



## May 2022 Team Report

For the June 14, 2022

### Board Meeting

#### Administration (Jane/Laura)

##### Grants

1. OCF grant reconciliation – JE
2. ARPA reimbursement – JE
3. Minutiae related to closing sale of 21 D – JE

##### Admin

4. Budget preparation – JE
5. Strategic planning – focus group sessions – JE, Laura
6. Government employment census 2022
7. Preparing to move Star and Adriana to the BluPlex
8. Strategic Planning visioning sessions

##### Meetings

- May 3 – Weekly management meeting – J/L
- May 3 – Visioning session 1 – L/J
- May 4 – Visioning session 2-3 – L/J
- May 5 – OLA Staff Training Roundtable – J
- May 10 – ATT/ECF – J/L
- May 13 – SLO representative – J
- May 13 – Spanish program at PAC – L, SL, AA, YM
- May 14 – Bird without Borders – L
- May 24 – Board meeting, Budget Committee
- May 26 – Madras Pioneer J/Gr
- May 27 – Coffee Cuppers – J/L/Gr

#### Circulation (Kristin)

The hotspots have become very popular. Feedback from the patrons is very positive. Only one negative so far: we have one hotspot that is very overdue and unfortunately neither the patron's phone nor email work. I will continue to try and contact the patron. We are finding bugs in the hot spot policy; circulation staff will be suggesting revisions to the established policy.

#### Community Outreach (Gretchen)

Website meeting with Chris from Streamline. JCLD was chosen for the ADA pilot program. We are scoring high on our compliance. 99%. The staff continues to work on upgrading the site pages to make sure we are in compliance with state and federal laws. Streamline has been very helpful and impressed with our work.

Marketing meeting with J Grant from MP to discuss the marketing plan for 2022-23.

IAAS - Continue to get stories. One day I collected 8 new ones! And I didn't even beg! Working to get them into categories. Still waiting for most of the board and staff to come in a record their stories. OurStorybridge founder, Jery Huntley has been very excited by our success so far.

Twice Read Books Still getting donations although we have signs not to donate at this time. I will be using the books donated to fill the Book Mobile when I go to the Saturday market.

Book Mobile arrived and was christened - Miles Van Gogh! The State Library loves the name. Debuted at MSM on May 28th. We had 137 people stop by and get free books. At one point there were nine people in the van All the comments were very positive and there was a lot of discussion about Miles' locations. Distributed about ¾ of the books on the shelves. Great first day!

### **Facilities (Gabby)**

H&H Construction finished the remodel of 227. Youth Services and Cataloging/Processing are moving in June. Re-roofing the main library will begin in September.

### **Genealogy (Alex)**

No report.

### **Media (Swan)**

Our Instagram accounts are getting more attention. We have 20 followers on the Youth account and 20 followers on the Spanish account by 5/31/2022. And we are also receiving increasingly more likes on our Instagram posts.

### **Processing (Alex)**

Alex is now processing (barcodes, RFID tags, spine labels) the Adult and Teen collections. At the beginning of the month, we started using our non-fading labels and the different colored label covers. Orange for the Easy books, Green for Juvenile, Light Blue for Teen, and Yellow for Spanish. Working with Yirah, Alex has begun relabeling the Spanish JDVD collection with the new labels, and ensuring the location code is correct, allowing for easier finding of materials by staff and volunteers who complete the paging list, as well as patrons who find items through the online catalog. Everyone has been pleased with the new labels, as they are easier to read.

The Spanish DVD relabeling project is first in the relabeling to allow Alex to create a process that will help in future relabeling projects were all the staff will be involved.

Alex attended the Tri-County Cataloging meeting where Alex shared with Kim from CCL the details of the OCLC Streamlined Holdings project and the non-fading labels we have begun using. DPL shared the progress on their word-based classification system for their whole collection, and we all worked through issues we have found while cataloging. Kim from CCL gave us a heads-up to issues they have had with their hotspots with patrons switching out the SIM cards, which effectively make the hotspots inoperable until new SIM cards are installed. The solution has been to use tamper-proof tape to deter tampering in the future, which we have ordered.

### **Programs (Adriana)**

#### **Children**

20+ kids attended the May the 4th program. WWYRD Fridays continue to draw interest. Team members helped with the Birds without Borders event held at Sahalee and in partnership with the Forest Service. We had about 70 people in attendance. Library gives away books, crafts, and a book walk.

Laura and Adriana visited the Madras Christian School Thursdays in May from 12:30 to 1:45 pm for Bilingual Storytime and crafts. The kids were so happy and interested in all the activities we prepared for them.

Star, Laura, and Adriana had a class, "STEAM Hub Rural Leadership," on May 16th from 8:00 to 4:00 pm. Part of Terrebonne's teachers assisted, and they were interested in knowing about Jefferson County Library. Of course, we promoted our library.

Star and Adriana visited Metolius School on June 23 to promote the Summer Reading Program. The kids were participative and delighted. The kids recognized our faces saying to us "I know you."

Bilingual Storytime is doing well. More families had been attending.

Children Services continue preparing SRP.

STEAM week at the library was from May 16th to 21st. Library received \$300.00 to buy a cart and material. The kids use those materials.

Gena, Star, Laura, and Gretchen participated in the Gift Literacy last May 20th at the PAC, sharing Storytime for all the 1st graders of 509j School District.

### **Adults**

Gretchen attended the Novel Idea with JEI , LJ , GP and GS. About 50 people in attendance. It was a good initial work relationship with DPL. Talk of doing more collaborations in the future.

The Library partnered with the Public Health Department to host Korean Cooking class on May 18 at the Public Health Department (new) building. The maximum participants, 10, attended. This program/class was very well received. A few days after the event, Gretchen was talking to a member of the Jeff Co Public Health and he mentioned that Dr. Baker had made his staff a roll of kimbap and it was very good. Another participant told me that after that cooking class, she went to Imonae to have dinner.

We held a quick turn-around Coffee Cuppers on May 28 to introduce the Bookmobile and talk about other happenings. Twenty-three people in attendance. Joe Krenowicz was impressed with what the Library has accomplished and we accepted those kudos! :) Susan's breakfast cake was sorely missed.

Star and Swan participated at the First Thursdays in June giving away chopsticks, candies, and information about coming events.

Spanish Services had a Live concert with Yolanda Alicia on May 13 at 6 PM at the PAC. Approximately 65 people attended. Many positive comments and the State Library uploaded a part of the performance on its website. People were asking if we would bring back another concert next year. People are surprised that the Library has many events. They ask me what I am doing? Yolanda and the guitarist appreciated the venue, and that it was a well organized.. Library provided snacks and water for the event. The concert was transmitted Live on Facebook and available later on YouTube.

### **Spanish**

The in-person Latino Book Club started reading its 5th book, *The Color Purple* by Alice Walker; 22 people are participating. Adriana let the participants know that we would have a break during the Summer, and they disagreed because they would continue reading and having our meetings. This decision was because I invited them to read the Spanish Collection during the Summertime, and they finally agreed.

Latino Virtual Book Club reads the same book as the in-person Book Club. This is the 2nd book by Zoom. There are 10 participants from Jefferson County, Redmond and Bend. Both will have two meetings, and the second will be in June. We will start up again in September.

Spanish Storytime is ok. I am thinking of changing the schedule during Fall time. For now, same time, same place. I am preparing for the Spanish Summer Reading Program and Mariachi band for June.

### Teens

First Thursday saw a total of 150 people. Star and Swan gave out the Upcoming Events flyer. People were not very interested in taking the big Novel Idea newspaper but did take the small flyer. Interfaced with around 20 teens and gave out flyers for the two upcoming teen events.

Star is having communication with Miss Mitchel at the 509J School District to ask if there are any Honor Society members who would like to volunteer at the Summer Reading Program.

The last lunchtime craft of the school year at JCMS was marshmallow catapults. The lunch craft served as a pilot for doing teen programming in schools and will be expanded next school year.



### Teen Cosplay Event

Cosplay is short for Costume Play and where a cosplayer dresses up as a character of their choice. Many of these characters come from Japanese anime and manga. 27 teens came to the event including a friend from Redmond and a boy from Prineville whose mom saw the event on Facebook. There was a group from Warm Springs and one from Culver. Most of the attendees asked if we would have the event again. Activities were a costume contest, photo booth, origami, Japanese calligraphy, a guest telling about his trip to Japan, giveaways, and Asian snacks. The event will be held again next year. One change for the future will be some sort of activity that encourages mingling between friend groups.



### **Traveling Storytime**

Traveling Storytime finished all its visits during June. We will start traveling again in September when the 2022-23 school year begins. The students were a little sad because I mentioned that it could be the last time with me (Adriana) as the storyteller. Teachers said that they appreciated all our work and said thanks. Big Muddy gave Star and Adriana a card with pretty messages from the parents of the community and a Starbucks gift card.

At the last (for now) Storytime at Metolius, Laura and Adriana were together reading for kindergarten and 1st grade in Spanish and English, the kids love it! I received excellent comments from Jackie, the librarian, days later, and kids from the After School Program at the Middle School that I saw her later and she told me that it was fun. We did it!

### **Safety (Star)**

No safety issues at the Library. Workshops and trainings will be discussed at next month's meeting.

### **Technology (Dion)**

Nothing to report.

**Statistics** – see below.

|                                | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May  | June | Total | Averages where relevant |
|--------------------------------|------|-----|------|-----|-----|-----|-----|-----|-------|-------|------|------|-------|-------------------------|
| <b>Programming - In Person</b> |      |     |      |     |     |     |     |     |       |       |      |      |       |                         |
| <b>Adult Programming</b>       |      |     |      |     |     |     |     |     |       |       |      |      |       |                         |
| Adult Program                  | 0    | 2   | 5    | 5   | 3   | 5   | 8   | 4   | 8     | 8     | 5    |      | 53    |                         |
| Attendance                     | 0    | 2   | 7    | 42  | 34  | 23  | 16  | 10  | 21    | 27    | 23   |      | 205   |                         |
| Adult SRP Programs             | 0    | 1   | -    | -   | -   | -   | -   | -   | -     | -     | -    |      | 1     |                         |
| Attendance                     |      | 537 | -    | -   | -   | -   | -   | -   | -     | -     | -    |      | 537   |                         |
| Senior Outreach                | 0    | 0   | 0    | 0   | 0   | 0   | 2   | 3   | 2     | 0     | 0    |      | 7     |                         |
| Attendance                     | 0    | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 2     | 0     | 0    |      |       |                         |
| <b>Family Programming</b>      | 1    |     |      | 1   |     |     |     |     |       |       |      |      | 2     |                         |
| Attendance                     | 1125 |     |      | 150 |     |     |     |     |       |       |      |      | 1275  |                         |
| <b>Children Programming</b>    |      |     |      |     |     |     |     |     |       |       |      |      |       |                         |
| Children's Programs            | 0    | 0   | 0    | 1   | 1   | 1   | 1   | 1   | 3     | 1     | 8    |      | 17    |                         |
| Attendance                     |      |     |      | 19  | 20  | 32  | 15  | 33  | 72    | 105   | 1870 |      | 2166  |                         |
| Children SRP Program           | 3    | 192 | -    | -   | -   | -   | -   | -   | -     | -     | -    |      | 195   |                         |
| Attendance                     | 133  | 946 | -    | -   | -   | -   | -   | -   | -     | -     | -    |      | 1079  |                         |
| Bilingual Storytime            | 4    | 4   | 10   | 4   | 2   | 4   | 4   | 4   | 5     | 4     | 4    |      | 49    |                         |
| Attendance                     | 63   | 12  |      | 25  | 26  | 38  | 38  | 33  | 69    | 48    | 52   |      | 404   |                         |
| Traveling Storyteller Program  | -    | -   | -    | 35  | 28  | 13  | 10  | 13  | 11    | 12    | 13   |      | 135   |                         |
| Attendance                     |      |     |      | 328 | 298 | 108 | 81  | 346 | 287   | 292   | 331  |      | 2071  |                         |
| <b>Spanish Programming</b>     |      |     |      |     |     |     |     |     |       |       |      |      |       |                         |
| Adult Program                  | 1    | 1   | 1    | 2   |     | 0   | 1   | 2   | 2     | 1     | 3    |      | 14    |                         |
| Attendance                     | 6    | 5   | 4    | 7   | 0   | 0   | 9   | 13  | 12    | 2     | 72   |      | 130   |                         |
| Children Program               |      |     | 4    | 4   | 3   | 4   | 1   | 3   | 2     | 0     | 1    |      | 22    |                         |
| Attendance                     | -    | -   | 18   | 15  | 12  | 14  | 1   | 13  | 12    | 0     | 3    |      | 88    |                         |
| <b>Teen Programming</b>        |      |     |      |     |     |     |     |     |       |       |      |      |       |                         |
| Teen Program                   |      |     |      |     | 2   | 2   | 2   | 2   | 2     | 2     | 3    |      | 15    |                         |
| Attendance                     |      |     |      |     | 36  | 24  | 26  | 29  | 24    | 34    | 58   |      | 231   |                         |
| Teen SRP Program               | 1    | 1   | -    | -   | -   | -   | -   | -   | -     | -     | -    |      | 2     |                         |
| Attendance                     | 11   | 2   | -    | -   | -   | -   | -   | -   | -     | -     | -    |      | 13    |                         |

| <b>Programming - Online</b>       | <b>JUL</b> | <b>AUG</b> | <b>SEP</b> | <b>OCT</b> | <b>NOV</b> | <b>DEC</b> | <b>JAN</b> | <b>FEB</b> | <b>MAR</b> | <b>APR</b> | <b>MAY</b> | <b>JUN</b> | <b>TOTAL</b> | <b>AGGREGATE</b> |
|-----------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|------------------|
| Adult Live Online Programs        | 9          | 2          | 3          | 4          | 1          | 2          | 1          | 3          | 18         | 5          | 2          |            | 41           |                  |
| Views (Peak)                      | 3898       | 273        | 1127       | 947        | 1036       | 1151       | 466        | 3314       | 567        | 339        |            |            | 9236         | 924              |
| Adult Recorded Online Programs    | 26         | 29         | 27         | 52         | 44         | 25         | 39         | 32         | 19         | 18         | 19         |            | 304          |                  |
| Views (First 7 Days)              | 2001       | 3157       | 2,411      | 6467       | 7110       | 4,375      | 4403       | 11,212     | 2471       | 2212       | 4,367      |            | 48185        | 4819             |
| Children Live Online Programs     | -          | -          | -          | 1          | 1          | 1          | -          | -          | -          | 2          | -          |            | 5            |                  |
| Views (Peak)                      | -          | -          | -          | 1          | 1          | 5          | -          | -          | -          | 1          | -          |            | 8            |                  |
| Children Recorded Online Programs | 11         | 12         | 3          | 3          | 3          | 3          | 2          | 2          | 2          | 2          | 2          |            | 34           |                  |
| Views (First 7 Days)              | 5531       | 2181       | 993        | 820        | 633        | 763        | 608        | 477        | 847        | 861        | 941        |            | 9124         | 912              |
| Teen Live Online Programs         | -          | -          | -          | -          | -          | -          | -          | -          | -          | -          | -          |            | 0            |                  |
| Views (Peak)                      | -          | -          | -          | -          | -          | -          | -          | -          | -          | -          | -          |            | 0            |                  |
| Teen Recorded Online Programs     | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          |            | 10           |                  |
| Views (First 7 Days)              | 190        | 246        | 337        | 254        | 489        | 266        | 284        |            | 312        | 440        | 377        |            | 3005         | 334              |
| Spanish Live Online Programs      | -          | -          | -          | -          | -          | -          | -          | -          | -          |            | 1          |            | 1            |                  |
| Views (Peak)                      | -          | -          | -          | -          | -          | -          | -          | -          | -          |            | 5          |            | 5            |                  |
| Spanish Recorded Online Programs  | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 2          | 1          | 1          | 2          |            | 12           |                  |
| Views (First 7 Days)              | 225        | 193        | 198        | 274        | 308        | 245        | 240        |            | 695        | 465        | 620        |            | 3238         | 360              |
| <b>Interlibrary Loan</b>          |            |            |            |            |            |            |            |            |            |            |            |            |              |                  |
| Unique ILL requesters             | 3          | 12         | 7          | 0          | 0          | 0          | 9          | 5          | 11         | 12         | 8          |            |              |                  |
| ILL Requests Submitted            | 4          | 16         | 12         | 0          | 0          | 0          | 12         | 7          | 20         | 22         | 10         |            | 103          |                  |
| ILLs sent                         | 9          | 9          | 6          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |            | 24           |                  |
| <b>Volunteers</b>                 |            |            |            |            |            |            |            |            |            |            |            |            |              |                  |
| Volunteer Hours                   | 33         | 57         | 43         | 40         | 48         | 48         | 53         | 52         | 82         | 49.5       | 51         |            | 556.5        |                  |
| <b>Circulation</b>                |            |            |            |            |            |            |            |            |            |            |            |            |              |                  |
| Public Computer Uses              | 183        | 145        | 153        | 137        | 219        | 193        | 179        | 144        | 225        | 159        | 155        |            | 1892         |                  |
| Registered Users                  | 4125       | 4106       | 4089       | 4136       | 4105       | 3984       | 4051       | 4027       | 4030       | 4008       | 3962       |            | 44623        | 4057             |
| Library Cards Issued              | 64         | 51         | 63         | 44         | 42         | 37         | 67         | 60         | 59         | 68         | 51         |            | 606          | 55               |
| Door Count                        |            | 2987       | 3457       | 2908       | 2188       | 1326       | 1530       | 1685       | 2831       | 2810       | 2,756      |            | 26907        | 2446             |
| Overdrive New Users               | 11         | 7          | 17         | 9          | 12         | 16         | 9          | 9          | 8          | 15         | 6          |            | 119          | 11               |
| <b>Circulation (continued)</b>    | <b>JUL</b> | <b>AUG</b> | <b>SEP</b> | <b>OCT</b> | <b>NOV</b> | <b>DEC</b> | <b>JAN</b> | <b>FEB</b> | <b>MAR</b> | <b>APR</b> | <b>MAY</b> | <b>JUN</b> | <b>TOTAL</b> | <b>AVG</b>       |

|                               |      |      |      |      |      |      |      |      |      |      |      |   |       |      |
|-------------------------------|------|------|------|------|------|------|------|------|------|------|------|---|-------|------|
| <b>Items Borrowed</b>         |      |      |      |      |      |      |      |      |      |      |      |   |       |      |
| DPL items checked out at JC   | 378  | 400  | 378  | 354  | 409  | 402  | 422  | 413  | 449  | 454  | 421  |   | 4480  | 407  |
| JC items checked out at DPL   | 2561 | 2575 | 2527 | 2558 | 2515 | 2633 | 2731 | 2555 | 2856 | 2616 | 2323 |   | 28450 | 2586 |
| CC items checked out at JC    | 75   | 49   | 80   | 66   | 80   | 74   | 64   | 73   | 68   | 80   | 71   |   | 780   | 71   |
| JC items checked out at CC    | 189  | 119  | 118  | 113  | 116  | 142  | 142  | 139  | 145  | 115  | 122  |   | 1460  | 133  |
| Magazine Downloads            | 34   | 51   | 52   |      | 51   | 45   | 49   | 143  | 148  | 114  | 83   |   | 770   | 77   |
| Overdrive Checkouts           | 1655 | 1803 | 1783 | 1802 | 1729 | 1185 | 1919 | 1681 | 1934 | 1791 | 1875 |   | 19157 | 1742 |
| Reg Circulation               | 3120 | 2943 | 2514 | 2260 | 2265 | 2005 | 2457 | 2341 | 2842 | 2621 | 2629 |   | 27997 | 2545 |
| Curbside Checkout Requests    |      |      |      |      |      |      |      |      |      |      |      |   | 0     |      |
| Curbside Checkout Pick-ups    |      |      |      |      |      |      |      |      |      |      |      |   | 0     |      |
| Renewals                      | 138  | 146  | 146  | 131  | 162  | 227  | 139  | 172  | 206  | 266  | 152  |   | 1885  | 171  |
| Total Checkouts               | 4947 | 4943 | 4495 | 4193 | 4207 | 3462 | 4564 | 4337 | 5130 | 4792 | 4739 | 0 | 49809 | 4151 |
| <b>Cataloging</b>             |      |      |      |      |      |      |      |      |      |      |      |   |       |      |
| Materials Added               | 343  | 399  | 350  | 214  | 338  | 493  | 290  | 182  | 338  | 249  | 334  |   | 3530  |      |
| Spanish Materials Added       | 82   | 24   | 22   | 0    | 69   | 13   | 13   | 2    | 47   | 64   | 29   |   | 365   |      |
| Bib records added             | 158  | 98   | 118  | 8    | 151  | 215  | 90   | 57   | 151  | 90   | 137  |   | 1273  |      |
| Withdrawn items               | 212  | 31   | 104  | 26   | 12   | 88   | 38   | 73   | 326  | 251  | 230  |   | 1391  |      |
| Original bib records English  | 1    | 1    | 0    | 0    | 1    | 6    | 0    | 1    | 3    | 1    | 7    |   | 21    |      |
| Original bib records, Spanish | 18   | 2    | 2    | 0    | 5    | 0    | 0    | 0    | 4    | 1    | 10   |   | 42    |      |



| <b>Other</b>                  | <b>JUL</b> | <b>AUG</b> | <b>SEP</b> | <b>OCT</b> | <b>NOV</b> | <b>DEC</b> | <b>JAN</b> | <b>FEB</b> | <b>MAR</b> | <b>APR</b> | <b>MAY</b> |     | <b>Total</b> | <b>Avg</b> |
|-------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-----|--------------|------------|
| Website Page Views            | 34,853     | 34,654     | 28,743     | 27,188     | 40,122     | 45,755     | 49,219     | 30454      | 27,272     | 31,770     | 42440      |     | 392,470      | 35,679     |
| Annex Meetings/Events         | 35         | -          | -          | -          | -          | -          | -          | -          | -          | -          | -          | -   | 35           |            |
| Annex Attendance              | 0          | -          | -          | -          | -          | -          | -          | -          | -          | -          | -          | -   | -            |            |
| Film Attendance               | -          | -          | -          | -          | -          | -          | -          | -          | -          | -          | -          | -   | 0            |            |
| Proctored Exams (minutes)     |            |            |            |            |            |            |            |            |            |            | -          |     | 0            |            |
| Sat Market Contacts           | 270        | 110        | 42         | -          | -          | -          | -          | -          | -          | -          | 137        |     | 559          |            |
| Bookend students              | -          | 11         | -          | -          | -          | -          | -          | -          | -          | -          | -          | -   | 11           |            |
| GrabNGobags                   | 21         | 19         | 0          | -          | -          | -          | -          | -          | -          | -          | -          |     | 40           |            |
| Homebound Delivery            | 0          | 0          | 0          | -          | -          | -          | 2          | 3          | 0          | 0          | 0          |     | 2            |            |
| TRB Volunteer Hours           | 32         | 11         | -          | -          | -          | -          | -          | -          | -          | -          | -          |     | 28           |            |
| First Thursday (Summer only)  | 0          | 0          | 62         | -          | -          | -          | -          | -          | -          | -          | 150        | 92  | 304          |            |
| MVG served people             | -          | -          | -          | -          | -          | -          | -          | -          | -          | -          | 137        | 154 |              |            |
| Notary                        | 3          | 3          | 5          | 3          | 3          | 4          | 4          | 2          | 1          | 0          | 0          |     | 28           |            |
| Reference Transactions        | 303        | 399        | 413        | 352        | 265        | 160        | 175        | 184        | 131        | 210        | 270        |     |              |            |
| <b>Google Business</b>        |            |            |            |            |            |            |            |            |            |            |            |     |              |            |
| Business Profile Interactions |            | 176        | 278        | 286        | 232        | 204        | 241        | 254        | 259        | 316        | 252        |     | 1176         | 235        |
| Calls                         |            | 54         | 53         | 50         | 28         | 32         | 42         | 38         | 31         | 73         | 39         |     | 217          | 43         |
| Directions                    |            | 50         | 82         | 86         | 46         | 45         | 67         | 68         | 52         | 72         | 46         |     | 309          | 62         |
| Website clicks                |            | 176        | 142        | 156        | 156        | 126        | 132        | 148        | 176        | 181        | 167        |     | 756          | 151        |