



## September 2021 Team Update (reporting August activities)

### **Administration (Jane/Laura)**

Grants. Complex; team scheduling weekly progress meetings.

*Supplemental Budget.* After finalizing the 2021-22 annual budget, the Library received one grant from the State Library of Oregon/Institute of Library and Museum Studies and another from the Oregon Community Foundation after the 2021-22 budget was submitted. Jane is scheduling a Budget Committee meeting, hearing, and Board meeting to review and approve a supplemental budget by the end of September.

Laura is conducting building-related and grant-related research.

*HR.* The audit proceeds slowly as time allows. Reviewed resumes and scheduled three interviews for a clerk in September. Coaching reviews are planned for September.

*Meetings/workshops.* Meeting with DPL Director, meeting with DPL Assistant Director to discuss the JCLD/JSD connect card. Jane and Gabby attended a Building Book workshop.

*Library/School Partnership.* Laura – finalized details for the databases we are adding – World Book and possibly one other resource.

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

Will report in October.

### **Facilities (Gabby)**

*Duplex Renovation.* Tom painted both sides of the duplex and installed new flooring on one side of the building, purchased for \$2,800; Tom installed flooring and new lights and electrical outlets. One bathroom will be updated with a new toilet and sink that were already on hand. The other bathroom will be turned into a storage closet for PPE supplies and bathroom supplies. Plumbing under the duplex was updated, and the water heater was moved to accommodate one bathroom and a kitchen sink. Central Oregon Heating completed the work. The cost for plumbing was \$3,900. We discovered a substantial water leak after pulling up the carpet in the west duplex. The leak caused rot damage and for the water heater to sink into the floor. A drip tray was never installed under the water heater, and the overflow had never been hooked up. We discovered that the shower drain was not hooked up to anything and had been draining under the house. The drain for the toilet had also been leaking due to an improvised repair that was fitted incorrectly.

SOS security equipment was moved from the Annex and partially installed to operate in the duplex. SOS will return on September 17 to install a camera on the backside of the duplex to monitor the area between the duplex and fence.

*Annex Demolition.* There is some foliage sprouting from the SW corner of the annex building.

*Library.* The landscaping company started removing the locust trees; during the process, we realized many of the trees on the "E" Street side of the Library had grown very close to the power lines. The inside of the Library is sunnier after the tree removal, especially in the Children's Area.

*Other.* Dion installed a new people counter system. Decal with hours of operation and contact information applied to the front door. A "facemask required" sign is also back up.

### **Media (Swan)**

The Media Team is on a tight filming schedule for upcoming projects. In August, we filmed tutorial videos in both English and Spanish, one episode of *Ace the Librarians*, two episodes of *Librarians on the Loose*, and book reviews. All in-house filming has been moved to the east side of the adjoining duplex.

### **Processing (Alex)**

Alex is continuing the relabeling of the Oregon Collection and adding the "Oregon" sticker above the spine label. Star has almost completed relabeling the Teen section. Star and Alex are processing Laura's juvenile collection and relabeling the "Bridging Fiction" section to "Early Chapter" while she is out of the office.

Adriana has completed adding "Bilingual" stickers to the Easy Spanish collection. Yirah has weeding and relabeling all Spanish music CDs. Spanish Adult music CDs will be "SMCD," and now the Spanish Juvenile music CDs will be in a separate collection with a new label "JSMCD."

Alex has received training from Zoe Schumacher from the Deschutes Public Library on the process for missing items; Alex will be working on the list once a month. Emily O'Neal trained Alex on editing multiple items at once. Swan taught Alex, Kristen, and Gena to use the wand that scans the RFID tags, looking for items marked as missing or unavailable. Each morning the wand is being used. Our goal is to reduce the items on the missing list.

### **Programs (Adriana)**

*The BookEnds Drama Camp* was a success. Eleven young people participated. Andrew S. and Vicky F. helped out with the production and props. The kids wrote and performed a play called *Bug Wars: Rise of the Birds*. They performed it in the Sahalee Park Pavilion in front of their parents and friends. [Interesting side note. On Thursday, after Vicky and I had set up, a lady stopped by with her two grandkids and said, "We saw the library van parked here at the park. So what event are they doing?" Adrianna told them we were wrapping up our week of drama camp and invited them to attend the Friday performance, and encouraged the kids to join the camp next summer.] It's encouraging to know that when people see the Library van, they know something fun happens. The 12-minute play was uploaded to the Library's Facebook page and YouTube channel.

*Adult Programming* has started a crafting group, *The Yarnies*. It meets on the first Wednesday of each month, and in August – the first meeting – two crafters participated. One of the ladies taught the other lady how to crochet. The *Happy Lemonade Hour* seems to be holding steady, averaging about 5 to 7 people per hour. It was from 3 to 5 but will change to 3 to 4 instead.

*First Thursday.* Gabby and Gretchen attended the First Thursday on August 5 and brought along a craft project. It was very windy and smokey, but it was good to be out in the community. Approximately 17 people stop by to say hello and make bookmarks. After the rain started, G&G packed up. A few comments to share – a young person asked for a free book because s/he didn't get his/hers at the beginning of the Summer Reading Program. Another woman stopped to say, "I am glad to see you out there. Libraries are an important part of its community!" Finally, a couple new to the area asked how to get a library card.

*Community Event in the Park.* The Library was closed on August 7, and the team set up an *I Am a Story* booth at the Community Event in Sahalee Park. The booth was up from 9 am to 3 pm, with 191 people stopping by the booth. We had a bookmark craft and handed out Otter pops too. Adriana, Gabby, Gena, Karen, and Gretchen

staffed the booth. Gretchen collected some stories. Gretchen was challenged to a cribbage game; we shared information about the Annex. It was a successful event, and we plan to participate next year.

(Side note: At one point during the Saturday event, a gentleman approached and, after some talking, asked if we would be starting a scrabble game at the Library. Although plans for board games at the Library weren't scheduled, Gretchen challenged him to cribbage if he came in on Wednesday afternoon. He threw down the gauntlet. But he was a no-show on the following Wednesday. However, Gretchen did play and beat another gentleman. So the score is now: Staff 3 – Customers 0.]

*The Summer Reading Program* concluded on August 31. Everyone participating continued the weekly challenges to earn brag tags. The SRP Team drew and notified the grand prize winners. Program statistics will be available next in September.

*The Adult Summer Reading Program* raffle occurs on August 31: Prize baskets, donated by local businesses and the Library, will be distributed to the lucky winners.

Star submitted the annual *Ready-to Read grant* application on August 31. These grant funds provide funds for our Traveling Storyteller, Adriana. She will give bilingual storytimes throughout the county during the school year. Bilingual Storytime this summer happened at Sahalee Park on Thursdays in August; this program ended on August 26.

The *Latino Book Club* met in August and began Book Number 3.

The Grants Team meets every week as needed to keep pace with the activities associated with the projects.

### **Reference (Gretchen)**

We continue to get a variety of questions, and technology-related questions remain high.

I, Gretchen, have been interested to know more about why people come to the Library, besides books: here was an interesting one from this month:

People come into the Library for many reasons. The other day, a gentleman walked into the Library and looked around. I asked him how I could help him. He said, "Oh, I know what I am looking for; it's right over there." He pointed to the computers. I said, "Do you need a mouse?" He laughed, "No," and held up his hands, which contained many papers and a cell phone. "Okay," I replied. "The internet is working, and you can just sign on." He laughed again, "Actually, I just came in to use your three-hole punch. I don't have one at home, and I figured the Library would." It was my turn to laugh. "Yes, we do... so punch away!" And he did.

Another story: Star helped a gentleman post a Craigslist listing. He got stuck on verification through his email. He's one of our hard-of-hearing people, so the whole Library got to hear.

It seems that all is going well in reference for the most part. Wednesdays seem to be hopping! We had some phone issues at the beginning of the month but nothing else. The first and last week of August, the desk coverage was thin with so many people out, but other staff stepped up. Huge Kudos to them!

### **Safety (Star)**

With the Delta variant of the Coronavirus on the rise, the policy was evaluated. Current sanitation measures remain. With the new State mandate to wear masks indoors and outdoors, the Library is enforcing that policy. Hand sanitizer, disinfecting wipes, and masks are available at the Reference Desk.

The 509J school district did announce that masks would be required for returning schoolchildren along with 3-foot distancing measures.

**Technology (Dion)**

- CascadeTel changed its phone connection from our former cable to our current fiber connection. Access still seems slow and may be a result of old wiring. Dion is investigating cost-effective options for speeding up the connection.
- Flex Networks installed a new ethernet cable for the door counter.
- Set up a secure VPN connection so staff can work from home.
- Audio Visions Plus removed AV equipment from the Annex and took the equipment for potential resale. It may be able to sell the screen, and the company will let Dion know.
- Replaced battery for the servers UPS.
- Moved computers, printer, and supplies from Annex to the blue duplex.
- In Dion's capacity as assistant to the Film Committee, he created and printed flyers for the upcoming Screen on the Green, September 3.

**Statistics**

[https://docs.google.com/spreadsheets/d/1Tfx0BC\\_iJApIAFuSM3QaU3CleAtmhs10\\_flh9iCJVtQ/edit#gid=1355151201](https://docs.google.com/spreadsheets/d/1Tfx0BC_iJApIAFuSM3QaU3CleAtmhs10_flh9iCJVtQ/edit#gid=1355151201)

Registered Users	4125	4106
Library Cards Issued	64	51
Door Count	2429	
<b>Items Borrowed</b>		
DPL items checked out at JC	378	400
JC items checked out at DPL	2561	2575
CC items checked out at JC	75	49
JC items checked out at CC	189	119
Magazine Downloads	34	51
Overdrive Checkouts	1655	1803
Overdrive New Users	11	7
Reg Circulation	3120	2943
Curbside Checkout Requests		
Curbside Checkout Pick-ups		
Renewals	138	146
"Please Returns"		
Total Checkouts	4947	4943
<b>Cataloging</b>		
Materials Added	343	399
Spanish Materials Added	82	24
Bib records added	158	98

Withdrawn items	212	31
Original bib records English	1	1
Original bib records, Spanish	18	2
<b>Other</b>		
Website Count	947	
Annex Meetings/Events	35	
Annex Attendance	0	
Film Attendance	0	
Proctored Exams (minutes)		
Sat Market Contacts	127	
Bookend students	11	
GrabNGobags	21	
Homebound Delivery	0	
TRB Volunteer Hours	32	

## **Other**

### **Community Read (Gretchen)**

The committee met on August 17, discussed the fall event, and planned out some ideas for extra activities. The committee also considered a contingency plan if we aren't able to hold an in-person event. Posters will be updated and distributed around town at the beginning of September. The Library will add at least five copies of the selected book to have available for lending.

### **Friends of the Library (Gretchen)**

August 19-21 was the Demolition Book Sale for Twice Read Books. And then the two clerks and I got the rest of the books out of the basement. The two clerks, Zach and Vicky, have been a good addition to the TRB. Zach is working part-time at the Library now.

Gretchen met with the FoJCL board. They are excited about the building project but concerned with the closing of TRB. We talked about options.

There is a new board member. Amy Oland resigned, and Tiffany Turo will now be the secretary. She is a go-getter and something the board needs. They are making plans for October, which is Friends of the Library month.

### **Genealogy (Alex)**

Nothing to report.

