

Cataloging

- Plan your post-return weeding project; use your catalog to guide you in weeding decisions.
- Analyze your catalog for gaps in your collection and look for materials that will supplement those gaps
- Analyze your catalog for inclusive language; edit if necessary and if you have permissions to do so in your ILS
- Clean up discrepancies and duplications in your ILS
 - Specific suggestions of what to work on from AUTOCAT:
<https://tinyurl.com/vyhmdaw>
- Check your catalog for expired patrons, patrons you know have moved away or are deceased, respond according to your library's policies, although you might want to consider generously renewing patrons so they can access digital content while your library is closed
- Try RDA Toolkit; free trial period extended to 60 days: <http://access.rdatoolkit.org/freetrial>
- Take a class in SQL (Universal Class offers one)

Collection Development

- Increase your digital collection if it's in your budget
- Plan collection development for books with future publication dates

Library Maintenance and Administrative Tasks

- Track your work, both time and content
- Track workflow and accomplishments, reference questions, outreach during the time your library is shut down
- Create subject or genre-specific book recommendation lists
- Create LibGuides (webpages) on topics your patrons might be interested in
- Organize files on your computer
- Clean up your email inbox
- Do grant research and write a grant
- Find the list of ideas you made when you first started your job. Are there any on there you haven't done yet that can be done from home?
- Create/Update procedures documents for your job or for the library
- Learn how to use the MHEC system to save your library money in purchasing decisions:
<https://libraries.vermont.gov/services/MHEC>
- Create or revise staff and/or volunteer handbook
- Create or revise circulation desk handbook
- Make lists of what new things you want to do when your library reopens; what might you want to do differently using insights from this period of being closed?
- Practice doing reports from your ILS
- Get your data all cleaned up so it's in great shape for the next Annual Report! Set up systems for capturing data more effectively/accurately/easily
- Edit/improve your website
- Browse websites of libraries you admire, see what you can emulate on your library's site

Long-term Planning

- Look over your library's Strategic Plan and think about the activities you've done over the past year and how they fit into that plan – and then look at areas of the Strategic Plan that still need to be worked on
 - Ask your Board to do the same and then hold a virtual board retreat
- Look over the E's of Libraries website from ALA and think about ways you can work on an advocacy plan for the library - <http://www.ala.org/advocacy/pp/e>
- Ask community members to send you what they miss about the library while it's closed; archive these for future advocacy and strategic planning
- Learn more about the demographics of your community; any surprises? Communities to reach out to about library services? Are you familiar with your town/city plan?
- Read through the Libraries Transforming Communities Guide from ALA and brainstorm ways your library could engage in deep community engagement:
http://www.ala.org/tools/sites/ala.org.tools/files/content/PPO_LTC_Fac_Guide%20-%20WEB%2002-04-2020.pdf
 - More resources: <http://www.ala.org/tools/librariestransform/libraries-transforming-communities/small-mid-rural-public>

Miscellaneous/Fun Projects

- Make instructional videos for your patrons, staff, and volunteers on Libby, VOL, using your ILS
- Make short videos on "Adulting" Tasks (how to tie a tie, make coffee, fold a fitted sheet, etc.)
- Make friendly "I miss you and here are some book ideas" videos for your patrons; remind them of free online sources for learning and recreation
- Call to say hello to patrons you usually come to the library every day, who may live alone, senior patrons or volunteers
- Send electronic newsletters to your patrons; learn how to make good electronic newsletters if you don't already know how
- Send analog things to do via snail mail to people without good internet or who you think would enjoy them (ex. crosswords, word searches)
- Learn how to use Canva (or get better at)
- Learn how to create podcasts (or get better at)
- Make and post book trailers; or get in touch with patrons and ask them to make and share
- Post updates, book suggestions, reminders of digital resources, and patron quotes (with permission) on library social media
- Develop "Welcome to the Library" packets for new patrons and trustees, new community members

Professional Development

- Read book reviews, professional journals, library and other literary blogs; Booklist and BookLinks are free online until further notice: <https://www.booklistonline.com/>
- Continuing Education: brush up on tech skills, dip into a specific area of interest you haven't had time for, take longer online trainings than you typically have time for
 - Take a few courses on Universal Class
 - Learn how to use Libby better

- Do a few searches using the Gale Databases (explore some of the databases that interest you so that you can tell patrons about them!)
- Explore Learning Express and take a few practice tests
- Become more familiar with the Dewey Decimal System
- Host a virtual staff day
- Ask a peer librarian who is good at something you'd like to get better at to have a virtual mentoring session with you; or offer to be a mentor to someone

Programming

- Host virtual book discussions, virtual podcast discussions, or other programs; maybe discuss articles that are short and everyone can access since it's hard to share multiple copies of books right now; "Any Book" Book club: invite people to share about what they're reading, so everyone doesn't have to have access to the same book
- Host a virtual author visit or other guest speaker – tap into local talent!
- Work on prepping crafts, making puppets, or other similar preparation ideas for future programming
- Plan future programs
- Host a virtual [Story Circle](#) or other storytelling event
- Host virtual wellness programs (example: one library has moved a regular mindfulness class to Facebook Live)

Working with Trustees and Other Stakeholders

- Don't forget to report to your Board, at least as often as you normally would. Now might be the time to sprinkle your report with graphs or pie charts
- Meet virtually with the library board to go over policies and update if needed
- Reach out to the Town Administration and update them on what you and other library workers are doing as they work from home
- Reach out to donors and update them on your plans for the future