

Lisle Free Library – Director’s Report

Reporting: April 2020

COVID-19 Closure:

Due to the COVID-19 public health emergency, the Library was closed to the public beginning on Thursday, March 19th. The building was subsequently closed to staff on Monday, March 23rd following the Governor’s executive order to close all non-essential businesses. Staff were furloughed on Monday, April 20th. As I reported last month, there is no proposed timeline for re-opening from the State or the Four County Library System.

In the interim, I have been collecting the mail, emptying the book drop, attending the weekly 4CLS director phone conferences, attending remote technology trainings and making progress on actionable policy items.

Members of the Four County Library System have proactively drafted a five phase re-opening strategy (attached). The hope is that this unified approach to re-opening across the System will allow for consistency with patrons and services. At this point, this plan is still under review and open for feedback.

In addition to providing PPE for staff and a sanitation station for patrons, it has also been recommended that a “sneeze shield” also be erected at the circulation desk for staff and patron protection. I would like to ask the Board to begin brainstorming ideas for this concept that will adequately protect our staff and patrons while allowing for the exchange of lending material (for scanning and stamping) and respecting/preserving the historical integrity of the newly restored circulation desk.

2019 Annual Community Report:

Using the data from the Annual Report, I compiled our written annual community report (per the State Minimum Standards). This report is based on our 2019 statistics and accomplishments and is attached for board review.

“Whistleblower” Policy:

As required by State Minimum Standards, I have attached a draft of the “Whistleblower” policy for Board review. All feedback is welcomed.

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MONTH	BOOKS IN				ATTEND	?	MAT'L	BOOKS OUT				AUDIO			TOTAL	ILL STATS		TECHNOLOGY		
	AN	JN	AF	JF				AN	JN	AF	JF	MAGS	ADULT	JUV.		IN	OUT	COM	WIFI	WPV
Apr 2019	21	2	154	44	345	90	53	23	3	208	28	12	14	1	289	55	288	39	150	167
May 2019	14	8	113	9	332	53	50	6	4	177	21	11	9	6	234	47	242	27	155	146
Jun 2019	14	0	138	37	425	87	63	26	3	207	81	14	12	10	353	43	242	57	180	179
Jul 2019	19	8	159	62	793	166	75	16	19	228	77	9	21	4	374	47	289	62	248	268
Aug 2019	16	5	169	97	639	122	73	14	19	234	127	18	18	11	441	37	279	56	279	279
Sept 2019	16	3	139	32	409	91	90	11	5	167	62	9	52	1	292	36	241	61	330	224
Oct 2019	12	3	167	47	465	73	63	9	1	191	32	4	41	5	274	41	264	45	279	238
Nov 2019	14	3	171	55	313	81	41	22	1	175	113	6	22	2	341	37	201	33	240	143
Dec 2019	8	0	178	39	353	75	35	8	12	220	78	8	14	3	343	67	259	25	155	115
Jan 2020	9	2	209	69	311	67	40	4	2	236	115	3	23	1	384	429	346	32	124	191
Feb 2020	7	0	156	56	293	74	53	11	2	166	53	10	10	3	255	322	324	29	116	250
Mar 2020	5	5	72	34	227	44	33	7	13	111	85	10	13	6	245	250	165	20	136	307
Apr 2020	-	-	-	-	0	0	0	-	-	-	-	-	-	-	0	-	-	0	60	151