

Bertha Bartlett Public Library
Board Meeting – Main Meeting Room

Thursday, March 26, 2020
6:00 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Treasurer's Report: Duane Fournier –

- P& L Expenses
- March bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

New Business:

- New Hours for Covid-19 Pandemic
- Staff Hours and paying staff

Old Business:

- Gilbert Contract signed and received

- Adjournment

Reminder

- Next meeting: April 23, 2020, 6 p.m.

STAFF REPORT

March 2020

Covid-19 has definitely left a stretch mark on the library....and most of the staff in the past month. We have tried to be a step ahead by being proactive and setting up new procedures, policies and creating a whole new level of emergency responsiveness, without eliminating all public services.

After some conversations with the City Manager, we were warned that we might have to close our doors to the public soon. Denise put out a lot of social media warnings this might happen, and I also wrote an article for the Herald, expecting we would have about a week on that level. This happened around March 15. Our first level was to inform patrons we would be closing the public for browsing purposes. On March 15 we checked out 74 items, March 16 we checked out 568 items. On Tuesday March 17 when I arrived at work our City manager indicated we would probably have to close on the 18th. By 10:30 a.m., we were told we had to close by noon. We were open 2 hours that day, and we checked out 294 items.

Since then, we had an emergency staff meeting and established a procedure (which you've all seen) for pickup/curb side service. We have never said we would carry them to the car, but if someone asked we would. We are asking people to use our online catalog and place holds, or call us. Since we began this service on March 19, we have had 302 checkouts, 109 on Monday of this week. Saturday we were open, but it was pretty quiet, so we are proposing the following changes to our hours which you need to approve:

Story City:

- Monday through Friday: 10 a.m. to 5 p.m. (Staff on hand to answer phones)
- Noon to 4 p.m. (Curbside/pickup of materials on hold)
- Saturday and Sunday: Closed – no staffing
- Evenings: Closed – no staffing

Gilbert:

- Tuesday and Thursday: 3 p.m to 6 pm (Staff on hand to answer phones & Pick up materials)
- Wednesday: 10 am to 2 pm: (Staff on hand to answer phones & Pick up materials)

Our city manager sent out an email late Saturday that I saw on Monday with more scaling back. Specifically it states: "Starting Tuesday/Wednesday next week the city is going to be scaling back it's personnel. Meaning that non essential personnel will be required to stay at home – including the library.

Please inform your board. We will discuss in more detail the library on Monday. Mark."

I've been trying to communicate these changes to both the staff and board, needing direction from the board, as I'm caught in the middle on this. I had a workday scheduled for Tuesday, Mark insisted I cancel it, suddenly only 2 people can be in the building. After discussion with Mark, explaining the phone calls and questions we are getting, and some of the critical services we have already had to accommodate, he basically said Denise and I need to discuss how to change hours so he can post in his Story City Briefings what we are doing. You have all received emails asking for input, as he needs this by Wednesday, one day before the board meeting was scheduled.

If we can meet briefly by ZOOM (I'll send out a link you will need to following instructions on this, we'd feel better.

Bertha Bartlett Public Library
Board Meeting – Main Meeting Room
February 27th, 2020
6:00pm

Attendees: Duane Fournier, Matt Emerson, President Chris Feil, Secretary Jessica Hensch and Director Kolleen Taylor, City Council Representative Mary Kay Soberg also present

Opening of meeting: meeting called to order at 6:01pm

Additions or alterations to the agenda:

Under new business – Clock/temperature sign

Approval of the previous minutes : motion to approve January 2020 meeting minutes by Emerson, seconded by Cummings, approved unanimously.

Citizens/Councilperson appearance: None

Board training: 6:05p – 6:20p

Taylor presents the information from the community survey gathered manually and through Survey Monkey.

- The responses were spread across all ages/family types and the use of different types of materials.
- Programming is wanted most on Saturdays and Sundays
- There were many comments offered, many that were positive for the library's staff and collections.

Website:

- It's been updated and is much more user-friendly.
- There are more drop-down options in the menus and there are links to Facebook, Gilbert and other resources.

Treasurer's report:

- Story City: 41.6% of budget remaining. We have about 47%.
- Over 20% left of budget in building and supplies.
- Video budget is also already exceeded for the year.
- Gilbert: Over in office supplies and professional services.

Bills: Carpets and air ducts cleaned was over \$1000. The gas at the Tekippe building was around \$100.

Fournier moves to approve the bills, Cummings seconds, approved unanimously.

Circulation report:

Circ is down this month about 600 items from a year ago.
E-books and downloadable audio have increased.

Correspondence & communications:

Taylor reports that she sent out thank-you's to donors.

Gilbert update: Doing well! No new updates.

New business:

Magazine Policy: Length to store – see attachments

- Taylor presents the policy. Staff are asking that we remove past issues as they are rarely checked out with the exception of Reader's Digest or Consumer's Report.
- Provided is a list of items staff would like to have removed, what should be kept for a shorter amount of time and whether or not some should be kept entirely.
- Iowa Magazines - Anything that can be viewed online should be purged. Taylor reports she will come back with a recommendation after some research.
- Withdrawing back-issues of Birds and Blooms, Crafts, Paper Crafts, Reminisce, Worksbench and Woodsmith.

Meeting Room policy – amend to include other options than large room

- The book sale room will now seat up to 8 people.
 - Fournier suggests charging \$10 for the book sale room to be reserved, however, it would still be available for daily use.
- Annex will not be used until a door is installed.

Kids First in April – sending two: Caitlin and Maria

A conference – Board approves them being sent to the conference.

90 day review – increase for newest employee

Fournier proposes updates to the pay matrix. Fournier moves to have that added, Cummings seconds, approved unanimously.

Donated table & moving it to the library

Feil will work with Taylor to get it moved.

Time/Temp Sign

Feil says it is available. Will check to see if it works.

Old business:

Steering Committee Update

- Went over financials to see what they had
- They are getting ready to get a list together of similarly sized libraries to look at
- Garner Library used OPN to redo their library. Ended up being happy with their design, though it took years to get completed.

Building issues – Do we dare take out some walls and open up space for use now?

- Staff are trying to use the annex for programming and would like it to be more open.
- Keep the building as it is right now, as removing walls would expose tripping hazards.
- Would some half-walls work versus taking down the whole wall? Some pass-through windows?
- Taylor will have more discussion with staff.

Gilbert Contract – presentation to Council on Monday, March 2nd, 2020 at 6pm

- 2-year contract versus the three this time due to leveling-off of services. The programming and check-out numbers seem to be staying about the same.
- Amount asked is based on the per-capita amount Story City residents pay.

Next meeting: Thursday, March 26th at 6pm

Adjournment: Emerson motions to adjourn, Fournier seconds, approved unanimously 7:17p.

Minutes taken and submitted respectfully by Jessica Hensch

Bertha Bartlett Public Library Cash Flow
February 2020

<u>Acct #</u>	<u>Story City Expenses</u>	<u>2019-2020</u> <u>Budget</u>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget remaining</u>	<u>% of funds</u> <u>Remaining</u>
001-4410-6010	Salaries: Full Time	\$ 47,085.00	\$ 3,383.96	\$ 28,763.66	\$ 18,321.34	38.91%
001-4410-6020	Salaries: Part-time	\$ 55,000.00	\$ 3,872.16	\$ 34,522.35	\$ 20,477.65	37.23%
001-4410-6110	FICA/Medicare	\$ 7,750.00	\$ 543.76	\$ 4,753.49	\$ 2,996.51	38.66%
001-4410-6130	IPERS	\$ 9,565.00	\$ 684.97	\$ 5,974.19	\$ 3,590.81	37.54%
001-4410-6150	Insurance - Group Health	\$ 4,600.00	\$ 362.59	3094.5	\$ 1,505.50	32.73%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ -	\$ 387.58	\$ 912.42	70.19%
001-4410-6320	Building/Grounds	\$ 10,000.00	\$ 1,201.96	\$ 4,522.13	\$ 5,477.87	54.78%
001-4410-6350	Equipment repair/Maint.	\$ -	\$ -	\$ 28.12	\$ (28.12)	0.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 342.70	\$ 970.12	\$ 829.88	46.10%
001-4410-6373	Telephone	\$ 4,800.00	\$ 387.51	\$ 3,148.64	\$ 1,651.36	34.40%
001-4410-6408	Insurance-General	\$ 2,300.00	\$ 2,460.00	\$ 2,460.00	\$ (160.00)	-6.96%
001-4410-6490	Professional Services	\$ 2,000.00	\$ -	\$ 165.00	\$ 1,835.00	91.75%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ -	\$ 100.00	100.00%
001-4410-6500	Programming	\$ 2,500.00	\$ 20.98	\$ 558.75	\$ 1,941.25	77.65%
001-4410-6501	Building Supplies	\$ 750.00	\$ -	\$ 597.86	\$ 152.14	20.29%
001-4410-6502	Technology	\$ 3,000.00	\$ -	\$ 58.80	\$ 2,941.20	98.04%
001-4410-6505	Cataloging Supplies	\$ 1,800.00	\$ -	430.63	\$ 1,369.37	76.08%
001-4410-6506	Office Supplies	\$ 3,050.00	\$ 259.94	\$ 2,136.63	\$ 913.37	29.95%
001-4410-6727	Capital Equipment	\$ -	\$ -	\$ 650.00	\$ (650.00)	0.00%
001-4410-6508	Petty Cash/Postage	\$ 1,100.00	\$ -	\$ 375.00	\$ 725.00	65.91%
001-4410-6770	Magazines	\$ 1,700.00	\$ -	\$ 1,353.85	\$ 346.15	20.36%
001-4410-6771	Audio	\$ 1,300.00	\$ -	\$ 612.00	\$ 688.00	52.92%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 1,132.18	\$ 9,000.03	\$ 2,999.97	25.00%
001-4410-6773	Video	\$ 1,000.00	\$ 158.86	\$ 1,195.44	\$ (195.44)	-19.54%
001-4410-6774	Online Databases	\$ 1,000.00	\$ -	\$ 922.26	\$ 77.74	7.77%
		\$ 175,500.00	\$ 14,811.57	\$ 106,681.03	\$ 68,818.97	39.21%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 201.00	\$ 2,212.63	\$ (1,787.37)	44.68%
001-4410-1-4470	General Fund	\$ 23,000.00	\$ -	\$ 16,878.05	\$ (6,121.95)	26.62%
031-4410-2-4705	Donations	\$ -	\$ 22,190.00	\$ (33,249.00)	\$ 33,249.00	0.00%
031-4410-4-4300	Interest on Deposits	\$ -	\$ -	\$ (8,909.27)	\$ 8,909.27	0.00%
	Total Deposits					
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 416,419.03	\$ (76,692.16)	\$ 339,726.87		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,070.48	\$ 5.56	\$ 2,076.04		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00	\$ 210,000.00	\$ 210,000.00		
031-4410-4-4799	Misc. Receipts	\$ -	\$ 1,528.00	\$ 1,528.00	(Tekipee reimbursement for Property Taxes)	
				\$ 553,330.91		
Library Trust Expenses						
031-4410-6230	Travel & Training					
031-4410-6320	Building & Grounds					
031-4410-6490	Professional Services					
031-4410-6507	Misc. Operating	\$ -				
031-4410-6727	Capital Equipment					
031-4410-6672	Books					
031-4410-6798	Capital Project		\$ 120,000.00	???		
	Total Library Trust Exp		\$ 120,000.00	\$ -	\$ -	

Bertha Bartlett Public Library

March 2020 bills

Code	Written To	Date	Amount	Comments/Mileage @ .58/mile
001-4410-6150	Wellmark	03/03/20	\$381.54	Health Insurance - Kolleen
001-4410-6320	Angie Halladay	03/18/20	\$150.00	Cleaning
001-4410-6320	Visa	03/09/20	\$434.10	2 new toilets for Annex
001-4410-6320	Early Bird Window Washin	03/01/20	\$60.00	Window washing - exterios
001-4410-6371	Chitty Garbage Service	03/01/20	\$30.00	Trash
001-4410-6371	Black Hills Energy	03/24/20	\$257.65	Gas - heat
001-4410-6373	Aureon	03/01/20	\$393.94	Telephone
001-4410-6500	Visa	03/09/20	\$16.51	Program/Gingerbread House supplies
001-4410-6500	Amazon Capital Services	03/24/20	\$86.88	Programming
001-4410-6506	Access Systems	03/23/20	\$132.95	Copier Lease
001-4410-6506	Amazon Capital Services	03/24/20	\$20.59	Clock for Annex
001-4410-6771	TEI Landmark Audio	03/12/20	\$13.50	Shipping for 15 audio books
001-4410-6772	TEI Landmark Audio	03/16/20	\$13.50	Shipping for 15 audio books
001-4410-6772	Cengage	02/26/20	\$61.48	Books
001-4410-6772	Cengage	03/10/20	\$23.25	Books
001-4410-6772	Cengage	03/17/20	\$40.48	Books
001-4410-6772	Cengage	03/18/20	\$47.23	Books
001-4410-6772	Baker & Taylor	02/24/20	\$43.11	Books
001-4410-6772	Baker & Taylor	03/03/20	\$181.44	Books
001-4410-6772	Baker & Taylor	03/07/20	\$77.82	Books
001-4410-6772	Baker & Taylor	03/11/20	\$76.21	Books
001-4410-6772	Baker & Taylor	03/18/20	\$79.14	Books
001-4410-6772	Centerpoint Large Print	03/03/20	\$88.68	Books
001-4410-6772	Baker & Taylor	03/03/20	\$11.40	Books
001-4410-6772	Amazon Capital Services	03/24/20	\$102.31	Books through Amazon
001-4410-6773	Amazon Capital Services	03/24/20	\$134.96	DVD's
	TOTAL - Story City		\$2,958.67	
	Gilbert Bills			
033-4410-6500	Amazon Capital Services	03/24/20	\$64.72	Programming
033-4410-6772	Baker & Taylor	03/03/20	\$11.40	Books
033-4410-6772	Amazon Capital Services	03/24/20	\$16.92	Books
033-4410-6773	Amazon Capital Services	03/24/20	\$19.96	Books
	Total - Gilbert		\$113.00	

Approved on this day _____ by _____

Bertha Bartlett Public Library
2019-2020 Statistics Comparison

	Jul. 18	July 19	Aug. 18	Aug. 19	Sept. 18	Sept. 19	Oct. 2018	Oct. 2019	Nov. 18	Nov. 19	Dec. 18	Dec. 19	Jan. 19	Jan. 20	Feb. 19	Feb. 20	Mar. 19	Mar. 20
City	2817	3029	2505	2600	2381	2461	2398	2528	2141	2063	2138	1886	2414	2073	2510	2003	2607	
County	569	641	453	419	379	412	445	515	364	486	333	332	455	413	431	391	375	
Other	1058	953	904	954	956	912	1027	1008	851	880	977	1016	1139	937	920	887	1170	
Gilbert	475	388	423	343	300	270	368	331	357	229	261	165	266	219	255	226	252	
Total	4919	5011	4285	4316	4016	4055	4238	4382	3713	3658	3709	3399	4274	3642	4116	3507	4404	
Open Access	1058	953	904	954	956	912	1027	1008	851	880	977	1016	1139	937	920	887	1170	
Adult	1396	1455	1409	1365	1254	1188	1319	1394	1174	1208	1261	1183	1425	1391	1298	1133	1388	
Young Adult	318	335	245	291	225	183	204	221	153	141	137	178	180	150	196	214	202	
Juvenile	2190	2079	1749	1779	1606	1740	1796	1833	1547	1507	1552	1233	1637	1358	1779	1411	1834	
Video	9	0	14	8	13	5	12	4	18	5	11	2	3	3	4	4	2	
DVD	766	848	637	672	675	742	694	675	594	563	560	546	775	523	689	530	770	
Audio	9	20	19	7	18	14	14	9	5	18	11	25	24	5	19	9	18	
CD	33	39	18	17	20	12	7	7	19	24	20	38	29	8	8	17	9	
CD book	113	138	98	96	82	85	89	115	94	125	75	126	91	118	44	114	87	
Magazines	39	60	60	49	51	37	51	56	39	28	31	27	49	43	10	23	20	
Puzzles	25	27	19	24	45	34	36	58	53	31	29	24	49	25	54	35	63	
Puppets	20	9	15	7	21	11	8	10	14	6	10	8	5	7	12	3	10	
Other	1	1	2	1	6	4	8	0	3	2	12	9	7	11	3	14	1	
Total	4919	5011	4285	4316	4016	4055	4238	4382	3713	3658	3709	3399	4274	3642	4116	3507	4404	
E-books	310	320	348	336	352	324	336	320	314	319	408	330	363	429	315	350	342	
Downloaded Audio	315	372	296	343	283	327	288	337	270	319	249	307	278	398	228	347	279	
Ref.? Asked	127	158	103	112	93	103	131	161	107	140	118	114	130	136	86	82	134	
Ref.? Answered	127	158	103	112	93	103	131	161	107	140	118	114	130	136	86	82	134	
Reference-Gilbert	44	58	54	59	53	32	50	39	37	25	41	20	32	25	29	36	45	
PATRONS																		
Programs - children	19	7	2	0	13	13	11	11	8	13	8	8	7	11	9	10	9	
Attendance - children	133	131	59	0	171	132	138	129	86	155	79	91	49	105	56	78	64	

Bertha Bartlett Public Library
2019-2020 Statistics Comparison

Attendance - adults	49	53	20	0	47	47	44	40	40	61	54	46	30	22	36	18	43
Programs - StoryX	0	0	0	0	5	5	5	3	3	3	4	0	3	0	3	0	6
Attendance - children	0	0	0	0	45	45	56	27	29	24	44	0	40	0	18	0	89
Attendance - adults	0	0	0	0	5	8	14	8	6	9	12	0	9	0	6	0	17
Programs - Teen/Tweens	5	6	0	0	2	2	2	2	1	1	1	1	1	2	1	2	0
Attendance - teens	39	51	0	0	29	14	35	24	13	8	26	23	15	20	7	11	6
Attendance - adults	6	9	0	0	2	2	2	4	1	2	2	2	1	4	1	2	0
Programs - Adult	6	5	7	6	5	7	6	5	7	13	5	5	5	6	6	6	8
Attendance - children	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	19
Attendance - adults	62	32	42	39	34	49	37	27	36	234	34	36	35	42	44	43	80
Total Programs	19	18	9	6	25	22	24	21	18	27	18	14	15	19	19	18	22
Total Attendance	289	277	121	41	333	241	326	259	211	498	251	198	179	193	168	148	310
Gilbert Programs	10	7	3	2	6	5	5	7	5	5	4	4	4	6	4	4	5
Attendance	245	210	35	32	73	62	67	71	76	57	55	48	37	69	50	53	55
Attendance - Adults	69	61	9	9	27	28	23	24/2T	0	23	16	11	11	19	13	16	19
Hours - Gilbert	70.5	72.5	78	73	64	64	72.5	78	62	56.5	60.5	54.5	50.5	67.5	54.5	65	66
Total People	704	554	489	403	388	384	378	428	324	224	244	189	237	259	224	222	288
People/hour	10	7.6	6.3	5.52	6.1	6	5.2	5.5	5.2	4.9	4	3.5	4.3	3.9	4.1	3.4	4.4
Gilbert Site Circ.	859	626	654	581	508	507	662	559	569	350	400	336	373	434	436	399	442
Hours - Story City	218	221	235	228	217	220	246	247	228	224	218	222.5	237	235	216	227	236
Total People	3398	3778	3375	3229	3048	3122	3717	3636	2533	3613	2488	2355	2534	2379	2266	2631	3025
People/Hour	15.6	17	14.4	14.2	14.1	14.2	15.1	14.7	11.1	16.2	11.4	10.6	11	9.8	10.5	11.6	12.8
<u>CARDS</u>																	
Issued - Story City	17	12	14	4	16	22	10	5	6	10	6	9	7	6	6	11	4
Issued - Gilbert	11	4	3	0	0	3	8	1	4	1	2	0	1	2	1	1	4
Withdrawn	15	0	31	0	0	0	0	0	1045	0	0	0	0	0	1	0	0
renewed - Story City	14	12	7	13	14	3	9	8	8	1	5	5	9	14	5	12	11
renewed - Gilbert	12	4	7	3	6	1	5	7	4	1	2	2	6	4	6	0	4

Bertha Bartlett Public Library
2019-2020 Statistics Comparison

Meeting Room Library	15	12	1	2	13	10	14	14	10	16	10	10	12	14	10	11	11
Meeting Room Other	4	2	5	4	3	9	7	8	3	8	4	9	8	4	7	11	17
Computer Use	641	681	753	461	575	402	955	430	755	481	877	547	661	472	585	521	748
Test Proctoring	0	2	0	4	0		0		0	0	0	0	0	0	0	0	0
Interlibrary Loans Requested	8	15	12	12	6	5	12	16	10	24	18	9	11	22	9	19	12
Interlibrary Loans Sent	22	33	24	25	22	29	19	31	14	4	16	31	32	34	26	23	19
Book Club Sets	2	0	4	2	2	4	2	3	1	3	2	2	4	3	4	1	5
Microfilm Use	0	0	2	0	0	0	0	0	2	0		0	0	0	1	0	1
Gilbert Computer use	47	37	37	26	25	28	39	23	29	29	26	25	11	25	18	8	19
In House Use - Gilbert		58	70	64	27	30	34	58		37		22	28		3	25	31

In House Use - Story City

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DIGITAL CARD APPLICATION & OLD CARD REINSTATEMENT OR RENEWAL

As with all new cards, verify if patron has EVER had a card at our library before.

NEW DIGITAL CARDS:

If patron **has not** previously had a card at our library, they may apply for a new digital card via our website. The digital card will act as a temporary card for a period of 3 months and provide the patron with access to BRIDGES and our online resources (Gale, Transparent Language, BrainFuse) only.

- a. Staff should complete a new card application with information provided (form data will come via email to the BerthaB account) and enter data into Alex. Include new card #, date and staff initials along the right side of the card.
- b. Use contact notes in Alex (located under "Contact Info" tab within the patron's account) to note the following: *"Digital Card #1234 issued on 1/23/45, with unverified information. All communication done via FB Messenger/email/phone, due to COVID-19 precautionary closure. XY (your initials here)."*
- c. If the patron wishes to receive a physical card and full access to our materials, they must come to the library at the end of 3 months and provide a photo ID and proof of address. PLEASE NOTE OF "DIGITAL CARD" IN PATRON'S ALERT NOTES.
- d. Communicate the new card number to the patron via email. Ask that patron allows 24 hours for Alex and BRIDGES to recognize the number.
- e. Mark the stats sheet under "New Cards".
- f. Place card application in New Cards box.

OLD CARD REINSTATEMENT

If patron **has** previously had a card at our library, but you CANNOT locate them in the system, it may have been withdrawn during recent purges.

- g. Please check the card file located in the back room.
- h. Pull the card, tell patron the name, address, phone and email we currently have for them.
- i. Ask patron to give us updated information; staff should fill out a NEW card application with updated information. Include *"reinstated on 1/2/3"* and initials along right side of new card.
- j. Enter data into Alex. **You MUST change the card number to reflect the OLD card number, not the next one assigned by Alex.**
- k. Use contact notes in Alex (located under "Contact Info" tab within the patron's account) to note the following: *"Card #1234 reinstated on 1/23/45, with updated information. All communication done via FB Messenger/email/phone, due to COVID-19 precautionary closure. XY (your initials here)."*
- l. Communicate the new card number to the patron. Ask that patron allows 24 hours for Alex and BRIDGES to recognize the number.
- m. Mark the stats sheet under "NEW CARDS".
- n. Staple updated card application to the old card and place in New Cards box.

DIGITAL CARD APPLICATION & OLD CARD REINSTATEMENT OR RENEWAL

RENEWALS

As with all renewals, verify name, phone, address and email with patron. Update accordingly in Alex. Update "Card Exp Date" to 3 years from date. Mark the stats sheet under "Renewals".

Pandemic Procedures

Hours:

1. Eliminate evening hours, if the library is currently scheduled to be open until 8 p.m., this will change so staff goes home at 6 p.m. New Temporary hours will be as follows (This means the phones are on, answering questions, responding to emails, etc.):
 - a. Monday, Tuesday and Thursday: 10 am to 6 pm. Items on hold need to be called when they are pulled. Holds can be picked up between 12 pm and 4 pm
 - b. Wednesday and Friday: 10 am to 5 pm, Holds picked up between 12 and 4 pm
 - c. Saturday: 10 am to 2 pm: Holds can be picked up between Noon and 2 pm
 - d. Sundays: Closed
 - e. Outside door is unlocked, inside doors locked. Bathrooms blocked for use.
2. Staff reports to work regular hours as ADJUSTED. They will be able to be paid for normal hours as noted.
3. Holds list will be pulled up three or four times a day: 10 a.m., 12 p.m., 2 p.m. and 4 p.m.
4. Items on hold will be called and if the patron answers, determine when they can come to pick up their items. If it is the same day, check out the item, put it in a plastic bag with their name on it and place it on the table in the entryway. If they cannot come the same day, they will need to call before they come, and then the item will be checked out to the patron on that day.
5. Items returned need to be removed from the book drop, please check it a minimum of every two hours. We have disposable plastic gloves, please wear those on before removing items from the bookdrop, and keep them on until the items are cleaned, and placed in the meeting room. WE DO NEED TO BEGIN CLEANING THE DISKS AS WELL AS THE OUTSIDE OF THE DVDS!
...
 1. Place the **DVD** label-down on a soft cloth
 2. Gather your tools. ...
 3. Review the condition of the **DVD's** surface. ...
 4. Add isopropyl alcohol to the **DVD's** surface. ...
 5. Gently wipe the alcohol off of the **DVD** in straight lines. ...
 6. Rinse the **DVD**. ...
 7. Dry off the **DVD**. ...
 8. Test the **DVD**.
6. The meeting room is set up with tables designated for three days. There are index cards we are reusing with a Sharpie under the TV to add Day 1 dates to a fresh card. When items have been in the germ free zone for 3 days they can be shelved or checked back out.
7. The BerthaB email account needs to be checked hourly, in addition to other email accounts that customers use. Those who don't know may use the BerthaB account to ask questions, and need quick

answers. The password for the account is library1, and is written down on a pink piece of paper on the scanner at the sit-down circulation desk.

8. We are not going to charge fines during this period. **Fines are not forgiven prior to 3/17/20**, as of now. There will not be a renewal limit, however please encourage patrons to return items when they have completed using them, but not to make a special trip to do so! We do NOT want to have to check in 10,000 items on the first day after we open, we would rather see things returned slowly, and allow us to recirculate them AFTER they have been in the germ free zone for three days. If we have accounts suspended for fines, we can unsuspend them temporarily only for online use of our databases and downloadable materials, not for physical checkout. Please keep a list of those names.

9. If someone has had their account expire during this, we can renew by phone or email. We are working out how to establish a new account temporarily. (Denise)

10. Online videos to show how to do certain things (do not have to recreate, but put links on our website.

- How to use bridges
- How to login to accounts on our catalog
- How to place books on hold
- Storytime activities, craft activities
- Book reviews (CAITLIN!!)

11. Printing: It's tax season folks! People need forms, and many are challenging to find. Even with computers, many do not have working printers or are out of ink. We can print things for people, place in manilla envelopes and put them on the table like a book. I would suggest to them they may need to wait 24 hours to touch without protection.

We will need to provide a form which will have the amount owed, and they will need to put that with their payment in the green coffee container provided on the desk. Put the green container out with the materials being picked up, and retrieve after payment is made. We will have an internal containment box for coins and money. Empty the money into the containment box and leave it. We will have 3 different money containment boxes in the meeting room. Put the date you added money on the slip on the outside of the box.

Do not touch the money or checks until at least 3 days have passed without gloves. Again, if we print materials for people, find out when they will pick them up, tell them the amount they will owe and have them put the form and the money in a container. If they need copies use gloves to handle items to be copied, and tell them the amount it will be before copying, make sure they have the money....we cannot accept credit or debit cards. Get names from everyone before we will do this for them!!!