DIRECTOR – Carl Gouveia

The statistics for the month of May are as follows:

<table>
<thead>
<tr>
<th></th>
<th>May 2020</th>
<th>May 2019</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Circulation</td>
<td>10,744</td>
<td>49,831</td>
<td>-78%</td>
</tr>
<tr>
<td>Overdrive circulation</td>
<td>9,824</td>
<td>5,669</td>
<td>+73%</td>
</tr>
<tr>
<td>Overdrive as % of total circulation</td>
<td>91%</td>
<td>11%</td>
<td></td>
</tr>
<tr>
<td>Hoopla</td>
<td>345</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Hoopla as % of total circulation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door Count</td>
<td>0</td>
<td>21,341</td>
<td>-100%</td>
</tr>
<tr>
<td>Website hits</td>
<td>9,270</td>
<td>9,545</td>
<td>-3%</td>
</tr>
<tr>
<td>Program Calendar hits</td>
<td>1,616</td>
<td>9,627</td>
<td>-83%</td>
</tr>
<tr>
<td>Facebook Traffic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page Likes</td>
<td>3,329</td>
<td>2,611</td>
<td>+27%</td>
</tr>
<tr>
<td>Post Engagement</td>
<td>10,771</td>
<td>4,987</td>
<td>+116%</td>
</tr>
<tr>
<td>Post Reach</td>
<td>113,440</td>
<td>31,198</td>
<td>+264%</td>
</tr>
<tr>
<td>Event Engagement</td>
<td>788</td>
<td>46</td>
<td>+1,613%</td>
</tr>
<tr>
<td>Event Reach</td>
<td>38,927</td>
<td>2,590</td>
<td>+1,403%</td>
</tr>
</tbody>
</table>

- Totes – 17
- Router items – 0
- Book carts – 46
- Processing total – 280

Selected Meetings:
Librarians Meeting (Zoom)
Directors Council (Zoom)
Management Team (Zoom)
Staff Meeting (Zoom)
Weekly Directors Meeting (Zoom)
Management Team (Phone)
Fairport Library Board Meeting
Weekly Directors Meeting (Zoom)
Personnel Committee Meeting (Zoom)
Weekly Directors Meeting (Zoom)
Management Team (Zoom)
Phone Conferences

Most of this month was occupied with the Reopening Plan—reading through guidelines, following the news conferences and Governor’s Executive Orders, meeting with the Management Team to brainstorm/review options, reading and responding to emails through the MCLS directors’ listserv,
attending the weekly MCLS directors’ meetings, address the staff concerns, and revising the plan as new guidelines are published.

Unfortunately, I didn’t have time to attend any webinars that I had signed up for this month, but did take time to do another Story Time where our children services librarians had collaborated with Irondequoit and Lollypop Farm.

As said, I am very proud of the library staff who have continued to provide excellent programs and services throughout this COVID-19 crisis. Hoopla is now available and integrated into this month’s stats.

We have had no more leaks in staff room—TSG (security system firm) replaced the tile since a smoke detection sensor is attached to this tile. However, there was another massive leak above the Reference Desk when a water heater upstairs failed. Thankfully, the Mall hadn’t replaced those tiles, which had been stained from a previous leak.

We cancelled Staff Training Day; however, our Technology Committee offered their workshop, for staff, through Zoom.

Presented the library’s proposed budget at the school district’s annual budget presentation.

**Patron Feedback**

A parent shared this photo on Facebook. During Streaming Storytime, this child and father read along with their own copy of Brown Bear, Brown Bear.
When we announced on Facebook that we would be starting our Parkside Pickup Service, our patrons were very excited.
LIBRARY CLOSED
- Attended Staff, Librarians’, Personnel, and Board meetings.
- Helped Lin with surveys for Job Seeker programs.
- Continued to prepare 2020-2021 material budget allocations.
- Met several times with Carl, Lin and Amy by Zoom and in the library to prepare for re-opening the building for staff. Reviewed opening and staffing procedures.
- Created Parkside Pickup spreadsheet to schedule patrons.
- Worked with Karrie and Pat on promoting the new service on social media and email newsletters.
- Prepared Outstanding Holds list spreadsheet and called patrons to arrange for Parkside Pickup.
- Designed signs for Parkside Pickup and worked with Joel at Turning Point Signs to get them made.
- Worked Reference Chat sessions 2-3 times a week.
- Webinars:
  - Introduction to Hoopla
  - Staff Podcast Webinar—it was excellent!!
  - Desktop Organization
  - Psychological First Aid
  - Intro to Benefits.gov

LIBRARY STILL CLOSED ALL MONTH
- Website stats: May 2020 9,270 3% decrease
  May 2019 9,545
- Online Calendar pageviews: May 1,616

Pat’s statistics:

**Top 10 Pages:**

<table>
<thead>
<tr>
<th>Page Title</th>
<th>Pageviews</th>
<th>% Pageviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. /home</td>
<td>4,517</td>
<td>(48.73%)</td>
</tr>
<tr>
<td>2. /ancestry-access</td>
<td>846</td>
<td>(9.13%)</td>
</tr>
<tr>
<td>3. /news</td>
<td>747</td>
<td>(8.06%)</td>
</tr>
<tr>
<td>4. /ancestry-remote-access-form</td>
<td>592</td>
<td>(6.39%)</td>
</tr>
<tr>
<td>5. /online-resources/databases</td>
<td>558</td>
<td>(6.02%)</td>
</tr>
<tr>
<td>6. /contact/contact-us</td>
<td>211</td>
<td>(2.28%)</td>
</tr>
<tr>
<td>7. /catalog/download</td>
<td>200</td>
<td>(2.16%)</td>
</tr>
<tr>
<td>8. /news/Covid-resources</td>
<td>189</td>
<td>(2.04%)</td>
</tr>
<tr>
<td>9. /about/welcome</td>
<td>158</td>
<td>(1.70%)</td>
</tr>
<tr>
<td>10. /about/board-of-trustees</td>
<td>140</td>
<td>(1.51%)</td>
</tr>
</tbody>
</table>

------------- facebook stats -------------

Total Likes: 3,329
New likes this month: 54
Check ins: 0
Posts: 105
Engagements: 10,771
Reach: 113,440

**Most popular:**
- Engagement: Star Wars Trivia
- Reach: Parkside Pickup Begins
- Events: 15
Engagements: 788
Reach: 38,927
**Most popular: Star Wars Trivia

-------- twitter stats -------------------
Profile visits: 56
New followers: 6
Engagements: 85
(Engagements: Total number of times a user interacted with a Tweet. Clicks anywhere on the Tweet, including retweets, replies, follows, favorites, links, cards, hashtags, embedded media, username, profile photo, or Tweet expansion.)
Impressions: 4,212
(Impressions: Times a user is served a Tweet in timeline or search results.)
Tweets: 14
Likes: 16
Retweets: 15
Mentions: 6
Link clicks: 19
Replies: 0
**Most popular: Gazebo Concerts Cancellation

-------- Instagram stats ------------------
Total followers: 1,428
New followers: 18
Posts: 51
Photos: 24
Likes: 430
Comments: 12
Videos: 27
Views: 2,937
Comments: 19
**Most popular: Surprise Storytime Guest: Carl Gouveia

-------- Google for Business stats ----------------
Google for Business views: 8.31K
Google for Business clicks:
  - 150 clicks to website
  - 131 clicks to driving directions
  - 66 clicks to phone call
Google Reviews this month: 0

-------- YouTube stats ----------------------
Total subscribers: 74
  New subscribers: 64
Videos published: 10
Likes: 22
Views: 306
Hours watched: 13.8
**Most views: Anne of Green Gables Review
Meetings

- Attended the Librarians Meeting on May 5th.
- Attended the Staff Zoom Get-together on May 7th.
- Attended the Staff Meeting on May 11th.
- Met with Carl, Tori and Amy to discuss Reopening Plan on May 12th.
- Attended the Library Board Meeting on May 19th.
- Conference Call with Carl, Tori and Amy on May 21st.
- Attended the Personnel Committee Meeting on May 22nd.
- Met with Carl, Tori and Amy on May 28th.

Online Job Programs

- Open Forum with Rita Carey on May 6th. Attendance: 12
- Skype program with Mike Chabalik on May 8th. Navigating the Financial Aspects of the Pandemic. Attendance: 9
- Zoom program with Rita Carey on May 13th. Interviewing at 50+. Attendance: 20
- Open Forum with Rita Carey on May 20th. Attendance: 10
- Zoom program with Rita Carey on May 27th. Resumes, Keywords and Jobs. Attendance: 29

Working Remotely

- Reviewed Journals and placed 3 non-fiction orders
- E-chat Reference twice a week

Working Remotely: Webinars, Podcasts, Publications

- Staff zoom on Podcasts
- Bilingual Storytime
- Hoopla Webinar
- Ted Talk: A Librarian’s Case Against Overdue Fines
- Ted Talk: The Critical Role Librarians Play in the Opioid Crisis
- Demco Guidelines for Quarantining Library Materials
- Began to look at LibCal, the new program calendar that will be used

Additional

- Met Marianne at the Library so she could do Payroll
- Coordinated ordering of PPE supplies with Marianne
- Met with Matt Frank, Carl, Tori and Amy to discuss installation of plexiglass, wall molding and dividers to limit access to aisles while staff are shelving
- HVAC system was inspected for quarterly maintenance
- Annual Fire and Security Inspection with TSG on May 15th.
- Collected PPE for staff sign-in station for reopening on May 18th.
- Met Tori on May 17th to complete things for reopening.
- Created Library Cleaning Log to include as part of the Reopening Plan
- Had a leak from the Dentist Office on May 18th (welcome back!) another water heater. Scott Williams took care of it and replaced tiles above Reference Desk.
- Contacted Baker & Taylor to release shipments
- Contacted substitute Librarians to see if they were interested in working the Parkside Pickup. Maria Stein, Brenda Deever and Susan Spratling came in May 27th for orientation for library safety procedures and Parkside Pickup.
ADULT SERVICES PROGRAMMING – Karrie Bordeau

Email Newsletter: Sent between May 1-31

<table>
<thead>
<tr>
<th>Newsletter Name</th>
<th># Sent</th>
<th># Opened</th>
<th># Engaged</th>
</tr>
</thead>
<tbody>
<tr>
<td>May Virtual Programs</td>
<td>10898</td>
<td>2569</td>
<td>782</td>
</tr>
<tr>
<td>Ancestry.com, Hoopla</td>
<td>10898</td>
<td>2574</td>
<td>386</td>
</tr>
<tr>
<td>Budget and Trustee Vote</td>
<td>10627</td>
<td>2521</td>
<td>126</td>
</tr>
<tr>
<td>Coming Soon: Parkside Pickup</td>
<td>10890</td>
<td>3031</td>
<td>155</td>
</tr>
<tr>
<td>Parkside Pickup</td>
<td>10885</td>
<td>2845</td>
<td>75</td>
</tr>
</tbody>
</table>

(The number of emails sent varies as addresses are deleted after bouncing 3+ times. Engagement is the number of people who clicked on a link in the text and can vary by the number of link included in each email.)

Total Email Newsletters Sent: 5

Wowbrary Statics for May 1-31:

<table>
<thead>
<tr>
<th>Email Newsletters Sent</th>
<th>Pages viewed</th>
<th>Clicks to catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>3691</td>
<td>1446</td>
<td>423</td>
</tr>
</tbody>
</table>

Technology Classes Provided:
No technology classes during COVID-19

Technology Classes: 0 | Attendance: 0

Tech Tutors: one-on-one sessions, hourly
1. No technology tutors during COVID-19

Collection Development:

Order Information:

<table>
<thead>
<tr>
<th>Order Information</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>May_June Fiction</td>
<td>217</td>
</tr>
<tr>
<td>May_June_LP_Ingram</td>
<td>42</td>
</tr>
<tr>
<td>Ap_May_June_Gale_LP</td>
<td>19</td>
</tr>
<tr>
<td>May_June 7 Day</td>
<td>54</td>
</tr>
</tbody>
</table>

Orders: 4 | Materials: 332

Deletions:
No deletions during COVID-19

Deletions: 0

Meetings:
1. Librarians
2. All Staff

Digital Help (Volunteers of Rochester)

<table>
<thead>
<tr>
<th>Hours Offered</th>
<th># People Helped</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Digital Literacy of Rochester currently offers online chat assistance Monday: 8:00 AM to 8:00 PM and Tuesday-Saturday: 8:00 AM to 5:00 PM.

Volunteer Hours:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Our volunteer Teddy comes in twice a week. He does a lot of folding for the library which is organized and printed daily. He also stacks the copier paper, gathers the welcome letters for sending, puts packets together for Summer Reading and works on the 'Welcome to the Library' packet for new library card signups.

Professional Development and Continued Education: (1 hour each unless otherwise indicated)
- 3 DNA Genealogy Case Studies and How I Solved Them-1 hour
- Stress Management and Self Care-1.5 hours
- Author Interview with Emily Gould-1 hour
- Crème de la crème: Targeted Autosomal DNA Testing to Isolate Pertinent Genetic Cousins-1 hour
- Smarter Search Strategies for Genealogy-1 hour
- Maximizing and Measuring Virtual Programs-1 hour
- 10 Must-Have MyHeritage Databases-1 hour
- An Introduction to DNA Painter-1.5 hours
- Librarian Life Story - Developing Your Professional Narrative-1 hour
- COVID-19: Safety Tips for Reopening Your Library-1 hour
- How to Create a Trans-Inclusive Workplace- 1 hour
- Creating a Crisis Communication Plan That Work-1 hour
- A Night in with the Wordsworths-1 hour
- Library Journal Digital Conference-6 hours

Continued Ed Hours: 19

Committee Work:
- Fairport Inclusive and Diversity Team (FIADT) is on pause during COVID-19.

Goals for JUNE 2020:
- Continue taking educational webinars and explore other webinars that may be of interest.

ADULT SERVICES PROGRAMMING – Abby DeVuyst

<table>
<thead>
<tr>
<th>Program</th>
<th>Date</th>
<th>People Reached/Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Dry Clay Craft Video</td>
<td>5/6/2020</td>
<td>1,263</td>
</tr>
<tr>
<td>Cup Flower Craft Craft Video</td>
<td>5/13/2020</td>
<td>1,194</td>
</tr>
<tr>
<td>Quirky Planter Craft Video</td>
<td>5/20/2020</td>
<td>2,745</td>
</tr>
<tr>
<td>Marble Stationary Craft Video</td>
<td>5/27/2020</td>
<td>823</td>
</tr>
<tr>
<td>Cabin Fever Book Club</td>
<td>5/6/2020</td>
<td>6</td>
</tr>
<tr>
<td>Cabin Fever Book Club</td>
<td>5/27/2020</td>
<td>8</td>
</tr>
<tr>
<td>Carly’s BBBR Video</td>
<td>5/8/2020</td>
<td>9</td>
</tr>
<tr>
<td>Robin’s BBBR Video</td>
<td>5/18/2020</td>
<td>57</td>
</tr>
<tr>
<td>Keely’s BBBR Video</td>
<td>5/26/2020</td>
<td>13</td>
</tr>
<tr>
<td>Star Wars Trivia Night LIVE</td>
<td>5/28/2020</td>
<td>1,225</td>
</tr>
</tbody>
</table>

Programs: 10 | Reached/Attended: 7,340

Technology Classes Provided:
All About Podcasts Webinar:
5/6/2020

Technology Classes: 1 |
Attendance: 28 Total One-On-One Tech Tutors: 0
Press Releases and Advertisement
Postings: August Programs and Events:
• Perinton Post: 6
• Democrat & Chronicle: 6
• City: 6
• Allevents.in: 6

Total Press & Postings: 24

Collection Development:
Order Information
600-629
790-799
900s 1
Graphic Novels
Overdrive

Orders: 1 | Materials: 59

Deletions:
600-629
790-799
900s

Deletions: 0

Meetings:
• We had a zoom meeting for our Librarian and Staff Meetings this month. It was nice to start talking about the reopening process.
• I meet a few times with various library teams to plan programs and events including our trivia, a coffee corner for the kids, and to plan summer reading!

Professional Development and Continued Education:
• I did several webinars this month, but I left my list at the library, so I do not have access to the titles at this moment. I can update if needed!

Highlights for this month:
• Had two successful Cabin Fever Book Clubs
• Started working with the other programers to create a cohesive Summer Reading Program
• Created and shared a fun webinar about Podcasts. We got good reviews from those in attendance
• Had a blast doing a Star Wars Trivia Night LIVE on Facebook.
• Started communicating with the Fairport History Museum to collaborate on some online programing to run this summer, and into the fall.

Goals for next month:
• Start Getting Back into the Library
• Create a Summer Reading Program
• Look into the Local History Collection
• Find more collaboration opportunities with the other programmers
TEEN SERVICES – Carly Dennis
Professional:
Meetings attended:
- Librarians Meeting on 5/5.
- All Staff Meeting on 5/11.
- J Meeting on 5/20.
- YA Meeting on 5/29.
Webinars:
- COVID-19 Slide and the Future of Summer Learning on 5/5.
- A Librarian's Guide to Providing Library Services to Patrons with Mental Disorders and Improving Self-Care on 5/6, 5/13, 5/20, and 5/27.
- Using Social Media Listening to Adapt Your Library for COVID-19 on 5/6.
- Organizing Your Files and Desktop on 5/6.
- Stress Management and Self-Care on 5/7.
- Navigating Accessibility to Support All Library Users on 5/7.
- Know Your Rights: Copyright Hacks for Librarians and Educators on 5/14.
- Asian Americans, racism, and antiracism in the COVID era on 5/14.
- How to Create a Trans-Inclusive Workplace on 5/20.
- Psychological First Aid on 5/21.
- Henna Art Class @ReesesBook Club on Instagram on 5/22 (want to try a similar virtual program this summer).
- Watched several Beanstack videos on 5/26.
- READsquared webinar on 5/26.
- School Library Journal Day of Dialog on 5/27- watched several webcasts.
Collection Management and Promotion:
- Finished reading Young Adult Literature: From Romance to Realism by Michael Cart.
- Began reading What Every Middle School Teacher Should Know by David F. Brown and Trudy Knowles.
- Began reading Summer Matters: Making All Learning Count by Elizabeth M. McChesney.
Programming/Volunteers:
Quarantweens programs (130 teens signed up):
- Jeopardy on 5/5. There were 27 attendees.
- Pictionary and Two Truths & A Lie on 5/12. There were 21 attendees.
- Kahoot Trivia on 5/19. There were 15 attendees.
- Scavenger Hunt on 5/21. There were 17 attendees.
- What’s That Sound? Trivia on 5/26. There were 15 attendees.
- Breakout.edu on 5/28. There were 12 attendees.
Maintained ongoing challenges: Documenting Our Unconventional Lives- slideshow of what teens are doing during quarantine, Art Gallery-recreate a piece of art, Short video introductions via FlipGrid, Earth Day Photo Album & Rube Goldberg Challenge. Added a Recreate a Book Cover Challenge.
- Worked on podcast recommendations. Taught podcasts class at a staff training on 5/6.
- Conducted Tween Book Club on 5/11.
- Practice SAT via Zoom on 5/16. There were 21 attendees.
• I forgot to include on my April Service Report- the Practice ACT via Zoom I had on 4/25 with 14 attendees.
• Emailed Writers & Books contact about Summer Reading programming possibilities on 5/26.
• Worked on Star Wars Trivia questions. Star Wars Trivia Event via Facebook Live on 5/28.

Collaboration:
• Virtual partnership with Beth Puckett (Johanna Perrin Librarian) and Colleen Woods (Martha Brown Librarian): Every Tuesday & Thursday @ 2:30pm, we will be conducting a program called Quarantweens (see more in programming section).

Zoom meetings:
- Met w/ Abby & Karrie to do a run through of the podcasts class on 5/4.
- Met w/ Abby & Karrie before podcasts class on 5/6.
- Met w/ Anne, Abby, & Lauren S. to discuss summer reading plans on 5/29.

Marketing:
• Posted about the Quarantween program on social media.

This slide was included in a NYLA SSL presentation about the different types of virtual programming being offered to teens.

CHILDREN’S SERVICES – Anne Hicks, Lauren Seaver, and Tara Bassegio

A. Early Literacy (Goal I)
   Birth-3: No in-person programs possible—Library Closed
   Ages 4-5: No in-person programs possible—Library Closed

B. Programs inside the library:
   No in-person programs possible—Library Closed

C. Virtual Programs (Facebook, Instagram, & Beanstack)
   1. Streaming Baby Storytime (4 programs)
      i. Facebook reach of 5.1 thousand with 335 clicks, 144 reactions, comments, and shares
      ii. Instagram reach of 733 and 297 likes
   2. Streaming All Ages Storytime (4 programs)
      i. Facebook reach of 5.3 thousand with 416 clicks, 156 reactions, comments, and shares
      ii. Instagram reach of 1,006, with 437 likes, and 1 share
3. Streaming PJ Storytime (5 Programs)
   i. Facebook reach of 4.9 thousand, 257 clicks, 69 reactions, comments, and shares
   ii. Instagram reach of 888, with 256 likes, and 2 comments
4. STEM program: TP (roll) Challenge (4 programs)
   i. Facebook reach of 4 thousand with 129 clicks, 62 reactions, comments, and shares
   ii. Instagram reach of 908, with 301 likes, and 3 shares
5. Surprise Mystery Guest Readers (3 programs)
   Readers: Carl Gouveia (FPL Director), Joy Keller (Local children’s book author and Fairport teacher), Amy Joslyn (retired FPL Children’s Librarian)
   i. Facebook reach of 4.8 thousand with 774 clicks, 238 reactions, comments, and shares
   ii. Instagram reach of 350, with 41 likes, and 2 comments
6. Coffee Corner (6 programs)
   i. Facebook reach of 7 thousand with 295 clicks, 164 reactions, comments, and shares
   ii. Instagram reach of 479, with 103 likes, and 1 share
7. Other programs: Bilingual Storytimes (4 programs), IPL collaborative Storytimes (2 programs)
   i. Facebook reach of 9.5 thousand with 996 clicks, 379 reactions, comments, and shares
   ii. Instagram reach of 1,543, with 612 likes, 9 comments, and 6 shares
8. Beanstack ‘Spring Into Reading’ challenge continues: (stats represent all Beanstack challenges for month of April) 4 new registrations, 6 active readers, 1 completed activity, 8 badges earned, 759 books read.

D. Public Relations (Goal II)
   1. Photos and program announcements were added to the FPL Facebook page and Instagram.

E. Collection Development (Goal III)
   1. 4 print book orders (carts made but orders were not yet submitted), 6 Overdrive (ebook and e-audiobook) orders were placed.

F. Collaborations (Goal IV)
   1. Anne and Lauren collaborated with Carl, Irondequoit Library children’s librarians, and Lollypop Farm to create the online G.O.A.T. (Greatest Of All Time) Storytime program
   2. Anne, Lauren, and Tara collaborated with Abby and Carly for a Star Wars Family trivia program
   3. Lauren continued the bilingual storyline series sponsored by Central Library and collaborated with staff from Central, Gates, as well as multiple Learning Links connections to create seven bilingual storytimes; Lao-English, Croatian-English, Korean-English, Spanish-English, Slovenian-English, Italian-English, and ASL-Spoken English

G. MCLS (Goal V)
   1. Lauren attended the MCLS Children’s Services monthly meeting in Zoom
   2. Anne and Lauren attended Librarian’s meeting in Zoom
   3. Anne, Lauren, Ellie, Emma, and Matt attended staff meeting in Zoom
   4. Anne and Lauren held a virtual meeting with the Children’s Room staff to prepare for returning to the building.
5. Anne and Lauren attended a virtual meeting with Carly and Abby to discuss the Summer Reading Program

H. Misc.
1. Children’s room staff completed the following continuing education activities throughout the month: attended a total of 6 webinars, listened to 17 podcasts & Ted Talks on topics such early childhood literacy and learning, library services to families, children’s literature, equity, diversity and more
2. Conducted a diversity audit of FPL’s picture books and non-fiction books using the Diverse BookFinder (DBF) Collection Analysis Tool (CAT) to inform future collection development decisions

I. Displays (Goal VI) No in-person displays possible—Library Closed

ALL OTHER PROGRAMS
Virtual Programming for Multiple Age Levels: Abby DeVuyst, Carly Dennis, Anne Hicks, Lauren Seaver, Tara Bassegio
1. Live streaming Star Wars Family Trivia program on Facebook: Facebook reach of 937 with 129 clicks, 1.1 thousand reactions, comments, and shares
2. Tween Book Club (Carly & Lauren) in Zoom: 7 attendees

AV SERVICES – Hema Parthasarathi
- Ordered e-audio on Overdrive
- Added to NF carts
- Added to DVD cart in Ingram
- Added to DVD cart in Midwest
- Added to Music cart
- Attended Ted talk webinar on autism
- Attended book buzz webinar on new releases once a week
- Provided online reference twice a week for the whole month
- Attended librarian’s meeting
- Attended staff meeting
- Kept abreast of COVID 19 and its impact on libraries on a daily basis
- Continue to peruse journals for upcoming titles on a daily basis
- Attended webinar on Hoopla
- Attended the new website webinar for Midwest

TECHNOLOGY SERVICES – Lauren Hinett
Collection Management
- Curated Graphic Novel cart 4/30
- Curated Computer Books cart 4/30
- Put through Overdrive cart 4/30
One-on-ones
- Account help 5/6
Webinars
- Envisionware 5/5
- Hoopla 5/7
Copyright 5/14
Librarian Storytelling 5/18
Curbside App 5/21
Hands-Free Tech 5/26

Other
- Cleaned up Ingram orders and created “Previously Ordered” List 5/4
- Completed monthly Database Usage Reports 5/5
- Planned implementation of Envisionware self-checks throughout May
- Set up ReadSquared for Teen and Adult Summer Reading 5/19

CIRCULATION SERVICES – Amy Higgins
1. On 5/11, met via Zoom with Winnie and JoAnn to discuss how to implement curbside service, scheduling needs.
2. On 5/11 attended Zoom staff meeting, discussing re-opening and curbside service.
3. On 5/12 and 5/13, met at the library with Carl, Lin and Tori.
4. Worked at library on 5/14 and 5/15 placing orders and discharged part of backlog of returns on 5/15 with Winnie and JoAnn.
5. On 5/18 staff returned to work at the library, working on discharging and shelving returns and processing magazines and newspapers.
7. On 5/26, began Parkside Pickup for patrons who had holds on our hold shelf.
8. Placed 13 orders with Ingram for books and AV items.
10. Pages did some shifting of tight areas in non-fiction.
11. While working from home, communicated with other staff via email regarding library operations, watched and listened to webinars related to library services.