

Janet's Report - April 2024

I'm just keeping up with my regularly assigned duties...

Cataloging: Since the last Board Meeting, we've added 175 items to the collection.

Lost items: I'm working with patrons who have overdue and lost items. We've identified accounts with items lost more than one year and I've made notations on the patron's end. The "Active" Lost List now contains 63.

Mailchimp – So far...17 in 2024

Inventory – Creed gave the OK for me to have my Sunday volunteers take on an inventory of the library. This started July 23/2023 and we have 12 collections completed. As each collection is finished, we'll mark those items as "missing". If not accounted for in the next few months...they will be deleted. I requested a custom report from the technicians at AspenCat/Koha to make this process run smoothly.

Older (continuing assignments):

- Creed has asked me to keep the Book Club lists current as well. I am also maintaining the clubs' book lists for the website. We're hoping for a way to indicate which books have been assigned to particular meeting dates.

- Creed has asked me to keep the Large Print Collection from the Colorado Talking Book Library in a regular rotation. At the end of each month, I'm retiring old titles so they can be refreshed with new ones. This requires a bit of cataloging time in addition to materials preparation. I spoke with the Talking Book Library staff about adding more western titles to our collection. There was a little wrinkle with book delivery due to a staffing change at the Talking Book Library, but I think we're back on track.

- With the advent of 2 "automated" renewals, for a while I was unable to offer a 3rd renewal. This feature caused a huge bump in "lost items". Since my last report, the option for a 3rd renewal is available again on the library software, which has brought our numbers back down again.

Quarterly: deleting item records for lost items that are over a year old and have little to no chance of recovery. Creed has asked that we delete patron accounts with no payment on lost items prior to 2019. These charges owed will be written off.

- I continue to maintain our library's email announcements list and have begun sending out the batch emails.

My first successful Mail Chimp campaign was sent on 7/25/16.

2016 – 13 campaigns (announcements) sent

2017 – 38 campaigns (announcements) sent

2018 – 35 campaigns (announcements) sent

2019 – 26 campaigns (announcements) sent

2020 – 18 campaigns (announcements) sent

2021 – 31 campaigns (announcements) sent

2022 – 36 campaigns (announcements) sent

2023 – 49 campaigns (announcements) sent