

Janet's Report – August 2025

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

Cataloging: Since the last Board Meeting, we've added 223 items to the collection. Creed has given me instructions in ordering from our main wholesale vendor, Ingram. I'm enjoying the ordering process.

Lost items: I'm working with patrons who have overdue and lost items.

The "Active" Lost List now contains 67. We've identified accounts with items "lost" more than one year ago and I've made notations on the patron's end. These items will be deleted from the system although the charges will remain on patron accounts.

Mailchimp – So far...37 in 2025 (including emails requested by the Friends)

Weeding & Inventory – My Sunday Volunteers have been doing weeding projects as assigned by Creed. We started another inventory in June (last one ran from 7/2023 – 9/2024).

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.

Weeding & Inventory – Jean, my Sunday Volunteer, has been working on a weeding project in the Fiction collection. This is the removal of items that are duplicate copies or those that have not been circulating within parameters set by Creed. This gives us a little more breathing space on our shelves.

2023 - 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 finished the scanning of collections on 9/15/24. We completed the status changes for missing items by the end of September 2024. We may start again this summer (2025).

- 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
2024 – 53 campaigns (announcements) sent	