



## Team Reports June 2021 Reporting on May Activities

### **Administration – (JE, Laura)**

May activities focused on collecting information for the upcoming HR audit, all things related to the 2021-22 annual budget, building-related activities, and reconciling some tricky invoices.

*Expense checking and line-item corrections.* Laura worked tirelessly reviewing our 2020-21 budget expenses to make sure all invoices were correctly coded and file. She has also created Google documents to streamline the check request and purchase request processes and make the process for requesting and approving time-off requests easier.

*HR Audit.* HRAnswers is working with us to update our personnel policies and practices to follow all regulations and comply with local, state, and federal HR laws. Jane Ellen has been working through the list of document requests as time allows.

*2021-22 Budget.* After receiving feedback from the Budget Committee at its May 4, 2021 meeting, Innes revised the budget to include Committee recommendations. The second Budget Committee meeting met on May 19, 2021, when the Committee voted to forward the budget recommendation to the Board of Trustees for approval in June.

*City Planning Department.* Jane Ellen and Gabrielle Beebe met with the City Planning Department to gather information about adjacent buildings' concerns and find out more about the City's Paint Improvement Program. Innes followed up with The Law Offices of Jered Reid to finalize it as the Library's attorney of record.

*Professional Development.* Jane Ellen signed up for a 4-week course, "Capturing Outcomes of Virtual and In-Person Library Programs & Services," that concludes at the end of June. She also participated in an SDAO Webinar on leave time. Laura is applying to master's programs.

Apparently, we dedicated the month of May to reconciling accounts, and the Amazon Business account is more complicated than one might imagine. The project continues into June, but the end is in sight.

Susan Stovall and Jane Ellen met with the Jefferson County Library Association Endowment Foundation.

### **Circulation – (Kristin)**

No report this month.

### **Facilities – (Gabby)**

The Paint Improvement Grant through the Madras Urban Renewal District was approved and has already gone to pay for all the supplies to begin painting the Library. The amount the grant awarded was \$1,742.38. We also got approval from the city to use our maintenance personnel to perform the labor.

Gabby notified H&H Construction that the Board selected it for the Annex demolition project. A September start date works well with their schedule. They are also willing to take a look and do what they can to save the beam up in the roof of the annex.

The green duplex needs an asbestos survey. Willow Canyon reported that there is asbestos insulation in at least one-half of the green duplex. Tenants in the green duplex are due to vacate by August 15.

The blue duplex is now vacant. Our maintenance staff had to add floor joists under the blue duplex to fix sagging areas in the floor. While doing so, staff noticed water leaking and determined the leak originated from pipes under the duplex. Gabby collected estimates for re-roofing the blue duplex (approximately \$8000). The broken windows were repaired in the blue duplex this last month and cost \$496.50. Maintenance staff painted the ceiling and subfloor of the blue duplex with odor-blocking paint and installed new lighting inside and outside on the east side of the blue duplex. Staff purchased supplies for the lighting, wall heater, and all electrical outlets for the entire duplex (\$788.26).

Gabby has been looking for storage options around town; all secure and well-maintained storage sites are currently full.

### **Media – (Swan)**

Due to the publisher permission changes, our storytime videos are only available for two weeks after being released. Previous Facebook videos are no longer available. Our YouTube channel content is accessible when viewers initiate a visit to our channel. Due to copyright restrictions, all videos will be unavailable after 6/30/2021.

As of 5/27/2021, we have 42 YouTube subscribers, 3+ increase from April, and 1014 Facebook followers, 4+ more than April.

### **Processing – (Alex)**

Alex, Gabby, Laura, Star, and Yirah discussed the initial guidelines for spine labels to help create uniformity and provide patrons and volunteers with helpful information. These guidelines will include the format, placement, and content to be included on the labels. Acquisitions and processing staff will finish the guidelines by the end of June.

The processing staff has been placing series information for books in the Volume field in Sierra for clarification for volunteers completing the paging list. Early in the month, Alex and Gabby had noticed that the Volume field was consistently being deleted. On May 21, Holly, Library Operations Manager from DPL, contacted Laura and Jane Ellen about the issue, which Laura then forwarded to the rest of the processing team. Having this information in the Volume field created unwanted problems with holds on items for patrons of which we were not aware. Holly requested that the information be transferred to the Message field; since that field is not part of the paging list, we had decided to add the series to the end of the Call Number field. Star and Alex have completed the transition for the Teen and Adult collections.

Alyssa, Library Operations Supervisor from DPL, shared with Laura their working document of "Withdrawing Damaged or Worn Materials" and would like to make some changes for how our materials are handled in these situations. JCL would like to be in charge of withdrawing our own items, and items DPL or CCL find in this condition of ours are to be returned to us with an "Item Needs Attention" form included in the book to allow JCL staff to handle their collection and to make the decision if an item is to be withdrawn or reordered. Most of the JCL staff are unaware of what DPL's "3-year rule" is, nor do they regularly monitor the "Last Copy Withdrawn List" to know when their items have been withdrawn. Laura and Jane will be discussing this process at the next Tri-County meeting.

## Programs – (Adriana)

*Summer Reading Program.* Laura and Star are confirming with all the "performers" for the SRP. Smokey will be there on June 21. On Thursdays - around 11:30 am, the Youth Librarians will head to the park and hang out with books and things to encourage moms, dads, and kids to come and play.

*Community and Adult Services/Gretchen.* May has been a quieter month. We held Storytelling game night on the 15th, but with the low attendance (5), I realized we need more ways to go to the mountain instead of bringing the mountain to us. One way to accomplish that is by marketing services at the Saturday Market – having storytelling events where the people are instead of trying to get people to the Library for the same purpose. It will also increase word-of-mouth advertising. I created and printed several I am a Story (IAAS) shirts to help with additional event advertising. More t-shirts will be printed in July.

*Adult Summer Reading Program/Gretchen.* We are using gift boxes from local businesses as adult summer reading program prizes. Ballot boxes are in place, and at the end of the summer, we will draw five names from each box. This way we can support our local businesses and distribute more prizes (a win-win!). Readers use their check-out receipts as their ballot vote. Learning from last year, this year, staff cannot check out books to patrons one at a time to get more ballots.

*New Programs.* The Facebook Live *Librarians with Taste* launched this month. This program involves taking our librarians to a local eatery to sample its signature dish. The staff chooses restaurants and days randomly. Our goal is two-fold: (1) bring attention to our local businesses and encourage people to visit them, (2) increase the Library's visibility. In May, we visited Rio, Eagle Bakery, Beetle Bailey's, Great Earth, and MiCasa. Keep your eye on Facebook to find out about our June foodie destinations.

The May poetry contest staff winner, Gabby, got her taco. (Go big or go home is our motto!) The runners-up were Gretchen and Gena. Those of us whose name does not begin with a "G" think there is a conspiracy in the works.

*Storytelling and Writing.* Gretchen is talking with civic groups and government officials about the I Am A Story project. She has presented at Rotary, COIC, to representatives from Metolius and Culver and the Culver and Madras city councils. Gretchen met with Culver, Madras, Metolius, Liz Woody from Warm Springs Museum, and Sue Matters from KWSO. She is announcing the project in general and specifically that the Library is looking for stories and storytellers from all parts of the county – our goal is to create a program that highlights the diversity and uniqueness of our area by bringing together different perspectives on common themes. During a Library game night on May 15, we collected seven Storm Stories to commemorate the Culver/Metolius Storm (May 30).

Laura and Gretchen are wrapping up a year-long writing course with 15 students from Madras Christian School (MCS). It has been a good connection with the school, and we hope to continue it next year. Traveling storyteller activities have concluded, and our focus has turned to the Summer Reading Program.

The second annual BookEnds Theater Camp, sponsored by the Library, is scheduled for the first week in August. Last year, the kids wrote and acted in their original play. This year the group will be reading a story poem. The anticipated outcome is to practice speaking, memorizing, and stage presence. This year we hope to expand to include some of the students at MCS.

Gretchen is creating a Downtown Storybook walk in conjunction with the Madras Downtown Association (MDA) First Thursdays. The MDA plans to have its first event in June (3rd). The pages are ready, but the mapping out of the route is a current issue and requires some dedicated staff time to

make sure the walk is organized correctly. As time allows, Gretchen will walk the route to make sure the map is correct.

### Reference (Gretchen)

Moving the fold-up desk between the ref and circ desk has opened up space. It helps identify the staff area, discourages people from walking behind the counter, and gives people a place to keep books ready for check-out.

The Library staff have received positive feedback on having the reference desk staffed on rotation. We are getting comments from people outside the Library about all the help folks are getting from the front desk. Here is a sampling:

- At Coffee Cuppers, one customer mentioned that a Library staff member (Kristin) went above the normal help received in the past. S/he highlighted excellent service and was so happy to be able to come into the Library.
- Another person talked about how Laura had helped her daughter, and she told her mom, *The Library is so beautiful now!*
- A gentleman came in for computer access to complete CDL tests. Gabby helped him get set up on the computer. He had to leave but returned later, and because Gabby had given Gretchen a heads up on what he needed to access the courses when he was getting ready to work, he said, *It's good to see you all know what you're doing. I went to my home library, and no one knew how to get me started on this.*
- Alex helped a patron learn to navigate his Kindle.
- A gentleman came in the other day and asked to use the computer. We set him up, and he started to work and then became upset when he had difficulty printing online forms. Gretchen asked him, specifically, what forms he needed. She went over to the service shelves and handed him the Federal and State Tax forms. He said *I didn't think you guys carried these anymore, so I didn't ask.* Gretchen replied, *Oh, we have plenty, so take these.* He left very happy.
- Gretchen took a call with a public relations representative. He mentioned that he had pursued our Website looking for a person with whom to connect. He said, *In my line of work, I always look for that one smiling photo. It's that person you want to connect with. You can tell a lot about a company or organization by the looks on people's faces. I was blown away at all the smiles. You must have a wonderful workplace.* (We think we do.)

Random thoughts and reminders:

- Suggestion: Punch card and after ten punches free book from TRB? Or when a customer finds a missing item on the shelf.
- A gentle reminder to all staff - *I don't know* is never an answer. (JE hates those three words.) *Let me see what we can find/do* is much better.
- Gretchen has been studying the reference sheets and collecting data. She is asking staff to document positive comments and how the reference desk helped our customers. We've changed the data collection instrument to make it less confusing and easier for Gretchen to compile the data. In April, we had our most significant number of visitors so far in 2021, with over 1100 people walking through the door. Our computer usage was also higher in April than in previous months.

Community Read Book. The 2021 Community Read book, A Generous Nature: Lives Transformed by Oregon, by March Houle is available for purchase for \$12 from the Library or the Chamber and also available for check-out. Everyone is encouraged to read the book before the October Community Read events.

### **Security/Safety – (Star)**

With the CDC and then OHA policy update, we updated the Library's mask policy to align with the updated guidelines. Vaccinated patrons will no longer be required to wear masks. The Library is not an enforcement agency and will not question the patron about their vaccination status and not question those not wearing masks. This policy extends to the staff as well. Fully vaccinated staff or those who have previously had a positive COVID diagnosis are not required to wear masks.

### **Technology (Dion)**

DPL has scheduled an update to Sierra in mid-July. All computers with Sierra installed on them are required to update to Java 1.8. Dion is in the process of identifying and updating those computers.

### **Statistics**

[https://docs.google.com/spreadsheets/d/1IAefFEZ2T0zr4BP8eFmwVa\\_tjqRvm3A3DlG3bpJ-48/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1IAefFEZ2T0zr4BP8eFmwVa_tjqRvm3A3DlG3bpJ-48/edit?usp=sharing)

### **Circulation**

|                             |       |
|-----------------------------|-------|
| DPL items checked out at JC | 394   |
| JC items checked out at DPL | 2493  |
| CC items checked out at JC  | 67    |
| JC items checked out at CC  | 105   |
| Magazine Downloads          | 37    |
| Overdrive Checkouts         | 1704* |
| Regular Circulation         | 2460  |
| Renewals                    | 227   |
| Total Checkouts             | 7489  |

\*Based on YTD overdrive check-outs (19,020), our 2020-21 total should be approximately 22,000 – lower than estimated.


### **Interlibrary Loans**

|                        |    |
|------------------------|----|
| Unique ILL requesters  | 4  |
| ILL Requests Submitted | 9  |
| ILLs sent              | 14 |

### **Cataloging**

|                              |     |
|------------------------------|-----|
| Materials Added              | 414 |
| Spanish Materials Added      | 38  |
| Bib records added            | 148 |
| Items withdrawn              | 126 |
| Original bibs added, English | 0   |
| Original bibs added, Spanish | 2   |

Website hits in May - 33,431. Our Website hosting company, Streamline, contacted Gretchen to ask permission to highlight our positive social media presence in its blog. (<https://www.getstreamline.com/blog/social-media-special-districts-doing-well>)



**Let me get to the point...Read!**

Summer Reading Program: Tales & Tails

**Jefferson County Library District**  
@jeffersoncountylibrary · Library

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### What we love

Personality > [Check!](#)

Engagement > [Check!](#)

Consistent cadence of posts > [Check!](#)

Showing off the great work they do > [Check!](#)

> [visit their Facebook page](#)

All you need to know is the Jefferson County Library District has a porcupine on it's Facebook page. Their social media is oozing with personality both in the fun, informative videos they create and how their librarians actually participate in their social media.

Equally impressive is how they reach out on social to engage the community - literally. "Which do you prefer: Print, Kindle, or Audio books?" is the question they posed to the public on their Facebook page. 39 comments came flooding in. A creative, simple, and safe way to bring attention to your district.

### **Affiliated Organizations**

#### **Community Read – (Gretchen)**

We have confirmed that the author will be available for October 1 and 2. The Committee is meeting on June 1 to discuss program events, locations, and timelines. The Culver High School and Madras High School students submitted poster concepts, and the Committee will review them at the meeting.

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

The Friends of the Library has been doing well, earning about \$25 a week. On May 29, we participated at the Saturday Market and served about 75 people. We will continue that activity throughout the summer. Tiffany from FoJCL and Susan from the Board volunteered to help. It was a very positive opening to the season. One of our participation goals at the Saturday Market is to drive people to the Twice Read Books (TRB), which is also open on Saturdays. One gentleman who stopped by the booth

then went to TRB and bought \$12 worth of books. (so, yay!) The two clerks are doing well; our most significant issue is keeping them busy. One of the reasons for needing additional volunteers at the Market is so the two staff at the TRB can work together. Without enough Saturday Market volunteers, Gretchen will pull the clerks to the park and close the TRB.

Coming up on June 18-19 is our paperback sale, and everyone is busy getting ready for that event.

### **Genealogy (Alex)**

Alex helped a patron looking for an obituary in the Madras Pioneer from 2002 using the Library's online newspaper subscription to the Madras Pioneer.

**Thanks for reading our monthly activity report!**

**Our new tradition is to end the report on a lighter note.**

