

Library Board of Trustees - Director's Report

June 16, 2020

ADMINISTRATION:

5/26/2020: moved curbside pickup to self-service vestibule and changed service hours/days to Tuesday, Wednesdays, Thursdays (10 AM – 5 PM T/Th, 12 PM – 7 PM W). Offered public computer use by appointment. Weekly meetings with staff to check in on process and to assess readiness for next steps.

Janet, Carolyn, Denise, and Jerry returned to work on 5/26. Carolyn and Denise have been training on new circulation procedures: pull requested books, call patron for pick up, checking out and placing in vestibule for pickup, and working on special projects: reviewing/updating patron registration files, collection management and weeding, processing new materials, etc.

6/8/2020: began preparations for reopening to limited in-person services starting 6/16. Will limit to 10 people (not including staff) in building for 30 minutes per person per day for browsing, public computer use, printing/scanning/copying/faxing, etc. Balancing staff hours and duties will be the most challenging part, but everybody has been very cooperative and willing to adapt as necessary.

There have been a lot of challenges and changes with the ILS system and courier. The Demmer Library has moved to "level 4" resource sharing, meaning we are sending/receiving materials from any other Vcat library that is also sharing at "level 4." The more the system reopens to full sharing, the fewer challenges we expect to encounter with Sierra processing patron holds.

Erica handles quarantining and checking in all returned items and items from courier.

BUILDING:

Bruce Brewster volunteered time and materials to construct sneeze guards for front desk area. Roped off seating/gathering areas and reorganized mobile shelving and displays to allow for social distancing in building. Set up an office in the Libratory for Carolyn and Denise.

Received 4 picnic tables from the town for wifi use in green space. No shaded areas available, though town suggested people could bring own beach umbrellas. Added porch furniture with funds from Foundation. Area has seen a lot of use, and tables have been moved to shadier locations by users.

STAFF DEVELOPMENT AND LIBRARY DIRECTOR CONTINUING EDUCATION:

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

PROGRAMS AND OUTREACH:

Online programming: continued sharing content based on daily themes. Weekly virtual Story Hour will continue through summer. Groups (Genealogical Society and Waterfront Association) continue to use online conferencing. Adding webcam to conference room so virtual meetings can be a component of regular meetings in future.

Summer reading through "Beanstack" online reading challenge app will begin June 20.

Respectfully submitted,

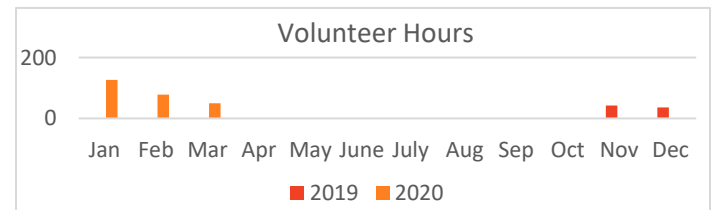
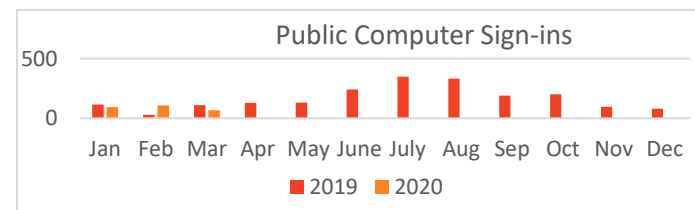
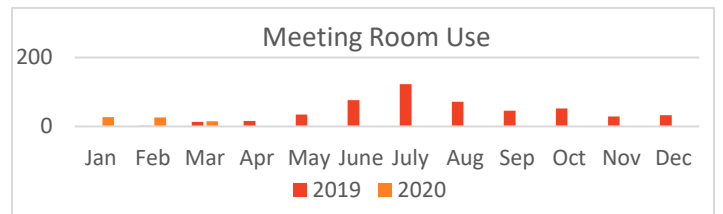
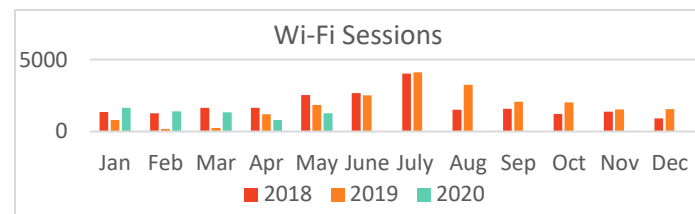
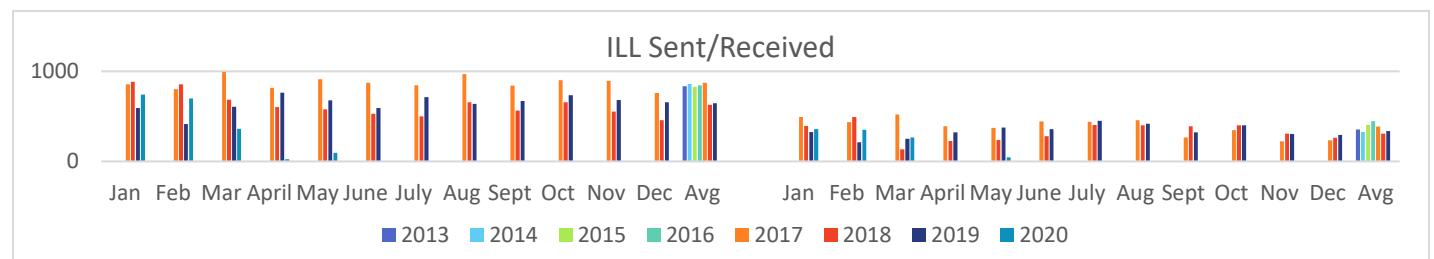
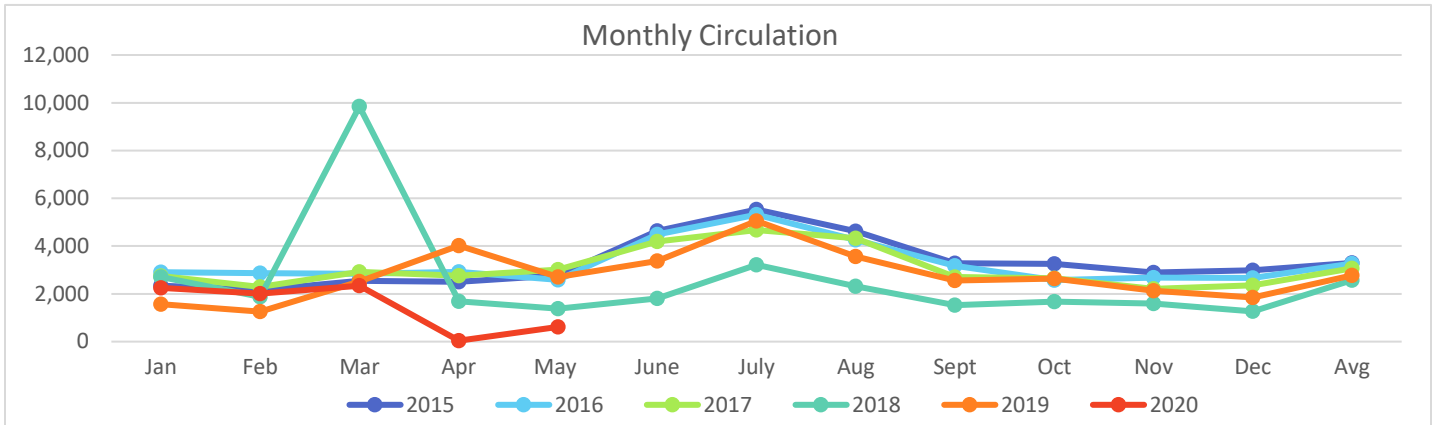
Erica Brewster – Director

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Monthly and YTD Statistics

	May 2020	YTD 2020	May 2019	YTD 2019	May 2018	YTD 2018
Circulation	621	7,307	2,709	12,070	1,3m74	17,477
Interlibrary loan sent	0/97	1,833/94	651/28	2,903/151	552/28	3,418/195
Interlibrary loan received	46	1,024	376	1,493	239	1,194



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