

**Librarian's Report**  
**For May 4, 2020 Meeting**

**1. Updates**

**a. Furniture upholstery completed**

Sofa, loveseat, arm chairs, tablet chairs, conference chairs, and benches have been re-upholstered and look great.

**b. Staff duties during required closure**

- Mask making (intended to end 5/8/20)
- Organized both storerooms, circ desk cabinets, cabinets & drawers in both kitchens
- Weeded approximately 75% of the collection
- Deleted, stripped and boxed the weeded items
- Answered phone calls
- Emptied book drop daily
- On-line Sexual Harassment Training (Required of all employees by 12/31/20)

**c. Director's duties during closure**

- Staying updated on all things COVID-19 concerning libraries, staff, patrons, safe practices, etc.
- Attending Directors Chats with IHLS staff & members every Monday & Thursday (main topics of conversations are how our libraries are dealing with closures, safety, re-openings due to COVID-19). IHLS staff , ALA, PLA, & ILA give continuous updates on libraries & COVID-19 (a lot of email)
- Sexual Harassment Training
- Social media updates
- Payroll
- Mail
- Submission of purchase orders to the city

- Prepared & submitted: PNG grant quarterly report, PNG budget amendment, Mini-Construction grant quarterly report, Illinois Interlibrary Loan & Reciprocal Borrowing Traffic Survey, Annual Library Certification
- Working on the Illinois Public Library Annual Report (29 pages of required data)
- Preparation for board meeting
- Applied for a grant from PLA and Microsoft Public Hotspot Micro Grant program. This grant will provide 50 libraries with hardware to create new public WIFI access points using the library's current WIFI service outside of the building.

**d. Memorials for Lois Cunningham**

**e. Upcoming Events – Re-opening- Considerations**

Date?

Full opening or a limited (soft) opening?

Protective measures for staff & patrons?

Limit number of patrons in the library at one time?

Curbside service?

Other

**2. Upcoming Events:**

**June 1                      Possible re-opening of the library (?)**

**Respectfully submitted by Susan Colbert on 5/4/20**