



MARCH 2023 REPORT of FEBRUARY 2023 ACTIVITIES

Director (JE)

Staff Coaching Sessions (JE, LJ, GB, and staff)

Met with Thrive Central Oregon to determine our meeting room capabilities for the organization.

Signed an MOU with Neighbor Impact for their monthly food bank distribution (first Mondays of the month)

Continuing budget preparation.

Attended an information meeting about Madras Elementary School playground improvements that will be funded by Trust Republic Lands (<https://www.tpl.org/our-work/oregon-rural-community-schoolyards>). After the meeting, Jane followed up with the project coordinator to discuss the library as a community partner.

Meetings

February 1 – Jefferson County Fair Board (JE)

February 3 – Coffee Cuppers (JE)

February 3, 10, 17 – Management Meetings (JE, LJ, GB)

February 8 – Film Committee (JE)

February 9 –11 – SDAO Conference (JE, LJ, GB, Tess Ballard, Karen Esvelt, Susan Stovall, Tiffany Turo)

February 13 – Public Trust Lands meeting + plus follow-up discussion (JE)

February 22 – OLA Staff Training Roundtable (JE)

February 27 – March 2 – JE Out

Public Relations

Program Flyers, March 2023 calendar of events. Determined different types of posted material depending on display situations. The Committee decided to create monthly bookmarks to be inserted in checked-out materials and hold materials, and Swan made that happen. The Committee discussed which social media platform is best for which audience. For example, the audience for LinkedIn is adults.

Specific guidelines for posting to each platform were set aside until March. The Committee is also looking at general guidelines that allow designated staff to post on social media platforms without getting approval from the Committee.

The Committee is figuring out how to clean up social media accounts and standardize naming, and create a potential social media policy.

Public Operations (Laura)

Circulation

Partially resolved concerns with DPL creating library cards for JCLD residents. Patron contacted us about needing to pay the Crooked River Ranch Annual fee. Their adult child obtained a card without needing to pay the fee through a self-created account. The adult child's parent/patron expressed concern about why they need to pay a fee. Staff resolved the issue with the patron and they have declined a JCLD card.

Changes to the front desk beginning in March, are in the works. Potential staffing changes create the need to re-imagine circulation desk duties and the circulation desk schedule.

Genealogy/Heritage

A patron came in to use FamilySearch and was grateful the library had obtained FamilySearch Affiliate Library status, as it enabled them to access records he couldn't at home and our library is closer than having to go to the Family History Library in Redmond. He plans on coming in often to utilize FamilySearch.

Programming

February 2 – Talk-Abouts: The Skinny on Body Art (9 people)

February 3 – Friday Film – Belfast (X people)

February 10 – Friday Film – Where the Crawdads Sing (X people)

February 16 – Talk-Abouts: Writing your Obituary (10 people)

February Movies: Belfast (2/3), Where the Crawdad Sings (2/10), West Side Story-2022 (2/17)

February 15 – Gabby and Jane met with representatives of the Storybridge Project to determine steps forward.

February 17 – Friday Film – West Side Story (X people)

February 27 – Warm Springs Literacy Family Engagement Night

Technical Operations (Gabby)

Expansion

- I've been getting a few emails from architectural firms already interested in the library expansion project.
- Jered Reid is working on a contract and release of information timeframe for the Owners Rep.

Collection Development

After scanning the collection with the RFID wand, items in the following status were found: 25 missing items, 11 in transit, 40 on loan, and 1 on hold. An additional item was found that was miss-shelved but was in available status. There are currently no items in long missing status (searched for 3+ times) and 58 missing items (searched for 1-3 times). Multiple items listed as missing were due to being too long in the "In transit" status, and the items on loan were a significant increase from previous months' statistics.

The relabeling of the Heritage/Oregon collection has begun. Spine labels are being modified to allow items about specific counties to be housed together. (i.e.: Central Oregon place names. Vol. II, Jefferson County by Steve Lent: Previous spine label: 979.585 LENT STEVE, New spine label: JEFFERSON 979.585 LENT)

Star and Alex relabeled 21 books from the Spanish Juvenile and Adult collections to start the Spanish Teen Collection. It is located between the Teen DVDs and Teen New/Fiction Collections.

Alex and Gabby devised a new procedure for handling damaged and problem items returned to circulation.

Maintenance

30 lightbulbs around the exterior of the library were burnt out. The lightbulbs cost about \$7 each. We have ordered replacements and hopefully will be installing them next week. Tom, our maintenance person, already bought all the ones Home Depot had in stock and replaced the burnt-out bulbs on the front stoop and I can already see a difference in the illumination at night around the building.

We had more snow removal. \$300