



6.0

TO: Plymouth District Library Board

DATE: 17 August 2021

RE: August Monthly Report

FROM: Shauna Anderson, Director

**July 2021 Statistics:**

Circulation – Books & Other	44,931
Circulation – Overdrive Downloads	7,532
Circulation – Hoopla	2,618
Circulation – Overdrive eMagazines	525
Circulation – Kanopy	293
<b>Total Circulation</b>	<b>55,899</b>

**Electronic Access**

Web Mobile Use	6,182
App Use	5,402
App Unique Devices	783
App Page Views	6,463
Public Computer Use	826
Wireless Use	9,131
Volunteer Hours	9.5
Meeting Room Use	0
Virtual/Online Programming	597

## **Building**

Library elevators were upgraded to allow for better safety features in the event of a power failure. Before, the elevators would suspend with doors closed until the power was restored, leaving staff and patrons stuck for an indeterminate amount of time. Now, the elevators will travel down to the lowest level and open their doors in the event of a power failure, allowing users to exit the elevator with ease.

During the torrential downpours this past month, we have noticed intermittent leaking from our skylight. I am currently collecting quotes to support the repair of the skylight and have budgeted a healthy reserve in the proposed 2022 budget for the work to take place.

## **Personnel**

The following changes took place on our staff over the past month:

- Kaitlin Theisen was promoted to Clerk
- Alexis Williams was hired as a Library Page
- Andrew Spongberg was promoted to Reference Assistant
- Sean Glasgow was promoted to FT Teen Librarian
- Aaron Smith left his intern position for a FT librarian position at Taylor Community Library

We will welcome Kwamsia Seals as our new Business & HR Administrator on Monday, August 16. Hiring for our FT Facilities Supervisor position is still ongoing.

## **COVID Updates**

As Wayne County moved in to the Substantial category of COVID spread, we began requiring face masks for staff members along with volunteers and contractors who utilize staff areas.

Our new social media team is working on a comprehensive communication strategy to support public health initiatives and update the public on our own COVID mitigation strategies, in light of the increasing numbers of local cases. We are also planning another wave of communication around this with the anticipated FDA full approval of the COVID vaccines in the fall.

Extended evening hours successfully launched on August 2 with a lot of positive feedback from the community. We look forward to adding Sunday hours back to our schedule starting September 19, after Labor Day and Fall Fest weekends.

On Monday, August 9, managerial staff were alerted that a vaccinated staff member was exposed to a known positive COVID case. They will be working from home until they are

presented with a negative test result. The issue was dealt with in a transparent manner while preserving the anonymity of the staff member in question.

## **Programs**

Our Summer Reading Program is currently wrapping up. Participation, while smaller than pre-pandemic, has been well-received. Take-and-Make craft kits for youth and teens have been particularly popular. Final data and participant outcomes will be presented at the September board meeting.

Working to create a better digital experience for the public, a cross-departmental team came together to select a new online event calendar and room booking software for our website. After viewing demonstrations of multiple vendors, staff selected the LibraryMarket calendar solution. This software will allow for better visibility and communication around library events. Additionally, this software provides us with the added bonus of automated room-booking. Heather Pacheco, Community Relations Specialist has been busy leading the implementation of this new product, which we hope to launch sometime this fall.

## **Grants**

We have not yet heard back about the status of our ARPA grant application, however the Library of Michigan received requests for funding that total over twice the amount available for the grant. In these circumstances, applications are ranked by the economic status of the community on measures such as SNAP participation and free/reduced lunch rates in local schools.

In the event that our application is not selected, we will likely work with a local foundation to apply for a request for funding Melanie Bell's plan to outfit our meeting rooms with zoom-compatible technology. Throughout the pandemic, we have seen our average attendance per event rise with the surprising popularity of virtual programming and hope to develop sustainable hybrid programming models to continue to support at-home learning alongside in-person experiences.

## **Strategic Planning**

We have continued to work on strategic planning efforts across the library. This past month, staff came together to analyze community demographics and review themes that have arisen during meetings with key community leaders. Managerial staff also drafted an initial version of revised mission, vision, and values statements. Members of the strategic planning committee have begun hosting interactive displays in the lobby to solicit community feedback about their use of the library.

We will soon begin analyzing our anonymized cardholder data to help us get a sense of the ways in which library usage compares to the community as a whole, helping us gain insight into the areas of the community most in need of outreach. When this next meeting is scheduled, I will send along an invitation to trustees to join in our cardholder analysis as interested. You can also look forward to a more focused communication campaign this next month to help us seek out feedback on community aspirations as a whole.

## Electronic Services – July 2021

Mary Kelly

### Databases and Electronic Media

- Proquest (Detroit Free Press, Fold3, Ancestry), HeritageQuest (Paid through MCLS), Ebsco (Consumer Reports and Novelist), Beanstack, Morningstar (Paid through MCLS), and Gale Courses have been paid. Working with Admin staff to reconcile payables to my records.
- I will next be trying to get the TLN paid products to line up with the others. I am avoiding having any database invoice renew too close to the beginning or end of a calendar year as this becomes difficult to charge to the correct budget.
- Ancestry is committed to remote access through December 2021. Our Ancestry account renews in April 2022.
- Most of the usage on the databases stayed consistent, except for Tumblebooks, where use doubled from last month. This is probably a result of Summer Reading program interest.
- As usual, the genealogy databases are always a bit unpredictable, which tends to be how genealogy research goes. Anecdotally, many patrons have commented that they are usually deep for weeks on end and then have to take a break for a few weeks.

### Intranet and Website

- As we have opened up more, I have been re-doing and adding back many of the pre-COVID services on the website. My goal is to combine some of our current pages and expand others to include more of the services offered by Brainfuse, LinkedIn Learning, and Learning Express.
- I am also trying to reduce the size of the menu, as it is also awkward on certain devices.
- I am also trying to pare down with the hopes of getting rid of sidebar widgets, as this reduces functionality for mobile devices.
- The intranet development is on hold until I can solve some problems with functionality and get it up on our new platform. I have been collecting content for the Knowledge Base.
- I am committed to show casing resources and posting updates when we make significant changes to the website.

### Page Changes for July 2021:

- Genealogy/Local history: now includes more African American and Jewish resources
- Updated content for the Michigan page
- Updated and added content to Jobs page
- Added a Test Prep page
- Added and updated a World Language page to include Spanish language resources and Consumer Health info in other languages. I am working with Katy make sure this dovetails with the ESL group.
- Combined the “Downloadables” page with the Books and More page.
- Added a page for the mobile app and download instructions.

### Other Notes:

Digipalooza conference August 3-5.

I am having knee replacement in August and Holly will be my back up. I am hoping that I won't be out of commission very long.

## Databases July 2021

Database	June 2021	July 2021	% Change	Notes
Ancestry unique searches	1,571	1,037	-34%	
BrainFuse-Help Now-unique visits	3	2	-33%	
BrainFuse-Job Now-unique visites	7	3	-57%	
Consumer Reports-pg views	808	n/a		
Consumer Reports-visits	66	n/a		
Data Axle (formerly Ref USA)	31	36	16%	
Detroit Free Press	5	18	260%	
Detroit Free Press (1831-1922)-HN	10	5	-50%	
Detroit Free Press (1923-1999)-HN	21	27	29%	
Fold3 Library Edition	81	101	25%	
Gale Courses (enrollees)	3	2	-33%	
Heritage Quest	3	44	1367%	
Linked In-Logins	23	22	-4%	
Linked In-Unique Users	18	15	-17%	
LinkedIn courses viewed	36	51	42%	
Mango Languages-sessions	78	95	22%	
Morningstar Useage (page views)	n/a	n/a	n/a	
Morningstar Useage (total log ins)	n/a	n/a	n/a	
Novelist Plus searches	222	175	-21%	
Novelist sessions	41	36	-12%	
Tumblebooks	53	127	140%	
Wowbrary Newsletters	2,443	3,066	26%	
Wowbrary pages click through to catalog	932	862	-8%	
Wowbrary pages viewed	3,901	3,052	-22%	

**Electronic Resources, Social Media, Web, and App  
July 2021**

<b>Electronic Resources</b>	<b>June 2021</b>	<b>July 2021</b>	<b>% change</b>	<b>Notes</b>
Overdrive ebooks checked out	4,617	4,898	6%	
Overdrive eaudiobooks checked out	2,582	2,634	2%	
Overdrive new users registered	66	50	-24%	
Overdrive unique patrons	1,421	1,606	13%	
Overdrive Magazines	447	525	17%	
Hoopla-new patrons	26	39	50%	
Hoopla-number of items used (circ)	2,574	2,618	2%	
Kanopy-unique patrons	95	98	3%	
Kanopy-number of credits used	300	293	-2%	
<b>Social Media:</b>				
Twitter Followers	3,076	3,077	0%	
Instagram Followers	1,512	1,519	0%	
Facebook Followers	3,925	3,978	1%	
Reference Email	59	57	-3%	
Reference Chat	23	15	-35%	
<b>plymouthlibrary.org</b>				
Web-Sessions	83,859	96,623	15%	
Web-Users (at least 1 session)	66,551	77,291	16%	
Web-Page Views	155,678	166,754	7%	
Web-Mobile Use (including tablets)	6,331	6,182	-2%	
<b>Mobile App</b>				
Unique devices used during the month	751	783	4%	
# of times app was opened and used (launches)	5,161	5,402	5%	
Total Page Views (including home page)	6,296	6,463	3%	

## Adult Services Monthly Report July 2021

### Adult Virtual Programs

G07/05	ELL Conversation Group	5 students, 1 tutor
G07/05	ELL Reading Group	4 students, 2 tutors
A07/07	Tips for Maximizing Garage Sale Revenue	39
G07/12	ELL Conversation Group	9 students, 1 tutor
G07/12	ELL Reading Group	7 students, 2 tutors
G07/13	Contemporary Books	11
A07/14	Michigan History: MI Man in WWII	24
G07/15	Books on Tap	5
G07/19	ELL Conversation Group	7 students, 1 tutor
G07/19	ELL Reading Group	7 students, 2 tutor
A07/22	From Ancient Amman to the Deserts of Jordan	35 Zoom, 6 FB Live
G07/26	ELL Conversation Group	6 students, 1 tutors
G07/26	ELL Reading Group	6 students, 1 tutors
A07/27	Urban Farming in Detroit	25
G07/28	Brown Bag Books	14
4 Adult programs, Attendance 129		15 Total programs
11 General programs, Attendance 92		221 Total attendance

### Questions Asked at Service Desks

Total questions: 2700 (2616 06/21, 251 in 07/20)	At Ref desk: 603 (494 in 06/21, 47 in 07/20)
At RA desk: 920 (934 06/21, 178 in 07/20)	At Youth desk: 723 (775 in 06/21, 22 in 07/20)
Short ref: 1292 (1338 in 06/21, 21 in 07/20)	Extended ref: 212 (197 in 06/21, 2 in 07/20)
Readers Advisory: 82 (97 in 06/21, 0 in 07/20)	Programming: 219 (221 in 06/21, 6 in 07/20)
Equipment Assist: 125 (107 in 06/21, 0 in 07/20)	Computer Instruction: 187 (87 in 06/21, 1 in 07/20)
Envisionware: 212 (190 in 06/21, 2 in 07/20)	Directional: 149 (189 in 06/21, 3 in 07/20)
Other: 199 (171 in 06/21, 4 in 07/20)	Group Study Rooms: 23 (19 in 06/21, 0 in 07/20)

### Online Content:

07/07	101 Tips for Maximizing Garage Sale Revenue	62 views on YouTube
07/14	A Michigan Man in WWI	44 views on YouTube
07/22	From Ancient Amman to the Deserts of Jordan	27 views on YouTube
07/27	Urban Farming in Detroit	25 views on YouTube

YouTube subscribers 237 (230 in 06/21)	Total views 290 (329 in 06/21)
Total watch time hours 35.9 (28 in 06/21)	Most watched video: Origami Butterfly

### Other Projects:

- The Adult Summer Connection finished July with 282 participants, 101 completions, and 53 redeemed rewards. The program officially ends on August 7, so final numbers will be available next month.
- Rather than specially designated Librarians in Charge, we have now trained all Librarians and all Administrative staff as People in Charge. Training completed at the end of July.
- Participated in vendor demos for event and meeting room reservation software.
- The social media team was reorganized and refreshed and is moving forward!
- A plan for limited Substitute Librarian hours created for 2022.
- Reconsidered utilization of staff space, including plans for more cubicles for Librarians. Other staff spaces cleaned up and reorganized for efficiency.
- Looking ahead to returning Sunday hours to the library's service: Sunday staffing needs evaluated and revised.



# Youth and Teen Monthly Report July 2021

## Online Engagement

- 4 Early Literacy Tips posted to all social media platforms and our website.
- Teen had numerous posts across social media platforms.

## Virtual Programming

7/1/2021	Pen Pals		3
7/1/2021	Baby Bags	22	
7/1/2021	Scavenger Hunt	51	
7/1/2021	MiLibrary Quest		2
7/1/2021	Teen Leadership		19
7/3/2021	Animanga		0
7/3/2021	D & D		4
7/6/2021	Reading Buddies Training		8
7/7/2021	Storytime 10	24	
7/7/2021	Storytime 7	6	
7/8/2021	Tales of Equestria	7	
7/9/2021	D & D		6
7/10/2021	Reading Buddies Training		4
7/12/2021	Reading Buddies	12	12
7/14/2021	Storytime 10	28	
7/14/2021	Storytime 7	17	
7/17/2021	Animanga		0
7/17/2021	D & D		6
7/19/2021	Reading Buddies	10	11
7/21/2021	Storytime 10	31	
7/18/2021	Storytime 7	10	
7/22/2021	Tales of Equestria	7	
7/23/2021	D & D		6
7/26/2021	Reading Buddies	10	12
7/28/2021	Storytime 10	26	
7/28/2021	Storytime 7	11	
7/29/2021	Books and Bites		5
7/31/2021	D & D		6

Teens served: 104, Youth served: 272

## Take and Make Projects

6/29-7/5	Lauren	TM# 3 Color by Number	209
7/1-7/15	Sean	Mask Lanyards	19
7/6/2021	Lauren	TM #4 Origami	184
7/13/2021	Lauren	TM #5 Zoo Masks	264
7/15/2021	Sean	Rolled Art	23
7/20/2021	Lauren	TM #6 Activity Sheets	193
7/27/2021	Lauren	TM #7 Wiki Stix	241

1,133 projects handed out

## Summer Connection

- Youth- 33 New Registrations
- Teen- 28 Registrations; 287 books read & 48 book reviews submitted

## Special Projects

- 8 Book Bundle requested and filled (Youth)
- Reference Meeting 7/6
- Lauren and Jessica- collaborated with other staff for the ARPA Grant
- Sarah P. and Sean started working on the Strategic Planning Committee
- The Teen Dept is collaborating with Northville in promotion of Teen Events between the 2 libraries
- All staff has been creating and contributing content for Social Media
- Overhaul of the Youth Booklist Page
- 32 new Teen Volunteer signed up



Little Sarah enjoying her Baby Bag!

# Reading Buddies July 2021 Report



## Summary

July 2021 was the second year we held Reading Buddies as an online program, due to COVID-related risk to youth.

Twelve pairs of teen and youth buddies signed up for the program. Each week's program combined ½ hour of reading aloud (young buddy to their teen buddy), followed by 15 minutes of fun time for the whole group.

## Program Format:

6:45pm - Teens joined the Zoom room.

7:00pm - Youth buddies joined the Zoom room.

7:10 - 7:30pm - Buddy pairs shared a breakout room for reading time.

7:30pm - All participants were called back to the main room for a fun words-based game.

7:45pm - Program end.

## Activities

	<p>Week 1 – <b>Animal Unscramble.</b></p> <p>I showed the kids a close-up of part of an animal with the letters of the animal's name scrambled up. Once they had a chance to unscramble the letters, I showed the image of the full animal.</p>
<p>Please help me find my <b>blue</b> dog. He is a <b>happy</b> retriever with a <b>soft</b> shape. He has <b>yummy</b> ears and a <b>good</b> tail and <b>smelly</b>. His nose is a little bit <b>we</b></p> <p><b>LOST DOG</b></p> <p>he was wearing a <b>hungry</b> collar wi je to you if you offer him <b>pokey</b> tre answers to the name <b>Tickley</b>.</p>	<p>Week 2 – <b>Lost Dog Madlibs</b></p> <p>I invited each youth to provide an adjective, which I used to fill in a lost dog posting (madlibs-style). I then read aloud the crazy description to them and invited them to draw the missing dog.</p>
	<p>Week 2 – <b>Animal Jeopardy</b></p> <p>Teen buddies faced off against youth buddies. Kids picked which animal category and point value they wanted. I showed that clue, which they read aloud to everyone and then answered for points.</p>
	<p>Week 4 – We played <b>Bingo</b> where words were shown and kids had to find the corresponding picture on their board.</p>

### **The Numbers...**

12 teens & 12 youth participated

(We had some young buddies forget after week 1 and had to replace some teens with alternates.)

42 half-hour reading sessions were enjoyed by youth

59 hours of highly-engaged volunteer time was given by the teens (training plus sessions)

### **Costs**

No costs were associated with this program this year, due to it being online.

### **Gratitude...**

... to Bruce and Melanie for being tech leads for a high-maintenance Zoom session each week

... to our dependable, positive, and dedicated teen big buddies



### **Thoughts & Ideas for Next Time**

- We did have some troubles with getting the pairs into the breakout rooms quickly this time. There was too much boring waiting time at the start of each week while the tech assigned pairs to breakout rooms. (Last time, we were able to send them as soon as both halves of the pair were there. This worked better because it maximized reading time and helped prevent a boring start.)
- Program lead should be on the watch to rename any kids who come in with a parent name on their zoom. (We remind parents of this, but they forget.)
- Tech: Pre-set breakout rooms plus a couple extras for emergencies; make sure everyone can share screens; make all PDL staff co-hosts; wait to admit young buddies until program time; after week one, send pairs to b/o as soon as both are there to maximize reading time
- We had a couple teens who were prompted to provide a login for the Ebsco database – they had to go out and back in. Sometimes this happens if they are on internet from outside MI or because they used a link to get into the database.
- We did not have teen alternates this time and it was a scramble on a few weeks. Definitely need alternates to be on-call.
- If using an online game created by another source, be sure to check and proofread the game all the way through. I came across errors in both games *during* sessions (spelling, missing images, etc.) because I had only done a cursory go-through in advance.

### **Detailed Program Specifics:**

#### **6:45pm - Teens joined the Zoom room.**

Teens brought up on their screen the PDF of Youth Book Series and open the Ebsco e-book database. Teens were reminded each week that *only these two tabs* should be open on their computers and that they are to screen share with their buddy *only these two screens, nothing else*.

- Week 1, teens were given the name of their youth buddy and their buddy's reading level (as provided by the parents at registration) so that they know which series color to offer.
- Weeks 2-4, teens heard any announcements and were invited to ask questions or share any feedback from the week prior.

#### **7:00pm - Youth joined the Zoom room.**

Teen buddies, youth buddies and parents of youth buddies were welcomed.

- Week 1, all were introduced to how the program would work using breakout rooms. All participants were reminded that adult leads will be coming and going from the breakout rooms throughout, and that they should just ignore us, unless they need assistance. Buddy pair-ups were announced to the youth. When ready, the tech lead sent all participants to a breakout Zoom rooms in pairs.
- Weeks 2-4, any temporary or new match-ups due to absences or attendee changes were announced. Pairs were sent to the b/o as soon as both were there to maximize reading time.

#### **7:10 - 7:30pm - Buddy pairs shared a breakout room for reading time.**

Big buddies spent a few minutes getting to know their buddy with small talk such as hobbies, school and favorite books. (Teens were instructed that conversation should be safe, fun and appropriate.)

Big buddy screen-shared the Youth Book Series PDF and helped their little buddy pick a book series to start with.

Big buddy then copy pasted the name of the series over to the Ebsco e-book database search field, searching for the book series that was selected.

Youth buddy picked a book to read and teen buddy brought it up full size on the screen. Youth buddy read aloud with encouragement and assistance from teen buddy, who advanced the book as each page was read. Teens were trained with basic tactics to help a "stuck" reader to get past a tricky word, and trained to spot when a book is too hard and might need to be swapped for an easier title.

Note that big buddies were instructed to use the *Ask for Help* button if they had trouble of any kind that needs adult assistance. This includes technology, behavior or literacy questions. Teen buddies were instructed to never leave their young buddy alone in the breakout room.

At the end of the book, teen buddy asked comprehension questions, if available, and discussed what was read, then returned to the series list to begin another book.

Teen buddies were invited to partner-read (taking turns with young buddy to read a sentence/paragraph/page) or to read aloud to their buddy from a book in the database.

#### **7:30pm - All participants received notice that the breakout rooms will be ending soon and were automatically returned to the main Zoom room for a fun words-based game.**

**7:45pm - Youth buddies dismissed.** Teen buddies stayed a bit to share/debrief.

# July 2021 Monthly Report –Community Relations & Marketing

---

## Marketing Library Programs/Services

In July, we communicated a move to **re-opening Stage 5**, which eliminated time constraints on browsing plus re-introduced walk-in computer use, group study rooms, and leisure seating.

Marketing support promoted Wowbrary, the Friends' Used Book sale (and guidance on what donations are welcome), exam proctoring, home-bound delivery and the following programs and resources:

Youth	Teen	Adult:
Youth summer connection Family scavenger hunt Take and make projects Zoom storytime Animal art challenge Social media challenge	Teen summer connection Take and make projects Video game collection Graphic novels collections Books-n-bites book club	Adult summer connection MI History WWII program Maximizing Garage Sale Revenue Deserts of Jordan program Romance collection Urban farming program e-Book club kits

Regular on-going marketing activities included:

- social media graphics - creation and posting
- writing and editing two editions of our e-newsletter
- regular communication with Plymouth DDA and Plymouth Chamber and Plymouth Township for library coverage in their updates
- editing and vendor relations for fall print newsletter

## Community Relations

I attended the grand opening of the Historical Museum's caboose as well as a Chamber of Commerce networking event on July 28.

Shauna and I have continued to meet with Plymouth leaders, including Township Supervisor Kurt Heise and City Manager Paul Sincock, to introduce ourselves and discuss how we can support each other.

During July, the Library hosted a display by the League of Women Voters regarding women's suffrage. It was well-received.

I secured our booth space at Fall Festival and ordered giveaways for that event; reordered our PDL tote bags and re-created art for our Born to Read bags, which we will soon re-order.

PDL cross-promoted (on social media) community news re:

- MSU's Michigan Diaries project
- United Way's Connect4Care KIDS project
- MI Choice Medical Waiver Program



## Meeting Rooms

Our public was invited in July to begin submitting meeting room use requests for August – December of 2021. As of the writing of this report, **we have 194 outside group meetings on the books for the fall**, plus PDL events and meetings. It looks to be a busy season! We are excited to be starting the process of adding online booking to our website capabilities with the LibraryCalendar product from Library Market. (I'm sure there is more on this in the report from Melanie Bell who oversaw the process of reviewing competing software products.)

## Volunteers

Adult volunteer hours in July: 9.5 hours

I continue to support the Friends through communications, signage and help with used book sale. I also joined in a new volunteer training re: Used Books to gain a better understanding of their system.

This month, the Friends extended their book sale into the Dunning Room for a special Christmas in July sale, which was very successful at both bringing in funds and clearing out some of the stock in the Used Book room. Gratitude to Diane Cupps who was captain this very busy month!



Finally, I participated in crafting the ARPA grant application, served as member of our strategic planning team, lead the Reading Buddies youth program and helped with planning of the upcoming Free Comic Book Day.

# PC Reservation PC Usage Report

## Organized By PC Area

Prepared 8/9/2021

From 7/1/2021 to 7/31/2021

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

### Totals

PC Area	Total Uses	Total Time	Average Session
	33	21:11	38.515
ADA	3	1:48	36.000
Adult	780	655:08	50.395
Teen	1	1:00	60.000
Youth	9	0:09	1.000
<b>TOTALS</b>	<b>826</b>	<b>679:16</b>	<b>49.341</b>

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



## **Technology Support** **Summary of July 2021**



**From: Melanie Bell – Head of IT**

July saw us prepping for opening up computers in the teen and youth areas and working, and setting up a print release station on the lower level. I also received further training in reconciling payroll and processed payroll after Robyn left.

### **Servers and Network:**

- Applied security updates to Linux and Windows Servers.
- Verified our backups.
- Applied updates to all the WordPress sites.
- Configured server for enhanced 911 setup. Will be meeting with vendor in mid-August to finalize.

### **Public and Staff Computer**

- IT staff replaced the Youth Public computers and deployed six of them for use in preparation for making them available in August
- Ran updates on the Teen machines in preparation for making them available in August.
- Setup LL print release station.
- Ran updates to secure RFID software on the self-check and staff machines.

### **Other:**

- IT staff assisted with 22 Zoom sessions this month
- Attended TLN Tech Committee meeting and TLN Picnic.
- Shauna and I received some more training from Robyn.
- Processed payroll.
- Organized four demos for new calendar/room booking systems. Several of the Admin team attended.
- Shauna, Lauren, Jessica, Heather, and I worked on an application for an LSTA ARPA grant.
- Placed order for mobile hotspots made possible through the Bosch grant.
- 9,131 Wireless Sessions

## Technical Services Monthly Report – July 2021

### **Staffing**

We welcomed a new technical services clerk to our team, Kaitlyn Theisen. Kaitlyn had previously been working as a page at PDL for several years. She will be responsible for adult cataloging. Welcome Kaitlyn!

### **Statistics**

Our technical services staff cataloged and processed 1,112 items new to our collection and placed 53 purchase orders in the month of June. We registered 203 new patrons this month.

For MeL interlibrary loan, we sent 979 items to other libraries, and received 1,024 items for our own patrons.

Katie Page  
Technical Services Coordinator