



State Library
of Oregon



Make the Most of Your Day: Scheduling the Easy Way!

OLA SSD Conference, July 2017

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Executive Assistant, State Library of Oregon



State Library
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Scheduling

Scheduling can be a
nightmare!

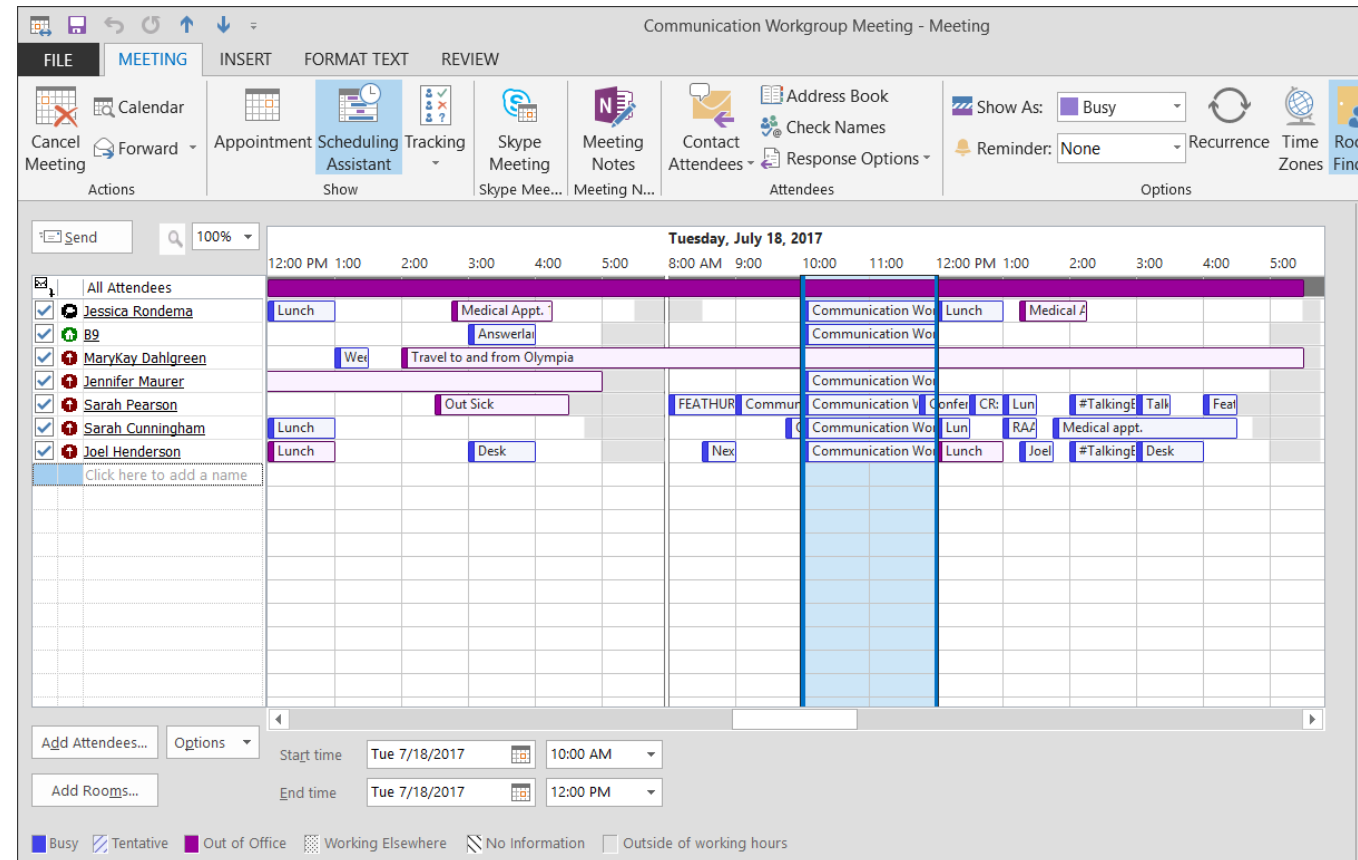
But it doesn't have to be...





Scheduling Group Meetings

- Schedule meetings early (don't wait too long)
- Think about using a [Doodle Poll](#)
- Use Outlook Scheduling Assistant
- Don't forget to book a room!
- Look for flexible conflicts
- Prioritize attendees
- Restructure agendas





Scheduling Appointments

- Plan ahead
 - Create calendar reminders
- Use charts or lists
 - Update as meetings are confirmed
- Select suggested times
 - Too many options can be overwhelming
- Leave time in between
 - Attendees need to get from A to B

ALA NATIONAL LIBRARY LEGISLATIVE DAY May 2, 2017

VISIT	TIME	LOCATION	ALA MEMBERS
Rep. Earl Blumenauer Scheduler: Lena Spilman lena.spilman@mail.house.gov	9:30 a.m. Coffee Event	1111 Longworth House Office Bldg. 202-225-4811	Carol Dinges Cheryl Middleton MaryKay Dahlgreen Buzzy Nielsen Ruth Murray Sara Charlton
Senator Jeff Merkley Assist. Scheduler: Louie Reckford Merkley_Scheduling@merkley.senate.gov Meeting with Jamie Thorlin (education policy staffer)	11:00 a.m.	313 Hart Senate Office Bldg. 202-224-3753	Carol Dinges Cheryl Middleton MaryKay Dahlgreen
Rep. Greg Walden Scheduler: Jenny Forrest jenny.forrest@mail.house.gov	11:00 a.m.	2185 Rayburn House Office Bldg. 202-225-6730	Buzzy Nielsen Ruth Murray Sara Charlton



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Scheduling Appointments

- Use email templates
 - Be careful to change pertinent information
 - Proof, proof, proof!
- Be persistent
 - Follow up after a reasonable time has passed
- Use alternate methods of communication
 - Meeting request form
 - Phone call



Oregon

Kate Brown, Governor

State Library
250 Winter St. NE
Salem, OR 97301-3950
(503) 378-4243
Fax (503) 588-7119

April 10, 2017

The Honorable Suzanne Bonamici
Attn: James Puerini, Scheduler
439 Cannon House Office Building
Washington, DC 20510

Dear James:

I would like to schedule a meeting with Congressman Bonamici or her staff and leaders of the Oregon library community. They are visiting Washington, D.C. for the American Library Association National Library Legislative Day on May 2, 2017, and would appreciate a meeting between the hours of 9:00 a.m. and 4:00 p.m.

Among the topics they wish to discuss are:

1. Funding for the Library Services and Technology Act and other library programs at the Institute of Museum and Library Services.
2. Support for improved school libraries.

Thank you for your assistance in this matter. I look forward to hearing from you.

Jessica



Scheduling Appointments

- Don't be afraid to go "old school!"
 - Printed paper
 - Pencil
 - Sticky notes

One-on-One Staff Meetings with N 2017	
January:	Andrea Clarkson 1/9 @ 11am ✓ Jerry Curry 1/12 @ 11am Angie Jannelli 1/16 @ 2pm Kate McGann 1/24 @ 11am
February:	Dave Hegeman 2/6 @ 2pm ✓ Luis Navarrete 2/7 @ 2pm Eugene Newbill 2/10 @ 11am Ann Reed 2/13 @ 2pm Jessica Rondema 2/15 @ 2pm Arlene Weible 2/17 @ 11am
March:	✓ None
April:	✓ Melissa Krueck 4/12 @ 2pm Max Waddell 4/10 @ 11am
May:	✓ Chris Adams 5/11 @ 11:30am Sara Belousek 5/18 @ 1:30pm
June:	✓ Katie Anderson 6/5 @ 11am Elke Bruton 6/7 @ 2pm Claire Bolyard 6/19 @ 11am Sarah Cunningham 6/22 @ 2pm Joel Henderson 6/26 @ 11am Renata Piletto
July:	✓ Sarah Pearson 7/6 @ 11am Robby Pietz 7/21 @ 11am Michael Thommen 7/25 @ 11am
August:	✓ None
September:	Heather Pitts Ferol Weyand
October:	Meagan Button Crystal Grimes Rachel Kenny Jennifer Maurer Tamara Ottum
November:	Kathy Lawson Darci Hanning Jey Wann
December:	Kate Anderson Brad Fanning Erich Pepler

"Marilyn is continuing her valuable one-on-one conversations with staff during their anniversary month."

"Meeting with Marilyn (Hanning)"



State Library
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Conference Rooms

- From *Access to Online*
- Conference Rooms InfoGuide
- Online Booking Engine
- Self-Service & Customer Service





State Library
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Conference Rooms InfoGuide

- Access to detailed information and pictures
- Terms of Use
- Access to Online Booking Tool



State Library
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Government
Information and
Library Services

InfoGuides



State Library Conference Rooms: General Information

Available to the public, the State Library maintains two conference rooms for your next meeting or presentation. Learn more below!

General Information

Location & Parking

Reservations

FAQs

» Your State Library

About the Rooms

Room 102 Gallery

Room 103 Gallery

Email Us

Contact:

State Library of Oregon
Government Services
250 Winter St. NE
Salem, OR 97301
503-378-2464



Social:



Your State Library



State Library of Oregon

Located on the Capitol Mall State Park in Salem, OR



Conference Room Booking Tool

- Skedda.com
 - Used free for 6 months then upgraded to paid
- Allows complex booking set-up
 - Conditional pricing
 - Combined rooms
- Allows users to book, or an Admin to book

The screenshot shows the Skedda.com interface for the State Library of Oregon. The header is blue with the logo and name. Below the header, there are tabs for 'Day', 'Month', and 'List', and a date selector for 'Wednesday, July 19, 2017'. The main area is a grid showing room availability for three rooms: 102, 103, and 102 & 103. The time slots range from 4:00 AM to 5:00 PM. Room 102 has a booking for 8:00 AM - 10:00 AM. Room 103 has a booking for 10:30 AM - 12:30 PM. Room 102 & 103 has a booking for 10:30 AM. The bookings are represented by colored bars with a lock icon and a price tag.

	102	103	102 & 103
4:00 AM			
5:00 AM			
6:00 AM			
7:00 AM			
8:00 AM	🔒 \$ 8:00 AM-10:00 AM		
9:00 AM			
10:00 AM			
11:00 AM		🔒 \$ 10:30 AM-12:30 PM	🔒 10:30 AM
12:00 PM			
1:00 PM			🔒 \$ 1:00 PM-5:00 PM
2:00 PM			
3:00 PM			
4:00 PM			
5:00 PM			



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Contact Me

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