

# Director's Report

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Tuesday, June 9th, 2020

1. Announcements
  - a. Summer Library Program begins Monday, June 15th.
2. LINKcat/SCLS
  - a. 3584 Circulations and 955 Holds placed this year through May
  - b. Patrons are starting to use the catalog on their own to place holds
3. Summer Update
  - a. Beanstack App
    - i. Staff are developing tutorials this week for our social media and website to assist patrons.
  - b. Paper Version
    - i. There is also a paper version of the program as well that follows the same format of the online program. We are working on how to make the activity instruction and handouts more accessible for those who choose the paper program.
  - c. Programming
    - i. Story Walks
      1. We'd like to partner with the community to offer family oriented stories one page at a time through various routes around Monticello, such as:
        - a. Montesian Gardens, the Lake, Downtown, the Sugar River and Badger State Bike Trails (one per direction to make a loop)
    - ii. Virtual Programs
      1. We have worked with some of our scheduled summer performers to offer a few virtual programs.
    - iii. Grab-and-Go Bags
      1. Our Youth Services is working on creating grab-and-go craft and program bags we can handout in our free little library and through curbside pick-up. This was successful in our children's section before the pandemic.
      2. For readers, we hope to develop grab-and-go bags of older magazines and materials around a theme.

4. Reopening Update
  - a. Curbside Pick-up
    - i. 5/5/20 to 6/8/20 we have coordinated 64 pick-ups
    - ii. Currently operating Monday-Thursday 12pm to 6pm
  - b. Returns
    - i. Accepting since 5/27/20. Many are very happy to return items.
    - ii. Staff quarantine items from the previous week over the weekend (4+ days) before wiping down the items and checking them in. We have not run into any overflow issues over the weekends.
  - c. Phase 1 Planning (July 1st)
    - i. Purchasing a Plexi-glass Sneeze Guard for staff use.
    - ii. Looking to move our newest items to the entryway for a small browsing collection.
    - iii. Working on publicity to announce our changes.
5. CE/Meetings Attended
  - a. In the last few months staff have attended many, many virtual meetings locally, regionally, and nationally to staff informed and connected about our current situation.
  - b. Staff have attended numerous webinars during downtime to continue our learning and understanding of librarianship and community engagement. Staff write short reviews after attending each.
6. Closures/Overtime
  - a. Closed: March 17th to Present
  - b. Curbside: May 5th to Present
  - c. Library Assistant was exposed to Covid-19 by a member of his household. They have since self-quarantined and have been cleared by their doctor to return to work.
7. Incidents at the Library/Request from Public
  - a. April 4th the library received an Open Records Request from the Police Department.