

Lisle Free Library – Director’s Report

Reporting: September 2020

COVID-19 Re-opening:

Within 4CLS most member libraries are offering in-person services and building access. All library materials are being quarantined for at least 6 days before being shelved or placed into the transit system.

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

- Currently open to the public for browsing, contact-free office services, and essential computer use from 2-5 Monday through Friday, 9-12 on Saturday, 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
- New Cleaner has been contracted and is currently in training
- So far, no issues have arisen with patrons complying with new health and safety measures

Sexual Harassment Training:

4CLS has organized a training template for library use. As far as I am aware, the Town of Lisle (whom we partnered with last year) does not have any plans. If we utilize the online training template prepared by 4CLS, I can host the meeting via Zoom but cannot be the proctor as I will need to be certified in this program. Would a trustee (who has already completed the training requirement) be willing to proctor?

Conflict of Interest Policy:

The Conflict of Interest Policy is ready for Board review and attached.

Grounds & Building Maintenance:

The annual furnace cleaning has been scheduled for Tuesday, November 10th starting at 8:30-9 am. The furnace needs to be preliminarily looked over by a Board member and turned on for the season as soon as possible.

Trunk or Treat at the Lisle Fire Hall:

I was contacted by the Lisle Fire Company Ladies Auxiliary. They are doing a trunk or treat at the Lisle Fire Station on 10/31 from 3-5 (drive thru style) and would like to know if the Library would be interested in setting up a spot and handing out treats (ex bookmarks or simple craft activity). They are asking all participants to dress up and wear a mask/face covering when approaching the vehicles. Would any of the trustees be interested in hosting a site?

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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
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
Sept 2020	4	1	24	2	110	40	0	17	6	70	15	2	11	6	127	96	217	0	150	119

*Curbside Pick-up