



2/13 8:36 AM

I add the 15 min team check in on your excel sheets for 10:15 on Tuesday. This is right after the Managers meeting just for a quick chat. @ Meet in Board Room.



2/13 8:45 AM

Nevermind about the 15 min check in this week. I forgot I swapped Tech Connects and will be doing this weeks class. Starting next week! I have reserved the board room through May.



Wednesday, February 15

2/15 8:54 AM

Good info with links: https://programminglibrarian.org/articles/calendar-events-celebrations



Calendar of Events & Celebrations

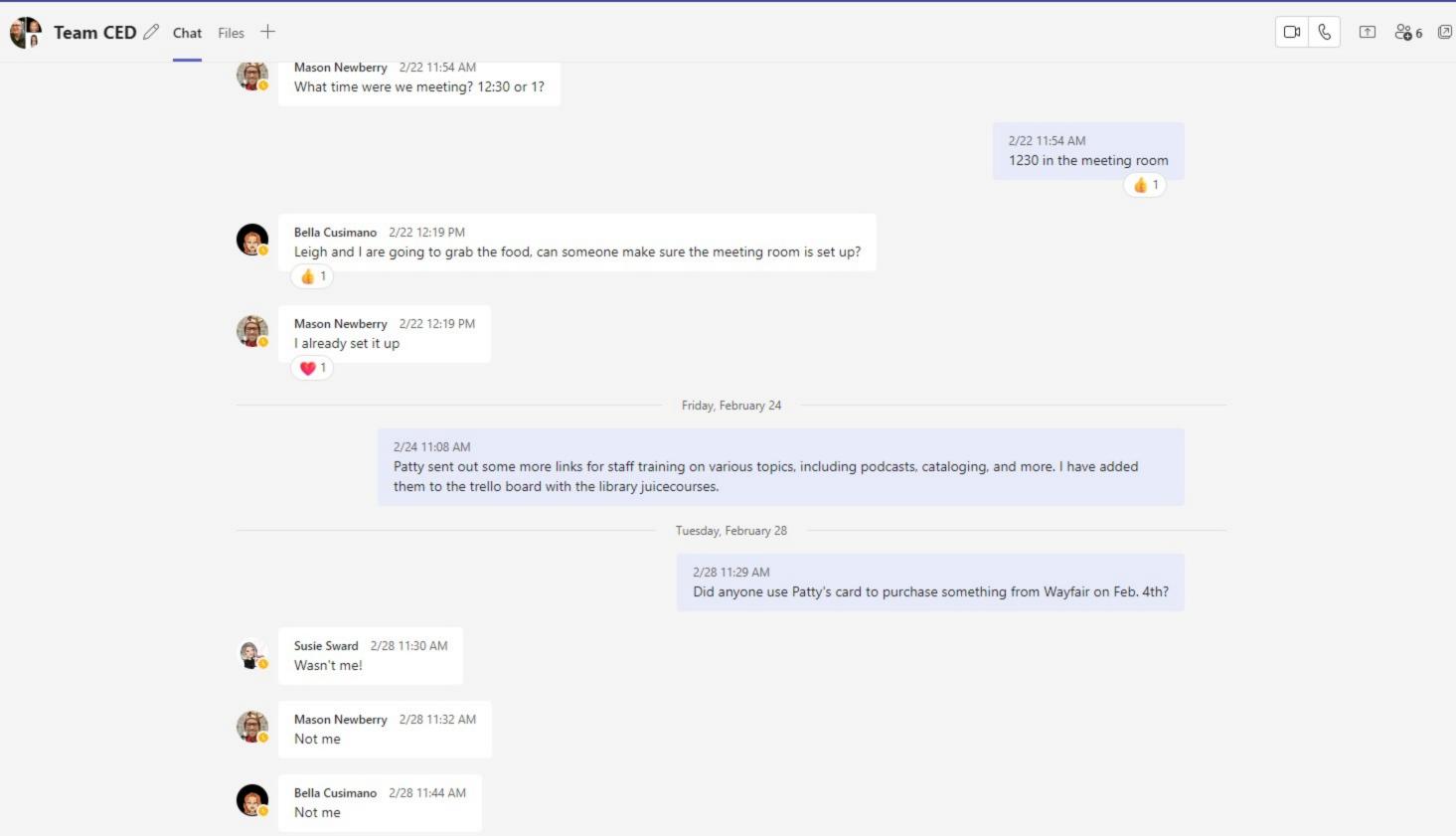
Listed below are events and celebrations to help with your program planning. Know of a celebration or event that is...

programminglibrarian.org

Tuesday, February 21

2/21 4:39 PM







Alan Robinette 2/28 11:44 AM Twas not I



Francesca Castro 2/28 12:11 PM She bought my wall off of wayfair.





2/28 1:07 PM

If you need water or snacks donated from big red, might want to try now or wait until the deal goes through! https://www.mysaline.com/big-red-sells-022723/? fbclid=lwAR3UnLHSo1MMDJspq5vbeTwUNA1ANqqJLN5DNx5pLfp4YIMVKnJJoN6gRlc&mibextid=Zxz2cZ

Wednesday, March 1



Bella Cusimano 3/1 12:43 PM

If we have an program that happens on twice on different days, does the TV tile need to have both dates or two separate tiles?

anyone know?

3/1 12:50 PM

You can have one TV tile





Mason Newberry 3/1 12:51 PM For RS?

3/1 12:51 PM

Mason, I was answering Bella's question above. You will need a TV Tile for the Rising Star Show.



Mason Newberry 3/1 12:52 PM

Sorry, I did not see the previous message. My mistake.

3/1 12:53 PM No worries. :)



Bella Cusimano 3/1 1:58 PM

I created and shared the May-July tile templates because as I put in all those events on the calendar, I wanted to get my to tiles done and uploaded at the same time. If you use the template shared, just don't delete them, copy the page itself inside the template and edit that to match your event, you can use the arrows to move the copied page down to the bottom of the list and rename it as your program. That's what I am doing. That way Kari and fran can see everyone's for that month to make sure style matches and double check for mistakes.



Monday, March 6

3/6 12:06 PM

ump came off at school so I am going to get her all set up and ready for a new pump and training tomorrow! Exciting news in the bad. I will work from home the rest of the day and be out tomorrow morning

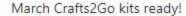


Wednesday, March 8



Susie Sward 3/8 7:15 AM









3/8 8:48 AM

Susie Sward I love how they fit in the bins so perfectly. Making great use of the beautiful card catalog.



Since our next CED Meeting falls in Spring Break, would you guys be ok moving it up a week to the 15th?



Mason Newberry 3/8 8:49 AM

That is the day Bella and I are doing the lunch for the Habitat people

3/8 8:51 AM

What about doing it in the morning? like 9?



Mason Newberry 3/8 8:52 AM I am fine with that



Bella Cusimano 3/8 9:02 AM

I am helping with homeschool hour that day as well so I need to be downstairs at 10a

3/8 9:07 AM

That is fine. We can make it quick or get your stuff out of the way and then move on.





Bella Cusimano 3/8 9:19 AM

Hopefully we can make it work into an hour. I hate to miss any part of my department meeting because then I feel out of touch with what is going on for the next month

3/8 9:42 AM

Do you have another time that works? I can still do during Spring Break but it will have to be on teams. The kids are out of school so I am teleworking that week. Or we can do it after 3pm so Jon will be home to watch the kids.



Bella Cusimano 3/8 9:43 AM

I am free after that habitat lunch so around 1p if we want to just do our normal time?

We are just picking up and dropping the food.

3/8 9:47 AM

Oh ok. That will work. I thought it was pretty quick last time we did it.





Bella Cusimano 3/8 11:43 AM

Oh wait, Mason will be at Foxridge from 1p-2p



Mason Newberry 3/8 11:44 AM

That is correct

3/8 11:52 AM

How about this: Let's do an email recap and then have our meeting on Wednesday morning at 9 and it will be short and then another game. I can send the email by the end of this week and put spots for you to update.



3/8 12:48 PM

I am missing a target receipt for 48.76, and two amazon receipts: 107.31 and 69.96. I cannot find the Amazon under my approvals. I don't have the card registry with me to check for the target receipt.

Thursday, March 9



Susie Sward 3/9 7:51 AM

Kari Lapp 3/8/2023 12:48 PM

I am missing a target receipt for 48.76, and two amazon receipts: 107.31 and 69.96. I cannot find the Amazon under my approvals. I...

I have checked my Amazon and Target purchases from the last 3 months. None of the outstanding receipts were mine 😀





Thank you, Susie. I have the Target receipt. Now just to figure out Amazon.



3/9 8:34 AM

Please update your excel sheets for next week. I am trying to get Austins shadow schedule figured out.



Bella Cusimano 3/9 9:35 AM

I've got the 107 amazon order already in the bundle. It got grouped with another of my amazon orders

3/9 9:36 AM

Ok. Leigh thinks he found the other one but it was a different price with shipping and I guess they removed it later??



Bella Cusimano 3/9 9:39 AM

I had a total order for 171.29 but amazon shows it split up

3/9 9:40 AM

I hate the way Amazon does things



3/9 11:21 AM

Heather is placing a nametag order. Anyone need one



Mason Newberry 3/9 11:21 AM I do



Alan Robinette 3/9 11:22 AM No, thank you



Susie Sward 3/9 12:55 PM

Nope I'm good. But I am running low on business cards





Alan Robinette 3/9 1:09 PM I do, please.





Bella Cusimano 3/9 1:31 PM I do as well





Susie Sward 3/9 1:40 PM

Abrupt change of subject: Y'all I just threw up my lunch and I feel like death warmed over. I'm going home and to bed

Kari: I hate to do it, but I need to cancel tonight's program

Alan: You're off the hook as backup for me tonight



Do you want me to see if anyone else can do it?



Susie Sward 3/9 1:41 PM No, I'll find a time to reschedule



3/9 1:42 PM

Ok. Let me know if you need me to do anything.



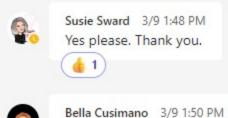


Susie Sward 3/9 1:43 PM

Other than canceling the events on Facebook and communico, I think we're OK

3/9 1:43 PM

Do you want me to do that for you?





So sorry! Hope you feel better soon



3/9 1:52 PM

Will do. Please feel better.

Don't know why I included "please" in that. Sounds weird. Feel better!



Friday, March 10

3/10 7:15 PM

14 people not including Mason and myself at Jackbox!

3/13 11:55 AM

FYI- I have added three trays under my window in my office for "ASAP" "Receipts" and "Planners" for you guys to use. I know my desk can get junked up so I am wanting to give this a try to that things don't go in the wrong folders by accident. If you put something in the ASAP folder, just let me know. These can be mileage or card reimbursements, anything that needs signed, etc.



Tuesday, March 14

3/14 8:38 AM

No check-in today because no managers meeting. I have a doctor appointment at 9. I will be sending our email CED agenda in just a few and out CED meeting is tomorrow morning at 9am. Super important make sure your Summer Reading programs are on the calendar ASAP! double check them if you have put them in. I am working on the TV tile templates for SR so don't fret over the photo yet. Also, April should already be on there. Make sure you have gotten a chance to look over the calendar draft from Fran.





Susie Sward 3/14 8:50 AM

I have to leave before 9:30 so I can get to Bryant and get set up for Adult Art Studio

3/14 8:53 AM

We talked about this last week and Bella and Mason were the only ones who responded so we could decide a best fit time. Everyone, please look over the excel sheet for tomorrow and think about what is the best time to meet. If nothing works, we can meet next week but it will have to be via teams.



Susie Sward 3/14 8:54 AM

Sorry I guess I missed the memo



Mason Newberry 3/14 8:54 AM

We can always meet next week over teams if we have to





Susie Sward 3/14 8:55 AM

Adult Art Studio is a recurring event ... always the 3rd Wednesday of the month ...



Bella Cusimano 3/14 8:55 AM

I can do anytime after 1p tomorrow

also, I didn't get any email with the calendar draft for some reason



Susie Sward 3/14 8:57 AM

Tomorrow afternoon we have Austin shadowing



Bella Cusimano 3/14 8:59 AM

We can always have him shadow us altogether. But otherwise teams is fine





Mason Newberry 3/14 8:59 AM

I have fox ridge tomorrow from 1-2.

3/14 10:02 AM

Ok. two things: 1. I apologize if the message I sent sounded rude. Daylight Savings Time plus three kids and a custody battle has put me in an incredibly sour mood today, even though I am trying to hide it. 2. Lets just stick to the teams call. If my schedule is the only one that is having issues with next week, then I can make it work and I am still going to come up with a fun activity for us to do. I just cannot guarantee what is in my cup is water. LOL (JK JK It will totally be only water.) So final decision- teams CED meeting next week at 1pm on Wed. 22nd. Please like this or respond do I know everyone saw it. Thank you.





Susie Sward 3/14 10:05 AM

The Ides of March is an inauspicious day for meetings anyway— just ask Julius Caesar 😂





Susie Sward 3/14 11:05 AM

Does anybody need the CED credit card for anything this afternoon? I need to make some purchases for tomorrow's Adult Art Studio



Bella Cusimano 3/14 11:05 AM not me





Susie Sward 3/14 12:22 PM

Quick question, Kari: Is our CED meeting the last Wednesday of the month or the 4th Wednesday? I had our CED meeting on my calendar for the last Wednesday this month



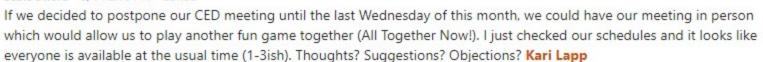
Bella Cusimano 3/14 1:16 PM

It's the 4th Wed. of every month according to the calendar thing Jordan made for us forever ago, but it has confused me before too





Susie Sward 3/14 2:16 PM Edited





On a completely different note, I took the liberty of taping the pocket where we stash the CED credit card with some clear tape because I'm tired of worrying that the card is going to fall out of the register holder without me noticing!





Francesca Castro 3/14 2:23 PM

I am very flexible with my schedule like 98% of the time. So I am fine with whatever!

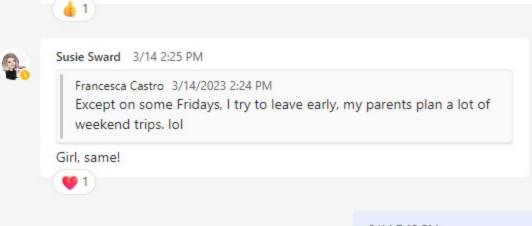


Francesca Castro 3/14/2023 2:23 PM

I am very flexible with my schedule like 98% of the time. So I am fine with whatever!

Except on some Fridays, I try to leave early, my parents plan a lot of weekend trips. lol





3/14 7:12 PM

Good catch, Susie Sward. It is supposed to be the last Wednesday of the month, not the 4th.



Wednesday, March 15



Bella Cusimano 3/15 8:48 AM

ldk if we can delete jordan's calendar thingy and start a new one



3/15 8:50 AM I will ask Rob





Bella Cusimano 3/15 9:04 AM

Jk Everyone, it was me who made this years reoccurring mtg events. I updated it to be the last wed of the month. You all should have gotten that and can accept again.





Happy watercolor trees!



Bella Cusimano 3/15 11:22 AM

What a great turnout! And projects! Way to go



3/15 1:15 PM

Austin has already started his shadow and if Mason and Bella aren't back when he gets done with Susie and Alan, I told him to just go to Bryant. No biggie.



And Susie Sward that looks like it was a fantastic Adult Art Studio! Put those pictures on CED. Francesca Castro put those and the ones I sent in an email yesterday on a social media post and on the Adult FB page. You are all doing so fantastic!







Francesca Castro 3/15 1:17 PM

Alrighty!





Francesca Castro 3/15 1:25 PM

I'll make a Fb album Adult Events 2023.



Thursday, March 16

3/16 2:25 PM

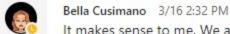
OK- Question. We have gotten feedback from the surveys about the Tech Connect classes and now it has gained some traction and people are wanting to continue. We talked about only doing BAL. What do you guys think about doing one class a month and taking turns on who does it?



Mason Newberry 3/16 2:26 PM

I'm fine with that if everyone else is. I honestly thought that was the plan anyway.





It makes sense to me. We always get questions about tech classes and the more we try them, the more word spreads by participants and others. I don't mind doing one if we rotate through if my schedule allows



3/16 2:39 PM

Do you guys think we still need two people to do the classes or just one?



Mason Newberry 3/16 2:39 PM It helps with two.





Bella Cusimano 3/16 3:06 PM Yeah you really need two



3/16 3:14 PM

Ok. So now do we do April or skip and start in May? I hate to skip when we have some momentum going but is anyone available in April? We can do a week day or weekend. If we do once a month, I really think a weekend is more available for the patrons.



Bella Cusimano 3/16 3:20 PM

The group we seem to be getting the most is seniors so I think weekday might still be good. Have you seen better attendance with weekend or weekday classes? Just for myself, I am extremely limited in April

3/16 4:14 PM

I know we had six on the Tuesday morning class. That is fine with me.

Tuesday, March 21

3/21 10:20 AM

Just finished the board meeting, do you guys want to do a team check in via teams?



Mason Newberry 3/21 10:24 AM If you feel like we need one I am available



Wednesday, March 22



Susie Sward 3/22 7:28 AM

I think we now know how to get folks to attend Trivia Night! Fandoms!





Susie Sward 3/22 12:08 PM FYI I have the credit card



3/22 1:33 PM

I have a board report due today but I don't have hardly any statistics on the excel sheet. Please update those ASAP



Mason Newberry 3/22 1:34 PM

Where is it located?

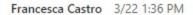
3/22 1:34 PM

Alan is the only one I have events on the sheet for. Here is the link: Programming Report goes here. If you need more, copy and paste from subtitle/report above.

2023 CED Programming Stats.xlsx

Ignore that weird sentence. I thought I had copied the link but apparently not so it was the previous thing I copied for another purpose







Kari Lapp I am only reporting Linkedin and YT stats monthly.

Francesca Castro 3/22/2023 1:36 PM
Kari Lapp I am only reporting Linkedin and YT stats monthly.

That is fine. I do want to add some tabs for our newsletters: Patron Point, Flipping Book views, Magazines left at the end of the month.



Mason Newberry 3/22 1:53 PM I just entered all of mine.

Do I need to add my Rising Star stats to this as well since that is a youth program?

3/22 1:57 PM

Send those stats to Wendy to see if they want to add it to their stats



Susie Sward 3/22 2:21 PM My prog stats are now in the spreadsheet

3/22 2:22 PM

Thank you, Susie and Mason!



9.

Susie Sward 3/22 3:08 PM Who gets the Amazon packing slips now?



Bella Cusimano 3/22 3:10 PM Good question, is it Arielle now that its pay by invoice?

I think it is, but can't say for sure



3/22 3:14 PM Amazon slips go to Arielle.



Tech Connect once a month starting in April. Do we want Tuesday or Monday or Wednesday or Saturday? If we can decide right now, I can add it to the calendar.



Susie Sward 3/22 3:18 PM I vote for Monday mid morning



Bella Cusimano 3/22 3:19 PM

Monday or Tuesday will probably be good



Mason Newberry 3/22 3:26 PM

Monday or Tuesday. We have been doing it on Tuesdays and I think patrons are used to that by now.

3/22 3:28 PM

Looking at the calendar, the first Tuesday of the month looks to be the most free. That or the last Tuesday but that calendar day is pretty full. If we pick the first Tuesday, we can get that out on social media ASAP, and send out an eblast.



Mason Newberry 3/22 3:29 PM

I would say the first Tuesday is good. Patrons have been used to the Tuesday classes, so it will be good to keep that consistency.

3/22 3:30 PM

Ok. 1st Tuesday of the month at 10am -12pm in Benton. First class will be computer basics because I think that one is asked about a lot. Anyone want to do the class?



Mason Newberry 3/22 3:31 PM

Are we still going to use 2 people for that?

3/22 3:31 PM yes



Mason Newberry 3/22 3:32 PM I can do it

3/22 3:32 PM

Thanks, Mason. Now we just need a second person. We can come up with a schedule. I will look at mine. I can probably help here.



Bella Cusimano 3/22 3:36 PM 1st Tuesday being April 4th right?

> 3/22 3:37 PM yes



Bella Cusimano 3/22 3:37 PM am available if needed.



3/22 4:34 PM

Is my card in my desk? Can someone call me with it, please? I need to verify the numbers because what I have keeps declining.



Susie Sward 3/22 4:40 PM I'm on it. Gimme a sec!

3/24 10:26 AM

I need to do a teams call with you guys today. Please let me know when works for you.



Alan Robinette 3/24 10:27 AM I'm good any time



Susie Sward 3/24 10:27 AM

I have Tai Chi at 11. As soon as I get them settled in the meeting room, I'm available. I leave today at noon.

Mason is in Rising Stars right now



Bella Cusimano 3/24 10:28 AM Anytime before 3p!

3/24 10:34 AM

Let's shoot for 11:15. Francesca Castro you can take you laptop or phone in my office and shut the door so you have some privacy





Mason Newberry 3/24 10:57 AM

I am back in the office now. Once Susie gets back we can get started if you all would like.



Alan Robinette 3/24 10:59 AM Ready when y'all are



3/24 11:50 AM Call ended 49m 47s

3/24 12:11 PM

https://odditymall.com/dinosaur-shaped-office-chairs



Bella Cusimano 4/3 9:19 AM

I saw on the public services schedule that it says everyone try to work 8:30-4 next week when we are closed. How set is that? Will we be able to come in earlier? I doubt they want anyone here past 4. But also that is not an 8 hour day

4/3 9:23 AM

Our days will look different because we have programs in the evenings still, you do not have to work a strict 8 hour day and you can work from home to make it up a little if you need to. I also don't think we are including lunches on our time sheets but not 100% sure.



Chair updates- I have called Hot Springs, Benton, and Conway. HS has 2, Benton has 1 and Conway has 1. I am trying to get a look to see if they will get a shipment at the Benton store or if we have to go to all three. If we go to all three, I can get Benton and Conway. Alan said he can pick up the Hot Springs store.







Francesca Castro 4/3 9:28 AM

I will have to work from home probably majority of the time. Unless it is mandatory to be here. 알



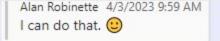
4/3 9:48 AM

Francesca Castro 4/3/2023 9:28 AM

I will have to work from home probably majority of the time. Unless it is mandatory to be here. 🙂

We can talk about your schedule when you come in.





Awesome. I have the card. You can come get it when you need it.



Francesca Castro 4/3 11:56 AM National Library Week- Press Release.docx



National Library Week- Press Release.d... personal > francescac_salinecountylibrary_org

I meant to just send that to Kari, just ignore me!



Does anyone need the CED hotspot between now and the 13th?



Susie Sward 4/3 2:34 PM I don't





Alan Robinette 4/3 3:01 PM

I don't





Francesca Castro 4/3 3:04 PM Possibly?



4/3 3:07 PM

Dana is going to use it on Tuesday or Wednesday to do her Library Juice course. If anyone needs it those days, just get with Dana so you aren't trying to use it at the same time. Also, I didn't want it to be thrown in a box and temporarily "lost" during the move so Leigh has graciously agreed to let me keep it on her bookshelf for now.



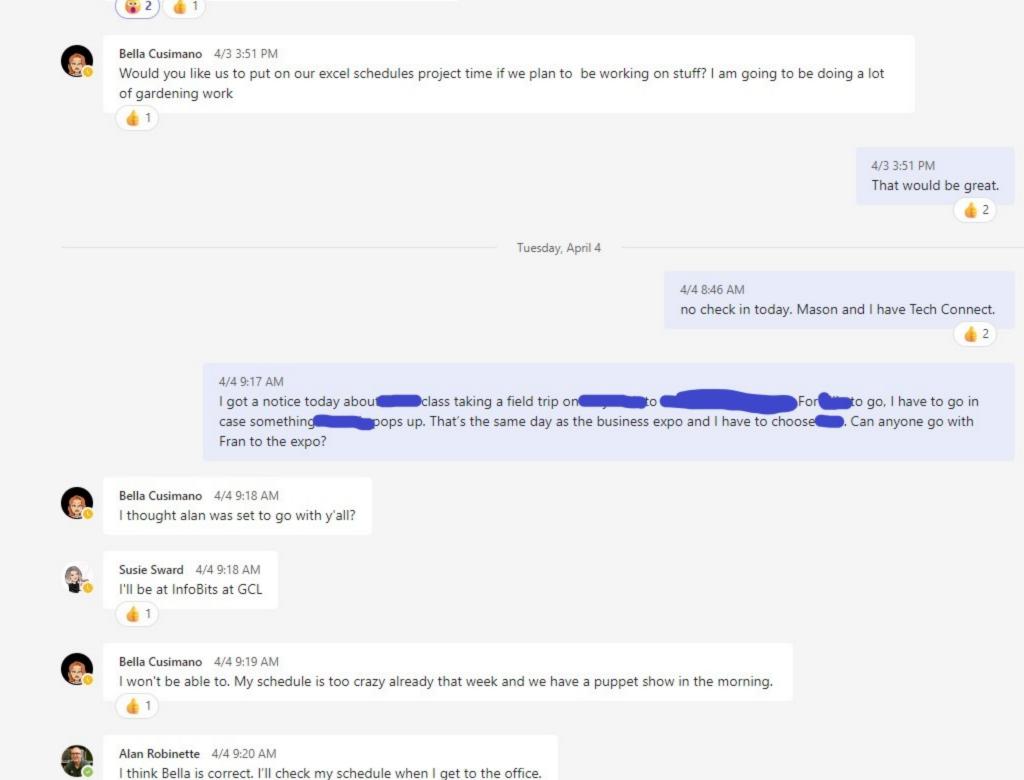


Bella Cusimano 4/3 3:27 PM

You can connect up to 10 devices on the hotspot too











Francesca Castro 4/4 9:43 AM

Does anyone have the credit card? Bella

asking for Bella

4/4 9:44 AM Alan Robinette has the card



Susie Sward 4/4 9:45 AM

He should be at the library soon, I think 🙂



Alan Robinette 4/4 10:14 AM It is back in its happy little home.





Alan Robinette 4/4 11:43 AM

Bella Cusimano 4/4/2023 9:18 AM I thought alan was set to go with y'all?

Yes, I plan on attending.

4/4 11:54 AM

Great! Thank you. I thought you were going but wanted to make sure.



Mason Newberry 4/4 2:02 PM

Putting Trivia on the Calendar. What does everyone think we should do for our topic in May?



Susie Sward 4/4 2:08 PM

Star Wars; May is Mystery Month -- Sherlock Holmes or Agatha Christie;



4/4 2:09 PM

OOHHH!! I love the Mystery Trivia!



Could even throw in some Scooby Doo 🤣





Mason Newberry 4/4 2:09 PM We can do that for sure!



Wednesday, April 5

4/5 1:31 PM

Does anyone remember purchasing something off Amazon around March 6th for the price of \$199 and some change?



Susie Sward 4/5 1:31 PM No ma'am



Mason Newberry 4/5 1:32 PM Not me!



Francesca Castro 4/5 1:32 PM Nope



Bella Cusimano 4/5 2:06 PM

I have one later, like the 16th but for 261.83. And I don't see anything on my amazon account where it sometimes breaks it up

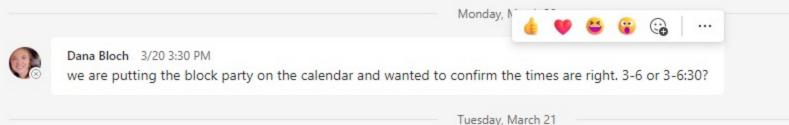


Bella Cusimano 4/6 9:19 AM

While everyone is in the process of moving things, Kari made the call to put the debit card in my desk drawer until everything is settled. If you need it, it is just in the top right hand drawer of my desk. Feel free to just come in and grab it whenever you need it.









2/13 8:39 AM

Hey. Do you have time today to talk about your SR programs? We have our SR meeting at 1 and I would like to hear your plans before then.



Susie Sward 2/13 8:40 AM

I'm going through my calendar rn was going to send an email but can certainly do f2f if you prefer

2/13 8:40 AM

Either way is fine with me 👺 Email is ok.



Thursday, February 16

2/16 8:59 AM

Hey for your timesheet today, you have to have a 30 min lunch anytime you work over 6 hours. I know you have leadership today so what I suggest is put your 30 min lunch for when you guys eat or something and then have your time going to 5:30. Makes up for the travel anyways.





Susie Sward 2/16 9:00 AM Will do! Thanks

Wednesday, February 22

2/22 9:12 AM

Are we meeting for a 1:1 today?



Susie Sward 2/22 9:14 AM oops yes if you want

2/22 9:14 AM

Yeah. Lets just meet real quick. May be a short meeting because I don't have too much.





Monday, February 27

2/27 8:17 AM

Wendy and I talked about our little team building with you and Ashlyn and it looks like both of you are available on Wednesday at 2. Is that good for you?



How much time should I set aside

2/27 8:19 AM

I set aside an hour but I bet it wont take that long. Maybe 30min.







Susie Sward 2/28 8:32 AM Thanks



Susie Sward 2/28 3:00 PM

I'm wiped out -- didn't sleep well last night, so I'm leaving at 3 today. Just wanted to keep you in the loop 😀



2/28 3:01 PM

OK. Real quick- do you have your tv tile for makerspace madness?



Susie Sward 2/28 3:02 PM

Yes, I do let me pull it off of the computer real quick

2/28 3:02 PM Thank you!

And I hope you feel better soon.





Susie Sward 2/28 3:07 PM

TV tile is in the March folder on SharePoint labeled Makerspace Madness

Wednesday, March 1

3/1 2:10 PM

I think they are walking out now



Monday, March 13



Susie Sward 3/13 1:27 PM

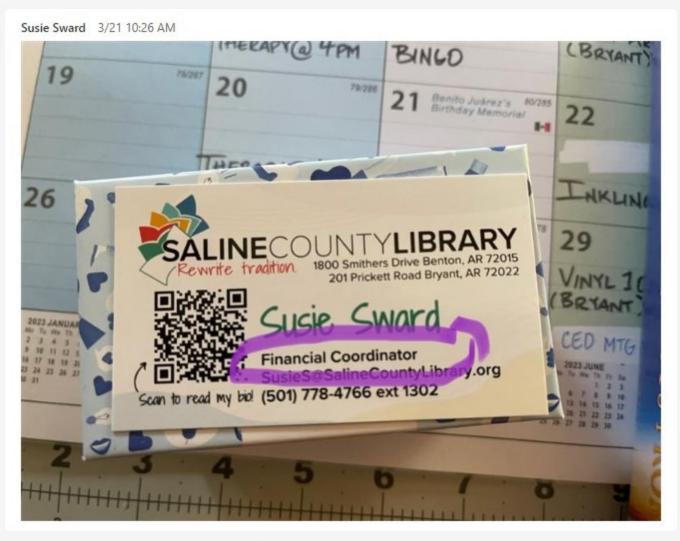
Floral Arranging is now in Communico (just upublished since I have yet to make a TV tile/image for it)





Tuesday, March 21





Do you want to meet at 2:30 today?



Susie Sward 4/4 8:47 AM That works for me



9.

Susie Sward 4/4 2:25 PM
You about read for me to head your way?





2/22 9:01 AM

Our CED meeting is today and we have decided to go out to eat for it. I still want to invite Anna. I can pick a place in Bryant so it is closer to the branch.



Rebecca Kidder 2/22 9:03 AM

I'll text her! I'm working from home today. We're a little short handed with Sabina starting in Benton this week. What time is the meeting? 1:00?

2/22 9:05 AM

Its at noon. She doesn't have to come. I understand things are a little scattered or different when someone leaves. Would you like me to email her and ask her if she wants to have me mention certain things and then fill her in? I also have our notes from the meeting we had last week.



Rebecca Kidder 2/22 9:06 AM

Yes! That would be perfect!! Thank you so much!!!





Friday, February 24



Rebecca Kidder 2/24 3:42 PM

There's multiple ways to do the back to back drawing. I just did it simple and had them pair up. The one in the back got to see the picture and drew it on their partner's back. The partner had to draw what they felt. Then, we split into two large groups. The one in the back was the only one that got to see the original picture. If you Google back to back drawing, there are a ton of different team building things you can do. If communication needs to be worked on, you can have one person see the photo and have to explain to the other person what to draw without saying what the photo is. I've attached the photos I found so they'd be fun instead of just shapes. We started out easy with the star and smiley face. Ha!



BackToBackDrawing.pdf

...





Rebecca Kidder 3/16 5:01 PM

Meant to tell you the other day, but just remembered when I opened the SRP TV tiles that I love the SRP logo!!!

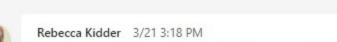


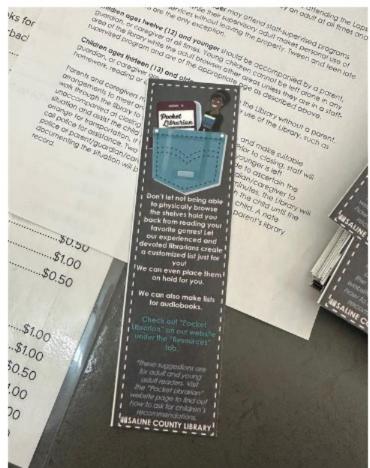


3/16 5:02 PM

Awe thanks! I was a combination of different ideas from several coworkers. I love it, too.







Tuesday, March 21





They printed some out but they're blurry so I thought I'd ask.

3/21 3:21 PM

I don't think so. What's on the back? I can see about ordering some more

3/21 3:22 PM

Ok. We may put on the back something about delivery or books by mail or click n go





Rebecca Kidder 3/23 3:08 PM

For the TV tiles, is it the folder under "Youth Services">"Display, Signage, Labels">"TV Tiles"

Or is there a folder with adult ones, too?

Friday, March 24

3/24 12:17 PM

Here is the link on sharepoint for all the tiles: FB Event Photos



Sorry that took a while. I forget where it is all the time since I don't use it much and have to search for it.

Tuesday, March 28



Rebecca Kidder 3/28 1:22 PM

Is the CED Meeting tomorrow at 1:00 pm in Benton?

Anna and I got calendar invites to these. Do you want us to attend?



Rebecca Kidder 3/28 2:38 PM

Also, do you have the file of the April magazine inserts? We needs just a couple more and I don't mind printing them out. 😀



3/28 4:13 PM

Sorry just now replying. Yes it is at 1:00pm and y'all are always welcome to attend! we can talk programming first if you want. I will share the canva file with you for the calendar insert!

Shared! Download as a PDF and print off double sided, center alignment, fit to page, flip on short edge. It's a lot LOL



Rebecca Kidder 3/28 4:18 PM

Sounds good!

Thank you!

Do you have the updated April poster calendar thing too?

Haven't done it yet but takes like two minutes. Hold please 😊



Rebecca Kidder 3/28 4:20 PM No rush!!!!

> 3/28 4:27 PM Done!

I will email it to you.



Rebecca Kidder 3/28 5:12 PM

Could we go ahead and take down the Warm Wishes things? I guess Billy Jack already removed our banners.

3/28 9:50 PM

Wednesday, March 29

The banners ripped and fell off. So did ours. Yes. I think we can remove them.



Rebecca Kidder 3/29 9:04 AM
Thanks!



Bella Cusimano 2/14 10:21 AM

Can you send me an image of the logo we are doing for the summer reading shirts. I can start the conversation with Sara and see if she's got the color in stock that we want.

2/14 1:24 PM

I shared the canva image with you. Did you see it?



Bella Cusimano 2/14 1:25 PM

Yes, I sent an email to Sara with the green and blur

blue

2/14 1:25 PM

I thought you were just trying to sound like Cardi B.



Wednesday, February 15

2/15 8:50 AM

https://programminglibrarian.org/articles/survey-libraries-tell-us-about-your-community-partnerships



A Survey of Libraries: Tell Us About Your C... X
Libraries of all types are taking on new roles and

responsibilities. Through robust programming agendas,...

programminglibrarian.org



Bella Cusimano 2/15 4:07 PM

When you get a chance, I would like you to look over the description of the april 22nd hiking trip and see if I missed something or something needs to be worded better





Bella Cusimano 2/16 10:13 AM

Do you remember how we did the deposit for the petting zoo last year? Was it check or did we figure out how to do a paypal payment?

2/16 1:28 PM

I went looking through my messages and didn't see anything. I honestly can't remember. Ask Arielle if she can look at last years invoices

I don't see the April 22 event on communico



Bella Cusimano 2/16 1:57 PM It is still a draft

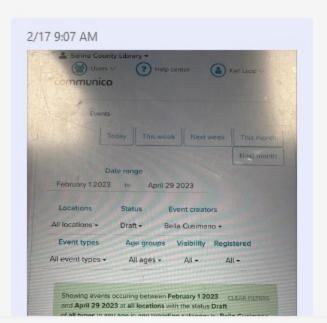
2/16 1:58 PM

Ok. It won't show me unless you publish and unpublish. Idk why. Because it shows drafts sometimes. I will looks again and see



Bella Cusimano 2/16 1:59 PM Lol Okay, If you still don't see it, let me know

Friday, February 17





Bella Cusimano 2/17 9:45 AM

Okay, I published it and then unpublished so you may be able to see it now

2/17 9:47 AM

Can you send me a screen shot of the event? I'm still not seeing it



Bella Cusimano 2/17 2:55 PM Just emailed them

Tuesday, February 21



Bella Cusimano 2/21 9:02 AM

I saw your tag about the Empire event on April 2nd. that is a Sunday so I definitely can't do it.



2/21 11:54 AM

No worries. I didn't really have a huge want to do it, I just wanted to make sure you knew about it.



Wednesday, February 22

2/22 8:59 AM

On your note, when you say upcoming events, do you mean your outreach events?



Bella Cusimano 2/22 9:26 AM yes!



2/22 10:59 AM

Just gonna let you know I am taking off SRC video from the CED meeting because I think it needs to be a conversation with Wendy and Leigh also. I will start an email



Bella Cusimano 2/22 3:13 PM Let me know when you might want to talk some more about these hiking trips

Thursday, February 23



We still have half our seats open on the next HSV computer basics course for Friday the 3rd. I wanted to do an email blast out to the HSV zipcodes, but I haven't done anything on patron point yet

Have you logged in?

2/23 3:36 PM

Do you want to have a 1:1 tomorrow and go over PP and hiking?



Bella Cusimano 2/23 3:47 PM Sure!

Bella Cusimano 2/23 2:18 PM

Friday, February 24



Bella Cusimano 2/24 8:29 AM sounds good



Bella Cusimano 2/24 10:10 AM Are you here?

> 2/24 10:28 AM Sorry. Yes. I am here.



Bella Cusimano 2/24 10:30 AM

No problem. I've got 30 minutes until a BAL appointment. Let me know when to come to your office

2/24 10:30 AM Now is good



Bella Cusimano 2/24 10:31 AM heading over!



Or do you prefer your office so you can "drive" in PP?



Bella Cusimano 2/24 10:31 AM that is totally fine too!

Let's do that

2/24 10:31 AM I will be over there soon.

did you print this SCL SR shirt quote? https://sclar.patronpoint.com/s/dashboard

Monday, February 27



Bella Cusimano 2/27 8:16 AM

Do you mind approving my amazon order?

2/27 8:18 AM

Is that all of them? I just approved the one for the spring photos.



Bella Cusimano 2/27 8:21 AM

Yeah that was it! Can I use the card to sign up for this webinar you sent me about outreach for marginalized populations?

2/27 8:32 AM Yep!



2/27 8:39 AM

When you come to get the card, remind me to mention something about your timesheet. You aren't in trouble! LOL



Bella Cusimano 2/27 8:44 AM

I used your card that I have written down but I will come by your office anyway lol

2/27 8:44 AM Oh ok, lol



Bella Cusimano 2/27 9:05 AM

Remind me what the wording needs to be for accessibility like when you say "Register HERE" and here is the link. Didn't you say we have to word it a certain way?

2/27 9:07 AM

Dont say HERE. Instead it would be like" Register for HSV Tech Connect Class. And the whole things would be a link. Or just Register.



Bella Cusimano 2/27 9:07 AM Great thanks!



2/27 9:07 AM No problem! 😀



Bella Cusimano 2/27 9:11 AM

does patron point as I build the email save automatically and can you look at it as I have it open? I need help to make sure what I have looks okay and idk to put for this image box, but I feel like it needs something

2/27 9:12 AM

No, it doesn't save automatically so hit save after you build each section. And I cannot open it while you have it open.



Bella Cusimano 2/27 9:14 AM

Okay I saved it, and closed out if you have time to take a look

2/27 9:14 AM

Ok. I have a few things to look at for fran and then I will do that. When do you want to send it out?

We are sending out the all patron email tomorrow



Bella Cusimano 2/27 9:15 AM

No problem. I was hoping to get it out by end of day today. The class is this Friday

2/27 9:15 AM Ok. I will look at it



Bella Cusimano 2/27 9:16 AM Okay! Tomorrow is okay too!

2/27 9:50 AM

Do you want to leave the "Read More" button on the eblast?

Which one? I am going to use the happy couple because it looks fun but you can change it if you want.

Do you think the Tech Connect TV Tile image is going to be easily read?

I made my corrections. Looks good!



Bella Cusimano 2/27 11:45 AM

Looks great to me! Sorry I was at a visit. Ready to publish now?

2/27 11:52 AM

Did I change the link for the button? I can't remember. If so, then yes.

Tuesday, February 28



Bella Cusimano 2/28 8:43 AM

Guess that email worked Iol. Booked up now for the Friday class when I checked this morning

2/28 8:55 AM Yay!!!!



Bella Cusimano 2/28 1:50 PM

can you approve my amazon order. Sorry there have been a lot lately but I am doing a lot more activities for groups now Iol. I am trying to plan them ahead too Iol

2/28 1:56 PM No worries. Done.



Wednesday, March 1



Bella Cusimano 3/1 12:00 PM

Just a reminder, if you want to print that March program poster twice or share with me



Bella Cusimano 3/1 1:23 PM

remind me, who does the outreach attendance request form go to besides me? Or is it just me. when they submit one I mean



Bella Cusimano 3/1 1:25 PM

No that is fine, I just wanted to make sure I wasn't double sending it to people. Also I saw robert's email and yours. Do we feel we still want to do it even though an hour and a half still is far?

3/1 1:28 PM

You sound like you are hestitant. I am ok with an hour and a half. It should only be a 6-7 hour day.



Bella Cusimano 3/1 1:29 PM

I feel better about it for sure IoI. I still worry about patrons driving that far or us driving them but if we want to give it a go we can.

I forgot to tell him we didn't know about doing the june one. I don't feel like we should do that one with heat and still a really long drive



Bella Cusimano 3/1 1:35 PM call me for a minute?

3/1 1:35 PM

I think we try out the one in April, tell him we want to hold off on the June one because of heat and our Summer Reading Program.



Bella Cusimano 3/1 1:35 PM office phone 1304

3/1 1:35 PM Ok.



Bella Cusimano 3/1 1:53 PM

did you share the tv tile templates with all of ys too or did you do a seperate one for them?

3/1 1:54 PM

They took the original one and copied their own so I didn't share the monthly ones with them



Bella Cusimano 3/1 1:54 PM

okay! I just didn't want to leave anyone out

3/1 2:00 PM
Thanks for checking!



Thursday, March 2



Bella Cusimano 3/2 8:16 AM

I don't remember what the exact answer was on continuing the binders, but the more scrutiny we will be under the more I think we need to continue those. We need to be able to show how we are making an impact on our patrons and community. I think they need to work on the program binder.



3/2 8:27 AM

I was thinking about how we could combine the programming planner into the binder. Like what if it was something Fran helped keep up with. We have a checklist of what is needed.



Bella Cusimano 3/2 8:45 AM Yes love that

3/2 9:14 AM

I will talk to Fran about it.

3/2 9:45 AM

Do you use your adobe for anything?



Bella Cusimano 3/2 9:50 AM Not anymore

Cool. Cuz I told Rob he could delete it lol





Bella Cusimano 3/2 10:28 AM

Let me know when you have a minute, I just wanted to chat with you about something

3/2 10:28 AM Can you call?



Bella Cusimano 3/2 10:29 AM Sure!

Office or cell

3/2 11:09 AM

I was running around and just saw this. Sorry!



Bella Cusimano 3/2 11:10 AM you're fine! We talked anyway

Monday, March 6

3/6 9:29 AM

Can we move our Wednesday 1:1 to 10? Patty has moved the managers meeting to that day since SB is meeting tomorrow.



Bella Cusimano 3/6 9:31 AM Sure no problem!

3/6 9:31 AM

Well, actually, it would have to be after our checkin or right before.



Bella Cusimano 3/6 9:31 AM

Mason and I leave at 8:30 tomorrow for senior center tech connect

3/6 9:32 AM

No checkin this week. I am out with Omnipod training for ellie tomorrow morning.



Bella Cusimano 3/6 9:33 AM

Well we can just try whatever day. I am pretty open THursday but off friday since I am working saturday

3/6 9:33 AM

We can just do wednesday after the manager meeting.



Wednesday, March 8

3/8 9:47 AM

Are we still meeting today? I have 10 on my schedule but I am good whenever. The managers meeting was moved to 2.



Bella Cusimano 3/8 9:59 AM I can do 10

I'll head over



3/8 12:54 PM

Put the receipts on your desk. I am missing three



Thursday, March 9

3/9 8:27 AM

Can you tell me how my name is printed on the bank statement? Arielle is trying to make sure all the info is correct.



Bella Cusimano 3/9 8:27 AM Kari Lapp



Bella Cusimano 3/9 8:28 AM

no problem, I am going over the receipts now. I'll check my stuff on amazon too

3/9 8:28 AM

Ok. I asked Patty and Leigh to check their approvals, too.





Bella Cusimano 3/9 8:50 AM

Just updating where I need people for upcoming out reach. I need one more person for each signup event. Not to call anyone out, but I don't have Mason down for any outreach and Susie just down for one 3rd Thursday. Alan has two events he is doing so he



3/9 8:51 AM Send me the dates



Bella Cusimano 3/9 8:51 AM

's good. And then Fran for buisness expo

The 20th and 27th of May. YS has someone for every event, so I feel we need the last person to be from our team

and fran is doing a hiking trip. So really Susie or Mason can do one each and we would be covered



3/9 9:08 AM

Susie is also doing the Plant Swap event. Is she doing Duck Derby as well?

For those dates you sent me, we should have several people from our team going to those. They are the family fun festivals in Haskell and East End, correct?



Bella Cusimano 3/9 9:09 AM

Yeah Forgot about that! Not duck derby as far as I know. I'll send my list





So besides me and you, everyone has two events they are doing except Mason.

3/9 9:32 AM

Ok. Mason is out today so we will see what he says tomorrow.



Monday, March 13

3/13 9:39 AM

Mason will go to the Haskell Family Fun Fest but I didn't get any takers for the East End one. Do you want to open it to allstaff and see if someone else wants to go?



Bella Cusimano 3/13 1:04 PM

It has already been sent to all staff in the CED meeting notes, but I can try again.

3/13 1:07 PM

Is that the only event you need one more person for? I can shoot it to managers with a sound of desperation in my voice. LOL

Also, we cancelled the june hike, correct?



Bella Cusimano 3/13 1:08 PM

Yes we cancelled that. I can also try to see if YS can send one more person or someone from Bryant. But yes that is all I need

3/13 1:08 PM

Whichever you want to do. Let me know.



Bella Cusimano 3/13 1:09 PM

Well send it to managers and see if they have someone in mind





Bella Cusimano 3/13 1:39 PM

are you here?













Bella Cusimano 3/13 1:40 PM

YS needs some banners printed for storywalk and I thought this would be a good opportunity to learn how to use the poster printer if you were available to walk me through it

3/13 1:41 PM

Ok. I will go over to your office ghen I am done



Bella Cusimano 3/13 1:41 PM great thanks!

3/13 2:37 PM



Storywalk Sunset Headers.pdf ···

3/13 2:43 PM 24x57

3/13 2:55 PM

Mine gave me an error. Looks like someone turned the printer off. If it prints 2, we know one of them is yours!



Bella Cusimano 3/13 2:56 PM Oh! Iol

3/13 2:58 PM

It says your are printing to it. I think it printed both of yours!



Bella Cusimano 3/13 2:59 PM oh yay! Well glad it works. And no problem cause they will need more later anyway



Bella Cusimano 3/13 3:09 PM
well now that I know it works, I need to print some of those scavenger hunt pages as well. Just letting you know. Testing one now



Bella Cusimano 3/13 3:15 PM did anything print?

3/13 3:37 PM Sorry. I left.



Bella Cusimano 3/13 3:39 PM no Problem!

Wednesday, March 15

3/15 8:57 AM

mine says you created the CED event for the 4th wednesday.

can you also add rebecca, leigh, and anna



Bella Cusimano 3/15 8:59 AM ohh Iol. yeah So you want it to be last Wed.?

3/15 8:59 AM Yes please. :)





Bella Cusimano 3/15 9:14 AM

Can I chat with you for a second? I had a question about something

3/15 9:14 AM sure



Bella Cusimano 3/15 11:42 AM

did you have ashlyn send an invite on for the canoe race day?

3/15 11:43 AM

No. I didn't know I was supposed to. Sorry.



Bella Cusimano 3/15 11:44 AM

No you weren't but she sent one but it's weird. It says "on behalf of Kari Lapp"?

3/15 11:48 AM

What??? That is weird, ldk what that is but I haven't looked at it



Bella Cusimano 3/15 11:50 AM Yeah I have no clue either

Thursday, March 16



Bella Cusimano 3/16 1:47 PM

Just passing this along, from the results of the survey of the last TC class, all 6 responded with wanting more classes.

3/16 1:47 PM

Did we say we're gonna do one a month? I do feel like it go traction now



Bella Cusimano 3/16 1:49 PM

We said only Book a librarian for now, but I still think we should try to do one a month. Agree on the traction part.



Bella Cusimano 3/16 2:06 PM

also, I have an amazon order needing approval at some point please. 😜



Monday, March 20



Bella Cusimano 3/20 8:50 AM

I am surprised to say I haven't heard anything about 3rd Thursdays. Have you?

3/20 11:02 AM

No. I haven't. Since they start in April, they will probably start promo in April.



Bella Cusimano 3/20 11:18 AM

Okay last year they had a signup form, but idk when that came out. Just checking.

I've got the signup sheet for the saline co business expo. I usually put myself down as a contact, but would you rather it be you since I will not be attending this.

3/20 11:37 AM

Either way is fine with me





Bella Cusimano 3/20 11:40 AM

Who's budget do these come out of... Marketing or outreach?

expos

Wednesday, March 22

3/22 1:36 PM

Do you have anything you want to put in the managers report for our department.

3/22 2:17 PM

And do you have outreach stats for Feb and March? I only see the Pancake breakfast in the excel sheet.

Well- I see Feb visits. Any for March?



Bella Cusimano 3/22 2:55 PM

I update the month at the end of each month but I can do that now. We haven't been to many events, and what we have, I have already added to the excel sheet. Our outreach attendance requests have really taken off with 7 as of the last 3 months. (that I know of) and we are scheduled for 6 outreach events in April and 3 outreach events and 3 our own events in May. This doesn't include regular visits monthly. So shaping up to be a busy season coming up. Tech connect hit a real good streak in the Village with 37 in attendance across 3 classes. We will follow up with another 3 part series. Straw bale garden will be up and running again in April. Park gardens and NPS garden are in the works for new plants and we are looking into updating the landscaping in front of the building as well. The bookmobile is in east end again and we are seeing great interaction with an

average of 16 people each visit. We feature a puppet show and a fun project or game day before the bookmobile gets there. We are looking into a permanent storywalk feature at the park in East end as well and reaching the Alexander area with a new storywalk installment. Feel free to use any of that.

I have 3 more visits/outreach this month so the March stats won't be complete obviously

Thursday, March 23

3/23 2:14 PM

Hey. I wanted to let you know that we realized on Communico that "all ages" doesn't show up when you search the individual ages so you have to tag it with all ages and then all of the other age groups. Just wanted you to know because I noticed Here Comes The Bookmobile is only all ages.



Bella Cusimano 3/23 2:53 PM Gotcha! I can fix that!

Friday, March 24

Bella Cusimano 3/24 8:49 AM

are the summer reading tv tiles only meant for programs being done in June or July? Do my summer reading events need to be those tiles? And what if my programs are not summer reading specific in June and July. They are just my reoccurring things.

3/24 10:24 AM

Anything in June and July and your outreach events leading up should have the sr template.

Also- magazines are in!



Bella Cusimano 3/24 10:30 AM

Okay sounds good and yay! thanks for letting knoe!



Bella Cusimano 4/3 8:56 AM I'm putting in now

> 4/3 8:56 AM Perfect! Thank you!



Bella Cusimano 4/3 9:05 AM can you send me the pics you took this past Saturday?

4/3 9:14 AM

Yes. I will upload them to the pdrive because I tried to send them to you and it blocked it because of size.





Bella Cusimano 4/3 9:15 AM Okay, just let me know when you do that and I will send some to the parks department

4/3 9:15 AM

I emailed them to Logan and it said it went through



Bella Cusimano 4/3 9:17 AM Okay

4/3 9:46 AM

im not connected to pdrive. I will send these to you on here. Can you upload to p?



Bella Cusimano 4/3 9:47 AM yes



Bella Cusimano 4/4 12:40 PM

Robert and my homeschool contact spoke and he also knows they have a waiting list for the may hike of committed families. Are you sure you want me to put it on the public calendar?



Bella Cusimano 4/4 2:13 PM

After looking at prize wheel options, the biggest one we like is \$600. Are we okay with that? And we can have our logo printed in the middle for another \$50

ooo and then another \$115 for shipping. So \$715-\$745

4/4 2:18 PM

gosh thats so much money. Do you think we use it enough? Or should we try to fix the one we have?



Bella Cusimano 4/4 2:20 PM

Oh we can get a smaller one. The next size down is still big and at \$475. I don't think we use it enough to be worth that. I think we could fix it if we just 3 print another part and affix it to the current piece.

4/4 2:44 PM Then let

s try that. How do we do that?? LOL. I know Geoff could make one probably.



Bella Cusimano 4/4 2:59 PM

I'll look on thingiverse and see if I can find a piece that might work



Wednesday, April 5



Bella Cusimano 4/5 3:48 PM

the charger ports in the red case and the car window tool were SO popular at the expo. We probably gave too much. I was going to order more of those two for the next couple expos. And take it out of outreach

could you send me a link for where you got those?



Do you have our 4imprint log in?

https://www.4imprint.com/product/128656/Carry-All-Charging-Cable





Bella Cusimano 4/5 3:57 PM

hmm no lol. I had made my own account though last time I ordered not knowing or thinking that we already had one

?how many do you suggest we order

4/5 3:58 PM

If you order through ours, they sometimes give us discounts for being loyal repeat customers



Bella Cusimano 4/5 3:58 PM sounds good



Bella Cusimano 4/5 3:58 PM that was it!

4/5 3:59 PM

When you log in, look at how many we ordered last time and see if you want to order the same amount or a smaller quantity. It's really just up to your budget.





Bella Cusimano 4/5 4:00 PM

Yeah a little pricier then I thought Iol. But it's fine. The extra \$5,000 you gave towards outreach this year has really helped and I haven't event dipped into it that much

4/5 4:01 PM

There are other similar tools that may be cheaper. But yeah, it's usually always pricier than expected



Bella Cusimano 4/5 4:02 PM

\$650 for the same quantities as last time which I am fine with

4/5 4:02 PM

Instead of the chargers in the little case, you could get the keychain chargers



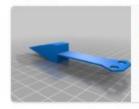
Bella Cusimano 4/5 4:03 PM

Ooo I'll check that out! Just since I have the past orders open, do you want me to add these totes and cups to the summer reading budget under prizes if you haven't yet?



Bella Cusimano 4/5 4:10 PM

https://www.thingiverse.com/thing:2392338



Spinner Arm by Ninjason

This is a replacement part for a Prize Wheel spinner. The prize wheel broke so I printed this from the broken parts.

www.thingiverse.com

Also this is what I was thinking for the prize wheel



Bella Cusimano 4/6 8:00 AM

I do not need or want all these bags of rocks. Please take what you want of these

4/6 8:01 AM

I already added them to the budget. Spinner looks good. Hopefully it fits! And ok. I will get them today.

Do they want them for something in the NPS before I take them for personal use?



Bella Cusimano 4/6 8:03 AM

I'll ask but I doubt it. Those rocks are so small they would be choking hazard

4/6 8:07 AM Good point

4/6 8:29 AM

4imprint artwork is ready to be approved if you want to do that



Bella Cusimano 4/6 8:31 AM great will do



Bella Cusimano 4/6 8:40 AM

hey you may have sent this to me before, but do you have shelli poole's email?

never mind I think I found it. arkansashelli something

4/6 8:42 AM

There is a couple different ones but use info@mysaline.com.

2/15 11:04 AM

https://control-us.communico.co/#events2/type/1

2/15 11:36 AM

Can you go see if the adult events poster by the front door is still January? I have a feeling I was supposed to print it and never did...





Leigh Espey 2/15 11:37 AM

Is that the one in the glass thing by the door or the one by the meeting room?

2/15 11:37 AM by the door.



Leigh Espey 2/15 11:39 AM

Sooooo... I didn't see it anywhere....



I wonder if Amanda put it in her office



Leigh Espey 2/15 11:40 AM

I glanced in there thinking that too, but didn't see it there either.

But I am blind so

2/15 10:10 PM

You good with this...



Vehicle Schedule Chart 2023.pdf ...



Leigh Espey 2/16 8:54 AM Sure! That looks great!

2/16 8:54 AM

Cool. I will print it tomorrow when I am in the building. I am working from Bryant today.



Leigh Espey 2/16 8:54 AM Sounds good!

2/16 9:15 AM

Can I call you real quick?



Leigh Espey 2/16 9:16 AM Sure! Call my cell because I'm working from home.



2/16 9:21 AM

Nevermind! We figured it out. I needed some creative ideas and Becca came in clutch!





Leigh Espey 2/16 9:22 AM Because she's amazing!!!

I finally got my iPad unlocked. Was the note app, Good Notes?

2/16 9:23 AM

Do you know the answers to those locker questions that Fran sent out? I think Amanda got overwhelmed with all the staffing changes and she didnt finish it.

Yep. Good notes.



Leigh Espey 2/16 9:23 AM Oh, sorry! I forgot about it too.

I'll take a look, but she would be better at answering than me probably... 🛞



2/17 1:22 PM

So I have my table case, frans tablet case, a pack of screen protectors, a wireless mouse (for me), a portable charger powerbank because my ipad dies, and a tablet dongle (because we have needed the hdmi before) and its \$188.00. I feel bad for buying this. Help me.



Leigh Espey 2/17 1:25 PM

That doesn't sound too expensive at all for all of that!

Tuesday, February 21

2/21 5:27 PM

An e-item is anything you can access electronically by using a special device, computer, phone or tablet! These



Ignore the weird spacing but how does that sound? number is 162,743

include books, audio, magazine, and movies.



Leigh Espey 2/21 5:49 PM

I would spell out audiobooks and include music.



2/21 5:50 PM

You really think I got unlimited space here dont you... LOL





Leigh Espey 2/21 5:50 PM What's it for???



Leigh Espey 2/21 5:51 PM

Then leave it shortened. I like the idea of including music though.



2/21 5:51 PM

I will see what I can do.



Leigh Espey 2/21 5:52 PM

Maybe take out special device?

2/21 5:52 PM

I didn't know how to include playaways...



Leigh Espey 2/21 5:53 PM

Eh, that's fine. Those aren't e-items. They are physical b

2/21 5:53 PM

Yeah. I guess that makes sense. I don't really care to include them anyways because they are becoming so outdated.

Wednesday, February 22

2/22 9:47 AM

We are meeting at 1. I have an 11:30 meeting.



2/23 12:45 PM

Are you setting up the webinar in the board room or do you need me to? I cannot remember who purchased it but it might have been me.





Leigh Espey 2/23 12:51 PM It was me!

2/23 2:08 PM

Did we get the phone holds messages recorded and set up?



Leigh Espey 2/23 2:08 PM Which ones?

2/23 2:09 PM

Patty said we had old ones so we needed to take those off and add new ones



2/23 4:11 PM

Can I talk to you about the sr schedule for adults?

Monday, February 27

2/27 10:14 AM

Have you heard anything from Amanda or Wendy about the podcast?



Leigh Espey 2/27 10:18 AM Nope...

Should I have???

3/1 12:13 PM

ok. We can do that. I wrote down white so I wanted to make sure.



Leigh Espey 3/1 12:25 PM White is fine too!

I don't want to be too much trouble

3/1 12:37 PM

You arent trouble! We ordered full color





Leigh Espey 3/1 12:54 PM Thank you!

3/1 12:54 PM

We have the meeting with Ashlyn and Susie in an hour.



Wendy and I.



Leigh Espey 3/1 2:34 PM

Hey! Not a huge deal, but I wanted to ask if Mason is aware of how to upload his event images to Communico? I noticed that not all of his events have an image on the calendar (really, it's all the ones that he would have made the image for). Also, the image used in the email newsletter for SCL Trivia has the wrong date on it...

Thursday, March 2



Leigh Espey 3/2 8:23 AM

For Alan? https://us02web.zoom.us/meeting/register/tZ0vc-utrTwiE9EMsm9V4Sd7IJzP_XoALqVT? mc_cid=1079eb7cfa&mc_eid=07cc011360



Welcome! You are invited to join a meeting: Fin...

The Butler Center offers a beginner's genealogy class the second Monday of every month, taught by Rhonda Stewa...

CALS offers a monthly genealogy class.

3/2 8:24 AM

Interesting. I will pass it along. I think it would be good for hi.



him.



Leigh Espey 3/2 8:24 AM

https://robertslibrary.org/memorylab/?mc_cid=1079eb7cfa&mc_eid=07cc011360



Roberts Library

robertslibrary.org

https://us02web.zoom.us/meeting/register/tZAqf-6urjwuEtcfcxuuHJtYLBXge0Dz9VaK?mc_cid=1079eb7cfa&mc_eid=07cc011360



Welcome! You are invited to join a meeting: Per...

Learn how to organize your personal papers, photos, scrapbooks, and other items to digitize and store them fo...

us02web.zoom.us

OMG!

I signed up for the newsletter from the Encyclopedia of Arkansas (that is run by CALS; didn't realize that until I was looking for a semi-famous Arkansan).

And they have some good stuff!

3/2 8:26 AM

That is neat! And the memory lab makes me feel old LOL



Leigh Espey 3/2 8:41 AM Right! But yes, I like the resources they shared! 3/2 8:42 AM

I love the idea of doing a monthly class. I feel like our genealogy is just dying off. And now with the Gann, we need to to thrive.



Leigh Espey 3/2 8:44 AM

I think it's only dying off because we don't have a staff member, currently, who is passionate about it. But I agree.



3/2 8:44 AM Agreed.

I feel like email you constantly all day long. For some reason, I feel like you need to be in the loop on everything and then I feel like I am overwhelming your inbox.



Leigh Espey 3/2 8:46 AM

Not at all! I would rather have your emails than all of the publishing/vendor ones!!!



I like having the information whether I do anything with it or not.

3/2 8:46 AM

Yeah, I trash those 98% of the time.



Monday, March 6

3/6 10:05 AM

Question: we try to keep YS involved in any program that might have youth. For March, there is Vinyl Cutting 101 that is for adults. My team didn't know anything about it. Should I ask Wendy and Rebecca to keep us in the loop if they are are having a program geared toward adults or for all ages? People were asking us about it since we do adult programs and we didn't have any answers.

Wednesday, March 8

3/8 9:59 AM

Didn't we both double check the links on the last newsletter? I remember I checked so many times. But, some of the links are old or not working. Just seems odd.



Leigh Espey 3/8 10:00 AM

That is odd... I'm almost 100% sure that we did...

3/8 11:07 AM

I thought so too

I might message Patron Point and let them know





Leigh Espey 3/8 11:31 AM

Did you want Minecraft to say Minecraft or virtual on the calendar? I can't remember...





Leigh Espey 3/8 11:34 AM

Rising Star needs to be removed or cancelled on the online calendar for April 7

Thursday, March 9

3/9 8:26 AM

Can you look in your approvals from Amazon for these: two amazon receipts: 107.31 and 69.96



Leigh Espey 3/9 9:03 AM What time frame?

3/9 9:03 AM

February. I don't have the bill infront of me. Sorry.





Leigh Espey 3/9 9:04 AM

No worries! Would it have been submitted by you? or just on your card.





Leigh Espey 3/9 9:12 AM

I found the 107.31. Bella made the purchase on January 25th



Ah ha!

I think I found the 69.96, but there is shipping showing to make the total total 76.51.

3/9 9:32 AM

Why would the cc only be charged part of it, though?

Can you send me the 107.31 order info?





Leigh Espey 3/9 9:32 AM

I don't know... Unless they deleted the shipping charge after approval.

3/9 9:33 AM

Just send that one, too. We can only provide what we know.



3/15 8:55 AM

Let me know which TV Tile you like best and if you have any changes to the Fact Book. Thank you. We hope to send the magazine out today.



Leigh Espey 3/15 9:19 AM I will!

And, I don't see the magazine in my email...

3/15 9:25 AM It hasn't been sent yet.

3/15 9:46 AM

How did we say to write how to's? It is "how to's" or "how tos"



Leigh Espey 3/15 10:56 AM That's an excellent question...

3/15 12:14 PM

Thats not an excellent answer, LOL





Leigh Espey 3/15 1:06 PM it should be hyphenated and no apostrophe. So how-tos.

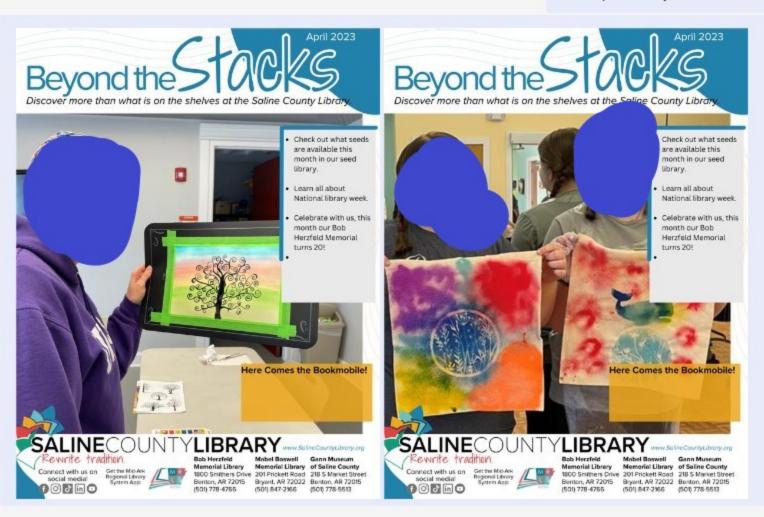
But it looks really funny, so if you can avoid it, try to use something else!





should up to date also be hyphenated?

3/15 1:21 PM which photo do you like better





Leigh Espey 3/15 1:23 PM

Kari Lapp 3/15/2023 1:13 PM should up to date also be hyphenated?

I'm leaning toward the kids simply because we are a good environment for children.

3/15 1:51 PM

We just always have tons of photos for kids and hardly every good ones for adults and love the picture quality in the other photo versus that one LOL.

I needed you to agree with me. (Also, that one girls face is making me crack up.) But maybe if I take out all the yellow and red from that picture it will look better to me.



Leigh Espey 3/15 3:55 PM

I did like the quality better in the adult one too.

Thursday, March 16

3/16 2:25 PM

OK- Question. We have gotten feedback from the surveys about the Tech Connect classes and now it has gained some traction and people are wanting to continue. We talked about only doing BAL. What do you guys think about doing one class a month and taking turns on who does it?

Monday, March 20



Leigh Espey 3/20 7:38 AM

What day of the week would you want to do it?

3/20 11:02 AM I am thinking the Tuesday.



Tuesday, March 21

3/21 5:01 PM

Did you scan in your edits for the magazine?



Leigh Espey 3/21 5:03 PM I thought I did...

I put them in my recycling today so I hope so!

I didn't get the calendar done.

3/21 5:04 PM

I thought you did, too. I am looking for it. I am getting ready to send in the magazine and noticed the front cover isn't finished so I was wondering if the rest of the magazine was corrected.



found it

It looks like she did make those corrections, Just didn't finish the cover, Ok. I feel better.



3/21 5:43 PM

Did you read over the national library week page in the magazine?



Leigh Espey 3/21 6:04 PM I thought I did...

3/21 6:05 PM

That is fine! I just wanted to make sure it all made sense. We didn't get a lot of revision on it from the email.



Leigh Espey 3/21 6:06 PM You can send it again if you want.

3/21 6:25 PM

Nah. I don't have time for that 💋



Side note-today is national poetry day. Why is that day not in the same month as national poetry month???



Can you give me 3-4 authors who are poets that we have?



Leigh Espey 3/21 7:05 PM Ummmm



Leigh Espey 3/21 7:13 PM

I'm not good with poets. Maya Angelou, Emily Dickinson, Claudia Rankine, Amanda Gorman

They are all women a

I googled it 🚱

3/21 7:13 PM

That's fine! You know more than me! I just need to find some of their stuff to put in the magazine



Leigh Espey 3/21 7:13 PM Three are women if color

Is that too much?

Should I find a man to even it up?

I can't think of any contemporary men. Like Wordsworth and Coleridge are romantic poets from 18th century England. 🚳



3/21 7:16 PM

Isn't there like several children's men poets?



Leigh Espey 3/21 7:17 PM Shel Silverstein!



Jack Prelutsky

3/21 7:19 PM Oh Shel is great!

Wednesday, March 22



Leigh Espey 3/22 11:20 AM Hi!

Were y'all able to get the shelf signs made for the Friends?

3/22 11:21 AM

No. The template is gone so I am recreating it. Sorry. I have had so many deadlines this week. I can get them done today. I know its kind of a late turn around. Once the template is made, it should be something Francesca can do and then it should be done much faster.



Leigh Espey 3/22 11:22 AM It's okay! Thank you!

3/22 3:24 PM

Have you seen Alan today?



Leigh Espey 3/22 3:33 PM Yes

3/22 3:33 PM

Ok. He hasnt' been answering our team chats or emails so I wasn't sure. Sometimes his schedule is not correct.



Leigh Espey 3/22 3:35 PM Weird. He went somewhere with Susie earlier. 3/22 3:36 PM

She went on a shopping trip so I bet he went with her then. Doesn't surprise me.

Thursday, March 23



Leigh Espey 3/23 9:49 AM

Oh, I forgot to tell you that I got in two of the samples I requested (not in the colors requested...). I got the tote and the techmate duo charging cable/usb

3/23 10:17 AM

So do we have all the totes we requested? Or was there another we wanted to sample? Show the techmate to YS (spec. Chelsea) and see if she wants that for a prize option for teens or just the small tumbler cup.



Leigh Espey 3/23 10:26 AM

As far as I know, yes, we have all the tote samples, just not the right colors.



I'll show Chelsea again and double check, but I'm pretty sure I showed her when I received the sample and she said yes to it.



3/23 10:26 AM

We will just have to trust the website for the colors then.



Leigh Espey 3/23 10:26 AM

It's her late night, so I'll ask her in just a little bit.

I did email them again today because we didn't get this cute sample: https://www.4imprint.com/product/152376-CC/Screen-Buddy-Duo-Charging-Cable-Set



Screen Buddy Duo Charging Cable Set

Set up your promotions with these charging cable sets!

www.4imprint.com

And asked about getting the colors in the totes that we requested.



3/23 10:27 AM

You can also look in my office for the other totes. They are in a box on the floor behind my desk.

You can also look in my office for the other totes. They are in a box on the floor behind my desk.

You really love that sample LOL





Leigh Espey 3/23 10:28 AM

Oh, I put a spotlight in your office because we don't need two in the passport office.



Kari Lapp 3/23/2023 10:27 AM You really love that sample LOL

It's super cute!

3/23 10:28 AM Like a light spotlight?



Leigh Espey 3/23 10:28 AM

Yep. That's probably not the right name for it.

It's for lighting for pictures.

Bella thought maybe those were from when y'all bought lights for the photo booth and didn't like them...

I think Haley is the only agent that uses them for passports, so I was trying to get them out of the tiny office.

3/23 10:34 AM Oh ok. Gotcha.



Did you see Susie's correct to the Totality press release? Is the use of the dash(es) correct? To me, it looks funny but all grammar looks funny to me.



Leigh Espey 3/23 10:38 AM

Good point! Instead of the dashes it needs to be either a semicolon; or a period and start a new sentence.

3/23 10:42 AM

Does this read better:

The Saline County Library will host a presentation on the upcoming 2024 solar eclipse. This event will take place at the Bob

Herzfeld Memorial Library in Benton, AR. To be able to see a total solar eclipse in Arkansas is extremely rare. The last one was

in 1918. So, for many Arkansans, the 2024 Total Solar Eclipse on April 8, 2024 will be a once-in-a-lifetime experience.

I took out the "So" and just put "For many...



Leigh Espey 3/23 10:51 AM

I'm ignoring this for just a minute, but do you know if the BAL form is up or should I just get this person's information and send out a staff email asking for volunteers? We have somebody wanting one on one help with power point right now, but I'm not sure anyone is available right now.

3/23 10:52 AM

Its not up yet. Haley doesn't know how to create the form. I can make it today, though.



Leigh Espey 3/23 12:09 PM

No worries! Haley helped her. Thank you!

3/23 12:27 PM

Do you think the email I sent out about social media platforms is understandable? We have just found so many that we didn't know about and some of them have like four posts in two years! That looks terrible on us!!!



Leigh Espey 3/23 12:56 PM

It does make sense. Also, If there have been that few posts, then those should probably just be shut down unless there seems to be a need for it.



3/23 12:56 PM

Yep. My thoughts exactly.



Friday, March 24



Leigh Espey 3/24 9:04 AM

Oh! Did I tell you that Chelsea said the tumblers would be fine for the teens? She doesn't think they will like the charging buddy as much as I do.

Both branch of the Saline County Library will be closed Monday, April 10 - Saturday, April 15 for technical maintenance. Wifi will be unavailable at this time. All in person programs will be canceled, rescheduled, or moved to an off-site location. Please check our online calendar for full details. You may still use your personal devices to access our online services such as the catalog, Libby, Hoopla, and our many research resources. We are sorry for any inconveniences but are excited to see you on Monday, April 17th with our upgrades in place!



Leigh Espey 3/27 1:58 PM first sentence -branches



capitalize "F" in WiFi in second sentence



I'm reading it one more time.

3/27 2:00 PM

I also just sent it to you in the calendar layout.





It's not letting me download it...

Sorry!

It wasn't extracting correctly, but I figured it out.

3/27 2:05 PM Yay! LOL



Leigh Espey 3/27 2:24 PM

How much trouble would it be to put the dates that the recurring events will be cancelled?

3/27 2:26 PM

I knew you would want that IoI. It's not hard. Just time consuming. I think I am about to have a chance to site down. I only have 30 more minutes with my grandma before I leave. Maybe fran can do it and then we print 250 of them.



Leigh Espey 3/27 2:26 PM

can I make the adjustments on the one you shared with me?

I don't think it's wholly necessary, but I do think it would help.

3/27 2:27 PM

I agree. Just didn't think I have the time. And yeah. You should be able to!





Leigh Espey 3/27 2:27 PM

Should I make it a different color or just bold it?

3/27 2:28 PM

Made it red. You can all caps if you want.





Leigh Espey 3/27 2:29 PM I did make it all caps.

Do you want me to just delete the Piece By Piece date for that week or put cancelled beside it?

Oh. It's both that need to be deleted I guess.



Leigh Espey 3/27 2:35 PM

The first one we will be open because it's on April 8th.

3/27 2:36 PM

Yes. I thought I deleted the 12th but it was on the other one





Leigh Espey 3/27 2:41 PM

also, erase the "s" on inconveniences in the last sentence of the closed announcement. I deleted it on the calendar page.



3/27 2:52 PM

I sent the updated sentences to Fran. Can you send that to Julie and start printing the calendars on 11X17 front and back? I can help tear out the old and put new ones in tomorrow.



Leigh Espey 3/27 2:53 PM

You want me to print, correct? Or Fran?

Also, how many do you want?

Can I say, "many online research tools" instead of research resources?

Tuesday, March 28

3/28 10:35 AM Yes!



Leigh Espey 3/28 1:34 PM



Oh, I wanted to remind you about the Friends' letter signs being too big.

Thanks for the reminder!

Working on it now!





Leigh Espey 3/28 5:17 PM Thank you!

3/28 5:18 PM

What is the link for libby? I have an overdrive link but is there a separate link for libby? Other than the appstore?



Leigh Espey 3/28 5:19 PM

Overdrive is still the website. There is a Libby website, but I'll have to send it to you tomorrow. It's on my work computer. I think it's something like Libby.app, but I can't tell you off the top of my head.

3/28 5:20 PM

Then should we call it something other than Libby? What about Digital Library?

Wednesday, March 29



Leigh Espey 3/29 4:42 PM What is it for?

Also, here is the direct link for the Libby website: https://libbyapp.com/library/adlc

3/29 5:33 PM For our website



Thursday, March 30

3/30 2:24 PM

I am checking the links on the newsletter so you dont have to do those!



I did go in and add all the cancelled dates to the recurring weekly programs like we did in the magazine. Just FYI



Tuesday, April 4

4/4 8:22 AM

I will be in the managers meeting until 9:50.



4/4 8:35 AM

Did you get to look at the closed banner I shared with you on Canva?

4/4 12:35 PM

Who should the BAL go to? SCLhelp or CED? I don't think it would be fair to put it all on CED and I feel like we need assigned people like we have passports. Like Mason and I both had requests for today and tomorrow and if it falls just on CED, I think we will get super busy and other things will start to fall.



Leigh Espey 4/4 1:43 PM

I agree. We used to have it for all staff to volunteer to help with them, but I don't know how many would volunteer....

Kari Lapp 4/4/2023 8:35 AM

Did you get to look at the closed banner I shared with you on Canva?

Oh.... Ummmm. When did you share it?

4/4 1:44 PM

yesterday. Go to your canva and see if its on there





Leigh Espey 4/4 1:44 PM

I'm going to get lunch, and then I'll look at it.





Leigh Espey 4/4 2:15 PM

For the road banner, we are closed April 7th not 8th





Leigh Espey 4/4 2:15 PM

For the road banner, we are closed April 7th not 8th 😂

Other than that, it looks good!

I just made that change also!

I forget that I can do that in Canva and it reflects to you too!



Wednesday, April 5

4/5 1:34 PM

Can you check your amazon approvals for a purchase around March 6th in the amount of 199.55?



Leigh Espey 4/5 1:35 PM sure

I don't see one...

Do you know what it was for?

4/5 1:37 PM thanks for checking, no clue.



Leigh Espey 4/5 1:37 PM You're welcome!



Francesca Castro 2/13 8:56 AM

Did we agree to doing a spotlight on the Gann for the back of Mag?

2/13 8:56 AM

Yes. And talking about some of the things they found.



Francesca Castro 2/13 8:58 AM ok. Should I email Julie.

2/13 8:58 AM

her and cody. ask what items they want to do a couple highlights on and send us pics and descriptions.



Francesca Castro 2/13 8:59 AM Got it!



Francesca Castro 2/13 9:18 AM

I have a question when you're finished with your meeting.

2/13 9:45 AM

Done. Come on in



Francesca Castro 2/13 3:20 PM

https://nationaltoday.com/national-march-into-literacy-month/



National March Into Literacy Month

National March Into Literacy Month is showing us why good reading and writing skills are a must-have, not just f...

nationaltoday.com



Tuesday, February 14



Francesca Castro 2/14 8:07 AM I think we should do a v day tiktok



Francesca Castro 2/14 11:47 AM March Calendar Content - Copy.xlsx



Francesca Castro 2/14 1:23 PM Codys descriptions is majority about the murder.

is that appropriate?



I think we can rephrase it a bit to sound a little better.



Francesca Castro 2/14 2:52 PM okk heads up I am going to Bryant to take pictures for their program at 3:30

2/14 2:53 PM sounds good

Wednesday, February 15

2/15 9:12 AM

So we can also use canva to schedule our social media content. Just found that out.



Francesca Castro 2/15 9:14 AM okk.





Francesca Castro 2/15 9:15 AM When can you available for our meeting

2/15 10:27 AM

Did you send out the book sale press release?



Francesca Castro 2/15 10:29 AM yes

2/15 10:29 AM

Did you put it on the website?



Francesca Castro 2/15 10:32 AM yes

2/15 10:32 AM

I couldnt find it under the new

news



Francesca Castro 2/15 10:34 AM

https://www.salinecountylibrary.org/friends-of-the-saline-county-library-host-0-50-cent-book-sale-for-one-day-only/



Friends of the Library \$0.50 Book Sale - Saline C...
Benton, AR- February 6, 2023. The Friends of the Library
have an overstock of items in their used bookstore at bot...

www.salinecountylibrary.org

Just updated it



Francesca Castro 2/15 10:40 AM



Beyond the Stacks March (4).zip · · ·

Can you meet 12:30. I will take my lunch at 12.



Actually I have a doctor appointment at 1



Francesca Castro 2/15 11:05 AM Tomorrow at 9?

> 2/15 11:37 AM yes.

2/17 9:24 AM

Can you send me a link to the fb events for trivia, magic, and 50cent sale? I am trying to find them from my phone and can't.



Francesca Castro 2/17 9:30 AM

 $https://www.canva.com/design/DAFZcxpQ3o8/ROh8dCqRQXIO8emEXA0OEw/edit?\\utm_content=DAFZcxpQ3o8\&utm_campaign=designshare\&utm_medium=link2\&utm_source=sharebutton$



Amazingly Simple Graphic Design Software - C...

Amazingly Simple Graphic Design Software - Canva

www.canva.com

https://www.canva.com/design/DAFaj-HYK4s/voFZQMPKWPi_littf2-DzA/edit?utm_content=DAFaj-HYK4s&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton



Amazingly Simple Graphic Design Software - C...

Amazingly Simple Graphic Design Software - Canva

www.canva.com

I don't think there was a magic

2/17 9:31 AM

No I mean the Facebook event page link. So I can share it with my networking group



Francesca Castro 2/17 9:34 AM

https://www.facebook.com/groups/403491671203852/



SCL Adult Events | Facebook

Stay in the know for all the events for adults hosted by the

2/17 9:46 AM

Did you make a Facebook event from our regular saline county page

2/17 10:49 AM

Items should be in the marketing folder now.



Francesca Castro 2/17 10:52 AM

I dont see a closing sign in the marketing folder.

2/17 11:42 AM

https://www.amazon.com/gp/product/B0B6HWQ6PD/ref=ox_sc_act_title_4?smid=ASKWYIZSY7FPX&psc=1

Would you ever need a mouse or just use the mousepad?



Francesca Castro 2/17 11:44 AM no

2/17 11:45 AM

what do you think about that case? It comes in pink! LOL



Francesca Castro 2/17 1:08 PM Yes, that will work

of course in pink



2/17 1:13 PM

Before you leave today, please let me know what all needs to be done for the magazine and anything else that needed be done by the weekend.

Thanks!



Francesca Castro 2/17 1:14 PM okk

2/17 1:24 PM

I still don't see the SCL Trivia on the SCL Events page on Facebook. Am I missing it?



Francesca Castro 2/17 1:26 PM i will look

I probably didn't add it last month because I didn't have a graphic for it, but I will add it right now

There is no TV tile attached to the event.

https://fb.me/e/2En1192Xy

SCL Trivia - Yellowstone

Join the Saline County Library as we play Yellowstone trivia. If you think you know everything about Yellowstone, the...

fb.me

https://fb.me/e/3b4N4wJRL

Friends of the Library 50 Cent Sale

Art event in Benton, AR by Saline County Library on Saturday, February 25 2023 with 151 people interested an...

fb.me

2/17 1:31 PM Perfect! Thank you!





Francesca Castro 2/22 12:18 PM

https://www.canva.com/design/DAFbT8v4sos/sebkadSuGorzA05KOODJ5w/edit? utm_content=DAFbT8v4sos&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton



Amazingly Simple Graphic Design Software – C...

Amazingly Simple Graphic Design Software - Canva

www.canva.com

I have two different "styles" for this. Which do you like better?

Fb cover page

Thursday, February 23



Francesca Castro 2/23 8:09 AM

The definition of literacy is the ability to read and write. I think it could be a cool idea to incorporate inklings and our book clubs. Maybe?



2/23 8:15 AM Llove that!

I think you should write up a piece on Literacy Month that we can send to the papers. It could be in the format of a press release. Let's ask Wendy if they are doing anything special for Literacy Month.



Francesca Castro 2/23 8:19 AM okk. I will after their meeting





Francesca Castro 2/23 8:26 AM

What all press releases do I need to have written up.?

book a librarian?



Francesca Castro 2/23 8:35 AM

Nothing has been posted in the Gann FB page since Dec 7 2022

2/23 8:35 AM

I know. We need to revive it.



Francesca Castro 2/23 8:37 AM

Do you have any free time today or tomorrow to do a mini meeting over what all needs to be added/ updated on the Gann Fb page?

2/23 8:37 AM

Of course! I am free til 10.



Francesca Castro 2/23 9:02 AM

 $https://saline county library. biblio commons. com/list/share/2183355689_benton_taylor/2254048549_the_start_of_something_ne$

W



The Start of Something New - Saline County Lib...

The Start of Something New by Benton_Taylor - a staffcreated list: Do you like epic fantasy, and are looking for...

salinecountylibrary.bibliocommons.com

2/23 9:33 AM

I sent you an invite to the Gann page. I will also send one to Julie.



2/23 9:51 AM

Are you updating the closed and open positions on the website?



Francesca Castro 2/23 9:52 AM What positions are open?

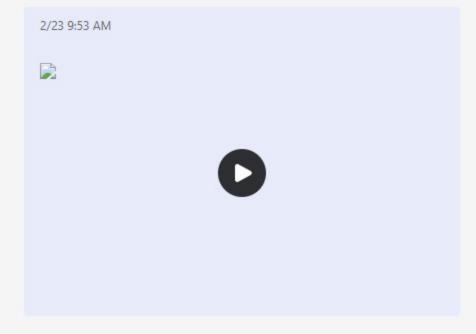
2/23 9:52 AM

branch shelver. Heather sent out an email a few min ago



Francesca Castro 2/23 9:52 AM ok. I' add it







Francesca Castro 2/23 10:37 AM
Should we remove winter reading from the website lol

2/23 11:28 AM

Yes. I was thinking about that this mornkng



2/23 3:55 PM

When do you want Wowbrary posts to go out on Facebook? Wowbrary goes out every Wednesday morning so would Wednesday at 8am be ok?



Francesca Castro 2/23 3:57 PM ok



Francesca Castro 2/23 4:11 PM Flipping book is done for march.



Friday, February 24



Francesca Castro 2/24 2:15 PM I have done a a lot of the e newsletter.

Monday, February 27

2/27 8:15 AM

Want to meet real quick this morning before ten to just see whats on our schedule for this week?



Francesca Castro 2/27 8:15 AM ok

2/27 8:19 AM

Just come on in when you are ready.

2/27 8:32 AM

Do you leave at 4:30 everyday?



Francesca Castro 2/27 8:33 AM sometimes 5 to leave a little early on Fridays.

I got in at 7:30 Friday

Thats ok. I was just going to fix your excel sheet for this week. You are not in trouble lol



Francesca Castro 2/27 8:36 AM okk

2/27 10:17 AM

I have some corrections for enewsletter. Let me know when is good to come talk about them.

2/27 10:28 AM

Is Lyndseys book review on Biblio?



Francesca Castro 2/27 10:29 AM I dont know. I just copied her email

Kari Lapp 2/27/2023 10:17 AM

I have some corrections for enewsletter. Let me know when is good to come talk about them.

just saw this

2/27 10:30 AM

OK. Do you know if the art show is on the website anywhere?



Francesca Castro 2/27 10:30 AM I don't think so.

2/27 10:31 AM

Ok. In the future, I just thought about this, we should have people write articles and/or make calendar events for the things we feature because we want to draw people to our website for more info.



Francesca Castro 2/27 10:32 AM ok. Sounds good.

They would need to have it in by the 5th.

2/27 4:09 PM

Are you done making the corrections to the enewsletter?

Tuesday, February 28



Francesca Castro 2/28 8:32 AM

I did a lot of them yesterday, but I was unsure what else to add. I didn't have the photos until the end of the day.

https://www.canva.com/design/DAFaxWnBaFo/uKAzVYvqFVQdL2RGmvSUHQ/edit? utm_content=DAFaxWnBaFo&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton



Amazingly Simple Graphic Design Software – C... Amazingly Simple Graphic Design Software – Canva

www.canva.com

will you check this so i can print

2/28 8:55 AM

Made a few edits and added some things. Let me know what you think

Should we do basketball orange instead of red?



Francesca Castro 2/28 8:57 AM Sure!

it looks good to me!

2/28 8:57 AM

Ok. Check it out and let me know what you think.

Awesome. After you print it, can you bring the corrections from yesterday to me so we can see what needs to be done for flipping books and enewsletter





Francesca Castro 2/28 8:58 AM

I'll print out the categories separately and use sticky tack.

2/28 8:58 AM Perfect!



Francesca Castro 2/28 10:54 AM

I cannot get these pictures to be a good size



Francesca Castro 2/28 2:15 PM

There are alot of Tv tiles missing or i am looking in the wrong place



they should be in the folder you put on sharepoint. Whats missing?



Francesca Castro 2/28 2:53 PM Tech Connect March 18

recir connect March 10

SCL Trivia True Crime

Piece by piece,

Makerspace madness

Vinyl cutting

Minecraft

After school Tuesdays

Here be Dragons

Rising Stars

Toddler time

Toddler time

Caterpiller ST

master builders

Saturday ST

Wednesday, March 1

3/1 9:03 AM

One thing I did want to say is that next time we do the newsletter, do not delete anything. We will leave it blank or leave the same content from last month in it until the very end. I just noticed I had to go in a recreate a few blocks last night and it was time consuming.





Francesca Castro 3/1 9:10 AM

Do I need to go ahead and post the podcast

3/1 9:11 AM

Yes. Please do so. I think I sent you the statements from Amanda.



Francesca Castro 3/1 9:46 AM

Spread ideas for April - National library week. Benton building 20th bday. Earth Day

opinions?

April fools, Easter (But not make it Religious)?

3/1 11:18 AM

Did you check the links and the dates/descriptions for the enewsletter today? I thought that was what you were doing this morning.



Francesca Castro 3/1 11:19 AM

You just said to check the descriptions. I did. They all matched the magazine descriptions, I can check the links too. Not a problem.

3/6 9:27 AM

Yes, most of our programs and events do happen at our Benton location because of available space and resources but we also have a few monthly programs at our Bryant location like Adult Art Studio, Tech Connect, and several children's programs. You can find more information on our Bryant location programs or the programs just down the road at our Benton location by visiting our online calendar: www.SalineCountyLibrary.org/calendar. Thanks!



Wednesday, March 8

3/8 1:37 PM

I just wanted you to know I think you are doing a great job trying to get all your tasks done quickly and getting feedback and reviews from the programmers and other staff. I really value you and your efforts. Glad to have you on the team.





Francesca Castro 3/8 1:38 PM aw, thank you 💖 This made me smile



3/8 1:38 PM

Good! You should smile. You deserve it!

Random question- do you have a set of social media logo icons you use for things or do you pull those off canva?



Francesca Castro 3/8 1:40 PM Luse the ones from canva-

> 3/8 1:40 PM Ok. Thanks!

3/8 2:03 PM







3/9 8:27 AM

Can you tell me what the spread for the April magazine are that you have in mind? We need to do one for National Library Week.



Francesca Castro 3/9 10:30 AM

I already made one for National library week, Half a spread for Earth day and a full spread of the Building turning 20 years old.

3/9 11:20 AM Oh, nice!



Francesca Castro 3/9 11:25 AM

several events have been added after the due date which throws off sizing and spacing. I have sent out two reminders before the 5th bout having the events in by the 5th. I don't know what else to do.

3/9 11:26 AM

When did you do the calendar? I know Alan was adding some on the evening of the 5th and I know you were working on it beforehand so maybe there was just some overlapping. I think it was mainly Alan's programs that were not added, right?



Francesca Castro 3/9 11:28 AM

I did not add any Adult programming until Tuesday the 7th.

3/9 11:29 AM

what are the programs that are missing? I don't remember



Francesca Castro 3/9 11:29 AM

I had to add Sunset fishing, Alans events, and SCL Trivia

and LABC

3/9 11:33 AM

The only even for Alan was the photography event that was added late. Sunset- I don't think she realizes we are putting her events on the calendar, too. LABC was added on the 3rd. SCL Trivia was also on the 3rd. I think you might have just missed them.



Francesca Castro 3/9 11:35 AM

I look at the Events page not communico. Communico is kinda all over the place for me

3/9 11:37 AM

Like on the website? It all should have been there. I am able to see when they were published and unpublished. Once they are published, they are on the events calendar.



Francesca Castro 3/9 1:30 PM

The pet adoption event is under combination ages. Should it be with the adult events?

3/9 1:31 PM

I feel like it should be on both pages. I was thinking about that and the other events for all ages and adults: Makerspace, Sunset, Pet event. What are your thoughts. I just feel like if we put it only on the youth pages, those adults without kids are going to miss it.





Francesca Castro 3/9 1:34 PM

I think that's fine. So all ages and combined ages need to fall under the same "segment"?

3/9 1:36 PM

I think "Combined" ages is for more youth combined plus all ages and then we need something on the adults page that has the all ages. But we are very limited on our adult page. Hmm... This is tricky.



Francesca Castro 3/9 1:37 PM

Do you want the QR code box on there? If we take that off there is plenty of room.

3/9 2:52 PM

I want it on there but I want it way smaller



3/13 11:22 AM

What are you working on today?



Francesca Castro 3/13 11:25 AM A graphic for mason

right now

and Social media post into buffer.

Then the meeting at 1:30

3/13 11:32 AM Ok. cool



Francesca Castro 3/13 12:16 PM

The Mag should be sent out by Friday the 17th. I want/need to know what we are doing for national library week, so I can add it.

3/13 3:08 PM

Do you put the tv tiles on the tvs?



Francesca Castro 3/13 3:09 PM ves.

Are some wrong? I noticed that there were ones from February on there, so I deleted them from the jump drive as soon as I noticed.

3/13 3:36 PM

There are still February ones on there



Francesca Castro 3/13 3:38 PM oh my goodness. Ok I'll take them off!



Francesca Castro 3/14 8:44 AM

Want to meet after your appointment?

3/14 8:44 AM yes



Francesca Castro 3/14 8:44 AM ok, great.



Francesca Castro 3/14 9:03 AM

Patty said that group of people was for Wendy.

3/14 9:04 AM

Ok. I just see an unscheduled group of moms with littles and immediately think about what's going on with the moms who are so upset and my brain goes into panic mode for a second! Lol







Francesca Castro 3/14 12:07 PM

When you get the chance can you send me the notes over the Gann SM calendar.

Thanks!

3/15 8:11 AM

On our instagram page, under the short bio, there is a website link and its wrong. It needs to just go to our home page.

3/15 8:56 AM

Gann notes are on your desk.





Francesca Castro 3/15 11:48 AM

I have updated the National library week spread with all of the info that needs to be on there. I am not happy with the layout of the page, but after playing around with it for an hour I kinda just let it be.

3/15 11:50 AM

That's OK. I'm grabbing lunch and then will head that way. Go ahead and send it to Leigh to look over for some revisions of things.



Francesca Castro 3/15 11:51 AM ok will do.



Francesca Castro 3/15 12:15 PM

I do not see that list from Wendy. Was that email only to you?

With the school list

3/15 12:15 PM

I forwarded it to you yesterday but it was in the NLW thread

3/15 1:20 PM

Heather went home not feeling well and my stomach is doing weird things and I think I am about to have to go home.



Francesca Castro 3/15 1:22 PM

Oh no.. I hope nothing is going around.



Francesca Castro 3/15 1:23 PM

If you need to send me txt pics of the corrections that works too.



Francesca Castro 3/15 2:43 PM Gann SM Schedule

April Content Calendar.xlsx



April Content Calendar.xlsx

personal > francescac_salinecountylibrary_org

Thursday, March 16



Francesca Castro 3/16 11:35 AM

I am reciving a lot of questions about Star Readers. I have FWD them to you.





Francesca Castro 3/16 3:23 PM

Star Readers.xlsx



Star Readers.xlsx

personal > francescac_salinecountylibrary_org

Monday, March 20



Francesca Castro 3/20 7:58 AM

Good Morning, when you get the chance can you look and respond to Jil Pepes on Facebook. I honestly have no club what to respond.



Francesca Castro 3/20 11:03 AM

It is in messager

3/20 11:04 AM

Ok. Can you go to the star readers excel and update the tabs I have added?

Tuesday, March 21

3/21 5:02 PM

Did you finish the magazine? I noticed the cover isn't finished. I am trying to get it finished to send in.

Wednesday, March 22



Francesca Castro 3/22 8:02 AM

Yes. I finished all the corrections on Thursday.

The Enewsletter is almost finished too.

3/22 11:06 AM

I am finishing the magazine. I added a poetry section for national poetry month. And we need to put the gann goods somewhere so I am doing that. Shoot me an email when the enews is done.



3/22 11:54 AM

Did you add Gann Goods to the enews? If so, what item did you use?



Francesca Castro 3/22 12:23 PM

I havn't added one. I can use what I posted on Fb yesterday.

3/22 12:23 PM

Yeah. I just used the rifle, too.



Francesca Castro 3/22 1:14 PM

It is like 90% done.

I am logged out

Ok, I will work on that in a bit.

3/22 2:01 PM

I have from my report for Dec and Jan that we had over 1,000 comments on instagram but for Feb and March we only have 3? That seems really odd.



Francesca Castro 3/22 2:06 PM

We def never had 1000 comments on instagram

3/22 2:07 PM

combined from everything for Jan and Dec?



Francesca Castro 3/22 2:08 PM

1117 was the total of 2022 lg Comments

3/22 2:09 PM

maybe thats what i put then.



Francesca Castro 3/22 2:10 PM

Which that isnt correct idk How excel added that up. The correct comments from Jan 22- Dec22 is 22.

3/22 2:12 PM

IDK. But oh well.

Thursday, March 23



Francesca Castro 3/23 11:16 AM

https://www.instagram.com/risingstarplayers



Login • Instagram

Welcome back to Instagram. Sign in to check out what your friends, family & interests have been capturing & sharing...

www.instagram.com

ldk if you know about this

This is my first time seeing this.

3/23 11:18 AM

I did not know about that! Thank you for pointing it out. I am going to send out an email to allstaff to let me know if there are other social media channels.





Francesca Castro 3/23 11:28 AM

I am about to map out all of our socials and email it to you.





Here is the PDF of the magazine for flipping book.



Beyond the Stacks April (4).pdf

What is the link for the TV tiles on p or sharepoint?

Friday, March 24



Francesca Castro 3/24 7:54 AM

I don't know. I was going to ask when I was doing the TVs

3/24 7:57 AM

Don't you use them for Facebook events?



Francesca Castro 3/24 7:58 AM

I get them straight off communico.

3/24 12:37 PM

Here is where all the TV Tiles and FB Event photos should be. I wonder if the quality goes down when you get them from Communico. YS and CED should be putting their photos in this folder.

Communico. 13 and CLD should be putting their photos in this folder.



Tech Connect April.png

FB Event Photos

Monday, March 27

3/27 9:32 AM

Hey. Do you have a second?



Francesca Castro 3/27 9:34 AM What's up

3/27 9:35 AM

I wanted to talk to you about the new offices. I wanted to give you a chance to let me know your thoughts.



Francesca Castro 3/27 9:36 AM

I am fine with it all. I am pretty easy going about stuff.

3/27 9:37 AM

Do you think if we put you in the corner and your screen, you will be able to not be distracted? You can kind of add what you need to the space to stay focused. If you have other ideas, please let me know.



Francesca Castro 3/27 9:37 AM Yeah. That is fine.

and I will.

3/27 9:42 AM

Ok. Thank you for being so cooperative.



Francesca Castro 3/27 12:52 PM i am updating the newsletter

3/27 1:01 PM

Sounds good. Let me know when that is done. I am working on the calendar to print out now.



Francesca Castro 3/27 1:06 PM

I changed the events that were on there the week we are closed.

3/27 1:06 PM

Sounds good. Have you updated the Facebook events?



Francesca Castro 3/27 1:07 PM yes

3/27 1:07 PM

Great! Can you write up a couple sentences for the website post? It honestly can be the same that goes on Facebook. If you want to put it here, we can edit it together and get it all done!



Francesca Castro 3/27 1:12 PM

Both branch of the Saline County Library will be closed Monday, April 10 - Saturday, April 15.

We are reconstructing our network, which means that both library branches will not have any internet/Wifi connection for this entire week. All in person programs will be canceled or rescheduled. All electronic resources will be accessible during this time, so patrons can still place holds, use Libby, Hoopla, etc.

We are sorry for any inconveniences.

3/27 1:55 PM

Both branch of the Saline County Library will be closed Monday, April 10 - Saturday, April 15 for technical maintenance. Wifi will be unavailable at this time. All in person programs will be canceled, rescheduled, or moved to an off-site location. Please check our online calendar for full details. You may still use your personal devices to access our online services such as the catalog, Libby, Hoopla, and our many research resources. We are sorry for any inconveniences but are excited to see you on Monday, April 17th with our upgrades in place!



How is that?



Francesca Castro 3/27 2:13 PM sounds good!

3/27 2:27 PM

Do you want to make the card?



Francesca Castro 3/27 2:28 PM What is it supposed to look like

3/27 2:36 PM

It's a 4x6 greeting card. Just a you're awesome design (get something from canva)

I think I gave you one from last year or they are on the box on my back desk



3/27 2:49 PM

Here is the updated closing statement with corrections from Leigh.

Both branches of the Saline County Library will be closed Monday, April 10 - Saturday, April 15 for technical maintenance. WiFi will be unavailable at this time. All in person programs will be canceled, rescheduled, or moved to an off-site location. Please check our online calendar for full details. You may still use your personal devices to access our online services such as the catalog, Libby, Hoopla, and our many research resources. We are sorry for any inconvenience but are excited to see you on Monday, April 17th with our upgrades in place!

Wednesday, March 29



Francesca Castro 3/29 9:16 AM

https://www.canva.com/design/DAFefgQ4tto/pr1nJluTrt6y_ijBlkmUBA/edit? utm_content=DAFefgQ4tto&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton



Amazingly Simple Graphic Design Software – C...

Amazingly Simple Graphic Design Software - Canva

www.canva.com

What do you think about this?

3/29 9:18 AM

I like the idea. I may have a few simple design changes. What would you put on the back? I hate wasting a back if we are paying for it anyways lol



Francesca Castro 3/29 9:19 AM

Im not sure of that the put on the back.

3/29 9:19 AM

Think about some other things that were asked frequently.

3/29 9:34 AM

what did you think about the chaise lounger that Susie sent first?



Francesca Castro 3/29 9:36 AM

I like a couch better. I don't think we should be laying down vertically at work lol.

3/29 9:36 AM

Yeah. I was concerned about that, also.



Francesca Castro 3/29 9:39 AM

I think a couch is fine. Might just be a personal belief, but lounging at work is unnecessary and will interrupt with productivity. So, I think a chase lounge and ottoman is a little "much" for a professional atmosphere.



Francesca Castro 3/29 9:49 AM

Kari Lapp 3/29/2023 9:18 AM

I like the idea. I may have a few simple design changes. What would you put on the back? I hate wasting a back if we are paying for it...

Maybe we can but info about the LOT. Like you can check out Video Games, Movies, Board games, Cake pans Fishing poles, Hotspots, Makerspace



Francesca Castro 3/29 3:08 PM I don't have acess to patron point.

Thursday, March 30



Francesca Castro 3/30 7:44 AM

3/30 8:54 AM

Do you need the NLW graphic for social media with the days and stuff?



Francesca Castro 3/30 8:58 AM I have the one from the magazine.

3/30 8:58 AM Ok. Cool.

Can you forward me the press release for the totality you sent out?





Francesca Castro 3/30 8:59 AM

https://salinecountylibrary.sharepoint.com/sites/AllStaff/Shared%20Documents/Forms/AllItems.aspx? ct=1680188213170&or=Teams%2DHL&ga=1&id=%2Fsites%2FAllStaff%2FShared%20Documents%2FFB%20Event%20Photos%2FApril%202023&viewid=981e6e0c%2D47c0%2D4770%2D82ee%2D90f927722fbf

These are the only events I have T.v tiles for April.

I don't have some for the Newsletter and the T.V.

3/30 9:01 AM

Which ones are you missing?



Francesca Castro 3/30 9:02 AM

I know Piece by Piece for the Enewsletter. I am not sure which ones are missing but I know CED has more than 6 Events in April.

Many of the recurring ones will be in the March folder.



Francesca Castro 3/30 9:04 AM

Can the be moved each month to the correlating month, so I can easily add them to the jump drive.

And the "Branding" is incorrect on majority of them.

3/30 9:06 AM

What do you mean by branding?

I am trying to find them on pdrive because I think most people are using that.





Each person does the time differently. Some have the ages others do not. Some say Benton then description of the location, while others, don't

3/30 9:12 AM

I know. Its different between all programmers. I am putting it on the style guide. Its the last thing I have left.

3/30 9:25 AM

I just sent out an all staff. I am tired of having to hunt them down. We have asked for them to be in the sharepoint folder numerous times.

Also, need to add the tech connect class on the newsletter. Want me to just make the canva graphic and you stick it under the



Francesca Castro 3/30 10:24 AM

Kari Lapp 3/30/2023 8:59 AM

Can you forward me the press release for the totality you sent out?



Press Release Template (1) (1).docx

3/30 12:37 PM

Did you get the tile for the easter egg hunt in Bryant? The picture is still Bunny Story time.

I noticed you started using Bob Herzfeld and Mabel Boswell instead of Benton or Bryant. Is there a reason?



Francesca Castro 3/30 12:41 PM

Kari Lapp 3/30/2023 12:37 PM

Did you get the tile for the easter egg hunt in Bryant? The picture is still Bunny Story time.

There is no existing TV tile for this

No, lol I didn't even notice that I was doing that

3/30 12:43 PM

LOL. No worries. I changed it.





Francesca Castro 3/30 12:44 PM

I heard that Lyndsay is saying she is the social media coordinator for the podcast.



3/30 12:45 PM She pretty much is.



I never got the password from her.

I dont think. Let me double check.

3/30 12:45 PM

Email her and you can tag me on it. She might have emailed me but I don't think so.

3/30 12:57 PM

Do we have a newstory on the winchester rifle?



Francesca Castro 3/30 1:01 PM yes

3/30 1:02 PM

Can you send me the link?

Is it more than just his one paragraph?



Francesca Castro 3/30 1:02 PM https://www.salinecountylibrary.org/thank-you-george-womble/



Thank you, George Womble - Saline County Lib... Thank you, George Womble! By Cody Berry Since January, Julie Syler and I have been working hard to properly...

www.salinecountylibrary.org

3/30 1:03 PM Yes! Thank you!



Francesca Castro 3/30 1:57 PM Press Release -Library Closing.docx



Press Release -Library Closing.docx personal > francescac_salinecountylibrary_org



Francesca Castro 3/30 2:04 PM She said it looked good.

3/30 2:04 PM

She sent an email with changes.



Francesca Castro 3/30 2:07 PM Ah! I am just seeing this. Thanks!

3/30 2:07 PM

I changed this section:

All in person programs will be canceled, rescheduled, or moved to an off-site location. Library materials that are due back that week have now been extend are due back the first week of May. This is to ensure all patrons have ample time to return materials.

Do you have a picture yet?



Francesca Castro 3/30 2:08 PM There is a graphic, but no photo.

3/30 2:09 PM

What is the graphic? I am changing the first story on the newsletter to be this one. I am going to ask Leigh to look over it ASAP so we can send it around 3





Francesca Castro 3/30 2:10 PM Just the normal closing graphic.





Visit our website www.SalineCountyLibrary.org or follow us on social media to stay updated on closings and other announcements.



Francesca Castro 3/30 2:18 PM

Will this press release out out instead of the media email?

3/30 2:19 PM wHAT?



Francesca Castro 3/30 2:25 PM

sorry, Will it be sent out Monday Morning instead of the media email

3/30 2:26 PM

We can send it out today. Monday we will still send the media email.

Friday, March 31



Francesca Castro 3/31 8:19 AM

Patron Regina Turner Always has something Negative to comment on our Facebook Page.

3/31 8:19 AM

What is it now? Send me a screenshot

3/31 10:43 AM

Can we have a quick chat?

Tuesday, April 4

4/4 8:46 AM

Do you want to meet at 1 today?



Francesca Castro 4/4 8:51 AM ok. That works for me.



[11:55 AM] Wendy Christy When you post about prom on facebook, can you say that we need all contracts turned in by Thursday at 12?

like 1

We don't have any registrants so lets get as much on that as possible.





Francesca Castro 4/5 9:00 AM

Hey next Monday you have me scheduled working from home during our staff training. I changed it work from home that afternoon instead. Is that okay with you?

4/5 9:01 AM Yep! Good catch!





Francesca Castro 4/5 9:22 AM

I have a question Iol. You want a recap of NLW in the May magazine, but the Magazine should be sent out before NLW starts.

4/5 9:23 AM

Well shoot. You right. Hmmm. What's on the other side of that?



Francesca Castro 4/5 9:23 AM

Kari Lapp 4/4/2023 1:13 PM



I think youth events

4/5 9:24 AM

What about online resources for finals?





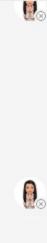
Francesca Castro 4/5 9:56 AM

Some of the programmers have things misspelled and their descriptions do not make any sense. For May

Thursday, April 6

4/6 1:52 PM

I have the excel sheets pulled up if you want me to get those



4/12 8:49 AM Wasn't the layout in the last marketing notes we did? I drew it and you asked to see it. We took our NLW recap and instead

Whenever you catch a break today, can you refresh me on what needs to be in the Magazine. I know Summer Reading, Gann



Francesca Castro 4/12 1:15 PM Would you want to make the spreads for summer reading? Also did you see the email from Patty?



Which email? I haven't gotten to look at my emails yet. I will look now

Waiting on Tuesday is fine. It's a pretty big deal



Francesca Castro 4/12 1:16 PM ok. I will reply to her then.

Goods, and Star Readers.



Francesca Castro 4/12 2:54 PM Majority of the Magazine is done Minus Summer Reading spreads and some captions.

added a resource page for finals











2/13 10:07 AM

search-

ms:displayname=Search%20Results%20in%202021%20Branding&crumb=System.Generic.String%3Aletterhead&crumb=locati on:P%3A%5C2021%20Branding



Arielle Wilson 2/13 10:11 AM Thank you muchly!

> 2/13 10:11 AM You're welcome!

Tuesday, March 7



Arielle Wilson 3/7 2:56 PM

I am working from home today, but I went through all of the credit card receipts that I've collected & im having trouble finding some of yours. Do you normally hold on to your receipts?

3/7 2:57 PM

Yes. That's the way I was always told to do them and then I get the bill and put them all together.



Arielle Wilson 3/7 2:58 PM

Awesome! I was lowkey freaking out & thinking i lost my mind.

I'll be back in tomorrow & ill get you a copy of the bill.

3/7 2:59 PM

Ok. Is that not how you want it done?



Arielle Wilson 3/7 2:59 PM

No that's totally fine. I just didn't know. Now that I know we are all good 😜



vicunesuay, murch

3/8 9:12 AM

If you want to give me the bill, I can put things together for you.

Thursday, March 9



Arielle Wilson 3/9 8:25 AM

is your name appearing correctly on your credit card bill?

I'm updating bank info



Bella has it. I am asking her.

It is Kari Lapp. So yes, it is correct.



Arielle Wilson 3/9 8:28 AM

Woot! thank you

3/9 8:28 AM

Thank you!



Arielle Wilson 3/9 11:45 AM

Would stream Yard be classified as adult outreach or marketing?

3/9 11:46 AM

It should go under subscriptions budget.

Monday, April 3

4/3 10:00 AM

Ok. I am off the phone



Arielle Wilson 4/3 10:01 AM k gimme 5 then ill be there

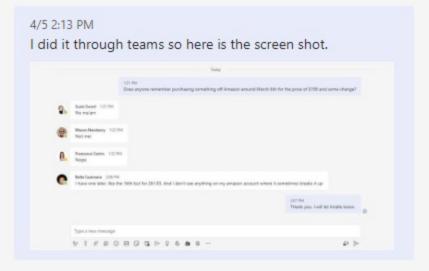
4/5 2:08 PM

Bella said she has an amazon reciept for later in the month for \$216 but doesn't see where Amazon broke it up. Everyone else says they have no idea. I asked Patty and Leigh to check since they approve my teams orders sometimes. Leigh said she doesn't have it. Haven't heard back from Patty.



Arielle Wilson 4/5 2:09 PM

ok thank you. Can you just send me the email responses you got & ill reach out to amazon





Arielle Wilson 4/5 2:13 PM thank you muchly

Thursday



Arielle Wilson Thursday 2:03 PM Your Magna check is ready. Imma bring it to you.



Wendy Christy added Bella Cusimano and Kari Lapp to the chat.



Wendy Christy 3/28/2022 1:10 PM

Are either of you coming to the CAMCAC meeting?

3/28/2022 1:11 PM

No. Bella is out sick today.



Wendy Christy 3/28/2022 1:11 PM Ok

Tuesday, March 29, 2022



Bella Cusimano 3/29/2022 8:13 AM

I've gotten some options back from Banana graphics on SRP t-shirts. Can we talk soon to get a final color and order?



Wendy Christy 3/29/2022 8:18 AM

I have storytime at 10:30 this morning, but I can talk before then or after lunch.

3/29/2022 8:29 AM

I am free after 11:30-2:45 or later. I can do teams video today or I will be in tomorrow.



Wendy Christy 3/29/2022 8:31 AM

Storytime usually ends about 11:30 so that would work for me.





Bella Cusimano 3/29/2022 9:05 AM 11:30 should be fine with me as well!

Tuesday, April 5, 2022

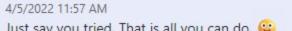


Wendy Christy 4/5/2022 11:55 AM

I'm not sure how many more times I can tell her that I can't give this to our homeschool families until fall. They just don't work that way & I don't have a big enough group (or any high school aged kids??) right now.



Bella Cusimano 4/5/2022 11:56 AM I know. I think she'll figure it out eventually. 😂 . You just do the best you can lol



Just say you tried. That is all you can do.



Wendy Christy 2/24 9:50 AM

I haven't gotten to talk to Ashlyn yet. She had a volunteer working with her yesterday & she's dealing with a personal issue this morning & I'm not sure when she'll be in. I just wanted to let you know since you're going to make the calendar invite.

2/24 10:29 AM

Thanks. I wont send her the invite. I will send it to you and Susie and let you invite Ashlyn when you are ready.



Wendy Christy 2/24 10:53 AM

I just talked to her so we're all set now.



Monday, February 27

2/27 10:31 AM

Is the art show not going on the March calendar?



Wendy Christy 2/27 10:31 AM

No, it's just up for people to see. It's not an event.

2/27 10:32 AM

Since we have been promoting the actual display so much, I think we need to have either an article about it or put it on the calendar. I would suggest at least putting the opening day on the calendar.



Wendy Christy 2/27 1:25 PM

We're trying to get the makerspace & LOT faqs updated. There are 2 big problems. 1. There is no listing for makerspace faqs. It's buried under computers and technology where no one will find it. 2. The LOT links are all messed up & going to the old catalog & that's something that Julie had to build last time we worked on it so Ashlyn is working with her again to get those fixed.

There's some general updating that needs to be done as well & we'll get that stuff to you & Fran as soon as we can.

2/27 1:30 PM

I don't think Julie has to build the catalog links. I think those are already built in, so it would just mean that it needs to be updated from the website side. That something that I had to get Sterling to do a mass search for all the old catalog links And so we're working on that right now. And that's fine with all your updates but if you guys want to like meet and just talk them through it that's easier than like sending some things or emails and we can just pull up the website and talk it through. That is fine too. Just let me know what works best for you. This is another voice to text message so I'm very sorry if this is confusing.

Thursday, March 2

3/2 11:26 AM

Were you guys ever able to get a hold of Bekka for a project prom this year?



Wendy Christy 3/2 1:17 PM

I know Chelsea tried to contact her, but I don't know if she ever actually was able to talk to her.

Friday, March 3

3/3 8:06 AM

I will ask Chelsea. Thanks!

Thursday, March 16



Wendy Christy 3/16 1:08 PM

Are we good to start using the tv tile template?

3/16 1:42 PM

My poster just went out but I was working on them from notes from you and Leigh. This is what I have.





Wendy Christy 3/28 2:25 PM I'm free whenever.

3/28 2:30 PM

Ok. Leaving patty's now

Wednesday, March 29

3/29 8:57 AM

Do you have any programs that need more marketing? Trying to pick ones for the newsletter.



Wendy Christy 3/29 9:46 AM Prom & sensory storytime



Thursday, March 30

3/30 2:27 PM

Can you help me find the Bryant egg hunt TV Tile? I need to send the newsletter asap and that is the only one I cannot find.

Monday, April 3



Wendy Christy 4/3 2:23 PM

Would Dana be able to use your staff hotspot next week to work on her class?

4/3 2:27 PM

I don't think that would be an issue. Is there a certain time so I can make sure my team isn't using it?



Wendy Christy 4/3 2:27 PM

No, it's a library juice class. She'll just need time to do all the readings & answer the week's questions at some point.

4/3 2:28 PM

Yeah. Should be fine. I don't think we will be using it much because my team is going to work from home for the time they need internet and that is mainly going to be Fran.



Wendy Christy 4/3 2:29 PM

She said she'd like to work on it on Tuesday or Wednesday.

4/3 2:30 PM

I will message my team to let them know. I am trying to think where we can put it so you know it because I don't want it to be thrown in a box while we are moving and yall can't find it. I might see if Leigh can hold onto it.



Tuesday, April 4



Wendy Christy 4/4 11:55 AM

When you post about prom on facebook, can you say that we need all contracts turned in by Thursday at 12?



Hey. What do you think about removing the registration for the March magic?



Mason Newberry 2/16 1:34 PM I think it's a good idea

2/16 1:34 PM

Ok. We are gonna take it off for the March magazine.

Friday, February 24

2/24 11:09 AM

Can you please print off the amazon receipt for the treat boxes and put at the top what budget it comes out of, what it was for, and highlight the date and total spent. Thanks.

Monday, February 27

2/27 8:39 AM

I might have miscounted but giving you the heads up you are 30 min short on your excel sheet for this week.



Mason Newberry 2/27 8:41 AM

I'll look tomorrow. I entered it into bamboo and it said 40 hours.

2/27 8:41 AM

Ok. That's fine. I will look over it:)



Monday, March 6

Mason Newberry 3/6 10:47 AM

I sent you the link for the flyer for trivia

Wadaaaday Masab 0

Mason Newberry 3/8 10:21 AM

I have a question for you when you get done with your meeting? Let me know and I will stop by your office. Thank you!

3/8 10:59 AM ok. I am done

3/8 12:08 PM

I need a flyer for the rising star players foam swords.

Or a tv tile or something

Nevermind. I will just print the calendar event.

Thursday, March 9

3/9 10:32 AM

Are we getting rid of piece by piece wednesdays in April? Working on the calendar right now.

Mason Newberry 3/9 10:32 AM No. We are keeping it for April

> 3/9 10:33 AM ok. thanks

Thursday, March 23

3/23 2:53 PM

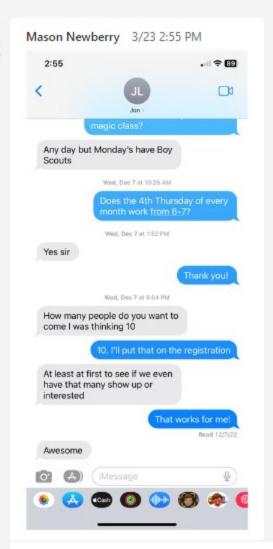
FYI- Jon didn't know that Magic was tonight. He said he was told it is on the LAST Thursday of the month, not the 4th. He is fine with it and can still make tonight but maybe just be aware of that and make sure we are saying 4th Thursday and not last thursday from here on out.

fine with it and can still make tonight but maybe just be aware of that and make sure we are saying 4th Thursday and not last thursday from here on out.

Mason Newberry 3/23 2:55 PM

I thought I mentioned it was the 4th Thursday of every month. Maybe I didn't. Sorry about that.

3/23 2:55 PM No problem ©



Actually found the screen shot. I mentioned 4th Thursday.

3/23 2:57 PM

LOL. I was totally not mad at your or anything but I sure do love to tell my husband he was wrong!!! Thank you!

Mason Newberry 3/23 2:58 PM

You are welcome! I knew you were not mad or anything I just wanted to make sure that I did not misspeak earlier.

Friday, March 24

3/24 12:33 PM

I changed the format of your TV tiles on canva. If you haven't put them in the FB Cover Photos folder yet, please put the new ones in there. Thank you!

Tuesday, April 4

4/4 8:45 AM

I will be in the room right around 9:50. Can you greet the guests and get the slide show going? I am going to the managers meeting.

I didn't print off the registration list so can you grab that from communico

Mason Newberry 4/4 8:45 AM

Yes. Is the meeting going to be in the board room?

4/4 8:45 AM yes

Mason Newberry 4/4 8:45 AM Ok

Wednesday, April 5

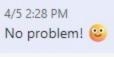
4/5 2:25 PM From (owner):

They said that because of a new calendar lol and no one actually cleared what dates it was done. There were only so many on the calendar when I took over so I will get the calendar squared away now. It shouldn't be a problem. There is one month that there may be a rehearsal dinner already scheduled but I am looking now

We should be good.









Bella Cusimano 3/14 11:39 AM

I am not sure how long each tv tile stays on the screen before switching to the new one, but if we have one for a program that requires registration... what do y'all think about putting a QR code on the tile

3/14 7:14 PM

Fran, are these also used for social media posts? The TV tiles? I do not want QR codes on social media tiles because that is so pointless.

Wednesday, March 22



Bella Cusimano 3/22 11:11 AM

Did you guys ever decide on this? Also I was wondering if either of y'all knew when the April magazines will be in? I am wanting to take them to events I have coming up next week.

3/22 11:15 AM

I have not sent in the content yet. I am still working on it. Right now actually. I am going to submit it before lunch. I can ask for an estimated turn around.

Francesca Castro did you see the comment above about the TV Tiles?



Bella Cusimano 3/22 11:59 AM

do they not get sent in on the 10th or 15th anymore or whatever? They used to come in always before the end of the next month I thought. I use them in book boxes and a lot at events in the spring summer, so it would be great if they came in more consistently if possible. I know there's probably parts of the process I don't know about. But they are very good for events so I would love to get those

3/22 12:02 PM

It is supposed to but with the addition of the Gann, the Podcast, NLW, and other events its been difficult because we are having to add stuff last minute. I just finished the last edition and now am double checking the calendar because I have seen some things were added.



Bella Cusimano 3/22 12:06 PM

Oh okay. Well as soon as they get in, y'all just let me know.

3/22 12:20 PM

Here is the PDF of the magazine. In the past when we needed it and didn't get them in time, we have printed this off front and back and given it out. Its not as pretty but its something. I am uploading to the printer server now and will ask for an estimate delivery date.



Beyond the Stacks April (2).pdf



Francesca Castro 3/22 12:22 PM

Kari Lapp 3/14/2023 7:14 PM

Fran, are these also used for social media posts? The TV tiles? I do not want QR codes on social media tiles because that is so pointless.

Yes. I use these on Facebook.

3/22 12:25 PM

So instead of putting a QR code on the tiles, what about a poster by the TV that has a QR code to our calendar?



3/22 2:45 PM

Magazines will be in Friday or Monday.







2/13 8:39 AM

Hey. Do you have time today to talk about your SR programs? We have our SR meeting at 1 and I would like to hear your plans before then.



Alan Robinette 2/13 8:40 AM

Yes, please. Is before ten or after eleven good for you? I have a database thing scheduled at 10?

2/13 8:41 AM

I can do 11. I have a 1;1 with Mason at 9 and 1;1 with Patty at 10.



Alan Robinette 2/13 8:41 AM 11 works!





Alan Robinette 2/13 10:38 AM

Do you have the password for Anish academy? I lost it when I changed computers.

Really, autocorrect? Really?

2/13 10:55 AM

I added widget access to your niche account. Do you know your login? Let me know if that works. Also, we can meet now.

Wednesday, February 15

2/15 9:38 AM

https://www.4imprint.com/product/153992-43/Picture-Frame-Magnet-4-x-3-14

Picture Frame Magnet - 4" x 3-1/4"

X

You'll make it on the fridge in no time!

www.4imprint.com

2/23 8:27 AM

Have you seen this: https://mcusercontent.com/fa5d7a1197/images/9b9ec4d7-fe46-468e-6a6b-0fe50235f92f.jpg



Alan Robinette 2/23 3:51 PM

Yes, sinvited me. I originally had to decline because I had lunch plans with in but she fell and broke her wrist. I texted Sara earlier today and let her know that I plan on going.

2/23 3:52 PM

OH no! poor the she feels better soon. I was just wondering if you knew was kind of doing her own thing since you hadn't heard back about the opioid conference.



Alan Robinette 2/23 3:54 PM

I think this a preview screening of the film - I was bummed at the timing, but now can go - although the circumstances are not good. Yes, was really down. We will reschedule sometime next week, depending on her recovery.

Tuesday, February 28

3/2 8:24 AM

CALS offers a monthly genealogy class. I think this would be something that would be good for you to check out. https://us02web.zoom.us/meeting/register/tZ0vc-utrTwiE9EMsm9V4Sd7IJzP_XoALqVT?

mc_cid=1079eb7cfa&mc_eid=07cc011360



Welcome! You are invited to join a meetin...

The Butler Center offers a beginner's genealogy class the second Monday of every month, taught by Rhonda Stewa...

us02web.zoom.us

Here are a few other interesting things:

X

https://us02web.zoom.us/meeting/register/tZAqf-6urjwuEtcfcxuuHJtYLBXge0Dz9VaK?mc_cid=1079eb7cfa&mc_eid=07cc011360



Welcome! You are invited to join a meetin...

Learn how to organize your personal papers, photos, scrapbooks, and other items to digitize and store them fo...

us02web.zoom.us

https://robertslibrary.org/memorylab/?mc_cid=1079eb7cfa&mc_eid=07cc011360



Roberts Library

robertslibrary.org



Alan Robinette 3/2 9:33 AM

I like the memory lab! And thank you, I signed up for the classes w CALS.





Alan Robinette 3/2 9:40 AM

I just learned that I will need to pick Sherri up at the airport Monday at 2:35... is there a way to move my shadow w Erin to the am? Or starting anytime before 1 pm?



Alan Robinette 3/2 10:03 AM

Also, I'll be putting my TV tiles on Canva and events in Communico today before genealogy. I'm skipping Kiwanis. Gotta get these done. It doesn't make sense to drive to SC, then drop back down to HSV, so I'm doing all of this from my office in HS. Is that ok?

3/2 10:29 AM

Yes. Sounds good. I will look at the excel sheet for the shadowz shoot me an email to remind me



3/2 11:11 AM

She has library manager at 1. Ask Leigh if you can go before her real quick and then send her back to Leigh.

Monday, March 6

3/6 10:01 AM

I sent you an invite to a podcast trello board to see if that would help you out with podcast planning and keeping the team updated.



Alan Robinette 3/6 10:08 AM

Yes, I saw that but was doing twelve different things (!) - I'll accept it now

Wednesday, March 8

3/8 12:27 PM

Photography is a PM class, not an AM class correct?



Alan Robinette 3/8 5:30 PM

Correct. Did I make it for 5:30 AM?



3/8 5:31 PM

A.m. But Lea changed it



Alan Robinette 3/8 5:34 PM

Sunrise pictures are nice and all but yeah, that's a hard pass. Lisa would never go for it.





Alan Robinette 3/9 12:54 PM

Pic for pet adoption is now current, title has CAPS.

3/9 12:54 PM Thank you!



Alan Robinette 3/9 1:06 PM Of course!

Monday, March 13

3/13 1:09 PM

Here are the unsolved cases. We did Veronica Falcone last year. https://www.unsolvedcasefiles.com/



Unsolved Case Files - The Cold Case Murd...

The ultimate dinner party or date night murder mystery game. Become a cold case detective and solve a crime tha...

www.unsolvedcasefiles.com



Alan Robinette 3/13 3:13 PM My vote goes to harmony and the twins.

> 3/13 3:37 PM Works for me.

Tuesday, March 14

3/14 7:20 PM

Did you read this one? I kind of like it more than Harmony. https://www.unsolvedcasefiles.com/ivey.html



Sandra Ivey - Unsolved Case File To Solve

A billionaire CEO and space pioneer is found dead on her



Alan Robinette 3/15 8:12 AM I like it! Sandra and the twins?

> 3/15 8:12 AM Yes

3/15 8:22 AM

They have been ordered. We have a 1:1 at 9:30

3/28 9:52 PM

I changed the format of your Cat Person Day TV tile on canva. If you haven't put them in the FB Cover Photos folder yet, please put the new ones in there. Thank you!

Tuesday, March 28

that is the rescheduled date or if it will be rescheduled to another date.

Please delete the programs that have been rescheduled off the calendar. The only time I would use the "reschedule" feature is for an event that has been on the calendar a while and has so many views or registrants already. Right now on the calendar at

Monday, April 3

a glance, it looks like there are 3 Pet Adoptions. It only shows rescheduled if you click on it and from there its hard to tell if

ton?

4/3 11:38 AM

Can I have the card to go pay for the chairs in Benton?

2/13 8:51 AM

Summer Reading shirts- which color would you rather have for staff: blue, green, or yellow? (I figured yellow will be vetoed but also think it stands out in a crowd. So if we don't do yellow staff shirts, I kind of want yellow patron shirts. But thats the marketing brain in me doing all the talking. I understand hardly anyone looks good in it.)





Leigh Espey 2/13 9:04 AM

Yeah, I'm not a fan of yellow shirts....



Wendy Christy 2/13 9:21 AM

I don't want yellow. Also, I figured we'd talk about shirts today at the meeting.



2/13 10:13 AM

I was trying to make some mock colors. What do you think about this for the logo and color options? Granted, it will depend on what we can get from the shirt company. I didn't do the red shirt with the green text because it really looked like Christmas to me.



Summer Reading Logo drafts (1).pdf

..



Wendy Christy 2/13 10:31 AM

It looks good to me. When I was playing with it, I also didn't do a red/green combo. And that makes sense. I didn't even think about needing to have something to show people.

2/13 10:32 AM

Are you happy with that design or do you still have any hesitations?



Wendy Christy 2/13 10:33 AM I like it.



2/13 12:18 PM

I'm just gonna let you guys know that my team doesn't really understand the concept that Summer Reading is supposed to be special events and a big deal. It's a lot of our recurring programs with a few special programs. I am trying to get them to do a few extra programs though.





Wendy Christy 2/13 12:19 PM

We do a lot of the same kinds of programs, too. We just do more of them & add some special things in the mix.



Thursday, February 16

2/16 12:45 PM

We have Sophie Sliegh, Miss Greater Little Rock at our rotary club today. She was talking about how she does performances for hospitals and I asked about the library. She plays the violin. Really good! Do y'all think she would be a person to see if they could come to our SRC kick off? It would also be fun for the kids to see a live "queen" or "princess" around.





Leigh Espey 2/16 1:22 PM Sure!

2/16 1:23 PM

Our block party is the week of Miss Arkansas. So she will be unavailable but the Con looks like a possibility!



Leigh Espey 2/16 1:23 PM Oh, poo!

Nice!



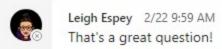
Wendy Christy 2/16 1:38 PM I think that could be a fun addition.



Wednesday, February 22





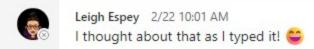


Traditionally, YS has made them. Since it will be just a normal board, can y'all recycle one from a past program and just update it with the current theme and graphics? Or does Canva have a template that could be utilized easily since that's where the graphics are?



I'm sure we can. The past several years, Jordan R made them. That's why I asked, but I'm sure we can handle it. 😂

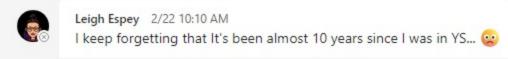




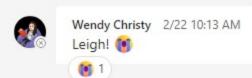
2/22 10:08 AM

I bet Canva has a template! I can also import the old template into canva and then edit it. Its pretty cool. Are you wanting anything special or just the typical bingo card? Amanda used to make them when I first started here. I think she made it in Publisher.





But yes, we originally made them in publisher.



Yeah, I have publisher files as far back as 2017, I think. Maybe farther.





Wendy Christy 2/22 10:14 AM

We'll look at Canva & see what we can find. I'll let you know if we need anything special, Kari.



2/22 10:17 AM

I started looking because I was curious. We do 6 weeks with 5 days?



Wendy Christy 2/22 10:17 AM 8 weeks



2/22 10:17 AM Ok.



Wendy Christy 2/22 10:30 AM

Kari, can you add the summer reading colors to canva?

2/22 10:30 AM

I told you I was curious so I just played around with one. You don't have to love it or use it. And I know the actual size of the paper should be 11X17 but that can be adjusted

Yep. I am working on the brand. Are we wanting to do the bingo cards in black and white and use colored paper.

I sent you the link to what I was working on

2/22 10:44 AM

I have added the SR Brand to the brand kits in Canva.

Have we decided what colors are for what ages? I feel like we should do that.





Wendy Christy 2/22 11:24 AM

We haven't even talked about it. If we make all the trackers the same, they can all be printed on the same color paper.

Then we don't need a certain color for a certain age.

2/22 11:27 AM

I can't remember exactly but I fee like last year there was confusion and an issue with the trackers not being color coded that we had upstairs. Maybe it was because of the events on the back of them. Do we want to only put events for the specific ages on the back or do all the events on the back? We also have the rack cards we use for outreach and marketing that have all the events.





Wendy Christy 2/22 11:28 AM

Is everything on the calendar for adults? We can play with a 8x11 flyer that has everything to see if it will fit on the back.



2/22 11:29 AM

We might have two or three programs missing. I am bringing it up at our CED meeting today.





Leigh Espey 2/22 11:29 AM

Traditionally that's why they've been different colors, just because the events are age specific and when we did different age prizes.

2/22 11:29 AM

I think we will still need to pick colors though for all the graphics.





Wendy Christy 2/22 11:30 AM

Right. We have done at least one year where it all the same. I don't really care, but the paper was what we color coded & our colors won't really work with the paper that /might/ be available.

2/22 11:32 AM

I'm fine with them all being the same. If we use 11X17, we can put all the events on the inside like a two page spread and then the tracker on the back. And then we just get one color. But for facebook images, magazine and things like that, we usually color code those for quick reference.





Wendy Christy 2/22 11:32 AM

But we usually use whatever the standard colors are.



Leigh Espey 2/22 11:32 AM

Plus, the paper options were limited last year



Wendy Christy 2/22 11:32 AM It was so bad last year.



2/22 11:33 AM

I don't think we have ever really had a summer reading brand like we do this year, though. It was just a solid color logo.



Well, we had a full color logo but it wasn't branded.

One color paper will make that so much easier!





Wendy Christy 2/22 11:34 AM

I assumed we always used the regular library color coding because it's confusing to change them so much.





Leigh Espey 2/22 11:35 AM

No, we usually just decided on a color we wanted 3





2/22 11:35 AM

Thats fine, Doesn't bother me



Wendy Christy 2/22 11:35 AM

Leigh Espey 2/22/2023 11:35 AM

No, we usually just decided on a color we wanted @



for the paper, yes, but not on the calendar



But I don't care.





Leigh Espey 2/22 11:36 AM

Wendy Christy 2/22/2023 11:35 AM for the paper, yes, but not on the calendar

Oh, yeah, sorry!



Wendy Christy 2/22 11:37 AM

I like the idea of using the inside for all the programs and putting the tracker on the back.





Leigh Espey 2/22 11:40 AM Agreed!



Wendy Christy 2/22 3:40 PM

How do you feel about adding one of the swooping lines to the calendar images for the summer programs?

Thursday, February 23

2/23 8:15 AM

I think that would be great. By calendar images, do you mean the tv/facebook tiles?



Wendy Christy 2/23 10:30 AM yes

2/23 11:27 AM

Ok. Cool. I can work on those, too.

Summer Reading video inspo: What if we did something simple like this in Canva for the main video and then we can do short, fun tik toks with staff throughout May/June for promo. https://www.youtube.com/watch?v=zc3ilFZnq4Q



Prince William Public Libraries Summer Re... X
Animals of all kinds roam lands, swim in the deep blue oceans, and soar through the air. Many have both a tail a...

www.youtube.com



Wendy Christy 2/27 11:15 AM That works for me.

Thursday, March 9



Wendy Christy 3/9 11:45 AM

Did we ever get the other summer reading prize samples in?

3/9 11:54 AM No. Unless Leigh got them.



Leigh Espey 3/9 11:54 AM

Some have shipped to me, but I haven't received them yet.

Monday, March 13

3/13 12:13 PM

Going over my SR checklist. I have finally nailed down the adult programming calendar. I plan on working on the materials to print this week. Wendy, have you guys already started anything? What promo items are we still waiting on to make the decisions? I know the cups have been decided on and patron shirts have been ordered. We need to order the staff shirts so I can ask how much roughly 50 shirts will be and get the grey shirt with full color logo. I have a few of the bag samples and Leigh is waiting on the samples for the other bags and the other prizes. We have our idea for the video and I can work on the shotlist and script later this month because we have time for that still. What am I missing?

3/13 1:05 PM

I mean oatmeal shirts for the staff with full color logo



Wendy Christy 3/13 2:56 PM

We are working on the tracker. We have a 1/4 sheet general summer reading handout that we've been taking to outreach at schools the past week or so.

We are getting the tv tiles & flyers ready as well.

The other big thing (besides READsquared) is making sure everything is ready for the block party.

3/13 3:03 PM

Do you have a layout for the TV Tiles? I was working on one of those. Is everyone just doing their own designs for the flyers? I am totally fine with that but I would like to have a SR header or footer on them.

Can you share the 1/4 doc with me?



Wendy Christy 3/13 3:05 PM

We don't have a summer layout for the tv tiles, which probably means we started that & then stopped. We always do our own flyers. We can add summer reading stuff on them. Do you want a specific header or just the logo?

3/13 3:06 PM

I am thinking like an image that can just go on the top of the page? I can whip one up in Canva. It will have those fun lines everyone likes.





Wendy Christy 3/13 3:06 PM



SRP Outreach Flyer.pub



Tuesday, March 14



Wendy Christy 3/14 4:48 PM

Where are you on the tv tile background for summer?

3/14 7:12 PM

I sent you both the current templates



Wendy Christy 3/15 8:18 AM I like the first one best.



Thursday, March 16

3/16 2:38 PM

I just sent the TV Tiles to all the programmers. I asked if there were any events that were mixed ages, not all ages, and to let me know so I can make TV Tile template for those.



Saturday, March 25

3/25 8:28 AM

I finally got some exact dates for the server. It's April 10-15 that we will be closed. We just got the magazines in and the event posters printed and we have several programs that week that we will have to cancel now. The 15th is Library prom. I'm messaging you guys to see if we have any alternatives to our programs or if we want to cancel all of them. We have several off site that we are keeping. Pet adoption day is that Saturday so I am going to see if we can move it to the farmers market.





Leigh Espey 3/25 8:31 AM

I think, if Wendy is okay with it, prom should be fine. We can test a hot spot and make sure the the music will play correctly.

3/25 8:32 AM

That's what I was thinking. I might actually work better for getting things decorated. Promos said they only need three days but Rob is shutting us down for five to be sure. And on Friday we can decorate without patrons



3/25 8:40 AM

It's gonna be a lot of PR to let patrons know about the other programs being cancelled. We haven't sent out the email newsletter yet so we can update that and the indoor signage. And we can print off stickers to put in the magazines. If someone is there today, can they grab up the April Magazines if they already went out and remove the adult program poster by the front door?





Wendy Christy 3/25 8:43 AM

Prom should be fine. We can use a hotspot or Chelsea said she can make a playlist and download it.



3/25 8:44 AM

What about your other programs, Wendy? We are going to reprint the calendars and event pages and pull them out of the magazine and put the new ones in.



Monday, March 27



Wendy Christy 3/27 2:34 PM

The makerspace open hours should also say they are cancelled that week.



Leigh Espey 3/27 2:34 PM I was just editing that!

Can I just put closed April 10-15?



Wendy Christy 3/27 2:35 PM I think so

> 3/27 2:35 PM That sounds good



Leigh Espey 3/27 2:37 PM

Okay, I think I added cancelled or closed on all of the descriptions that needed it.

Tuesday, April 4

4/4 2:12 PM

Are we still waiting on the bag sample for summer reading?

Are we still waiting on the bag sample for summer reading?



Leigh Espey 4/4 2:12 PM Not that I know of.

4/4 2:12 PM

Do you have the ones you requested?



Leigh Espey 4/4 2:13 PM Yes. I only requested one. 🙂

4/4 2:13 PM

Did you like that one?



Leigh Espey 4/4 2:14 PM Sure!

4/4 2:18 PM

Im coming to look at it LOL



4/4 2:24 PM

You know how I said the card my yard wanted to donated signs for us? I just got the "quote" and they only took off 20% so its still ovr \$700.



4/4 2:43 PM

Do you remember what color we picked for the tumbler? Grey, red, or blue?

4/4 2:54 PM

I went ahead and got navy for the totes and red for the cups. They have been ordered.

4/4 3:04 PM

I ordered the same numbers from last year but now that I am thinking about it, I think we can go down. We ordered 1200 totes last year but the littles aren't getting them so we can do 800? We ordered 800 headphones last year. We did have a few left over and gave out a good amount of them but I honestly think it was because it was a hot item. If we go down on the number of tumblers, I would say we order 600-700. What are your thoughts? Total cost for all those prizes is 7176.22. Which puts our prizes budget over by \$795.



Wendy Christy 4/4 3:36 PM

We can probably go down a little, but I also feel like we'll have more people participating this year. There were still people not doing things like that last year & we were requiring registration for programs. I know a lot of out grown ups only come in when their kids do so programs can really drive the adult participation.



4/4 3:47 PM

We can keep the numbers how it is. I just didn't know how set you were on the prizes busget





Wendy Christy 4/4 3:52 PM

That whole budget is off. I don't know what it was in the before times & I don't know where those numbers came from.



The performers budget is way over.





Wendy Christy 4/4 4:03 PM

You can go look at it if you want, Leigh. P>Programms & Outreach>Summer Reading>2023





Leigh Espey 4/4 4:05 PM

Thank you! I will check that out tomorrow!

Wednesday, April 5



Wendy Christy 4/5 11:29 AM

Faulkner County is rescheduling their visit due to the weather. My day has gone from ridiculously busy to normal busy pretty quickly.

2/13 10:05 AM

Can you give me like 10 minutes and then we can meet?



Patty Hector 2/13 10:05 AM sure

2/13 10:13 AM

Just let me know when you are ready.



2/13 3:53 PM

Did you get your tech connect slides updated? Are they on P drive?



Patty Hector 2/13 3:53 PM yes on p:



want me to print stuff?

2/13 3:54 PM

Do you have time?



Patty Hector 2/13 3:54 PM

Yes, I'm working 8.5 hours today and tomorrow because of vacation later this week

2/13 3:55 PM

That would be great. We have 6 people registered.

Monday, March 6

3/6 9:35 AM

Bryant schools are out on 3/17 (next Friday) and early dismissal on 3/16. Is it ok if I work from home on Thursday after Rotary and on that Friday?

3/8 12:22 PM

Sorry. I am trying to get money back on those banners because they ripped.



Patty Hector 3/8 12:22 PM bummer

Thursday, March 9

3/9 8:26 AM

Can you look in your approvals from Amazon for these: two amazon receipts: 107.31 and 69.96



Patty Hector 3/9 9:49 AM

I don't see any but Leigh or Arielle can go into Amazon and find all the invoices. I'm going to be at the Capitol today. SB81 was brought forward again.

3/9 9:49 AM

Leigh thinks she found them.

It looks like Amazon split up the orders so it is confusing



Patty Hector 3/9 9:49 AM

Good!

3/9 9:49 AM thanks for checking!

3/27 11:59 AM

Would you be able to do our 1:1 tomorrow? I really want to talk in person about the move so I can get some answers for my team. We are working on inventory of what we have versus what we would like to purchase.

Patty Hector 3/27 12:00 PM Sure. We need to talk abo

Sure. We need to talk about how your team is complaining about the move in front of others. Billy and Geoff heard more this morning and it's creating bad feelings.

3/27 12:02 PM

What?! We had a teams call and they were on board. Even Bella messaged me and said it went well. We have been talking about it and figuring things out and the only "negative" I have gotten is that Susie thinks Fran should have Bella's office and Bella should be in with them but I see it the other way. And I have talked to both Bella and Fran about it.

Patty Hector 3/27 12:04 PM

Even Leigh saw them in Alan's office this morning. She didn't hear anything negative, but apparently it upset Billy and Geoff. They could be super sensitive, I don't know. Rob mentioned Bella in particular was complaining which he found odd because she is keeping her office. She said something along the lines of "I'm not moving out of my office for anybody."

3/27 12:10 PM

Do you want me to reach out to Geoff and Billy? I will talk to Bella.

Patty Hector 3/27 12:22 PM

That might be good. I know it's sudden and a big change but most staff work in group areas—children's, collections, public services, and the branch. It comes across as very rude to talk like it's a downgrade

3/27 12:29 PM

I know! They seemed like they were all for it and excited about a clean slate on the call.

Wednesday, April 5

4/5 1:34 PM

Can you check your amazon approvals for a purchase around March 6th in the amount of 199.55?

3/1 8:09 AM

I have our monthly outreach meeting today at 9:30. I know we have been meeting pretty frequently lately and we talked a good bit at the CED meeting. Our plan for this meeting was to go over in depth any things. Do you guys need the meeting today? I also don't want to waste your time. Bella, I would like to get with you today or tomorrow to talk about what I can bring to the pancake breakfast on Saturday.



Alan Robinette 3/1 8:10 AM

I think it would mostly be reiterating what we talked about yesterday. Bella?

3/1 9:38 AM

Lets meet for a quick chat together. Meet at 9:45 in the board room?

Monday, March 13

3/13 3:37 PM

https://www.facebook.com/100065224592904/posts/pfbid02MkB2YNqpP6Unp1c65RPno5C2p7FzumNmjvkKBrNiZmYMjbr7DY ZAsEh4HoPtoCjol/?mibextid=cr9u03

X



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www.facebook.com



Bella Cusimano 3/13 4:12 PM Nice! Want me to sign us up?

Tuesday, March 14

3/14 8:35 AM

If one of you thinks it will be good and can go, sure!

Wednesday, March 15



Bella Cusimano 3/15 11:30 AM

Alan did you have any thoughts on this?



Alan Robinette 3/15 11:33 AM

It seems like a good opportunity. Kari and I did one when we weren't hiring, to highlight our databases. We did resume tips, LinkedIn Learning, job seeking sites, etc. I only have an eclipse meeting on the 28th, and Sooz will probably be there for that.



Thursday, March 16



Bella Cusimano 3/16 2:35 PM

Let me see if anyone else can go before I commit us to it



Monday, March 20



Bella Cusimano 3/20 11:19 AM

So there are a lot of expos/ job fairs happening right now. They all typically cost money so I don't want to go crazy and feel we have to go to every single one. As of now we are committed to the SCCTC, Saline county business expo and we have been asked to go to the Hot Springs expo

3/20 11:37 AM

I think that is plenty of expos and we don't need to add anymore





Bella Cusimano 3/20 11:39 AM Great. I feel the same

Tuesday, March 28

3/28 4:56 PM

Can we push our 1/1 next week to 10:30? Bryant COC has a committee meeting at 9AM.

Wednesday, March 29



Bella Cusimano 3/29 10:07 AM

fine with me



Bella Cusimano 3/20/2023 11:39 AM Great, I feel the same

Sure - I changed it on my Excel sheet

Ok. Not sure why it is ent there. But yes, 10:30 works.



Bella Cusimano 3/29 11:20 AM You changed what alan?

3/29 12:12 PM

I think he means he changed the time of the meeting.

Monday, April 3



Bella Cusimano 4/3 9:29 AM

I see job shadow James at GCL on your excel sheet for April Alan. Did you set that up personally? I reached out to him about his Tech help days he's doing at the Coronado center and thought we might set up a call with me you Kari and him and see how we can overlap. I see his title says outreach coordinator



Alan Robinette 4/3 9:32 AM

Yes, I saw him at the Solar Science meeting at GCL and he mentioned that he would like to do that. I was hoping we could all work with him a little, especially Mason, as James has really amped up their deliveries. I have the iPhone photography thing that night, so I was hoping to include him in the prep for that.



Wednesday, April 5

4/5 9:35 AM

Got stuck at chamber meeting. On my way

4/5 9:48 AM

I'm here now. Y'all still want to do an outreach meeting?





Alan Robinette 4/5 9:50 AM

Let me ask Bella - yes, I'd like to cover some things briefly. I had it on the calendar for 10:30, but can meet any time.



Heather Phipps 3/9 10:22 AM On the name tags are you putting Branch in front of the titles for people in Bryant. Like Branch Library Assistant

3/9 10:22 AM

I don't like to but I think Rebecca asked for it last time. Let me find the emails.



Heather Phipps 3/9 10:23 AM ok thanks

3/9 10:25 AM

Yes, they have asked for Branch on it so please add that. Thank you!



Heather Phipps 3/9 11:02 AM ok!

3/10 1:40 PM

When are you ordering the business cards?



Heather Phipps 3/10 1:40 PM

I was waiting to see if anyone needed any. But no one responded so I can do it today

3/10 1:41 PM

Do you think I can add to the order? I need to order new magnets.



Heather Phipps 3/10 1:41 PM Sure

3/10 1:41 PM

Thanks. Just let me know when you have it in the cart and I will log in and do my thing.

3/10 2:36 PM

Done.

Wednesday, March 22

3/22 2:15 PM

I am working on the LMT report. It might not be comprehensive because it looks like programmers didn't fill out their stats.



3/22 2:38 PM

Sending it to you now. I didn't hear back from Bella. Her stats are the only ones I didn't have a full report for.



Heather Phipps 3/22 2:38 PM Ok. thanks

sorry that was a generic reply.. LOL I mean't thanks!!



Heather Phipps 3/22 4:10 PM

Hey Kari! I fixed Susie's Business Cards and added it to the cart in vista print. Can you order them since I don't have a card please?

3/22 4:10 PM

Yes. Will do. Anything else we need ordered?



Heather Phipps 3/22 4:10 PM

I can ask

Amanda needs some I'll add her



Heather Phipps 3/22 4:29 PM

Ok I added amanda

3/22 4:36 PM

Ok. I am trying to get my card info because what I have keeps declining.

3/22 4:46 PM Ordered!

Wednesday, March 29

3/29 10:19 AM

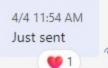
I have sent the order form to Jon at Sport Shop to double check because I was a little confused on which ones could be long sleeve and prices. Waiting to hear back from him.



Heather Phipps 3/29 10:19 AM ok sounds good!!



Heather Phipps 4/4 10:36 AM Hey! Can you send me that email please?



3/22 3:01 PM

This was cool and might be a fun activity at the seed swap. I don't mind helping if needed.

https://www.facebook.com/reel/1215885275971779?mibextid=0NULKw&fs=e&s=TleQ9V



Bella Cusimano 3/22 3:02 PM

You mean for the plant swap we're doing in May?







Bella Cusimano 3/22 3:04 PM

You're fine! We didn't have an activities planned because it gets pretty busy with the trading and if there's a lot of people like we plan, idk where we would do it with us using a bunch of tables for the plants. Anna thoughts?



Might be a cool program sometime tho too

2/21 1:15 PM

Would you be able to see how many digital books we have? Like all forms?

And how many items we have in the LOT.

Julie Syler 2/21 1:29 PM Oh yes, I can get those numbers

> 2/21 4:21 PM Thank you so much!

2/21 5:00 PM

When do you think you could get those numbers? I know you are busy we just realized some of our printed materials I was about to reorder have old information.

- Julie Syler 2/21 5:01 PM 15 minutes
- Julie Syler 2/21 5:07 PM Total e-items (book, audio, magazine): 162,743 For LOT, do you want videogames and cakepans included?

Like with everything (videogames, puzzles, cakepans) it's 1,161

2/21 5:49 PM Thank you!

Julie Syler 2/21 5:50 PM Thank *you*!

2/23 9:35 AM

I have sent you an invitation to the admin side of the Gann FB page. Fran will be doing the posting but it is good to have a few people so that we have someone who can post something if its an emergency. If you ever need to post, please go through Fran and myself first just so we can make sure we aren't double posting.

JS Julie Syler 2/23 9:37 AM Sounds great! Thank you!

(And happy birthday + workiversary!)



2/23 9:37 AM Thank you!

Friday, March 10

3/10 1:42 PM

What are the Gann Museum hours?

Julie Syler 3/10 1:57 PM
Thursday through Saturday, 9am - 3pm



Tuesday, March 21

3/21 10:19 AM can we chat?

JS

Julie Syler 3/21 10:34 AM

So sorry I missed you! I bailed right as the meeting ended

Give me 15 minutes or so?





Chelsea Simon 3/1 9:54 AM

I replaced the TV tile in SharePoint for Art Club!



3/1 11:13 AM Thank you!

Thursday, March 2

3/2 8:59 AM

Question- do you want me to make your second Afterschool D&D Adventure on the communico calendar registration required and full? I noticed the first one is and I was wondering if keeping the second one open might make people think its available for anyone to drop by.



Chelsea Simon 3/2 10:23 AM

I feel good about it the way it is since the description says the group is full. Plus I've had some of my original group not be able to join anymore so if we had a drop in, it wouldn't be the worst. Thanks for checking!

3/2 10:28 AM Sounds good!

Friday, March 3

3/3 8:06 AM

Were you ever able to get ahold of with project prom?

Saturday, March 4



Chelsea Simon 3/4 8:34 AM

I was not. I've sent her an email with no response

3/4 9:41 AM

Yeah. She is terrible with email.

Here is her phone number. She switched jobs so her email may be wrong.

Thursday, March 2



Kari Lapp added Leigh Espey and Julie Syler to the chat.

3/1 12:57 PM

Is there a specific time on Monday or Tuesday you guys want to meet with Stirling to go over Gann site? Or we can chat before then and I can meet with Stirling. I just want to give you both the option to join if you want.





Leigh Espey 3/1 2:15 PM

Monday mornings can be pretty tight, so afternoon is better, and I'm free after the Managers' Meeting on Tuesday.

I also don't really know anything about websites, so y'all figure out what's best for you!



Julie Syler 3/1 3:25 PM

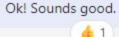
Whatever works best for you guys would work for me!



Lyndsey Ammons 2/28 4:58 PM Sure, thank you!

2/28 4:51 PM

Do you want more promo for adultish?



2/28 5:00 PM



