

Sep 9, 2025 | 📅 Outreach Committee Meeting - FOL

Attendees: Alva Claussen Amy Nelson Karaline Porter-Hallden Brianne Hasui
Chris Rivera Katalina Loreda Sandy Hudock Natalie Gallegos

Welcome & Check-Ins

- The committee discussed how outreach is going and any challenges they are experiencing and the group brainstormed solutions. These included creating consistency across the board by creating a menu of options that could be offered to partners so that partners get the same answer from each branch or department. This is partly because storytimes are so popular and can't be offered off site as often as some partners would like. The creation of bilingual storytime kits was also discussed.
- The committee thinks there might be advantages to sharing what outreach we all are doing in one place as a master list so we can all see what is going on across the district. This might allow for stronger partnerships and greater communication around what is already happening so it can be improved on or replicated.

Committee Business

- Discussed how we are tracking outreach and how it should be tracked. There was low consistency across the board. It was decided that a great place to start creating consistency would be to add an outreach tag to comunico.
- The committee discussed appropriate ways to count the number of people at events and what programs qualified as outreach. Alva will explore what other libraries are using and report back.
- The committee reviewed the draft outreach checklist and provided feedback. The document will be changed based on feedback and presented for committee review at the next meeting.

Upcoming Events

- The Grand Opening of the Minnequa Park Apartments Pop-Up Library was covered. This will be a pilot project, helping test the viability of Pop-Up Libraries around the county. The idea of Books in the Park as a Pop-Up was brought up by Natalie.

Committee Development

- What members would like to see from the committee and outreach going forward was discussed.
 - It was recommended that moving requests for outreach support to Signup Genius be considered.

- Members would like to have a QR Code for the Newsletter for tabling events on foamcore
- Interested in having templates for school visits
- Ideas for training, resources, or shared projects
 - Training early next year on tabling?
 - Panel on tabling at staff day?
 - Working on policies for outreach - Amy and Alva will work together to bring something to the committee

Action items

- ☐ Reach out to Michelle about an outreach tag - Alva Claussen
- ☐ Create draft menu of options - Alva Claussen
- ☐ Creation of bilingual storytime kits - Katalina Loreda
- ☐ Consolidated contact lists - Alva Claussen
- ☐ School Templates for Communico - Alva Claussen
- ☐ Policies next steps - Amy Nelson & Alva Claussen