

Library Advisory Board Sub-committee on Care Facility Outreach Minutes

March 30, 2023

Called to order 2pm

Present: Heather Huerta, Ralene Linneman, Susan Bogenschield, Emily David

Minute taker: Emily David

Objective: develop a program to circulate books to care facilities in Springfield that does not require much staff time

- The group sorted books that were collected from the Friends book sale and created a bibliography
 - 156 books are on the list

Overview of program:

- Circulate approximately 40-50 books for two months at a time
 - 30-35 books from the Book Share collection + 10-15 books from the Bring 'em Backs
 - Bring 'em Backs could vary each time a set went out
- Could continue to add new titles from Friends donations to Book Share program
- Also have small collection of knitting books that could be sent when requested
- Books would circulate in big canvas bag with a list of titles
- Care facilities would pick up from and return to the library
- Books are not part of the collection. If lost or damaged, no charge. Low risk
- Have about 5 'core' collections/bags of books to circulate to begin with
- Board members will be responsible for preparing the bags, including choosing Bring 'em Backs to add to bags

Beginning the program:

- Start with two facilities to test the program
- Provide feedback cards to hear from program
- Susan will write up an overview of the program to send to facilities participating
- Ralene will follow up with Jennifer from the Friends about using the Bring 'em Back collection this way
- Design and print stickers. "Springfield Public Library Book Share"

Logistics/ details still undecided

- Possibly use Library general email to communicate with facilities
 - Create template email to send to facility when books are ready to pick-p
- Potentially facilities will drop a bag and pick-up a bag books at the same time

- Check in of books. Make sure that all books are there or update list. Add new or swap out Bring 'em Backs
- Where to store the books
- How to label the bags and keep track of what is where and when it is coming back
- Once program is up and running
 - do a press release
 - Request donations, particularly large print
- How to add to collection
 - Deselected large print from library collection
 - Donations from Friends

What's next:

- Minutes will be shared with the Board for April meeting, but discussion will take place at May meeting due to April being dedicated to the Strategic Plan
- Potentially share program plan with staff at staff in-service on May 4

Meeting adjourned at 3:15