

**January 9, 2024 – February 20, 2024  
Activities Report**

**Public Operations (Laura)**

Programming disruptions due to weather and staff illness caused low attendance numbers. Laura, Lizzy, Emma, Adriana, and Star continue to visit the schools and daycares teaching early literacy and Springboard into inquiry. Below are pictures of the various programs.



*Top left to right: Playtime @ the Library with special guest Angela Rhodes from Penelope Soaps and such, and Spanish Services Cultural Workshop*

*Bottom left to right: Spanish Storytime, Afterschool STEM: LEGO Engineering, Warm Springs K-8 Academy 21<sup>st</sup> Century: LEGO Stop Motion*

Current programs all emphasize the three words: educate, explore, and engage. Many outreach programs have introduced individuals to the library. The students love to come to the library and see the staff who visit them.

Circulation stats are below in the Technical Operations report.

Collection development. All completed spine label updates:

Complete:

1. Board Books
2. Easy Readers
3. Heritage Collection
4. Picture Books
5. Adult DVDs
6. Adult Music CDs

Still in progress:

1. Picture Nonfiction
2. Adult Nonfiction
3. Adult Fiction

Up next:

1. Kids DVD
2. Early Chapter
3. Kids Fiction
4. Kids Nonfiction
5. Kids Graphic
6. Kids Audio
7. All Spanish Materials
8. All Teen Materials
9. Large Print
10. Adult Audio

### **Technical Operations (Gabby)**

I met with Lynne from Deschutes to discuss launching the pick-up lockers. Deschutes will release the new locations, and Lynne will come from Deschutes to help me do testing on the lockers on March 8. I have encountered a significant issue with the pick-up lockers not being integrated with Sierra (our library operating system). Items have to be checked out to the patron before being put into the lockers because the lockers will not change the item from “on hold” to “checked out,” but this will inevitably cause issues for patrons not knowing if they have a checked-out item at home or in a pick-up locker.

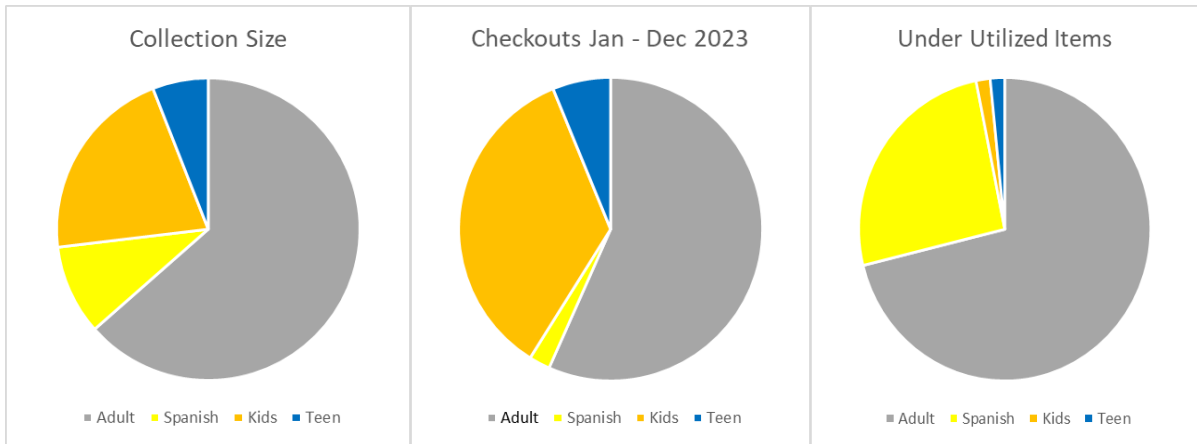
When we calculated the square footage needed for each collection in the future library, it was with the assumption that all collections within the library would remain the same size. In an attempt to calculate which collections we would want to see grow in and by how much, I gathered data on the number of checkouts per collection, how many checkouts for the year 2023 needed to be drawn from other libraries, and how much of our current collection is underutilized. When determining how many items in each collection are “being underutilized,” each item met all of the following criteria:

- Not checked out in the last 2 Years.
- Was not added to the collection within the last 4 years.
- Has checkout 20 times or less.

Take Aways:

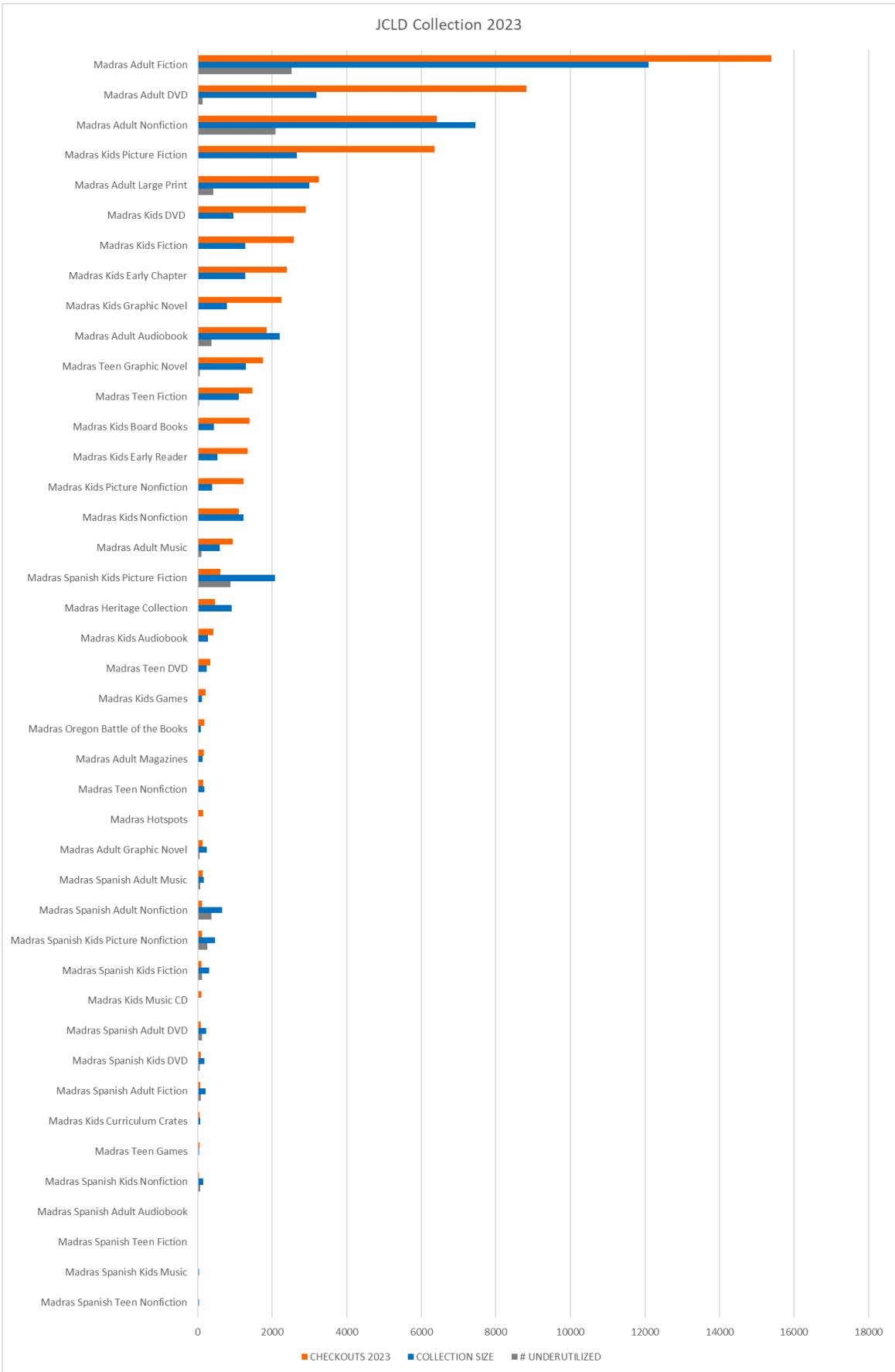
- The Adult Collection has the most items that need to be weeded, is the largest collection in the library, and accounts for the most checkouts.
- 44% of the Spanish collection is underutilized and accounts for the least number of checkouts.
- All the collections have been at capacity for years, weeding as much as growing to stay within the physical confines of the shelves. How much has been added and weeded is not data we have tracked, which would be the data traditionally used in determining collection growth formulas.
- Determining how much future shelving space we will need for a growing community is somewhere between the checkout numbers, the amount added per year, and underutilization.

	Collection Size	# of Items Underutilized	% of Collection Underutilized
<b>Adult</b>	30705	5686	19%
<b>Spanish</b>	4647	2051	44%
<b>Kids</b>	10135	125	1%
<b>Teen</b>	2875	128	4%

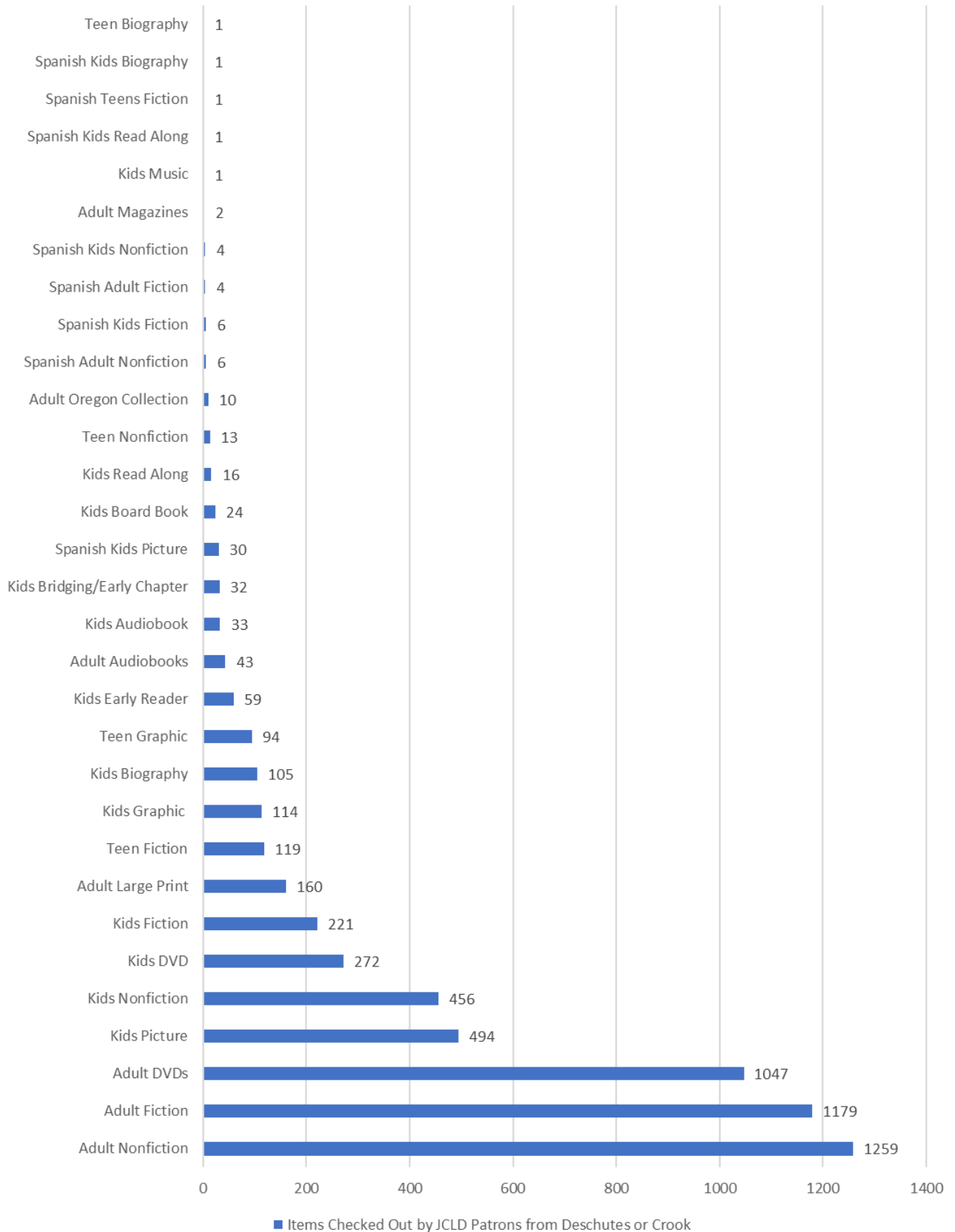


LOCATION	Collection Size	Checkouts 2023	Underutilized #	Underutilized %	Added in 2023
Madras Adult Audiobook	2195	1846	365	17%	158
Madras Adult DVD	3185	8822	140	4%	239
Madras Adult Fiction	12103	15390	2519	21%	347
Madras Adult Graphic Novel	237	132	46	19%	19
Madras Adult Large Print	2994	3258	423	14%	185
Madras Adult Magazines	138	173	0	0%	0
Madras Adult Music	592	938	98	17%	41
Madras Adult Nonfiction	7451	6413	2095	28%	251
Madras Heritage Collection	917	462	0	0%	70
Madras Hotspots	16	143	0	0%	22

Madras Kids Audiobook	274	418	28	10%	0
Madras Kids Board Books	438	1384	0	0%	125
Madras Kids Curriculum Crates	72	57	0	0%	56
Madras Kids DVD	969	2907	21	2%	94
Madras Kids Early Chapter	1279	2397	9	1%	302
Madras Kids Early Reader	536	1350	0	0%	108
Madras Kids Fiction	1277	2584	12	1%	317
Madras Kids Games	119	218	0	0%	28
Madras Kids Graphic Novel	783	2257	7	1%	115
Madras Kids Music CD	0	96	0	0%	0
Madras Kids Nonfiction	1235	1102	9	1%	135
Madras Kids Picture Fiction	2663	6362	21	1%	221
Madras Kids Picture Nonfiction	395	1225	18	5%	136
Madras Oregon Battle of the Books	80	189	0	0%	66
Madras Spanish Adult Audiobook	25	8	6	24%	0
Madras Spanish Adult DVD	233	85	115	49%	9
Madras Spanish Adult Fiction	209	66	87	42%	0
Madras Spanish Adult Music	170	130	65	38%	0
Madras Spanish Adult Nonfiction	663	111	378	57%	8
Madras Spanish Kids DVD	174	83	52	30%	17
Madras Spanish Kids Fiction	315	98	111	35%	4
Madras Spanish Kids Music	34	5	21	62%	0
Madras Spanish Kids Nonfiction	143	45	68	48%	0
Madras Spanish Kids Picture Fiction	2069	610	889	43%	88
Madras Spanish Kids Picture Nonfiction	460	110	256	56%	1
Madras Spanish Teen Fiction	7	8	3	9%	13
Madras Spanish Teen Nonfiction	35	2	0	0%	4
Madras Teen DVD	251	338	0	0%	55
Madras Teen Fiction	1108	1475	43	4%	136
Madras Teen Games	33	53	0	0%	6
Madras Teen Graphic Novel	1300	1755	58	4%	219
Madras Teen Nonfiction	183	157	27	15%	19



### Items Checked Out by JCLD Patrons from Deschutes or Crook



## **Administrative/Finance/Public Relations/Expansion (Jane/Kristin/Star)**

PR Committee continues to meet 2-3 times/month to coordinate marketing materials.  
Budget prep by the Management Team. I received the template from Mick and will transfer our preliminary numbers to his sheet.

Annual coaching reviews are in progress.

Audit materials returned from the auditor.

Star focused on visiting businesses, schools, organizations, civic organizations, and individuals to hand-deliver invitations to the community output sessions. She was solely responsible for advertising and managing the community outreach activity in Warm Springs.

## **Events/Meetings**

January 10	JCLA Quarterly Meeting (JE, ST, SS)
January 22	Madras Downtown Association Meeting (GB)
January 23	MRC/Madras City Council Meeting (ST, JE)
January 23	Space Analysis (JE/LJ/GB/KP)
January 24	JeffCo County Commissioner Meeting (JE)
January 25	Madras Community Input Sessions with Hacker (All)
January 26	Coffee Cuppers Lunch with Chamber Director (JE)
January 27	JeffCo Fair Queen Coronation (JE)
January 31	Meeting w Fire Dept Rep (JE) WS Community Input Session with Hacker (JE, ST, SH)
February 1	Culver Wrestling Comment Comm Input Collection (ST, GB, JE) Fair Manager Meet/Greet (JE)
February 2	Budget Prep Meeting – Mick (JE/KP)
February 5	JCLA Exec Comm (JE)
February 7	NewspaperArchive / Jefferson County Library District Discovery Meeting (JE, KP) Fair Board (JE)
February 8	Talk-About: Healthy Weightloss Methods JeffCo County Commissioners Meeting
February 16	Coffee Cuppers – CrossFit (ST)
February 20	JCLD Board meeting

## **Upcoming – Partial List**

February 23	Coffee Cuppers
February 26	Downtown Association Meeting
February 27	Building Committee Meeting @ 1–3 pm.
February 27	Madras City Council Meeting @ 5:30 pm.
February 28	County Commissioner Meeting @ 9 am.
March 1	Coffee Cuppers
March 4	Metolius City Council Meeting @ 6 pm.
March 6	County Commissioner Meeting @ 9 am.

March 8 Coffee Cuppers  
March 11 509J School Board Meeting @ 7 pm.  
March 12 JCLD Board Meeting @ 4:30 pm.