

Burroughs' Customer Services Narrative

March 2001

Youth Services

Programming:

· In the month of March, we held five Wednesday story time programs with themes such as St. Patrick's Day; Women's History Month; and Spring. In addition, we held five Little Learners story times on Tuesday mornings. All virtual programs were well attended.

Collection:

· Picture books, Board Books, children's nonfiction and fiction and YA books have been shelf read, items shifted and weeded and some moved to the back stacks.

· We have created a 3D printing station in the Teen Café; the 3D printer is still being evaluated whether it is suitable for programming purposes.

· Youth Services program planning has been completed and programs have been scheduled till the end of the fiscal year.

In preparation for open in the Children's and Teen rooms; chairs have been removed; patrons' computers set up; floor markings and required signage are being put in place.

Customer Services

Fine Arts room is being prepared for the reopening; chairs will be removed and signage will be added. Staff shelf read the items in the move and weeded some of the items.

On March 10th Bibliomation switched to the web client Danielle and I worked on sharing documentations to all staff about what changes to expect. Staff was encouraged to continue to practice on the test site.

The number of Quick Pick Up appointments for the month of March was 79.

For the month of March the number of incoming bins for DeliverIT was 25 and the number of outgoing bins was 26. For our supplemental service, Yankee Courier the number of incoming bins was 17 and the number of outgoing was 15.

For the month of March, 21 on line library card applications were processed; (adult 20; JUV 1)

The staff completed weeding and shifting the X Fiction collection project .and changed status in Bibliomation.

We continued to find mistakes from Baker & Taylor and Midwest Tapes in their cataloging of our materials.

Submitted by

Vivian Bordeaux, April 15, 2021