

**TO:** Plymouth District Library Board

**DATE:** April 17, 2020 6

**RE:** Monthly Report

**FROM:** Carol Souchock  
Director

**February 2020 Statistics:**

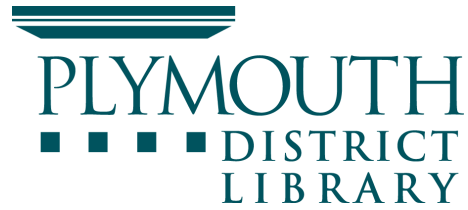
Circulation – Books & Other	54,649
Circulation – Overdrive Downloads	6,337
Circulation – Hoopla	1,538
Circulation – Flipster (e-Magazines)	561
Circulation – Kanopy (e-movies)	247
<b>Total Circulation</b>	<b>57,516</b>

<b>Electronic Access</b>	99,514 sessions to our web site
App Use	4,869
App Unique Devices	785
App Page Views	5,682
Public computer use	2,608 hours of use
Wireless use	12,476 sessions
Volunteer Hours	74 Teens & 182 Adult = <b>256</b>
Outside Groups Meeting Room Use	106 Meetings/1722 attendees
PDL Meeting Room Use	51 Programs or Meetings /667 attendees

**Library Programs and Services In February:**

In the month of February we held some very successful programs for adults. Our regular Rhapsody program this month featured The Andrew Sisters Tribute which drew 95 visitors and the Bathtub Gin & Rum Running: Prohibition in Detroit program almost matched that head count with 89 in attendance. Our teen staff outreach activities included a booktalk for 65 Salem HS 9<sup>th</sup> graders. In February our youth staff hosted our annual Parade of Preschool event which drew a significantly higher amount of preschools from the previous year.

In addition our staff prepared for the upcoming Census through a series of training sessions. We had been asked by Plymouth Township to help support their efforts. To do so we held training sessions for staff in various departments and scheduled several hands on and informational sessions in March and April. Unfortunately most of these events did not take place due to the library's unexpected closure in mid March due to the COVID-19 Coronavirus.



## **Technology Updates:**

Our adult services staff led by Digital Resource Librarian Mary Kelly hosted Digital Day events where our patrons were exposed to the library's amazing digital resources.

In addition our technology staff moved forward with a much needed computer refresh cycle with the purchase of 50 new computers for the public and staff. This was planned for in our 2020 budget and was necessary due to the age of our current equipment and the need to update for security reasons to Windows 10 computers.

## **Building Update:**

I continued to troubleshoot issues with one of our humidifiers.

## **Staffing Update:**

Librarian Dee Beaver joined us this month in Adult Services. Dee brings a wealth of knowledge and experience and has been a great addition to our team.

## **Director's Activities:**

In February I participated in a potpourri of events including:

- Representing the library at the Chamber's Downtown Business Owners quarterly gathering. I take this opportunity to connect with community leaders and educate them about the library's services.
- Susan Stoney, our community relations specialist, and I presented at a Colonial Kiwanis Club of Plymouth meeting. We appreciated the opportunity to thank them in person for their significant investment in our teen department over the last five years.
- Melanie Bell, our head of IT, and I attended a MOS (Michigan Office Solutions) open house where we investigated new resources and discussed the possibility of MOS taking over our digital newspaper project.
- I participated in interviews for the newly formed Youth and Teen Services Coordinator position.
- Finally, thank you for the opportunity to attend the PLA (Public Library Association) conference in Nashville with one of our trustees Jacqueline George. We both engaged with vendors and library leaders from around the country. It was a pleasure sharing this event with Jackie and I thank her for joining me.

February department reports are attached. All reports are posted on the Library's web page [plymouthlibrary.org](http://plymouthlibrary.org), and print versions are available in the public meeting packet at Upper Level Reference.

## ANNUAL CIRCULATION -- PLYMOUTH DISTRICT LIBRARY

Books and Materials circulation, including in house use and electronic resources

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Change from previous year
<b>JANUARY</b>	85,759	87,551	88,408	84,739	76,457	76,430	75,399	70,347	67,220	65,816	65,672	-0.22%
<b>FEBRUARY</b>	81,886	85,085	86,994	79,891	76,133	72,587	72,523	64,813	62,271	60,969	63,332	3.88%
<b>MARCH</b>	93,850	93,960	89,549	90,269	88,531	79,347	79,780	67,406	72,436	69,554		
<b>APRIL</b>	85,582	88,645	84,872	86,178	80,485	68,944	72,663	69,101	65,250	66,641		
<b>MAY</b>	80,664	80,787	79,194	73,298	77,661	69,006	68,816	66,070	61,116	62,829		
<b>JUNE</b>	96,317	93,841	91,929	86,209	89,418	82,853	79,146	74,359	73,759	68,681		
<b>JULY</b>	103,150	98,321	100,719	98,505	97,402	87,997	84,194	77,855	79,361	76,889		
<b>AUGUST</b>	103,073	97,431	94,868	88,896	86,989	85,330	82,568	74,516	76,302	74,749		
<b>SEPTEMBER</b>	80,034	75,596	76,733	71,428	72,392	68,676	67,208	61,033	60,255	60,028		
<b>OCTOBER</b>	84,161	80,382	84,453	75,643	75,774	69,897	69,130	64,490	63,278	63,175		
<b>NOVEMBER</b>	86,823	83,511	80,897	72,172	75,115	71,331	67,397	61,874	61,688	60,603		
<b>DECEMBER</b>	77,680	78,391	71,381	69,208	73,732	66,505	63,327	60,402	57,948	57,516		
<b>TOTAL</b>	<b>1,058,979</b>	<b>1,043,501</b>	<b>1,029,997</b>	<b>976,436</b>	<b>970,089</b>	<b>898,903</b>	<b>882,151</b>	<b>812,266</b>	<b>800,884</b>	<b>787,450</b>		
<b>Change from previous year</b>	<b>-1.74%</b>	<b>-1.46%</b>	<b>-1.29%</b>	<b>-5.20%</b>	<b>-0.65%</b>	<b>-7.34%</b>	<b>-1.86%</b>	<b>-7.92%</b>	<b>-1.40%</b>	<b>-1.68%</b>		

\* January 2007 onward includes Overdrive statistics

\* January 2015 onward includes Flipster statistics

\* May 2015 onward includes in house use statistics

\* March 2016 onward include Hoopla statistics

\* January 2019 onward include Kanopy statistics

## ANNUAL CIRCULATION -- PLYMOUTH DISTRICT LIBRARY

Books and Materials circulation, including in house use

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Change from previous year
JANUARY	85,237	86,807	86,829	82,673	73,797	72,782	71,050	65,279	60,441	57,584	56,330	-2.18%
FEBRUARY	81,419	84,332	85,254	78,151	73,631	69,080	68,317	60,293	56,056	53,402	54,649	2.34%
MARCH	93,303	93,207	88,057	88,282	85,865	75,870	75,551	62,496	65,444	61,396		
APRIL	85,011	87,853	83,429	84,216	78,012	65,585	68,416	64,521	59,064	58,771		
MAY	80,116	80,054	77,781	71,366	75,148	65,862	64,760	61,337	54,817	54,665		
JUNE	95,791	93,014	90,287	84,050	86,829	79,334	74,808	69,283	66,881	60,146		
JULY	102,544	97,484	98,891	96,288	94,483	84,204	79,287	72,325	72,135	68,112		
AUGUST	102,483	96,392	92,920	86,533	84,115	81,455	77,935	69,118	69,037	63,685		
SEPTEMBER	79,484	74,575	75,060	69,438	69,792	65,067	62,752	55,956	53,674	51,464		
OCTOBER	83,536	79,383	82,844	73,550	73,078	66,196	64,745	58,982	56,256	54,657		
NOVEMBER	86,248	82,408	79,326	70,246	72,378	67,798	63,067	56,720	55,042	52,690		
DECEMBER	77,079	77,051	69,705	67,092	70,915	62,680	58,703	54,806	50,841	49,211		
<b>TOTAL</b>	<b>1,052,251</b>	<b>1,032,560</b>	<b>1,010,383</b>	<b>951,885</b>	<b>938,043</b>	<b>855,913</b>	<b>829,391</b>	<b>751,116</b>	<b>719,688</b>	<b>685,783</b>		
Change from previous year	-2.04%	-1.87%	-2.15%	-5.79%	-1.45%	-8.76%	-3.10%	-9.44%	-4.18%	-4.71%		

## ANNUAL CIRCULATION -- PLYMOUTH DISTRICT LIBRARY

### Electronic resources

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Change from previous year
JANUARY	522	744	1579	2066	2660	3648	4349	5068	6779	8232	9342	13.48%
FEBRUARY	467	753	1740	1740	2502	3507	4206	4520	6215	7567	8683	14.75%
MARCH	547	753	1492	1987	2666	3477	4229	4910	6992	8158		
APRIL	571	792	1443	1962	2473	3359	4247	4580	6186	7870		
MAY	548	733	1413	1932	2513	3144	4056	4733	6299	8164		
JUNE	526	827	1642	2159	2589	3519	4338	5076	6878	8535		
JULY	606	837	1828	2217	2919	3793	4907	5530	7226	8777		
AUGUST	590	1039	1948	2363	2874	3875	4633	5398	7265	11064		
SEPTEMBER	550	1021	1673	1990	2600	3609	4456	5077	6581	8564		
OCTOBER	625	999	1609	2093	2696	3701	4385	5508	7022	8518		
NOVEMBER	575	1103	1571	1926	2737	3533	4330	5154	6646	7913		
DECEMBER	601	1340	1676	2116	2817	3825	4624	5596	7107	8305		
<b>TOTAL</b>	<b>6728</b>	<b>10941</b>	<b>19614</b>	<b>24551</b>	<b>32046</b>	<b>42990</b>	<b>52760</b>	<b>61150</b>	<b>81196</b>	<b>101667</b>		
<b>Change from previous year</b>	<b>85.50%</b>	<b>62.62%</b>	<b>79.27%</b>	<b>25.17%</b>	<b>30.53%</b>	<b>34.15%</b>	<b>22.73%</b>	<b>15.90%</b>	<b>32.78%</b>	<b>25.21%</b>		

\* January 2007 onward includes Overdrive statistics

\* January 2015 onward includes Flipster statistics

\* March 2016 onward include Hoopla statistics

\* January 2019 onward include Kanopy statistics

Digital Services Report  
February 2020  
Mary Kelly

### **Programming**

Digital Learning Day was on Thursday, February 27. Holly and I presented two sessions for the public. We highlighted programs and service available with a PDL library card, as well as statewide services via MeL.

### **Web Development**

I am working on adding some efficiencies to our current website. This includes making pages more print friendly, improving navigation, and simplifying maintenance. These are being tested right now and will hopefully be up and running soon.

I am also trying some design options for a new Intranet that should help with our internal workflow.

### **Collections**

With the help of intern, Aaron, we are continuing to inventory and evaluate our technology materials. I want to make sure we have up to date materials that match our offerings in the creative lab.

The genealogy collection is also being inventoried. As much of this material pre-dates automation, we are finding a few items that weren't catalogued properly. Jeff Wears has also lent a hand in assessing some of our local history materials.

### **Professional development**

I will be attending Computers in Libraries conference at the end of March.

I also listened to a webinar on the website Ready Set Bank (<https://www.grovo.com/readyssetbank/welcome>). This website is focused on financial literacy, particularly aimed at the technology aspect of online banking. This website is a cooperative effort with ALA and Capital One.

## Database Use - February 2020

Database Name	January	February	%change	Notes
Ancestry unique searches	1,183	443	-167%	
Biography in Context searches	4	0	n/a	
Biography in Context sessions	3	0	n/a	
Consumer Reports-pg views	784	635	-23%	
Consumer Reports-visits	62	52	-19%	
Contemporary Authors-searches	4	2	-100%	
Contemporary Authors-sessions	3	2	-50%	
Detroit Free Press	31	9	-244%	
Detroit Free Press (1831-1922)	75	112	33%	
Detroit Free Press (1923-1999)	82	104	21%	
Fold3 Library Edition	156	149	-5%	
Gale Courses (enrollees)	8	4	-100%	
Gale Interactive Science searches	0	1	100%	
Gale Interactive Science-sessions	1	1	0%	
Heritage Quest	35	37	5%	
Lit Resource Center searches	5	5	0%	
Lit Resource Center sessions	4	3	-33%	
Lynda New Users	10	7	-43%	
Lynda Videos Viewed	469	559	16%	
Lynda.com active users	387	364	-6%	
Lynda.com log ins	201	160	-26%	
Mango Languages-sessions	317	338	6%	note 1
Morningstar Useage (page views searches)	217	508	57%	note 2
Morningstar Useage (total log ins)	29	75	61%	
Novelist Plus sessions	17	22	23%	
Novelist Searches	51	49	-4%	
Reference USA (log ins)	50	45	-11%	
Tumblebooks	11	61	82%	note 2
Wowbrary Newsletters	3,053	2,439	-25%	
Wowbrary pages click through to catalog	1,984	1,849	-7%	
Wowbrary pages viewed	3,593	3,892	8%	

### Notes

Note 1: Due to a reporting error on Mango's end, January's report was incorrect. This report reflects the correct number.

Note 2: We've been promoting Morningstar and Tumblebooks on the Power Point screens in the library, on the library website, and on Twitter the past few months.

## Electronic Resources, Social Media, Web, and App

### February 2020

Electronic Resources	January	February	% Change
Overdrive ebooks checked out	4,260	3,903	-9%
Overdrive eaudiobooks checked out	2,716	2,434	-12%
Overdrive new users registered	72	53	-36%
Overdrive unique patrons	1,394	1,370	-2%
Flipster downloads	397	368	-8%
Flipster online views	140	193	27%
Hoopla-new patrons	45	38	-18%
Hoopla-number of items used (circ)	1,648	1,538	-7%
Kanopy-unique patrons	60	73	18%
Kanopy-number of credits used	181	247	27%
<b>Social Media:</b>			
Twitter Followers	3,023	3,034	0.4%
Instagram Followers	1,027	1,044	2%
Facebook Followers	3,650	3,662	0.3%
<b>Reference Email</b>	80	74	-8%
<b>plymouthlibrary.org</b>			
Sessions	106,085	99,514	-7%
Users engaged in at least 1 session	88,716	82,453	-8%
Page views	199,011	183,145	-9%
mobile + tablet users	7,648	6,572	-16%
<b>Mobile App</b>			
Unique devices used during the month	768	785	2%
# of times app was opened and used (launches)	4,942	4,869	-1%
Total Page Views (including home page)	5,888	5,682	-4%

## Adult Services Monthly Report February 2020

### Adult Programs

A02/03	English Language Learners Conversation Group	18
G02/03	Computer Basics 1	10
G02/04	Cut the Cord	47
G02/06	Low Vision Info Session	6
A02/08	Intro to InDesign, Part 1	9
G02/08	Tabletop Game Day	4
A02/09	Rhapsody: Andrews Sisters Tribute	95
A02/10	English Language Learners Conversation Group	17
A02/10	English Language Learners Reading Group	11
G02/10	Computer Basics 2	11
G02/11	Google Docs	5
G02/11	Contemporary Books Group	13
G02/11	Chess Club	11
G02/13	Google Drive	4
A02/15	Intro to InDesign, Part 2	4
A02/17	English Language Learners Conversation Group	13
A02/18	Bathtub Gin & Rum Running: Prohibition in Detroit	89
G02/19	Excel Basics	8
G02/20	Books on Tap	11
A02/22	Alice's Ordinary People Film Screening	13
G02/22	Film Club	6
A02/24	English Language Learners Conversation Group	18
A02/24	English Language Learners Reading Group	12
A02/24	Needlecrafters	4
G02/25	Chess Club	7
G02/26	Brown Bag Books	21
G02/27	Adobe Photoshop Basics	5
G02/27	Digital Learning Day – afternoon session	5
G02/27	Digital Learning Day – evening session	12
A02/27	DIA Behind the Seen	4
G02/28	Word Processing Basics	6
A02/29	Papercrafting	19
A02/29	Photoshop 1	6
15 Adult programs, Attendance 332		33 Total programs
18 General programs, Attendance 192		524 Total attendance

### Output Measures

Total questions: 3692 (4131 in 01/20, 4143 in 2/19)	At Ref desk: 1041 (1237 in 01/20, 1169 in 2/19)
At RA desk: 1518 (1801 in 01/20, 1947 in 2/19)	At Youth desk: 830 (811 in 01/20, 803 in 2/19)
Short ref: 1719 (1866 in 01/20, 1875 in 2/19)	Extended ref: 276 (351 in 01/20, 367 in 2/19)
Readers Advisory: 99 (99 in 01/20, 82 in 2/19)	Programming: 194 (373 in 01/20, 199 in 2/19)
Equipment Assistance: 230 (234 in 01/20, 207 in 2/19)	Computer Instruction: 151 (151 in 01/20, 154 in 2/19)
Envisionware: 361 (347 in 01/20, 275 in 2/19)	Directional: 187 (189 in 01/20, 504 in 2/19)
Other: 281 (298 in 01/20, 282 in 2/19)	Group Study Rooms: 194 (223 in 01/20, 198 in 2/19)

### Projects

Reference staff were informed about how the library will be a local partner in helping people file Census 2020.

Tax forms are available, coordinated by Tim Sherman.

We welcomed a new part time Adult Services Librarian, Dee Beaver.

## **Youth Services Monthly Report February 2020**

### **Programs:**

Baby: 4p; 61j, 75a

Storytime: 12p; 116j, 99a

School age: 6p; 54, 17a

Parenting: 1p; 13j, 46a plus 39 educators from 17 different schools

February is when we host our annual Parade of Preschools. We had an increase in schools interested: we hosted 17 schools compared to 13 in 2019. We have seen a decline in our Family Fun Night story time on Wednesday evenings for the 2<sup>nd</sup> session in a row. We will be dropping the Wednesday evening program and encouraging families to attend our Saturday drop-in storytime. Lauren has been training Jessica Keeler on performing storytimes.

### **Projects:**

KB - Weed JNF640

LB/JK - Inventory J Reference

LB - Update J Desk Reference

RS - Weed J Picture Books

DB/RS - Weed J Music CDs

### **Staff development and meetings:**

2-11 LB/DB - Reference meeting regarding Census 2020

2-20 LB - Train Dee in Youth department

### **Displays:**

Glass Display - Baseball memorabilia, musical instruments

Reference Display- Black History Month

Cake Top Display - Winter picture books

Love books

Books about pets

### **Microscope check outs: 2**

### **Circulation:**

<b>Youth Department</b>	<b>2020</b>	<b>2019</b>
CDs	179	176
Fiction	14078	13,137
Nonfiction	4193	4,065
Baby	28	35
DVD	2905	3,035
Magazines	30	30
Audiobooks	561	456
Puppets	101	93
Videogames	352	337
<b>Total</b>	<b>22,427</b>	<b>21,364</b>

## Monthly Report for Teen Activities for February 2020

### Teen Programs: 16 Offered 95 total attended

2/1	Teen Tech Tutors	2 tutors, 2 students
2/1	Virtual Reality	4
2/1	Animanga	5
2/7	Magic: The Gathering Club	3
2/8	Teen Tech Tutors	2 tutors, 1 student
2/12	Dungeons & Dragons	14
2/12	Teen Volunteer Orientation	7
2/13	STEM: Plants	13
2/15	Teen Tech Tutors	1 tutors, 3 students
2/18	Books & Bites	3
2/19	Inclusive Social Group	3
2/21	Magic: The Gathering Club	3
2/22	Virtual Reality Adventures	5
2/22	Teen Tech Tutors	1 tutors, 3 students
2/26	Dungeons & Dragons	17
2/29	Teen Tech Tutors	2 tutors, 1 students

### Outreach 6 offered 137 total attended

13 students requested books at West MS	13
20 students requested books at Plymouth HS	20
Provided recommendations and copies of narrative non-fic at Salem HS	20
Booktalk Reader's Choice options to Salem High School 9 <sup>th</sup> graders	65
Provided DVDs to Starkweather for classroom viewing of <i>Hidden Figures</i>	7
Assisted a study group to book meeting space at the library	12

### Teen Collection Circulation

	February '20	January '20	% Change Last Month	February 19	% Change Last Year
TBOOKPACK	3	5	-40%	6	-50%
TCDBOOK	78	60	30%	49	59%
TFIC	1232	1332	-8%	1234	-0%
TGRNOVEL	174	215	-19%	239	-27%
THOTREAD	237	277	-14%	130	82%
TMAGAZINE	0	0	0%	0	0%
TMANGA	622	542	15%	347	79%
TNEWF	192	207	-7%	113	70%
TNF	224	201	11%	229	-2%
TSTACKS	145	115	26%	74	96%
TSTORAGE	0	0	0%	3	100%
TSHADOW	71	32	122%		
<b>Total</b>	<b>2978</b>	<b>2986</b>	<b>-0.3%</b>	<b>2424</b>	<b>23%</b>

### YA Ebook Circulation

- YA Fiction – 379 (465 in January 2020, 444 in February 2019)
- YA Nonfiction – 10 (9 in January 2020, 7 in February 2019)

### Teen Volunteers 74 hours

- 7 teens for volunteer orientation = 1 hour each = 7 hours
- 55 hours of shelving and other tasks = 55 hours
- 8 teen computer tutors assisted 10 patrons = 1.5 hours each = 12 hours

**February 2020**

**Susan Stoney  
Community Relations**

Marketing library programs/services

2020 African American Read-In - ongoing  
Alice's Ordinary People Film Screening and Discussion – February 22  
Adobe Creative Cloud Suite – ongoing  
2020 Census – ongoing

Community Relations

We are working with the township and the city in preparation for the 2020 Census and looking forward to assisting local citizens with the completion of their online census questionnaire.

We were delighted to host the artwork of students from Plymouth Christian Academy. Work from both elementary and high school students could be found on all three levels of the building.

Carol Souchock and I attended the February 20<sup>th</sup> meeting of the Kiwanis Club of Colonial Plymouth – we provided a library update and library card sign-up for eligible members. Just a reminder – anyone who lives or works in the City of Plymouth or Plymouth Township is eligible for a library card and all services.

A local Girl Scout Troop designated the library as a drop-off donation spot for their Little Dresses for Africa project. We also welcomed the Plymouth Canton Little League with a display in our youth area to promote their winter sign-up dates.



Volunteers

Eight local citizens accepted our invitation to a Volunteer Orientation in February. We are looking forward to getting them trained and rolling in a number of different activities around the library. In February, our adult volunteer hours totaled 182.

Meeting Rooms

Sometimes meeting room users get pressed into service as volunteers. The 2020 Regional champion Salem Varsity hockey team spent every Tuesday afternoon in the Walldorf room for a study session. The results have been favorable – they have one of the highest GPAs of any PCEP athletic team AND on a couple of occasions, reset the Walldorf Room for the evening group that followed them. It was much appreciated.



Including helpful hockey players, we hosted the following in February:

Outside groups	106 meetings	1722 attendees
PDL groups	<u>51 meetings</u>	<u>667 attendees</u>
Total	157 meetings	2389 attendees

## Technical Services Monthly Report – February 2020

### **Statistics**

Our technical services staff cataloged and processed 1,357 items new to our collection and placed 55 purchase orders in the month of February. Our circulation staff registered 241 new patrons.

For MeL interlibrary loan, we sent 1,270 items to other libraries, and received 1,325 items for our own patrons.

### **Interlibrary loan circulation policy change**

This month, the new lending periods for MeL items went into effect: 4 weeks for books and audiobooks with one renewal (formerly 3 weeks), and 2 weeks for A/V items with no renewals (formerly 1 week). These policies are dictated by MeL.

### **Fines and fees**

Here is a breakdown of our intake of lost fees and overdue fines, according to our ILS software:

	Lost	Overdue
Online	\$48.00	\$321.05
Check	\$0.00	\$20.00
Cash	\$221.70	\$1,956.00
Credit	\$232.33	\$959.80
<b>Total</b>	<b>\$502.03</b>	<b>\$3,256.85</b>
<b>Year to date total</b>	<b>\$1,118.21</b>	<b>\$7,164.29</b>

Lost fees include payments for damaged items, replacement costs for lost items, and processing fees.

Katie Page  
Technical Services Coordinator

# PC Reservation PC Usage Report

## Organized By PC Area

Prepared 3/9/2020

From 2/1/2020 to 2/29/2020

Includes Timeouts, Inactivity, Early Close, Forced Close, Declined Policy

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### Totals

PC Area	Total Uses	Total Time	Average Session
Dedicated	106	67:29	38.198
Lower Level	290	244:08	50.510
Main Level	92	75:04	48.957
Training Lab	167	184:13	66.186
Upper Level	1825	2037:46	66.995
TOTALS	2480	2608:40	63.113

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*This report was generated using the EnvisionWare Inc. Reporting Module*

## **Technology Support**

### **Summary of February 2020**



#### **From: Melanie Bell – Head of IT**

We were able to deploy some more staff machines in February and place an order for 50 more computers. These 50 computers are the beginning of phase 2 of our refresh cycle. They will be deployed in both public and staff spaces.

#### **Servers and Network:**

- Applied security updates to Linux and Windows Servers.
- Verified our backups.
- Started moving the new staff machines over to the new server/domain.
- Security camera vendor updated our security camera servers. I updated the client software.
- Replaced uninterruptible power supply in the server room.

#### **Public and Staff Computers:**

- Ibrahim and I deployed 5 new staff machines and a new staff scanner.
- Purchased 50 computers for staff and public.
- Purchased 3 new printers for public.

#### **Website:**

- Applied updates to all the WordPress sites.

#### **Other:**

- Trained staff on how to use the new microphone/speaker system installed in the Creative Lab.
- Katie, Carol, and I met with our phone vendor to talk about implementing enhanced 911 at the library. Enhanced 911 allows emergency responders to know more precise location of where an emergency call was placed.
- Ordered 4 Prusa Mini 3D printers. Delivery expected in June due to high demand. Purchase made possible through the generosity of the Friends.
- Met with some vendors to discuss backup solutions.
- Bruce demoed the new ADA machine at a Low-Vision program