### techsoup

### Maximize Your Library Technology

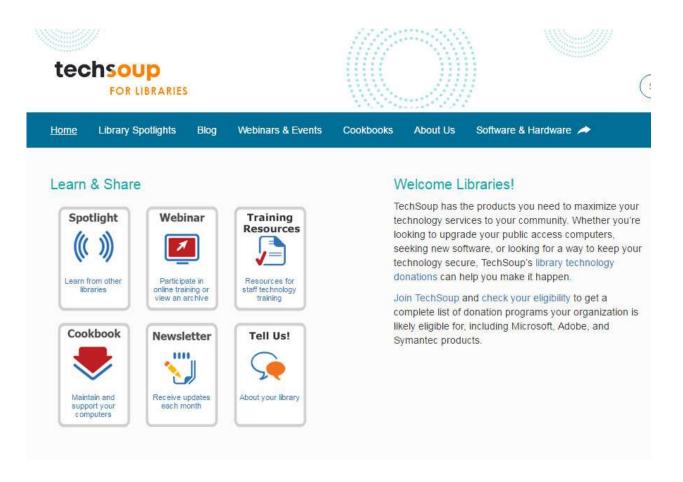


Molly Bacon Social Media Manager, TechSoup for Libraries





#### About TechSoup for Libraries



TechSoup for Libraries gathers and shares stories from the field so libraries can learn from each other



#### **Our Impact**



in lifetime savings for public libraries



Of all public libraries in US served

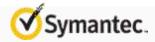


#### **Our Corporate Partners**



#### ıntuıt.





- Acclivity
- Adobe
- Alpha Software
- Atlas Business Solutions
- Atomic Training
- Autodesk
- Azavea
- BetterWorld
- Bitdefender
- Blackbaud
- Bloomerang
- Box
- Brocade
- · Bytes of Learning
- Caspio
- CauseVox
- CDI Computer Dealers
- Cisco
- Citrix
- CitySoft
- CleverReach

- ClickTime
- Closerware
- Comodo
- Connect2Give
- Dell
- Dharma Merchant Services
- Digital Wish
- Dolby
- DonorPerfect
- Efficient Elements
- FileMaker
- GoDaddy
- GrantStation
- Guide By Cell
- Headsets.com
- Horizon DataSys
- HR Solutions Partners
- Huddle
- Idealware
- InFocus

- Informz
- InterConnection
- Intuit
- JourneyEd
- Litmos
- Little Green Light
- Mailshell
- Microsoft
- Mobile Beacon
- NetSuite
- Nielsen
- NonProfitEasy
- O&O Software
- OneNFP
- PayAnywhere
- PC Rebuilders & Recyclers
- People-OnTheGo
- PhilanTech
- Pitney Bowes
- Quickbooks Made Easy

- Reading Eggs
- ReadyTalk
- Red Earth Software
- Sage Software
- Shopify
- Simple Charity Registration
- Skillsoft
- Smart Business Savings
- Society for Nonprofit Organizations
- Sparrow Mobile
- Symantec
- Tableau
- TechBridge
- Tech Impact
- Teespring
- Telosa
- Tint
- Ultralingua
- Western Digital
- Zoner



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#### Who Can Get TechSoup Technology?

Public Libraries with an IMLS listing <a href="https://harvester.census.gov/imlssearch">https://harvester.census.gov/imlssearch</a>

➤ Public libraries with 501(c)3 status

Friends of the Library or Library Foundation groups with 501(c)3 status

http://www.techsoup.org/libraries





#### **Discounted Hardware**

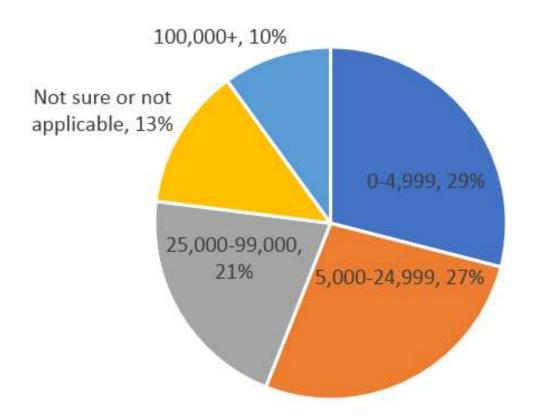
Choose from discounted and donated desktops, laptops, tablets, hotspots, projectors, and more to enhance your library's technology offerings!

http://www.techsoup.org/hardware



## Who's here today?

Library Service Population



Library Type

- 63% Public
- 20% Academic
- 4% School
- 14% Other (Special, State, Consortium, non-library)

56% of registrants from small or rural communities

### Resources

#### **Webinar Series Learner Guide**



#### Social Media and Libraries

LEARNER GUIDE

Produced in partnership with



#### **Social Media Starter Kit**

#### Understanding Facebook Activity: From the Personal to the Organizational Creeted by Jessica Baccon

 Go to Fecebook, click on the down arrow in the menu, and select "Activity Log" (For help finding: https://www.facebook.com/help/280068277934467helpref=fag\_content). Evaluate what made you engage or respond on Fecebook during the last month, or, if you are very active on Facebook, look at your most recent 20 actions.

Note how many of these types of posts you liked, commented on, shared, or posted a reaction to:

- A. Pictures of family/friends:
- B. Pictures without family/friends:
- C. Humor:
- D. Text status:
- E. Video:
- F. Linked article:
- G. Event
- H. General info about a program/event:
- I. How many of these are from a personal account like family/friends/people you know?
- I. How many of these are from a page by a fibrary/business/organization?

**Worksheet: Understanding FB Activities** 

## Have you taken the survey?

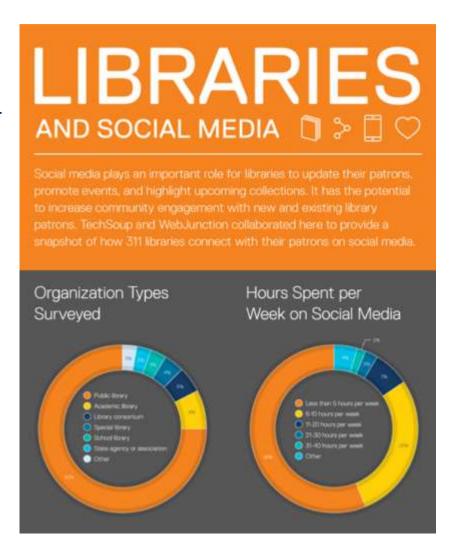
https://www.surveymonkey.com/r/libsSM

Initial analysis on 311 respondents, How Libraries Use Social Media

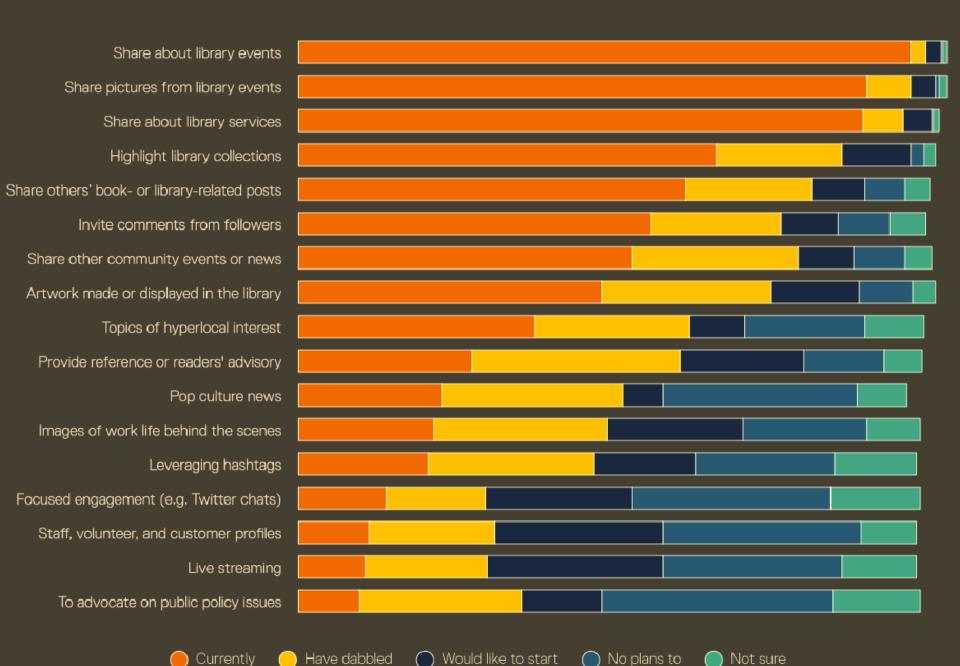
Over 400 respondents as of today!

Survey open through December 19

Final report available in early 2018



#### What Libraries Use Social Media For



## WebJunction's Social Library Series

http://www.webjunction.org/explore-topics/social-library.html

#### Social Library, Volume 93

This week's edition of our Social Library series represents a sampling of some of the exceptionally innovative programs, events, and news from the libraries we follow on Facebook. Whether picking up on the latest craze, or reaching unlikely patrons with new community partnerships, these libraries are definitely thinking outside the box! If you'd like to see your library featured in a Social Library edition, please let us know via social@webjunction.org or find us on Facebook. If you'd like to see your library featured in a Social Library edition, please let us know via social@webjunction.org or find us on Facebook.



In case you haven't heard, there's a growing fascination
for painted rocks out there! N. P. Sims Library in Texas posted this colorful rock photo above to announce
their new Reading Rock program. Young patrons are invited to check out a book, along with its matching
rock, and then hide the rock around town for another child to find and return to the library (there's a "please
return to the library" message on the back of each rock). For each rock returned to the library, there's a
prize! One of the comments in the Facebook thread suggests hosting a book-themed rock painting
contest—we love that idea too!

## WebJunction's Social Library Series

Topics	Count
inclusion	24
teens	22
partnerships	21
social media	16
health	14
marketing	13
STEM/STEAM	13
fundraising	12
reading incentive program	12
community engagement	11
early learning	11
workshops	11
readers advisory	10
advocacy	9
contest	9
garden	9
national library week	9
tie-in	9
writers	9
banned books	8

- Loads of inspiration
- Nearly 400 libraries featured
- We'd love to feature your library!

#### Social Library

Overview News See All

The Social Library Series spreadsheet (xls) collects all volumes and can be sorted by state, library, and topic.

The Social Library, Volume 1	The Social Library, Volume 41	Social Library, Volume 81
The Social Library, Volume 2	The Social Library, Volume 42	Social Library, Volume 82
The Social Library, Volume 3	The Social Library, Volume 43	Social Library, Volume 83
The Social Library, Volume 4	The Social Library, Volume 44	Social Library, Summer Reading V
The Social Library, Volume 5	The Social Library, Volume 45	Social Library, Pride Edition
The Social Library, Volume 6	The Social Library, Volume 46	Social Library, Volume 86
The Social Library, Volume 7	The Social Library, Volume 47	Social Library, Volume 87
The Social Library, Volume 8	The Social Library, Volume 48	Social Library, Renovation Edition
The Social Library, Volume 9	The Social Library, Volume 49	Social Library, Volume 89
The Social Library, Volume 10	The Social Library, Volume 50	Social Library, Volume 90
The Social Library, Volume 11	The Social Library, Volume 51	Social Library, Library Card Sign-L
The Social Library, Volume 12	Social Library Series Turns One	Social Library, Banned Books Wee
The Social Library, Volume 13	Social Library, an Early Literacy Edition	Social Library, Volume 93
		I

## Geek the Library on Facebook



@geekthelibrary



- WebJunction-managed
- Great content generator
- Please share our posts
- We love sharing yours!

70,205 67,222

Total Likes Total Follows

## Today's Presenters



Amy Hitchner
Collaborative Programming Coordinator,
Colorado State Library



Jessica Bacon
Executive Editor and Founder,
The 5 Minute Librarian

## Getting Started with Social Media: Tips for Beginners

Amy Hitchner
Collaborative Programming Coordinator
Colorado State Library



#### Session Objectives

- Learn how to make a basic social media plan that maximizes your limited resources and staff time.
- Discover resources useful for first-time library social media managers and content creators.
- Learn some basic graphic design principles that you can use when creating your social media content.

Social media is the digital space where you interact with your community.

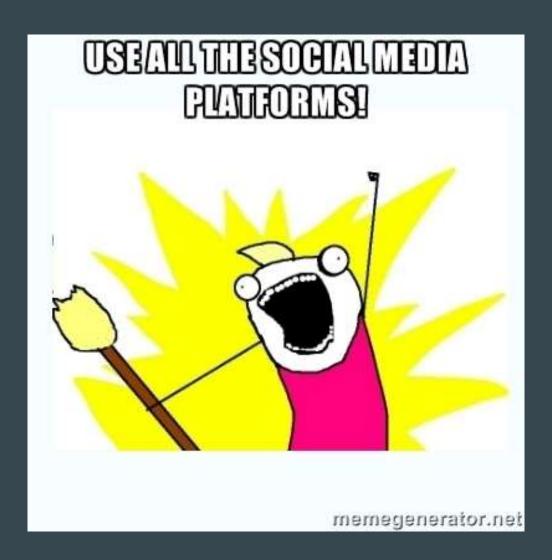
No experts? No budget?
No problem.

## Create a Social Media Plan.

- Assemble your team.
- Define your goals.
- Determine your budget.
- Plan to plan.
- Make a content calendar.
- Feed & water regularly.
- Refine with analytics.

Assemble your team.

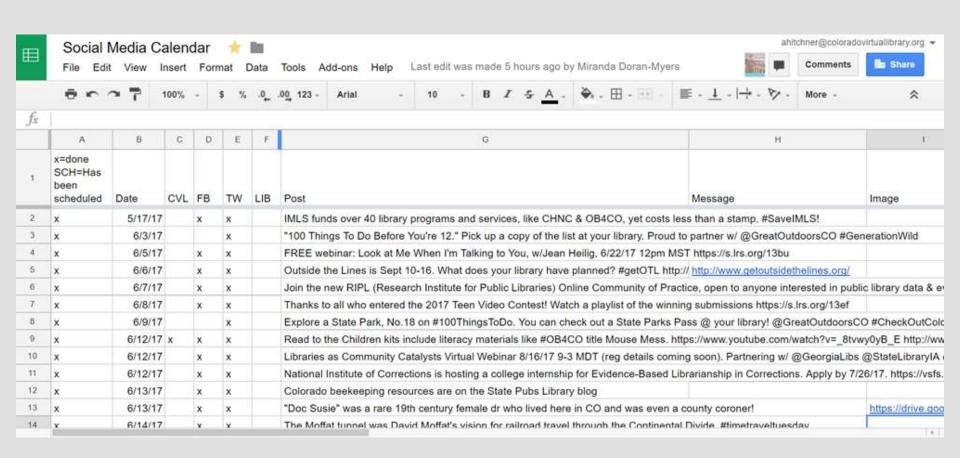
Define your goals.



Determine your budget.

Plan to plan.

Make a content calendar.



Feed and water your social media channels regularly.

Use analytics to refine your plan.

## Create better social media graphics.

(a quick primer on graphic design)

## Visual Hierarchy & White Space

Make it easy to find the most important information.



https://collection.cooperhewitt.org/objects/18790061/

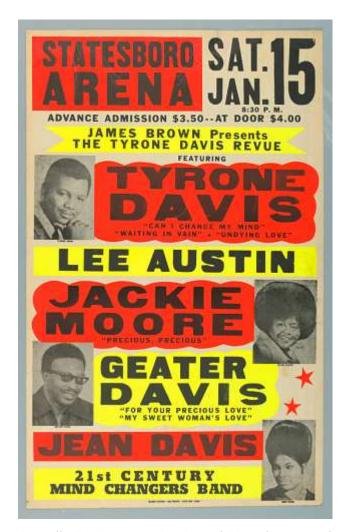
## Word Art and Clip Art

Just say no to 90s graphics.



#### **Fonts and Colors**

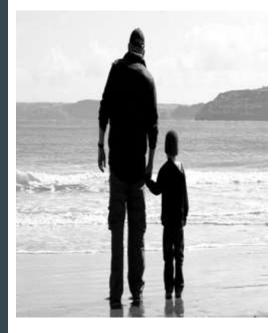
Limit to 2-3 of each. The fewer the better.



https://collection.cooperhewitt.org/objects/18655385/

## **Images**

Crop them or resize them proportionately. Don't distort them by stretching.





## **Templates**

You'll wonder why you didn't use them before.



#### Blogs & Articles

- How to get your word out the "right way"
- Creating compelling visual content for social media
- 12 common image formatting mistakes
- Smashing Magazine (blog)
- Ad/Lib (blog)

#### Learning & Training

- TechSoup webinars
- <u>Library Marketing & Communications</u>
   <u>Conference</u>
- Wyoming State Library Training
   Calendar
- ACRL Library Marketing and Outreach Interesting Group (Facebook group)
- ALA PR Talk (mailing list)

#### **Images**

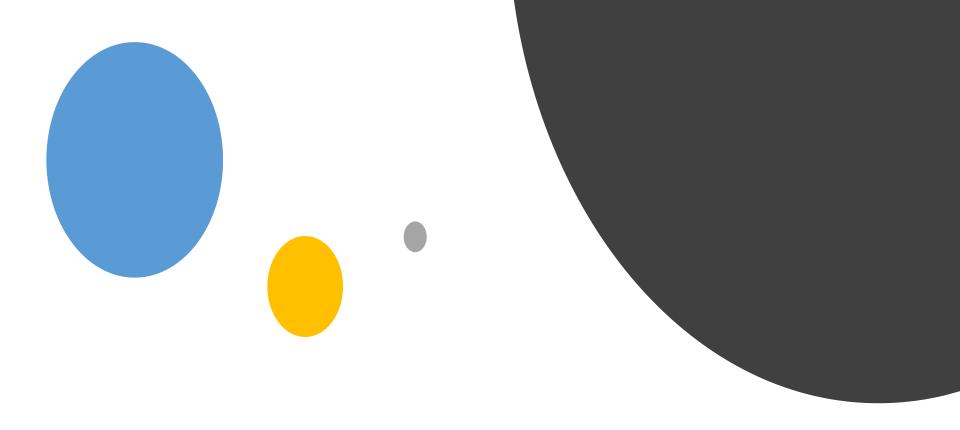
- Nobacks.com Free stock images with no backgrounds
- Vecteezy Free vector art
- Noun Project Free icons
- Free high-resolution images
  - o <u>Pixabay</u>
  - o <u>Unsplash</u>
  - o Public Domain Archive
  - o Wikimedia Commons
- 2017 Social Media Image Sizes Cheat Sheet

#### Design Tools

- Canva
- Piktochart
- GIMP

# Amy Hitchner <u>ahitchner@coloradovirtuallibrary.org</u> @hitchlib



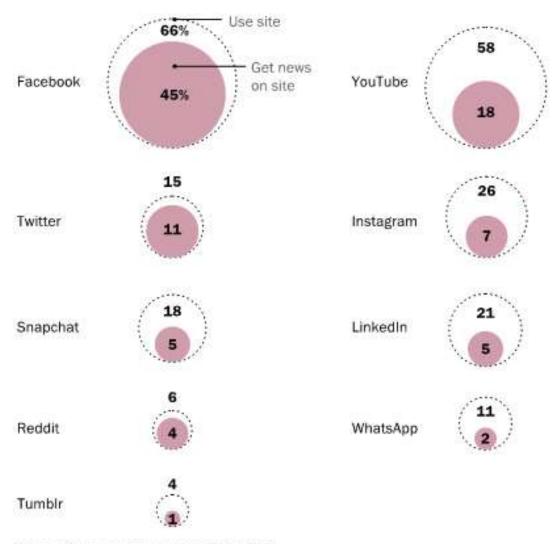


# Social Media Usage

**Data and Platforms** 

#### Social media sites as pathways to news

% of U.S. adults who use each social media site and % of U.S. adults who get news from each site



Source: Survey conducted Aug. 8-21, 2017. "News Use Across Social Media Platforms 2017"

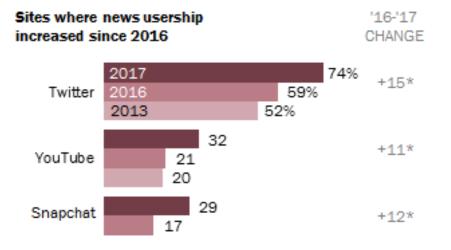
#### PEW RESEARCH CENTER

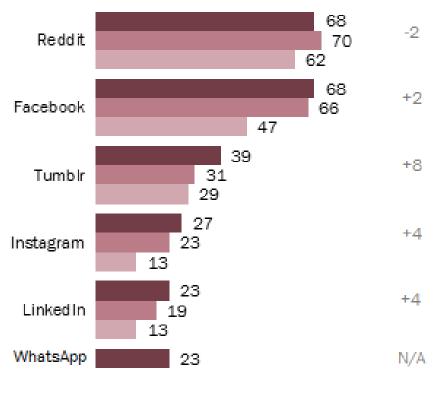
Pew Research Center: Journalism & Media <a href="http://www.journalism.org/2017/09/07/news-use-across-social-media-platforms-2017/">http://www.journalism.org/2017/09/07/news-use-across-social-media-platforms-2017/</a>

#### Sites where news usership did not change since 2016

#### Twitter, YouTube and Snapchat have grown since 2016 in portion of users who get news on each site

% of each social media site's users who get news there





\*Change from 2016 to 2017 is statistically significant.

Note: Snapchat not asked about in 2013. WhatsApp not asked

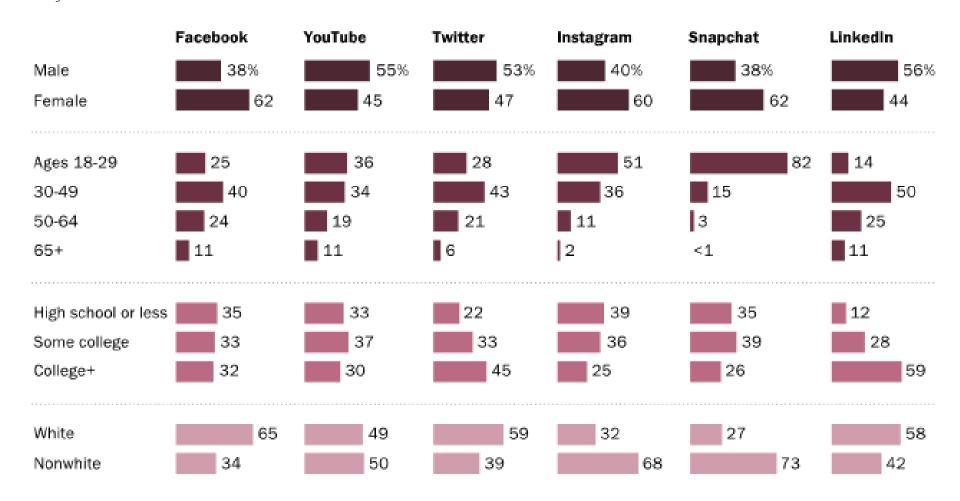
about in 2013 or 2016.

Source: Survey conducted Aug. 8-21, 2017. "News Use Across Social Media Platforms 2017"

#### PEW RESEARCH CENTER

#### Social media news user profiles

% of each social media site's news users who are ...



Note: Tumblr, Reddit, and WhatsApp not shown. Nonwhite includes all racial and ethnic groups, except non-Hispanic white.

Source: Survey conducted Aug. 8-21, 2017.

"News Use Across Social Media Platforms 2017"

#### PEW RESEARCH CENTER

Pew Research Center: Journalism & Media http://www.journalism.org/2017/09/07/news-use-across-social-media-platforms-2017/

# Learner Guide: Platform/Use/Audience Assessment

Platform	Do you use it?	Best Uses	Primary Audience	Notes
Facebook				
instagram				
Twitter				
YouTube	I			
Pinterest	10.			
Linkedin				
Snapchat	10			

# Time for a Virtual Brainstorm



Platform	Best Uses	Primary Audience
Facebook		
Instagram		
Twitter		

# Getting Started with Facebook for Your Library

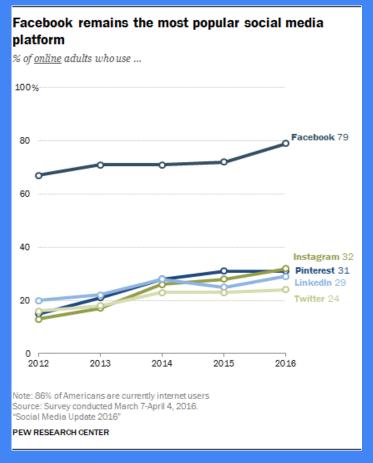
Jessica Bacon
The 5 Minute Librarian Founder and Editor in Chief

# Session Objectives

- To provide an understanding of Facebook's role in social media.
- How to harness the power of Facebook for library outreach.
- Developing a list of resources you can use to save time on content creation and increase your reach.

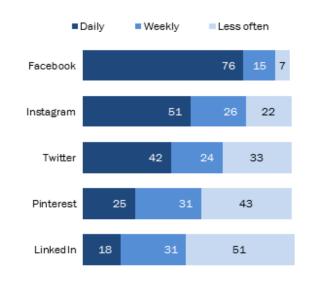
# Why Libraries Need to be on Facebook

- 86% use the internet
- Nearly 8 in 10 online users are on Facebook.
- On average, US users are on Facebook 50 minutes daily.



#### Three-quarters of Facebook users and half of Instagram users use each site daily

Among the users of each social networking site, % who use these sites ...



Note: Do not know/refused responses not shown. Source: Survey conducted March 7-April 4, 2016. "Social Media Update 2016"

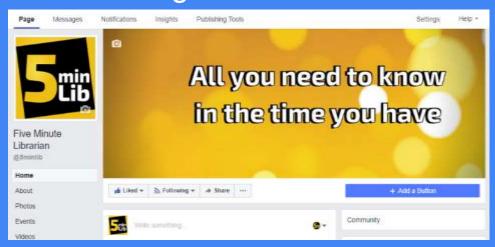
PEW RESEARCH CENTER

# Personal Page Accounts

### Personal Account



### Page Account





# Personal Page Accounts





#### Personal Account

- Top priority: Friends and Family
- "Inform" posts
- "Entertain" posts
- Interactions builds newsfeed
- May hide and unfollow

### Page Account

- Competing for views under "inform" and "entertained"
- Typically, organic reach = 2% to 6% of followers
- Must post 1x a day
- Interactions = Better Reach
- Must be social
- Track and measure results

# Personal Page Accounts

# How Does Facebook Choose What To Show In News Feed?

 ${
m C}$ reator

Interest of the user in the creator

Post

This post's performance amongst other users  $T_{
m ype}$ 

Type of post (status, photo, link) user prefers Recency

How new is the post

This is a simplified equation. Facebook also looks at roughly 100,000 other high-personalized factors when determining what's shown.

# Think Facebook is still easy?

# 7 Factors of a Successful FB Page

- □ 100+ organic reach
- Consistent engaging posts
- ☐ Follower interaction
- Page responds to comments
- □ Page answers messages quickly
- Images designed for desktop and mobile
- □ URL is updated



- #1. Post Often
  - Once in the morning
  - Once in the evening
  - EVERY day

### Post Often

- ☐ Schedule ahead of time (1-2 weeks)
- ☐ Reshare, Reshare!
- ☐ Google Alerts

- #2. You Live and Die by Clicks
  - Only post engaging content
  - ☐ Likes, emotions, comments, shares, clicks to read/watch MATTER!
  - □ Don't be too self focused -- share content based on shared values (reading, authors, book humor, community, etc.)

# You Live and Die By Clicks



Join us today for Storytime Surprise at 5:30 pm! We'll read stories, sing some songs and make a paper cup penguin.



#### Storytime Surprise!

Wednesdays from 5:30 - 6:15



Each Wednesday, Ms. Jennie hosts a storytime filled with fun! (ages 3-6, with a caregiver)

REGISTRATION NOT REQUIRED!

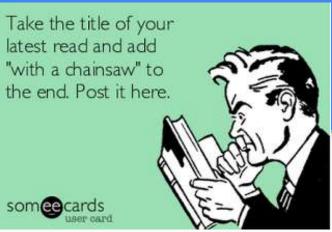


Drop in to the Children's Room today between 1 and 2 and read to Odie, a certified therapy dog who loves to hear stories! Practice your reading, build your confidence, and make a new furry friend.

This program is designed for children from K to 2nd grade.



## You Live and Die By Clicks

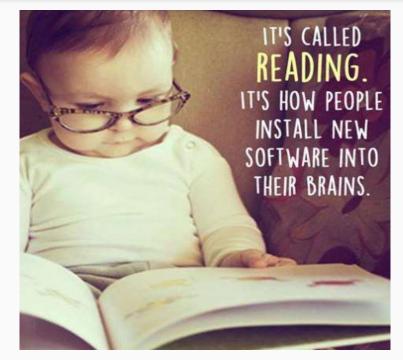


https://www.facebook.com/groups/ShareableClique/permalink/1608570249401080/

#### The turtle beacon has been lit! Quickly, Spike! The city needs you!



 $\frac{https://www.facebook.com/MarlboroughPublicLibrary/photos/a.402620709795.177333.2181382.44795/10153586585104796/?type=1&theater$ 



https://www.facebook.com/groups/ShareableClique/permalink/160461 6473129791/

## You Live and Die By Clicks



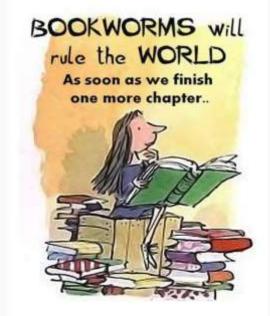


Boulder Public Library acced 3 new photos

Check out these photos of the Munson family and others at the Boulder Farmer's Market in 1978 when it was in front of the Courthouse. It's changed a bit in 37 years? Boulder County Farmers' Markets. Longmont and Boulder & Seeds



https://www.facebook.com/ggckaufmanlibrary/photos/a.411330931989.1 96686.12965156989/10152846618671990/?type=3&theater



https://www.facebook.com/TopekaLibrary/photos/a.380087232975

- #3. Don't Kiss and Tell
  - Don't treat Facebook like a library bulletin board
  - ☐ It is SOCIAL network for a reason -- All posts should be of high interest

- #4. Make a Facebook Event for Events
  - ☐ Don't make a post about it
  - ☐ Only include big events
  - ☐ Harness the power of "interest" button

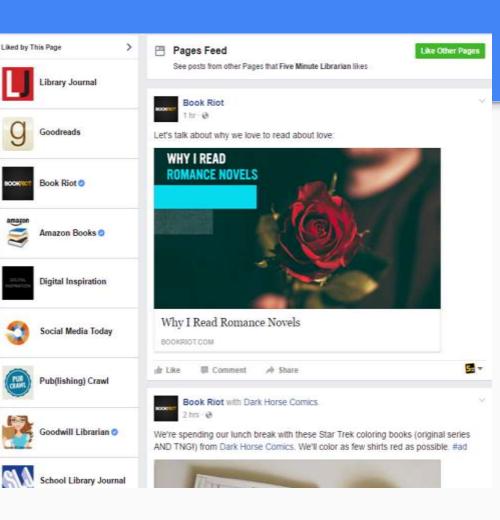
#5. Share Popular Content from Page Feed and other Libraries

- □ Proven quality
- □ Facebook bump in reach
- ☐ Saves you lots of time!

# Pages Feed

- ☐ Visit a Page
- ☐ Like it as Your Page
- Visit Pages Feed





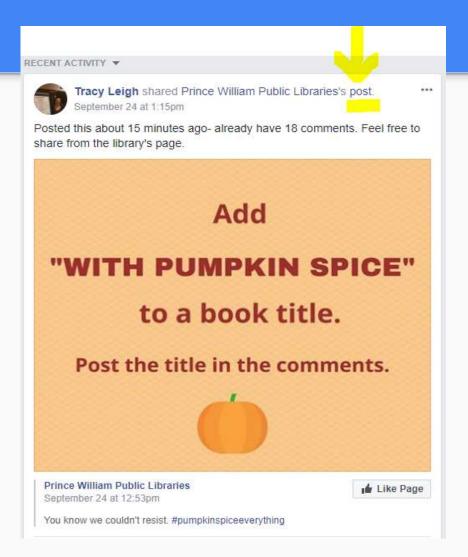
# Pages to Watch





# The Shareable Clique

- □ Share your top performing posts
- □ Reshare popular posts
  - □ Do not use the time stamp!
  - ☐ Use the direct post link
- Crowdsource for ideas



#### #6. Reach Out

- Join Facebook Groups for schools and town/city
- Invite non-fans who liked post to follow page
  - ☐ Works up to100K followers
  - On posts that has a lot of likes
- Advertise

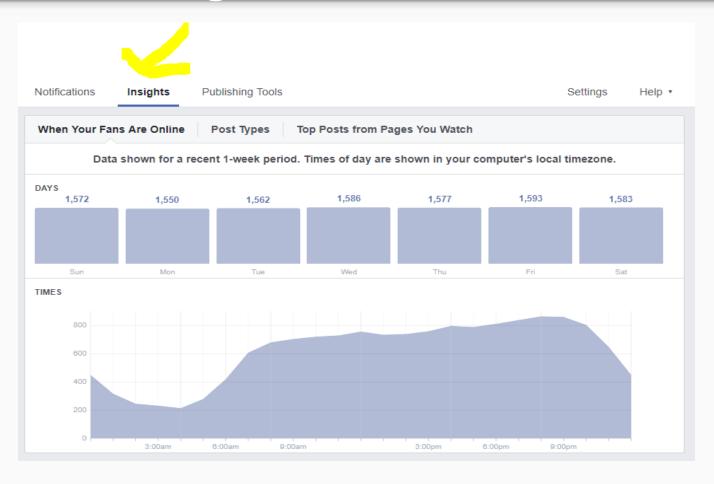


- #7. Create & Link Your Page to a Group
  - ☐ Groups get higher priority
  - Targeted advertising
  - Comment and like as your page
  - ☐ Admins can create and schedule posts

- #8. Words Matter
  - Avoid specific words:
    - ☐ Buy, sale, click, win
  - ☐ Highlight Milestones
    - Anniversary, Birthday, Retirement

- #9. Experiment with Facebook Insights
  - ☐ Try a variety of content
    - ☐ Video, Pictures, Articles, etc.
  - Retry content at different times
  - ☐ Vary length, character count, or video time

# **Facebook Insights**



## Facebook Insights



# Questions?

# Experts to Follow

- Mari Smith, the Queen of Facebook
- □ Social Media Examiner
  - Podcast: Social Media Marketing
  - ☐ Live Video Show: Social Media Marketing Talk
- □ Social Media Today
  - ☐ Free webinars
- ☐ Libraries & Social Media (Facebook Group)



### **Great Content Generators**

- The Shareable Clique (Facebook Group)
- Goodreads
- □ Bookstr
- ☐ Goodwill Librarian
- □ Epic Reads
- ☐ Awesome Librarians
- ☐ Grammarly
- ☐ For Reading Addicts
- Book Riot

### **Citations**

- Bacon, Jessica. 8 Free Ways to Boost Your Library's Facebook Reach. <a href="http://www.5minlib.com/2015/05/8-free-ways-to-boost-your-librarys.html">http://www.5minlib.com/2015/05/8-free-ways-to-boost-your-librarys.html</a>. May 29, 2015. Accessed October 15, 2017.
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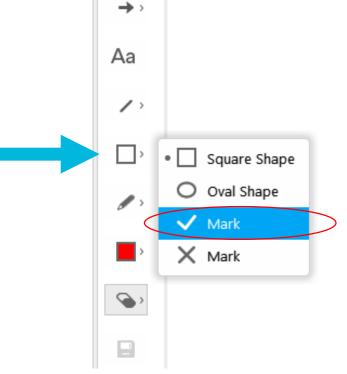
## **Annotation Tools**

Find the grey marker pen in top left corner of the presentation screen.

Click to open the tool buttons in a column on the left side; the marker pen will turn blue.

#### **Check mark**

- Click on square shape, half-way down.
- Use the drop-down menu and choose the check mark.
- Click on slide to indicate choice.



## We would like to start using social media more for:

Live streaming Staff, volunteer and customer profiles Focused engagement, e.g. Twitter chats Images of work life behind the scenes Provide reference or readers' advisory Leveraging hashtags Artwork made or displayed in the library To advocate on public policy issues

### **Social Media and Libraries Webinar Series**

- Use the Learner Guide between sessions to take action
- Connect with each other in <u>Libraries & Social Media</u> group

### Part 2: Social Media Analytics: What to Measure and Why

Thursday, November 30, 2:00-3:30 pm Eastern Time Presented by **Molly Bacon** and **Cherise Mead** 

#### Part 3: Going Deeper with Social Media

Tuesday, December 19, 2:00-3:30 pm Eastern Time Presented by **Lisa Bunker** and **Cesar Garza** 

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