

Leland Township Public Library

Director's Report April 2020

ACTIVITY and COLLECTIONS: Attached

PROGRAMS:

No Programs during April

LIBRARY SHUTDOWN

Governor Whitmer issued Executive Order 2020-69 which extends the shutdown of “places of public accommodation” until May 28. This order specifically mentions libraries.

Executive Order 2020-77 extended the “Stay Home-Stay Safe” order also until May 28. These orders limit personnel in the Library to “critical infrastructure” activities only.

LIBRARY OPENING

How the library opens will depend on the Governor's orders as to when and how libraries are allowed to resume operations. The Governor is forming various opening committees one of which will have representatives from the Michigan Library Association and the Library of Michigan. This will help ensure that libraries are represented as plans are made for reopening the State.

I am going to make the assumption that libraries will be allowed to operate with curbside service sometime after the 28th, and am going forward with plans along those lines.

- With very little space to provide for social distancing and to prevent browsing (handling) of books, magazines, and newspapers, I plan on leaving the building closed to the public with curbside service only. Having the building closed will provide us the space we will need to quarantine books returned by patrons for the recommended 72 hours*. This will also mean that the bathrooms will be closed to the public to prevent what in normal times is a large amount of tourists that come to the Library just to use the bathrooms, thus limiting the need for constant disinfecting. Limiting access to the Library building will also preclude the need for plexiglass shields at the circulation desk, at least at this time.
- I plan on being open 5 days a week from 10:00am to 5:00pm for curbside pickup. This can be adjusted as necessary depending on demand.
- I will contact Baker and Taylor to release the hold we have had on deliveries to get new books sent starting the week of the 18th.
- A \$500.00 grant is available through the Library of Michigan for reimbursement of cost associated with the purchase of PPE that I will be applying for.
- Jake, Laura, and I will have to fill out daily health screening forms as required by OSHA when we begin working.
- Jessica White, a Library volunteer has offered to help with our plans for reopening. Jessica has a degree in microbiology and chemistry and has 8 years' experience as an environmental control microbiologist at a sterile pharmaceutical manufacturing company, and has experience writing various sanitization procedures and interpreting regulations and guidelines.
- Once we have a date certain when we can begin operations, instructions on how curbside service will be operated will be posted on social media and a newsletter article will be sent out to provide patrons with information.

*A 72-hour quarantine time is based on guidance from the CDC and MCLS concerning how MeL inter-library loan items are to be handled.

PROGRAMS

I anticipate the requirements for social distancing and limits on the number of people allowed at gatherings will continue for several months, and not knowing how online programs will be received I am currently working with Laura and the other directors of the county libraries (Leelanau Township, Suttons Bay-Bingham, Glen Lake) to explore the possibility of conducting joint online programs. We are going to have a Zoom meeting next week to further investigate the best way this might be done. This will help make the time and effort of creating these programs more effective in hopes of generating larger turnouts. It will also allow us to share expenses. We will also explore the best platform to present online programs such as Facebook Live (easier access) or Zoom (easier interaction with attendees).

STAFF

I continue to attend weekly virtual meetings of the Library of Michigan for public library directors, along with weekly meetings of the Leelanau Recovery Team, which is part of the Leelanau Peninsula Economic Foundation. I have also attended an online Library of Michigan meeting with library law experts to cover legal ramifications of reopening libraries during the pandemic. I also continue to come to the library to process mail, email and bills. Jake has been coming in once a week to process MeL returns (they cannot be sent yet as the RIDES delivery service is still suspended) and he is also processing the new books and magazines that we do have in anticipation of having them available for curbside pickup. MCLS reports that once the MeL inter-library loan system is restarted they will begin deliveries for up to two weeks without allowing patrons to request books so the back log of items that are in the system now can be returned to their home libraries before new items are brought into circulation.

Laura, Jake, and I email regularly and will be having a face to face meeting this coming week to plan the details of our reopening and future programming.

FRIENDS & VOLUNTEERS

We have had several Friends volunteer to help with a home delivery service for books once we begin operations. We will have to decide how to best make this work once we are open and if it will be necessary.

BUILDING & GROUNDS

I have scheduled the annual spring cleaning of the library for May 26 with Solutions for You Cleaning who have done it in the past. I have designated them as a critical infrastructure service to conform with the Governors Stay Home-Stay Safe order. This will be the normal cleaning of the Library and I will work with Jessica White to implement a plan of disinfecting based on our requirements after that is completed.

Cherrie Van Zee has been volunteering once again and is taking care of the gardens for the Library and the Museum.

BUDGET INFORMATION:

Reports for end of April 2020 are attached with this report. With 8.3% of the FY elapsed, we have spent 5.8% of the budget.

MISCELLANEOUS:

HopkinsBurns has not communicated with me yet as to how they plan to move forward.

Submitted by Mark Morton