

December 9, 2023 – January 9, 2024

Activities Report

Public Operations (Laura)

Circulation: Nothing to report.

Collection Development: The Madras High School and Culver High School yearbook collections are available for in-library use. These yearbooks are cataloged as reference, and patrons cannot check them out. The heritage collection is being cataloged.

Programming: The library hosted several holiday events, including Storytime with Mrs. Claus, Family Storytime with Santa, two holiday movie nights, and a Tradicional Posada. The Posada event had 55 attendees. Other events in December saw numbers drop due to the season and illness. Programming for 2023 ended the week before Christmas. The December movies were well attended.

Grants: The Library is applying for two grants, one for the "Talk-Abouts" and a second for the Spanish Services Specialist, Adriana. Janelle Schwartz, a project strategist, has been contracted to assist in writing the two grants.

Technical Operations (Gabby)

Dion and I received training this month on using the program for pick-up lockers. The system is user-friendly. All JCLD patron information has been imported into the locker system. We still have a problem figuring out how to continue importing new patron data into the locker system with minimal manpower. Once Deschutes Public Library gives us the go-ahead to start using our new branch locations, patrons can see the two new pick-up locker sites as options when placing holds within the catalog. I am working with Swan to create a marketing scheme to help patrons using the lockers understand that they will receive different notifications when their items are placed in the lockers, separate from the notifications they already receive from Sierra. We gave away about 20 crates of books during our 5-day Book Sale at the beginning of December.

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

It was a slow December. Jane and Kristin followed up with the auditor's requests for additional information. Quiet second half of December. In addition to our regular activities:

- Wrote January Pioneer Article (#53)
- Received auditor's report on the 2022-2023 audit
- Requested reimbursement of \$15,889.19 for Esser Grant expenditures (Oct-Dec)
- Requested 1st installment of Central Oregon STEM Hub Grant (\$2000.00)

Events/Meetings

Dec 13 Building Committee/Hacker
Dec 14 Jeffco Taxing District Ballot Coordination Meeting (Kristin)
Dec 15 Coffee Cuppers (Jane, Star)

Dec 15 Friday Film - Barbie
Dec 18 Culver City Council meeting (Gabby)
Dec 27 County Commissioners
Jan 3 County Commissioners
Jan 5 Coffee Cuppers (Jane)
Jan 5 Friday Film – The Creator 7 pm
Jan 8 509J School Board meeting
Jan 9 JCLD Board Meeting 4:30 pm

Upcoming

Jan 10, 24 County Commissioners
Jan 12, 19, 26, Feb 2, 9 Coffee Cuppers: 8:00 am
Jan 15 Library closed for MLK Jr Day
Jan 18 Building committee/Hacker/Compass Meeting 2:00-3:30
Jan 18 Talk-About: Tarot Meaning & History 7 pm
Jan 19 Friday Film – Indiana Jones and the Dial of Destiny 7 pm
Jan 22 Madras Downtown Association Meeting 5:30 pm
Jan 23 Madras City Council Meeting
Jan 25 Community Input Sessions with Hacker @ the library 11:30-1:30, 5:30-7:30
Feb 2 Building committee/Hacker/Compass Meeting 10:00-12:00
Feb 8 Talk-About: Healthy Weightloss Methods 7 pm
Feb 13 JCLD Board meeting 4:30 pm