



## Director and Department Reports

March 2021

### Reporting on February Activities

#### Director Report

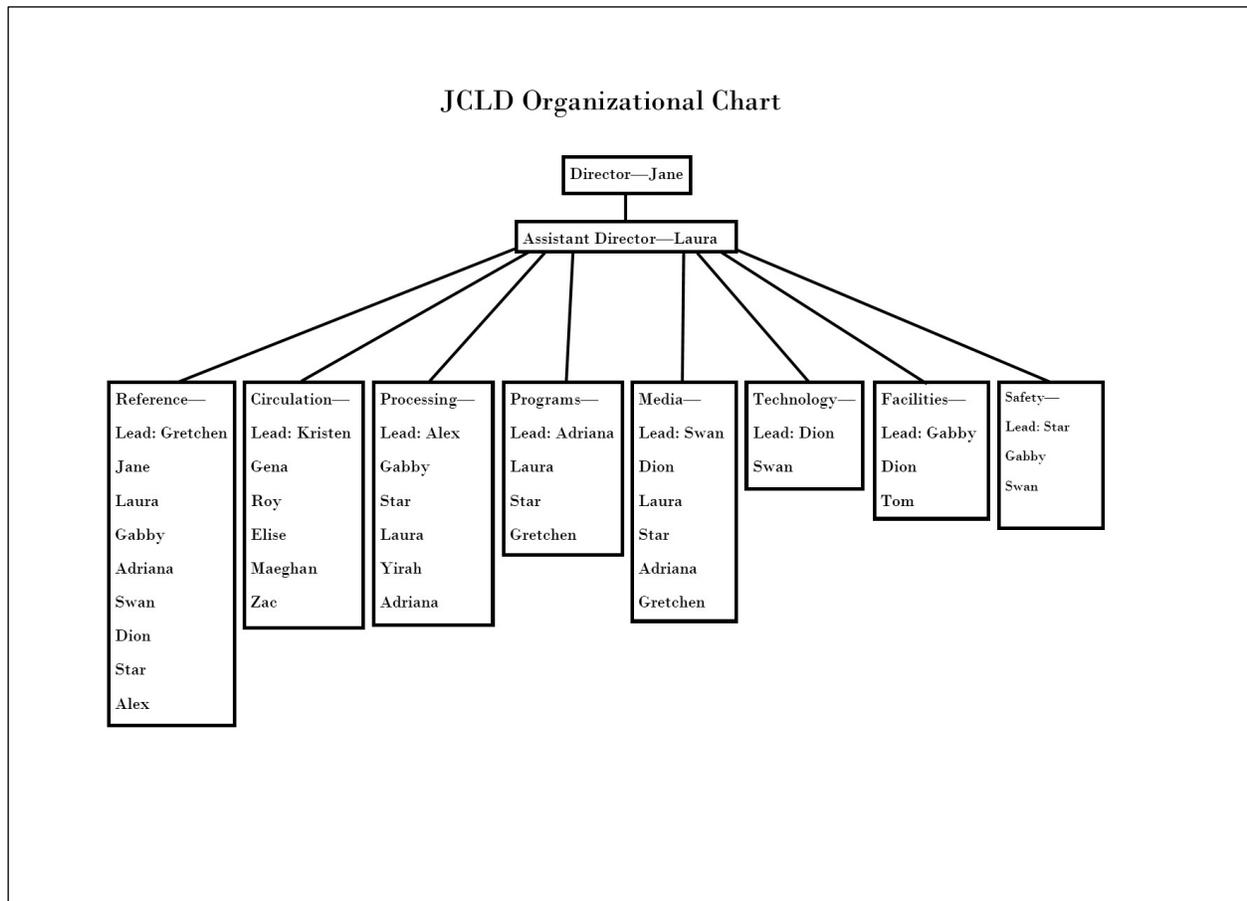
February might have been a short month, but the staff managed to pack a lot into 28 days. We used the days leading up to the flooring installation to move all offices to the Annex. The team did a great job of pulling together, which made the entire project proceed smoothly. Removing built-in furniture and painting offices took several weeks. The Director's office and the Youth Services office have switched places.

#### Oregon Library Association

The annual OLA conference is April 20-23, 2021 and is virtual this year. Programming and processing staff (Adriana, Alex, Gabby, Gretchen, Laura, Star) are attending.

#### Team Reorganization

We've changed from departments to teams. The Team Leader is responsible for scheduling team meetings, working with team members to resolve issues, participate in team leader meetings with Laura and me. These team leaders can rotate and are not responsible for any HR tasks.



Tenants vacated the 229 property during the first week in March. Willow Canyon Properties is clearing the unit and yard of trash, furniture, and other debris; the Library is planning on occupying the unit.

### **Other**

Jane has re-engaged with HRAnswers and will complete the questionnaire required for an HR audit. The list of the requested content is extensive. Our personnel policies, employee handbook, need revising; our HR process will be standardized and documented. SDAO presents a Thursday workshop (virtual) on HR Audits on March 4, and she plans to attend.

The SDAO Annual Conference (virtual) met February 3-4. Both Jane, Laura, and Star attended.

The monthly Department Reports will be modified to reflect the reorganization.

Charles Leutwiler passed away on January 30. Donations to the Jefferson County Library were requested instead of flowers.

## **Department Reports**

### **Adult Services – Gabrielle Beebe**

Shifted and rearranged shelving in Adult Non-Fiction to create a uniform flow to the shelving and give the Oregon collection more space. Unfortunately, due to some of the rows of shelving being on a single piece of framing, many of the columns could not be moved individually, and I ended up losing shelving. Initially, the rearrangement plan did not have me losing any shelving. Still, the solid piece of framing was not discovered until the project was underway since rubber trim around the shelving base hid the fact that each shelving column did not have an individual frame base.

I created a new area for the Adult New Items area using modular cubes. This new area is the first thing a customer sees upon entering the Library. The display is arranged with covers facing out to mimic the sort of layout seen in a bookstore.

Seating areas have been moved back and established in the Library.

The Library added 172 books to the adult collection in February. The invoices for February added up to \$1429.

### **Youth Services – Laura Jones, Star Todd**

Youth Services Facebook video stats are increasing since the return of Librarians on the Loose. The visit to Three Rivers Humane Society was a big hit with 360 views. Our overall views are up 30% compared to January. The YouTube views are down. YouTube tends to be a roller coaster compared to Facebook.

Craft kits continue to be distributed to Big Muddy, Ashwood, Miss Tam's, Madras Christian School, and now at the High School Daycare. The kits are available for pick up at the Library. The plan for the craft kits is to continue until Summer Reading begins.

Star and Laura attended the 509-J Librarian's monthly meeting. Ryan Dempsey, District Librarian, asked them to introduce the Curriculum Kits. Laura brought a few of the kits for the school librarians to look at for future use. The school librarians are excited to use the kits and to continue working towards a partnership. A lawyer for the Library is needed soon to further the progress of the 509-J partnership.

Jane, Laura, Gretchen, and Ryan met together to discuss the progression of the 509-J partnership. Currently, the goal is to finish the portal, create student library cards, purchase needed databases, and

meet with the School board by the end of the 20-21 school year. The partnership and the portal need to be ready for the 21-22 school year.

Laura, Star, and Adriana met to discuss the 2021 Summer Reading Program. This year's theme is Tales and Tails. The plan is to have in-person programming in the parks. Awards include grand prize drawings and weekly challenge brag tags. Brag tags are "dog tags" with popular images. The tags are strung onto a necklace and earned through various challenges over the summer. Laura submitted the Dollar General grant request to purchase give-away books. Star struggles to hear back from Jefferson County Cultural Coalition about the money they usually donate for the give-away books. Hopefully, Youth Services will obtain the funds for the purchase of the give-away books.

### **Spanish Services – Adriana Arizmendi**

The Latino Book Club is reading its second book. Book Club meetings are on the last Wednesday of the month, for the next three months. If the previous book discussion is any indication, Adriana is planning on interactive discussions.

Adriana, Star, Laura, and Gretchen visited the Madras Christian School and Big Muddy for bilingual storytime. The bilingual approach is well received.

Online Spanish storytime airs at 10:30 am on the last Wednesday of each month. It is available on our Web site, YouTube, and Facebook. Bilingual storytime and Librarians on the Loose are each scheduled for twice a month. Librarians on the Loose must be very popular; our Librarians are starting to be recognized when out in public.

The Spanish materials re-tagging project continues as time allows. The Processing Team is working together to ensure that all tags are uniform in Children's, Youth, Spanish, and Adult collections.

### **Community Services – Gretchen Schlie**

#### I am a Story

On February 5, Gretchen met with Ana Bueno from the Latino Community Association to talk about the I AM A STORY project (IAAS). We talked about the need to collect the stories of our residents from all ethnicities. We hope that these stories will increase awareness of the cultural diversity in Madras and Jefferson County. It was a positive meeting, and Gretchen hopes I hope the Association will partner with us as we move towards our main event in the summer of 2022.

On February 23, Gretchen met with Sue Matters from the KWSO regarding the IAAS. She expressed excitement about the project; she also talked about the current program called *Coming Home Warm Springs*. Gretchen left a brochure with Sue. Sue mentioned getting the Museum on board.

Gretchen has reached out to Kiwanis, Chamber of Commerce, Rotary, the Fairgrounds, the Historical Society, and the Warm Spring tribunal to solicit feedback and support for the IAAS project.

Gretchen submitted the grant request to the ALA Transforming Small and Rural Communities committee at the end of February. She met several times with ALA, who provided content suggestions.

Grantwriting is new to Gretchen, and she appreciated the help from ALA. So far, the feedback has been positive; let's cross our fingers.

## Out and About

Every Friday, Gretchen attends the Chamber of Commerce Coffee Cuppers event to announce what is happening at the Library and hear what else is going on in the community. It has been virtual, but more and more folks are getting on board.

## Outreach to Homebound

Gretchen reached out to the Senior Center and L. Muir to partner with Jefferson County Community Center Meals on Wheels (MOW) to distribute books to our homebound residents. The MOW van driver is delighted to help us deliver books weekly. Gretchen sent out a survey during the last week of February to get an idea of the types of books interest people. Deliveries begin in March.

## Other

The Jefferson County flashbacks were posted on Facebook during February to celebrate the State of Oregon's birthday. Gretchen is planning daily posts in April, in place of poetry month. The intense Facebook posting can't happen every month; she is currently working on October posts (National Friends of the Library month).

The *Hearts in a Jar* competition received 72 entries; the winner was Paul Brown with a calculation of 123 (the correct number was 125 hearts).

Gabby and Gretchen cleaned out the Adult Art Room in the Annex basement during the remodeling closure. The Youth and Children's departments did the same thing. We held an Educational Resource 'Sale' made up of storage items that the Library no longer needs. We blitzed all our social media and contacts with a notice that free resources for teachers were at the library annex. Nine teachers picked-up materials. The leftover items will be discarded or donated to a second-hand store.

## Website Statistics

7,567	Feb 08
15,683	Feb 18
17,803	Feb 20
22, 153	Feb 27

## **Friends of the Library**

Groundhog Day paperback sale brought in 32 visitors and earned \$60. Two volunteers helped throughout the day. One person is volunteering for two hours on Saturdays in February; she's helping with sorting and shelving. She is student-teaching this year, and volunteering at the Library was part of her coursework.

Twice Read Books Special Hours: Open Thursday - Saturday, Feb 18-20. It had 19 visitors and made \$55.50. One volunteer helped out for about 3 hours.

Gretchen contacted Debbie Taylor from Educo, an organization that prepares students for the business world. She was interested in finding two students to assist in running the TRB. The goal is to have the students create a business plan and some marketing strategies as part of their assignments. Educo has asked the FoJCL to pay hourly minimum wage for their efforts. The FoJCL Board meets on March 6, 2021, to discuss the proposal.

## **Community Read**

Gretchen contacted the Community Read Chairperson, Sandra Hahn, to discuss the Community Read book selections. Hahn agreed to schedule a committee meeting and contact the author of the selected book and determine availability.

Carol Bodey does a great job keeping the books for the Friends. When we asked her to be the Community Read Treasurer, she has agreed. Who knew she was a former bookkeeper?!

## **Genealogy - Alex**

Three Bend Genealogical Society members came to look at the available books and selected 37 books to add to their collection. While there, I had Don Robinson show me how to use the microfilm and microfiche readers. Of the five machines, we were able to get two of them working.

A patron requested a search of the *Madras Pioneer* for information on deceased family members who died in Madras on the same day in 1975. I was able to find a news article concerning them on the microfilm but was unable to make an adequate copy. The article was included in an Obituary book compiled by Family Finders, and Alex obtained a copy. She found no further information due to the individuals being from Portland. She also scanned a copy of the article, sent it to the patron, and then followed up with a call confirming delivery. The patron was grateful for the information provided.

## **Circulation - Swan**

The Circulation Desk was moved to the West side of the main room (in front of the Director and Youth Services offices). The new configuration allows more space behind the desk and provides greater separation between check-in and check-out. A clerk meeting was scheduled for February 18; staff had conflicts, so that meeting has been rescheduled to March 3. We encountered a staffing issue immediately after we re-opened - with most of the staff working in the Annex, there was only one person in the main building. Jane and Laura quickly moved into their office, and that made it easier for us to keep to our two staff in the Library at all times philosophy.

The current clerk schedule keeps one clerk at the Circulation Desk Monday - Wednesday from 10:00 - 5:30 and 10 - 3 on Thursdays and Fridays. Staff fills in after 3:00 on those days.

## **Volunteers**

We have had volunteers work 28 hours in total. One of the former volunteers came back on 2/28 due to the COVID stabilizing. We have four adult volunteers, all doing paging lists Monday through Friday, and a teen volunteer shelver on Wednesdays.

## **Facilities**

- Moved SOS's network switch into the rack
- Moved & set up nine computers & monitors to the Annex and back to the Library
- Moved Robo vacs (Dusty 1, Dusty 2, Dusty 3) to Annex and back to the Library
- Moved four new desks from the Annex to the Library
- Installed another no parking sign in front of the blue apartments
- Installed a new Canon printer in Annex
- Installed another new Canon printer in the Administration office.

Demolition began in the offices in preparation for new flooring installation on February 13. The day before, the staff pulled together and re-organized the DVDs and removed all items from the floor.

(Moving Jeff was tricky, but we managed.) Demolition included removing all built-in cabinets and desks from Youth Services and the Director's office; the built-in desks in the back office were removed, along with most of the cabinets. Built-in cabinets are replaced with moving cabinets. The staff has also worked hard to pare down tools and supplies to reduce/eliminate rarely used items.

### **Security**

There have been problems with the motion detector inside the Library. The motion detector located in the new Youth Services office has been going off at random times, without any apparent cause. Gabby is investigating the problem, and in the interim, we've updated our closing procedures.

### **Safety**

No report this month.

### **Statistics**

[https://docs.google.com/spreadsheets/d/1IAefFEZ2T0zr4BP8eFmwVa\\_tjgRvm3A3DIg3bpJ-48/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1IAefFEZ2T0zr4BP8eFmwVa_tjgRvm3A3DIg3bpJ-48/edit?usp=sharing)

#### Circulation

DPL items checked out at JC	430
JC items checked out at DPL	2167
CC items checked out at JC	77
JC items checked out at CC	150
Magazine Downloads	142
Overdrive Checkouts	1641
Regular Circulation	1788
Renewals	181
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Total Checkouts	4607
New Overdrive Users	7

Regular Circulation and JC items checked out at DPL are down due to the library closure February 13 through 22nd. DPL suppressed our catalog while we were closed, and requesting holds from JCL-owned items wasn't available.

#### Interlibrary Loans

Unique ILL requesters	5
ILL Requests Submitted	6
ILLs sent	5

#### Cataloging

Materials Added	279
Spanish Materials Added	3
Bib records added	107
Items withdrawn	122
Original bibs added, English	11
Original bibs added, Spanish	0

A collection development plan for the Oregon collection was developed and added to the Material Selection Policy after approval of the Library Board.