**Library Volunteer Manager Peers - Notes**

**7/1/20 1:30 EST**

**Host: Wendy Johnson, Indianapolis Public Library**

[**wjohnson@indypl.org**](mailto:wjohnson@indypl.org)

Hello, Friends! I hope that your Independence Day celebrations were joyful. Welcome to our new attendees! All are welcome.

Our next gathering will be Wednesday, July 8 at 1:30 EST

Zoom: <https://us02web.zoom.us/j/88256667847?pwd=S1dIMm1XOG5LK1llUkZMb3grbURFZz09>

Not-so-secret Access Code: Volunteer

Reminder for Volgistics users: Thank you Jessica L. for organizing this!

**Topic: Volgistics User Group**

**Time: Jul 14, 2020 03:00 PM Central Time (US and Canada)**

Join Zoom Meeting: [**https://us02web.zoom.us/j/86759885407?pwd=NnJzSGJHMXE1WXN4b1RVaWFpc0gvZz09**](https://us02web.zoom.us/j/86759885407?pwd=NnJzSGJHMXE1WXN4b1RVaWFpc0gvZz09)

**Meeting ID: 867 5988 5407**

**Password: volgistics**

One tap mobile

+16468769923,,86759885407#,,,,0#,,7925991775# US (New York)

+13017158592,,86759885407#,,,,0#,,7925991775# US (Germantown)

Dial by your location

            +1 646 876 9923 US (New York)

            +1 301 715 8592 US (Germantown)

            +1 312 626 6799 US (Chicago)

            +1 346 248 7799 US (Houston)

            +1 408 638 0968 US (San Jose)

            +1 669 900 6833 US (San Jose)

            +1 253 215 8782 US (Tacoma)

Meeting ID: 867 5988 5407

Password: 7925991775

Find your local number: <https://us02web.zoom.us/u/kbdy1RWMh0>

Have a wonderful week!

Wendy

**Topics Discussed**

Current Volunteer Engagement

* Library volunteers are pen pals with a local Senior Center and Department of Aging, Disability and Veteran Services – partnerships!
* Library volunteers are creating Fidget Blanket kits and finished products – partnerships! We suspect that the 72 hour quarantine would be appropriate. Details below. Thank you, Lesli G.!
* Library volunteers are making free masks for library staff and patrons.
* Read to dog volunteers are posting adorable videos & dog pictures for social media, creating zoom meetings with dog and reader, and coloring pages for download. <https://www.metrolibrary.org/events/children-reading-dogs-498> Thank you Heidi!
* Volunteers are assembling Summer Reading Program grab-n-go packets from home.
* Volunteers are distributing library materials at Summer Serving sites.
* Oral history transcriptions are being done by High School aged volunteers from home.
* A volunteer is using his drone to take quality pictures of the city for library publications and catalog. Suggestions for photographer photo release: check with local newspaper, ask legal advisors on photo copyright release forms – this form would stipulate that the photographer is granting you permission to use their photo without compensation or attribution – it a copyright release. Also, possibly other library documents that have been approved by trustees or supervisors, specifically programming staff or HR.
* Book sale volunteers/Friends of Library continue to support sale efforts with on-line postings and preparations for future sales.
* Volunteers are reviewing new trainings and documentation drafts remotely.
* Volunteer GROUP!!! Bringing in a group of 10 volunteers to do a huge packet stuffing project after hours with lots of distancing.
* Volunteers are door counters in branches that have opened.

Volunteers Returning to Branches

Some of us have already begun to introduce volunteers back into our buildings - primarily in book sales scenarios. For others it may be late autumn, early winter before we see them on a limited basis. Systems are making sure that the staff members are back to regular hours first, especially in systems with unions. Of course, all health safety guidelines from state & county are being followed.

What are we working on?

* Record retention practices & procedures
* Data backup procedures for volunteer management database
* Volunteer on-boarding documentation overhaul – handbooks, applications, interview forms, etc.
* Updating/creating new webpages
* Developing COVID-19 safety training for all volunteers plus some role specific training, using Niche Academy
* Developing book sale volunteer and shopper shift sign-up system, using Sign-up Genius. We bought a license so we could go without ads.

Communication

* Our friend Wendy M. reminds us that communication and clear, timely messaging with volunteers and patrons is critical. There is frustration & confusion when the messaging isn’t timed correctly or is missing.
* Confusion is happening in a system where each branch is sending out messaging that isn’t cohesive. Each branch is “doin’ their own thing”.
* From a quick poll of today’s group, we are split between being able to send messages to volunteers directly OR going through a communications channel (i.e. approval from Communications Department or upper management). This second option is causing a delay for some, sometimes up to 10 days, with getting vital information to volunteers.
* Weekly mini-news blasts through Volgistics and a more fancy monthly newsletter through Constant Contact, Zoom coffee meetings, personal phone calls, and regular updates are working in various combinations to keep volunteers connected.
* Weekly coffee via Zoom. Themes … favorite coffee mug, bring your pet, unique books in home collection

Virtual Volunteering

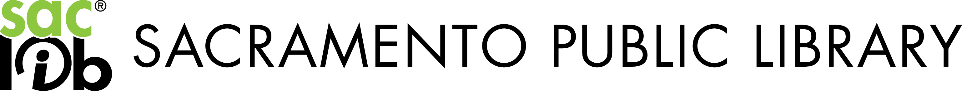
* “The Last Virtual Volunteering Guidebook” by Jayne Cravens & Susan Ellis. Great read/review.
* Jayne Craven’s, virtual volunteer guru, webpage with resources, <http://www.coyotebroad.com/pointsoflight20/>

**Resources**

* Curbside video from Sonia in Portland, OR, Cedar Mills Community Library <https://www.youtube.com/watch?v=FDwsjZd6fXo&utm_source=Cedar+Mill+%26+Bethany+Libraries+News&utm_campaign=c8a7623fd6-EMAIL_CAMPAIGN_2019_09_26_09_03_COPY_01&utm_medium=email&utm_term=0_b9c9bb59a0-c8a7623fd6-514539789>

**Conversation Starters**

* COVID times
  + Introducing volunteers back into system
  + Virtual/Remote Volunteering. Policies, procedures, roles, etc.
  + When will volunteers return to the branch? What will they be doing?
* How are we setting up interviewing/paperwork/waivers for virtual volunteers? Will we accept volunteers that we may never meet due to distance or ability?
* What are we working on?
* Best Practices and General Topics
  + Staff buy-in
  + Volunteer Management Software
  + Background check products



**Fidget Blanket FAQ**

**What is a Fidget Blanket?**

A Fidget Blanket is a lap-size blanket that provides sensory and tactile stimulation. Blankets are equipped with “fidget” objects such as buttons, ribbons, zippers, rings, buckles, shoelaces, and pockets for the user to touch and play with. Fidget blankets are ideal for those with restless hands, including people with Alzheimer’s disease or another form of dementia.

**What will happen to these Fidget Blankets?**

In 2019, the Sacramento Public Library introduced the Brain Health Initiative, which focused on sharing information and resources related to Alzheimer’s disease and brain health. Fidget Blanket Workshops were included as part of the Brain Health Initiative for dementia caregivers to create Fidget Blankets for their loved ones. The Fidget Blankets that are created by volunteers will be donated to local memory care facilities.

**Included supplies:**

* Pre-cut felt (for bottom of blanket)
* Pre-cut fabric (for top of blanket)
* Batting
* Scrap fabric
* Variety of fidget items, which may include:
  + Shoelaces
  + Buckles
  + Zippers
  + Rings
  + Ribbon
  + Velcro
* Note: Sewing machine, thread, needles, and bobbins are NOT included. Volunteer must have these items readily available.

**Tips:**

* Make sure objects are attached to the blanket securely, as some users may attempt to pull the object off.
* Leave space between each fidget object—Typically, 6-8 objects will suffice.
* Many people with dementia experience depth perception—Please refrain from combining lots of patterns.
* Refer to the example images for ideas of how to display and attach your fidget object. It is up to you how you would like to arrange everything—Be creative!

If you have any questions, please contact Katie Ball at kball@saclibrary.org.

*Thank you for lending your time and talents to create a Fidget Blanket!*

**Fidget Blanket Examples**