



January 2023 Team Report

December 2022 Activities

Management (JE)

Beginning on December 1, I've arranged with the County's finance department to make automatic deposits to our checking account.

The staff holiday party was on Tuesday, December 20, at Madras Brewing. We all had a great time and participated in a book or movie gift exchange.

Everyone was gracious about filling in for absent employees and helping to cover for weather-related delayed opening or early closing.

The Film Committee showed *Elvis* on the First Friday in December; about 16 people attended.

Reviewed auditor's final report.

The management team met weekly to work through process issues.

Public Operations (Laura)

Circulation (Kristin)

Gena worked extra hours over the holiday to fill in for vacationing team members. All was quiet on the circulation front, with business running smoothly.

Collection Development (Alex/Laura/Star/Gabby/Adriana)

After scanning the collection with the RFID wand, items in the following status were found: 13 missing items, 4 in transit, three on loan, 1 billed not paid, and 1 in processing. An additional item was found that was miss-shelved but was in available status. There are now 23 items in long missing status (searched for 3+ times) and 50 missing items (searched for 1-3 times). Alex is tracking the long-missing items and their replacement costs, including physical processing and time.

Laura has completed shifting her juvenile and easy nonfiction collections and has begun weeding and shifting her board book and picture book collections to make room for the new Spanish books.

Large shifting projects were finished by Kristin, Gretchen, and Gabby in the adult section. Going forward, we will integrate the paperback collection into the regular fiction, pull out the biographies from non-fiction and make them their own section called Adult Biographies.

Programming (Laura/Star/Gabby/Gretchen/Adriana)

Craft night for all ages was a great success, in spite of all the other events in the community happening that evening. We had something for all ages, but most of the participants did every station.

We now have 100 stories in 2022 for the IAAS project. Working on the next 100.

Public Relations (Gretchen/Adriana/Swan)

Committee worked on an info card for the teens that will be printed soon. Swan was assigned to standardize website images, delete outdated content, and maintain consistency. The committee considered ways to leverage our social media platforms. Printed material that includes the library's logo is reviewed by the committee to maintain a consistent brand and messaging. The monthly library calendars have been well received.

Technical Operations (Gabby)

Maintenance

Tom replaced the library flag as the one we just put up beginning of September was already shredded by the wind. I will set a regular changing out of the rope and flag, probably every six months, so we do not need to get the flagpole restrung again. In the long term, I will look into some more weather-resistant flagpoles.

Tom discovered that the cellar of the 234 7th street house was full of garbage. He removed all garbage to the dump. Tom also put up trim and reinforced the backdoor framing of 234.

The container I rented from Mountain Container arrived in mid-December. We paid \$1,100 in drop-off/pickup fees and rented it for \$87 per month. Tom already moved the folding tables and stacking chairs into the container, but considering how much space they take up, I am considering donating some of our tables and chairs to the community center. The container is part of an effort to begin to pare down the number of things we are storing in 234 and move essentials closer to the library. I am trying to be more realistic about what we actually need and use and avoid turning 234 into a storage problem in the future.

Rodent traps were set in 234, and holes were sealed in an attempt to end the rodent infestation.

During the large snowstorm in December, H&H plowed the drive around the library and shoveled and salted the entire area. \$705 for removal and \$180 for salting. I am in the process of trying to remedy the challenge of snow removal. I am determined to avoid using library staff for shoveling snow, but also only want to use H&H for large snow dumps to justify the cost. This leaves me unsure of how to handle snow removal when the snow begins accumulating halfway through a business day or is not deeper than 2 inches.

SOS Alarms is due to come out again in January to replace a battery in one of the smoke alarms. I ended up replacing it just so the alarm would stop beeping. I will still have SOS come out to troubleshoot some of the problems we are having with the keypad.

The bookmobile got new all-weather tires in December that cost \$1,225 (grant supported). The Subaru already had new tires in October and an oil change in November. The Bookmobile is due for an oil change next and will probably need oil changes less frequently as it does not rack up as much mileage.

I purchased more shelves for the meeting room in the library in preparation for merging the genealogy collection into the Oregon collection and renaming the collection the Heritage Collection. All the shelving for this collection cost a total of \$1,710.

Hardware/Software

After some struggle, the new Ricoh Printers/Copiers are up and running in the library and duplex. Both the printers were not sent in with a Ricoh technician, so Dion and I had to troubleshoot some of the setups with rudimentary knowledge. As a result of the lack of customer support, and Ricoh charging us for copies we did not make, we will be re-evaluating our contract with them next time it expires.

Dion is about to start an IT inventory overhaul. The goal is to get a better idea of what working tech we have and eliminate the tech that is no longer working for us. This includes finding what to do with the old desk phones and printers.

I purchased 12 new Dell laptops using ARPA grant funds to be used for Technology classes. We would also like to allow patrons to check them out, possibly.

Network/Server

Dion is in the process of reviewing all the server logins in use by staff. Some staff has still been using server logins associated with their positions, not the new ones created with their names. The addition of new staff warrants the creation of new server logins as well.

Events/Meetings (All)

Various	Lunch at the Senior Center
December 7	Art Adventure Open House
Various	Coffee Cuppers
December 13, 27	Board Meetings