

## **Library Director's Report**

**June 2020**

**By Crystal Spybuck**

- We have been continuing interactions with our community through social media and online meetings.
- We hosted several online book discussion groups and will continue to do so at this time.
- Worked with staff on planning for reopening processes. Current workers onsite will be Brian, Kee, and myself. We are looking into additional options with volunteers and potentially a temporary employee. If we bring on someone like Holly Blasi temporarily, we can apply for the Fall CARES grant to help compensate. We need to review the budget and laws concerning this.
- Worked on purchases for the 2020 spend-down. Some of this included catalog preparations.
- Upgraded our Biblionix catalog for budget systems and ordering. Still working out some of the kinks in this program.
- Worked on coordinating pick up and drop off processes for Dorothy to cover books.
- Worked with Eleanor to get the latest books posted on our website.
- Attended online webinars on safely opening libraries and what each library is doing.
- Attended online webinars for improving our website and implemented some of those changes. Made sure our wireless printing will work when we reopen.
- Corresponded with Brian about Summer Reading program plans. It will launch June 19<sup>th</sup>.
- Porch pick-up days were expanded.
- Added \$2,000 to OverDrive purchases and added extra copies of the book clubs' reading lists.
- Continued reference services through phone calls and emails.
- Worked on collection development policy.