



September 2022 Team Report

On August 2022 Activities

Management (JE)

Board Books – distributed to Board and management staff at the August meeting.

Audit – Compiled required documents for auditors. Sending additional documents in September.

Rural Walking Grant – Attended an information meeting about potentially participating in a rural walking group coordinated through the Oregon Health Science University

Staff Handbook – Handbook is finished and in review. Team members will receive the handbook, copies of the operating and personnel policies, and access to governance and purchasing policies.

Technology Borrowing Policy

Personnel/HR/New Employees - Kiely Anderson started at the library on August 15 as the Traveling storyteller (7-8 hours/week), and Thursday-Friday clerk (12 hours/week). Teen interns have been working with staff. Activities include: Summer Reading Program support, parades/booth support, administrative support.

Grant Accounting – maintaining accurate income/expense accounting to ensure funds are spent appropriately. Requesting reallocation of ARPA funds from the State Library of Oregon.

Public Operations (Laura)

Circulation (Kristin)

The circulation team is finally getting closer to fully staffed. All opening hours are covered by a dedicated front desk person, with Swan and Dion as backup staff. Kristin works M-W days, Kiely takes Th-F days, Mischa works M-Th 5-7, and Gena handles Saturdays.

Teen interns and other volunteers accomplished a lot this month for circulation. Major projects were withdrawing and processing weeded adult nonfiction books, shifting and shelf-reading large print, shifting and shelf-reading adult nonfiction, and shelf-reading adult fiction.

We continue to have a core group of 9 regular volunteers, with a few others that come in to fulfill community service hours.

Collection Development (Alex/Laura/Star/Gabby/Adriana)

The library closed on August 19 to relabel the Easy fiction books and Picture books, using the new labels and the orange label covers. Efforts began with Alex and volunteers throughout the week, and items that were checked out during the project, are being worked on by Alex and volunteers. As of 8/31, 2,157 have been relabeled, with 271 that still need to be done.

Updates were made to SIERRA to make sure that the location codes were up to date by deleting unused codes, renaming others for clarity, *Young Adult* was changed to *Teen*, and *CD-Fiction* was changed to *Audiobook Fiction*, and new codes were created, such as New books for the Spanish Easy, Juvenile and Adult collection.

Programming (Laura/Star/Gabby/Gretchen/Adriana)

Summer Reading program wrapped up. It was a successful year with a large participation. Surveys were sent to caregivers. Feedback mentioned most heard about programming through the library staff and flyers in the library. A couple of comments suggested programming at the library and options for younger children. Overall, there was over 200 registered and over 1,000 reading logs registered. Next year's goals is to increase participation.

The library has partnered with Think Wild! out of Bend. They are schedule as storytime guests every Thursday of the month starting in October. Think Wild! held a special storytime in August. One family attended.

The library held its first Teddy Bear Campout. There were ten participating stuffed animals. Children brought their lovies to the library for a weekend campout. During the weekend, the library posted pictures of the campout on the website. The children enjoyed see the pictures as they were posted. One mother commented her children were anxiously anticipating each new picture posted and then they did what their stuffed animals were doing. Participants requested doing another Teddy Bear Campout in the future.

It has been a busy month – the I AM A STORY (IAAS) event took place on August 4th. It went well. Then we have Community in the park on August 6th. Had over 300 folks stop by the van and get books. Also collected IAAS stories that day. The SRP grand prizes day was held on the 13th. We changed it so that people could use their prizes before the summer was over. And then the Crawdad Festival was on August 20th. After the parade, we had over 300 people visit the booth and handed out a book about crawdads which was a hit!

On Wed the 24th we actually had 7 people at the library playing cribbage!

Public Relations (Gretchen/Swan)

Working on a brochure, new library card, and monthly calendar of events. Twice Read Books drop box is set up. Team members will director book donors to the drop box.

Technical Operations (Gabby)

Expansion (Gabby)

I am attending the Library Journal Design Institute 2022 Conference in Missoula Montana on Sept 29. I will get the chance to socialize with architects, librarians, and vendors to explore building/renovating/retrofitting spaces both large and small that will redefine the relationship with your users and engage your community.

Andrew Hurley with H&H Construction was commenting that with all the work done on the blue duplex and with the lot being commercially zoned that the value of the building was probably significantly more than before the renovations. He suggested that the library should consider selling the building after the expansion if possible since tearing it down would cost money and selling could produce a decent profit.

Maintenance (Gabby/Dion)

The new library roof is in process. H&H said they found not a single soft or water damaged areas under the older roof. The contractor is also cutting vents into the crawl space, something we recently discovered the roof did not have. These vents will help the roof last longer by allowing for some cooling during the summer and the shingles will be less likely to curl. I chose a dark slate gray color thinking it would be the most neutral choice to accompany any future color pallet changes.

I contacted the city to ask if they could help with replacing the rope on the flag pole and a city representative said it would, but they did not show up on the scheduled day. I have hired H&H to rent a lift and replace the rope. They know to get it done before our DAR flag event on September 17th. I recall we had to replace the rope about a year ago, and the city did help at that time. I am going to look into cost of a new flagpole that shelters the rope so this does not become a costly reoccurring problem.

For the second time on the last couple months the soap dispenser in one of the public bathrooms has been ripped off the wall. This time the person did not take the dispenser with them.

I have purchased handrails to be placed on the walls around the toilets in the public bathrooms. A toilet paper holder got ripped off the wall in one of the bathrooms and a patron came in to tell us that perhaps that was because an older person had been trying to use it for support to get off the toilet since there were no handrails.

I am preparing to purchase a pickup locker to be placed out in Culver at City Hall, and a pickup locker to be placed on the backside of the library by the outside drop box. These pick-up lockers will enable patrons to pick up their holds after hours and in a convenient spot for them. Total cost of this project is about \$25,000 acquired through grant funds.

Tech Support (Gabby/Dion)

Several weeks ago, Dion ordered a replacement for the public copier and a smaller copier/printer/scanner to be used over in the duplex office. As of September 1, the copiers are backordered. Dion will be checking with Ricoh this month to see if there has been any progress.

One of the public computers has stopped working. Dion performed basic trouble shooting on the device but the computer is still not operating. It is going to be sent to Madras Computers for repair.

Events/Meetings (All)

- Aug 3 Film Committee Representative (JE)
- Aug 4 OLA Staff Training Roundtable (JE)
IAAS Storytelling Event
- Aug 5 Coffee Cuppers (JE+ GS)
Program Team Meeting (Program Staff)
Management Meeting (Management Staff)
- Aug 9 Board Meeting
- Aug 10 Storybridge (GS)
- Aug 12 Coffee Cuppers (GS)
Program Team Meeting
- August 19 Coffee Cuppers GS & ST)

August 2022 Teams Report

- Aug 20 Crowdad Festival (GB, GS, JE, XL, and Lily the Corgi). Thanks to Karen for participating.
- Aug 23 Library Walking Group Grant Information Session (JE, GS)
- Aug 25 AirShow Kickoff (JE, GB, GS)
- Aug 26 Coffee Cuppers (GS)
Program Team Meeting
- Aug 29 Film Committee (Star)