

Heather Simpson | Joshua Carlough | Vanessa Aguilar-Griffith

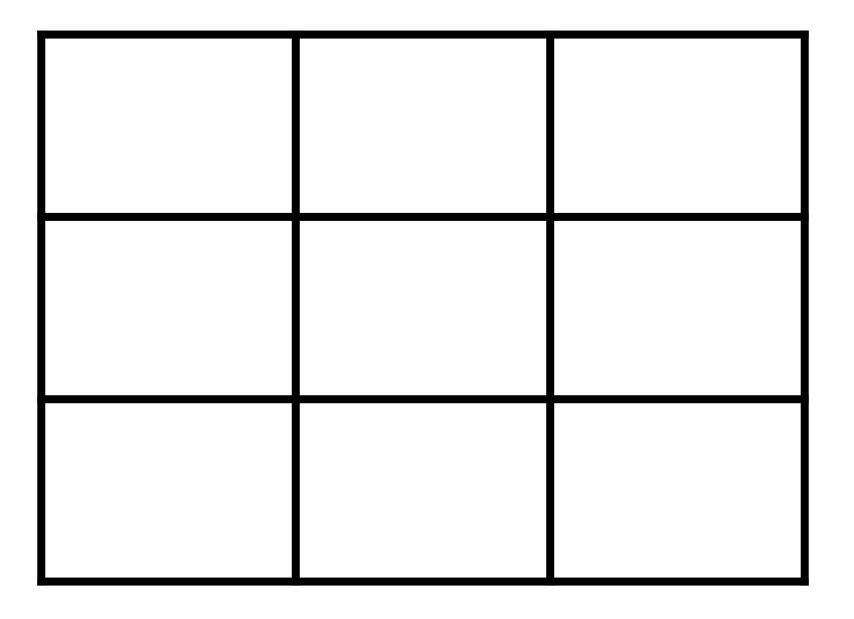


Presentation Objectives:

Choose Wisely Work Smart Play Fearlessly









Choose Wisely



Handout

Choose **Wisely**



	Hey, Do Y'all Have That?	We Need Stuff for Teens; We Should Share!	We Should Do That Too!
•	Pooled Funds = Better Stuff	Houston, We have a Problem	There Must Be a Better Way!
		If You Like it, Then You Should Write it.	

Work **Smart**

Hey, Do Y'all Have That?



- In the beginning, there were seven branches working as their own isolated islands.
- Everyone had their own items, but sometimes they would share.
- Staff would call here and call there, in search of items for programming greatness.

We Need Stuff For Teens!



- The Teen Committee thought one day, "We need items for our teens to Learn and Play!"
- They looked and searched for all kinds of things; Nano-blocks, games, and STEAM Equipment for days!
- They procured the items, and kits came to be; boxed up nicely for you, and you, and me!

We Should Do That, Too!



- The rest of Youth and Family services started to follow suit, with an inventory of Items to rock your programming boots.
- These list were kept on shared drives, but you still had to call or email, and sometimes the items would hide.
- Each of the branches were still purchasing their own things, and funds are limited, what a pain!

Work **Smart**

Pooled Funds= Better Stuff!



- YFS started procuring items here and there, for programming greatness, these items were shared.
- Each Branch had to reserve what they pleased, one calendar on Excel was created to meet their needs.
- Collection Management was brought into the mix, to catalogue the items for staff to place holds and the such.

Houston, We Have a Problem...



Work Smart

- There was no central contact to take care of staff needs, and holds were ineffective, requiring too many steps for staff to be pleased.
- The Excel calendar also wasn't that great, requiring at least seven people to keep up with reservations; it was a sad state.
- Items would get lost, and then sometimes found. Reservations were missed, leaving programming frowns.
- Staff would then have to drive here or there, to find the items they needed, this often lead to despair.

There Must be a Better Way!



- One place to rule them all!
 - We centralized storage, where we had room,
 Outreach Services provided the boon.
- Use what you've got, to get what you want!
 - With IT a Journey we did take, using Microsoft Outlook a system-wide calendar they did make.
 - One fierce staff member took to the call, coordinating and creating the process for all.

If You Like it, Then You Should Write It!



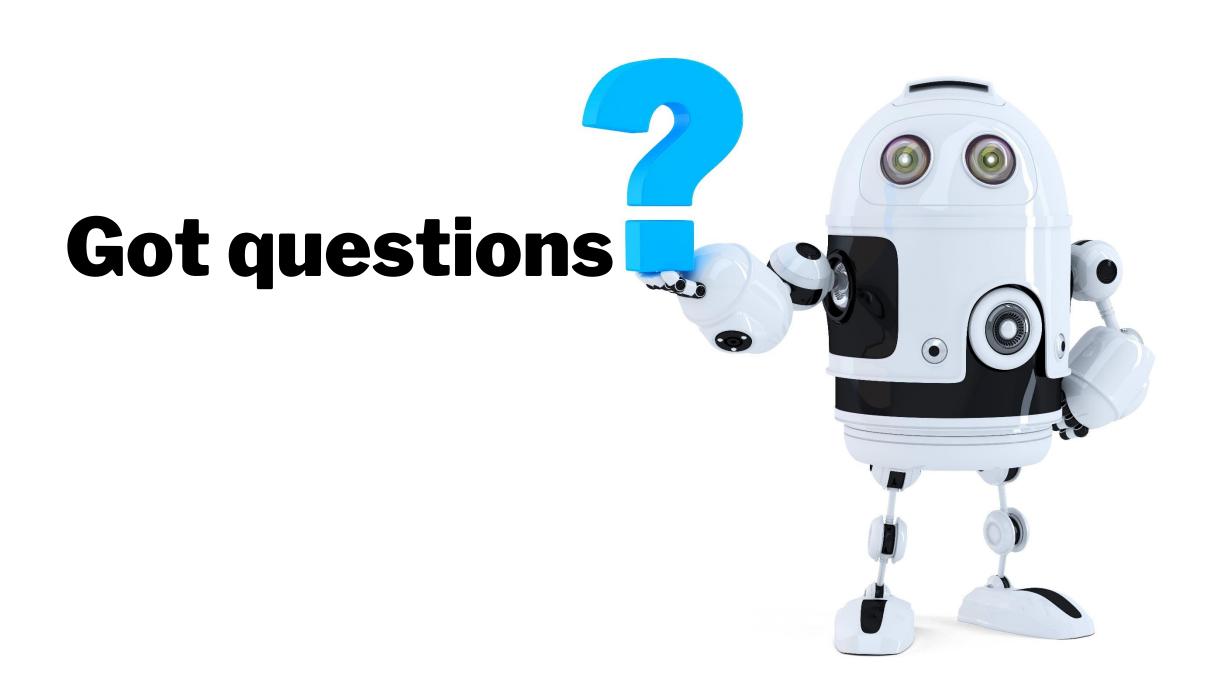
- A process was created, and a manual written, make sure to include pictures to avoid mass confusion!
 - The process was simple, all could see, create an appointment and resources flied to thee.
 - The items were sent at least one day ahead, no longer picked up by staff but delivered by the courier instead.
 - At the end of their reservation, staff sent back the items to the central storage location.
- A catalogue was developed, this had pictures too, for the staff to browse with, "awe," and "ooh."
 - Adding new items is as easy as can be, a title, description, and a link made three. Three easy steps so all can see, the awesome items available for programming glee!

Play **Fearlessly**

Digital Research	Competition & Collaboration	Collaboration
System Support	Age Appropriate/ Unplugged Activities	Community Interest
Statistics and Feedback	What's Trending and Innovation	K.I.S.S.



Play **Fearlessly**



Contact us!

Heather Simpson

hsimpson@infopeake.org

Joshua Carlough

jcarlough@infopeake.org

Vanessa Aguilar-Griffith vaguilar@infopeake.org

