

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a Regular Meeting of the Library Board of the Morton-James Public Library, will be held at 4:00 P.M., on Wednesday, March 10, 2021 at the Morton-James Public Library, 923 1st Corso, Nebraska City, Nebraska. The meeting will be open to the public.

An agenda for such meeting, kept continuously current, is available for public inspection at the Morton-James Public Library in Nebraska City.

A handwritten signature in cursive script that reads "Donna S. Kruse". The signature is written in dark ink and is positioned above a horizontal line.

Donna S. Kruse
Library Director

Morton-James Public Library
March 10, 2021
Board Meeting Agenda

Call meeting to order 4:00 pm

Signing of Roll Call

Director's Report

Statistical Report

Consent Agenda

Approve Minutes from February 10, 2021

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion and/or Take Action:

Re-opening Plans

Fine Free

SELS Annual/Build Americas Libraries (10 minutes Claudette)

Updates:

Story Walk Project

125th Anniversary Celebration

Next Meeting: April 14, 2021

Director's Notes
March 10, 2021 Report
February activity

- Reinstated one laptop, available by appt only in Kimmel on February 1.
- Submitted Bibliostat Report to Nebraska Library Commission
- Closed due to heat issue February 16 & 17
- Davis and Beard virtually attended Big Talk from Small Libraries sessions and Boeche and Knickman virtually attended Customer Service Workshop
- Director continues attending Board of Health, Civic Engagement and CASTL meetings. City Council Meetings when needed
- Virtual Book Club & Story Times, Homebound Service, filling reserve requests and phone reference continues

Fiscal Year 2020-2021

Monthly Reporting

Morton James Library

	October	November	December	January	February	March	April	May	June	July	Aug	Sept	TOTAL
Circulation	2532	2813	2778	2616	2428								13,167
Technology Center Usage	36	27	0	0	17								80
Early Literacy Stations Usage	0	0	0	0	0								0
Patrons Visits	1074	843	767	760	755								4,199
New Library Cards	8	6	4	4	4								26
Reference Questions Answered	357	267	281	324	353								1,582
Genealogy / History Research	2	1	0	0	0								3
Materials Added	273	178	193	196	220								1,060
Website Visits	708	723	792	760	880								3,863
Programs & Exhibits	1	3	0	1	1								6
Attendance (Included in Patron Visits)	8	30	0	9	11								58
Interlibrary Loan Borrowed	16	9	15	42	NA								82
Interlibrary Loan Loaned	18	16	11	19	NA								64
WiFi Log Ins	996	750	699	745	725								3,915
Member Amount Saved	26,593	24,281	21,055	20,418	19,358								111,704

Patrons Visits = Reserve Pickup starting 3/18/20
2/1/21 Laptop Available. No New Material Browsing in February 2021

Sessions	Event, Activity or Statistic	Attendance
1	Book Club Zoom Meeting	11
1	Alternative Service Model All Month	11
1	TOTALS	11

February Online Story Time:

Posted Feb 1 to March 1 Page Hits: 89

Guest Singer: Shannon Schram

Craft Kits:

18 delivered to Head Start full day

38 delivered to Head Start part-day

50 picked up in the Library lobby

Valentine's Day Online Story Time

Posted February 8-15 Page Hits: 40

Guest Readers: Susie Frerichs,

Claudette Wielechowski, and Nick Cody

1 "Matilda" One Book One

Community given to homeschool family

Morton James Public Library Minutes

February 10, 2021

The following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm February 10, 2021 at the Morton-James Public Library. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on February 4 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board present: Cindy Patton, Nikki Johnson, Sue Little, Claudette Wielechowski,

Members Absent: Molly McNeely

Staff present: Donna S. Kruse, Louan Beard

Directors Report for January 2021, activity

- PT Kelsie Robinson started back to work for the new semester
- Closed early 1/15 due to snow, closed 1/25 for snow
- Closed 1/26 for inventory -only one item could not be found!
- Major shift for dvds, magazines, paperbacks, fiction and nonfiction completed
- Wall paper repaired in reading room
- Fire alarm/ fire suppression and elevator inspections all completed. Elevator will need new phone installed.
- Director continues attending Board of Health, Civic Engagement and CASTL meetings. City Council Meetings when needed.
- Virtual Book Club & Story Times, Homebound Service, filling reserve requests and phone reference continues.

Statistical Report:

Statistics for January showed an increase in Wi-Fi use from the month before.

Consent Agenda:

Minutes: No corrections to the minutes.

Budget Report: No questions were presented regarding the Budget.

Financial Report: An additional Martha Supernaw memorial donation was received in January. It was noted that a number of Library Sponsor donations were also received during the month. Beard explained that the donations are given annually on a calendar year basis. Little will look into sending annual Library Sponsors a thank you for supporting the Library.

Johnson made a motion to approve Consent Agenda items and Little seconded.

Vote: Wielechowski, Johnson, Little, Patton all in favor

Monthly Claims: Kruse noted the loan payment to Farmers & Merchants Bank for the HVAC project. Various routine inspections were reviewed. Beard explained the difference between the annual OverDrive fee and the monthly OverDrive Advantage titles that are being purchased for our Library patrons.

Wielechowski made a motion to pay monthly claims Johnson seconded.

Vote: Little, Wielechowski, Johnson, Patton all in favor

Business:

Discussion/Take Action:

Little gave an update on the StoryWalk® project. She was in contact with the Crete Public Library. They recently installed a StoryWalk® in the park across the street from their new building. Little obtained estimates from the company Barking Dog Exhibits. The company specializes in providing StoryWalk® displays. A projected cost for the project is approximately \$5,000 for 18 display signs, using treated wooden posts. Little will look into a secondary location if Nuckolls Square is too small for the 18 display signs. Discussion led to Wildwood or Steinhart Park as possible locations. Funding for the project will be obtained through the Moller Endowment Fund. Little will contact other community organizations to sponsor the project. A sponsor plaque will be included as part of the display. Library staff will be responsible for purchasing the books and changing the stories out quarterly. Decisions and cost for laminating the book pages will be determined following additional research. Kruse will make arrangements to present the project to the City Council within the next month or so. The deadline to complete the StoryWalk® project is June 2021. The opening of the StoryWalk® will be the kickoff for the summer reading program and a 125th Library Anniversary event.

Little also reported that permission has been obtained for the Library to provide Dolly Parton Imagination Library information and registration forms for the new parent packets at CHI Health St. Mary's.

A discussion was held on the possibility of becoming a fine free Library. Since April 2020, due to the pandemic and quarantining books, the Library has been fine free. The rural library card fee and out-of-state library card fee have been deferred due to the pandemic. As the second year of deferring fees approaches, a plan is needed as to how to proceed. The discussion was tabled until next month. Board members requested a comparison be done on other local fine free Libraries, a search of the cost of other out of town and out-of-state fees and why other Libraries have found going fine free works for them. Kruse will be following up with posting questions to area library directors and checking with the Southeast Library System administrator.

Updates:

As of February 1, 2021, the Library has gone back to providing one stand up laptop in the Kimmel Gallery for public use by appointment only. The appointments are scheduled on the hour for 30 minutes once a day. The Library is also offering a dedicated laptop for COVID-19 vaccine registration. No reservation is needed to register for the vaccine. For patrons needing computer assistance it is suggested they bring a family member to assist them so privacy and social distancing can be maintained. According to the monthly Health Board meeting the number of COVID-19 cases are going down but the public needs to maintain social distancing, wearing face masks and hand washing.

Library staff began working on a plan and timeline to open the building to the public. The next step will be to bring back new material browsing in the Kimmel Gallery starting March 1, 2021. Over the following two months steps will be taken to bring the Tech Center up to date. Additional disinfecting stations will be set up, a staffing schedule will be developed to monitor both floors and a staff cleaning schedule implemented for high traffic areas.

Kruse reviewed the following tentative dates for 125th Library Anniversary Events:

- Late March or Early April – Mailing Campaign to develop a building preservation fund.
- June Week of June 7-11 – StoryWalk® opening to coincide with Summer Reading Program kickoff.
- July 6 – Dog Days of Summer – Wildwood dog park meet and greet focusing on Summer Reading Theme *Tails and Tales*.
- September 10 – “Dinner on the 10th” is suggested event name. There will be 125 seats available. Tables to be sold and decorated with a literary theme. It was agreed that it would be okay to serve alcohol and have live music if not cost prohibitive.
- Fall – Kimmel Gallery exhibit featuring pictures of the past 125 years.
- October – December – Library will hold ribbon cutting once the J. Sterling Morton statue is installed. NCTC and Arbor Day 150 will host a statue event involving state and local dignitaries.

Date for next Board meeting: The next board meeting date will be March 10, 2021.

Meeting was adjourned at 6:05 pm.

Submitted by Louan Beard, with additional notes by Donna Kruse.

BUDGET REPORT
CALENDAR 2/2021, FISCAL 5/2021

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	296,839.00	21,391.80	114,360.63	38.53	182,478.37
10-50-5005	Library - Social Security	22,708.00	1,555.86	8,392.11	36.96	14,315.89
10-50-5010	Library - Group Ins	67,126.00	5,561.52	27,873.06	41.52	39,252.94
10-50-5012	Library - Pension	17,883.00	1,450.05	7,864.75	43.98	10,018.25
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	23,000.00	3,364.20	10,023.12	43.58	12,976.88
10-50-5023	Library - Telephone/Internet	3,000.00	233.96	1,172.73	39.09	1,827.27
10-50-5024	Library - Garbage/Recycling	312.00	.00	107.12	34.33	204.88
10-50-5025	Library - Equipment Rent	.00	.00	.00	.00	.00
10-50-5026	Library - Equipment	2,600.00	.00	.00	.00	2,600.00
10-50-5028	Library - Office Supplies	3,800.00	28.18	2,416.30	63.59	1,383.70
10-50-5029	Library - Postage	1,900.00	.00	500.00	26.32	1,400.00
10-50-5030	Library - Miscellaneous	400.00	.00	47.64	11.91	352.36
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00	290.70	594.63	33.04	1,205.37
10-50-5032	Library - Credit Card Fees	1,000.00	.00	.00	.00	1,000.00
10-50-5036	Library - Refund Charges/Depos	.00	.00	.00	.00	.00
10-50-5050	Library - Adv/Printing/Pub/Web	1,400.00	.00	309.00	22.07	1,091.00
10-50-5100	Library - Rep/Maint - Building	13,000.00	425.00	1,005.57	7.74	11,994.43
10-50-5105	Library - Rep/Maint - Grounds	1,900.00	.00	.00	.00	1,900.00
10-50-5106	Library - Pest Control	314.00	36.00	108.00	34.39	206.00
10-50-5110	Library - Rep/Maint - Equip/Ve	.00	.00	.00	.00	.00
10-50-5210	Library - Computer	6,800.00	445.00	2,411.97	35.47	4,388.03
10-50-5230	Library - Dues/Memberships	900.00	65.00	159.00	17.67	741.00
10-50-5250	Library - Training/Conference	5,000.00	.00	589.00	11.78	4,411.00
10-50-5403	Library - Contract Sup/Sev	11,000.00	1,181.50	4,724.22	42.95	6,275.78
10-50-5409	Library - Prg and Event Sup/Se	200.00	.00	.00	.00	200.00
10-50-5430	Library - Chemicals	75.00	.00	48.75	65.00	26.25
10-50-5500	Library - Travel/Meals/Lodging	200.00	.00	20.47	10.24	179.53
10-50-5600	Library - Capital Outlays	.00	.00	.00	.00	.00
10-50-5601	Library - Capital Improvements	28,000.00	.00	.00	.00	28,000.00
10-50-5605	Library - Loan/Lease Payment	51,816.00	51,815.77	51,815.77	100.00	.23
10-50-5775	Library - Electronic Subscript	6,500.00	.00	2,700.00	41.54	3,800.00
10-50-5776	Library - Aid Purchases	1,496.00	.00	.00	.00	1,496.00
10-50-5777	Library - Materials	45,000.00	3,322.74	17,498.02	38.88	27,501.98
10-50-5800	Library - Donation Purchases	10,462.00	1,224.23	1,578.85	15.09	8,883.15
10-50-5810	Library - Grant Purchases	298,825.00	.00	223,084.75	74.65	75,740.25
10-50-5812	Library - Endowments	37,000.00	660.58	5,852.47	15.82	31,147.53
	TOTAL LIBRARY EXPENSE	962,256.00	93,052.09	485,257.93	50.43	476,998.07

**Morton-James Public Library
Financial Report
February 2021**

Presented: March 10, 2021

Month to date balance	\$93,052.09
Year to date balance	\$485,257.93
Budget	\$962,256.00
Amount unexpended	\$476,998.07
Percentage used	50.43%

Bank Deposits

February 19

<u>10-07-4131 Library State Aid</u>	\$0.00
<u>10-13-4420 Library Book Fees and Fines</u>	\$2.61
<u>10-13-4443 Misc - Book Sales</u>	\$27.51
<u>10-21-4685 Grants</u>	
	\$0.00
Subtotal	\$0.00

10-21-4677 Endowments

NCCFF/Moller Endowment Dollywood March 2021 NOTE:
The Library received a donation credit of \$96.00 for the
month of March

	\$123.13
Subtotal	\$123.13

10-23-4704 Donations

Miscellaneous	\$10.00
Mary Causgrove - Library Sponsor	\$10.00
Sue Miyoshi - Library Sponsor	\$25.00
Gail Wurtele - Library Sponsor	\$10.00
John and Nichi Barton - Library Sponsor	\$50.00
Claudette Wielechowski - Library Sponsor	\$100.00
Subtotal	\$205.00

10-29-4831 Misc. Taxable/Copies \$0.00

Total **\$358.25**

Petty Cash

Expenditures	\$0.00
Refunds	\$0.00
Total	\$0.00

Cash Drawers

Children's Library	\$0.00
Main Level	\$0.00
Total	\$0.00

10-13-4420 Credit Card Charges	
Library Fees & Fines	\$0.00
Copies	\$0.00
Donations	\$0.00

Total Charges **\$0.00**

	Auburn-Governing 3300	Beatrice -Governing prior to 9/2020 now Advisory 14,000	Crete-Advisory 7000-15,000	Wilbur (Dvoracek Memorial) Governing 1877 +Clatonia, Swanton, DeWitt & rural Crete	Fairbury-Governing 3750
Fine free? All materials? Go Thru City Council?	Not fine free	We did not charge fines while we were closed from mid March to June 1. We are charging fines now.	We have been fine-free for all print and audiobooks since before the pandemic. Fines for late DVDs only. Board approved, then city council.	Yes fine free, Yes all materials and No City Council	We just went fine free a couple of months ago. Since COVID we were pretty much waiving overdue fees and because we use automatic renewal our overdues had dropped dramatically anyway. It applies to all materials and is retroactive. I only went through my Board. Not sure the city knows, or cares.
If not collecting money-will you collect back fees non res/walve	Did not stop collecting	We have been collecting money	Small amounts of printing – not collecting. Patrons can pay for missing books, ILL...etc. online.	No fines collected Does not charge for non residents	We have been collecting money all along.
	Computers after each use. Fax/copier several times a day. Counters often bathrooms/door handles end of day.	Disinfecting books and public spaces.	Wiping down keyboard, mouse table and chair after computer use.	Books, tables & chairs as used, door knobs, bathrooms if used by patrons, computer stations as used	Just computers after each use. Still quarantining for 3 days, but no wiping down. When risk dial hits green will stop quarantining if not sooner.
staff cleaning? frequency beyond housekeeping	Computer area yes Meeting rooms assigned on how many people are using them 2-3 in smaller rest get larger room.	Yes	Yes in computer area	as possible	still distancing with computers. Don't have meeting room and don't usually have enough in library at one time to worry.
Still social distancing in computer and meeting rooms?	Do not require masks. Staff wear when waiting on people. Mayor issued proclamation asking people to wear masks. Most do. Sanitizer available not required	Not required but highly encouraged. Staff always wear masks. They have chosen to wear them.	YES to all	Masks not required but recommended. Hand sanitizer at all entrances with sign to use before entering	Strongly suggested but not required. MASKS Required for in-person programming for those over 5. Required for staff.
Masks required? Hand sanitizer? Staff ? Public?	Yes Open	OPEN	5 people at a time for 15 minutes Computer 2 turned on to print or browse. No Meeting room use. Director has pushed to open more, but Admin thinks all city bldgs should be open the same amount. Asked police chief to do research about opening up buildings more.	Yes open	OPEN fully
Full building open? If not what services not providing			The Board recommends opening up the four meeting rooms (the Purina room, the UBT room, the Children's program room, and the small study room) for public daily one party-use per room (by reservation), following the library's COVID protocols, as well as increasing to ten (10) the number of people allowed in the library (excluding the people meeting in the meeting rooms).		

Geneva-Governing 2000+	Pawnee City -Governing 832	Plattsmouth-Advisory 6448+	Seward-Governing 7240	Wahoo-4502 both	Yutan-Governing 1280
We are not fine free.	We have been fine free for a while now except for DVD's and other certain items. It was on staff suggestion (after a CASTL mtg) that our Library Board approved it. City Council not involved.	Not fine free.	No fines except a few things: ILL gen room items No COUNCIL involvement Staff suggestion, Board approved and changed policy	Board voted to go fines free covers all materials. Items not returned after 60 days receive a bill notice.	We are not fine free.
We were NOT collecting fines between March and December 30, 2020, when we had extended due dates and had temporarily not utilizing overdue or pre-due notices. On January 1, 2021, we returned back to pre-pandemic loan periods, notifications, and collecting all fines and fees.	We have been collecting non-resident registration fees, copies, faxes, etc... we only collect fines on certain items.	We started collecting fines by August, but didn't charge for March through July. That gave patrons a month and a half of fine-free after we opened.	Always collected	We eliminated fines last Feb so no problems, we continue to charge for non res cards	We have been collecting fines/fees. We still offered home delivery and curbside pick up (& drop box) when our doors were closed.
Computer station keyboards, mice, and desktops are wiped with a disinfecting wipe after each patron. The circulation desk is sprayed with a disinfectant/cleaner from MOMAR and then wiped with a paper towel between patrons. Other tables, wood chairs, and hand railings around the library are sprayed and wiped occasionally throughout the day. Honestly though, we're getting more and more lax about this, because the disinfectant has removed so much of the finish from the circulation desk and the paint from the hand rails, that we are concerned about further damage. We prop open all interior doors if possible (not restrooms) to cut down on touch surfaces. We do not disinfect or sanitize drinking fountains or restrooms outside of regular housekeeping duties.	Staff wipes down after computer usage, wipes down circulation top, and door handles during the day. We have a cleaning lady who comes in on the weekend and cleans the rest. We still quarantine books 3-4 days and sanitize before we reshelve.	We don't have housekeeping services. Staff clean the regular amount at night, and they clean railings and door handles occasionally during the day.	Wipe circ counter after transactions Spray upholstered furniture nightly. Cleaning mtg room tables & chairs after use	Computers after each use. Copier several times a day. Counters often bathroom door handles end of day. We do not have custodial staff at this time, so staff is cleaning sanitizing	Disinfecting computers/desks and restroom after each patron leaves.
We found that when we had every other computer closed off from use, the kids would congregate all close together at one computer. On November 1, we opened all our computer stations back up and now everyone does a better job of socially distancing. Our computer desk layout puts people approximately 4 feet apart, and I think 4' is better than shoulder to shoulder. Since November 1, we haven't been enforcing the 30 minute stay recommendation on the signage either. We do not enforce 6' social distancing in the library or monitor areas in the library. Ninety-five percent of people do it on their own, or are working together on something and wouldn't be social distancing anyway.	Yes observing 6' distancing. We have not reopened our computer lab, but we have 2 public computers open spaced apart. Yes, in meeting rooms when we use it and most others I think have been also.	Yes	as much as can including computer room. Do not police mtg rooms, but our mtgs are distanced	Don't police meeting room(haas not been a problem). We have had and still do have limits on how many can use certain meeting rooms.	The staff keeps 6ft distance with the patrons, if possible but other than that, no.
We offer foaming hand sanitizer at both entrances, and have a sign (see attached) posted with the sanitizer that I made in Canva. Staff wear masks at all times. If anyone comes in without a mask on, we usually watch them read the sign, pull their shirt collar up over their nose, ask a quick question, and leave. Almost everyone who spends very long in the building wears a mask, but we don't kick people out if they aren't wearing one.	As stated above we do require masks and hand sanitizer use when entering the library. It has not been an issue, most people respect the request. We do have masks, if they have forgotten theirs and the hand sanitizer is right inside the door. The city office has followed the same practice to get into their office. Masks and sanitizer to enter.	Staff are required to wear masks when in the public areas. The public is encouraged to wear masks, and we've been providing free masks and hand sanitizer at our entrances since we opened in mid-June.	City says can't require EXCEPT for Mtg Room. Staff is masked. Hand Sanitizer available but nit required	Strongly encourage masks. Staff wear them but we will not argue with someone who refuses. Sanitizer on front desk.	We suggest masks and suggest sanitizer.
Open fully	Pawnee City is open to the public...will limit to 5 if we get a rush(doesn't really happen), masks are required as well as sanitizer (masks can be provided, and sanitizer is by the door)...this has not been a problem with anyone...city office has the same requirements to enter the office. Meeting room is used, but we limit it to 1 meeting a day yet. There are signs stating masks and sanitizer for the use, but I do not police it. We also still provide curbside service for those who are still uncomfortable coming inside.	The only part of the building not yet open is our meeting room. Everything else opened in June 2020.	Yes Open	Yes and restarting in person story hour.	We are open 100%. Toddler Time starts next week. Coffee Time has been ongoing, once a week. No other programs. No toys, legos, games, etc. avail for kids to play with yet.
At our Library Board meeting last night, and after discussions with the City Administrator and Mayor, we are tentatively planning to stop quarantining materials and no longer require masks of staff or patrons after our county has been in the Health Department's risk dial is in the green zone for two consecutive weeks.					

Notes from February 23 & 24 and March 3 Staff Meetings

Starting March 1, 2021:

- New Material Browsing in the Kimmel Gallery
- Maintain hand sanitizer and facemasks for the public to use before browsing in the Kimmel Gallery
- Set up petty cash money in the Children's Library (This has been done. Please put large bills and checks in money bag in Children's Library workroom.)
- Take cash and checks for 2021 Library Memberships, ILL, and old fines
- **NOTE: 2020 Library Membership fees to be determined by Library Board**
- Record all money transactions in the online Children's Library Petty Cash Register
- Continue to issue Pandemic Cards until May 1, 2021
- Limited Computer Use. Printing limited to 5 pages with no charge until May1, 2021.

Starting May, 1,2021:

Material:

- Continue South Lobby reserve pick up service for those who want it. Ask and make patron notes as to how they want to be notified. Do they want to get called, text message or email? Staff will continue to call patrons for reserves until the end of June. The receipt message will be changed to indicate a procedure change for contacting patrons about reserves.
- All returns go through drop box and 7-day quarantine procedure.
- Quarantined material will be kept in the North Room. (Cleaning procedure is still in development.)

Entrances:

- Visitors will be directed to enter and exit through the South Entrance.
- The north door will be unlocked daily for fire escape purposes but we will keep the wooden inside doors closed to discourage use.

Patrons Upon Entering:

- Everyone entering past the south lobby will need a mask. This includes 2 years of age and older according to CDC guidelines.
- Hand sanitizer will be needed when entering past lobby.

Service Restrictions/Allowances:

- All study tables will be available with limited chairs.
- Genealogy area will be open for researchers. This includes microfilm machine.
- No time limits for browsing. We will encourage brief visits.
- Personal devices can be used in the building.
- Patrons can read magazines and newspapers in the building.
- The Used Book Room will be open and we will collect money donations for books.
- NO used book donations will be collected until fall. (This is staff information only, we will not give a date as to when we will start taking book donations. Staff will request additional Brown's Shoe Store bags for used books.)

Children's Library:

- Brief visits will be encouraged.
- Toys, puzzles and other manipulates will not be available for use.
- NO computer in Children's Library due to the inability to maintain social distancing.
- All vinyl children's chairs will be left in Children's Library since they can be easily wiped down.

Teen Room:

- Teens will have limited number of chairs in Teen Room for social distancing.

Meeting Rooms:

- The Kimmel Gallery and East Meeting Room will be available for meetings. Social distancing of 6 feet will be encouraged. Official occupancy on May 1, 2021 will be verified with City Attorney.

Sanitation Stations:

- Sanitation stations will be set up at the south entrance, used book room, and at the entrance to the Tech Center.
- The Library will provide hand sanitizer and face masks to the public. (Library Staff will stock up on hand sanitizer and face masks. Donna has already started purchasing additional hand sanitizer.)

Circulation Desks:

- Move the circulation desk in the Kimmel Gallery to the South Lobby. This circ desk will be responsible for greeting people entering the building, directing visitors as to current protocol such as face masks and hand sanitizer, as well as checking people out and running credit card machine. Donna is checking with Katie at City Hall about moving credit card machine and providing additional training on new system.
- Create a new circulation desk in Fireplace Room in front of the glass windows leading into the Tech Center. Cleaning wipes will be offered to computer users from this station to clean off keyboard and mouse before using the equipment.
- The circulation desk on the main level will be used as a secondary location when it gets busy.
- Staff scheduled at the circ desk in the Children's Library will be responsible for gathering reserve material for south lobby pick up.
- Phones will be monitored by staff on the lower level with staff upstairs as backup.

Tech Center:

- Three public computers to maintain social distancing. One in the back room and the two outside computers in the front row.
- Portable white table will be used to set up one more person on laptop. Plastic wrap will be used on the laptop and mouse and changed by staff after each use.
- Hand sanitizer and cleaning wipes will be provided to each person before using a computer.
- Close the tech center ½ hour before closing to thoroughly clean the 3 computers, the time management computer, copier and coin op. The tops, backs and arms of the computer chairs will also be cleaned.

- Computer appointments will not be needed.
- Patrons will not be given consecutive sessions. They will need to come back later in the day to use the computer again.
- Computer sessions will be 60 minutes long.
- **NOTE: Spiral has already starting working on updates and verified time management software is working correctly.**

Research and Schedules and Progress:

- Pricing for stand-up hand sanitizer dispensers. **Range of Prices. Automatic \$99 takes C batteries**
- Price for glass for 2 study tables. **\$350.00 total**
- Price for plexiglass for circ desk in fireplace room. **\$220.00**
- Wording for Signage for the building. **Email sent to City Attorney**
- Rules and policy concerning volunteers during the pandemic. **Email sent to City Attorney**
- DHM for Library capacity as of May 1. **Email sent to City Attorney**
- Develop staff cleaning list and schedule. **Research what other libraries are doing.**
- Develop staff workstation schedule. **Louan working on 3 workstation rotation.**
- Find storage for all soft cloth chairs and extra wooden chairs. **With limited storage space fabric chairs may need to be left where they are and caution tape and signage used to indicate they are not available. Research sanitizing spays that can be used on fabric that don't cause allergic reactions from Library staff if fabric chairs would get used.**
- Find out if the Library can have a city picnic table to put on the south lawn for Wi-Fi users. **Donna will contact Marty Stovall.**
- And more...