

- Much of the month has been spent on projects for future/upcoming projects & improvements... details forthcoming for those ideas that come to fruition! One example is that the Book Club hosted by Amanda is coming back in a virtual format starting in March!
- Sadly, Hadassah Fragua won't be filling the position of Summer Reading Coordinator for summer 2021 after all; it was good to work together for a bit and we wish her well as always!
- Summer Reading is taking a different direction rather than training someone from the ground up to be the SRP Coordinator during another strange year of virtual programming we are recruiting community members to create virtual/hybrid content and Janet is taking on the coordination process for now.
- Cynthia East is returning for training as a substitute since so many changes have occurred for staff operations; Steve Patillo returned to fill in one morning as well. It is good to be able to be stable enough in our operating and safety procedures to welcome them back again!
- A significant effort has gone into making policy, procedures, shared staff notes, and library statistics tracking a more streamlined and easily accessible thing for staff. Greg Shores did the creation of the online tools to enable this consolidation. Diane Duback had documented many of the procedures during her work at the library; Amanda has updated and added to that effort, and Savannah created procedures for cleaning as well. The purposes of this work is:
 - To have one searchable place for staff to look for answers to procedure/policy questions
 - To make training new staff easier
 - To have policies in a public facing location for easy access for patrons
 - To have procedures in a staff facing position for easy access for staff
 - To have a place for staff to easily communicate important notes
 - To have a place for staff to enter daily statistics. Digital input will enable export to a spreadsheet at the end of the year, rather than manual tallies from calendars as in the past. These statistics are required for the annual report to the New Mexico State Library in order to be eligible for state and federal funding opportunities.
- The Library Board continues to review and approve, or further revise, updated policies presented by Janet at most monthly meetings. The most recent effort of combining several older policies into one, including additions, created a new Library Card and Borrowing Policy to better serve the current community and conditions. New cardholder options include the ability for a teen to obtain their own (limited) card without parent signature, and an educator's card for homeschoolers and teachers. Also included were cardholder rights and responsibilities. Amanda created a new library card application based on the new policy; she patiently edited with the many iterations of getting it just right for both staff and patron use. Verbiage and a QR code were included to encourage patrons to become familiar with their rights and their children's rights as cardholders. Current policies can now be viewed at jsplibrary.org under the "About" tab.
- After new information became available about indoor air quality, minor but recommended improvements in filtration and humidification were made in the building via purchase and installation of two hepa filter devices, two humidifiers, and new tighter weave filters for the building heat/cool units.
- We continue to post opportunities and information on the website, facebook page, and NextDoor for community members.
- The FOL continues to meet and be creative about fundraising and continues to provide excellent support to the library. Thank you to the many community members who contribute so generously!