

LIBRARIAN REPORT

July 14, 2020

Building

Building Progress

We now have public access to our whole collection. The Large and Small meeting rooms will be available to us by the end of this week. The Parlor is scheduled to be turned over to us by July 31st. So far we are on schedule to have substantial completion by September 1. However, if we approve to change lighting, we will probably still have construction past September 1. After substantial completion, we would still have 3-4 weeks of finishing punch list items. I have attached the construction budget accounting for future PCOs that I am aware of to the agenda. There is a possibility that CME will get us additional PCOs for additional items before the board meeting. Once I have those, I will attach them to the agenda and update this report.

Phasing Plan

While being in Stage 4.5, we are still doing take-and-go or virtual programs. Masks are required for staff in public areas not behind Plexiglas and communal staff areas or when within 6 feet of each other. Patrons are highly recommended to wear masks. Due to costs and since we are not requiring masks, we will start keeping masks behind our desks and charge \$1 per mask. Drinking fountains are still unavailable to the public and our capacity is back down to 50%. We are planning to offer storytime in the Fall with the requirement that families sign a waiver. We were able to acquire 14 free PPE face shields. These are reserved first for staff that work a public desk and wish to use a shield instead of a mask. You can purchase them on Amazon and will purchase additional shields if we run out. The benefit of the face shield is that it protects staff from patrons who choose not to wear a mask. We are quarantining books for 24 hours based on the REALM study. The virus was tested in perfect conditions on major library material and it was found that the virus dies within 12-24 hours on all the material tested. The 12 hours of life are based on high saturation and perfect temperature conditions meaning that it may live under 12 hours on library material and even the living virus may not be enough to infect someone else. However, because of that 12-24 hour window, we are quarantining books for 24 hours. If the item is a hold, it is being wiped down and then taken to the circ desk.

Budget

Our MLGQ (Maximum Levy Growth Quotient), formerly known as the AVGQ, for the State is 4.2%. This is a .7% increase from last year. The MLGQ is the percentage we are allowed to increase our budget total and Maximum Levy. Your budget still must be fully funded no matter what the MLGQ is. Once I have the Local Income Tax information, I can have a proposed

budget prepared for the Budget committee. The Budget Committee is Robin (Chair), Steve and Deb. I have attached the State Board of Accounts and Department of Local Government and Finance calendar to the agenda. The dates that mostly pertain to us are:

June 30-MLGQ/Assessed Value Growth Quotient (AVGQ) is provided

July 14-Beginning of Department Budget Workshops

July 14-Receive our estimate of permissible property tax levy

July 14-Receive our estimate of the miscellaneous revenue

July 31-Circuit Breaker estimates

August 3-Receive Net Assessed values

August 11-Board meeting:

-Approve Salary Resolution and Proposed 2021 Budget

September 8-Board meeting:

Public Hearing on Proposed Budget

September 30-Deadline for actual LIT estimates

October 13-Adopt 2021 budget

Policy and By-laws

The policies for review this month are Compensation and Workplace Policies.

SEA410 New Library Law

SEA410 Makes changes to statutes applicable to the review of budgets of certain public libraries. Establishes a procedure for public libraries to identify the applicable city, town, or county fiscal body to receive a public library's proposed budget (Which we have done). This also provided more definition on how to calculate the 150% rule.

Includes public libraries in the definition of "qualified entities" for purposes of criminal background checks. Requires, before December 31, 2020, a public library to adopt a policy regarding conducting criminal background checks for individuals who are more than 18 years of age and who: (1) apply to the public library for employment or volunteer work; or (2) are currently employed by or perform volunteer work for the public library. The biggest thing with this part of the law is that the State would prefer us to use the State Police department for background checks. We will work on creating a policy that incorporates their preferences and present it to you before December.

Provides that a library board may issue a local library card without charge or for a reduced fee to an individual who is not a resident of the library district and who is a child receiving foster care services.

Street Fair

With Street Fair closing, we need to decide if the library still closes or remains open during that week. It would be nice to have that week to do what we usually do and get things moved at the end of construction. However, there is concern about how the public would react

to the library being closed without Street Fair. We discussed this during our department head meeting and felt that maybe instead of closing during Street Fair week, we wait and close for 2 days after substantial completion to move our staff spaces. We could also take ½ of 1 of those 2 days for an in-service depending on social distancing guidelines and the ability for staff to space 6 feet apart.

Director Updates

Community Meetings/Activities attended outside the library:

Creative Arts Council Board Meeting

United Way Board Meeting-no meeting in June

Early Learning Committee-no meeting

Bluffton NOW! Board Meeting

Economic Development Council

Chamber Board meeting

Chamber Executive Meeting

Education Committee-no meeting

Rotary Meetings-cancelled

Leadership Academy-Level 3-cancelled

YMCA Board Meeting

ILF Library Director Meetings-through zoom every Monday

Meeting Updates inside the library:

Department Head meeting – Discussed what the public’s thoughts would be if we closed during Street Fair, Should we have Fall in-service, What is working/not working with COVID-19 workplace atmosphere/procedures, What the future of curbside and programming will be, the new SEA410 Library Law.

Current Projects/Big Programs/News:

The building project

Plans for Children’s Book Festival are postponed until 2021. This was done be the request of our Author and entertainment. Based on the stipulation of the grant that makes the festival possible, we will have 2 festivals back-to-back in 2021 and 2022.

Grants:

We received a PPE “grant” in which we were awarded 50 masks, 10 PPE face shields, individual hand sanitizer and 1 gallon of hand sanitizer free from the State.