**Library Volunteer Leaders - Notes**

**9-28-22 1:30 EST**

Host:  Wendy Johnson, MPA, CVA, The Indianapolis Public Library, wjohnson@indypl.org

Meetings will be held every Wednesday at 1:30 EST for an hour until further notice. We’ll use the same Zoom link each week. Please share the link with fellow library volunteer leaders. All are welcome.

Zoom: <https://us02web.zoom.us/j/85199850785?pwd=WHorb3h2ckgvZjhZT1BOVWxEMzhlZz09>

Meeting ID: 851 9985 0785

Access Code: Volunteer

# **Topics Discussed**

**News**

* Thank you Liza for facilitating the gathering last week! Amazing! (And thank you for the agenda and notes below. 😊)
* October 18 - Facilitator, Wendy McClure, Share photos of your library, volunteer areas, & ideas.
* WBUR, Here & Now. *How the fight over banned books is playing out in communities across the U.S.* 9/23/22. <https://www.wbur.org/hereandnow/2022/09/23/banned-books-week>
* ALIVE now has a Community of Practice (COB) for literacy. The first time you attend it’s free, after that membership is needed. Next sessions: 10/17/22 and 12/19/22. Literacy Community of Practice is a group of professionals with the interest of improving literacy levels for youth and adults. We convene bi-monthly to offer support, share best practices, and provide a safe space for discussion, and networking. For more information contact [Brandy Tolbert, Facilitator](mailto:literacycop@volunteeralive.org).

**Banned Book Week**

What’s your library been doing for Banned Book Week?

* Posting social media and Reels
* Our social media team shared banned books’ content. <https://www.instagram.com/multnomahcountylibrary/>
* We posted an article on our main library website as well as on social media.
* We also have a banned book-related event coming up on Oct 6: <https://multcolib.org/events/they-want-us-be-quiet-books-unite-us-censorship-divides-us/122110>
* Volunteers receive Intellectual Freedom training during orientation. This includes applicable situations they might encounter.
* “Banned Camp” for teens during the summer. Teens read and discuss banned books. They loved it so much that it’s continuing into fall! <https://library.austintexas.gov/blog/read-banned-books-banned-camp>
* Book displays – and displays that are selfie worthy
* We did a bunch of activities for banned books, but this one was fun! <https://www.facebook.com/deschuteslibrary/videos/870267580624872>

**Department of Aging & Partnering with the Library**

The Department of Aging has a 3-6 month program on basic skills training for older citizens. The concern: participants are paid to work by the Department of Aging while they work in the library for 20 hrs a week. Here are some examples where volunteers have been paid by an outside source.

* Running the library coffee shop, developing barista skills, treated like an internship. In this example, the coffee shop is next to the children’s area so the volunteer baristas were like “grandparents”. The participants loved the experience. Note: 20 hrs/week is totally doable.
* [TeenWorks](https://teenworks.org/). (Indiana) High school students participate in small groups with an adult leader for 8 weeks in the summer. In the morning the group completed the pull list for the Central Library. The afternoon was spent in professional development – college visits, resume writing, interview skills, financial literacy, etc.
* [AmeriCorps Seniors: RSVP](https://americorps.gov/serve/fit-finder/americorps-seniors-rsvp). We post opportunities with the local organizer, RSVP participants sign-up and off we go. They are paid by AmeriCorps.
* Corporate volunteers who participate in group projects during work hours are being paid. VTO (Volunteer Time Off).
* Community members who present free programs are frequently taking time off of work (where they are paid) to help the library.
* Look at this through the lens of inclusivity…the aging demographic.
* When I was at AmeriCorps I was required to volunteer for another organization so I went to the public library. =)

**Imagination Library – Dolly Parton’s project**

* <https://imaginationlibrary.com/>
* A message from Dolly: <https://www.youtube.com/watch?v=JTiutHMw4Rg>
* There's a similar free book program for Jewish families in case it's useful for anyone: <https://pjlibrary.org/home>
* Info from Cedar Rapids PL website: <https://www.crlibrary.org/children/imagination-library>
* Free books for ages 0-5. 1 book a month.
* Dolly Parton Foundation pays for the books and the library foundation (or a nonprofit) pays for shipping to the child’s address
* Library signs up the kids by entering them in the Imagination Library database
* Library markets to child care centers, WIC clinics, and through “welcome baby” packets in maternity wards
* Books are age-appropriate, diverse, and bilingual
* It really is this simple
* My little grandson gets an Imagination Library book every month -- it's managed locally by United Way
* Dolly Parton data from August 2021: As of this afternoon, we have 5,525 children enrolled in our Imagination Library, with 3,097 children who have graduated by turning five. This enrollment number represents more than 65% of eligible children in Cedar Rapids!

**Physical Barriers – Inside the Library**

Are you removing the physical barriers put in place during COVID like Plexiglas shields? Further, are you removing desks on the floor for patron-facing staff to move about the library and be more approachable?

* One branch in the system does this. There are 3 floaters and 1 person at a desk.
* Accessibility for patrons. Staff are concerned about their safety
* We're migrating to fewer desks and have a ffloating person who goes between areas to see how they can assist. Staff isn’t excited about it...
* As a Librarian I love this! But I know so many colleagues that would hate it.
* As a librarian I understand it's purpose and benefits but I would not be excited. I love my desk too much.
* Concerns for staff’s health and personal space
* More flexible spaces are being created – more open – movable shelves to create rentable space. There is a concern for options during an active threat.
* Moveable Summer Reading Program Desk
* No big circulation desk. Instead, Desks are throughout the library, even in the stacks. No need for circulation staff – automated material handling devices automate check-out and book return. Staff are encouraged to rove.
* What about panic buttons at the desk? Handheld devices (walkie-talkies, Vocera, etc.) replace the panic buttons.
* Our float staff have an earpiece/radio to make contact with other staff if they need support on the floor.
* Staff on the public floor wear purple vests and have an activity cart/desk they push around. This is more like a museum environment.
* Movable shelves used to reconfigure the DVD, CD, Teen, and Large Print. This makes it easy to provide large floor space for parties/receptions.
* Our desks just keep getting smaller and smaller!
* What about shelves that descend into the floor? Is that a thing?

**How do you organize yourself?**

* Outlook for work. Google calendar for home.
* ¼ page for “to do”. Spiral 5 subject notebook for projects and ongoing activities.
* Google task – Build in lead time (reminders) & connect to email or file storage so all of the notes are together.
* To do lists – Yea!
* I'm in a constant battle to organize myself.
* The whole system uses Basecamp but I prefer google suite
* Post-it notes! Fold in half when completed. Place in a clear jar when finished to see progress.
* Daytimer (paper format) before technology. Have now moved to the phone calendar for the same features and more.
* Fancy forms. A Daily/This week list, Time Tracker for every 15 min. All projects have a physical file folder for notes and meeting agendas. <https://www.amazon.com/Carson-Dellosa-This-Notepad-151247/dp/1483842762/ref=sr_1_1_mod_primary_new?crid=4C6HQFOJ6PDP&keywords=i%27ve%2Bgot%2Bthis%2Bnotepad&qid=1664389164&qu=eyJxc2MiOiIyLjk2IiwicXNhIjoiMS4wOCIsInFzcCI6IjAuNTAifQ%3D%3D&sbo=RZvfv%2F%2FHxDF%2BO5021pAnSA%3D%3D&sprefix=i%27ve%2Bgot%2Bthis%2Bnote%2Caps%2C88&sr=8-1&th=1>
* I used to do time tracking. It's really informative
* Set recurring annual reminders in the digital calendar.
* Send your boss a list of what you’ve been doing regularly – daily, weekly, monthly. This will help keep them in the loop, keep volunteer engagement front of mind, and make it easier for evaluations
* Track # of volunteer interviews \* 20 minutes, the number of articles published, # of presentations (w attendance), etc.
* I'm required to share my tasks for the week with my supervisor at the end of each week. It's actually helpful to go back and look at it.

**Future Topics**

* Our leadership role, what new things are we doing? Resources to share? (encore)
* Strategic planning - 3 and 5-year plans – looking for a speaker
* Strengths Finder, DISC, and other personality evaluation tools… why they might be valuable to you. (Amber B.)
* Current research reports and studies
* Charlotte, NC – distributing over 20,000 laptops (for free) by next May

**Booklist**!

Please send Wendy J. the titles and authors for 1-2 volunteer-focused or leadership books that you have found to be of value or are on your “waiting to read” list. Send along your fun titles, too!

* *The Power of Moments*
* *From Library Volunteer to Library Advocate: Tapping into the Power of Community Engagement* by Carla Campbell Lehn
* *The Complete Volunteer Management Handbook* by Rob Jackson, Mike Locke, Dr. Eddy Hogg, and Rick Lynch
* *The (Help!) I-Don’t-Have-Enough-Time Guide to Volunteer Management*
* *From the Top Down: The Executive Role in Successful Volunteer Involvement* by Susan J. Ellis
* Here's a link to my [Carla] annotated bibliography on volunteer engagement: <https://getinvolvedclearinghouse.org/training-materials/bibliography-volunteer-engagement>
* *The Volunteer Management Handbook*, edited by Tracey Daniel Connors
* *Think Again* by Adam Grant (currently reading – Sue)
* *Lessons from the Mouse*. A Disney management book
* *Help! I don’t have enough time! Guide to Volunteer Management* <https://www.energizeinc.com/store/help_i_dont_have_enough_time_guide_volunteer_management>

## **Training Opportunities & Resources**

* Volgistics National Peer Group – online – 2nd Tuesday of the month – free!

FMI contact Jessica Link, [linkj@crlibrary.org](mailto:linkj@crlibrary.org).

* Better Impact User Group – online – 1st Tuesday of every month, 2p EST/11a PST – free!

<https://us02web.zoom.us/j/86131303138?pwd=RlBWN2U4SWpZZEdXNEhOem9uTUZJdz09>

Meeting ID: 861 3130 3138

Passcode: 240307

* Join the [GetInvolved ClearingHouse](https://getinvolvedclearinghouse.org/) listserve by emailing Carla, [at clehn@califa.org](mailto:clehn@califa.org). Fabulous resource with samples, weekly news & updates.<https://getinvolvedclearinghouse.org/>