# **Projects, Priorities, Desirables**

Oct/Nov07 Updated May 2008

# City

Put up library directional signs around town. (Barry). Sandy has requested an estimate from Brent Meyer (PPW) for a total of 8 traditional blue directional library signs to be located as follows: Intersections of 98 and Main (3) and also East and Main (3) with follow-ups at the intersection of Main and First (2).

# **Publicity**

MySpace site (Site developed but not yet expanded or made "interesting").WPL's My Space account has continued to languish. Librarians decided to take the site down rather than have it inactive and out-of-date. The decision created an awakening of interest, and Esther volunteered to take on the project and enliven it, including reader's advisory, events at the library, etc.

Prepare bookmarks with council & library board member names and telephone numbers. Prepare bookmarks with library information of importance to students (hours, location, Internet & Word use, website, database info, etc.) for school librarians to hand out. We currently have a simple 1/3 sheet bookmark with hours, telephone numbers and services. Patty has volunteered to update.

Prepare library promotional video. CB can work with Al Smith on this.

More book recommendations/book talk in the newspaper.

Annotated book list/selection on a regular basis – once a month? Teen services produces a monthly "New and Notable Books for Teens." Carol D. is interested in doing more for adults.

Book talks at clubs, organizations, churches. Brown bag lunches. Maybe Paul and all ref librarians could take turns. The Adult Brown Bag Lunch Group will resume in June to be held on the first and third Wednesdays through August. Depending on response, it will continue past summer.

Start a library book club? The children's book club is ongoing and popular; a Teen Book Club was started a few months ago Adult book club may become a reality as an off-shoot of the brown-bag book club, dependent on interest shown

Have a webpage that acts as an online bookclub?

Put flyer about library activities into newspaper. Ongoing.

Do regular library newsletter. Online version as well.

Provide a monthly calendar hand-out with all library events listed (quick glance). Carol D. has made the monthly library calendar is a reality. The online version is available at <a href="http://www.cityofwoodland.org/UserFiles/File/Library/Maycalendar2008-2.pub.pdf">http://www.cityofwoodland.org/UserFiles/File/Library/Maycalendar2008-2.pub.pdf</a> and is provided as a paper copy at the service desks. In addition, Patty makes one-page, front-and-back listings of events for children and teens for multiple months. The Feb-May list was sent to every school in Woodland, the school representatives at the superintendent's meeting and the newspaper, as well as having it available as a handout in the children's room. Some of the schools reproduced the list and sent it home with their students.

More adult programming: lecturers, authors, music programs. Sandy commits to a quarterly program for the next year.

Bigger and better "Read for Fun" adult summer reading program. The Adult summer reading program is in the second year and building on last year's momentum. Prepare more reading lists for children and parents. Children's services traditionally create reading lists near the beginning of summer of notable new books acquired within the previous year, grouped in age levels, "K-Grade 2," "Grades 3 & 4," "Grades 5 & 6," and "Teens." In addition to these lists, we will be creating reading advisory folders. These are colorful file folders each highlighting one particular book (include cover, reviews and first page). Patty

Update the lists we already have.

Prepare "pathfinders" (introductions to topics, with books, indexes, ref books, etc.) for our patrons. Carol D. produces as time allows

Prepare more bibliographies for our readers. Carol D put together a binder of subject / genre bibliographies found on the Web with a goal to add to this as well as provide some with specific reference to our collections. Eventually, these print bibliographies would migrate to the Website, perhaps as the future online book club page or possibly a reader's advisory page.

Provide more scheduled instructional sessions on how to use the library. Carol D conducted instructional sessions for one year and had very little response. However, she would like to attempt again when time permits as well as coordinating with the Woodland Senior Center for onsite training in their computer lab.

Host more class visits. Every classroom should visit library once a year. Maybe provide transportation. Children's services provide numerous class tours of the library each year, often scheduling them before the library opens. One year, all of the first grade teachers were contacted with offers to come to their classrooms and encourage library visits; only a handful of them took us up on the offer. Many schools are allowed only one field trip per year and are necessarily very discriminating in their selection. There is extensive outreach to the schools; beginning this week, Patty and Esther are conducting Summer Reading outreach. They will visit every school, speak to every student, and provide a flyer to every student regarding Summer Reading.

Provide visiting classes with fun search exercises in addition to instruction. Most class visits are of lower elementary students with the teachers scheduling 30-45 minutes for a tour, stories and browsing time. Currently, the limited time is devoted to browsing, choosing and looking at books. Interactive and hands-on search activities is an excellent idea for the upper elementary and secondary students; however, there are currently limited opportunities.

Send out more library information to city staff, in paychecks as well as city e-mail. Ongoing. The Brown Bag Book Club has been featured in the May Woodland e-newsletter as well as a weekly City Council newsletter. Flyers will be included in the next paycheck as well.

Prepare written introductory bibliographies of classical music items in our collection. Put library info in utility bills. Maybe program schedule, info on library website and what's available there, whatever.

## Carol Beckham's Summary for the City Manager:

- Increase Library promotion to adults through informational handouts and programming.
- Increase Library promotion to children through cooperation with schools to provide classroom visits to the Library

## **Physical Plant**

Paint magazine shelves to go with greenish room. Paint blue metal bookshelves to go with color theme of library.

Clean out chimney, use fireplace (get fireplace tools and cord of wood).

Clean out and organize sculpture garden. In progress. Carol B.

Re-paint and re-carpet the rest of the interior of library.

Host art exhibits on a rotating basis. Sandy has contacted Dani Thomas (Yolo County Arts Council) to coordinate a systematic year-round program with an emphasis on both visual and performing arts. In addition, the Leake Room Display Policy (3/17/08) provides a structured process.

Provide more display area for in-house displays as well as displays for the public to use (sign-ups/reservations). WE NEED MORE DISPLAY AREA!!! Many book-related things to celebrate throught the year, as well as other things. Sandy has commissioned a new (memorial) oak bookcase for the children's room. In addition, a contractor is estimating the cost to add tops to the picture book shelving for increased display area. Have a display case in the children's area for fun book-related displays. A beautiful handmade and hand-furnished dollhouse was recently donated for display in the children's room; however, it needs a protective case.

Purchase a colorful area rug for the story time area. (DONE)

Purchase a small book display case where the books all face forward.

Order new chairs for Leake Room. (In process) (DONE).

Get lighting in Leake Courtyard working correctly. (DONE)

Landscape small courtyard outside the conference room.

Provide at least one phone in an area that is QUIET and somewhat private. Right now the only quiet and private phone is Paul's.

With Friends, Literacy and ISAC, clean out mechanical room.

## Carol Beckham's Summary for the City Manager:

• Improve physical building and furnishings to create an attractive and organized facility.

### Added since original:

Clean out and organize mezzanine. Carol D. and Melissa are organizing the mezzanine, especially the Gov Docs collection. This should free up much needed space once this project is completed

#### Website

Establish "Library Director's" webpage with recommendations (Done) <a href="http://www.cityofwoodland.org/indexSub.cfm?page=522728">http://www.cityofwoodland.org/indexSub.cfm?page=522728</a>

Broaden scope of website. Provide more information and paths into information. Carol D. works diligently in updating and improving both the quality and quantity of our website. The two primary barriers are time and coordination with City content management system (Gearworks).

Establish an interactive book review/book talk site available from our website. Buy the "Book Letters" software to start our own reader's advisory page/site. Provide "staff picks" or other reading suggestions on the website. Carol D. has volunteered to set up on the website; it will eventually be part of the reader's advisory site.

Provide a library newsletter online.

Provide appealing graphics on the teen and kids web pages. This is on Gearworks list of things to do.

Provide children's and teen book suggestions (reader's advisory), by genre & awards. The list of award-winning books is on the website, and Patty intends to provide book suggestions by genres soon. The summer reading lists will also be placed on the website. Provide links to other websites that provide local services to children and teens. Patty and Esther are working on this as part of the Woodland Coalition for Youth with a timeline to be complete with initial launch by summer. TumbleBooks and TumbleTalkingBooks were recently added: http://www.tumblebooks.com/library/asp/home\_tumblebooks.asp

## Carol Beckham's Summary for the City Manager:

 Provide increased electronic access to the library's resources and information.

#### **Materials Collection**

Develop classical CD collection. Expand classical music collection to the point where it is a good introduction to the classical music canon. Paul has developed an excellent collection which will continue to be expanded.

Weed children's NF collection (Patty) Patty is developing a regular schedule for weeding. Last quarter, the 523 collection was the focus; there were several new quality series available that reflected the change in the solar system (Pluto's status).

Inventory, weed, develop 100s

Inventory, weed, develop 200s

Inventory, weed, develop 300s (Really expand the self-help law/NOLO press collection and the textbook/351.3 collection) Carol D. has done law/NOLO; Carol B. working on weeding the rest of 300s.

Inventory, weed, develop 400s

Inventory, weed, develop 500s

Inventory, weed, develop 900s

Inventory, weed, develop LP collection In progress with Berta

Inventory, weed, develop adult Spanish collection (Add more non-print materials)

Inventory, weed, develop Gov Docs collection

Inventory, weed, develop Biography collection

Inventory DVD collection Make a list for patron use? Inventory partially done. Berta Inventory CD collection Make a list for patron use?

Regular, scheduled inventories.

Develop ESL collection Ongoing Carol D. and Berta

Continue to develop the Reading List (RL) collection (Besides students, book groups find it very valuable due to the multiple copies.)

Weed fiction. Almost complete

Establish section for graphic novels for adults.

In children's room, divide beginner reader books into 3 levels. This is a slow process, but it is slowly getting done.

Identify the beginner reader non-fiction books and place a 1, 2 or 3 level sticker on the spine. There have been parent requests for this. Patty has started with the new additions. Weed talking book cassette collection so that we can move Teaching Co material back there, and so that talking book cd collection and DVDs can expand. (Partially done) Patty weeded the talking book cassette collection in the children's area once; however, it will be repeated aggressively as we need space for the new talking book cd collection.

# Carol Beckham's Summary for City Manager:

- Establish routine inventory and weeding of collection.
- Continue to provide collection relevant to users' wants and needs.

Added since original:

Focus on Foreign Language Self-Instruction section and catalog consistently

Develop a weeding policy (official)

#### Catalog

New book RSS ("RDF Site Summary", known colloquially as "Really Simple Syndication" – allows automatic notification from your chosen websites or subject areas.) In catalog, indicate the location of New Books. (Right now the call number suggests the item is in the regular collections.)

Lo, la, el, una, uno, un etc significant letters in catalog?

Give Special collection its own Icode. (DONE)

Arrange systematic removal of MISSING, LOST & PAID, etc items from catalog. Berta is running a quarterly Missing list and Dana supervises shelvers to check the list. Ongoing.

Catalog government documents?

Annually purge patron records that haven't been used within the last 3 years. Ongoing-Berta.

Catalog magazines? Possible OPAC switch to Encore

## Carol Beckham's Summary for City Manager:

 Make collection easily accessible and understandable through electronic catalog.

#### **Other Tech Services**

Standardize spine labels and Icodes for J Fic, YA Fic, J SP, LP, Spanish and DVDs. (DONE)

Consider purchasing Millennium module for serials.

Non-fiction, go through collection and have TS staff give identical Dewey numbers to books on same topics (over the years, numbers have gotten longer).

#### **Outside**

Act as library consultant for St. John's Retirement Home, Carol B. Berta says, "I think it's good for Library PR as well as librarians, to be on an occasional or ongoing committee or special project outside the library (time permitting). It's one more way for the library 'face' to be seen in public." Esther has taken over the job of delivering books to patrons in a couple of retirement homes.

## **Expansion**

In expansion, provide glass display case for local clubs and groups.

#### **Reference Services**

Through on-going reference survey, evaluate use of desk to see if we need a fill-in reference librarian for vacations, illnesses, etc. Also evaluate use patterns to see if need more than one librarian on at certain times. (Carol B. has developed form and it is in use.)

Regular training of reference staff on database updates. Carol D. is scheduling training as it becomes available. Recent offerings included Gale and NoveList. Carol B will be scheduling a tour of Woodland Community College sometime in May.

#### Carol Beckham's Summary for City Manager:

- Provide on-going evaluation of services.
- Provide on-going training of staff in new sources of information.

#### Circulation

Emphasize teaching use of self-checkout machines. Consider buying additional and/or replacing the one by circ desk. Demonstration of self-service checkout machine is a regular part of our library tours for children and adults. The children's self check machine if very user friendly as opposed to the older adult model. Replacement of older model or conversion to iii "Express checkout" is recommended.

## Carol Beckham's Summary for City Manager:

 Provide more efficient use of staff by promoting self-service checkout for customers.

Added since original:

Refresher training for Millennium Circulation by SPL staff