



**Community Learning Center Meeting Room, 5647 Broad Street / 5650 Parking Street, Greendale, WI 53129**

**Enter through CLC Parking Street entrance during Library emergency closure**

**Virtual access to this meeting available at: <https://zoom.us/j/9959393212>**

**Or by dialing: +1-312 626 6799, meeting ID: 995 939 3212**

1)	Call to Order	
2)	Compliance with Open Meetings Laws: A quorum of the Village Board of Trustees may be in attendance but no formal Board action will be taken.	
3)	Public Comments	
4)	Approval of the Minutes: May 2020 meeting	ACTION
5)	Approval of Financial Reports: a) Check Register: May 2020	ACTION
6)	Review of Financial Statements: a) Revenues and Expenditures to Actual Comparison: May 2020 b) Balance Sheet: May 2020	INFORMATION INFORMATION
7)	Unfinished Business: a) Discussion or Action on Library response to COVID-19, including move to Reopening Plan Phase C MEMO, ATTACHMENT	ACTION
8)	New Business: a) Discuss possible Greendale Welcomes Diversity community mural installation at CLC ATTACHMENTS b) Discuss quarterly report on Strategic Plan (POSTPONE TO JULY)	DISCUSSION
9)	Informational and Discussion Items: a) Director and Staff Reports b) President's Report c) Foundation/Friends Board Report	
10)	Correspondence	
11)	Public Comments	
12)	Adjournment	

In an effort to make public meetings accessible to everyone, upon reasonable notice, the Village will attempt to accommodate the needs of persons with disabilities through sign language interpretation or other auxiliary aids. For additional assistance, please contact the Greendale Public Library at 423-2136

**Library Board Minutes  
GREENDALE PUBLIC LIBRARY  
Wednesday, May 20, 2020**

President Amidzich called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:30 PM.

Trustees Present: Amidzich, Dombrowski, Huberty, Jensen, Sell, Unger

Excused:

Also Present: Van Klooster- Library Director; Fantetti and Jordan-Library staff

Library Director Van Klooster stated that the Agenda for this meeting had been published in compliance with the Open Meetings Law.

**PUBLIC COMMENTS (1)**

NONE

**APPROVAL OF THE MINUTES**

Trustee Dombrowski moved, Trustee Unger seconded approval of the April 15, 2020 minutes.

Ayes: All                      Noes: None                      Motion : Carried

**APPROVAL OF FINANCIAL REPORTS**

Check Register: April 2020

Trustee Huberty moved, Trustee Dombrowski seconded approval of the April 2020 expenditures in the total amount of \$7695.84

Ayes: All                      Noes: None                      Motion : Carried

**REVIEW OF FINANCIAL STATEMENTS**

- a) Revenues and Expenditures to Actual Comparison: April 2020
- b) Balance Sheet: March 2020

**UNFINISHED BUSINESS**

- a) Library response to COVID-19, including Reopening Plan

Trustee Sell moved, Trustee Jensen seconded approval of the proposed plan to reopen May 26 at the hours stated by the Library Director as long as soon as all protective measures are in place including sneeze guards.

Ayes: All                      Noes: None                      Motion : Carried

- b) Library Financial Procedures

Trustee Huberty moved, Trustee Unger seconded adoption of the revised Library Financial Procedures.

Ayes: All                      Noes: None                      Motion : Carried

**NEW BUSINESS**

- a) Director request to use Fund Balance for facility improvements

Trustee Sell moved, Trustee Jensen seconded use of up to \$3000 of fund balance for trip hazard mitigation.

Ayes: All                      Noes: None                      Motion : Carried

Unger expressed concern over fund balance expenditure for sound mitigation panels in light of current Village financial uncertainty. Jensen inquired about the use of panels elsewhere and whether Van Klooster received feedback from staff at other installations to determine if it is worth the money. Sell inquired if other bids or vendors were solicited and said he may be able to provide additional

suggestions for vendors. Jensen also expressed concern about aesthetics and would like to see examples of existing installations, for example the one at New Berlin noted by Van Klooster. Van Klooster should investigate further and bring back the proposal to a future meeting.

#### **INFORMATIONAL AND DISCUSSION ITEMS**

- a) Director's Report: no additional discussion
- b) Library Staff Report: no additional discussion
- c) President's Report: Amidzich noted that she contacted Village President Birmingham about the current Library Board vacancies
- d) Friends/Foundation Report: none

#### **CORRESPONDENCE**

No additional discussion

#### **PUBLIC COMMENTS (2)**

None

#### **ADJOURNMENT**

The meeting adjourned at 6:25 PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
<b>56577</b>							
<b>JANI-KING OF MILWAUKEE</b>							
05/20	07-51-61100	MAINT SUPPLIES-BUILDING	05/08/2020	136.62	MIL04200769	CLEANING SUPPLIES 49%	
Total 56577:				136.62			
<b>56604</b>							
<b>MILWAUKEE COUNTY FEDERATED</b>							
05/20	07-51-51200	OPERATING EQUIPMENT	05/15/2020	100.56	FL-03296	NOTIFICATIONS, FORMS, POSTAGE, ECOM	
05/20	07-51-51200	OPERATING EQUIPMENT	05/15/2020	100.56	FL-03296	NOTIFICATIONS, FORMS, POSTAGE, ECOM	V
05/20	07-51-55100	OFFICE SUPPLIES	05/15/2020	342.54	FL-03296	RECEIPT PAPER, LABELS, BARCODES	
05/20	07-51-55100	OFFICE SUPPLIES	05/15/2020	342.54	FL-03296	RECEIPT PAPER, LABELS, BARCODES	V
05/20	07-51-75031	LIBRARY PROGRAMS	05/15/2020	50.00	FL-03296	MKE MIXER SUPPORT	
05/20	07-51-75031	LIBRARY PROGRAMS	05/15/2020	50.00	FL-03296	MKE MIXER SUPPORT	V
05/20	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	05/15/2020	74.50	FL-03296	TBS SERVER AND PAYMENT	
05/20	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	05/15/2020	74.50	FL-03296	TBS SERVER AND PAYMENT	V
Total 56604:				.00			
<b>56608</b>							
<b>VALUE LINE PUBLISHING INC</b>							
05/20	07-51-56506	SERIALS	05/15/2020	447.00	12606812	06/2020-06/2021 RENEWAL	
05/20	07-51-56506	SERIALS	05/15/2020	447.00	12606812	06/2020-06/2021 RENEWAL	V
Total 56608:				.00			
<b>56617</b>							
<b>MILWAUKEE COUNTY FEDERATED</b>							
05/20	07-51-51200	OPERATING EQUIPMENT	05/15/2020	100.56	FL-03296	NOTIFICATIONS, FORMS, POSTAGE, ECOM	
05/20	07-51-55100	OFFICE SUPPLIES	05/15/2020	342.54	FL-03296	RECEIPT PAPER, LABELS, BARCODES	
05/20	07-51-75031	LIBRARY PROGRAMS	05/15/2020	50.00	FL-03296	MKE MIXER SUPPORT	
05/20	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	05/15/2020	74.50	FL-03296	TBS SERVER AND PAYMENT	
Total 56617:				567.60			
<b>56621</b>							
<b>VALUE LINE PUBLISHING INC</b>							
05/20	07-51-56506	SERIALS	05/15/2020	447.00	12606812	06/2020-06/2021 RENEWAL	

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
Total 56621:				447.00		
<b>122312875</b>						
<b>ACH WE ENERGIES</b>						
05/20	07-51-57100	UTILITIES	05/06/2020	1,440.96	04162020	5647 Broad-5650 Parking St-Library
05/20	07-51-57100	UTILITIES	05/06/2020	94.01	04162020	5647 Broad-5650 Parking St Library
Total 122312875:				1,534.97		
<b>122312890</b>						
<b>ACH US BANK PCARD</b>						
05/20	07-51-75028	LIB DONATION PURCHASE	05/28/2020	49.99	04-JORDAN	Adult Program-Trivia Night
05/20	07-51-75031	LIBRARY PROGRAMS	05/28/2020	16.24	04-JORDAN	Teen Program-Virtual Program
05/20	07-51-56501	YOUNG ADULT BOOKS	05/28/2020	28.20	04-JORDAN	Teen Media Audiobook
05/20	07-51-75028	LIB DONATION PURCHASE	05/28/2020	59.00	04-REINKE	Craft Projects for Celebrations Event
05/20	07-51-75028	LIB DONATION PURCHASE	05/28/2020	126.72	04-REINKE	Craft Projects for Celebrations Event
05/20	07-51-55100	OFFICE SUPPLIES	05/28/2020	91.07	04-SCHUMA	Book Covers
05/20	07-51-55100	OFFICE SUPPLIES	05/28/2020	45.53	04-SCHUMA	Book Covers
05/20	07-51-55100	OFFICE SUPPLIES	05/28/2020	50.14	04-SCHUMA	Curbside Tracfone
05/20	07-51-51200	OPERATING EQUIPMENT	05/28/2020	42.95	04-VANKLO	Remote project mgmt Software
05/20	07-51-56506	SERIALS	05/28/2020	134.97	04-VANKLO	WSJ Quarterly DirectToPublisher
05/20	07-51-56100	MEMBERSHIP DUES	05/28/2020	331.50	04-VANKLO	Dues 1 year Greendale Chamber
05/20	07-51-75031	LIBRARY PROGRAMS	05/28/2020	53.48	1120959357	Flannel Board for Virtual Storytime
05/20	07-51-75031	LIBRARY PROGRAMS	05/28/2020	29.30	1120959357	Curbside Crafts
05/20	07-51-75031	LIBRARY PROGRAMS	05/28/2020	12.21	1120959357	Curbside Crafts
05/20	07-51-75031	LIBRARY PROGRAMS	05/28/2020	45.00	1125907455	Adult Program-Trivia Night Prizes
05/20	07-51-56503	ADULT LARGE PRINT	05/28/2020	156.70	2035093277	LP books
05/20	07-51-56500	ADULT BOOKS	05/28/2020	1,100.05	2035093384	Adult Nonfiction
05/20	07-51-56500	ADULT BOOKS	05/28/2020	2,117.86	2035108149	Adult Fiction
05/20	07-51-56504	YOUTH BOOKS	05/28/2020	1,753.77	2035117893	Youth Books
05/20	07-51-56504	YOUTH BOOKS	05/28/2020	1,142.54	2035161331	Youth Books.AutoOrder
05/20	07-51-75028	LIB DONATION PURCHASE	05/28/2020	183.00	2035181331	Teen DVDs giving tree
05/20	07-51-56501	YOUNG ADULT BOOKS	05/28/2020	149.80	2035187121	Teen Books
05/20	07-51-75031	LIBRARY PROGRAMS	05/28/2020	8.99	464969114	STEM Kit supplies
05/20	07-51-55100	OFFICE SUPPLIES	05/28/2020	17.72	464969114	April Office Supplies
05/20	07-51-61100	MAINT SUPPLIES-BUILDING	05/28/2020	11.86	464977153	Cleaning supplies
05/20	07-51-61100	MAINT SUPPLIES-BUILDING	05/28/2020	11.86	465006166	Cleaning supplies
05/20	07-51-75028	LIB DONATION PURCHASE	05/28/2020	57.98	471004	Holiday Tree Donation Adult Audiobooks

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
05/20	07-51-56502	ADULT AUDIO BOOKS	05/28/2020	117.02	471005	Adult Audiobooks
05/20	07-51-75031	LIBRARY PROGRAMS	05/28/2020	43.39	471006	Teen Program-Virtual Smoothie Challenge
05/20	07-51-56501	YOUNG ADULT BOOKS	05/28/2020	25.00	471057	Teen Media-Audiobooks
05/20	07-51-55100	OFFICE SUPPLIES	05/28/2020	47.32	474779858	April Office Supplies
05/20	07-51-75023	LIBRARY - MCFLS RECIP EXP	05/28/2020	83.84	H44608880	Adult Media
Total 122312890:				8,145.00		
Grand Totals:				10,831.19		

## VILLAGE OF GREENDALE

LIBRARY FUND  
PERIOD  
May 31, 2020

Account Number	Account Title	Current Month Actual	Current Budget	Current year Actual	Remaining	% of Budget
<b>REVENUES</b>		<b>Current Month Actual</b>	<b>Current Budget</b>	<b>Current year Actual</b>	<b>Remaining</b>	<b>% of Budget</b>
07-00-21102	PROPERTY TAX LEVY	-	648,000.00	472,020.44	175,979.56	73%
07-00-21123	LIBRARY - MCFLS RECIP	-	8,000.00	8,601.98	(601.98)	108%
07-00-22515	DONATIONS LIBRARY	50.00	13,000.00	741.25	12,258.75	6%
07-00-22958	LIBRARY COPIER SALES	-	5,000.00	1,072.46	3,927.54	21%
07-00-22959	LIBRARY FINES	551.70	11,000.00	1,897.99	9,102.01	17%
07-00-22960	LIBRARY BOOK CHARGES	117.99	1,000.00	117.53	882.47	12%
07-00-22965	CLC REVENUES	-	-	-	-	-
07-00-22968	OTHER REVENUES	-	1,000.00	174.25	825.75	17%
07-00-29900	OPER TRANS IN/OUT	-	-	-	-	-
<b>Total LIBRARY REVENUE</b>		<b>719.69</b>	<b>687,000.00</b>	<b>484,625.90</b>	<b>202,374.10</b>	<b>71%</b>
<b>EXPENSES</b>						
07-51-42100	SALARIES - REGULAR	18,414.40	236,300.00	88,993.75	147,306.25	38%
07-51-42200	SALARIES - TEMPORARY	11,480.07	171,700.00	59,775.94	111,924.06	35%
07-51-42300	SALARIES - OVERTIME	79.53	-	225.90	(225.90)	#DIV/0!
07-51-45100	HEALTH INSURANCE	4,970.26	59,800.00	23,540.04	36,259.96	39%
07-51-45200	LIFE INSURANCE	29.64	500.00	148.20	351.80	30%
07-51-46100	SOCIAL SECURITY	1,406.54	17,788.00	6,703.85	11,084.15	38%
07-51-46200	WRS EMPE/EMPR	1,637.38	18,792.00	7,844.12	10,947.88	42%
07-51-46300	MEDICARE	419.45	5,916.00	2,058.75	3,857.25	35%
07-51-51200	OPERATING EQUIPMENT	100.56	23,200.00	6,641.54	16,558.46	29%
07-51-53920	MCFLS COMPUTER CONTRACT	-	20,900.00	21,414.00	(514.00)	102%
07-51-55000	COMMUNICATIONS	-	1,050.00	11.00	1,039.00	1%
07-51-55100	OFFICE SUPPLIES	342.54	8,800.00	2,404.33	6,395.67	27%
07-51-56100	MEMBERSHIP DUES	-	1,800.00	331.50	1,468.50	18%
07-51-56300	TRAINING	-	2,500.00	67.48	2,432.52	3%
07-51-56500	ADULT BOOKS	-	20,000.00	5,510.21	14,489.79	28%
07-51-56501	YOUNG ADULT BOOKS	-	1,500.00	447.44	1,052.56	30%
07-51-56502	ADULT AUDIO BOOKS	-	600.00	117.02	482.98	20%
07-51-56503	ADULT LARGE PRINT	-	1,000.00	177.18	822.82	18%
07-51-56504	YOUTH BOOKS	-	20,000.00	5,176.65	14,823.35	26%
07-51-56505	YOUTH MEDIA	-	-	9.99	(9.99)	#DIV/0!
07-51-56506	SERIALS	447.00	4,000.00	943.82	3,056.18	24%
07-51-56508	MCFLS DATABASES	-	8,500.00	8,255.00	245.00	97%
07-51-57100	UTILITIES	383.58	26,250.00	6,226.56	20,023.44	24%
07-51-61100	MAINT SUPPLIES-BUILDING	136.62	8,100.00	2,293.62	5,806.38	28%
07-51-75023	LIBRARY - MCFLS RECIP EXP	-	8,000.00	1,929.76	6,070.24	24%
07-51-75028	LIB DONATION PURCHASE	-	13,000.00	4,188.35	8,811.65	32%
07-51-75031	LIBRARY PROGRAMS	50.00	8,000.00	1,723.12	6,276.88	22%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	74.50	8,800.00	74.50	8,725.50	1%
07-51-83100	LIBRARY RFID FUND	-	-	-	-	-
07-51-83200	CLC JOINT EXPENSE	-	-	-	-	-
07-51-83300	LB TO CLC CONTRIBUTION	-	-	-	-	-
07-51-83400	LIBRARY LIGHTING	-	-	-	-	-
07-51-83500	SERVICE AGREEMENT	-	-	-	-	-
07-51-92900	MISCELLANEOUS	-	1,200.00	375.00	825.00	31%
<b>Total LIBRARY EXPENSES:</b>		<b>39,972.07</b>	<b>697,996.00</b>	<b>257,608.62</b>	<b>440,387.38</b>	<b>37%</b>

VILLAGE OF GREENDALE  
BALANCE SHEET  
5/31/2020

ASSETS

07-00-111000	CASH DEPOSIT	\$ 208,874.88
07-00-111080	PETTY CASH	\$ 200.00
07-00-123070		<u>\$ 10,866.20</u>

TOTAL ASSETS	<u>\$ 219,941.08</u>
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LIABILITIES AND EQUITY

LIABILITIES

07-00-151200	ACCRUED PAYROLL SALARIES	\$ -
07-00-151210	ACCOUNTS PAYABLE	\$ -
07-00-151260	DEFERRED REVENUES - TAX	\$ (175,979.56)
07-00-151280	ACCUMULATED VACATION PAYABLE	\$ -
07-00-151290	ACCUMULATED SICK LEAVE PAYABLE	\$ -
07-00-172020	DUE TO/FROM 2 EQUIP REPL	\$ -
07-00-172090	DUE TO/FROM 60 TRUST AGENCY	\$ 220,086.11
07-00-172200	DUE TO/FROM FOUNDATION	\$ -
07-00-224000	ADVANCE FROM GENERAL FUND	\$ 0.00
TOTAL LIABILITIES		\$ 44,106.55

FUND EQUITY

07-00-170000	FUND BALANCE	\$ (37,030.35)
	REVENUES OVER EXPENDITURES- YTD	<u>\$ (227,017.28)</u>

TOTAL FUND EQUITY

TOTAL LIABILITIES AND EQUITY	<u>\$ (264,047.63)</u>
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\$ (219,941.08)



# GREENDALE PUBLIC LIBRARY BOARD MEMO



Date: 6/15/2020  
To: Library Board  
From: Brian Van Klooster, Library Director  
**Re: Agenda item # 7-a: Reopening Plan Phase C**

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## **Attachments:**

- *Recommendations to Safely and Responsibly Reopen Greendale*

## **Discussion:**

The Greendale Health Department informed me on the morning of Friday 6/12 that as of 6AM that day, their guidance has moved from Phase B to Phase C along with the rest of the County. Phase C includes, Libraries: "Open with recommended capacity of 75% and Library Board recommendations", and Gatherings in Public Venues: "Recommend 50 people maximum" (see attached).

The past 2.5 weeks have given us a good sense of what our service load is, and we have been constantly adjusting and discussing in that regard. In person-service, computer use and checkouts have been lower than the current month in previous years, as can be expected. Curbside service demand has dropped significantly with most customers opting for unscheduled in-library pickup of holds. At-risk and cautious customers continue to use curbside. Daily requests for our materials to be sent to other libraries are back to normal quantities. Capacity restrictions were not reached at 50%.

Staff are generally adjusting well to workflows that require longer desk shifts, new duties, wearing Village-required PPE all day, balancing unallowable service requests with polite deferrals or creative solutions. Cooperation with P&R staff has been outstanding. They have been sensitive partners in reopening by adjusting to library open and closed hours and cooperating on providing unified messaging to our community about employee and personal safety when using our facility. The thorough daytime CLC disinfection regiment is almost entirely thanks to P&R involvement.

Reopening of other MCFLS Member libraries continues to be totally inconsistent. [This document provides details](#) for anyone interested. Greendale was aggressive in reopening to Phase B in May. We appear to provide nearly the widest availability of in-person services and hours with some specific limited exceptions.

Milwaukee Public Library has 3 locations open for curbside pickup only, with all other locations closed indefinitely. Many MPL staff were reassigned to assist the Milwaukee Health Department. Continued lack of access to MPL locations means that those collections are unavailable for use, which has somewhat impacted speed of patron access to high-demand materials like DVDs and new bestsellers.

## **Fiscal implication:**

Approximately \$2600 (to date) of unexpected COVID related charges to Library fund have been marked accordingly and submitted to the Village Manager for inclusion in Greendale's CARES Act funding allocation. There are currently no large additional expenditures expected for COVID response.

**Library Director's recommendation:**

Move the Library to Phase C:

- On Monday 6/22 (unofficial start on Friday 6/19)
- Hours, M-Fr 9-6, Sa 10-2 (Friday open until 6 to accommodate historical demand) (49 hrs/wk is 75% of our previous 64 hrs/wk)
- Staffing and schedules, slight adjustment to continue strict management of number of staff interactions in the workspace while providing sufficient service per Guidelines (stagger start/end times for 2 reference as done with old 8pm evenings, others working remotely, clerical schedules continue with staggered start/end times and still evolving in-person duties)
- Curbside, continues for cautious and at-risk population and per Guidelines
- Programs, virtual continues, no recommendations for in-person gatherings due to previous investment of staff time and energy in creating robust virtual library presence this summer
- Computers and furniture, no change to spacing, quantity, or visit time as per Guidelines
- Community room use by outside groups, allow regular users to restart meetings in July
- Volunteers, do not restart program yet, many are an at-risk population

Greendale Public Library / CLC Reopening Plan				
	GPL & CLC SERVICES / ACTIVITIES / DEPENDENCIES	GPL & CLC TOPICS / ALLOWANCES / RESTRICTIONS	Recommendations to Safely and Responsibly Re-open Greendale	WEDC Safe Business Practices recommendations
<b>Current through May 22, Local Health Plan Phase A</b>	Curbside pickup for single-shift of staffing  WEDC Safe Business Practices are in place	CLC already operating at this Phase due to specific allowances in Governor's Order #28 and government essential services provision. GPL and P&R staff combined comprise between 7-9 people in the Library each day.		<i>EMPLOYEES: face masks recommended for public-facing activities; maintain adequate supply of hygiene supplies; use alternative return methods to reduce immediate handling of items</i> <i>VISITORS: social distancing is supported by capacity reduction; remove unnecessary touchpoints (displays, toys, water fountains, kiosks, computers, etc); visual or physical barriers or cues to support social distancing; one way flow through facility; cashless/contactless transactions when possible; eliminate unnecessary employee/visitor contact</i>
<b>May 26, Local Health Plan Phase B - Partial Reopening @50%</b>	Maintain single-shift open hours to minimize staff in building (12A-6P); Limited curbside pickup by request, especially for vulnerable populations; metered attendance for 50ppl/50% capacity @60 minute duration; small and large group lower level library-sponsored gatherings and programs allowed for pre-registered groups of 25 or fewer when protective measures can be reasonably ensured  ALL CUSTOMER USE OF THIS BUILDING IS AT THE USER'S DISCRETION. PLEASE FOLLOW PROTECTIVE MEASURE RECOMMENDATIONS INCLUDING HANDWASHING, MASKS AND SOCIAL DISTANCING. PLEASE PROVIDE YOUR OWN PERSONAL HYGIENE AND SANITIZING SUPPLIES. CAPACITY AND VISIT DURATION MAY BE METERED.  All WEDC Safe Business Practices are in place for employees; Wherever feasible WEDC Safe Business Practices are in place for customers	Service adjustments: --staffing arrangements reevaluated to reduce need for several staff from being in the building simply to alternate shifts for relief purposes, remote work still required for any staff not scheduled for direct public service --meeting room use based on 25ppl/50% capacity, with 60 minute time limit and protective measures --reduced internet computer access points and time limits, 6' intervals with 60 minute time limits --discourage lingering such as newspaper/magazine reading, child/caregiver/family meetups - signage to encourage visits of 60 minutes or less --continued removal of kid zone toys/activity wall/ coloring and craft supplies /book displays --encourage outdoor use of wifi through additional access point, increased electrical outlets, outdoor seating, signage --encourage distancing through reduced indoor seating --discourage high-touch behavior by removing high visibility displays of materials	Gatherings in public venues: Recommend 25 people maximum Libraries: Open with recommended capacity of 50% and Library Board recommendations	<i>FACILITY: post signage to remind the ill to stay home; post signage to request that visitors maintain social distancing; continue virtual or curbside services to reduce need for in-person visits; install handwashing or sanitizing stations at entrance and key locations where visitors will contact shared equipment;</i> <i>GATHERINGS: 10 persons in a given space expanding to 50 in Phase 2 of Bounce Back Plan; stagger attendance to reduce density; designate alternate offerings for at risk groups; invitation only or include process for gathering participant list to assist with contact tracing if needed</i>
<b>June 12 (CLC June 22), Local Health Plan Phase C - Partial reopening @75%</b>	Return to pre-COVID open hours; Limited curbside pickup by request for vulnerable populations; metered attendance for 75ppl/75% capacity @2 hour duration; high-turnout lower level community room programs for youth where protective measures cannot be reasonably ensured are discouraged (story time, active youth programs)  All WEDC Safe Business Practices are in place for employees; Wherever feasible WEDC Safe Business Practices are in place for customers	Service adjustments: --staffing arrangements return to pre-COVID schedule --meeting room use based on 35ppl/75% capacity, with 120 minute time limit and protective measures --reduced internet computer access points and time limits, 6' intervals with 60 minute time limits (previously said 120 minutes but this is a global shared resource setting for all MCFLS suburban libraries, none of which are prepared to move beyond 60 minutes at this time) --discourage lingering such as newspaper/magazine reading, child/caregiver/family meetups - signage to encourage visits of 120 minutes or less --continued removal of kid zone toys/activity wall/ coloring and craft supplies /book displays --encourage outdoor use of wifi through additional access point, increased electrical outlets, outdoor seating, signage --encourage distancing through reduced indoor seating --discourage high-touch behavior by removing high visibility displays of materials	Gatherings in public venues: Recommend 50 people maximum Libraries: Open with recommended capacity of 75% and Library Board recommendations	
<b>Date TBD with Greendale Health, Local Health Plan Phase D - Fully open</b>	Discontinue curbside pickup; Restart drop-in programs and activities without protective measures Discontinue WEDC Safe Business Practices for staff and customers		Gatherings in public venues: Open Libraries: Open	

## Recommendations to Safely and Responsibly Re-open Greendale



	Phase A – (Ends 5/21/20)	Phase B (Begins 5/22/20)	Phase C	Phase D
<b>Gatherings in public venues</b>	10 people maximum	Recommend 25 people maximum	Recommend 50 people maximum	Open
<b>Long-Term Care</b>	No outside visitors	Follow WI Department of Quality Assurance and Centers for Medicare & Medicaid Services guidelines	Follow WI Department of Quality Assurance and Centers for Medicare & Medicaid Services guidelines	Follow WI Department of Quality Assurance and Centers for Medicare & Medicaid Services guidelines
<b>Child Care</b>	Yes, with limits on capacity of 50 children/10 staff or 25% capacity. with protective measures	Follow WI Department of Children and Families guidelines	Follow WI Department of Children and Families guidelines	Follow WI Department of Children and Families guidelines
<b>Retail Establishments</b>	Open with limits on occupancy of 25% or 4 people per 1,000 sq. feet	Open with recommended capacity of 50%	Open with recommended capacity of 75%	Open
<b>Restaurants &amp; Bars</b>	No, but allow for take-out, curbside pickup and take out	Open with recommended capacity of 50%	Open with recommended capacity of 75%	Open
<b>Salon and spa services</b>	One client per service provider	Open with recommended capacity of 50%	Open with recommended capacity of 75%	Open
<b>Places of Public Amusement includes gyms, fitness centers</b>	Closed	Open with recommended capacity of 25%	Open with recommended capacity of 50%	Open
<b>Faith-based Organizations</b>	Recommend less than 10 people	Follow guidelines of faith-based leadership organization	Follow guidelines of faith-based leadership organization	Open
<b>Libraries</b>	Curbside pickup	Open with recommended capacity of 50% and Library Board recommendations	Open with recommended capacity of 75% and Library Board recommendations	Open
<b>All</b>	Follow safe business practices, physical distancing and protective measures	Follow safe business practices, physical distancing and protective measures	Follow safe business practices, physical distancing and protective measures	Follow safe business practices, physical distancing and protective measures

### Safe Business Practices

Establishing, to the extent possible, curbside pick-up to reduce in-store traffic and mitigate outdoor lines.

Establishing entry lines outside of the business with markings for patrons to enable them to stand at least six (6) feet apart from one another while waiting to enter. Businesses are encouraged to also use alternatives to lines, including allowing customers to wait in their vehicles for a text message or phone call and scheduling pick-ups or entries to the store.

Ensuring one-way traffic in shopping aisles.

Increasing standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopt protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.

Adopting policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.

Complying with Physical Distancing and Protective Measure Requirements.

### Physical Distancing and Protective Measures

Maintaining physical distancing of six (6) feet between people not residing in a single living unit or household.

Washing hands with soap and water for at least 20 seconds as frequently as possible or using hand sanitizer.

Covering coughs or sneezes (into the sleeve or elbow, not hands).

Regularly cleaning high-touch surfaces.

Not shaking hands.

Use of a mask or cloth face covering. *(Note: the use of masks or cloth face coverings is strongly recommended but shall not be required due to equity concerns regarding the challenges that either may cause for individuals because of disabilities and/or shortages of PPE.)*

Following all other public health recommendations issued by State of Wisconsin Department of Health Services, Milwaukee County Department of Health & Human Services and the U.S. Centers for Disease Control and Prevention.

***\*Criteria for moving between phases.***

***Public Health Officials will continue to monitor key COVID-19 indicators and will communicate to the public regarding via social media which phase we are currently in and if we are approaching the transition to a new phase.***

# Mass gatherings in the Milwaukee County's suburbs of up to 50 people are OK, with reopening plan entering next phase

Evan Casey, Milwaukee Journal Sentinel

Published 5:57 p.m. CT June 11, 2020 | Updated 8:04 p.m. CT June 11, 2020

Milwaukee County's suburban municipalities are moving forward with the next phase of reopening plans on Friday.

Generally, the next phase shifts guidelines to include slightly larger mass gatherings of at least 50 persons, as well as an increasing to 75% the capacity guideline for restaurants and bars.

"This next phase... this is a phase we're probably going to be in for a long time," Darren Rausch, director and health officer with the Greenfield Health Department, said in a virtual news conference Thursday.

"It's probably going to carry us for the next several weeks or couple months, as we continue to look at the data and try and suppress COVID-19 in our communities," he added.

Rausch on Thursday also shared a 14-day batch of data that showed a downward trend in the percentage of positive coronavirus cases in the county.

Other "Phase C" guidelines include an increase in recommended limits on capacity from 25% to 50% for retail establishments, spas and salons and gyms and fitness centers. The recommendations are not orders.

Suburban Milwaukee County Health Officers published the guidelines that discuss gathering size, capacity guidelines and safe business practices as it relates to the coronavirus pandemic.

Phase B of those guidelines were in place from May 21 to June 11.

The guidelines also encourage businesses to use curbside pickup when possible, and to establish entry lines with markings outside of a business. They're also encouraging business to use alternatives to lines, such as allowing customers to wait in their vehicles when possible.

Rausch encouraged businesses to adhere to safety guidelines provided by the Wisconsin Economic Development Corporation and the Centers for Disease Control and Prevention.

Earlier in the week before Phase C began in the county, Wauwatosa public health officials said they can now can recommend gatherings of 50 people or less.

"The data is showing Wauwatosa residents and businesses are doing a good job of enacting best practices and being cognizant of their neighbors' health and safety," said Laura Conklin, health officer of Wauwatosa, on the city's website.

While in Waukesha County, officials on June 4 announced the county had doubled its large gathering recommendation to 100.

The next evaluation date regarding reopening plans will be on Thursday, June 25.

A busy week for the county

Milwaukee County Executive David Crowley issued a "universal face mask policy" on Tuesday, which requires employees, contractors, vendors, volunteers, service users and members of the public wear face masks when entering county facilities and grounds that have a "controlled entry point."

The Milwaukee County traveling beer garden has officially started for the summer season.

The Milwaukee County Zoo is also reopening as an outdoor experience on Saturday.

The coronavirus has killed 311 people in Milwaukee County as of 4 p.m. Thursday, according to the county dashboard.

*Steven Martinez and Madeline Heim contributed to this report.*

POLICY

The Greendale Public Library adopts the American Library Association's *Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights*, reproduced below.

Non-library-initiated exhibits and displays will be considered using the same criteria as the library's Materials Selection Policy.

*Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights*

Library-initiated programs support the mission of the library by providing users with additional opportunities for accessing information, education, and recreation. Article I of the Library Bill of Rights states, "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves." Library displays increase awareness of programs, resources, and services.

Library-initiated programs include, but are not limited to, lectures, displays, exhibits, community forums, performing and visual arts,(1) participatory workshops, technology programming, creative learning programming, wellness programs, story times, continuing education, fairs and conventions, book clubs, discussion groups, demonstrations, and presentations for social, cultural, educational, or entertainment purposes. Library-initiated programs may take place onsite at the library, off-site at other locations, or online, and may be provided by library workers, volunteers, or partners. Libraries may also choose to promote their programs, services, and resources through displays and digital signs.

Library-initiated programs and displays utilize library worker expertise for community interests, collections, services, facilities, and providing access to information and information resources. They introduce users and potential users to library resources and the library's role as a facilitator of information access. The library may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals to facilitate information access in the community the library serves.

Libraries should not discriminate against individuals with disabilities and shall ensure they have equitable access to library resources. Library-initiated programs and displays should comply with all applicable laws, including the standards and requirements of The Americans with Disabilities Act and state and local disability accessibility guidelines.(2) If a program is held in a location not controlled by the library, the library should assure that the space is accessible to all users. If users overflow designated event areas during library events, libraries should secure accessible public spaces (e.g., ramps, pathways, and emergency exit routes) to ensure access and safety for everyone. Reasonable accommodations should also be made to have interpretation or real-time captioning for the deaf or hard of hearing at library-initiated programs when needed or requested by library users.



“Socially excluded, marginalized, and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the resources and programs that libraries offer.”(3) Libraries should actively seek to include a variety of programming options representing diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in our communities. Library-initiated programs that cross language and cultural barriers introduce community members to the library’s resources and provide access to information. Libraries serving multilingual or multicultural communities should make efforts to accommodate the information needs of those who speak and read languages other than English, including advertising for such events.

Concerns, questions, or complaints about library-initiated programs and displays are handled according to the same written policy and procedures that govern reconsiderations of other library resources. These policies should apply equally to all people, including, but not limited to, library users, staff, and members of the governing body. The policies should set forth the library’s commitment to free and open access to information and ideas for all users.

Programs should not be canceled because of the ideas or topics of the program or the views expressed by the participants or speakers, nor should library workers censor or remove displays because someone may disagree with the content. Library sponsorship of a program does not constitute an endorsement of the program content or the views expressed by the participants or speakers, any more than the purchase of resources for the library collection or curation of a display constitutes an endorsement of the resources content or its creator’s views. Libraries should vigorously defend the First Amendment right of speakers and participants to express themselves.

Article V of the Library Bill of Rights states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The right to use a library encompasses all the resources the library offers, including the right to attend library-initiated programs. Libraries create programs for an intended age group or audience based on educational suitability and audience interest; however, restrictions on participation based solely on the gender, chronological age, or educational level of users violate this right and should be enforced only when not doing so would adversely impact the safety of the participants or interfere with the intended purpose of the program. Parents and guardians may restrict their own children’s access to library programs, but no person or organization can interfere in others’ access and participation. A parent or guardian may discuss their child’s access to and participation in library programs with their child, but may not impose those decisions on others, including other people’s children.

Libraries should not deny access to library-initiated programs if patrons owe the library for overdue fines or other fees. If libraries charge program participants for supplies used, they should make every effort to reduce economic barriers to participation.

Any collection and retention of program participants’ personal information should be on an opt-in basis only. While attendees may need to demonstrate their eligibility to attend the



program by showing a library card or student ID, they should not be required to share their personal information in order to attend a library program.

1 "Visual and Performing Arts in Libraries: An Interpretation of the Library Bill of Rights," adopted February 13, 2018, by ALA Council.

2 "Services to People with Disabilities: An Interpretation of the Library Bill of Rights," adopted January 28, 2009, by the ALA Council; amended June 26, 2018.

3 "Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights," adopted June 27, 2017, by the ALA Council.

Adopted January 27, 1982, by the ALA Council; amended June 26, 1990; July 12, 2000; June 26, 2018 under previous name "Library-Initiated Programs as a Resource"; and June 24, 2019.

## PROCEDURE

Exhibitors must provide an inventory of all items they are displaying and sign a hold harmless statement waiving all claims of legal liability against the Village of Greendale, the Library Board, and the library and its employees for their property. Exhibits will not be allowed from exhibitors whose purpose is to solicit consideration of a product or service. Artisans are welcome to display, but only for the informational, educational, and recreational aspect of their craft.

When receiving a critical comment regarding exhibits, displays or programs:

- Suggest that the complainant submit a formal comment to the Library Director and/or Library Board, noting that no action may be taken unless the comment is made in writing, or in person at a regularly scheduled Library Board meeting, accompanied by a request for specific action.
- Notify the complainant of the Citizen Comment opportunity at the start of every monthly Library Board meeting.

Library Director and Library Board:

- Will respond to the presentation of a formal comment requesting specific action.
- Will not alter any material in question until the controversy has been reviewed, no sooner than the next regularly scheduled Library Board meeting.

Some possible resolutions to a critical comment may include:

- Scheduling of additional programming to provide a platform for diverse opinions to be heard and voiced, pertaining to the controversy in question.
- Establishing a learning opportunity by creating possibilities for thoughtful discussion between concerned stakeholders.
- Establishing a platform to more broadly share the library's policies with the public and the media.

# Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights

The American Library Association affirms that equity, diversity, and inclusion are central to the promotion and practice of intellectual freedom. Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual's inalienable right to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do.

"Equity" takes difference into account to ensure a fair process and, ultimately, a fair outcome. Equity recognizes that some groups were (and are) disadvantaged in accessing educational and employment opportunities and are, therefore, underrepresented or marginalized in many organizations and institutions. Equity, therefore, means increasing diversity by ameliorating conditions of disadvantaged groups.

"Diversity" can be defined as the sum of the ways that people are both alike and different. When we recognize, value, and embrace diversity, we are recognizing, valuing, and embracing the uniqueness of each individual.

"Inclusion" means an environment in which all individuals are treated fairly and respectfully; are valued for their distinctive skills, experiences, and perspectives; have equal access to resources and opportunities; and can contribute fully to the organization's success.

To ensure that every individual will feel truly welcomed and included, library staff and administrators should reflect the origins, age, background, and views of their community. Governing bodies should also reflect the community. Library spaces, programs, and collections should accommodate the needs of every user.

## **I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, age, background, or views of those contributing to their creation.**

Library collections, in a variety of material formats, should include a full range of viewpoints and experiences, serving the needs of all members of the community. Historically, diverse authors and viewpoints have not been equitably represented in the output of many mainstream publishers and other producers. It may require extra effort to locate, review, and acquire those materials.

Therefore, libraries should seek out alternative, small press, independent, and self-published content in a variety of formats. Libraries may benefit from cooperative arrangements and other partnerships to share in the work of locating and acquiring diverse materials. Interlibrary loan may complement but not substitute for the development of diverse local collections.

All materials, including databases and other electronic content, should be made accessible for people who use adaptive or assistive technology.

To provide equitable and inclusive access, libraries must work closely with diverse communities to understand their needs and aspirations, so that the library can respond appropriately with collections and services to meet those needs. All community members will feel truly welcomed and included when they see

themselves reflected in collections that speak to their cultures and life experiences.

## **II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.**

Beyond merely avoiding the exclusion of materials representing unorthodox or unpopular ideas, libraries should proactively seek to include an abundance of resources and programming representing the greatest possible diversity of genres, ideas, and expressions. A full commitment to equity, diversity, and inclusion requires that library collections and programming reflect the broad range of viewpoints and cultures that exist in our world. Socially excluded, marginalized, and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the resources and programs that libraries offer.<sup>1</sup>

## **III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.**

By challenging censorship, libraries foster an inclusive environment where all voices have the opportunity to be heard. Inclusive materials, programs, and services may not be universally popular, but it is the library's responsibility to provide access to all points of view, not just prevailing opinions. Libraries should prepare themselves to deal with challenges by adopting appropriate policies and procedures. Libraries should respectfully consider community objections and complaints, but should not allow controversy alone to dictate policy.

Governing bodies, administrators, and library workers must discourage self-censorship. Fears and biases may suppress diverse voices in collections, programming, and all aspects of library services.<sup>2</sup> Libraries should counter censorship by practicing inclusion.

## **IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.**

American society has always encompassed people of diverse origin, age, background, and views. The constitutional principles of free expression and free access to ideas recognize and affirm this diversity. Any attempt to limit free expression or restrict access to ideas threatens the core American values of equity, diversity, and inclusion.

Libraries should establish and maintain strong ties to organizations that advocate for the rights of socially excluded, marginalized, and underrepresented people. Libraries should act in solidarity with all groups or individuals resisting attempts to abridge the rights of free expression and free access to ideas.

## **V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.**

In the Library Bill of Rights and all of its Interpretations and supporting documents, the principle of inclusion is clear and unambiguous.

"Origin" encompasses all of the characteristics of individuals that are inherent in the circumstances of their birth.

"Age" encompasses all of the characteristics of individuals that are inherent in their levels of development and maturity.

"Background" encompasses all of the characteristics of individuals that are a result of their life experiences.

"Views" encompass all of the opinions and beliefs held and expressed by individuals.

Libraries should regularly review their policies with the goal of advancing equity of access to the library's collections and services. Identification requirements, overdue charges and fees, or deposits for service are examples of traditional approaches that may exclude some members of the community.<sup>3</sup>

**VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.**

Libraries should not merely be neutral places for people to share information, but should actively encourage socially excluded, marginalized, and underrepresented people to fully participate in community debates and discussions.

Libraries should welcome diverse content in their exhibit spaces and diverse ideas, individuals, and groups in their meeting rooms, even if some members of the community may object or be offended.<sup>4</sup>

## Conclusion

To uphold the Library Bill of Rights and serve the entire community, governing bodies, administrators, and library workers should embrace equity, diversity, and inclusion.

<sup>1</sup> "Library-Initiated Programs and Displays as a Resource: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/programsdisplays>)," Adopted January 27, 1982, by the ALA Council; amended June 26, 1990; July 12, 2000; June 26, 2018 *under previous name* "Library-Initiated Programs as a Resource"; and June 24, 2019.

<sup>2</sup> "Diverse Collections: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversecollections>)," Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 *under previous name* "Diversity in Collection Development"; and June 25, 2019.

<sup>3</sup> "Economic Barriers to Information Access: An Interpretation to the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/economicbarriers>)," Adopted June 30, 1993 by the ALA Council and amended June 25, 2019.

<sup>4</sup> "Meeting Rooms: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/meetingrooms>)," Adopted July 2, 1991, by the ALA Council; amended June 26, 2018; amended version rescinded August 16, 2018; amended January 29, 2019.

# GREENDALE PUBLIC LIBRARY

## DIRECTOR'S REPORT



Date: 6/12/2020  
To: Library Board  
From: Brian Van Klooster, Library Director  
**Re: Directors' Report: May/Jun 2020**

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### General updates:

- Virginia Thomas memorial – long-time regular patron Virginia Thomas passed away in late April, her heirs asked that any memorial contributions be made to the Greendale Public Library
- BLM/George Floyd March/Protest on 6/5 - CLC Directors discussed the potential for emergency response in the days preceding the march but expected a peaceful event, showed support for the effort with social media posts and modest window signage
- Trip hazard/security gate wiring – about 50% complete, tiling must be completed before gates reinstalled and wiring completed
- 4<sup>th</sup> wireless access point and additional outdoor electrical outlets – quote has been requested to install additional wireless access point to provide better coverage at the front of the library for outdoor users, to support in-vehicle and non-indoor internet use as part of an information access and community health support, additional electrical outlets already installed
- Village Personnel Manual and Library Work Rules - distributed for all staff review and acknowledgement
- Brian summer work schedule

# GREENDALE PUBLIC LIBRARY

## STAFF REPORT



Date: 6/12/2020  
To: Library Board  
From: Brian Williams-Van Klooster, Library Director  
Re: **Staff Report: May-Jun 2020**

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### **Memo from Lisa Reinke, Youth Services Librarian:**

- Attended 2 LDAC meetings to talk about virtual performers
- Led Youth Services Committee discussions on SRP virtual performers and continued to source performers
- Completed multiple webinars on Reader's Advisory for fiction readers
- Completed training for Beanstack online Summer Reading tracker
- Planned Virtual Summer Reading Program for Youth
- Continued Curbside Crafts coordination and prep, After School crafts coordination and prep

### **Adult Services Allison:**

- Allison attended the Milwaukee County Federated Library System Adult services meeting on a Zoom Call. This meeting allowed her to connect with other librarians and hear what they were doing while their buildings were closed to the public. There was also a presentation about creating and using Raspberry Pi computers.
- Our popular virtual trivia program continued May 24 & June 10 - Both sessions had over 30 participants!
- Training:
  - Public Library Association Webinar: Using Social Media Listening to Adapt Your Library for COVID-19
  - Illinois Library Association Webinar: Programing 101
- Growing our web presence is still a priority, especially as the library moves into a virtual programming summer.
  - GPL's Instagram account grew with 16 new followers
  - GPL's Facebook account gained 169 new followers

### **Teen Services (Tara):**

- Attached

### **Circulation Services (Julie):**

- Curbside pickups continued. Since we began on April 27th we have scheduled a total of 672 curbside appointments! Even though use has begun to drop off, we're still seeing patrons make use of the service each day. I've noticed several repeat users, especially among our elderly patrons.
- Prep for reopening continued. Sneeze guards were installed, social distance signage and floor decals/tape were posted and much furniture was moved or stored. A number of back-ordered supplies began to arrive – just in time for opening. Getting high-demand supplies in a timely manner still proves to be a challenge. Many of the supplies that have finally arrived were ordered in April, and some as far back as the first week of March.
- Interlibrary delivery resumed on 6/1 and the Request button was restored to CountyCat on 6/8. Over 200 holds were filled the first day, and staff has been pulling over 100 items a day to fill incoming hold requests.

- Julie attended the Circ Services meeting via Zoom on 5/21. The discussion focused primarily on what steps member libraries were taking to safely reopen. We also discussed the upcoming restoration of the Request button on CountyCat and its implications for holds going to some of the MPL locations that will remain closed.
- Most of the staff was able to attending a Sanitizing Safely training on 5/26 and 5/27 in anticipation of re-opening. Staff were trained on how to sanitize high touch surfaces safely and correctly. They also received training from the Health Dept on how to properly wear masks and gloves.
- Gradually began bringing clerks back into the building for their shifts in preparation of opening. At this time only 2 clerks continue to have remote work shifts, each one doing 1 shift a week from home. The Picture Book refresh project continues to be primarily what is worked on during these shifts. We are very close to the end of the project. The time they spent on this from home has given the picture book collection new life! It proved to be an effective task to give them for remote work. They also continue to supplement their remote shifts by viewing customer service webinars.
- Page training resumed on 6/8. All 3 were excited to be able to finally get back in the building and were eager to get started. In an effort to minimize staff in the building at one time, their training has primarily been done in the morning before we open to the public.

# Board Report

## Tara Jordan, Teen and Adult Services Librarian

### Adult Programs/Outreach

- Since the last Board meeting Allison and I have run two more virtual trivia programs for the library using the platform Crowdpurr on May 27th and June 10th. For each trivia session we had over 30 adults participate.

### Teen Programs/Outreach

- I have continued to try to do one program a weeks for teen but have take the past week off to concentrate on preparing for summer reading programs.

Drawful– Drawful is an online drawing game that is similar to Pictionary. I had 13 teens participate.

Spyfall– Spyfall is an online game in which the players try to determine who among them is the spy. I had 8 teens participate

### Summer Reading

- A lot of my time this past month was dedicated to planning for Summer Reading. Due to the pandemic, the program I had planned was no longer possible and had too be recreated. In addition to creating new Teen events for the summer I, along with the other two librarians, had to create reading log program through the app Beanstack in order to allow people to participate in the reading log portion of the program remotely.
- For the Beanstack app I had to create a program that would work in the app and content for the app. This process was extremely new for us all and had to be accomplished in a short amount of time. For teen I created a program in which teens can get a ticket for reading 1 hour, submitting, a book review, and or doing a challenge.
- The teen summer reading events this summer will all be virtual. There will be one program a week for a total of seven summer reading program events. The events will include:
  - Trivia
  - Teen Iron Chef Challenge
  - Anime Hangout
  - Teen Movie
  - Jackbox Games
  - Scavenger Hunt