



October 2022 Team Report on September 2022 Activities

Director (JE)

- Board Information and Policies books were delivered to Board members at the September meeting.
- Additional documents requested by auditors were delivered.
- After a careful evaluation of the OHSU Rural Walking Grant, we determined this wasn't a project the District could take on based on timing (scheduled to begin at the same time as the 2023 Summer Reading Program) and reporting requirements.
- Completed the Staff Handbook, including operating, personnel, and purchasing policies.
- Technology Borrowing Policy, Program Policy, Whisper Room Policy
- Attended the Association of Rural or Small Libraries conference (with Gretchen)
- Continued onboarding for new employees and teen interns.
- Grant Accounting
- Distributed required annual budget documents to Jefferson County and Wasco County Assessors

Public Operations (Laura)

Circulation (Kristin)

We made good use of our teen interns last month. They pulled the weeded books from the adult non-fiction and fiction sections, processed the withdrawals, and moved the books over to 234.

Teen interns and our faithful volunteers shifted a lot of books this month: the Oregon collection is now in the meeting room. The adult non-fiction shifted to fill in the space vacated by the Oregon collection, and the non-fiction audiobooks were moved to the beginning of the audiobook section. Finally, the large print books now continue around the outer wall. Next up: the adult fiction will shift to start on the first freestanding shelf.

Several patrons used (and appreciated) the Whisper Room.

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

After scanning the collection with the RFID wand, items in the following status were found: 33 missing items, three no title (no entry in SIERRA), 14 in transit, 10 on loan, and 4 in processing. 2 DPL items were found, and approximately 90% of the missing items were miss-shelved.

Alex and Laura are assessing the Oregon collection using criteria to create a more specialized and useful Oregon Heritage collection. Items about Oregon travel and sport have been moved to the Adult Nonfiction collection, and duplicates have been withdrawn, allowing the collection to fit in the existing meeting room. The next phase of the project will incorporate the genealogy materials into the Heritage Collection.

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

There have not been that many events this month. We hosted the Chamber of Commerce Coffee Cuppers on September 30 where we talked about our outreach programs and handed out our monthly calendar of events.

Children's Programs – Laura

English storytime started up again in September on Tuesdays at 10 am. On Tuesday, September 20. The Library hosted Think Wild's Sadie Pollock, visiting from Bend, who shared a special storytime about wildlife conservation. We've scheduled Think Wild to visit once a month during storytime. Bilingual storytime is back on Thursdays at 10:30 am.

Stop Motion Studio is every Wednesday at 3:30 pm and consists of a group of 20 young people working together to create videos for the 2023 Summer Reading Program.

Spanish Programs – Adriana

Starting in September, Spanish Storytime changed its schedule to 6:00 pm every Wednesday and has had a positive Latino participation.

The second Wednesday of the month at 6:00 pm is called the "Spanish Family Program," and it was created to engage all family members to continue learning and having fun in Spanish, where everyone will read, sing, play, eat, and do a project that can be taken home. Usually, the Library will provide specific food from Latino America with the idea of remembering, learning, and continuing or inheriting the Latino customs and traditions with our family.

"La Elotada" was the first program. We read a book, and we played Loteria (Mexican Bingo). Kids and teens won 20 prizes from Dollar Store. Maria Galan came and prepared Mexican Street corn. We had the participation of 34 Latinos of all ages. Star helped in the program. It was an entertaining night!

The Book Club started the 6th book with 20 participants, including me. We are reading "Esperanza Rising" by Pam Munoz Ryan. The Club members attended the first meeting last September 28 from 7:00 to 8:30 to discuss the book's first part. The reunion was at the little meeting room at the Library, and we shared tea and chocolates. I had excellent comments about the book, and everyone loves the book.

The Library participates in the Latino Fest last September 10 from 11:00 to 5:00 pm. Gretchen, the interns Ariadna and Sebastian, and I was helping. Library bought 32 books for Children, Teens, and Adults from Ingram, but we giveaway almost 100 Spanish books, plus magazines, music, and used English books. The Library Van was there; setting up the booth and cleaning was easy, but at the same time, we were far away from the rest of the booths. Library gave away Mexican tattoos and scratch paper kits. The Library had a drawing. The prize was an English kit and a book. The winner picked up the prize here at the Library. There is a picture of him on the Library's Facebook page.

For part of this month, I planned and requested much of what we will use in the SRP 2023.

Finally, Star and I continue introducing and visiting schools with Kiely, our new Traveling Storytime.

Teen Programs - Star

After a successful summer reading program, teen programs are taking a short breather while students get their back-to-school rhythm in September. Planning is underway to take programming into the middle school and for the teens' Halloween party in October.

Public Relations (Gretchen/Adriana/Swan/JE)

Swan created a new monthly newsletter that includes a calendar of activities and a narrative spotlight on the month's activities. In September, the newsletter was available at the Library; beginning in October, it will be distributed to the Traveling Storyteller's stops, the Community Center, Chamber, Public Health Department, and elsewhere by request. The PR Team also created a services brochure. Gretchen is finalizing the calendar for 2023. Swan continues to update the Web site to eliminate redundancy. The PR Team met weekly in September and also had stand-up meetings when necessary.

Technical Operations (Gabby)

Expansion (Gabby)

Report from Library Journal Design Institute Conference September 29, 2022



Funding Through Partnerships – Missoula Public Library Build Story

Missoula Library, when seeking funding for their Library, started out with an idea to incorporate "Partners" into the Library. They partnered with the Children's Museum, SprectrUM Discovery (Children's STEM Program), and MCat (Local Library of Things). By partnering with the library building project, these organizations were given individual space within the Library, rent-free. The partner organizations pay for utilities and own staffing. Partners and Library drafted and signed Memos of Understanding (MOUs). The MOUs helped to balance the different visions of each partner, and architects acted as mediators.

Partners struggled with being labeled a library initially, but much of the project funding was geared towards building a library, not a community center, and eventually, all partners agreed to fall under the library branding. The benefits of bringing on partners:

- Partners can extend more services and resources than the Library alone.
- Involving Non-Profit Leaders and their support and donor base increases support for Library.

Missoula went to County Commissioners asking for a \$30 Million Bond and made a moving argument by sharing stories of how the Library helped and changed lives.

The estimated cost of the build doubled between phase 1 and phase 2. In the current construction climate, we can expect the same.

Libraries are highly specialized projects and should be designed by architects with library design experience.

Possible Partners in Our Community?

- Historical Society

- Learning Center
- Best Care
- Boys and Girls Club
- LINC
- Warm Springs Museum and Library
- Chamber of Commerce
- Public Health Dept
- VFW
- COCC

Project Catalysts

Branding – strong branding of the Library brings recognition to all the services and events the Library attends and can build a passion for the Library.

To get feedback from parts of the community that are suspicious of institutions, meet the community where they are, and don't expect them to come to you.

Keep the momentum going past project completion for incidentals and changes, and leave room for the unexpected.

Involve the community in the visual design to increase community buy-in.

The more the new building can give back to the community, the more cost you can justify.

Design

- Input from the community is key to making people feel heard and increasing buy-in. (surveys, townhalls, events)
- Clear communication with partners and community that not all requests can be prioritized, but input is important.
- Design should provide for a diversity of environments within the Library (warm areas and cold areas, work areas and tech-free zones, quiet areas and casual areas.)
- Keep in mind that the new building will be serving the community long after the leadership that built the Library is gone. Make the design as flexible as possible for the future changing needs of the community.
- Outdoor areas are untapped, budget-friendly activity and seating areas.
- Keep services front and center of library design, making sure patrons know upon walking in what is available.
- Move away from trending and traditional library design, and aim for a neutral design that will stand the test of time. Natural colors and materials are universal and do not go out of style.
- What did we bring into the Library during COVID that worked for us that we can continue to incorporate?
- Have enough staff to support the tech you want to implement. Don't put the cart before the horse. Don't install tech that few employees know how to use or help patrons with. Librarians are meant to reduce friction between patrons and tech.
- Design should consider the physical and social resiliency needs of the community:
 - Physical – Harsh winters, smoke season, hot summers, wind, drought, power shortages.
 - Social - Homelessness, unemployment, poverty, mental health, drug addiction, graduation rate.

Wishlist Design Goals for New Build

- Design the workspace to streamline materials handling, reduce errors, and free up staff time to focus on customer service and avoid staffing increases.
- Give staff clear views of large spaces to allow staff to monitor more library space more easily.
- Public meetings and events space.
- Native American Collection.
- Cafe

Maintenance (Gabby/Dion)

New, all-weather tires placed on Subaru. (\$1035.84 from ARPA) Bookmobile to come next. Re-roofing the 241 building is done.

Safety Team

Currently creating a safety training program to be presented at the October 10 staff meeting. The agenda includes overall safety training, active shooter training, and incident reporting.

Events/Meetings (All)

| Date | Event | Who |
|---------------|---|--------------------|
| 1 | OLA Staff Training Roundtable | Jane |
| 2 | Monthly staff meeting | All |
| 8-9 and 14,16 | Northwest Interlibrary Loan & Resource Sharing Conference (Virtual) | Alex |
| 13-17 | Association of Rural and Small Libraries | Jane, Gretchen |
| 19 | Conference call with walking grant representatives | Jane |
| 20 | Tri-County Meeting | Jane, Laura, Gabby |
| 29 | Library Journal's Design Institute | Gabby |
| 29 | HR Answers – Overview of Oregon Paid Leave Act | Jane |