

Lisle Free Library – Director’s Report

Reporting: August 2020

COVID-19 Re-opening:

Within FCLS most member libraries are offering in-person services with about two thirds offering public access to the building. Those libraries that are allowing the public into the building are mandating masks, social distancing, have removed all chairs to discourage loitering and restricted activities with minimal issue. All library material is quarantined for 6 days (per new virus longevity research) before being shelved or placed into the transit system.

Here is where the Lisle Free Library is in its reopening plan:

- Currently offering curbside service from 2-5 Monday through Friday or by appointment
- Staff submit health and safety forms at the start of every in-house shift
- PPE (mask, gloves), hand sanitizer, and Lysol wipes are on site
- Workstations and high traffic areas are sanitized at the end of each shift
- All returned items are quarantined for 7 days before being released into circulation
- New Cleaner contact needs to be secured

New Item Delivery:

All vendors have resumed delivery. At the end of August and beginning of September, Baker & Taylor resumed shipments. The staff are now processing 5-12 boxes of new books every week.

Weeding:

All collections have been weeded. Discarded books were given away in book giveaways on the front lawn.

Whistleblower Policy:

The Whistleblower Policy is ready for Board review and attached.

Grounds & Building Maintenance:

This month four wasp nests were eradicated from the building, book drop, and ramp. The gutter on the east roof is breaking away from the building (possibly from ice flow off the roof last winter). The handicap ramp is in rough shape (loss boards, needs sealing). May consider making the ramp an upcoming capital project.

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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
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
May 2020	-	-	-	-	0	0	0	-	-	-	-	-	-	-	0	-	-	0	62	174
June 2020	-	-	-	-	0	0	0	1	0	49	45	1	3	1	100	100	89	0	90	172
Jul 2020	-	-	-	-	20*	0	0	4	0	41	6	2	10	0	63	60	227	0	124	171
Aug 2020	0	0	37	13	58*	30	0	5	1	70	16	0	8	0	100	62	217	0	124	158

*Curbside Pick-up