

Leland Township Public Library

Director's Report February and March 2020

ACTIVITY and COLLECTIONS: Attached

PROGRAMS:

February 21, Storytime(27)

February 26, Money Series: "The New Tax Law Revisited" (17)

February 28, Storytime (22)

March 3, "Grief Sessions with Diana Stover" in Association with Share Care Leelanau. (19)

March 6, Storytime (27)

All Programs Canceled through May

LIBRARY SHUTDOWN

On March 16 the Governor ordered all libraries in Michigan closed. We started looking for ways to do provide some kind of physical book service such as curbside delivery but this was suspended by the Governor's "Stay Home-Stay Safe" order of March 24.

- The Apollo ILS was modified so all items currently checked out will not come due until the library reopens.
- Items returned to the book drop have been sequestered for two weeks and then are checked-in and shelved.
- The MeL online systems has been shut down and all pickup and delivery has been suspended by MCLS which administers the program. They report that they are honoring all delivery service contracts to help ensure a smooth startup once the system can start working again.
- We were automatically put on hold for new book deliveries by Baker and Taylor when the Governor shutdown all Michigan Libraries. We can lift this hold at any time but we should wait until we know when we are closer to opening to ensure there will be someone here to receive deliveries. We had a couple of cases of new books returned early on because the UPS driver didn't read the instructions I had left on the door

LIBRARY OPENING

How the library opens will depend on the Governor's orders as to when and how libraries are allowed to resume operations. I have attached a re-opening considerations check-list from the Michigan Library Cooperative Directors Association.

If we are allowed to provide limited service with distancing and disinfecting procedures in place, I foresee using a curbside pickup model or have items waiting for patrons in the Library already pulled from the shelves based on them using our catalog to select items. Letting patrons come into the Library to browse would make distancing difficult and also mean that whatever items they handle while browsing would require them to be either checked out or placed in a separate area to be cleaned or sequestered away from the other items for a predetermined length of time.

I feel we may be able to let patrons come in the library to use some computers and printers with certain other computers shutdown to make sure patrons are not sitting too close to one another. We will then disinfect the computer surfaces between users. If there is a high demand for computers, we can have patrons wait outside or make appointments for computer use so we do not have people loitering in the Library. Depending on requirements we may have to find a source of personal protective equipment for staff use.

Library programs and general use of the Munnecke Room will be determined by the amount of people that are allowed to gather in a group.

I had scheduled the regular spring cleaning of the Library but with the stay at home order we determined that it was not essential at this time. When we get closer to an open date I will schedule the cleaning with an emphasis

on disinfecting and if necessary issue the owner of the cleaning service documentation stating it is an essential service.

STAFF

I have been coming into the Library three or four days a week to get the mail, check emails, process bills and paperwork, return voice messages, and shelve books. I monitor the office email from home on other days. Jake has been modifying the ILS as necessary and responding to emails that come through his office email. He is also now helping with the Library's Facebook page. Jake's responsibilities are very much patron and cataloging centered so without people coming in or items to be cataloged there hasn't been much for him to do remotely, and he has very limited internet access.

Laura has been canceling programs by contacting presenters and getting information as to when we may reschedule if we have the opportunity. She is also contacting various media that were notified of programs to have notifications removed from their outlets. Once we know when we can reopen and what kind of gatherings will be allowed she will begin to reschedule programs and line up new ones for later in the year.

I have encouraged the staff to look for online training and professional development opportunities. Some seminars are being offered by the Library of Michigan and related organizations.

FRIENDS & VOLUNTEERS

The friends will not be having meetings until it is safe to do so. If they have business to attend to they will do it via email.

BUILDING & GROUNDS

With the shutdown I have been taking care of routine maintenance issues such as replacing light bulbs and updating computers.

BUDGET INFORMATION:

Reports for end of January 2020 are included in your Board packets. With 100% of the FY elapsed, we have spent 92.1% of the budget. The approved budget for fiscal year 2020-2021 is included with the board packets.

MISCELLANEOUS:

Marilyn Riggs from Bookkeeping Services has been coming in on her regular schedule to process bills and payroll, which with our system cannot be done remotely.

Submitted by Mark Morton