

# 2<sup>nd</sup>/3<sup>rd</sup> Floors Report

November 1-27, 2021

## Staff/Volunteers

No staff or volunteer changes.

## Projects

- 3<sup>rd</sup> Floor staff have been working on “combing” through sections of the adult fiction area. Throughout this process, staff look at the condition of books on the shelves and determine what needs to be added or weeded.
- Work continued on the relabeling series, Robert Ludlum, Robert B. Parker, Ralph Compton, and Stieg Larsson are essentially completed.
- I also continued work on making sure recently made swaps were in the correct location. It was discovered over the last year that some items were supposed to be switched from new to the regular collections, but the records weren't changed correctly. In order to catch this, I've been having Zach look for the items on the shelf to verify that they have had the stickers taken off, and if so, then I fix the records as needed. Due to illness, I did not progress on this project as much as I would have liked, although Zach did find many of the items on the shelves.

## Training

Staff Meetings on November 4 and 15 (2 hours total). Topics discussed include:

- Library card accounts
- Closing the Library properly
- Program updates from Mallory
- When to contact your supervisor
- Payment Center information
- Meeting rooms policy review

Staff attended following training

Beth: Homelessness training, Creating an Accountability Culture

Cherylyn: Advanced Body Language, Traumatic Brain Injury

Lisha: How to talk to patrons about offensive body odor

Liza: Booklist Youth Fiction, and Nonfiction announcements

Melissa: Burnout and Stress, Crash Course in True Crime, Novelist

Skye: Crash Course in True Crime, Novelist

## Community events

- Beth Swenson and Mallory Snow were honored for being recipient of the Distinguished Under 40.