

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

Reporting: October 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
- The new cleaner began servicing the library on a weekly basis; the staff still sanitize and clean the building during operating hours and at the end of their shifts
- So far, no issues have arisen with patrons complying with new health and safety measures

## Sexual Harassment Training:

The Town of Lisle Sexual Harassment Prevention Training is scheduled for Thursday, October 29<sup>th</sup> at 7:30pm (Lisle Fire Hall). Anyone needing this certification for this year should plan on attending. If you are unable to attend and need this training, please notify me as soon as possible.

## Mission, Vision, and Values:

Before the yearly budget workshop, the assembled trustees and staff worked to revise our current Mission Statement and to draft a Vision Statement and Values. These will be presented for Board discussion during the Policy Committee and are attached.

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

Reporting: October 2020

## **Mission Statement**

The Lisle Free Library serves the needs of the community by providing access to informational and educational resources in a variety of formats and technologies, supporting their use and providing space in an open, non-judgmental, and respectful environment while providing superior quality service.

## **Vision Statement**

Through its literary collections and services, the Lisle Free Library will be an essential partner to Lisle and surrounding communities by providing a spectrum of educational resources and programming to generate curiosity and provide tools for discovery in a safe and welcoming environment. The Lisle Free Library strives to create life-long readers and learners; we strive to preserve our storied past, enrich present lives, and prepare for an ever-changing future.

## **Values Statement**

We value the Library as an essential community partner providing an inclusive, safe environment in the community. Its collections, displays, and services will reflect a variety of opinions and viewpoints. The Board of Trustees, the staff, and the volunteers of the Lisle Free Library are committed to the following values:

Providing excellent service to our community and partners that is respectful, friendly, and welcoming.

Reading and educational materials that are available for all ages; available in a variety of media formats.

Learning media and collections that are diverse in not only format but also in representation.

Communicating with the public in an open and honest fashion.

Being good stewards of our financial and material resources.

Protecting confidentiality of library patron records.

# Lisle Free Library – Director’s Report

Reporting: October 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>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
<b>June 2020</b>	-	-	-	-	<b>0</b>	<b>0</b>	<b>0</b>	1	0	49	45	1	3	1	<b>100</b>	100	89	0	90	172
<b>Jul 2020</b>	-	-	-	-	<b>20*</b>	<b>0</b>	<b>0</b>	4	0	41	6	2	10	0	<b>63</b>	60	227	0	124	171
<b>Aug 2020</b>	0	0	37	13	<b>58*</b>	<b>30</b>	<b>0</b>	5	1	70	16	0	8	0	<b>100</b>	62	217	0	124	158
<b>Sept 2020</b>	4	1	24	2	<b>110*</b>	<b>40</b>	<b>0</b>	17	6	70	15	2	11	6	<b>127</b>	96	217	0	150	119
<b>Oct 2020<sup>1</sup></b>	3	0	49	13	<b>104*</b>	<b>29</b>	<b>3</b>	<b>Data to be reported at the end of the month ....</b>								...	...	3	125	187

\*Curbside Pick-up

---

<sup>1</sup> Data through 10/25/2020