



## Team Reports May 2021 Reporting on April Activities

### Administration – JE, Laura

The two primary activities that consumed most of April were budget preparation and HR audit preparation. Jane completed the first draft of the 2021-22 annual budget in preparation for the May 4, 2021, Budget Committee meeting. The HR audit is critical to ensure that we comply with standard human resources practices and ensure that we comply with employment laws.

Laura had a busy April reviewing 2020-21 expenses, drafting new processes for check requests and purchase requests. Laura and Jane (mostly Laura) are working on creating processes based on the revised budget monitoring, purchasing, and payments.

Jane met with a Deschutes Public Library staff person in April. As a result, she realized she did not know enough about the "materials retrieval" service provided by Unique Management. After reviewing the contract (2014), Jane met virtually with our account representative.

The Library receives a monthly invoice from Ricoh based on the number of color or black/white copies made. The invoices were steadily about \$30-35 monthly. In January, we received a monthly invoice for \$1300 and asked for an explanation (we don't even have enough copy paper for the number of copies on the invoice). When Jane finally had the opportunity to chat with a customer service representative, she discovered that the Library is billed with a "best guess" monthly estimate. In January, when comparing estimates with actual numbers, the totals were underestimated. The \$1300 invoice is for copies we made throughout the year and had not yet paid. She believes it must have been a counting error based on prior-year copier expenses and the amount budgeted this year. The 2021-22 budget will be adjusted accordingly.

### Virtual Meetings/Trainings

April 6 – Public Library Association, *Data that Counts: An Introduction to Census Data for Public Libraries*. This on-demand webinar introduced the role that public libraries can play in assisting individuals, groups, and organizations with finding, accessing, and using census data for planning and decision making. It covered e-resources and tools for searching basic census sources. Case studies from other librarians presented offered data literacy programs at their libraries used to reach multiple audiences, including small businesses and entrepreneurs, local historians, students, and nonprofits, and government agencies.

April 8 – Association of Rural and Small Libraries session, *Helping Patrons to Improve Their Financial Decision Making and Outcomes*

April 16 – SDIS Benefit Coverage Annual Meeting

April 25 – Jane moderated the Jefferson County EMS Candidate Forum

## **Circulation - Kristin**

### Ongoing projects

The team has completed inspecting, tag checking, and re-shelving all adult non-fiction books. We have started disc checking the adult DVD and audiobook collections. We continue to do laminating and dust jacketing in conjunction with Alex.

The team has drafted standard procedures for shelving and forwarded the document for review/approval. Our goal is to review the procedures with all employees and volunteers to ensure that everyone follows the same guidelines.

Roy, Gena, and Kristin are drafting a circulation desk work schedule that replaces the school year schedule and another that addresses the summer hours.

## **Facilities – Gabrielle**

### Reroofing Report

Information gathered after speaking with contractors.

- The Library could possibly get by another winter without leakage, but the roof is described as "being on borrowed time" at this point.
- A less expensive option would be to overlay the current roof with a second layer of roofing. This fix will only last ten years and make the future reroofing project cost more because they will be tearing off two layers of shingles. This option would also require an engineer report to determine if the library structure can handle the weight of two layers of shingles.
- About future addition, unless the new addition is going to cover or compromise 50% or more of the new roof, then the contractor would not recommend putting off reroofing for that reason.
- \$18,000 – \$27,000

### Annex Demolition Report

- Quotes have been acquired from 3 contractors so far, and this provides the baseline expectations for cost. \$136,000 - \$189,000
- Annex must be vacated in the summer of 2021, before the wet weather of winter.
- The demolition of Annex and Green Duplex at the same time is most economical.
- If demolition is postponed until summer 2022, the contractor's acquisition and coordination could be coordinated by a professional project manager.
- If demolition happens in summer 2021, the annex will not drain resources over the winter, and the added expense of hiring a professional project manager to coordinate demolition would be unnecessary.
- Demolition in summer 2021 would allow neighborhood improvement to move forward with the demolition of the green duplex.
- Demolition in Summer 2022 would allow the green duplex to continue to be rented longer.

Description	Alpine Abatement	H&H Construction	Dry Canyon Construction
Cost (Annex)	\$165,060	\$164,000	\$136,630
Cost (Duplex)	\$36,456.25		
Cost (Both)	\$189,114	\$164,000	
Permit Fees		X	X
Equipment	X	X	X
Labor	X	X	X
Asbestos Abatement	X		X
Disposal	X	X	X
Overhead Electrical Disconnect		X	
Cap Gas Line	X	X	
Cap Sewer Line	X	X	
Cap Water Line	X	X	X
Hole Filling	X	X	X
Asphalt Removal			X

### Possible Project Timeline

April – July 2021	Duplex Remodel	\$12,000 - \$18,000
July – Aug 2021	Vacate Annex Film Equipment Bookstore Programming Supplies Tables Chairs	
Sept 2021	Demolish Annex & Green Duplex	\$167,000 - \$180,000
Oct 2021	Begin Search for Project Manager	
Jan 2022	Hire Project Manager RFPs Demolition Architect Contractors	
May 2022	Demolish Annex & Green Duplex	
Jan 2023 - 2024	Construction of Library Addition	

### **Media – Swan**

#### Videos

- Dion and Swan are sharing the editing responsibilities for the library videos.
- They took on the job of editing the audio for the Shakespeare plays starting 4/17.

#### Mascot

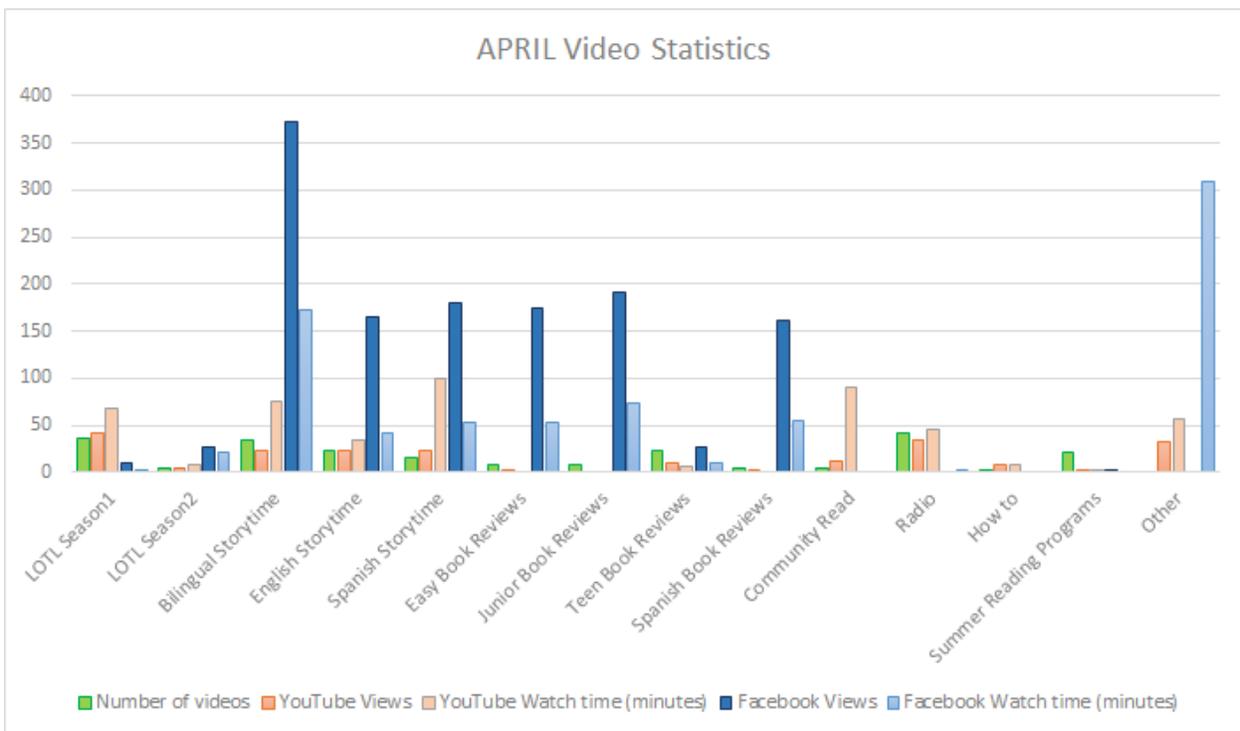
- The team created the backstories for Ollie.

#### Projects

- Gretchen and Swan are planning for a new video project, Ace the Librarians, that is happening in the fall. This project requires all the staff to participate. Gretchen was inspired by the Librarians Try program by Clearwater Public Library. With this project, we hope to achieve something that other libraries have not done before and interact with patrons more to find out what they need.
- Swan created the opening and logo animation for Ace the Librarians.
- Swan filmed our staff saying alphabets backward, and the footage would be used in the trailer at the end of August.

## Statistics

Playlists	Number of videos	YouTube		Facebook	
		Views	Watch time (minutes)	Views	Watch time (minutes)
LOTL Season1	36	42	68	9	2
LOTL Season2	5	4	7	27	21
Bilingual Storytime	35	22	76	373	172
English Storytime	23	22	35	166	41
Spanish Storytime	16	23	100	181	53
Easy Book Reviews	8	3	0	174	53
Junior Book Reviews	7	0	0	191	74
Teen Book Reviews	22	10	6	26	9
Spanish Book Reviews	4	2	0	161	54
Community Read	4	12	91	0	0
Radio	41	34	46	0	1
How to	1	7	8	0	0
Summer Reading Programs	21	2	1	2	0
Other		32	57		309



LOTL = Librarians on the Loose

As of May 5, 2021, the Library has 39 YouTube subscribers and 1,010 Facebook followers.

The column chart demonstrates the statistics of our online video performances from April 1 to April 30 on Facebook and YouTube.

1. The horizontal line shows the playlists that played during the past month, and the vertical line indicates the numbers on the playlists.

2. The green columns demonstrate the number of videos we released in each playlist. The orange shades of colors represent the statistics of YouTube, and the blue shades of colors represent the statistics of Facebook.
3. The statistics include the number of times the audience clicks on the videos (views) and the total time spent watching the videos in the corresponding playlists (watch time). The watch time is calculated by minutes.

From the chart, we can see that our bilingual storytime is the most popular program on Facebook, and Spanish storytime is most popular on YouTube. Considering there are only four videos in the Community Read list, the community read gets the most watch time. For our Librarians on the Loose program, both seasons are over right now, but we still have a few viewers. Over the last month, viewers of Season 1 appear to be more interested in the storytime videos attached to interviews (we took the storytime parts off Librarians on the Loose in Season 2). Overall, through different platforms, our audience shows different interests in our various video programs.

### **Processing – Alex**

Alex spent time reviewing last year's budget and creating estimates for next year's proposed budget.

The Circulation and Processing Team helped get the physical processing of items ready for checkout, and now fewer than ten items are waiting to be laminated or jacket.

Spine label changes continue to move forward, with the "Bridging Fiction" section being relabeled. With the help of the Circulation staff, the "Early Chapter" and the Adult DVD collection relabeling projects are 85% complete. Adriana is adding "Bilingual" stickers to Spanish/English books in her collection and would like staff to inform patrons of their availability.

### **Programs – Adriana**

Laura and Gretchen continue to teach a writing class at MCS every week. In April, the students worked on stories that they put into stop motion movies. They were very excited about the project, and we may use it again when they work on their IAAS projects. It was good to have Liam and Caitlin Jones join us in the class to serve as experts and examples.

Once each quarter, Laura and Gretchen are creating audio recordings of Shakespeare plays for youth. The cast is comprised of volunteers from the community. The plays are available to listen to through the JCLD website.

The Summer Reading Program (SRP) is almost here! The Youth Services Team and Gretchen are working together in creating "Tales and Tails." The SRP events and performers are confirmed.

The *Librarians on the Loose* (LOL) are pausing for the Summer Reading Program; the existing videos remain popular. During April, the High Desert ESD contacted the LOL asking to schedule a field trip. The Preschool is coming in May to interview Laura and Adriana. Laura was approached about the logistics of the LOL by a library branch director from Annapolis, Maryland. That Library saw our videos and was interested in the process from storyboarding to publishing. The director is inspired by our program and asked for JCLD permission to create a similar program.

The Spanish Services Team, Adriana and Yirah, participated in a Facebook Live/ Zoom presentation with the Latino Community Association. The purpose was to explain the Library services we offer to Latino Community. The program included a video and a question/answer session.

Adriana is hosting a Latino Book Club. She is going to present it as a Summer Reading Book Club. This year she has hosted two different clubs, in-person and online, with great success.

Gretchen, our Community Services Specialist, has been busy working with local businesses for the Adult Summer Reading Program (SRP) and collecting prizes for the SRP. The response has been positive, and all the companies seemed eager to be involved.

The *Clues with Nancy Drew* April activity was well received. Over forty “in-house” detectives came to the library to participate in the scavenger-like activity. The partnership with the Sew Dee-Liteful Quilt Shop was positive well received. Five kids show up to make crafts at the Quilt Shop, so not as many as we hoped. Although it was a successful partnership, the preparation required makes Gretchen unsure about repeating the project more than two times per year; she is also trying to figure out more targeted marking. MCS school brought all of their students (19) down to the Library to play the game, and Sew Dee-Liteful came to the Library to help them with the craft.

April was poetry month, and nine staff members wrote poems and held a contest. Community members voted for their favorite. Fifty-three voted, and the winning poem belonged to Gabby. Her award was a free taco!

The installation of the Beaver Statue from the High Desert Museum's *Dam It: Beavers and Us* exhibition got our creative juices flowing. Gretchen and Laura went to the statue to film with Ollie (beavers and otters working together as a team!). The Team created a scavenger hunt game sheet and encouraged families to visit the statue and learn more about beavers. As of April 30, about ten kids have participated.

During April, Gretchen coordinated with Angela, a member of the Madras Downtown Association (MDA), to visit businesses on 5th Street to secure support for a Madras Storybook Walk. The week-long event beginning the MDA's First Thursday in June (6/3) will encourage residents to come downtown, read a book, and get some exercise while familiarizing themselves with local businesses. So far, 13 businesses have agreed to let the Library use window space for a book page. We need at least 20 to make it work. We encourage the Board to contact any downtown businesses they frequent, or owners they know, to solicit participation in this summer event.

April 30 was Children's Day and Book Day in Mexico, and gave away kids' books during our opening hours. Most of these books came from the Twice Read Book Outlet.

Gretchen made the first official presentation of the *I am a Story* project to the Rotary Club the last week in April. The program was well-received; she has two more in-person presentations scheduled for May. JCLD will also host an *I am a Story* event in Culver on May 30, the anniversary of the storm that hit Culver and Metolius in 2020. We will be collecting Storm Stories, both written and audio. I intend to get a waiver typed up to use the stories we gather in our media.

Gretchen and Gabby are working on a book club idea. But are still in the process of determine when and what book.

Jane Ellen and Gretchen helped with the EMS Forum. Jane Ellen served as moderator and Gretchen as timekeeper. It was so much fun that the next week, Gretchen returned and got roped into being the timekeeper again for the ESD and MAC forum. 😊

On the 28th, Laura and Star attended a school librarians' meeting to make plans for the upcoming 509J in-district Oregon Battle of the Books (OBOB) competition. Laura and Star will be helping to coach a JCLD homeschool kids' team and participate in the competition, doing timekeeping, scorekeeping, and moderating. OBOB begins in May, with the final competition on June 2.

### **Reference – Gretchen**

The monthly team meeting was well attended, considering the size of the group and considering the directions which we were all going, and demands on our time. All agreed that the Reference Desk schedule and responsibilities are generally running smoothly. There are issues of crowding and overlapping duties with the Circulation Desk, but we are resilient people, and we move on and do what we need to do. That is the great thing about this Team.

In the third week of April, six program staff attended the virtual Oregon Library Association Conference. Other members of the staff stepped up to cover the reference desk when members were attending the conference. Huge thanks for that!

With the changes of rotation in Circulation and some staff moving out of the schedule, the reference staff needed to take over some of the tasks previously part of the circulation duties. The Reference Team will check the [info@jclld.org](mailto:info@jclld.org) email, create new library cards that come over the website, and deal with requests for curriculum crates.

All agreed that signage around the Library is inadequate. One of our patrons, a frequent computer user, has been approached by others asking for technical support (because of where the sign is posted). Gabby is looking into hanging signs to help direct people in the right direction.

It is critical that all reference staff read the orange Library News Board and know what is happening in-house to encourage our customers to participate in our games and contests.

### **Security/Safety – Star**

Our County had dropped to COVID-19 Lower Risk at the beginning of April, and then moved back to High Risk. The staff has maintained the same level of sanitation while in Lower Risk, so no protocols needed to be changed. The only change was the cessation of quarantined returned materials. The OHA studies have shown that the risk of transmission from touching surfaces is low.

There has been a recent problem with office doors becoming accidentally locked by the lock button on the doorknob hitting against hard surfaces. This inconvenience brought attention to our door hardware. Doorknobs are not ADA compliant. To be ADA compliant, the doors should have lever doorknobs. The Safety Committee recommends updating office door hardware to lever handles with a deadbolt lock instead of a locking knob that can be locked accidentally.

### **Technology (Dion)**

Dion is busy taking care of ClickUP requests, assisting with facility-related quotes, and providing ongoing technical assistance to the computer users.

## Statistics

[https://docs.google.com/spreadsheets/d/1IAefFEZ2T0zr4BP8eFmwVa\\_tJqRvm3A3DlG3bpJ-48/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1IAefFEZ2T0zr4BP8eFmwVa_tJqRvm3A3DlG3bpJ-48/edit?usp=sharing)

### Circulation

DPL items checked out at JC	389
JC items checked out at DPL	2577
CC items checked out at JC	71
JC items checked out at CC	133
Magazine Downloads	*
Overdrive Checkouts	*
Regular Circulation	2172
Renewals	152
Total Checkouts	*
* pending	

### Interlibrary Loans

Unique ILL requesters	8
ILL Requests Submitted	17
ILLs sent	10

### Cataloging

Materials Added	328
Spanish Materials Added	76
Bib records added	121
Items withdrawn	69
Original bibs added, English	0
Original bibs added, Spanish	7

### Website statistics

April 9	10,024
April 16	17,608
April 30	31,361
(running totals)	

## Affiliated Organizations

### Community Read (Gretchen)

The book, *Generous Nature* by Marcy Houle is the 2021 Community Read selection; Gretchen has asked both the MHS and the CHS art teachers to have students create posters for the JC Comm Read. 30 Books were ordered and are slowly trickling in. Once they have all arrived, we will circulate them around to various locations for sale. We are still waiting for confirmation from the Comm Read President regarding the author's availability.

**Friends of the Library (Gretchen)**

Two students, Zac and Vicky, started working as clerks at the Twice Read Books (TRB). It is great to have help. They are now in the process of seeing how the TRB works and getting familiar with its upkeep and donations. The foot traffic is sporadic at best, but the TRB is selling books, which is a positive. We are preparing for the summer events (Paperback Sale June 18-19, having a booth at the Saturday Market) and creating GrabnGo Bags. The Library gave away a number of books from the TWB outlet to celebrate Children's Book Day on April 30.

**Genealogy (Alex)**

Nothing to report