



**March 13, 2024 - April 9, 2024
Activities Report**

Public Operations

Programming

From September 1, 2023, to March 31, 2024, the Youth Services department, through the various programs, had 8,779 contact points (1,254 per month) with Jefferson County youth ages 0- 11.

Activity	Total Contact points	Contact Points per Month
School Visits	5204	743
Afterschool Events	1591	227
Storytime	926	132
Outreach Storyteller	1058	151
7 month total	8779	1254

Prior year nine-month totals:

2022-2023 = 5,080

2021-2022 = 4,681

Early literacy is our primary literacy-related focus for 2023-2024. The library and the Jefferson County Early Childhood Committee are distributing approximately 800 Early Literacy Kits to Jefferson County organizations that provide services to children 0-4 years old. These Early Literacy Kits contain books, literacy activities, local resources, and guidance for caregivers. The Go Kids grant has provided financial support for this project for the last three years; this year, the Alpha Rho Foundation provided additional, recurring funding. We hope to continue it; the Go Kids grant expires this year, and we are investigating other funding sources. The Alpha Rho Foundation has pledged \$1,000 each year.

This literacy program has significantly grown since it started in the 2021-2022 fiscal year; distribution numbers have almost doubled over previous years. In 2022, the library distributed approximately 450 kits, and in 2023, 308 kits. This year, the library distributed approximately 800 kits to children in Big Muddy, Warm Springs, and local communities. Volunteers from Jefferson County School District and Alpha Rho Foundation assisted in packing kits with supplies donated by organizations serving families in the County. To reduce costs, we planned on receiving bag donations. Since we encountered issues finding enough bags for the literacy kits, we are investigating alternative plans to secure donated bags.



Adriana has been out of the office for the last three weeks, so some of her programs are on hold pending her return. The staff pitched in to keep several programs moving forward: Star and Swan assisted with the Spanish Book Club, and Gabby and Dion helped with the first Spanish Computer Class, which is conducted in partnership with the local Latino Foundation and funded by the Latino Partnership Grant administered through the Oregon Community Foundation. The maximum of 15 people attended the first class, and we expect them to complete the entire course. A baby and caregivers played in the children's area while the parent was in the computer class. The internet and laptops all operated smoothly.

There were four Free Friday Films in March. The movies and attendance: The Marvels (9), Killers of the Flower Moon (12), Aquaman and the Lost Kingdom (5) Boys in the Boat (17). We will show no movies in April to allow the Spanish Computer Class to use the library on Friday evenings and to enable Gabby to evaluate if there is a better day of the week and time that would optimize attendance.

The Talk About program is picking up momentum, with requests to present coming from the community. All Talk Abouts are videotaped and available to view on YouTube. If you'd like to be notified of new videos, please subscribe to the library's channel: Please subscribe to the library's YouTube channel at [\(1\) Jefferson County Library OR - YouTube](#). The High Desert Food & Farm Alliance presented the March Talk-About. The topic was the importance of supporting our local food system, including farmers, ranchers, restaurants, food businesses, farmers markets, and community gardens. In April, local life coach Dan Crowley will begin to cover the program he developed with practical strategies to conquer anxiety and unlock a purposeful life. In May, Business Impact NW will present information about the Minority Business Development Agency, which focuses on minority-owned, established businesses to help them grow and flourish. On the horizon is a presentation on Trail Cameras from the High Desert Museum and Talk-About on beekeeping and birdwatching.

Circulation is preparing for the upcoming pick-up lockers and eBook change.

Relabeling continues with finishing the adult nonfiction section and then moving to with the moving on adult fiction. We are currently conducting our annual weeding of the adult section.

Safety (Gabby)

We experienced two incident reports from March.

The first happened on 3/12/24. While the exact events are convoluted, three youths came into the library, and a woman entered later and brought it to the attention of Library Clerk Emma that they were runaways and had restraining orders against each other. Emma went so far as to redirect the youths when they attempted to leave out the backdoor to avoid the woman. The overall takeaway from this incident: library staff became overly involved in this situation, so less than prudent decisions were made. This incident indicates that we will have future training opportunities.

The next incident happened on 3/22/24 when Gabby observed a man and woman attempting to break into the library Conex. She filed a report with the Madras Police Department and provided the security footage.

Technical Operations (Gabby)

In March, I had an informative conversation with the library director of Wilmington Public Library in Illinois about our pick-up lockers since, like us, this library uses Sierra and Smiota pick-up lockers. The library director had no operational answers for some of the issues I foresee with our lockers and patrons. Still, she advised that if I thoroughly train the front desk staff in the operation of the pick-up lockers, that will help considerably, giving the front desk staff the ability to hunt down some items a patron may have misplaced in a pick-up locker. Wilmington also made their patrons choose whether they would always be a pick-up locker user or a library hold shelf user and not allowed to switch in between. Overall, the Wilmington

Director said we may need to launch and work the kinks out as they come. Wilmington is part of a consortium that is very different from the one we are in, with more support and collaboration. Their consortium agreement gives the library more control over developing their operational workflows for the pick-up lockers.

I have been looking into adding the service Freegal for our patrons. Freegal is a streaming music service that would cost us \$1650 per year and would give patrons Freegal Music+ ad-free music access for patrons; it includes a maximum of three downloads per week and 24 hours of streaming per day. The music catalog includes over 19 million songs, millions of albums, hundreds of curated playlists, and the ability to create your own. I have noted that while our patrons still desire to check out printed books and DVDs, music access is shifting more and more to online access through computers, especially phones, and apps. Freegal will expand music access for our patrons more effectively than purchasing CDs (plus, music won't be available because the item has already been checked out).

Jane and I are considering replacing our catalog product with Bibliocommons or Vega. Bibliocommons is the product Deschutes uses for their catalog access for patrons and Deschutes; according to the vendor, we would receive a considerable discount by partnering with Deschutes Public Library (DPL). Vega is a catalog product created by Innovative, who also created Sierra, and Vega would work with Sierra very much in the same way Bibliocommons does, providing an elevated catalog experience for users. With both products, patrons would be able to see a list of items just added to the collection, curated lists created by staff or bestseller lists, and patrons would have the chance to leave reviews for other patrons to read.

I am investigating more user-friendly auto alternatives to the Chilton's Database. Other libraries use a database supplied by Ebsco or Alldata Repair.

eBook conversion is proceeding on track. Jane and Kristin met with representatives of Deschutes Public Library and Crook County Library to discuss progress and future steps. Beginning May 1, our library patrons will have access to both the DPL Overdrive catalog and the Libraries of Eastern Oregon Overdrive catalog. Beginning May 31, the DPL catalog will no longer be available to our patrons. (Anticipated savings for this fiscal year is around \$2,500.)

The High Desert Museum provided the library 5 trail cameras to add to our Library of Things. We will create a lending policy for patrons or modify our existing technology agreement that must be signed before the lending, and then patrons will be able to capture wildlife on camera and upload videos through the iNaturalist program to help Fish and Wildlife track animal movements within Oregon. We are not releasing the cameras until after the Highert Museum hosts a workshop in June on operating the cameras. Dion, who already owns and operates 6 trail cameras himself, is a valuable resource for this upcoming project, and he will be the point of contact for the operation of the trail cameras.

The East Cascades Audubon Society has asked to contribute a birding backpack to the Library of Things. Each backpack includes a pair of adult binoculars, a pair of youth binoculars, a birding book, information about birding, and bird resources and accessories.

All the walls inside 234 have been painted, and almost all the floors have been refinished or have had new linoleum laid. To date, paint and flooring were donated by our maintenance man, who had these spare

materials around his home. I want to replace the gas heater, which will cost about \$3000, and our maintenance man will do the installation. I also want to replace the base cabinets in the kitchen, which would be easier than refurbishing, add more cabinet space, and allow us to install a dishwasher, which Jane owns. New base cabinets would cost \$1000. I have also noticed a significant amount of foot traffic passing through the yard of 234, and the grassy area is often used for pet restrooms. I want to erect a privacy fence around the house's backyard to discourage foot traffic and secure the building better. I have requested some quotes from H & H on labor to build the fence since building a new fence is beyond the scope of our maintenance man's duties.

I hired H&H to do a contractor inspection of 248 to determine the condition of the building. Look for a report concerning the building next month.

Administration

We continue moving forward on our 2024-2025 budget. The Jefferson County revenue projection increased considerably for 2023-2024, primarily due to utility rate increases. Jane is adding opening the library on Fridays to the budget assumptions.

Human Resources

One of our employees was injured at home and cannot work for about 6 weeks. Another staff member was injured at work, and Jane filed a worker's compensation claim.

Public Relations

The committee is preparing information about the upcoming eBook change and also creating a summary sheet on the building project.

Finance

Kristin continues to keep a close eye on our finances. Grant Revenues of \$74,621.18. This month, we had \$12,038 in Esser Grant expenses and \$965 in Stem Grant expenses. We have spent \$9,886.98 on Architects this month. To date, our property taxes are about \$50,000 over budget.

Outreach/Partnerships

The Madras Downtown Association contacted Jane Ellen to discuss the possibility of partnering with them to provide movies in Sahalee Park this summer. She chatted with the local garden club about a potential Talk-About next spring.

Events/Meetings

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| March 13 | County Commissioners
SDAO Webinar - Website Best Practices (Swan, Jane) |
| March 14 | Oregon Dept Revenue - Local Budget Law Training, Approving and Adopting the Budget (Jane, Kristin)
Talk-About - Supporting Local Food |
| March 15 | Coffee Cuppers – Opportunity Foundation (Star) |
| March 18 | Culver City Council Meeting (Gabby) |
| March 19 | Building Committee meeting (Jane, Star, Kristin, Gabby, Laura) |

March 21	Oregon Dept Revenue – Local Budget Law Training, Changes after Budget Adoption (JE) Business After Hours at the Library
March 22	Coffee Cuppers – COCC
March 23	Metolius monthly breakfast (Star)
March 25	Downtown Association Meeting (Gabby)
Mar 25-29	Spring Break
March 26	Madras City Council Meeting
March 27	County Commissioner Meeting
April 1	Metolius City Council Meeting
April 2	SDAO Annual Meeting (insurance updates) Virtual
April 3	Tri-District Overdrive update meeting (Jane, Kristin) Fair Board Meeting (Jane)
April 5	Spanish programming - Computer Class
April 6	Historical Society Annual Meeting (Jane, Star)
April 8	Building Committee meeting
April 8	509J School Board Meeting
April 9	JCLD Board Meeting

Upcoming Events/Meetings

April 10	County Commissioners @ 9:00 am
April 12	Coffee Cuppers – Mtn Star Relief Nursery @ 8:00 am
April 15	Culver City Council Meeting (Gabby)
April 17	JCLA Quarterly Meeting @ 5:00 pm (Jane, Star)
April 18	Talk About - Rebuilding Trust @ 7:00 pm
April 19	Coffee Cuppers – McDonald's @ 8:00 am
April 22	Downtown Association Meeting @ 5:30 pm
April 23	Madras City Council Meeting @ 5:30 pm
April 24	County Commissioner Meeting @ 8:15 am
April 25	Business After Hours - JeffCo Fire & EMS @ 5:30 pm
April 26	Coffee Cuppers – Garden Center @ 8:00 am
April 30	LSTA Grant notification (fingers crossed)
May 1	County Commissioners @ 9:00 am
May 3	Coffee Cuppers – County Commissioners @ 8:00 am
May 9	Budget Committee
May 13	509J School Board Meeting @ 5:30 pm
May 14	JCLD Board Meeting @ 4:30 pm