

Director and Department Reports October 2020 Reporting on September Activities

Director's Report

Covid-19 Update

Registering for the Coronavirus Relief Fund (CRF) Grant Portal is complete. The reimbursement request window for September was 9/14-25. The Library submitted a reimbursement request on September 24, 2020, and was notified that the reimbursement request was accepted. Additional paperwork was completed and we await reimbursement. The next request period is October 12-23 for reimbursement of expenses from March 15 through October 9.

Following up on our grant discussion last month, the State Library contacted the Jefferson County Library District to notify us that we qualify for a grant of \$9798 as part of the \$381,108 the State Library of Oregon was awarded by the Institute of Museum and Library Services (IMLS) through the CARES Act. Allowable expenses must be within specific guidelines; Laura Jones and Star Todd are coordinating the request.

Audit Preparation

NAME OF AUDITOR has the Library's Accounts Payable files, and the QuickBooks files for FY 2019-20. The auditor asked for the AP files first and will follow-up with a request for the other necessary files and information (payroll, public notices, grant income/expenses, individuals donating over \$2000) in October.

Board Policies

I appreciate the Board's patience with the operating policy re-write. The next policy section rotation/review is scheduled for the November meeting. It's my goal to review the Personnel policies by that meeting. I'm working with SDAO and HR Answers to ensure that our policies are up-to-date, our personnel files are complete, and the employee handbook is updated. In looking through the existing personnel policies, it does have a policy for annual reviews that coordinate with hire dates:

- a. Anniversary Dates. The anniversary date used to determine vacation and merit increases of an employee hired before the 15th of the month shall be the first day of the month. The anniversary date of an employee hired on or after the 15th shall be the first day of the following month.

Community Read 2020

September was a busy month, preparing for the 2020 Virtual Jefferson County Community Read. Gabby, Swan, and JE travelled to Portland to interview author, Molly Gloss, and Swan and JE headed out to Fossil to record Jon Bowerman. The Library launched the event on Friday, September 25 when it hosted the Chamber of Commerce Coffee Cuppers. Videos launched October 1 and 2. Mary Hawes introduced the event, Karen introduced Bowerman, Gabby wrapped up Day 1 and on Day 2 she introduced Gloss. JE wrapped it up with thank yous and an announcement of the December start for the 2021 event.

Services and Facilities

Updates to the interior of the library continue. A new (smaller) circulation desk has replaced the old one, and the Library added a reference desk. The staff has been piloting a staffing schedule for the circulation desk and the reference desk that keep both staffed during open hours. Program and administrative staff support the reference desk, and program staff and clerks support circulation services. Since this is a new system, everyone is trying the existing schedule for a few weeks and we'll make modifications based on feedback. A few issues have already come up, so we'll be brainstorming at the October 12 staff training and work day.

Following up on the September Department report, Annex furniture was donated the chairs and tables to community organizations or individuals. New tables and chairs (lighter, yay!) arrived and are ready to use.

We have officially ended our computer support agreement with CMIT located in Bend, and initiated an agreement with Madras Computers.

Jefferson County Library Association

The Jefferson County Library Association includes three distinct non-profit groups: The Endowment Foundation, the Community Read, and the Friends of the Jefferson County Library. The Endowment Foundation has asked for support in adding to its membership; it will also need a new treasurer or contract financial services for annual IRS reporting. I've been working at centralizing all of the Association's documents. Karen has been researching past practices and documentation. Karen, Susan and I met with Don Reeder at the end of September to discuss the Association's history, and retrieve bylaws. To help with member recruitment, the document creating the Endowment Foundation, bylaws, committee roles and responsibilities, and a brief mission and vision statement is needed.

Department Reports

Circulation – Swan

Circulation	Jul	Aug	Sep
Public Computer Appts	182	189	202
Registered Users		6563	6603
Library Cards Issued	31	23	48
Door Count	2117	2257	2661
Items Borrowed			
DPL items checked out at JC	470	427	434
JC items checked out at DPL	2765	2774	2799
CC items checked out at JC	81	72	78
JC items checked out at CC	123	144	138
Magazine Downloads	119	133	138
Overdrive Checkouts	1836	1761	1735
Overdrive New Users	5	2	8
Reg Circulation	2437	2559	2510

Renewals	233	300	319
"Please Returns"	0	0	0
Total Checkouts	5394	5311	5322

Technical Services

Item	Jul	Aug	Sep
Materials Added	182	189	202
Bibs Added		6563	6603
Materials Withdrawn	31	23	48
Spanish items added	2117	2257	2661
Original items added*			

New category, effective 09/23/2020, of English and Spanish original bib records

Inter-Library Loan – Jackie and Gabby

The Interlibrary Loan requests are increasing. Our new system using OCLC Worldshare for requesting items, and setting up a Stamps.com account have made the process faster and easier. ILL responsibilities are shifting to Gabrielle. She will be requesting, ordering, mailing, and processing new requests. Moving the responsibility to her made sense; part of the process is determining if a request will be requested via ILL or purchased, something that Gabrielle is already responsible for doing.

A total of 25 ILLs were requested during the month of September.

Inter-Library Loans	Jul	Aug	Sep
Unique ILL requesters	-	4	14
ILLs requested	-	33	25
ILLs sent	-	0	6

Volunteers - Swan

We currently have 2 adult volunteers working 4 hours a week and 3 teen volunteers working 3 hours a week. Staff is still shelving on assigned days.

Community Services - Gretchen

September was Library Card Signup month. Library cards were requested by 48 individuals. To encourage people to sign up, we had a month-long competition; the prize was a Kindle 7. Here's how it worked: the person requesting recommended a friend for a chance to win the Kindle. The idea was for the initial cardholder to encourage to bring their friends in to recommend them... a kind of pay it forward concept. The person getting the card was supposed to have a picture taken too. Not many people were involved in the competition. The winner was Gretchen Foxhaven.

The Library hosted the September 25, 2020 Chamber Coffee Cuppers in the Annex. We intentionally wanted the 25th because it was the week before the Jefferson County Virtual Community Read events. Eighteen people attended in person, with an additional 7 people joining online. One of the best things

about the event were the individual announcements; a number of people shared fond library memories. Thank-you Karen, Guy, and Susan for attending and sharing information. It was a great event and a good way to kick off the Community Read.

Friends of JCL – Gretchen and Alex

Sept 5th was the last day the Library participated at the Saturday Market for the Twice Read Books/JCLD. It was a successful summer activity; we gave away over 1500 books from TRB. We need to start earlier in planning for the 2021 season. Some of the supplies we will need are a sign with our hours, maybe a sandwich board, weights, arrange for storytime in the park.

Planning for the Annual Book Sale is beginning. The Friends decided to move the annual sale from August, to October during National Friends Week. Oct 22-24. Ad campaign details are in process; donations keep coming in.

Community Read – Gretchen

This month we have been busy doing interviews and videotaping presentations for the JC Community Read. Molly Gloss was gracious enough to let us film her at her home, and John Bowerman invited Swan and Jane out to film him at his ranch. The Bureau of Land Management donated over 100 books about wild horses and burros to get kids involved. Roy interviewed Justin Rodgers from the Bureau about the wild horse population in the area.

Heritage Center – Alex

A test account was created on JSTOR to test the ability to retrieve articles from the Oregon Historical Quarterlies before donating the physical copies. The test was successful, allowing for online viewing of the articles, and we are looking into a JPASS account at JSTOR that will allow us to download up to 120 PDFs yearly with unlimited articles views. The Oregon Historical Quarterlies were delivered to the Oregon Historical Society Museum in Portland.

We are sharing a list of the books that don't meet the scope of the collection with other libraries, hoping they can be useful to others. A viewable copy is available here:

https://docs.google.com/spreadsheets/d/1aVmc_DB2zvmSo82PnBk-ZGKDWuIrrz34NLzvZXxjvIk/edit#gid=0

Topic	Total	# to weed	# to sell	# to keep
History/Genealogy outside the US	71	59	12	0
Military/War	44	34	2	8
Native Americans	13	4	0	9
Surname/Families	141	84	10	47

Fun find: While going through the Surname books: author J. Montgomery Seaver (1920s) would write medleys about families (Allen, Mitchell and Stewart) and their history using *The Battle Hymn of the Republic*.

Approximately 250 pounds of paper and two printers were recycled at MSS.

Facilities - Dion

- Checking with landscaping company to identify services provided
- Received and set-up 5 laptops
- Re-organized shelving
- Removed desks from the Annex basement
- Hired maintenance person
- Rewired networking for copier & public printer
- Worked with Madras Computing to make the WIFI more secure
- Worked with Madras Computing & Bend Broadband boost WIFI signal in annex
- Received IP address for the Heritage Center that made Sierra accessible there.

Security

No update.

Spanish Services

The Adult Spanish collection was moved. For many years the Adult Spanish collection was together with the Children and Juvenile collections in the Youth Collection side of the Library. This month the collection moved to the adult collection, near the Oregon Collection. Children and Juvenile collections remain in the youth collection. Now Early Spanish (ES) non-fiction, Junior Spanish (JS) fiction, and non-fiction are shelved together. The Early Spanish (ES) fiction is nearby. Work continues on separating the adult and children movies, music, and magazines. In addition to the physical moving of materials, labels need to be updated too.

In-person Bilingual Storytime started in September. Parents and children were invited to join us by Facebook Live, YouTube, Library's web page or in person at the Annex. Youth Services and Spanish Services have been preparing the crafts to give away to the school for the Bilingual story time.

Spanish Storytime had stopped in mid-June when the Summer reading Program began; it returned on September 30. The current schedule is to have one Spanish Storytime still on the last Wednesday of each month at 1:30 pm. Adriana is also one of the Librarians on the Loose, which is bilingual and with the return of the end-of-the-month storytime, Spanish is in the air!

Adriana is am helping and participating in the new program, *Online School Help*, at the Annex, which started to assist parents and the schools adjust to online school learning. Its goal is to help with all kinds of issues, or problems student encounter during home school classes.

An Adult Book Club in Spanish will begin on October 1 and Adriana is busy planning and preparing. Twelve people, plus Adriana, are participating. The Library's Spanish Programming Budget purchased the books. Adriana is enthusiastic and excited to begin this new programming.

Youth Services – Laura and Star

Youth Services provides online school assistance in the Rodriguez Annex on Mondays and Wednesdays. There have been Internet issues and we are working with Madras Computers to improve them. While the signal has improved in the Annex, the Internet continues to drop and requires the students to reconnect. This is often frustrating for them especially when they are in the middle of a lesson. We have a consistent group that attends and we have room for more if needed.

Thursday at the Annex, a Homeschool Co-op group comes and uses the materials checked out from the High Desert ESD. The High Desert ESD is allowing us to check out STEM kits from them. So far, the

Homeschool Co-op group has done LEGO Robotics and just started SPHERO Spark Bots. This has been a wonderful resource since many of these families cannot afford these STEM kits.

We have been working on a partnership with the High Desert ESD (HDES). After a couple meetings, they offered to purchase \$10,000.00 worth of STEM kits to give out to our county. They are providing us with 6 weeks of STEM kits for 400 students. The HDES is also paying for \$5,000 towards starting our curriculum crates. These curriculum crates will be made available to the community for lesson support.

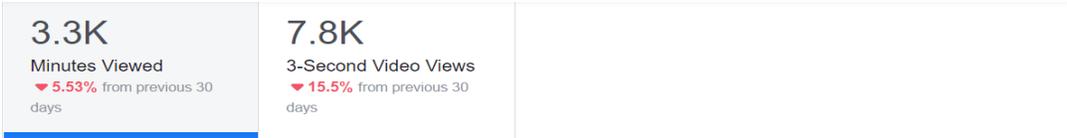
The Youth Services area is also beginning to change. The adult Spanish materials are now located in the adult section of the library. We now have a clear division between the adult section and a youth section. We moved shelves to create a more consistent look to the library. With the change the youth Spanish materials gained more shelf space. This allows the books to be easily viewed. We have removed shelving in front of the Director and Youth Services Office's as the first step to creating a children's computer space. The Front Desk was shifted and a divider created to make a teen space.

There has been an increase in the numbers of students coming to the library. They are needing to use the internet in the afternoon to complete assignments. The need for a Youth computer area is a priority. We are working with Madras Computers to order computers and laptops. Furniture has been ordered and is scheduled to be installed soon.

Youth Services continued with *Librarians on the Loose* and began Bilingual Storytime for the month of September. Numbers are low. It is believed the beginning of school has assisted in the decline of views. There might be an overload of online use of families with online schooling and a burn out for screen time. We are working with the school district to share our videos. The Youth Services goal is to give students craft and STEM kits that are paired with our online content. They will watch the videos and complete the crafts. The links to the videos are emailed to the school librarians who will send them to the students. The craft and STEM kits are passed out at the free lunch sites at Warm Springs, delivered to Big Muddy and Ashwood, and handed out at JCLD. Despite the low numbers, we are beginning to receive more feedback by word of mouth from community members.

Facebook Stats





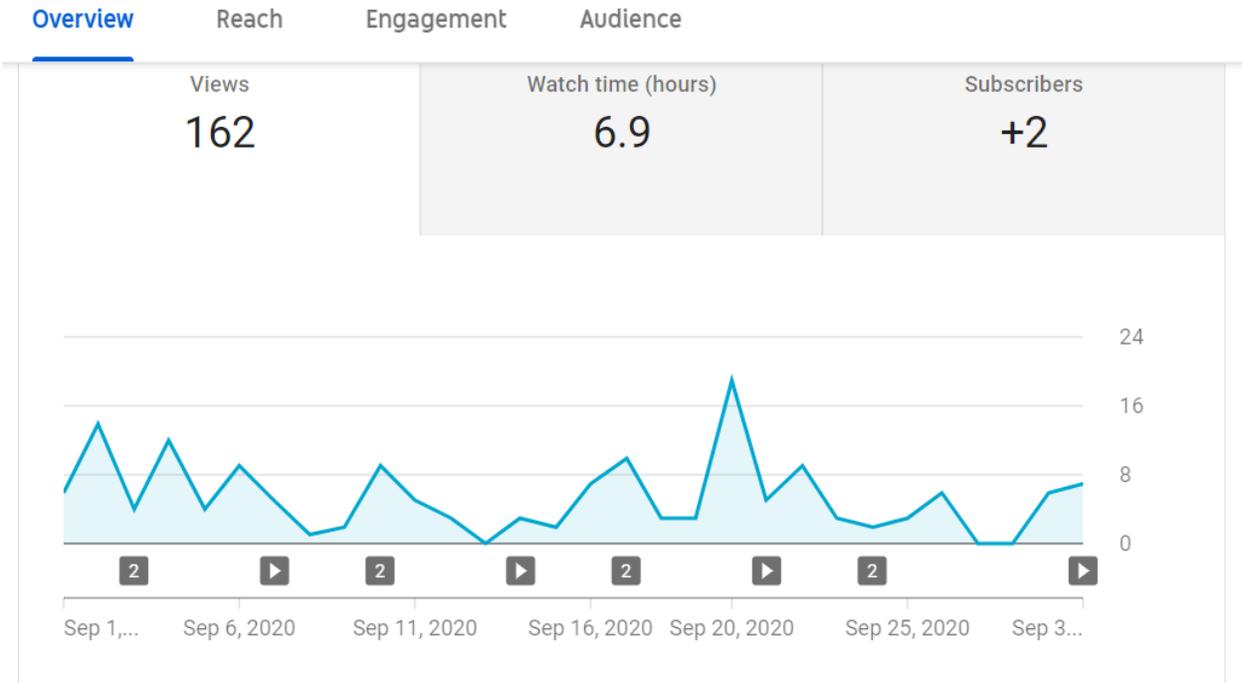
Sep 1, 2020 - Sep 30, 2020

3,333 Minutes Viewed **3,528 Previous Period**



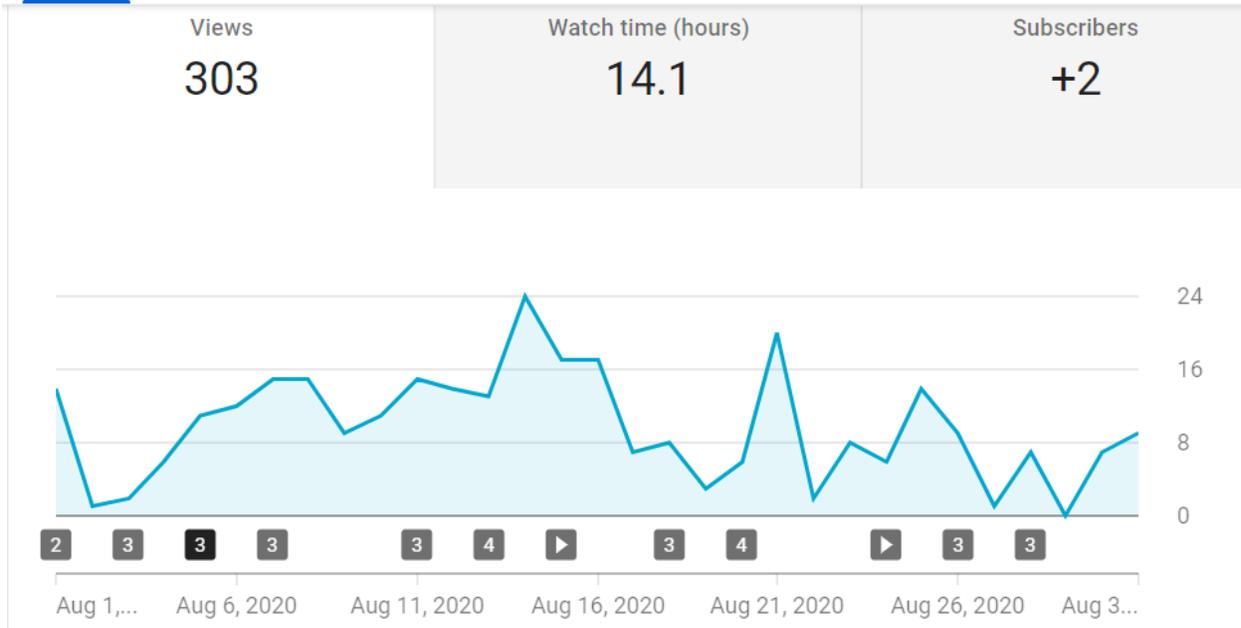
YouTube

September – Total views, watch time, and subscribers

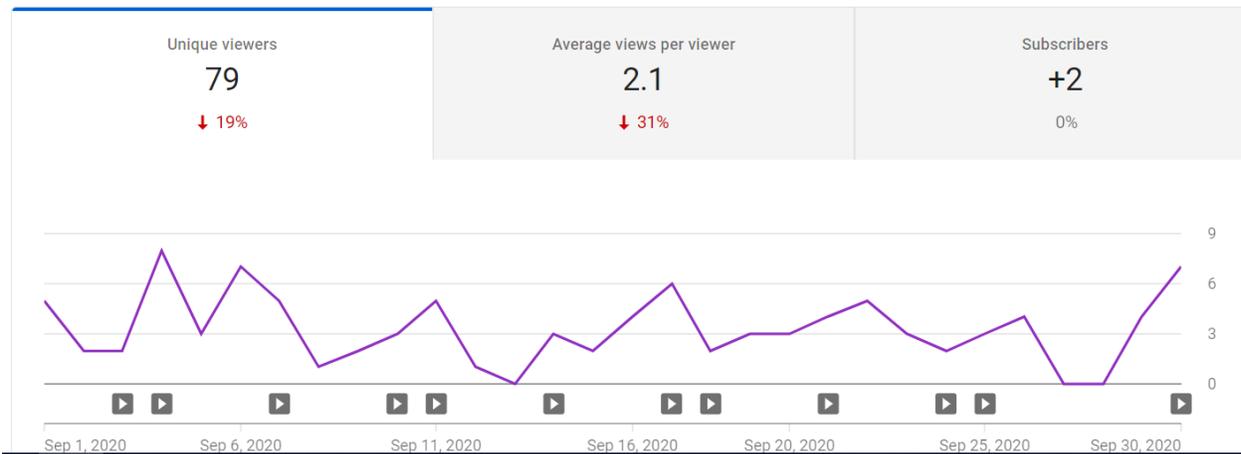


August – Total views, watch time, and subscribers

Overview Reach Engagement Audience



September – Estimated number of viewers (completely watch videos) and subscribers added



August – Estimated number of viewers (completely watch videos) and subscribers added

