



**February 20, 2024 - March 12, 2024
Activities Report**

Public Operations (Laura)

Early Literacy Kits with the Jefferson County Early Childhood Committee

For the past few years, the Jefferson County Library has received the Go Kids grant to provide early literacy kits to promote the importance of literacy to young families. In previous years, we would take orders for kits and then deliver them ourselves. We delivered 380 kits in 2023 and 450 kits in 2022. The library is committed to making this an annual sustainable opportunity for Jefferson County. This year, the kits are being funded with the remaining Go Kids grant and a \$1,000 donation from the local chapter of the Alpha Rho club. The popularity of the kits has grown, and we now have 748 requested kits. The kits will be assembled and delivered by mid-April. The participating organizations from the Jefferson County Early Childhood Committee are Preschool @ Big Muddy, The Children's Learning Center, El/ECSE High Desert ESD, Healthy Families, Jefferson County Public Health, Little Red Preschool, Mountain Star Relief Nursery, Ms. Tam's Little Tykes, Oregon Child Development Coalition, WIC Jefferson County, WIC Warm Springs, Warm Springs Head Start, Family Resource Center, Mosaic Medical, OSU Extension office, and the Central Oregon Disability Support Network.

Afterschool programs: 21st Century at Bridges and Warm Springs and STEM Afterschool

Bridges – Kinders are having fun and are enjoying the theme of "bugs" for this month. 4th graders are doing LEGO Engineering. They are very variable in their numbers for attendance, so we take about 10 Lego sets each time. In April, we plan to take them outside and do more nature/outdoor physics learning. We are unsure if LEGO is a good topic for that group.

STEM Afterschool – This program is going strong and has a great rhythm consisting of a mini lesson, Lego creation, and usually a competition. The room is warm and has trouble accommodating 15 students (and growing). We had our greatest turnout on February 28, and we had to add another table and chairs. We have sufficient room for now; we will be focusing more on outdoor activities for the warmer weather months.

Warm Springs – This location is doing great and going strong! Our activities adapt to small and large turnouts. We want to do more engineering crafts; the group enjoys building and using problem-solving skills to accomplish a task.

Spanish Programs

Book Club – Participants loved t-shirts (funded through the OCF Latino Partnership Grant), and the number increased thanks to the Cultural Program. Adriana will be away for three 3 weeks in March/April. The Book club meeting will be again in April, when Star and another book club member will facilitate.

The cultural program went really well; new people signed up, and people were bringing refreshments. Spanish Storytime is slowing down on attendance; Adriana is unsure why.

Computer classes – in Spanish start on April 5 and will continue for 10 sessions.

Poetry workshop – starts March 29. The Latino Association is supporting the library in this event.

Author Visit – On March 9, Author Lucy Escobar visited the library and discussed her book, *Dare to be a Successful Woman*. In addition to her author talk, she led two workshops: (1) Training: Heal your Self-esteem, and Defeat Fear and Succeed, and (2) Entrepreneurship Training: Enhancing Communication and Leadership. This program and workshops were funded by our OCF Latino Partnership Grant.

Technical Operations (Gabby)

We are donating some tables and chairs to the Madras Saturday Market and the Fairgrounds. We have some 30 tables and 100 chairs. Saturday Market will take about 10, and so will the Fairgrounds. This should free up more space to shift stored items around and create more workspace for staff.

The battery for the AED in the library and the AED shock pads needed to be replaced. This cost was \$661 for the battery, adult-sized pads, and youth-sized pads. Staff still needs to be scheduled for CPR training.

New laptops have been ordered for the staff. If operational, the old laptops will be reset to factory settings and added to the laptops used for programs, such as digital literacy courses or stop-motion programs.

Two Gratnell shelves have been ordered for a cost of \$1398. These two Gratnell shelves will house the curriculum crates. Eventually, more shelves will be purchased to house the Early Literacy Kits, all games and puzzles, and the library of things. I estimate we will eventually need a total of at least five Gratnell shelves.

The wifi password for LibraryPrivate is scheduled to be reset on Monday March 11 after remaining unchanged for 10+ years.

The 248 7th Street property was vacated on January 31, 2024. The tenants paid to replace a broken window; the house is in relatively decent shape. It does have a noticeable rodent infestation; traps have already been set. Rekeying the house will cost \$600. The gas heater works; however, the thermostat on the heater has two settings: off or high. We try to keep the interior of the building at about 55 degrees to prevent damage during the winter, so we will try to get the heater working properly. Every room in the house has dramatically uneven or slanting floors. It appears that various footers on the house are sinking into the ground, and no foundation has been added. I will schedule an inspection and create a report on the structural soundness of the house and its viable future. We have already started moving our long-term storage items into the building; it will be used for storage and a place for maintenance to work on projects.

Administration

Human Resources

- Reviewing job descriptions in preparation for annual coaching/mentoring sessions.
- Auditing personnel files to make sure all required elements are included.
- Our program assistant on family leave will return to work in mid-March; she will be assisting Gabby with collection development and program support.
- One of the library pagers is moving out of the area, and March 9 was her last day.

Finance

Continuing review of revenues and expenses for 2024-2025.

As of February 29, the following is a list of expenditures for the Building & Improvement fund:

Compass Project Solutions	\$69,415.00	Owner’s Rep
Hacker Architects	\$44,918.90	Architect
Wallace Group	\$9,125.00	Geotech survey
H.A. McCoy	\$5,972.55	Topographic survey
Legal costs	\$40.00	
Advertising/Marketing	\$949.75	
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Total	\$130,421.30	
 B/I Current Balance	 \$555,983.62	

Marketing/PR

The Public Relations committee meets twice 2x/a month to review print and social media advertising to ensure the brand is consistent and ad content is balanced and focused on the right audience.

Met with Madras Pioneer Representative about advertising information for the next fiscal year.

Outreach/Partnerships

509J plus local elementary schools – Information Literacy in the classroom

In September 2023, the library began visits to Culver Elementary and Madras Christian School, and by September, the visits grew to 5 more schools: Metolius Elementary, Buff Elementary, Warm Springs K-8 Academy, Big Muddy, and Mariposa Dual Language School. The library visits are part of the Springboards into Inquiry program that teaches information literacy to grades kindergarten – 5th grade. The Oregon Battle of the Books provided the means to begin the Springboard program. The first Oregon Battle of the Books was in 2020 – 2021. Ryan Dempsey had been hired by the Jefferson County School District. We worked with the school district to offer the Oregon Battle of the Books to the county. Because of COVID, the library participated with their own team for the first and last time. Since then, JCLD and the JCSD district library, Ryan Dempsey, have worked together to provide locations and judges for the tournaments.

It took four years, but after building relationships with the school librarians and school staff, JCLD staff are welcome to visit during classroom school library time. Laurie Thomas, JCSD Instructional Coach, invited the JCLD Staff to curriculum meeting November 2023. At the meeting Laurie, Ryan, Laura (Jones), and school librarians discussed working together to support the school curriculum using Springboard. The program has been successful. At the OBOB County Cup Tournament, two more schools were asked to be included in this program: Black Butte School District and Madras Elementary. In August 2024, Laura Jones with Ryan (on Zoom) to the Pacific Northwest Library Association (PNLA) Conference in Juneau, Alaska. The Library has applied for the LSTA Competitive

grant to fund a full-time staff member, Lizzy, to help support the growing demand for the 2024-2025 school year.

Oregon Battle of the Books (OBOB)

Jefferson Cup – Tuesday, March 5, 2024

District Competition – Saturday, March 9, 2024

Star, Laura, Lizzy, Emma, and Gena (as a WSK8 employee) have been helping with the Oregon Battle of the Books competitions as part of our partnership with the 509J School District. District librarian Ryan Dempsey has been hard at work since October in planning competitions and supporting school librarians in forming teams.

OBOB has competitions at three age levels: grades 3-5, 6-8, and 9-12. Youth form teams of four that divide up 16 books amongst themselves. They become experts in their books to answer challenging trivia questions. Each participating school had tournaments to select its top team. These top teams compete in the County Cup and Regionals. The County Cup is for practice and for bragging rights. The Regional competition is for selecting the team that goes on to the state-level competition in Salem.

The schools that participated in our county cup include Madras Elementary, Buff Elementary, Metolius Elementary, Warm Springs K-8 Academy, Big Muddy School, Black Butte School, and Culver Elementary. It is the first year of participation for the latter three. Other schools that participated in Regionals are:

Jefferson County Middle School and Warm Springs K8 competed at the Middle School level. They may try to get a high school team at Madras High School next year.



2024 OBOB County Cup Participants

Events/Meetings

- February 23 Coffee Cuppers Madras Community Pantry (Star)
- February 26 Downtown Association Meeting (Star)
- February 27 Building Committee Meeting @ 1–3 pm. (Multiple)
- February 27 Madras City Council Meeting @ 5:30 pm. (Star and Jane)
- February 28 County Commissioner Meeting @ 9 am.
- February 29 Talk-About: Tarot History (Gabby, Swan, Jane)
- March 1 Coffee Cuppers US Forest Service (Jane)
- March 4 Metolius City Council Meeting @ 6 pm. (Star)
- Owners' Rep and Staff (Gabby, Jane, Kristin, Star)
- Building Committee meeting
- March 5 OBOB Support (Laura, Star, Emma)
- March 6 County Commissioner Meeting @ 9 am. (Jane)
- Fair Board @ 5:00 pm (Jane)
- March 7 Opening Reception at Art Adventures (Jane, Gabby, Karen)
- March 8 Coffee Cuppers Madras Performing Arts Center (Jane, Star)
- Calendar Coordination Meeting @ the Chamber (Jane)
- March 9 Spanish programming – Author visit @ 10:00 am. (Adriana)
- OBOB district competition (Laura, Star, Lizzy)
- March 11 509J School Board Meeting @ 7 pm.
- March 12 Local Budget Law Training – Proposing the Budget (Jane, Kristin)
- JCLD Board Meeting @ 4:30 pm.

Upcoming

- March 13 County Commissioners
- SDAO Webinar - Website Best Practices (Swan, Jane)
- March 14 Local Budget Law Training, Approving and Adopting the Budget (Jane, Kristin)
- Talk-About - Supporting Local Food @ 7 pm
- March 15 Coffee Cuppers – Opportunity Foundation @ 8 am
- March 15 Friday Film - Killers of the Flower Moon @ 7 pm
- March 18 Culver City Council Meeting @ 6:30 pm
- March 19 Building Committee meeting @ 2:00 pm
- March 21 Business After Hours @ 5:30 pm (Mark your calendars)
- March 22 Coffee Cuppers – COCC @ 8 am
- March 22 Friday Film – Aquaman and the Lost Kingdom @ 7 pm
- March 23 Metolius monthly breakfast

Book signing at Bohemian Peddler (Gabby, Star)

- March 25 Downtown Association Meeting @ 5:30 pm
- March 26 Madras City Council Meeting @ 5:30 pm
- March 26 Talk-About – Houseplants @ 7 pm
- March 27 County Commissioner Meeting @ 9 am
- March 29 Friday Film – Boys in the Boat @ 7 pm
- April 1 Metolius City Council Meeting @ 6 pm
- April 5 Spanish programming - Computer Class @ 5 pm
- April 6 Historical Society Annual Meeting (Jane, Star)
- April 8 Building Committee meeting @ 2:00 pm
- April 8 509J School Board Meeting @ 7 pm
- April 9 JCLD Board Meeting @ 4:30 pm