

Library Board of Trustees - Director's Report

April 28, 2020

BUILDING/ADMINISTRATION:

03/18 through 03/25: set up for and initiated limited service (self-service holds pick up in lobby) due to COVID-19 concerns.

03/26 - ?? Closed down building for public service during Emergency Order #12, COVID-19 Safer at Home closure.

- Was able to monitor many library systems remotely (thermostats, door locking, cameras, etc.) thanks to remote access software included with security systems packages.
- Checked building 2-3 times/week for mail, building inspection, routine monitoring

Staffing plan for COVID closure developed based on town memo/discussions with town; approved by library board 4/6/2020; staff either continued working from home or were furloughed.

Participated in bi-weekly WVLS system meetings with other directors throughout closure.

Began planning for phased reopening and curbside services per Emergency Order #28. Staff participated in COVID-19 antibody testing as was offered to town employees through OC Sheriff's Department.

STAFF DEVELOPMENT AND LIBRARY DIRECTOR CONTINUING EDUCATION:

CEUs for 2019: 40 (6 technology) CEUs for 2020:

PROGRAMS AND OUTREACH:

Set up "online-only" patron cards form on website. 5 new cards were issued, and one expired card updated for patrons to access online services.

Worked with Charlotte and April to develop calendar of online programming based on themes. Social media/website posts were developed for each day and some virtual programs were offered.

Monday: Continued Education Day, Tuesday: Children and Families, Wednesday: STEM day, Thursday: Three Lakes Day, Friday: Fun Day

Staff also hosted virtual programs via "BlueJeans" online videoconferencing and also offered the platform for community and library groups that would normally meet in the library meeting rooms. Attendance/participation statistics will be reported later as guidelines for reporting virtual participation in programs is developed. Virtual live meetings offered in April via BlueJeans:

- 3 genealogy/family history research sessions
- 2 online STEM programs
- 2 live family Story Hour events
- Three Lakes Waterfront Association
- Three Lakes Genealogy Society
- Books the Other Channel book club

Respectfully submitted,

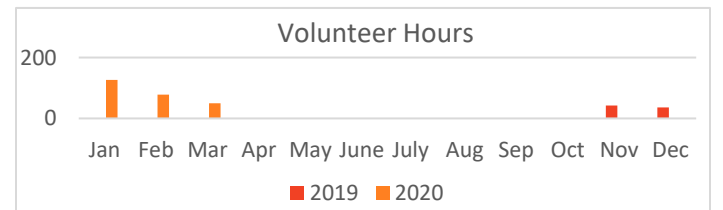
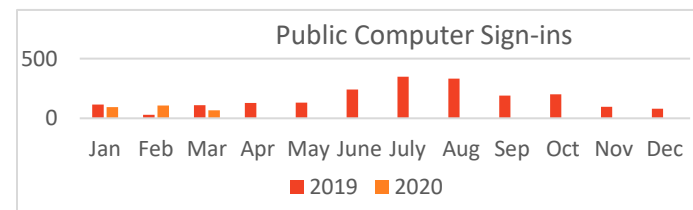
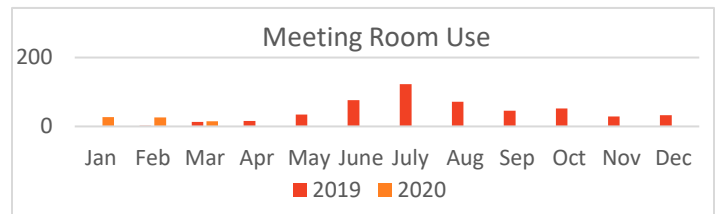
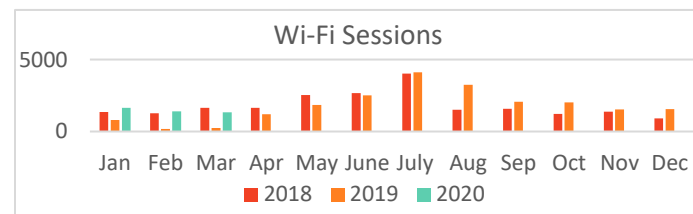
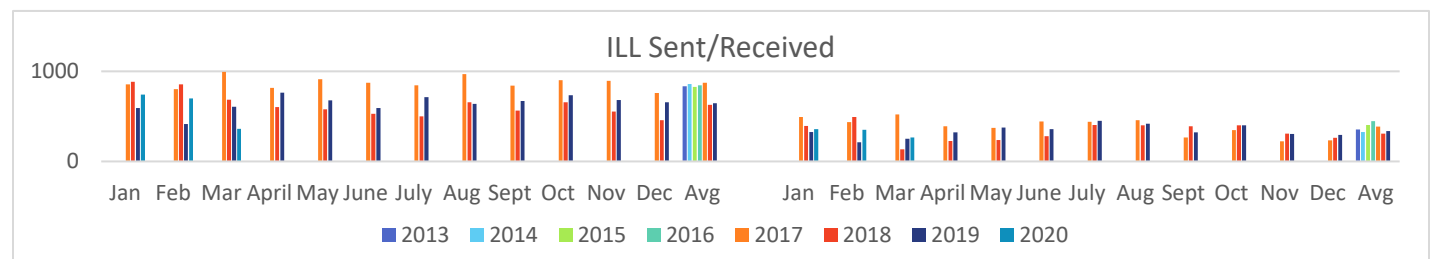
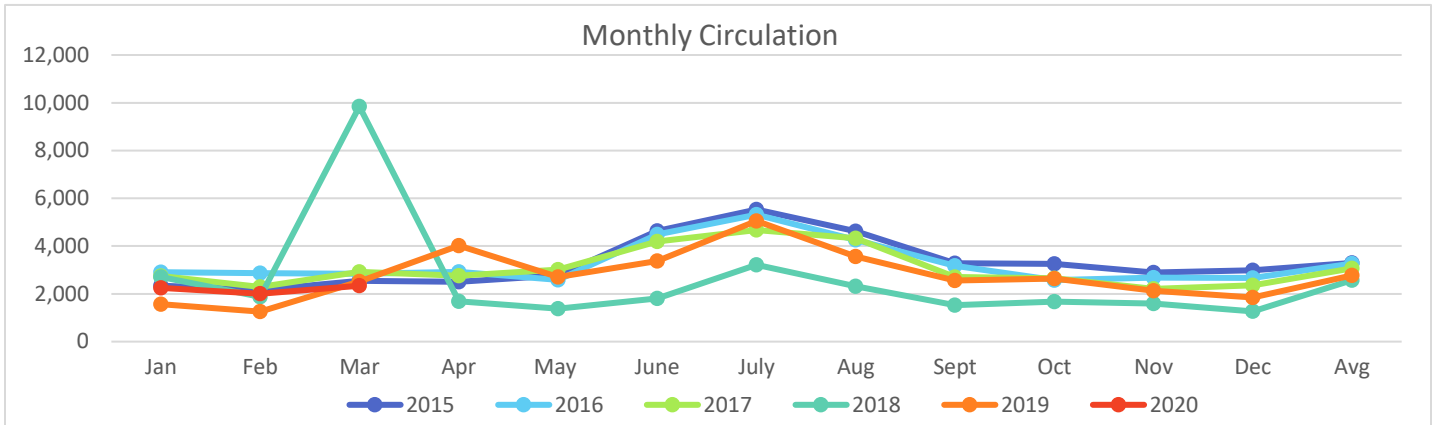
Erica Brewster – Director

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Monthly and YTD Statistics

	Mar 2020	YTD 2020	Mar 2019	YTD 2019	Mar 2018	YTD 2018
Circulation	2,339	6,647	2,546	5,412	9,872	14,561
Interlibrary loan sent	343/18	1,710/94	579/29	1,540/73	654/30	2,288/143
Interlibrary loan received	265	977	253	793	136	727



Library Usage - Survey 2020

	March	June	October	December	Total 2020	Total 2019	Total 2018
Library Visits	387					22,737	16,211
Reference Transactions	36					923	546
Program Attendance	59 4 programs				Avg/wk: programs	Avg/wk: 56 4 programs	Avg/wk: 30 2 programs