

**Nothing to do list or tasks for "down time" 8-25-2021**

*\*Informal survey on the Association for Rural and Small Libraries listserv PN*

Auditorium - set up the auditorium and clean it as needed

Bathroom - check for problems, paper products or cleaners needed

Bathroom - check the restrooms and see if they are decent

Bathroom - clean the bathroom

Book displays - make sure all bookstands are filled with books

Book drop - empty the book drops as necessary; sanitize

Book drop - empty the book return and check in materials

Book Page magazine - Check through the "Book Page" mag on the Free table and let me know if there are any books that you really think I should order.

Book wrapping - depending on your level of book wrapping, are there any that need doing?

Bookmarks - resupply the bookmarks at the front desk.

Books - book repairs

Books - do any lobby books need to go out?

Books - free book cart tidy and organize books of free book cart...replenish if necessary from books in the back

Books - processing books or LEARNING to process books

Books - shelve books

Books - shelve books - in all areas of the library

Books - shelve books - in the Genealogy/Local History section – there are LOTS of boxes of books that need to be shelved

Budget - review current budget to see what funds are left or whether the proposed budget needs modification. Prepare for meeting with budget committee; prepare budget proposal for funding bodies.

Cardboard boxes - break down for recycling

Cataloging - catalog and process materials; upload to LMS and submit packing slips/invoices

Cataloging - clean up cataloging; fix duplicated records

Cataloging - depending on your level of cataloging ,is there any that need doing?

Circulation area - is the circulation area neat and clean? As in does something need to be dusted? Keyboards have

Circulation area - is the circulation area neat and clean? As in does something need to be dusted? Keyboards have been dusted out? Little things put away?

Clean - and dust the circulation desk area or your work desk (Our janitor doesn't clean desks.)

Clean - CDs/DVDs; record time used; check-in all discs. Clean the disc cleaner afterwards

Clean - clean and disinfect everything! Equipment, keyboards, keypads, children's manipulatives. There are various opinions about the ability of books to spread germs.

Clean - cleaning/dusting the circulation desk area or your work desk

Clean - dead flies off the windowsills

Clean - dust all window sills

Clean - dust the shelves & behind the books

Clean - DVDs

Clean - elevator metal with stainless steel cleaner

Clean - front door glass and front windows

Clean - library furniture

Clean - out the bulletin board

Clean - pick up any trash or customer remnants on the floor, tables, etc. Push chairs in, straighten up

Clean - read and dust shelves (microfiber cloth); document on Daily Reading Log

Clean - sweep and mop main stairs. Sweep staff stairs

Clean - the children's tables every day with antibacterial wipes

Clean - Vacuum daily

Clean - windows and security gates

Closing - approximately 30 minutes before closing, remind patrons that the computer lab will be closing in about 15 minutes. Remind patrons at 10 minutes before closing that the library will be closing soon
Closing - check in all public computers
Closing - clean restrooms approximately 1 hour before closing, or at most convenient time
Closing - count, reference, and meeting room/activity numbers; enter into Daily Stats
Closing - empty the book drops – inside and outside an hour before closing
Closing - empty waste baskets and deposit trash from upstairs and downstairs in dumpster behind the library
Closing - lock the exterior doors. Turn off “automatic” door switch on back door
Closing - log off and shut down staff computer(s).except on Wednesdays
Closing - log out and shut down all public computers and speakers
Closing - make a final walk-through of the building to make sure all patrons are out and nothing is out of place. (Chairs straightened, items picked up, and clean)
Closing - run a tally on the cash register and count the money 15-20 minutes before closing. (See the Cash Register & Deposits procedure.) Scan deposit slip to Karen, enter numbers in Deposit Sheet
Closing - send an email to all supervisors of daily tasks completed
Closing - turn off all interior lights except the upstairs foyer
Closing - turn off the TV
Closing - turn on exterior lights at twilight/dusk
Closing - turn phone to Night Service
Collection development - do some collection development; make lists with vendors
Collection gap analysis - after inventory, do a collection gap analysis – we can help with that
Coloring pages - check the coloring tables that we have enough coloring pages. If not, either run more of what is on there or if the season/holiday has changed, create new ones to put out.
Community Service hours
Continuing education - bring your CE data up to date
Continuing Education - get CE hours by completing online training
Continuing education - learn something job-related that you don't usually have time for--coding, website design, Google Tools, a new app
Continuing education - tech training done for the pay cycle?
Continuing education - watching a webinar to learn something related to improving your job at the library
Copier - keep the paper trays filled in the copier
Copier/printer - keep copier/printer full of paper
Coworkers - ask other staff members if they need assistance with any task
Coworkers - have video or group chats with your colleagues just to stay in touch
Craft - prep needed?
Craft - prepare a craft for a program (Check out Pinterest for ideas.)
Cross training - learn how to do a part of someone else's job (how to catalog a movie/DVD/etc.)
Curbside - fill requests for materials and deliver them curbside
Curbside sale books - with Friends permission, put sale books on a table outside library or in lobby; leave a jar for donations
Curbside service - using guidance about public contact
Digital books - if you have unspent materials funds, purchase digital books, either for your library or your consortium. Publicize them on your website.
Disaster/crisis response plan - use the situation to develop a disaster/crisis response plan
Display - create a book display
Display - create/update/refresh a display (usually leave them up at least 3-4 weeks - endcaps can be done every 2ish)
Displays - are they (slatwall) full? Do chairs need to be pushed in or is something messy? Is every shelf a shelf you would be proud to say you worked on, if not straighten it up.
Displays - checking displays to see if they need to be taken down and new ones put up, etc.

Displays - for the creative and skilled
Displays - tidy, set up, rework
Donations - sort through book donations
DVD - cleaning/repairing
DVDs - check DVD's for "green" vs the red locks. If you find some that are still "green" bring them to the desk to check-in and lock.
DVDs - DVD cleaning/repairing
DVDs - need to be cleaned?
Elevator - check monthly
Email - check the library assistant e-mail and read the Show Me Express Newsletter
Fines - set circ calendar so fines will not accrue while library is closed
Fliers - pull expired fliers from bulletin boards, sign holders
Flyers - for the creative and skilled
Forms - do we need more brochures, signup sheets, etc. copied?
Forms - make copies of Fax Cover Sheets, etc. if needed
Forms - make sure forms are well-stocked - internet sign in, tally sheets at front computer, time sheets, cash drawer recording sheets, etc.
Furniture - make sure step stools and chairs are placed in the aisles between shelves
Genealogy - genealogy projects
Grants - grant writing bring your grant reporting data up to date
Grants - research and apply for grants
Holds - check holds
Interlibrary Loan - check ILLs
Interlibrary Loan - ILL processing
Inventory
Inventory items
Inventory items - this is a task that requires instruction from the director, but you can ask.
Laminator - make sure the laminator is turned off when not in use
Library board meetings - have library board meetings through Zoom or GoToMeeting. TN state law has been modified to allow online virtual meetings as long as you publicize the link. Watch out for zoom bombers, though. Delegate a meeting host to mute or eject anyone causing a disturbance.
Library board members - contact your library board members and encourage them to use this downtime to complete their Trustee Certification.
Library cards - if the card is in the system: 1) call the patron 2) put a note on the front page of their account that the card is in the Lost card file.
Library cards - if the card is not in the system -- throw it out
Library cards - look at the lost library card file in a drawer at the front desk, scan the cards
Library cards - renew any expired library cards of active users so patrons can still check out digital materials
Library deliveries - suspend package deliveries if no one is available to receive
Library survey - bring your library survey data up to date
Library webpage - build your online presence, work on your website, make tutorials, post links to free online resources for reading and children's activities
Library webpage - visit websites of peer and aspirational libraries to reimagine what your library could be
Light bulbs - replace light bulbs that have blown
Local schools - help your local education system promote learning at home
Lost items - make a list of books/items to order to replace those that have been lost
Magazine - weeding
Magazine/newspaper area - Check the magazine area to see if magazines or newspapers need to be shelved
Magazines - add new magazines (item record), document in magazine check-in sheet & check-in

Magazines - check to see if magazines need to be shelved
Magazines - put magazines in order (current issues or back issues).
Make and take - make packets of consumables for people to pick up outside the library: coloring pages, simple crafts, and book extension activities for children; sudoku, journal prompts, reading guides, and crosswords for adults
Management tasks - complete any other management tasks due at the end of the 3rd quarter (March 31).
Microfilm scanner - make sure the microfilm scanner is turned off when not in use
Missing items - check for missing items (Ask the director to run a report to search for missing items.)
New book stickers - once we start in 2019, look at the NEW tape on the books/and all other items on the shelves and remove any that are 1 year or older. (so in Jan 2019 remove the Jan 2018 tape off any items that have them.)
New book stickers - remove old "new" tape on books if they are 1 year or older
Newsletter
Newspapers - check to see if newspapers need to be shelved
Newspapers - straighten newspapers and put sections back with proper issues
Notices
Online databases - spend time with all the online databases so you are familiar with what each database/ online resource offers.
Online or phone reference - continue to have reference available online or by phone; direct people to mail their census and IRS forms; tell them where to go to get help and info
Opening - empty the book drops –inside and outside
Opening - Log in to Polaris
Opening - Supervisors - Count the money (See the Cash Register & Deposits procedure); Check voicemail for messages; Check HOLDS list and expired holds
Opening - Switch the rear entrance to "automatic" on top of the downstairs door frame
Opening - take phone off night service
Opening - turn on interior lights, computers
Opening - Unlock the doors on time
Outside - Go outside and pull some weeds
Outside - if the weather is nice, go to the shed and work on straightening it up
Outside - if the weather is nice, pull weeds outside
Overdues - do shelf checks for overdue books
Overdues - run overdues – Wednesdays, Look for on Thursdays, Print/Mail
Patron database - clean up patron database; remove patrons who have moved away. (You can do a search for anyone who has had no circulation for a year or two)
Patrons - call patrons with books on reserve/hold
Patrons - call patrons with items on hold, mark and put on hold shelf
Patrons - call people with overdue books
Patrons - call with books on reserve/hold
Patrons - reach out to check on your patrons that might need it, email or call them
Patrons - remove patrons from database with no usage in last 5 years
Patrons (older ones) - make a list of elders in your library community and set up a plan for phoning them weekly. Ask how they are doing, how is their health, are they getting enough to eat, whether they would like something to read, if they have or need internet connectivity or tech help, and if they need any other services that the library might connect them with.
Plants - water plants that need watering
Printer paper - check supply of paper in printers and copier
Proctor
Program - design a program that you can lead
Program - develop a program idea to suggest to the director (with details about who, what, when, where, why – dates, times, supplies needed, etc.)

Public computers - clean computer keyboards and headphones, terminals, mice
Public computers - clean computer terminals, keyboards, mice
Public computers - clean the keyboards and mice daily (microfiber cloth or Lysol wipe), computer monitors as needed (microfiber cloth or screen cleaner only)
Public computers - end public computer sessions if patrons have left the computer on
Public computers - go to the computer spots and straighten the paper & pencils, etc.
Public computers - grab the canned air and clean out the keyboards on desk and public computers
Public computers - log out public computers
Public computers - maintain Supplies (pencils, scrap paper, hand sanitizer) at Patron Computers
Public computers - make computers available to just a few people at a time
Public computers - refill paper and sharpened pencils by all public computers
Public computers - sanitize public computer keyboards/mice
Public Computers - sharpen pencils at the patrons and OPAC computers and refill scrap paper if needed
Public computers - walk around public computer areas and ask patrons if they need any assistance
Read shelves - check that items are in proper order on shelves
Read shelves - making sure that ALL books are in shelf order, such as fiction books being alphabetized by author's last name, then by author's first name, and then by title. Exceptions can be made for series
Read shelves - shelf read the easy books
Read shelves - straightening/dusting/shifting
Reader's Advisory - read a chapter or two from a book to help with RA
Returned items - check in and reshelve items that have been returned
Returned notices - handle returned notices
Scrapbook - is the scrapbook for library news articles up to the last week?
Shelve - all items
Shelves - edge/face shelves – make them nice and even on the front of the shelves (except for the J DVDs which should be pushed all the way back)
Shelves - face shelves
Shelves - grooming the shelves (straighten books on shelves to align them)
Shelves - read, dust
Shelves - shelf beautification - straighten, squish books back together, fill displays
Shelves - straighten shelves (books, DVDs, audio books, etc) in sight of desk if you are covering the desk; also stacks
Shelves - straighten
Shred things
Shredder - empty shredder
Shredder - empty shredder into recycle bins. Empty recycle bins and rinse cans
Signage - evaluate the signage in your library. Create or order new and better signage.
Signage - make a new sign/image on the sandwich board
Signage - posters
Signage - update signage or create new signage that is inviting
Signage - updating current signage or creating new signage
Social media - update social media to help your library become a clearinghouse for rapidly-changing local, state, and national directives. Make every effort to be a reliable, trusted source and avoid bias and personal opinion.
Staff area - clean drawers & cabinets
Staff calendar- keep current
Statistics - end of Month Stats, Printing Copy count
Storage room - Are the shelves in the storage room and meeting rooms neat and tidy?
Storytimes - record storytimes and send out on social media
Summer Reading - make a contingency plan in case you need to do an online Summer Reading Program
Summer Reading - plan Summer Reading activities

Supervisor - ask supervisor or director if there is anything that they can do
Supervisor or director - ask if there is anything that they can do
Supplies - refill scrap paper/little pencil holders.
Tax season - IRS printouts
Tax season - replenish tax form supply
Tidy - pick up books and other materials. Rfid check-in-house use and reshelve them
Tidy - pick up toys
Tidy - pick up trash on the floor
Tidy - straighten tables and chairs
Tidy - tidy the board room (but this is tough if you are here alone)
TV - turn off the children's TV when not in use
Volunteer hours
Walk the building - are there books that need to be in-housed and put away? Are the newspapers messy? Are the displays (slatwall) full? Do chairs need to be pushed in or is something messy? Is every shelf a shelf you would be proud to say you worked on, if not straighten it up.
Walk the building - make rounds through library. Could anyone use your assistance? Do you need to offer any gentle reminders regarding Code of Conduct?
Walk the building - take a walk around the building and pick up any trash
Walk the building- are there books that need to be in-housed and put away? Are the newspapers messy?
Walk the bulding - float upstairs/downstairs to assist as needed
Water plants, if needed
Weeding items - from the collection (Ask the director to run a report to weed a particular section.)
Weeding items - nominate old book for weeding (shop shelves for dirty, damaged, dated looking books and then check circulation history)
Weeding items - we can provide guidance on best practices in weeding
Weeding items - weeding and other one-time projects assigned by director/librarians
Weeding items - weeding books from the collection (Ask the director to run a report to weed a particular section.)
Weeding items - weeding/Inventory for month done?
Wifi - check Wi-Fi stats at 4pm daily
Wifi - keep wifi on 24/7 so people can use it in the parking lot; advertise this