



## Team Reports July 2021 Reporting on June Activities

### Administration (Jane/Laura)

June activities included:

- Finalizing the 2021-22 budget
- Reconciling 2020-21 expense accounts (Amazon in particular)
- Added Google my Business to our social media accounts
- Finalizing 2021-22 salaries
- Reviewing personnel policies
- Compiling materials for the HR Audit
- Preliminary research on building grants
- Roy Fritch resigned effective June 24, 2021. Gena and Kristin will pick up his hours through the summer, and then we will hire a part-time clerk in the fall.
- The Library received a \$92,000 grant administered through the Oregon Community Foundation for enhancing summer programming. Funds received and transferred to the General Fund. \$460.27 is assigned to the 2020-21 fiscal year and the balance used in the 2021-22 fiscal year.
- The 509J school district reviewed the MOU for our pending collaboration and forwarded it to our Library. JE reviewed the project with Lynne Mildenstein (DPLS) and determined the next steps. Since DPLS officially owns Sierra, it must be a signer on the MOU. The goal for implementation is this fall.
- A little confusion ensued when a citizen volunteer approached the DPLS to create a “Museum in a Box” intended to address the requirements of Oregon SB-13 (<https://www.oregon.gov/ode/students-and-family/equity/NativeAmericanEducation/Pages/Senate-Bill-13-Tribal-HistoryShared-History.aspx>).
- Laura has been working on internal processes and figuring how to take some of our processes (requesting time off, invoice approvals) online.
- The Program Team worked tirelessly preparing a grant request from the American Rescue Plan Act (ARPA) administered through the State Library of Oregon. This plan can fund various projects related to connectivity, digital equity and inclusion, EDI and antiracism, workforce development, and needs arising from the pandemic. Eligible entities include libraries of all types, museums, tribes, and organizations that serve or partner with any of those entities. There are two types of grants: small grants (\$1,000 - \$20,000) and large grants (\$20,000 -

\$150,000). Each eligible entity was allowed one application that could include multiple projects; ours are (1) bookmobile, (2) Warm Springs outreach, (3) supporting our 2022 I am a Story project, (4) Latino cultural programs, and (5) hotspots for checkout. The deadline for applying was June 30, and awards will be announced on July 15.

### **Adult Services (Gabrielle)**

Gabby continues purchasing and processing when she's not dealing with facilities concerns. In June she added to the Library of Things collection.

### **Circulation - (Kristin)**

Circulation has settled into our summer schedule, with Kristin working M-W and Gena working Th-Sa. We bid farewell to Roy during June.

We prioritized assisting with laminating and dust-jacketing this month and helped zero out the backlog. We finished tag-checking and counting all the DVDs and have started on the audiobooks. We are also working on tag-checking the Spanish and Junior collections.

Kristin worked with Swan to film the first of many how-to videos about circulation topics (this one was about using the Libby app).

### **Facilities (Gabby)**

- Painting of the Library exterior has started, although the extreme temperatures have greatly limited the parts of the day when painting can happen and slowed the project considerably.
- New Jefferson County Library signs are going up as the painting progresses. One sign has already gone up on the corner of 7th and E St.
- Lamp posts and bike rack recently were given a fresh coat of paint as well.
- Gabby will be purchasing a new door counting system from Traf-Sys.

### **Media (Swan)**

#### *Logo Animation*

The logo animation is changed, and an outro with information on our social media is added on each pre-recorded video to give them a more professional look.

#### *Closed Captions*

Swan and Adriana are adding closed captions to all our pre-recorded videos to meet the ADA requirements. The auto-generated captions are not accurate for the library standard. Also, Facebook currently does not provide auto-generated captions for Spanish. Both YouTube and Facebook do not recognize bilingual videos.

#### *Tutorials*

Swan and Kristin are working on tutorials that teach our community how to use our library services. Adriana will participate in this project with her Spanish counterparts to continue improving services for our Latino community. The project will start in July; there will be 15 videos about the Library's various services.

### **Processing (Alex)**

Alex completed the volume field, and she also resolved an item level holds issue at the beginning of June. Working through the volume field issue has drawn our awareness to the need to clean up the x-note field on items; this is not a top priority, completing it as time allows. There are approximately 31,000 x-note fields to clean up.

Alex received error messages when downloading records from OCLC (a multi-functional company and, in this case, a global community for cataloging) Connexion to Sierra (collection management system) and resolved the issue.

The Adult DVD collection relabeling project is complete. Gabby is now relabeling the Adult Graphic Novel section and adding the "GRAPHIC NOVEL" sticker above the spine label.

Laura: No record found/missing item process Sierra item status clean up chart

### **Programs (Adriana)**

The 2ns Annual BookEnds summer theater is scheduled for August. To date, seven young people have signed up. This year the drama camp will be focused on monologues.

Star and Gretchen drove over to the thumb of Jefferson County and dropped off a box of books at the Camp Sherman school, and then visited with a couple of residents of the area. Found out that Camp Sherman has an Historical Society. Gretchen will be contacting the chairperson there to see about partnering to collect stories for the IAAS project.

In the Community Service sector, it has been relatively quiet. Gretchen is focused on the booth at the Sat. Market and preparing for a book sale in August.

The I Am A Story project is moving forward. There are two parts of this project: (1) written stories compiled in a book published by the Library, and (2) a storytelling event in summer 2022. Six stories and a poem were collected for the Storm Stories chapter. Gretchen created a waiver for contributors to complete. She purchased a small recorder to collect the oral stories. During its board meeting, Gretchen met with the Jefferson County Historical Society to explain the project and request support. One of the board members said, *Not sure if you know, but this is right up our alley!* She will continue to move forward with this project and gather different stories on various topics. The story form and waiver are both available on the Library's website. The Board members and Library staff are encouraged to begin telling folks about it. Gretchen has information cards (business card size) to help promote the IAAS. Please ask for some. Laura has made some connections with Warm Springs through the Boy Scouts, and we hope to bring more people on board.

The Adult Summer Reading Program is in full swing. We are using checkout receipts as the ballots for the gift drawing boxes. We continue to share information about the program with our patrons.

### **Reference (Gretchen)**

Reference has been consistent this month. Getting kids signed up for the Summer Reading program and telling folks about the Adult Summer Reading Program are the main activities. Gretchen would like to push the Go Round more and also have add-ins for the holds. Laura adjusted the reference schedule a bit, and with Roy resigning, the Circulation Team is adapting. Otherwise, things are running smoothly.

Candy for the 4<sup>th</sup> of July parade needs to be purchased. We need to adjust the reference datasheet to capture some of the other things we are doing: new cards/kids' computers.

### **Security/Safety (Star)**

No report.

### **Technology (Dion)**

- Resolved public printer issues
- Determined issue on the public computers related to a Windows auto-update and resolved it.
- Setup and start configuring the two new servers
- Updated Java on all staff computers so they will run the new version of Sierra
- Coordinated with Bend Broadband on the installation of hardware for the fiber optic network
- Contacted technical services at DPLS and CascadeTel to config new IP addresses before switching over to fiber optics

### **Statistics**

[https://docs.google.com/spreadsheets/d/1IAefFEZ2T0zr4BP8eFmwVa\\_tJqRvm3A3Dl3bpJ-48/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1IAefFEZ2T0zr4BP8eFmwVa_tJqRvm3A3Dl3bpJ-48/edit?usp=sharing)

### **Circulation**

DPL items checked out at JC	264
JC items checked out at DPL	2437
CC items checked out at JC	51
JC items checked out at CC	128
Magazine Downloads	55
Overdrive Checkouts	1787
Regular Circulation	2731
Renewals	188
<u>Total YTD Checkouts</u>	<u>4722</u>

### **Interlibrary Loans**

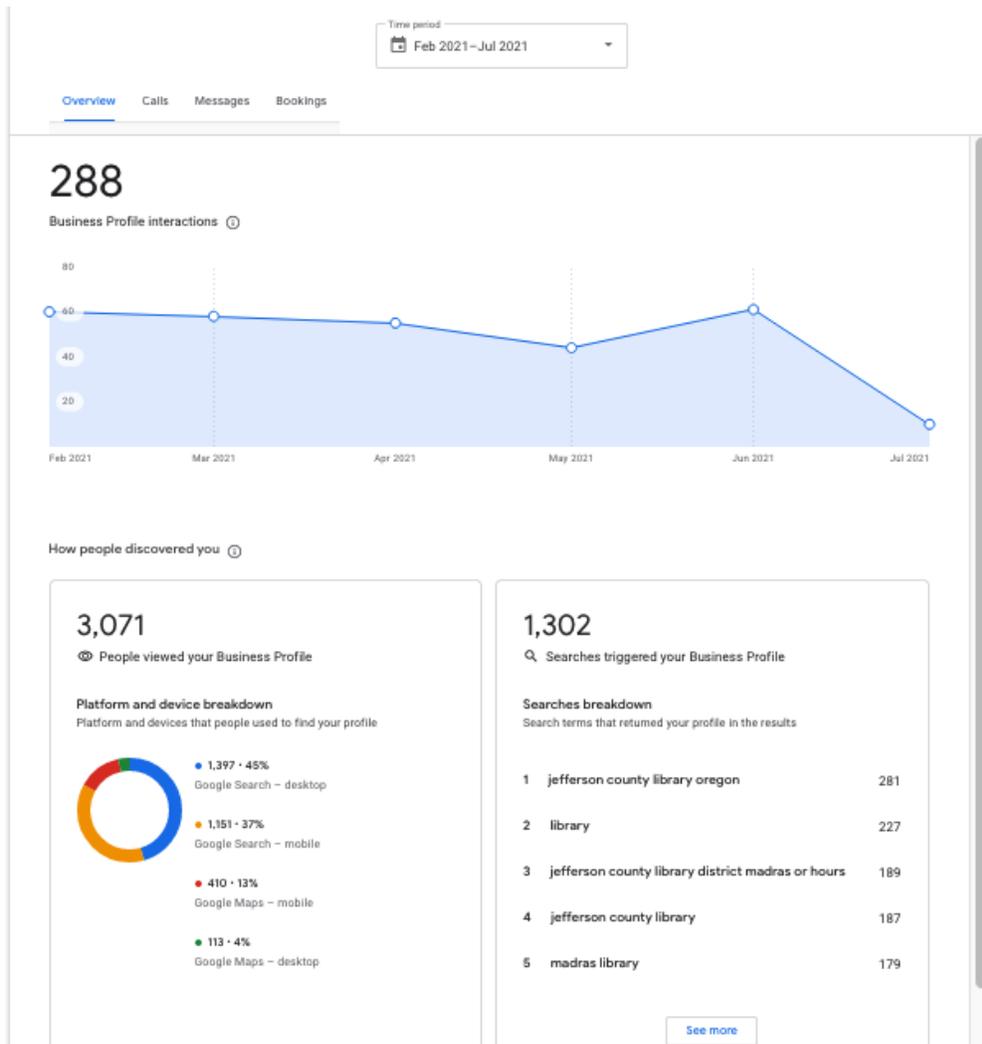
Unique ILL requesters	4
ILL Requests Submitted	6
ILLs sent	7

### ***Cataloging***

Materials Added	259
Spanish Materials Added	38
Bib records added	102
Items withdrawn	0*
Original bibs added, English	1
Original bibs added, Spanish	0

\* Items withdrawn were deleted before the report was run.

## Google Stats February-July



### Associated Activities

#### Community Read (Gretchen)

The Committee met on June 1 to discuss events and vote on posters. The Committee chose two different posters – one from Madras High School and one from Culver High School. We also changed the dates to September 30 and October 1. These dates align with the Thursday-Friday of previous years and allow us to schedule activities at the CRR Senior Center. The posters will be printed in September.

#### Friends of the Library (Gretchen)

Twice Read Books (TRB) has been earning about \$11 a week. Not a huge draw, but want to use the Saturday Market to push folks to the TRB. The clerks, Vicky and Zach, are doing well and keeping busy. I appreciate the time and effort they are putting into making the outlet look neat and orderly. They both are hard workers.

The clerks have been making the crates for each Saturday, and that is working well. They create a good selection. I also take about 5 or 6 grab-and-go bags each week. For Kids Day (the second Saturday of each month), we took many more kid crates and some crafts. About 40 kids come by to make a craft and play our games. Star was able to hand out quite a few Summer reading pamphlets, which is encouraging. We've had guest authors, and although they did not sell many books, they made connections. One of the things we have focused on this year is not having as many books at the Market but telling folks to visit our TRB to get more of a selection.

A big thanks to you for volunteering throughout the summer.

#### Saturday Market statistics

May 29 – 78 people

June 5 – 55 people

June 12 – 94 adults/ 41 kids. Author Cheryl Wollaston

June 19 – 86 adults

June 26 – 50/Author Dresden Moss/Walkabout

Gretchen has been a bit unsettled with all the changes with the annex building and the future of Twice Read Books (TRB). "I was gearing up for the move and getting a new space for the Twice Read Books. So, it has been quite a blow for me to learn about the changes. Kind of like the wind knocked out of my sails. It is understandable; we want to be fiscally responsible, so we move forward. But I do feel like - So now what in terms of what to focus on now?" The Friends last book sale is scheduled for August 19-21. We are closing the Annex down to any meetings beginning August 1 and will use August to empty the Annex. *(Director note: I can find plenty of projects/activities for Gretchen.)*

#### **Genealogy (Alex)**

Sandy Thompson from Bend Genealogical Society visited and has selected some of the more for its library. She has coordinated with Alex to giveaway some of the books that JCL will no longer be keeping.