

# **Lisle Free Library – Director’s Report**

## **Reporting: May 2020**

### COVID-19 Re-opening Plan:

FCLS is resuming deliveries on Monday, June 1<sup>st</sup>, and other member libraries already have staff in their buildings and are starting curbside pick-up in the first half of June. Most libraries are also looking to allow limited public access in NYS Phase 4 (optimistically the end of June).

Here is where the Lisle Free Library is in its preparations to reopen:

- Pending Board approval for staff re-start date
- PPE (mask, gloves), hand sanitizer, and Lysol wipes are either on hand or scheduled for delivery
- Two "quarantine" bins for circulation items are being purchased
- Curbside Pick-Up bags have been ordered
- Pending Board approval for Patron Code of Conduct Addendum (modified from ALA template)
- Pending Board approval of Reopening Safety Plan per NYS reopening requirements
- Pending Board review of Curbside Retail Master Guidance for compliance
- Pending Board approval of Health Questionnaire for Staff (modified from 4CLS template)
- New Cleaner contact needs to be secured

### “Whistleblower” Policy:

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

## Lisle Free Library – Director’s Report

Reporting: May 2020

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
<b>May 2019</b>	14	8	113	9	<b>332</b>	<b>53</b>	<b>50</b>	6	4	177	21	11	9	6	<b>234</b>	47	242	27	155	146
<b>Jun 2019</b>	14	0	138	37	<b>425</b>	<b>87</b>	<b>63</b>	26	3	207	81	14	12	10	<b>353</b>	43	242	57	180	179
<b>Jul 2019</b>	19	8	159	62	<b>793</b>	<b>166</b>	<b>75</b>	16	19	228	77	9	21	4	<b>374</b>	47	289	62	248	268
<b>Aug 2019</b>	16	5	169	97	<b>639</b>	<b>122</b>	<b>73</b>	14	19	234	127	18	18	11	<b>441</b>	37	279	56	279	279
<b>Sept 2019</b>	16	3	139	32	<b>409</b>	<b>91</b>	<b>90</b>	11	5	167	62	9	52	1	<b>292</b>	36	241	61	330	224
<b>Oct 2019</b>	12	3	167	47	<b>465</b>	<b>73</b>	<b>63</b>	9	1	191	32	4	41	5	<b>274</b>	41	264	45	279	238
<b>Nov 2019</b>	14	3	171	55	<b>313</b>	<b>81</b>	<b>41</b>	22	1	175	113	6	22	2	<b>341</b>	37	201	33	240	143
<b>Dec 2019</b>	8	0	178	39	<b>353</b>	<b>75</b>	<b>35</b>	8	12	220	78	8	14	3	<b>343</b>	67	259	25	155	115
<b>Jan 2020</b>	9	2	209	69	<b>311</b>	<b>67</b>	<b>40</b>	4	2	236	115	3	23	1	<b>384</b>	429	346	32	124	191
<b>Feb 2020</b>	7	0	156	56	<b>293</b>	<b>74</b>	<b>53</b>	11	2	166	53	10	10	3	<b>255</b>	322	324	29	116	250
<b>Mar 2020</b>	5	5	72	34	<b>227</b>	<b>44</b>	<b>33</b>	7	13	111	85	10	13	6	<b>245</b>	250	165	20	136	307
<b>Apr 2020</b>	-	-	-	-	<b>0</b>	<b>0</b>	<b>0</b>	-	-	-	-	-	-	-	<b>0</b>	-	-	0	60	151
<b>May 2020</b>	-	-	-	-	<b>0</b>	<b>0</b>	<b>0</b>	-	-	-	-	-	-	-	<b>0</b>	-	-	0	62	174