



February Team Report For the March Board Meeting

Administration (Jane/Laura)

Properties

1. Appraisal complete for 21 D Street; forwarded to the realtor.
2. 234 – awaiting new heating unit. Rearranging the contents to store tables and chairs from another property and updating the outside (front) to address safety concerns next.
3. 241 – Received one re-roofing estimate and waiting on two more. We will need to replace the roof before the end of the summer.
4. 227/229 – Work continues on remodeling 227.

Grants

1. Laura is reconciling the OCF K-12 grant and the ARPA grant.
2. Laura/Jane are gathering invoices for ARPA reimbursement
3. Laura is preparing a request for the 2022 OCF Community Grant cycle.
4. SOL notified all libraries of a \$5000 grant for a teen intern. Due March 15. Considering.

Personnel

We've moved the program staff out of the circulation desk rotation. All program staff is less than full time, and spending 4 hours each week on the circulation desk was taking away from programming time and activities. Swan and Dion are stepping in until we hire a part-time clerk.

Maintaining the required minimum of 2 staff in the Library at the end of the day has become problematic. Laura and Jane are considering solutions.

Meetings

- Feb 6-8 – Oregon Fair Association Annual Meeting
- Feb 9-11 – SDAO Annual Meeting
- Feb 10 – Dropbox
- Feb 12 – IAAS Check-in (JE/Gretchen)
- Feb 15 – Edge Data Fluency Cohort
- Feb 15 – Board of Trustees (JE/Laura)
- Feb 16 – PLA Love Library Data: Project Outcome 101
- Feb 16 – ePass Action Team (Je and adding Gabby)
- Feb 16 – Directors' Virtual Meet-up (SOL monthly)
- Feb 17 – Storybridge (JE/Gretchen)
- Feb 22 – Penny Hummel
 - Board Meeting
 - Management Meeting (Laura/JE)
- Feb 23 – OLA Staff Training Roundtable
 - Management Meeting Follow-up (Laura/JE)
 - Local Budget Law – Proposing the Budget

Feb 24 – State Library Representative meeting

Feb 28 – Culver City Council

Circulation (Kristin)

Finished up procedures

Hotspots – introduction and learning curve

Removed program staff from circulation support schedule

Discussed staffing needs and potential schedule w Jane

Community Outreach (Gretchen)

Community Read – Working with DPL to present the 2022 “Novel Idea” author presentation in Madras.

Marketing – using social media platforms to get the word out on programs and activities.

Twice Read Books – started sorting and weeding the books in 234. Have a lot of boxes to toss. But want to go through to make sure I am not culling \$. Also had volunteer bring over the Traveling Storyteller books for Adriana.

I am a Story – continue promoting. Met with representatives from the Storybridge Project and, as a result, purchased and started using an online storytelling program that makes it easier for people to record their stories. I’ve asked the staff and board to add their stories online. Let me know if you haven’t received an invitation to tell your story via Memria. We received approval to reallocate some of the ARPA funds to purchase a Whisper Room to make recording stories at the library easier.

Facilities (Gabby)

227 should be finished and ready for occupancy by the end of March. Purpose: two offices, space for the Oregon Collection Genealogy (hopefully), kitchen, eating area.

Media (Swan)

The Youth Services created two Instagram accounts:

JC Library Youth - Mainly posting new books/memes/ for juniors and teens.

JC Library Spanish - Mainly posting Spanish items

The Instagram accounts will be public in March.

I’ve edited the Facebook book reviews down to one review per video; the videos remain the entire length on YouTube.

Processing (Alex)

A solution to the issue of our games and other “Library of Things” items availability confusion has been resolved, using (for Jefferson County Library cardholders only) at the end of the call number so that it displays in SIERRA and the online catalogs (example pictured below). Similar statements were added to DPL and CCL Library of Things collections. Alex’s met with the other catalogers during the quarterly Tri-County Cataloging meeting and resolved the situation. Emily of DPL sent an email to supervisors and managers to hopefully improve the user experience.

Availability details



Curriculum Crates

U.S.A. Kit
+ Kit - 2021
Copies: 1

Available (1)

| Location | Collection | Call No. | Status |
|-----------|--------------------------|---|-----------|
| Jefferson | Madras Curriculum Crates | CC U.S.A. Kit (for Jefferson County Library cardholders only) | AVAILABLE |

Programs (Adriana)

Adult Services

Cribbage continues to be an accordion. Participants = up to five down to two.

Had a Tutu Day on Feb 22 (2/22/22). There was a large turnout (145 on the new door counter), and we gave away books. One young man was standing outside after visiting the Library and said, "this has been a very unfortunate day for me." I asked him why and he responded, "I had to wear a tutu to get my free books, and one of them turned out to be about Rapunzel. Blah! What a horrible day!" His mom just laughed.

Presented an E3 talk series with Karen McCarthy from the Madras Garden Depot. This presentation was Part 1 of a 2-part program. Four people came in person, and three people watched via Facebook live. The video is available for viewing. I've resolved posting and streaming issues, and the March session should be problem-free.

Children Services

Initial planning for the 2022 Summer Reading Program is underway. The program includes Teen Services, Community Services, and Spanish Services. Planning Kits for kids.

Spanish Services

We finally had the first Virtual Latino Book Club, with five people attending; our first meeting was via Zoom on February 8th at 9:30 am. The Virtual Book Club reads the same book as the in-person Book Club. The people joining from Bend and Redmond expressed thanks to the Library for including them in this club.

The Latino Book Club meeting was by Zoom on February 24th. I had to cancel the in-person meeting because of inclement weather (forecasted to be much colder than it was). There were 10 participants, and we met for about 90 minutes. We discussed the next book Latino Book Club. I encouraged the group to participate in I am a Story.

Cuentitos en Espanol is doing well thanks to having better weather.

The patrons can find a Spanish survey in the Library to help determine a good time for Cuentitos en Espanol and identify other services people would like to have at the Library. I want to listen to them so I can provide relevant programming.

Teen Services

Continue to participate at the High School doing crafts with the teens at the Library. A Dungeons and Dragons club began spontaneously began meeting in the Library on Saturdays, and we welcome the activity.

Traveling Storytime

In February, we reached 270 kids and 76 adults.

Library provided 35 crafts to daycare and kindergartner programs at the high school. Miss Julie asked us if we could offer crafts in the monthly Traveling Storytime. I used to do it and will figure out how to purchase crafts from a relevant company (Oriental Trading or similar).

Safety (Star)

No report.

Technology (Dion)

Installed Bitdefender GZ – server-level antivirus software

Reset 3 Chromebooks to factory default

Reset alarm at Genealogy Center. There are issues with the security alarm at 21 D Street. During a walk-through, the alarm went off, and we could not disable it without help from the alarm company. Resolved.

Keeping an eye on the door counter in the Library to make sure it's working correctly.

Statistics – see below.

Other

Genealogy (Alex)

No report.

| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Total | Averages where relevant | Notes |
|--------------------------------|------|-----|------|-----|-----|-----|-----|-----|-------|-------------------------|--|
| Programming - In Person | | | | | | | | | | | |
| Adult Programming | | | | | | | | | | | |
| Adult Program | 0 | 2 | 5 | 5 | 3 | 5 | 8 | 4 | 34 | | Yarnies/Cribbage |
| Attendance | 0 | 2 | 7 | 42 | 34 | 23 | 16 | 10 | 147 | | |
| Adult SRP Programs | 0 | 1 | - | - | - | - | - | - | 1 | | only June, July and August |
| Attendance | | 537 | - | - | - | - | - | - | 537 | | |
| Senior Outreach | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 3 | 6 | | delivery |
| Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Family Programming | 1 | | | 1 | | | | | 2 | | |
| Attendance | 1125 | | | 150 | | | | | 1275 | | |
| Children Programming | | | | | | | | | | | |
| Children's Programs | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 0 | 4 | | |
| Attendance | | | | 19 | 20 | 32 | 15 | | 86 | | |
| Children SRP Program | 3 | 192 | - | - | - | - | - | - | 195 | | Aug is Reading statistics = logs count |
| Attendance | 133 | 946 | - | - | - | - | - | - | 1079 | | |
| Bilingual Storytime | 4 | 4 | 10 | 4 | 2 | 4 | 4 | 4 | 36 | | |
| Attendance | 63 | 12 | | 25 | 26 | 38 | 38 | 33 | 235 | | |
| Traveling Storyteller Program | - | - | - | 35 | 28 | 13 | 10 | 13 | 99 | | |
| Attendance | | | | 328 | 298 | 108 | 81 | 346 | 1161 | | |
| Spanish Programming | | | | | | | | | | | |
| Adult Program | 1 | 1 | 1 | 2 | | 0 | 1 | 2 | 8 | | |
| Attendance | 6 | 5 | 4 | 7 | 0 | 0 | 9 | 13 | 44 | | |
| Children Program | | | 4 | 4 | 3 | 4 | 1 | 3 | 19 | | |
| Attendance | - | - | 18 | 15 | 12 | 14 | 1 | 13 | 73 | | |
| Teen Programming | | | | | | | | | | | |
| Teen Program | | | | | 2 | 2 | 2 | 2 | 8 | | |
| Attendance | | | | | 36 | 24 | 26 | 29 | 115 | | |
| Teen SRP Program | 1 | 1 | - | - | - | - | - | - | 2 | | |

| | | | | | | | | | | |
|-----------------------------------|------|------|-------|------|------|-------|------|--------|-------|------------------|
| Attendance | 11 | 2 | - | - | - | - | - | - | 13 | |
| Programming - Online | | | | | | | | | | |
| Adult Live Online Programs | 9 | 2 | 3 | 4 | 1 | 2 | 1 | 3 | 16 | FB only |
| Views (Peak) | 3898 | 273 | 1127 | 947 | 1036 | 1,016 | 151 | 466 | 5016 | 717 |
| Adult Recorded Online Programs | 26 | 29 | 27 | 52 | 44 | 25 | 39 | 32 | 248 | FB and Instagram |
| Views (First 7 Days) | 2001 | 3157 | 2,411 | 6467 | 7110 | 4,375 | 4403 | 11,212 | 39135 | 5591 |
| Children Live Online Programs | - | - | - | 1 | 1 | 1 | - | - | 3 | FB |
| Views (Peak) | - | - | - | 1 | 1 | 5 | - | - | 7 | |
| Children Recorded Online Programs | 11 | 12 | 3 | 3 | 3 | 3 | 2 | 2 | 28 | FB and YouTube |
| Views (First 7 Days) | 5531 | 2181 | 993 | 820 | 633 | 763 | 608 | 477 | 6475 | 925 |
| Teen Live Online Programs | - | - | - | - | - | - | - | - | 0 | |
| Views (Peak) | - | - | - | - | - | - | - | - | 0 | |
| Teen Recorded Online Programs | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 7 | FB and YouTube |
| Views (First 7 Days) | 190 | 246 | 337 | 254 | 489 | 266 | 284 | - | 1876 | 313 |
| Spanish Live Online Programs | - | - | - | - | - | - | - | - | 0 | |
| Views (Peak) | - | - | - | - | - | - | - | - | 0 | |
| Spanish Recorded Online Programs | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 8 | FB and YouTube |
| Views (First 7 Days) | 225 | 193 | 198 | 274 | 308 | 245 | 240 | - | 1458 | 243 |
| Interlibrary Loan | | | | | | | | | | |
| Unique ILL requesters | 3 | 12 | 7 | 0 | 0 | 0 | 9 | 5 | | |
| ILL Requests Submitted | 4 | 16 | 12 | 0 | 0 | 0 | 12 | 7 | 51 | |
| ILLs sent | 9 | 9 | 6 | 0 | 0 | 0 | 0 | 0 | 24 | |
| Volunteers | | | | | | | | | | |
| Volunteer Hours | 33 | 57 | 43 | 40 | 48 | 48 | 53 | 52 | 374 | |
| Circulation | | | | | | | | | | |
| Public Computer Uses | 183 | 145 | 153 | 137 | 219 | 193 | 179 | - | 1209 | |
| Registered Users | 4125 | 4106 | 4089 | 4136 | 4105 | 3984 | 4051 | 4027 | 32623 | 4078 |
| Library Cards Issued | 64 | 51 | 63 | 44 | 42 | 37 | 67 | 60 | 428 | 54 |
| Door Count | 2429 | 2987 | 3457 | 2908 | 2188 | 1326 | 1530 | - | 16825 | 2404 |
| Overdrive New Users | 11 | 7 | 17 | 9 | 12 | 16 | 9 | 9 | 90 | 11 |

Items Borrowed

| | | | | | | | | | | |
|-----------------------------|------|------|------|------|------|------|------|------|-------|------|
| DPL items checked out at JC | 378 | 400 | 378 | 354 | 409 | 402 | 422 | 413 | 3156 | 395 |
| JC items checked out at DPL | 2561 | 2575 | 2527 | 2558 | 2515 | 2633 | 2731 | 2555 | 20655 | 2582 |
| CC items checked out at JC | 75 | 49 | 80 | 66 | 80 | 74 | 64 | 73 | 561 | 70 |
| JC items checked out at CC | 189 | 119 | 118 | 113 | 116 | 142 | 142 | 139 | 1078 | 135 |
| Magazine Downloads | 34 | 51 | 52 | | 51 | 45 | 49 | 143 | 425 | 61 |
| Overdrive Checkouts | 1655 | 1803 | 1783 | 1802 | 1729 | 1185 | 1919 | 1681 | 13557 | 1695 |
| Reg Circulation | 3120 | 2943 | 2514 | 2260 | 2265 | 2005 | 2457 | 2341 | 19905 | 2488 |
| Renewals | 138 | 146 | 146 | 131 | 162 | 227 | 139 | 172 | 1261 | 158 |
| Total Checkouts | 4947 | 4943 | 4495 | 4193 | 4207 | 3462 | 4564 | 4337 | 35148 | 2929 |

Cataloging

| | | | | | | | | | |
|-------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|
| Materials Added | 343 | 399 | 350 | 214 | 338 | 493 | 290 | 182 | 2609 |
| Spanish Materials Added | 82 | 24 | 22 | 0 | 69 | 13 | 13 | 2 | 225 |
| Bib records added | 158 | 98 | 118 | 8 | 151 | 215 | 90 | 57 | 895 |
| Withdrawn items | 212 | 31 | 104 | 26 | 12 | 88 | 38 | 73 | 584 |
| Original bib records English | 1 | 1 | 0 | 0 | 1 | 6 | 0 | 1 | 10 |
| Original bib records, Spanish | 18 | 2 | 2 | 0 | 5 | 0 | 0 | 0 | 27 |

Other

| | | | | | | | | | | |
|------------------------------|--------|--------|--------|--------|--------|-------|--------|-------|---------|-------------|
| Website Page Views | 34,853 | 34,654 | 28,743 | 27,188 | 40,122 | ##### | 49,219 | 30454 | 290,988 | 36,374 |
| Annex Meetings/Events | 35 | - | - | - | - | - | - | - | 35 | |
| Annex Attendance | 0 | - | - | - | - | - | - | - | - | |
| Film Attendance | - | - | - | - | - | - | - | - | 0 | |
| Proctored Exams (minutes) | | | | | | | | | 0 | |
| Sat Market Contacts | 270 | 110 | 42 | - | - | - | - | - | 422 | |
| Bookend students | - | 11 | - | - | - | - | - | - | 11 | August only |
| GrabNGobags | 21 | 19 | 0 | - | - | - | - | - | 40 | |
| Homebound Delivery | 0 | 0 | 0 | - | - | - | 2 | 3 | 2 | |
| TRB Volunteer Hours | 32 | 11 | - | - | - | - | - | - | 28 | |
| First Thursday (Summer only) | 0 | 0 | 62 | - | - | - | - | - | 62 | |
| Notary | 3 | 3 | 5 | 3 | 3 | 4 | 4 | 2 | 27 | |
| Reference Transactions | 303 | 399 | 413 | 352 | 265 | 160 | 175 | 184 | | |

Google Business

| | | | | | | | | | |
|-------------------------------|-----|-----|-----|-----|-----|-----|-----|------|-----|
| Business Profile Interactions | 176 | 278 | 286 | 232 | 204 | 241 | 254 | 1176 | 235 |
| Calls | 54 | 53 | 50 | 28 | 32 | 42 | 38 | 217 | 43 |
| Directions | 50 | 82 | 86 | 46 | 45 | 67 | 68 | 309 | 62 |
| Website clicks | 176 | 142 | 156 | 156 | 126 | 132 | 148 | 756 | 151 |