

To : Pioneer Library System Library Directors

From : Director/Staff Exchange Committee Members -
Nancy Burns (Wyoming County), Melissa Correia (Ontario County), Elly Dawson (Wayne County),
Cassie Guthrie(PLS), and Jeanna Ruter (Livingston County)

Date: June 15, 2012

We are pleased to officially announce the **Fall 2012 Director/Staff Exchange** which will take place **this September and October!**

We believe this is an excellent training opportunity as well as a chance to get to better know your library colleagues throughout the Pioneer Library System.

What's In It For Your Library?

Some things you and your staff might learn (on purpose or by accident!):

Display/merchandizing ideas
Library layout alternatives
Staff workflow and efficiency (how to save staff time)
Customer service strategies
How a "fresh eye" views your library

Guidelines for a successful and rewarding visit:

1. Please send in the attached form **NO LATER THAN AUGUST 3rd**. Even if you do not plan to visit another library or send staff, please let us know if you are willing to host staff from another library.
2. If appropriate for your situation, please share this information with your library board and ask them to encourage your library's participation – it's a very low-cost continuing education opportunity which has the potential to have a BIG impact on your library! Some of these potential benefits are listed above ("What's In It For Your Library?").
3. All visits will be scheduled for ½ day: 3-4 hours.
4. Please think of specific things you would like to learn about, see, or do while on the visit to assist the hosting library in planning for your visit.
5. Be sure to give us a 2nd choice for where you would like to visit – we will make every effort to send you where you want to go but we do not want to be a burden – some libraries may only be able to accept a limited number of staff.
6. Have fun!

**Pioneer Library System
Fall 2012 Director/Staff Exchange Form**

Today's Date: _____

Your Name: _____ Your Library: _____

Host Sites:

Are you willing to be a host site for an Exchange (have people visit your library)?:

Yes

No

If yes, please circle all the days/times* that you could host an Exchange:

Monday am Monday pm Tuesday am Tuesday pm

Wednesday am Wednesday pm Thursday am Thursday pm Friday am Friday pm

*AM ends by 1:00; PM ends by 5:00; Exact start/end time to be determined by the staff person & host site

Visiting Staff:

Will someone from your library be visiting another library?

Yes

No

If yes, please fill out the information below for each person who would like to visit another library (please attach additional copies of this form, as necessary):

Name: _____ **1st choice** of library to visit: _____

What you would like to learn/do: _____

2nd choice of library to visit: _____

What you would like to learn/do: _____

Please circle all the best days/times* for a visit to another library:

Monday am Monday pm Tuesday am Tuesday pm

Wednesday am Wednesday pm Thursday am Thursday pm Friday am Friday pm

*AM ends by 1:00; PM ends by 5:00; Exact start/end time to be determined by the staff person & host site

Exchange visits will take place in **September and October**. You will be contacted by the library you will be visiting to arrange a mutually convenient time. All visits will be for ½ day (3-4 hours).

Please return this form to Jeanne Hayes at PLS no later than Friday, August 3, 2012