

# Bertha Bartlett Public Library

## Board Meeting – ZOOM ONLINE

Meeting ID: 822 0551 8282

Password: 002857

Thursday, April 23, 2020

6:00 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Citizens' Appearance:

Board Training – (Forwarded webinar link where I presented)

Treasurer's Report: Duane Fournier –

- P& L Expenses
- April bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

### **New Business:**

- Budget 2020-2021 & meeting with City
- Reopening Plan, current procedures, future
- Summer Reading program situation
- Amnesty period after we are reopened for all items "lost" or long overdue?
- Reopening process – (See proposed)
  - Purchases: Sneeze guard, gloves
- Consider purchasing Hoopla temporarily for public to access? (pricing will be attached)
- Upgrade staff computers (Kolleen's, Denise, Circulation desk)

### **Old Business:**

Annex: Foundation Director Online resource for grants

- Adjournment

Reminder

- Next meeting: May 28, 6 p.m.

# STAFF REPORT

April 2020

It's been a very strange stretch of time for all of us, and the library feels like an empty shell. Staff is only allowed to be in the building one at a time. I have worked from home most of the time, to allow other staff who have little they can do from home, but we are back up to 2 people starting on Tuesday. I however, have foot surgery coming up shortly, which will take me out for about 2 more weeks. I hope to have actual dates by meeting time.

We had to cease checking out to patrons, even with our system in place, on April 1. Some of our patrons are just now discovering this, and unfortunately not happy. I thought our outreach was pretty comprehensive and our doors are plastered with the closing, but we apparently have some people not paying any attention. This is why we have such a lock-down going on. There are some libraries who are considering mailing books to patrons. This would work with some limits placed on the books, but it's a way to help those who are older, there are patrons who are in total isolation at this point, and we know who some of those are, with no outside stimulus of any sort.

Some of our staff were considered high risk, so Mark insisted they stay away from the library at first hint of this virus getting out of control. As much as we've tried to assign work from home, it's not always easy, especially when their jobs are so fully linked to the collection in the library. One of the roles I've assigned is to determine whose library cards are up for renewal and for us to reach out to them to renew. This can be done from home, however, I found out that the person I assigned this to did not want their home phone numbers showing up on patrons phones, so this didn't work as well as I had hoped. And in retrospect it's a good point. It's been a process to get everyone on board to these changes, and solutions, so we've had two staff "Zoom" meetings now. After we discussed issues for an hour and a half, I determined we needed to do this weekly during this process. We've had to re-identify job roles, as there isn't any circulation at this point, just returns. The focus has to be on cleaning and reorganizing, working on jobs that we don't normally have time to address.

I have only gone to the library and back home starting April 3, occasionally going to my mom's window at the nursing home to try to connect with her. I've been working from home during the week, and coming to Story City on Saturday or Sunday when no one else is there. For those elderly people, like my mom who are not familiar with much of the new technology, this is even more difficult. We have tried to reach out to some of those who we saw regularly at the library. Again, unless we are totally comfortable, know the patron well I can't require this, but we have some individuals who are totally without stimulus at this time. I'm reaching out to those I know of the circumstances, taking this case by case. Not everyone on staff feels comfortable doing this.

Some of my time has been taking continuing education classes, and following the wide assortment of discussions about what other libraries are doing to provide services now, and how to reopen.. It's making me very sad we had to discontinue circulation so early, as many are doing this now without the many safeguards we had in place. I have tried sharing our information whenever asked, and also have been interviewed by staff person from News Hour, and will have been a presenter on Zoom for the Public Library Association, a subgroup of the American Library Association. This happened on April 22, and I think will serve as good board training. The entire session is 1 hour, and there are a lot of statistics shared. Since it is recorded you can speed through parts, as you all have the slides. There were 1500 registered for the seminar, their capacity apparently, only 1,000 could view through Zoom at one time. The other 500 are going to view it on the link I'm sharing with you.

Most of what I was asked to talk about was our communication in the community, with leadership and with staff. I am sure you all feel I over-communicate information at times, but this is proving to be essential during this situation. Even with all the information shared, stuff is falling in the cracks, as determined by my own staff meeting. We are now meeting one time per week, as stuff is happening within the buildings, with phone calls, with regular duties that just need discussed. I also am more isolated than most, but I also realized I need to talk with everyone at least one time per week in addition to the staff meeting. I think we are all feeling so disconnected the conversations we have seems to cement the discussions we are having as a group.

The plan to reopen, will be another attachment, but we need to keep in mind it will take the Mayor to say that we can go forward. We are working to have this ready as quickly next week, but we will make changes as allowed.

**Bertha Bartlett Public Library Cash Flow**  
**March 2020**

<u>Acct #</u>	<u>Story City Expenses</u>	<u>2019-2020 Budget</u>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget remaining</u>	<u>% of funds Remaining</u>
001-4410-6010	Salaries: Full Time	\$ 47,085.00	\$ 5,075.94	\$ 33,839.60	\$ 13,245.40	28.13%
001-4410-6020	Salaries: Part-time	\$ 55,000.00	\$ 6,159.36	\$ 40,681.71	\$ 14,318.29	26.03%
001-4410-6110	FICA/Medicare	\$ 7,750.00	\$ 842.52	\$ 5,596.01	\$ 2,153.99	27.79%
001-4410-6130	IPERS	\$ 9,565.00	\$ 1,060.61	\$ 7,034.80	\$ 2,530.20	26.45%
001-4410-6150	Insurance - Group Health	\$ 4,600.00	\$ 362.59	\$ 3,457.09	\$ 1,142.91	24.85%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ -	\$ 387.58	\$ 912.42	70.19%
001-4410-6320	Building/Grounds	\$ 10,000.00	\$ 644.10	\$ 5,166.23	\$ 4,833.77	48.34%
001-4410-6350	Equipment repair/Maint.	\$ -	\$ -	\$ 28.12	\$ (28.12)	0.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 287.65	\$ 1,257.77	\$ 542.23	30.12%
001-4410-6373	Telephone	\$ 4,800.00	\$ 393.94	\$ 3,542.58	\$ 1,257.42	26.20%
001-4410-6408	Insurance-General	\$ 2,300.00	\$ -	\$ 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	\$ 103.39	\$ 662.14	\$ 1,837.86	73.51%
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	\$ 153.54	\$ 2,290.17	\$ 759.83	24.91%
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	\$ 27.00	\$ 639.00	\$ 661.00	50.85%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 773.92	\$ 9,773.95	\$ 2,226.05	18.55%
001-4410-6773	Video	\$ 1,000.00	\$ 134.96	\$ 1,330.40	\$ (330.40)	-33.04%
001-4410-6774	Online Databases	\$ 1,000.00	\$ -	\$ 922.26	\$ 77.74	7.77%
		\$ 175,500.00	\$ 16,019.52	\$ 122,700.55	\$ 52,799.45	30.09%
<b>Deposits to: **</b>						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 111.00	\$ 2,323.63	\$ 1,676.37	41.91%
001-4410-1-4470	General Fund	\$ 23,000.00	\$ -	\$ 16,878.05	\$ 6,121.95	26.62%
031-4410-2-4705	Donations	\$ -	\$ 15,000.00	\$ 48,249.00	\$ 48,249.00	0.00%
031-4410-4-4300	Interest on Deposits	\$ -	\$ 508.93	\$ 9,823.11	\$ 9,823.11	0.00%
	<b>Total Deposits</b>					
<b>B. Trust Fund Deposits/Balance</b>						
031-	Trust in General Fund	\$ 416,419.03	\$ (61,183.96)	\$ 355,235.07		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,070.48	\$ 6.29	\$ 2,076.77		
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)	
			Total	\$ 568,839.84		
<b>Library Trust Expenses</b>						
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	???		
	<b>Total Library Trust Exp</b>		\$ 120,000.00	\$ -	\$ -	



**Bertha Bartlett Public Library**  
**April 2020 bills**

Code	Written To	Date	Amount	Comments/Mileage @ .58/mile
001-4410-6150	Wellmark	04/03/20	\$381.54	Health Insurance - Kolleen
001-4410-6320	Converse Conditioned Air	04/14/20	\$663.40	AC maintenance
001-4410-6320	Central Iowa Carpet Care	04/17/20	\$300.00	Carpet cleaning
001-4410-6371	Chitty Garbage Service	04/08/20	\$35.00	Trash
001-4410-6371	Black Hills Energy	04/23/20	\$156.88	Gas - heat
001-4410-6373	Aureon	04/08/20	\$390.54	Telephone
001-4410-6940	Computer Resource Specia	04/14/20	\$495.00	Network/techology
001-4410-6500	Visa	04/08/20	\$30.99	Programming
001-4410-6506	Access Systems	04/21/20	\$157.08	Copier Lease
001-4410-6506	Amazon Capital Services	04/27/20	\$171.38	COVID-19 PPE
001-4410-6772	Cengage	01/27/20	\$22.50	Books
001-4410-6772	Cengage	03/20/20	\$20.24	Books
001-4410-6772	Cengage	03/25/20	\$22.50	Books
001-4410-6772	Cengage	04/21/20	\$60.72	Books
001-4410-6772	Cengage	04/21/20	\$37.49	Books
001-4410-6772	Cengage	04/22/20	\$47.23	Books
001-4410-6772	Baker & Taylor	03/24/20	\$63.81	Books
001-4410-6772	Baker & Taylor	03/30/20	\$15.68	Books
001-4410-6772	Baker & Taylor	04/06/20	\$177.47	Books
001-4410-6772	Baker & Taylor	04/13/20	\$48.71	Books
001-4410-6772	Baker & Taylor	04/20/20	\$81.03	Books
001-4410-6772	Ingram	04/03/20	\$186.84	Books
001-4410-6773	Amazon Capital Services	04/27/20	\$132.50	DVD's
	TOTAL - Story City		\$3,698.53	
	<b>Gilbert Bills</b>			
033-4410-6500	Visa	04/08/20	\$30.99	Programming
001-4410-6506	Amazon Capital Services	04/27/20	\$9.99	COVID-19 PPE
033-4410-6773	Amazon Capital Services	04/27/20	\$17.99	DVD
	Total - Gilbert		\$58.97	

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	2539
County	569	641	453	419	379	412	445	515	364	486	333	332	455	413	431	391	375	380
Other	1058	953	904	954	956	912	1027	1008	851	880	977	1016	1139	937	920	887	1170	1003
Gilbert	475	388	423	343	300	270	368	331	357	229	261	165	266	219	255	226	252	250
<b>Total</b>	<b>4919</b>	<b>5011</b>	<b>4285</b>	<b>4316</b>	<b>4016</b>	<b>4055</b>	<b>4238</b>	<b>4382</b>	<b>3713</b>	<b>3658</b>	<b>3709</b>	<b>3399</b>	<b>4274</b>	<b>3642</b>	<b>4116</b>	<b>3507</b>	4404	4172
Open Access	1058	953	904	954	956	912	1027	1008	851	880	977	1016	1139	937	920	887	1170	1003
Adult	1396	1455	1409	1365	1254	1188	1319	1394	1174	1208	1261	1183	1425	1391	1298	1133	1388	1460
Young Adult	318	335	245	291	225	183	204	221	153	141	137	178	180	150	196	214	202	240
Juvenile	2190	2079	1749	1779	1606	1740	1796	1833	1547	1507	1552	1233	1637	1358	1779	1411	1834	1640
Video	9	0	14	8	13	5	12	4	18	5	11	2	3	3	4	4	2	1
DVD	766	848	637	672	675	742	694	675	594	563	560	546	775	523	689	530	770	587
Audio	9	20	19	7	18	14	14	9	5	18	11	25	24	5	19	9	18	12
CD	33	39	18	17	20	12	7	7	19	24	20	38	29	8	8	17	9	8
CD book	113	138	98	96	82	85	89	115	94	125	75	126	91	118	44	114	87	132
Magazines	39	60	60	49	51	37	51	56	39	28	31	27	49	43	10	23	20	34
Puzzles	25	27	19	24	45	34	36	58	53	31	29	24	49	25	54	35	63	39
Puppets	20	9	15	7	21	11	8	10	14	6	10	8	5	7	12	3	10	2
Other	1	1	2	1	6	4	8	0	3	2	12	9	7	11	3	14	1	17
<b>Total</b>	<b>4919</b>	<b>5011</b>	<b>4285</b>	<b>4316</b>	<b>4016</b>	<b>4055</b>	<b>4238</b>	<b>4382</b>	<b>3713</b>	<b>3658</b>	<b>3709</b>	<b>3399</b>	<b>4274</b>	<b>3642</b>	<b>4116</b>	<b>3507</b>	4404	4172
E-books	310	320	348	336	352	324	336	320	314	319	408	330	363	429	315	350	342	382
Downloaded Audio	315	372	296	343	283	327	288	337	270	319	249	307	278	398	228	347	279	376
Ref.? Asked	127	158	103	112	93	103	131	161	107	140	118	114	130	136	86	82	134	136
Ref.? Answered	127	158	103	112	93	103	131	161	107	140	118	114	130	136	86	82	134	136
Reference-Gilbert	44	58	54	59	53	32	50	39	37	25	41	20	32	25	29	36	45	39
<b>PATRONS</b>																		
Programs - children	19	7	2	0	13	13	11	11	8	13	8	8	7	11	9	10	9	4
Attendance - children	133	131	59	0	171	132	138	129	86	155	79	91	49	105	56	78	64	36

**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	12
Programs - StoryX	0	0	0	0	5	5	5	3	3	3	4	0	3	0	3	0	6	1
Attendance - children	0	0	0	0	45	45	56	27	29	24	44	0	40	0	18	0	89	4
Attendance - adults	0	0	0	0	5	8	14	8	6	9	12	0	9	0	6	0	17	2
Programs - Teen/Tweens	5	6	0	0	2	2	2	2	1	1	1	1	1	2	1	2	0	0
Attendance - teens	39	51	0	0	29	14	35	24	13	8	26	23	15	20	7	11	6	0
Attendance - adults	6	9	0	0	2	2	2	4	1	2	2	2	1	4	1	2	0	0
Programs - Adult	6	5	7	6	5	7	6	5	7	13	5	5	5	6	6	6	8	3
Attendance - children	1	0	0	2	0	0	0	0	0		0	0	0	0	0	0	19	0
Attendance - adults	62	32	42	39	34	49	37	27	36	234	34	36	35	42	44	43	80	17
Total Programs	19	18	9	6	25	22	24	21	18	27	18	14	15	19	19	18	22	8
Total Attendance	289	277	121	41	333	241	326	259	211	498	251	198	179	193	168	148	310	70
Gilbert Programs	10	7	3	2	6	5	5	7	5	5	4	4	4	6	4	4	5	4
Attendance	245	210	35	32	73	62	67	71	76	57	55	48	37	69	50	53	55	46
Attendance - Adults	69	61	9	9	27	28	23	24/2T	0	23	16	11	11	19	13	16	19	14
<b>Hours - Gilbert</b>	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	60
Total People	704	554	489	403	388	384	378	428	324	224	244	189	237	259	224	222	288	182
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	3
Gilbert Site Circ.	859	626	654	581	508	507	662	559	569	350	400	336	373	434	436	399	442	418
<b>Hours - Story City</b>	218	221	235	228	217	220	246	247	228	224	218	222.5	237	235	216	227	236	213
Total People	3398	3778	3375	3229	3048	3122	3717	3636	2533	3613	2488	2355	2534	2379	2266	2631	3025	2020
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	10.1
<u>CARDS</u>																		
Issued - Story City	17	12	14	4	16	22	10	5	6	10	6	9	7	6	6	11	4	9
Issued - Gilbert	11	4	3	0	0	3	8	1	4	1	2	0	1	2	1	1	4	1
Withdrawn	15	0	31	0	0	0	0	0	1045	0	0	0	0	0	1	0	0	2
renewed - Story City	14	12	7	13	14	3	9	8	8	1	5	5	9	14	5	12	11	13
renewed - Gilbert	12	4	7	3	6	1	5	7	4	1	2	2	6	4	6	0	4	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	4
Meeting Room Other	4	2	5	4	3	9	7	8	3	8	4	9	8	4	7	11	17	4
Computer Use	641	681	753	461	575	402	955	430	755	481	877	547	661	472	585	521	748	279
Test Proctoring	0	2	0	4	0		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	24
Interlibrary Loans Sent	22	33	24	25	22	29	19	31	14	4	16	31	32	34	26	23	19	20
Book Club Sets	2	0	4	2	2	4	2	3	1	3	2	2	4	3	4	1	5	3
Microfilm Use	0	0	2	0	0	0	0	0	2	0		0	0	0	1	0	1	0
Gilbert Computer use	47	37	37	26	25	28	39	23	29	29	26	25	11	25	18	8	19	7
In House Use - Gilbert		58	70	64	27	30	<b>34</b>	<b>58</b>		37		22	28		3	25	31	33

In House Use - Story City



## REOPENING THE Bertha Bartlett Public Library

### TASKS TO COMPLETE DURING CLOSURE:

*All Staff to track their activities whether working from home or at the library on a Google Docs Spreadsheet called Work Log. This should only be detailed enough to help management understand activity level and importance to the library. Make notes of additional actions needed.*

- 1). Thoroughly clean all surfaces in library, chairs, tables, shelves, bins, etc.
- 2). Thoroughly clean all ductwork, heating and air conditioning vents, and all equipment, including inside of computers, keyboards, and screens of computers.
- 3). Clean carpets, rugs (new front door rug and children's rug in meeting room.) thoroughly, have cleaning company do comprehensive in both public and staff areas.
- 4) Discuss with staff what we should continue to do when reopening

Clean all surfaces at beginning and end of each shift where we are working. If getting low on Clorox wipes, conserve and use Lysol diluted with warm water and use rags located under the sink in kitchen.

- 1). Continue cleaning covers of all materials that have been checked out.
- 2). Intensive cleaning of all DVD's, and CD's (audio books & music) Low setting on Azuradisc
- 3). Continue 3 day quarantine of all items returned
- 4). Money: should we continue to isolate new money from old/change drawer
- 5). Wear gloves to handle materials (incoming),
- 6). Install Plexiglass sneeze guard at circulation desk, wear masks when in contact with public and any time not able to social distance
- 7). Clean any furniture with upholstery, dust all areas, dust all shelves

### RESTORATION OF SERVICES:

- All staff must maintain health. If sick they must stay home, if exposed to anyone positive for Covid-19, self isolate for 14 days/take test if deemed necessary. Continue to social distance and sanitizing library.
- Staff present Monday – Friday 9 am to 5 pm to answer phone, process returns, plan, prepare items for circulation and curbside service
- Monitor Wifi

**PHASE I:** (April 28 – May 1) Restore staffing to allow 2 people in building. (To start Director and Assistant Director to evaluate and implement decisions needed for future phases) Other staff scheduled in to help complete tasks above, planning for future programming and to handle returns.

Notify public they can return items before we begin checkouts again. May need extra staff in building or be on call. Use every means of communicating to the we can.

**PHASE II:** (May 4 – May 15) Begin "LOBBY DELIVERY SYSTEM", limited to 5 items. This is the same procedure we used prior to complete shutdown: Monday through Friday hours 10 to 5 p.m., Pick up items between noon and 4 p.m. (Returns will be higher these days nearly 10,000 items are checked out at this time, at some point evening hours may be needed to complete processing)

1. Begin Curbside/Lobby Delivery check out using holds online and phone calls. Make sure patron is coming the day you check out the items to them. Distribute from table in foyer. Use gloves to pull materials, check out to patron, do a final cover disinfect, dry and put into bag, put name on the bag and set on table in foyer. Unlock outside door, lock inside door. Wipe down exterior doors inside and out with Clorox wipes or Lysol. Encourage patrons to do pick up when already out, not a special trip.

2. Attach a form to the outside of bag of books Design a form that explains our steps, attach to bag.

***Reminder: Viruses may be suspended in the air for a few hours, on surfaces such as cardboard up to 24 hours, metal like copper 4 to 8 hours, stainless steel to 12 hours, some plastics up to 72 hours. If still uncomfortable, set this bag in your foyer, garage, safe area, for 3 days***

**Post signs to NOT ENTER if experiencing any signs of illness. We will ask them to leave if they enter obviously ill**

**PHASE 3:** (May 16 – 31<sup>st</sup>):

- Allow patrons back in the building by appointment (10 am to 4 pm) for book browsing, reading magazines and newspapers and computer use. Only 4 computers will be available by appointment only, due to social distancing from 10 am to 4 pm, M-F, with no more than 10 people at a time in the building. Staff will be available to make copies and send faxes.
- Public restrooms and meeting room will not be available.
- Allow people to continue to pick-up materials using the foyer. Pickup items between noon and 4 p.m.

**PHASE 4:** June 1 – June 30 Library open to the public with extra precautions in place: Hours increase to 6 or 7 pm Monday, Tuesday, Thursday and Saturday 10 a.m. to 2 pm

- All library services available with social distancing practices in place
- Limited number of patrons in library at one time
- No one under 12 will be allowed in library unless accompanied by parent/guardian (adult)
- High Risk patrons and patrons over 65: 10 to 11 am
- General Public from 11 to 5 pm
- By appointment only from 5 to 6 pm for those who work, and this will allow staff to sanitize daily.

**PHASE 5:** July 1 to August 31: Staff return to normal schedule: Maintain all health and sanitation steps to insure public and staff health.

- Modified summer reading program will be implemented, limits to numbers and social distancing still encouraged.

**NOTE:** If at any time during this process, community infections increase, and the city deems it necessary to roll back services, we will revert to the level considered necessary by City and State Administrators. Boards and staff will be notified by email if such determinations are made.