



October 2021 Team Report For November Board Meeting

Administration (Jane/Laura)

- Laura coordinated the purchase of the 2021 Subaru Forester for library use, including the Traveling Storyteller. Capital Subaru in Salem delivered the vehicle on October 29.
- Laura is working with another auto broker to purchase a cargo van, and it should arrive before the end of November. No estimate yet on time required to customize.
- Jane Ellen and Susan Stovall met with the Oregon Community Foundation (OCF) representatives to clarify foundation funds held by the OCF. Jane, Susan, and Karen met with the Foundation, Friends, and Community Read representatives to explain the relationship between the three projects and the Jefferson County Library Association. The Friends will have a follow-up meeting in November.
- The State Library of Oregon provided Jane with a scholarship to attend the Association of Rural or Small Libraries conference in Sparks, NV, on October 19-23. She also participated in a pre-conference workshop on library planning. Other sessions focused on customer services, community storytelling, crisis leadership, community well-being, succession planning, grant writing. As a follow-up requirement for the scholarship, Jane will share her experience with the staff, and also prepare a PowerPoint presentation for the State Library.
- Jane is reviewing the first quarter expenses for coding accuracy; she's following up with documentation requested by the auditor.
- Gabby and Jane compiled and submitted the annual public library statistics by the October 31 deadline.
- Six members of the Board and staff attended the Chamber Awards banquet. All had a good time!

Circulation (Kristin)

Max Oakes started on October 28. He was baptized by fire as he had to wear a Tweedledum costume his first two days! He will be working Thursdays and Fridays from 10-5:30 from September – mid-June. We've had several volunteers sign up, and we now have volunteers scheduled to pull the paging list every day.

Facilities (Gabby)

The annex demolition continues at a good pace. The annex beams are in storage.

Renters have vacated the property at 234 SE 7th St. Repairs including carpet removal, appliance removal, paint, broken window replacement, gas line repair, heating repair, and door replacement are in process. There is a rodent problem.

Media (Swan)

We slowed the filming process down because of our staff shortage. We took many pictures and some videos at the Tea Party event. Swan was taking photos of the Annex at the same spots and at the same time every day to create a timeline for the demolition. A patron painter thanked us for sharing the photos for the Annex building so she could draw pictures.

Processing (Alex)

No report.

Programs (Adriana)

The last week of October was busy with several in-Library programs. We had a week-long celebration of the Lewis Carroll classic *Alice in Wonderland*. Staff wore their Alice costumes for two straight days! There was a scavenger hunt in which 50 people participated. One family of four stopped by the Library on Saturday, 10/30, at 2:30 to play the scavenger hunt. They were pretty disappointed to hear it had finished. Customers also had a chance to play Flamingo Croquet. One young man played Gretchen three times and would have kept going if she hadn't been tired of losing. On Thursday, the 28th, 36 people attend the Mad Hatter-hosted Tea Tasting Party! Holli Papasadora came with five flavors of teas for people to sample. Hummingbird Junction created the decorations, and Sew Deeliteful donated a quilt and table runner. A couple of ladies dressed up for a proper English Tea! It was a huge success, and people were very appreciative.

Friday was the Chamber Halloween Contest. The staff had to wear their costumes for two days. Sorry, gang! The JCLD won the Best Decorations award!

On Saturday, October 30. Gretchen, Gena, and Gena's husband Louis took the van to the Downtown Halloween Event on 5th street from 4 to 6 PM. We handed out pencils and candy to over 150 people. We also gave the adults a teabag. Many were very appreciative to get something! By 5 PM, we had nothing left. So, we packed up and walked around the downtown area handing out coupons.

Teens Services is planning to do a Cosplay event, possibly a photoshoot. It is still in the planning stage, and the date is pending. There was a take 'n make craft for the teens, a DIY paracord bracelet.

Gabby explained how to do record in-person and online program statistics to the program staff.

This month we introduced Ollie's Bingo. The Bingo cards are released on the last Tuesday of each month on the JCLD webpage. Bingo cards are available on the webpage and in the Library. If the child completes a bingo, they get a brag tag and a pony bead. Everyone is a winner for this one.

Spanish Adult Book Club finished its third book. The club members had a great night sharing the book. Two new members were added midway through. These members did not receive a book as the other members did. This was partly because the books had been ordered already, but mostly because one of them decided to use the library copy in the Spanish section. Another wanted to listen to the audiobook because she wanted to learn Spanish.

In the next session of the Spanish Book Club, we will have two new clubs for a total of three. By request, there will be an online club that is open to Deschutes and Crook County patrons. The new club will be a Bilingual Book Club where the participants could read in Spanish or English and discuss both languages. The intent is to give language learners a chance to practice speaking in the language they are learning.

Students and the English teacher from Family University through the 509J school district will be visiting the Library on November 3th at 6:15 PM, similar to a mini-field trip with the idea to get a Library card and hear about Spanish Book Club. They have heard about the Spanish Book Club from other students, and the Coordinator of the Family University program called Adriana to plan a visit to the Library.

Spanish Services gave away 60 new books and 21 used books (Bilingual and Spanish) during September and October. Families were so happy to receive a Spanish Book.

Bilingual and Spanish Storytime is working well. Families are glad to have the program. We are doing easy crafts for the children to do at the end of the Storytime.

Librarians on the Loose, ACE Librarians, and Books Reviews are still airing.

The Library gave away 178 seasonal crafts during October. They went quickly! We are considering bringing back Family Craft Night.

Traveling Bilingual Storytime is a reality! Adriana is visiting OCDC head start, MountainStar Relief Nursery, Miss Tam's preschool (Culver), Big Muddy preschool co-op, The Children's Learning Center, High Desert ESD/Ei/ECSE at the Middle School, Miss Julie daycare, and preschool at Madras High School, Culver Elementary School (both kinder classes), and Metolius School (Kinder and 1st Grade in the school library). This month we reached 278 kids and 92 school staff. It was crazy but amazing! One teacher said thank you for doing this for the kids and giving them time to do it. Another teacher said that she watched the Bilingual and Spanish Storytime videos. Another requested that the Storyteller read in Spanish to her English-speaking class to increase language comprehension.

We were excited to get the new Library vehicle, a blue Subaru Forrester. We appreciate having an updated, smaller car. We anticipate having a better drive out to Big Muddy! We will purchase magnetic side panels to identify it as the Library vehicle.

Reference (Gretchen)

We reduced our reference desk hours to 10-1 Monday-Friday - the new schedule seems to be working fine for reference, though not sure how the circulation folks are enjoying it. There is a hiccup with making sure that Circ staff gets a break before 1 PM. We spent most of October having to fill in with a very skeleton crew! It was a rough month with the shortage of circ and lots of folks out sick or at conferences. But we kept calm and referenced on! Nice to have Max come in the last couple of days of the month.

Safety (Star)

There will likely be nothing to report until staffing is back to near-normal capacity.

Technology (Dion)

- SOS moved camera & internet connection from Annex to the blue duplex.
- Ordered 4 desktop scanners.
- Reset unused Chromebook to factory settings.
- Worked with the robot vacuums to get them working again.
- Reconfigured and tested VPN on 2 laptops.
- Setup email for Max & Tiffany.
- Fixed front door auto opener.

Statistics, Circulation

https://docs.google.com/spreadsheets/d/1Tfx0BC_iJAplAFuSM3QaU3CLeAtmhs10_flh9iCJVtQ/edit#gid=1355151201

Circulation

| | |
|-----------------------------|------|
| DPL items checked out at JC | 354 |
| JC items checked out at DPL | 2558 |
| CC items checked out at JC | 66 |
| JC items checked out at CC | 113 |
| Magazine Downloads | 52 |
| Overdrive Checkouts | 1802 |
| Regular Circulation | 2260 |
| Renewals | 131 |

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| Total Circulation | 4193 |
| Interlibrary Loans (Alex out in October) | |
| Unique ILL requesters | 0 |
| ILL Requests Submitted | 0 |
| ILLs sent | 0 |
| Total ILL | 0 |
| Cataloging | |
| Materials Added | 214 |
| Spanish Materials Added | 0 |
| Bib records added | 8 |
| Items withdrawn | 26 |
| Original bibs added, English | 0 |
| Original bibs added, Spanish | 0 |
| Other | |
| Notary | |
| Website | 27,188 |

Friends of the Library (Gretchen)

The defunct Board of FoJCL treated staff and volunteers to some goodies and gifts for the Friends of the Library Week! Huge thanks to Tiffany (new board member!) for putting that all together.

Genealogy (Alex)

Nothing to report.

Meetings

Star went with Cheryl Weems from Deschutes Library to meet with contacts in Warm Springs about the cultural curriculum crates they are building. These crates are being created in response to Senate Bill 13: Tribal History/Shared History. The bill calls for a place-based curriculum to learn about local Native American Culture. The contacts in Warm Springs, Gena, and Laurie coordinated efforts of tribal members to make models of cultural items and posters explaining their history. Some of the models were baby boards, miniature woven baskets, doll clothes, and salmon drying racks. Cheryl will be taking these items back to Bend to process and catalog. Star will go with Cheryl on December 2 to a tribal meeting to have the curriculum kits approved by the council before they are available for circulation. The Warm Springs K8 will display the models at the school library.