

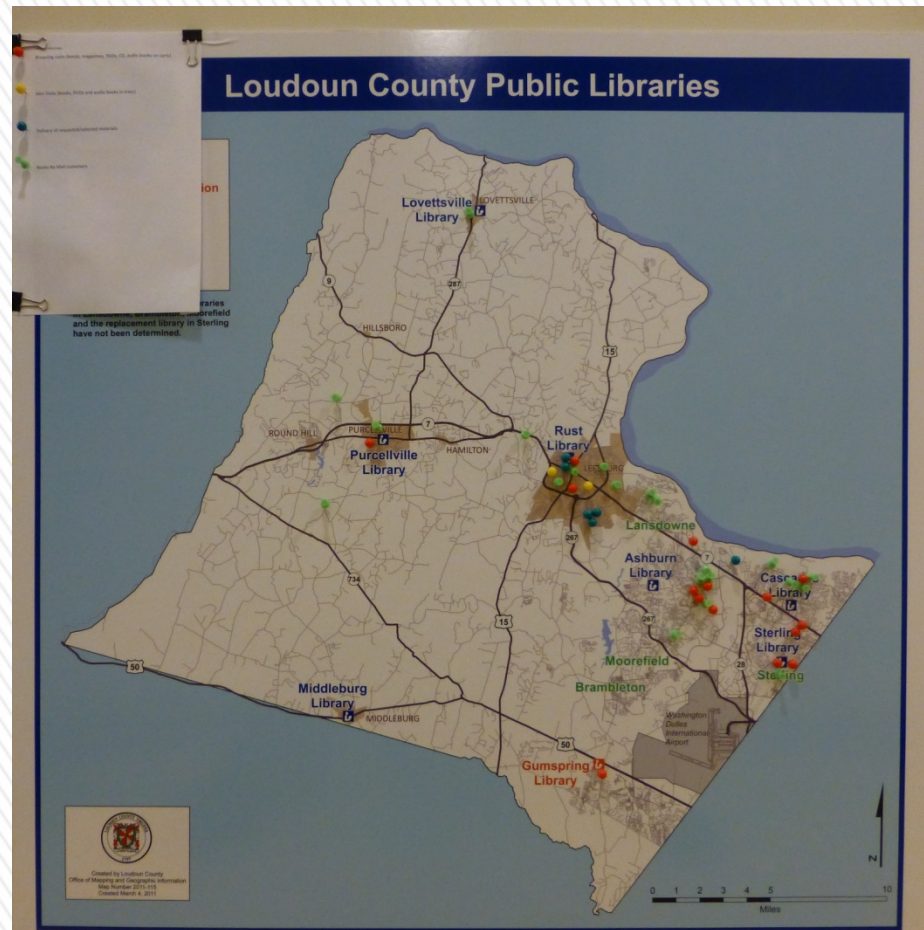
ABOS 2014



Virginia LaRocque

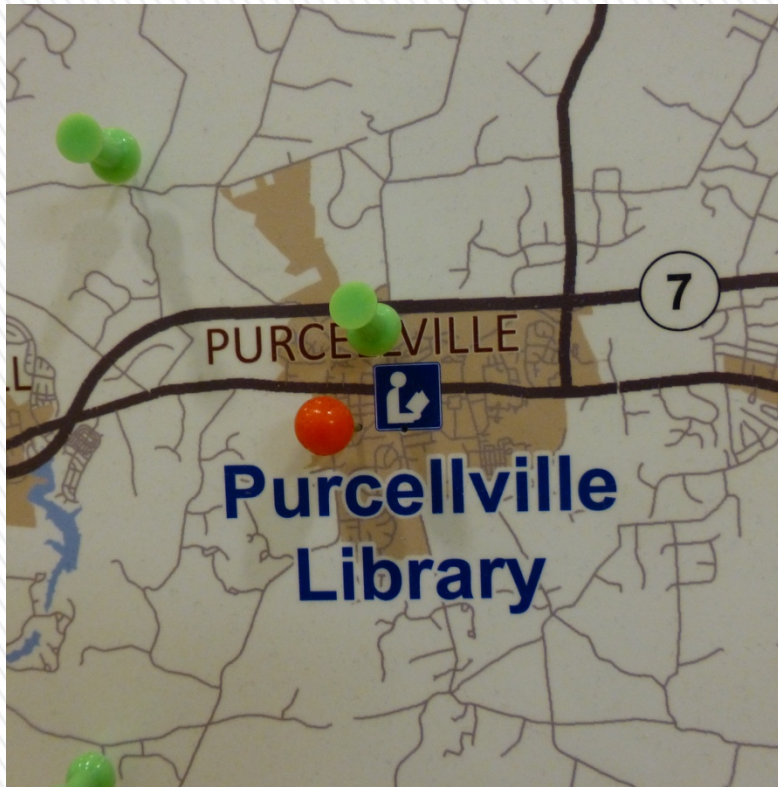
Lobby Stops

the Loudoun Way



**Loudoun County: 520 square miles, 350K population,
home of the Internet & many government/tech
companies**





West is low density/rural
East is high density/suburban



Rules for us



1. We are the library /
say it & show it all the time
2. Everything on wheels
3. Details are what we do /
write it down!



We start and end our day here

Calendar hanging on a closet door beside shelving unit



5 258/107	16 259/106 Independence Day (M) Grayle 9-4 Gabi 9:30-2:30 LeisW 9:50 Jur Det Adult Det LNRC 2:20 48 1 1 9	17 260/105 Grayle 8:30-2:30 Gabi 9:15-12:30 meet 50 Pot GR 2 CAS V (ii) Month (12:30) ✓✓ 45 16 6	18 Grayle off Gabi 9:30- MAD 10 80 Tai Chi check out WWFS
22 265/100 Autumn begins	23 266/99 Grayle 9-2 Gabi 9-2 FALC 9:40 cream social/Rust 2-3 pm	24 267/98 Rosh Hashanah begins at sundown Grayle 9-2:30 Gabi 9:30-2:30 10:10 MAD H SR Expo 11-2 light lunch (Handout Done) Her H 1:00 P1-attend 70 32 28	25 Grayle 8:30 Gabi 8:30- Wing h APO 18 3 3
29 272/93	30 273/92 Grayle 10:30-3		

Our lives day by day

Where we go

What time we leave

Staff schedules

Meetings

Presentations

Bookmarks done v

Attendance at visit/stop

Even our exercise classes





Our Checklist



Remember for Today's Stop

Check notebooks for special requests before check out
Is truck restocked? Enough new books?

Run Pull List

Run Overdue List

MiFi (charged)

Rolodex

Stop envelope w/ Notebook & Bookmarks

Wear badges

One additional green bin & sign for returns



Our Checklist



Example

Ashby Ponds: 1 hour, 2nd stop after Wingler

Take holds on Rust double sided cart

Take new/7 day regular print on 1 shelf of Rust cart

Use 2 computers on Ashby Ponds network as guest

Bring back returns, don't check in

Take horse books for Ms. T.



Our Checklist



Example

Falcons Landing: 1 hour

Use 2 computers

Take sign about holds not picked up

Take new/7 day regular print with sign

Take 2 bios, presidents or famous people, on
audio CD for Mr. D

» 2 types of Lobby Stop

» Books on Carts

» Books in Trays





Pull holds for Today's Visit

Visit/Stops are alphabetical around the room.

Holds, Rolodex and stop envelope together

Same day stops are in same Rolodex

Don't forget the sign for pick up!





Pack the wagon's bin w/ holds, box w/ MiFi, phone, laptops, add bin for returns (& sign), carry bags too!





Storage cart for DVDs and Audio





Ready to roll!





It's all about Geometry!





**Here's how we
pack a little truck**

**Cart with E Track &
tie-down straps**





View from back of truck, LP Non Fic, magazines, LP mysteries, LP romance, LP fiction, wagon goes in the middle, extra cart goes in front fastened on safety grid





Leisure World holds cart on safety grid at front of truck.
Ashby Ponds holds cart goes on the side of truck,
displaced cart is moved to safety grid at front





Trays of Harlequin Love Inspired & Suspense
New books & signs in canvas bags





Mystery cart, almost too heavy for the lift,
with green risers and tray of music CDs





Sometimes we get help, sometimes we don't





Ready for customers





Ready for customers





Ready for customers





Different set up at each stop





Different set up at each stop





Different set up at each stop





Different set up at each stop



» 2 types of Lobby Stop

» Books on Carts

» Books in Trays





Lobby Stop w/ Trays

**Assisted Living
End of lunch
New Large Print &
lots of DVDs**





Ms. B. selects a book from the trays






Mr. L. selects many DVDs from the trays





Checking out DVDs for Meadow Glen staff >

- 
- » New facilities are opening all the time
 - » Offer Books-By-Mail
 - » Big? Plan ahead for 2 visits a month
-
- » Facilities are losing readers all the time
 - » Is it Staff or Customers using the service?
 - » Quantity matters
 - » Downsize to Books-By-Mail

Adding a Stop or Reducing Service >

Stuff & Equipment

Truck: Chevy Express van w/ back-up camera & E-Track

Polo Shirts: Port Authority

Coats: Lands End squall jackets

Canvas bags:

- LL Bean (unmarked)

- Lands End (LCPL logo, long handles)

Badges and magnetic sign: Signarama

Tablecloths/runners: Displayit

Bins and green box: Uline

Wagon: Uline handi-mover, 600 lbs., solid wheels

Retractable Tie-Downs: Home Depot

Green risers: Michaels crafts "lap desk"

MiFi: Verizon Jetpac (hot spot)

Questions?

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