

Adult Services Librarian Report February 2022

Volunteers

A new year means new volunteers! Last year we quickly hit our budgeted maximum for volunteer background checks and have had to wait until now to take on more. Currently, we are fortunate enough to have enough shelveers to meet our needs. The following is a list of new volunteer opportunities that will be posted to the Volunteer Fox Cities (VFC) website as well as their 2022 Connection book this month.

- **Spring/Summer Interactive Learning Garden Groundskeeper** - Assists with raking mulch, weeding, and general cleaning of our Interactive Learning Garden from April to October.
- **Fall/Winter Interactive Learning Garden Groundskeeper** - Assists with snow removal, salt application, and general cleaning of our Interactive Learning Garden from October to April.
- **Local History Projects**- Assist with a variety of local history projects including, but not limited to, indexing, scanning, and data entry.
- **Summer Learning Program Assistants** - Volunteers must be between the ages of 13 and 17. Assist with handing out reading program prizes, shelving books, creating take and make kits for families, greeting patrons, and more. This position will be available between June and August during our Summer Learning Program.

Outreach Partnerships

We have partnered with VFC to bolster the number of one-on-one technology sessions we hold in an effort to bring more people to the library and increase technology literacy in the community. VFC received a grant that will help them promote teaching technology skills to older adults in the community. They needed instructors to help in the eastern part of the Fox Valley. They will send us patrons who need assistance in exchange for our keeping track of the number of people helped and administering surveys for grant reporting purposes. Since this is a service we already offer the burden on staff time should be minimal.

We have also partnered with Easterseals to teach a Microsoft Excel/Google Sheets training class at their location on Lourdes Dr. in Appleton. Last year, I helped an Easterseals volunteer learn Excel via three one-on-one technology help sessions. This month another Easterseals volunteer needs help learning the same information. The situation prompted Easterseals to ask me to create a class to teach their volunteers the necessary skills instead of teaching them individually. This highlights the networking value of our one-on-one training sessions.

Staff Training

Angela and I have begun redesigning the training process for new employees. Staff have reported feeling overwhelmed with information during their first few weeks at the library. Our goal is to lessen that feeling while also creating comprehensive documentation and video

instruction for staff to reference. We will have the new training process ready by June on staff training day.

Collection Cleanup

Angela and I have started the process of reviewing each item in our collection. Our goal is to verify that items:

- Are in acceptable condition
- Are in the correct collection
- Are priced correctly
- Are in the correct series
- Have consistent call numbers
- Are in complete series without gaps
- With a low checkout count are removed
- With outdated information are removed

Our plan is to review the collection in sections at a time over a revolving two-year period. Doing so should increase circulation rates, shelving accuracy, and improve our patron's ability to find items at the library as well as their perception of our collection.