

**Director’s Report – April 2020**

Reporting on March 2020 Activities

**Coronavirus Impact**

After the escalating news reporting on the Coronavirus, I asked Stephen and Susan to meet with me on Monday, March 16, 2020, to discuss how the virus might impact the Library staff and services. After discussing alternatives, we tentatively decided to keep the Library open as long as it was safe for staff and customers, and to continue paying staff members their base salaries. Deschutes Public Library (DPL) closed to the public on March 16. Since Crook County Library (CCL)is a municipal facility, it abides by the decision of the City. As cases started to escalate, I decided it was in the best interest of everyone to close to the public and we did that on Thursday, March 19. The staff continued to report to work as usual through Friday, March 27. At that point I believed it was best for everyone to assign two people per day to work from 10 am – 3 pm. Staff is wearing masks and gloves.

We immediately started curb-side pickup. Because the DPL paused the hold function in the catalog, customers can’t request an item online. People call the library and let the staff know the titles, and staff puts them on hold for curbside pick-up. Beginning next week (4/21), I’m going to allow for Internet requests as well ([info@jcld.org](mailto:info@jcld.org)). I’m also considering delivering to the home-bound. We’ve even done a little readers advisory. (“Can you select some children’s books on \_\_\_\_ topic?” “Do you recommend any mystery books?” )

Laura, Star, and Adriana are taping storytimes, and book reviews and posting in on the Library’s YouTube channel (search for Jefferson Public Library OR and you’ll find it). Youth Services has participated in the social distancing “bear hunt,” and the social distancing “Easter Egg Hunt.”

Work Schedule:

* Monday – Gabby and Star
* Tuesday – Laura and Gena
* Wednesday – Dion and Gretchen
* Thursday – Jackie and Alex
* Friday – Swan and Roy

I’m trying to get into the library regularly and catch up with everyone.

**Annex Update**

Gretchen an Alex are re-organizing the basement of the Annex (one of my priorities for this year). They are moving the books from the “day care” rooms to the former Youth Services rooms, creating an office space in the middle room for Gretchen, Adriana, and Star, and moving the Friends book sorting to the former Hoarder’s Room. If you drive by the Annex, you’ll see plenty of things set out for free (even the magazine holder finally found a home).

**Main Library Update**

The public bathrooms and changing to gender neutral bathrooms and getting re-painted. Roy has replaced the missing carpet in front of the slat all. The magazine shelves arrived and are in place. The couches are gone.

**Staff**

I’ve asked everyone to participate in professional development activities. Assigned videos from SafePersonnel to all. I’ve asked Gretchen to work with Dion and teach him how to use the program that we’ve been using to create brochures and flyers. I asked neighboring libraries for copies of job descriptions and everyone is revising one to more accurately reflect job responsibilities.

Director Projects

* Revising Policies
* Comingore bequests
* Budget preparation
* Annual Report
* Review job descriptions and prepare for mentoring sessions with staff
* Identify measurable goals for 2020-2021 that align with Board Priorities
* Site map for Web site

**Web Site**

Gabby and I met with a representative of Steamline, the company that created the basic Web site I shared with you at the March Board meeting. There is no migration fee, and based on our operating budget, the monthly cost is $100.00. I agreed to move forward. I’m putting the final touches on a site map that Streamline will use to create the Library’s Web site. It generally takes about 4 weeks from start to finish, but with everyone away from the Library, I think we can get it done quicker.

In the interim, we’ve added a landing page to the existing Web site that provides basic information, quick links to databases, and some other basic services. I’m going to re-do the Library’s telephone answering message and shorten it.

**Architect Update**

I spoke with Fred Gast and have tentatively scheduled him to meet with the Board before the May board meeting. Please mark your calendars (May 12, 2020 at 2 pm).

**Budget**

I’m working on the 2020-21 budget and a SWOT analysis related to the Library’s progress over the last year. I’m revising the budget calendar to schedule the first meeting of the Budget Committee for Tuesday, May 12. If needed, a second meeting will occur between May 12 and May 31. The Budget hearing is Tuesday, June 9, 2020.

**Department Reports – April 2020**

Reporting Activities for March 2020

**Adult Services – Gabrielle Beebe & Gretchen Schlie**

Light collection weeding continues as we make room for new materials. After a significant delay, the magazine shelving arrived and is installed – just in time for the Coronavirus closing. The couches have been removed from the adult area. We purchased one IKEA chair to test it before purchasing additional chaire and think we need to look at a more durable furniture.

After a snafu with ordering from Ingram – the company had put a hold on ALL of our purchases because of the additional request for RFID tagging in items. After talking with customer service, our orders have been released and are arriving for processing.

The library closing put a wrench in our adult programming plans and the Community Read. The Community Read event is re-scheduled to mid-to-late September. We’re hoping to engage the high school in the fall with the goal of getting more student participation in the event.

Gretchen and Alex are re-organizing the Annex basement. Because of scheduling issues related to groups meeting downstairs when Youth Services needs to access their storage rooms, we’re moving the Friends of the Library book outlet to the northwest corner of the basement (the area occupied by the Traveling Storyteller, and program materials) and moving the Youth Storage areas to the former FOL fiction rooms. That way, if/when we need to access the storage rooms, staff can use the door on the south end of the buildings and not bother any groups meeting in the downstairs meeting room.

The center room is being re-purposed as a staff room for Gretchen, Adriana, and Star. It’s closer to the main library building and (hopefully) will have better WIFI access. Dion is working on a solution to increase the signal strength to the Annex.

**Youth Services – Laura Jones | Star Todd | Adriana Arizmendi**

*Online Storytime*

March quickly went from regular storytime to online storytime. The numbers for regular storytime began to decrease with increased fear of Corvid-19. Storytime time then moved to an online platform. Jefferson County Library’s Online Storytime first aired on Facebook and YouTube on March 17, 2020. Laura and Adriana began multiple recording sessions to have enough videos for March, April, and May. The videos are quite the hit in our community and have been shared around the world. Jefferson County Library was one of the first libraries to provide online storytime. We have received positive comments for our efforts.

*Family Weekend Challenge*

Family Weekend Challenge was introduced to the community at end of March. The first challenge invited the community to place a bear in their window and then go with their families on a bear hunt. Everyone is advised to practice social distancing and safety as they participate. Future Family Weekend Challenges are “Not a Box,” “The Easter Egg Tree,” and “I love my Library.”

*Statistics*

YouTube Stats for March online videos

* 11 Subscribers
* 230 Views
* 737 Minutes watched
* 11 likes
* 4 shares

Facebook Stats for March online videos

* 2K Minutes Viewed
* 3.2k 3-second Video Views
* 85 Likes
* 190 Post Engagements

*Traveling Storyteller*

Regular storytime visits were made for the first half of March, but discontinued the second half. All interested parties were notified via email. One location had already cancelled before the notification was sent. Online videos of Miss Star reading Pete the Cat stories will be made available every Monday, the first published on April 6.

*Teens*

The first of a series of 1-minute book reviews for young adult fiction was also made available on Monday. The first title selected was “Stormbreaker” of the Alex Rider spy adventure series. Like the online story times, this was made available on the library YouTube channel and library FaceBook page. The release schedule for online content is:

* Monday morning: Pete the Cat story with Miss Star
* Monday afternoon: 1-minute book review for teens
* Tuesday: English storytime
* Wednesday: Spanish storytime
* Thursday: Bilingual storytime
* Friday: Family Weekend Challenge

*Statistics*

Please view the Smartsheet to review March statistics:

<https://app.smartsheet.com/sheets/qgRJGPcGGWMRW5C6GJVcRg23446rh38mJwrRpQv1>