

Library Board of Trustees - Director's Report

July 21, 2020

ADMINISTRATION:

Limited in-person service began on 6/16/2020 and has been going well. Staff meet weekly on Thursdays to assess and discuss concerns. Overall they are satisfied with the process and with communicating and working with patrons. Tuesdays are a hectic day after four days of being closed and Wednesdays and Thursdays are steadily busy. We are seeing a lot of "summer" residents and normal summer uptick in library usage. Two people are required at the front desk during open hours and Carolyn/Denise answer phones during the day. Monthly stats are generally on par with those for the construction year in 2018.

Erica is still handling all book returns and quarantining of materials, plus working additional desk hours.

Developed draft 2021 capital and operating (personnel/non-personnel) budget and submitted to town on 7/15/2020. Major changes include bringing April to full time.

Worked on updating the program reporting procedures with April and Charlotte to reflect online programs/interactions per suggested measures from EveryLibrary Institute eMeasures Snapshot Survey. These may or may not be relevant for DPI's annual report for 2020, but it does offer some consistent guidance.

BUILDING:

Humidity (at or above 80%) in the lower level has been a problem since the hot weather began in June. Running AC at 60 degrees is only solution. Rappley Plumbing and Heating provided a quote for the inline dehumidifiers recommended by the engineer used by Hoffman architects.

STAFF DEVELOPMENT AND LIBRARY DIRECTOR CONTINUING EDUCATION:

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

Erica transferred her registration and scholarship for the RIPL training (originally scheduled for July in Itasca, IL) to a December virtual training.

PROGRAMS AND OUTREACH:

Summer reading is off! As of 07/14, 52 people are signed up on Beanstack online reading app. Weekly prizes are being awarded. In addition to logging minutes/pages read, participants have activities including: weekly "scavenger hunt" (a code is hidden at a Three Lakes landmark for an additional prize drawing entry), weekly take-and-make activities left outside the door; staff are posting "Top 10" books in multiple genres/categories in the library. Adults have an additional genre reading challenge.

Program/Attendance	Children	Young Adult	All ages
Regular attendance	13/220	6/48	5/32
Self-directed	0/0	5/89	2/32

Respectfully submitted,

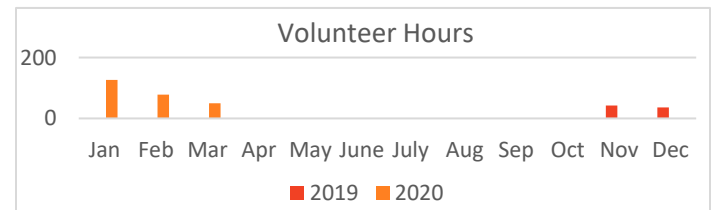
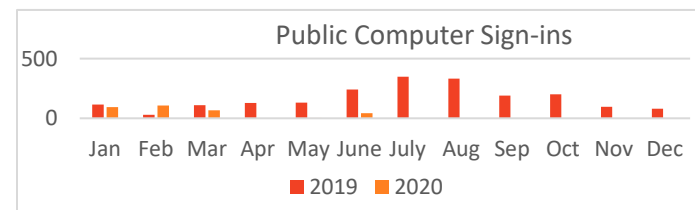
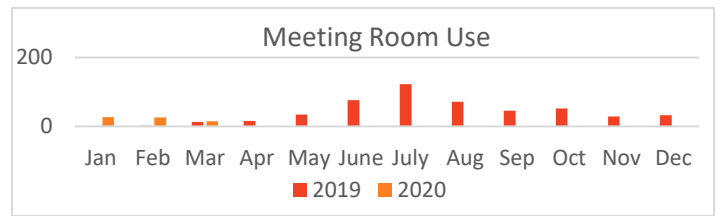
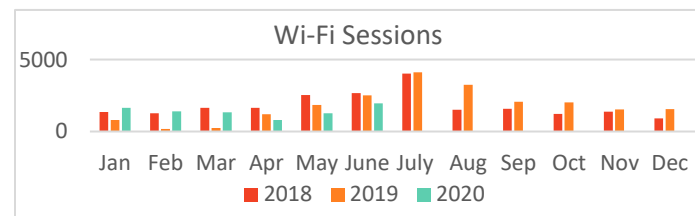
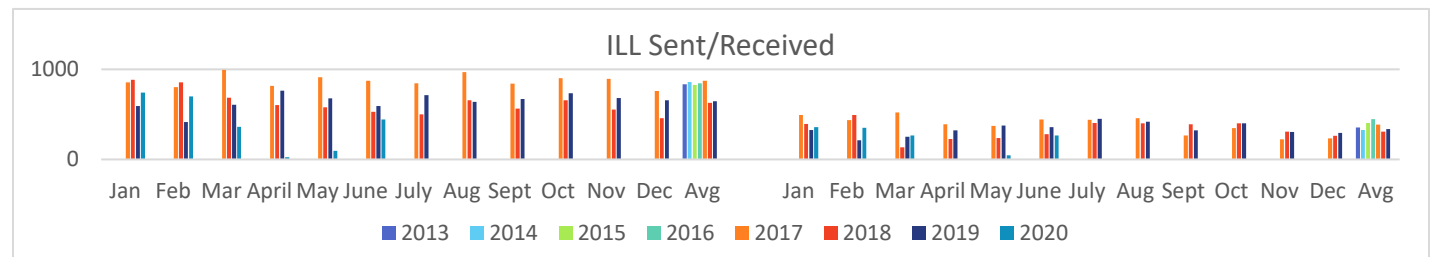
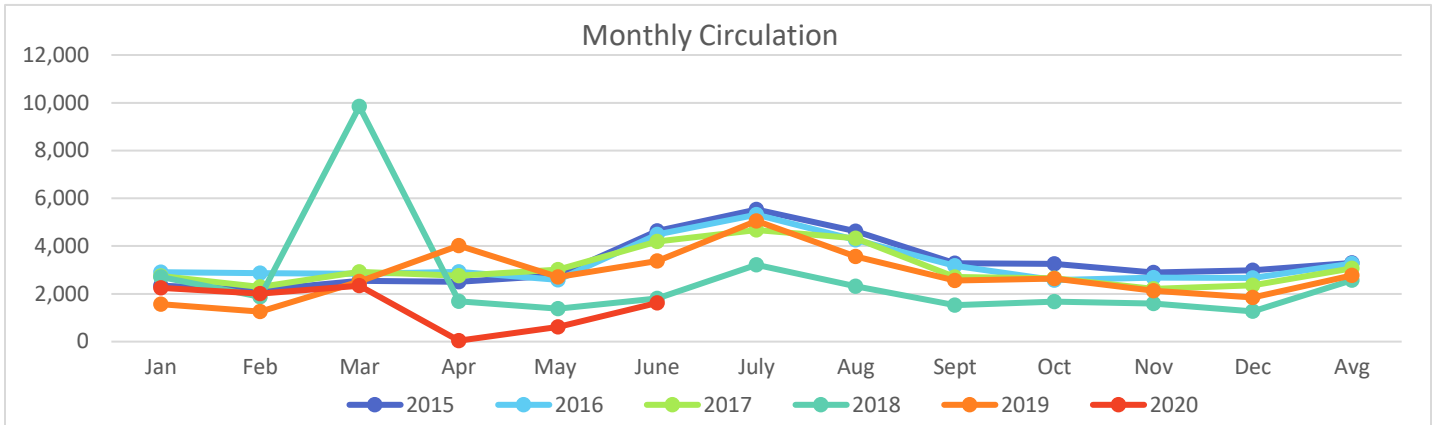
Erica Brewster – Director

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Monthly and YTD Statistics

	June 2020	YTD 2020	June 2019	YTD 2019	June 2018	YTD 2018
Circulation	1,617	8,924	3,371	15,441	1,808	19,285
Interlibrary loan sent	442/0	2,275/94	563/31	3,466/182	498/32	3,916/227
Interlibrary loan received	266	1,290	357	1,850	280	1,474



Library Usage - Survey 2020

	March	June	October	December	Total 2020	Total 2019	Total 2018
Library Visits	387	102				22,737	16,211
Reference Transactions	36	17				923	546
Program Attendance	59 4 programs	103 2 Facebook			Avg/wk: programs	Avg/wk: 56 4 programs	Avg/wk: 30 2 programs