Jackie May's 25 years of service and her retirement party on the 18th. We had about 25 people show up to wish her well.

November's Online Book Club theme was Military Books.

Friends of the Library. Twice Read Books open hours changed to Saturdays from 10-2. In November, we had 15 customers and earned \$30. It's been a little frustrating trying to get the word out about the open hours, and any suggestions from the Board are sincerely appreciated. It was a bit of a disappointment with these numbers but realize that it is the first month for the day/time change, and then with the two-week COVID freeze, I am sure folks did not know if TRB was open or not.

Community Read. Gretchen is planning for the upcoming meeting on December 3. The volunteers can participate in socially-distanced person or via Zoom.

The Library scheduled 38 non-JCLD meetings in the Annex. The Culver School finished its program the second week of November and didn't plan to come back. They were much appreciative of the space.

Website visits. November 19 – 12,654 and November 29 – 18,572. The stats reflect activity from the last 30 days.

### **Notary Public**

Gretchen has finished the required courses to become a Notary Public. As soon as she passes the certification test and gets her stamp, we'll be able to offer that service to the public.

### **Just want to mention - Gretchen**

"This week I went into Mail Copies and More, and Loren expressed his appreciation for the new look at the Library and that it looked so good and updated. Then I talked to Duane from Stay Center, and he mentioned that the Library was looking great. Today: Becky D came in, and it had been a while since she had been in the Library. She raved about how open it was and fresh and clean. She said, 'This place looks great, and it just feels good to walk in. Good job!'"

### **Genealogy**

A continuation of the analysis and listing of books that do or do not meet the collection's scope, including General Genealogy, History, U.S., and individual states (Alaska through Utah). Alex investigated online bookselling sites (e.g., Abe Books and Better World Books). Both of the companies charge subscription and commission fees. When the fees, shipping costs, materials, and staff time were calculated we decided not to pursue selling the books. The cost would be greater than the money made from the books sold. Our primary focus is to find libraries that want these books, such as the Bend Genealogical Society and other Oregon-based genealogy libraries. The books that had once been separated for sale have now been placed with the other available books.

As of November 30, the books available are as follows:

Topic	# To weed
General Genealogy and History	92
International	71
U.S. and individual states (incl. Alaska - Utah)	382
Military	33
Native American	3
Surname	92

## Circulation

The Specialists are no longer on the circulation schedule. Four staff members responsible for maintaining the circulation desk schedule. The teen shelvers have been a great addition to our team. They are well trained and very reliable. We are purchasing extra book carts to help organize our circulation procedure; the uniform carts will give our circulation area a cleaner look.

Over the last few months, we have changed many of our processes, and Swan has been updating our practices and creating process maps. The fast-paced changes have caused some confusion for our staff, and right now, everyone is improving our skills at adapting.

## Volunteers

We now have one teen volunteer shelving on Wednesdays and three adult volunteers pulling items for paging lists from Monday to Wednesday. In comparison, we had over 20 volunteers this time last year.

## Facilities

Dion is currently researching alternatives to Cassie, computer management software. Pharro has risen to the top of the list. The Deschutes Public Library and Crook County Library both use Pharro.

Our use of the project management software, ClickUp, is in full swing. Don't forget you all have ClickUp logins; Jane Ellen sent an introductory video on how the product works.

The flag pole is back in action! Tom arranged to have a boom truck from the City removed the old flag and rope. He also painted the flag pole at that time.

Ordered and set up three commercial quality robot vacuums. Set them to run in three separate sections of the Library.

Dion ordered bulk PPE (and I mean bulk) including, masks and gloves, disinfectant spray and hand sanitizer, paper towels and toilet paper, UVC lights, and a fogger. The Heritage Center stores most of the PPE supplies for now.

We ordered and received six new public computers. Set them up with Microsoft Office, Deepfreeze, Teamviewer.

We ordered three air scrubbers from Central Oregon Heating and Cooling that will be installed in December.

## Safety Committee

The Safety Committee met on November 23 for a work session in response to the state-mandated Risk Assessment and accompanying Infection Control Plan. To meet the mandated requirements, a questionnaire has gone out to the staff soliciting feedback and a Safety Training meeting set for December 2. The Assessment and Plan are both due on December 7. A key component of the mandate is for promoting working from home when possible. Resources needed to facilitate this are being identified.

Gabby, Star, and Swan are the members of the Safety Committee.

## Statistics

Total Registered Users	6455
Library Cards Issued	21
DPL items checked out at JC	491
JC items checked out at DPL	2712
CC items checked out at JC	87

JC items checked out at CC	121
Regular Circulation	2461
Renewals	338
Total Checkouts	5194*

\*including magazine and book downloads.

#### Tech Services

Materials added:	549
Bibs added:	223
Withdrawn items:	81
Spanish items added:	61
Original items added:	65