

30 Ways to Make Your Small Library Extraordinary



Indiana State Library

A Continuing Education Toolkit for Library Professionals

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30 Ways To Extraordinary

- Defining Extraordinary
- Overcoming Challenges
- Positive Work Culture
- Environment
- Tech Tools
- Self Care
- Wrap Up



**What does it mean to have
an extraordinary library?**



#1: YOU Define Extraordinary



“Extraordinary accomplishments are only achieved when we are able to overcome extraordinary challenges.”

- O.J. Brigance

Overcoming Challenges

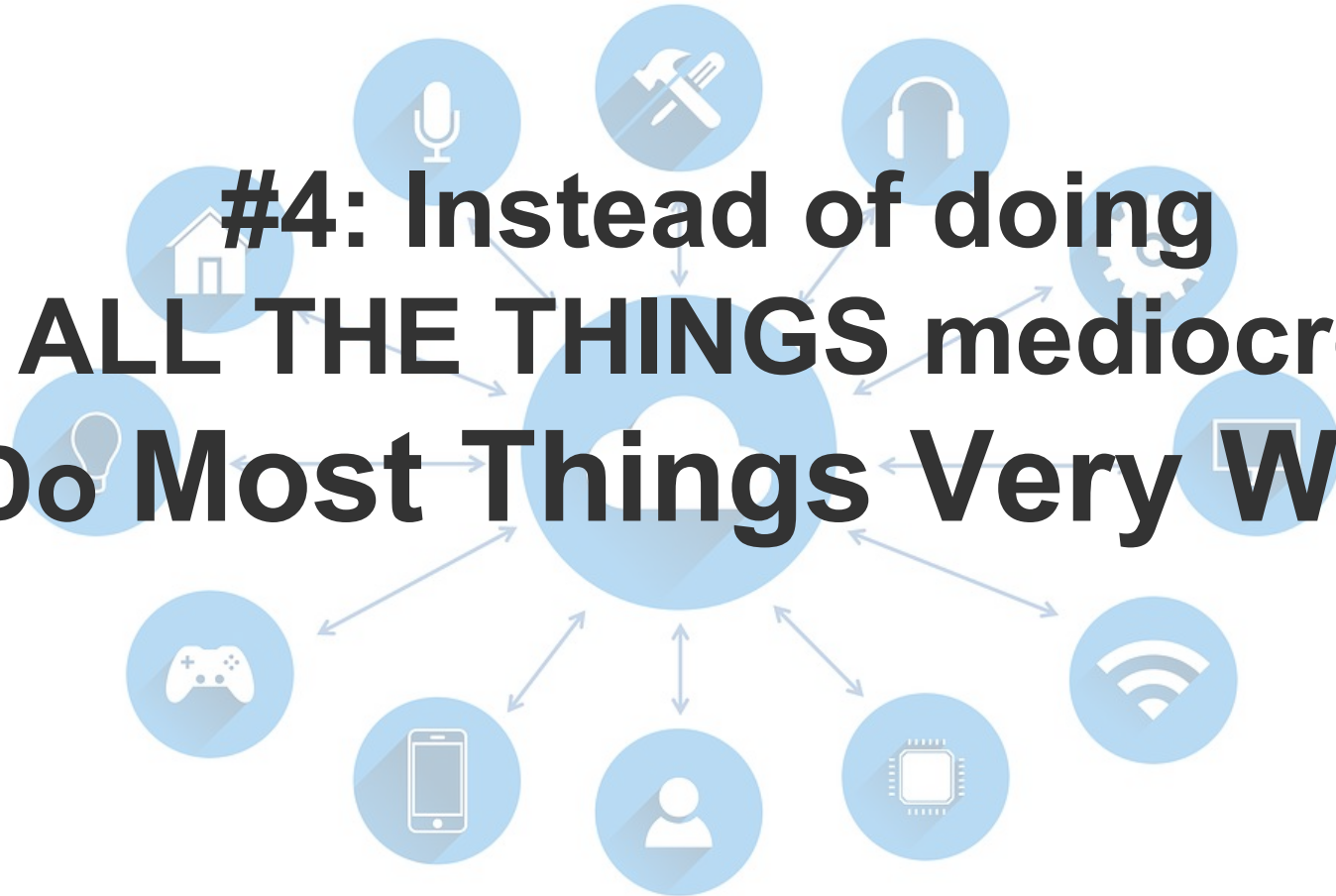


#2:
“If Only We Had _____”



#3: Celebrate the things you DO Have

**#4: Instead of doing
ALL THE THINGS mediocre,
Do Most Things Very Well**



#5: Hire & Train “B” Players

Subject <u>Senior Prok</u> Name <u>Von Meier, Kurt</u>		TEACHER'S SIGNATURE <u>Di. Craig</u>					
School Year <u>1951-52</u>		1st Quarter	2nd Quarter	1st Semester	3rd Quarter	4th Quarter	2nd Semester
Subject Achievement* Affected by: 1. Promptness 2. Attention 3. Care and Accuracy 4. Good Use of Class Time 5. Good Use of Capabilities 6. Attendance 7. Quality of Work 8. Adequate Outside Preparation		A	A	A	A	A	A
Work Habits Affected by: 9. Preparation for Class Work 10. Perseverance 11. Promptness in Starting Work 12. Concentration 13. Regularity of Study Habits 14. Neatness 15. Honesty		B	A	A-B+	A-	A	A
Citizenship Affected by: 16. Care of Property 17. Obedience to Rules 18. Responsibility 19. Fulfillment of Obligations 20. Courtesy 21. Cooperation 22. Unselfish Service 23. High Ideals		<u>Spelling around</u> C+	B	B	B+	B	B
*This is the only mark on present transcript form.		Teacher's Comments					
1st Quarter		1st Semester					
3rd Quarter		2nd Semester Best student in class.					

Positive Work Culture

You can only accomplish **extraordinary things** by involving **excellent people** who can do things that you cannot.

James Carville

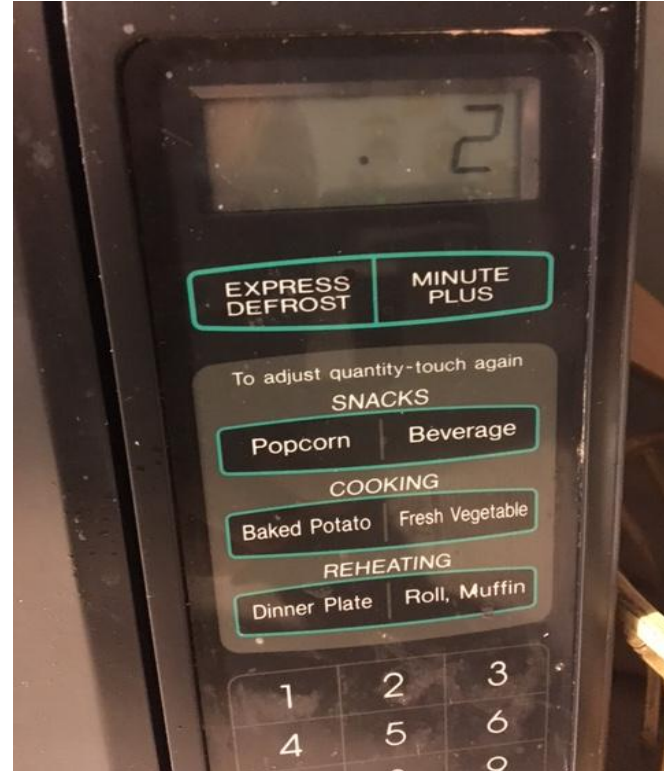
#6: You Might Not Like All Your Co-Workers, *and*



#7: Treat **Everyone** with Kindness



#8: Pick Your Battles



#9: “What is something good?”



#10: Say Hi (right away) and Bye

Hello!
😊

Praline Topped:
Peach Praline,
Melba,

Cherry,
with Peach
g):

ASSORTED VARIETIES AVAILABLE ON A DAILY BASIS

Norske Nook

Restaurant & Bakery

Stirred Pudding Pies:
Old Fashioned Butterscotch,
Chocolate Cream, Banana Cream

Fresh Berry Pies (with whipped topping):
Blackberry, Raspberry

Meringues:
Coconut, Sour Cream Raisin

Frozen:
Ice Cream



#11: “WDYDOTW?” on Monday Mornings and/or Feedback Friday



#12: Spend Time with a Colleague



Care to Share?



Environment

**Extraordinary claims
require extraordinary evidence.**

~Carl Sagan

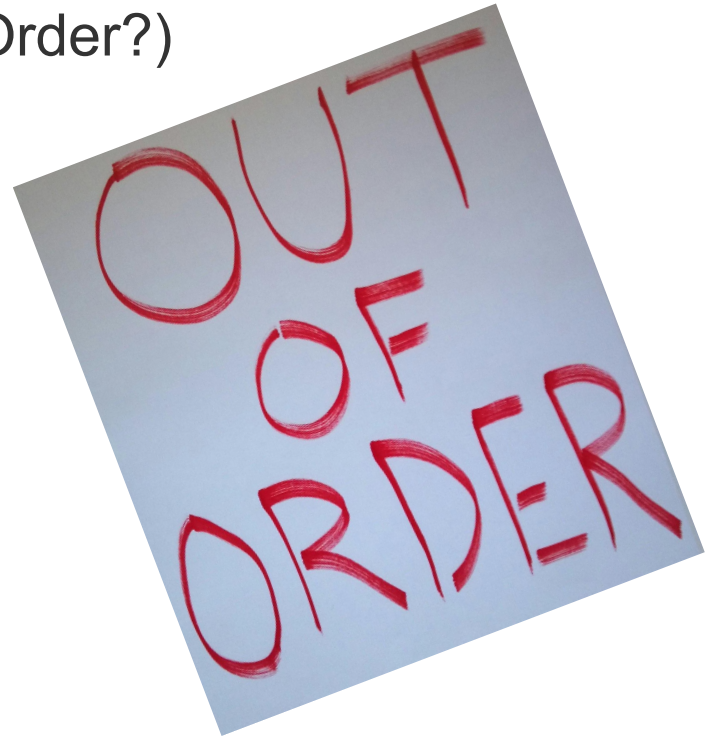
#13: Entrance

- Safe
- Clean
- Cared For



#14: Signage

- Consistent
- Out of Order (When Will it Be in Order?)
- Neat (not Handwritten)
- Language
- Exclamation Points



#15: Service Desk

- Clean vs. Cluttered
- Smiling vs. Not Smiling
- Top of Head vs. Face



#16: Scent



#16: Scent



#17: Crowded Stacks



*“Think of your library’s stacks as if they were retail store shelves. **Jam-packed merchandise makes a store appear to be poorly kept up (and maybe not even clean).** It gives the feeling that there’s not enough staffers, or that **they don’t care enough to keep things nice.** And it doesn’t encourage people to stay longer and shop more.”*

- Kathy Dempsey, Marketing Maven

#18: Appearance



Care to Share?




Tech Tools

**An extraordinary life is all about
daily, continuous improvements
in the areas that matter most.**


Robin Sharma

Slack - Wisconsin Valley Library Service

Wisconsin Valle... 







Jamie

wvlswebsite

Direct Messages 


slackbot


Jamie (you)

annehamland      


☆ | active | Anne Hamland




Friday, August 10th

 **annehamland** 10:04 AM
I'm thinking of scheduling the fall website co-work day at neillsville on October 16, 17, or 18th. do you have a preference?

 **Jamie** 10:05 AM
Webinar on the 17th, so I would just avoid that

10:06 AM Also, can you write up a description of the events for the Youth Workshop. It would be good to get that online by Sept. 1, or so. You did a fun flyer for STEAM in Youth Services. Possible? Headshots of Linda and the other gentleman would be nice, too!

 **annehamland** 10:07 AM
I have a draft of a flyer but I think head shots would be nice! I'll get

 Message @annehamland  

#19 Slack

#20: Trello



Log In

New Hire Onboarding Travidux Team Visible Show Menu

- Before First Day**
 - Manager Reaches Out (0/4, Jul 20)
 - Forms to Sign (3/13)
 - Enroll In (0/8)
 - Confirm Arrival of Insurance Cards
 - Setup Training - Support Team (0/3)
 - Setup Training - Systems Team
- On First Day - First Week**
 - Check out our Employee Manual Board!
 - Sign up for: (0/6)
 - Fill in Paperwork
 - Get Added To Office Directory
 - Get on Our Birthday List
 - Blurb Gets Sent Out to "All" about You
- Done**
 - Get A Tour (2)
 - Get Building ID and Floor Key Card
 - Espresso Training
 - Add a card...
- Can I Have?**
 - READ ME FIRST
 - Equipment / Desk / Headphones / Software
 - More on Desks & Chairs
 - Plants
 - Books
 - Swag

#21: Screen-cast-o-matic

SCREENCAST  MATIC [for Education](#) [for Work](#) [for Developers](#) [Features](#) [Plans](#)

[Log In](#)

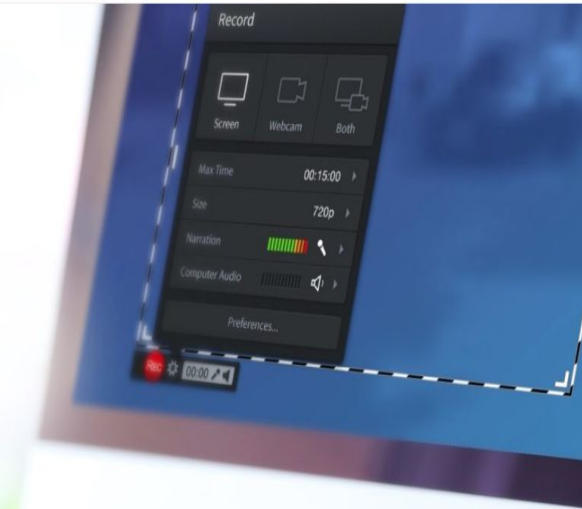
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Random

Productivity

Relax



#22: Noisli



#23: Pixabay

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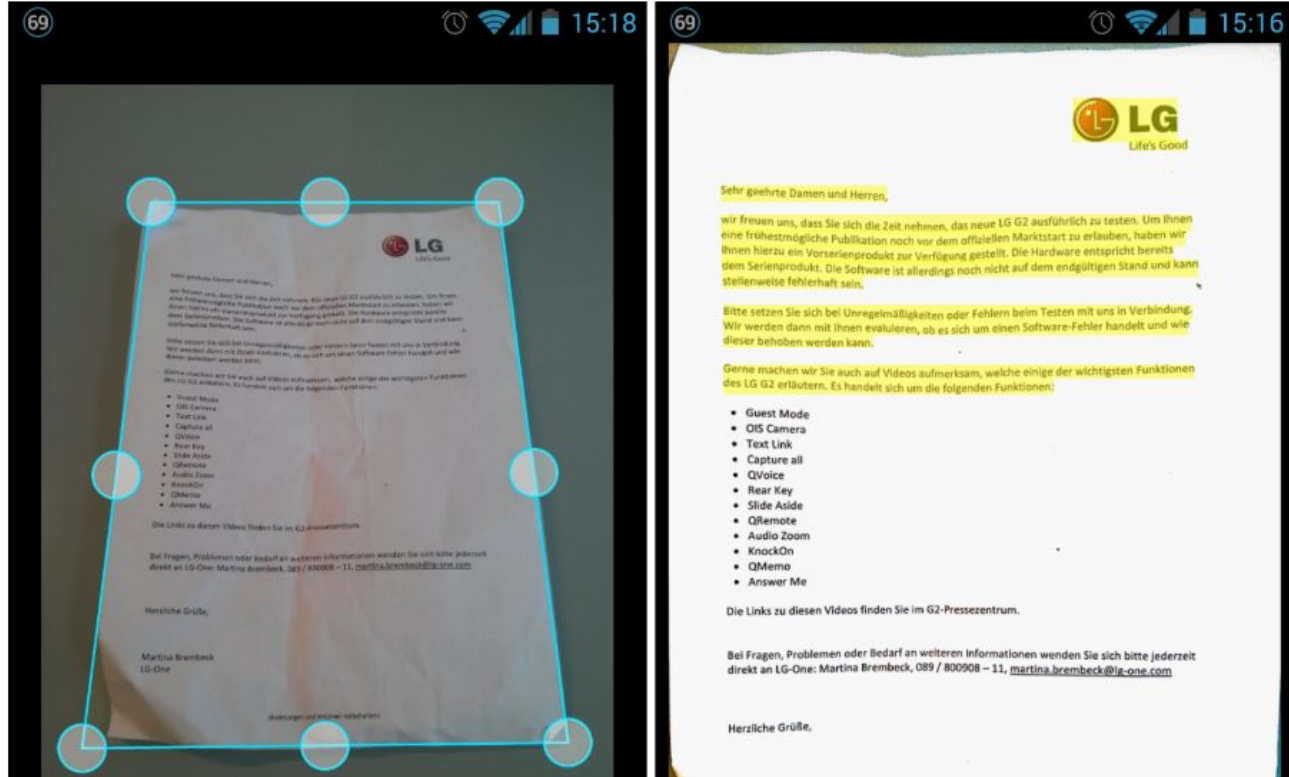
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#24: CamScanner



Care to Share?



Self Care

**Something extraordinary happens
when you dramatically increase the
focus, drive, and intention you bring
to your life, work and relationships.**

Brendon Burchard

Work-Life Balance Quiz



www.TheProductivityExperts.com

Cathy Sexton, Productivity Expert



Work-Life Balance Quiz

Balancing work and life is an on-going challenge. Your goals and struggles are constantly changing, so your approach to juggling it all needs to be just as dynamic. Innovative thinking and vision has helped you succeed—let your drive and creativity positively impact your personal life as well. Our health can suffer from stress, being overwhelmed and not taking care of ourselves. How is your work-life balance?

Directions: Answer true or false to each statement below.

Let's Take It !

1. I find myself spending more and more time on work-related projects.

2. I often feel I don't have any time for myself -- or for my family and friends.

3. No matter what I do, it seems that often every minute of every day is always scheduled for something.

4. Sometimes I feel as though I've lost sight of who I am and why I chose this job/career.

5. I can't remember the last time I was able to find the time to take a day off to do something fun -- something just for me.

6. I feel stressed out most of the time.

7. I can't even remember the last time I used all my allotted vacation and personal days.

8. It sometimes feels as though I never even have a chance to catch my breath before I have to move on to the next project/crisis.

9. I can't remember the last time I read -- and finished -- a book that I was reading purely for pleasure.

10. I wish I had more time for some outside interests and hobbies, but I simply don't.

11. I often feel exhausted -- even early in the week.

12. I can't remember the last time I went to the movies or visited a museum or attended some other cultural event.

13. I do what I do because so many people (children, partners, parents) depend on me for support.

14. I've missed many of my family's important events because of work-related time pressures and responsibilities.

15. I almost always bring work home with me.

Work-Life Balance Quiz



TRUE

Work-Life Balance Quiz

If you scored:

0-2 Your life is in pretty good balance; keep doing what you are doing!

3-5 Your work/life balance is teetering on the edge; now is the time to make changes before the problems overwhelm you.

5+ Your life is out of balance; take action to make changes in your work and your life.





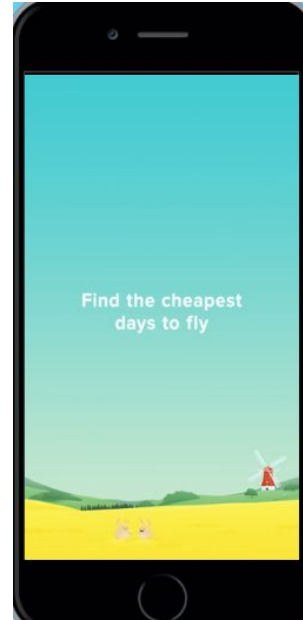
#25: Take Vacation



#25: Take Vacation - *and to help you book that trip....*



Kayak



Hopper

The Marshmallow Test



#26: It's OK to Say NO



#27: Consider Your Mental Energy



#28: Take Social Media Breaks

- 'Work Mode' for Chrome
- Lifehacker



#29: Work Off-Site



ESPRESSO		PRESS'D COFFEE	
ESPRESSO	2.25	IN STORE MUG	1
MACCHIATO	2.50	TO GO 10/16OZ	1.75/2.25
CORTADO	2.75	COLD BREW ON TAP	3.25
CAPPUCCINO	3	HOT & COLD TEA	2/2.5
LATTE	3.40	MANUAL BREW	
MOCHA	3.90	COLOMBIA OLIVERO	3.15
AMERICANO	2.40	ETHIOPIA SUKE OUTO	3.05
HOT COCOA	3	KENYA KII	3.5
CHAI LATTE	3.25		
ADD SHOT	1		
FEATURED SHOT			

#30: Consolidate/Turn Off Communication



#30: Consolidate/Turn Off Communication



1. WLTF Seeks Your Input

The Wisconsin Library Trustees and Friends (WLTF) Division of the Wisconsin Library Association is conducting a survey to gather information about library boards, library Friends organizations and library foundations. The survey will take you less than 10 minutes to complete and will provide WVLS and you with valuable information that you can use to improve the effectiveness of your boards, your Friends and/or foundations. The survey will close on September 24.

We would like to see WVLS libraries well represented in the results. [Please consider spending a few minutes to take the survey.](#)

2. New Britannica, EBSCO, and ProQuest Resources Coming Soon

As part of the recent BadgerLink Request for Bid process, a few exciting changes are in the works. These new resources are not yet available, but will be soon. [Read more about the new resources.](#)

3. Reception After September V-Cat Council Meeting

If you plan on attending the V-Cat Council meeting on September 6, please stay afterwards for cake and coffee in recognition of the Antigo Public Library for donating over 265 titles to the WVLS OverDrive Advantage account.

4. WISL Holding September Meet Up

WISL (Wisconsin Small Libraries), a section of WLA, will be hosting a brown bag meet up from 12 p.m. - 2 p.m. on Tuesday, Sept. 18, at the Boulder Junction Public Library. You do not need to be a member of WLA or WISL to attend.

Care to Share?



Wrap Up

30 Ways To Extraordinary

- *Defining Extraordinary*
- *Overcoming Challenges*
- *Positive Work Culture*
- *Environment*
- *Tech Tools*
- *Self Care*

Bonus, #31:

It's Great to Collaborate,
It's Just as Great to Innovate.



**What does it mean to have
an extraordinary library?**

A close-up photograph of a person's hand holding a silver fountain pen, poised to write on a spiral-bound notebook. The notebook has blue-lined pages with some handwritten notes in blue ink, including the words "LUNCH" and "CLIENT". The background is softly blurred, showing another hand and a pair of glasses. The overall scene is bright and clean, suggesting a professional or creative workspace.

**What are two things that you
can do TODAY?**

**People do not decide to
become extraordinary.
They decide to accomplish
extraordinary things.**

Edmund Hillary

Thank You



Want my slides? Email jmatczak@wvls.org

Subject: Webinar Slides