



## DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

### City Librarian's Report for April 2020

#### Administration

- I held Zoom meetings with all staff every Thursday morning in April.
- Division Heads met by Zoom every Monday in April.
- I held two several individual meetings with Division Heads.
- I met with two separate groups of colleagues around Central Illinois several times to share ideas and compare notes.
- I did my best to keep up with the large amounts of information regarding COVID-19 and various Executive Orders, legal questions, HR issues, newly passed legislation, medical findings, etc. *and* to consider all of this information as the library considers its plans for the coming months.
- Division Heads and I have been having discussions about how this closure and the virus itself may change library services in the long term.
- Joann Stanbery continues to process invoices.

#### Circulation

- **Please see statistical spreadsheet.**
- Staff worked on continuing education, database work, and remote customer service.
- The department also worked on developing a curbside service plan.
- A limited number of staff worked some hours on-site.

#### Technical Services

- **See statistical spreadsheet**
- Staff worked on continuing education & database work.
- Julie Martin spent time on-site processing materials invoices.
- Carol continued to head the Staff Recognition Committee, who instituted weekly Zoom social gathering for staff.

#### Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- New resources were researched and obtained.

- Staff continued to record video story times.
- Online versions of other programs continued.
- Staff continued to enhance the library website.
- Digital displays continued.
- A means to provide assistance to patrons was implemented.
- Summer Reading Program was planned.
- Staff completed dozens of hours of continuing education.

### **Systems Administration**

- Matt Wilkerson updated all patron computers and installed Endpoint Protection on all computers in the building..
- He cleaned up all servers.
- He added 2 new cameras.
- He and Chris Nihiser completed many hours of CE.
- **See spreadsheet for statistical information.**

### **Archives and Special Collections**

- Leeann Grosssman entered all 1980s Board minutes to database and all 2004 birth records.
- Becky Dampitz worked on 1970s Board minutes, and made many social media postings about local history holdings.
- Becky attended two professional development meetings, via Zoom.
- Becky checks in with volunteer regularly.
- **Please see spreadsheet for statistics.**

### **Kudos to all staff**

- The below is from last month's report, but I wanted to put it highlight it again this month:
- *In a matter of a few days, staff transitioned from providing services & materials primarily in-person and in physical form to only remotely and in digital form. It cannot be stressed enough how challenging this has been, and how well our staff has handled it. This has affected every department to one degree or another. While most departments by necessity had to focus on continuing ed and doing their usual work but doing it from home, PRS and ASC had to invent new ways to deliver services and materials and they responded remarkably well. Other libraries in the area have called me and met with me via Zoom for advice on how to successfully navigate the closure while still providing high quality, high impact services and materials to the public. This is due to the tremendous efforts of our leadership team and their respective teams.*

Sincerely,

*Rick*

*Meyer*

*City Librarian*