

April 20, 2020

7:00 P.M.

STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

AGENDA

1. Roll call and declaration of quorum
2. Approval of last month's minutes
3. Visitors
4. Correspondence and communications
5. Standing committee Reports
  - a. Finance
  - b. Library Policy
  - c. Building and Grounds
  - d. Public Relations
  - e. Technology
  - f. Personnel
6. Financial report
7. Library Director's report
8. Old business
9. New business
10. Closed Session
11. Adjournment

Minutes  
STEELEVILLE AREA PUBLIC LIBRARY DISTRICT  
March 16, 2020

**Present: Cheryn Sutton, Kim Knop, Mary Lynn Gerlach, Neal Haertling, Michael Minton,  
Kevin Knop**

**Absent: Kelly Bury**

**Staff Present: Sarah Neal**

**Visitors Present:**

**Cheryn opened the meeting at 7:05 pm**

Kim made a motion to accept the minutes and Kevin seconded it. Motion carried.

**Correspondence:** None

Standing Committee Reports:

a. **Finance** Waiting for audit to be completed.

b. **Library Policy:**

c. **Building and Grounds:** The Legion has purchased a new flag for the library. Mary Lynn was to contact Barringer Roofing to tell them they have until July to put new roof on.

d. **Public Relations:**

e. **Technology:**

f. **Personnel:** Kim made a motion to pay staff during the closing of the library due to COVID 19. Kevin seconded it. Motion carried.

**6. Financial Report:** Mary Lynn made the motion to approve the financial report. Kevin seconded it. Motion Carried.

**Library Director's Report:**

A. Staff and Staff Development

1. April 11<sup>th</sup> staff meeting about up-coming events

B. Collection Management

1. Disinfected toys in kids area, Legos, etc.

2. Teen section finished

3. Sold old sofa to make more space and looking to update furniture
- C. Organization of the Library
- D. Collaboration with Partners / Outreach
  1. Story Hour-March 28
  2. Lego Club-March 18
  3. Amnesty Day- March 17
  4. Book Club/Exchange-March 31, 4-5 p.m.
  5. Disney Day-April 25, 10-1
    - i. Giant boxes to be used in decorations
  6. Camp Half-Blood-May 4-8
  7. Summer Reading Program- June 1<sup>st</sup>-August 1<sup>st</sup>
  8. Smart library grant- 3D printer assembled
    - i. Giant projector screen hanging from NF room
      1. New projector to go with screen
      2. Use for movie days
    - ii. Deciding on programs to host
      1. Tea talk-12 people
      2. Cooking demonstrations-summer time, staff have already volunteered
      3. 3D printing classes –April 29th?
      4. More movie days/nights
      5. Add new games for game day
        - a. Drake started a D&D group
        - b. Meet at library on Wednesdays
  9. ROE to pay for out-of-district fees for needy families
- E. Administration
  1. Put on sanitation stations in kids area and at the desk to encourage patrons to keep hands clean and prevent the spread of viruses.
  2. Other libraries preparing for COVID-19
    - i. Add a couple lines to our emergency closing policy
    - ii. March 26, webinar available- probably geared toward larger libraries

**Old Business:**

**New Business:** Mary Lynn made the motion to stay closed because of COVID 19 until the school reopens. Kevin seconded. Motion carried.

**Adjournment:** Michael made the motion to adjourn at 7:30. Neal seconded. Motion carried.

**Respectfully submitted,  
Mary Lynn Gerlach, Secretary**

## March 2020 Monthly Report for April 20, 2020 Board meeting

- A. Staff and Staff Development
  - 1. Working on getting everyone's sexual harassment training completed
- B. Collection Management
- C. Organization of the Library
- D. Collaboration with Partners / Outreach
  - 1. Looking toward a virtual/take-home summer reading program
    - i. Other libraries have implemented this
    - ii. I may cancel our Mad Science program but it is August 1<sup>st</sup>, so I'll wait until more information is available before doing it
  - 2. All events have been cancelled until we can be sure we have COVID-19 under control
    - i. May start up again in the fall or next spring depends on circumstances
  - 3. Disney Day-Cancelled
    - i. Doing little videos to celebrate Disney Day
    - ii. May include karaoke session with kids
- E. Administration
  - 1. When we reopen in May/June
    - i. Limit the number of people in the building and hours open
      - 1. No more than 10 people at a time
      - 2. Open 10-3 and let staff clean until 5 p.m. every night
    - ii. Make sure staff have masks to wear and gloves
    - iii. Disinfecting materials as they come in and go out
    - iv. Include a thorough cleaning every day of all surfaces
    - v. Might ban unaccompanied children from library to prevent this becoming a hang out zone during the pandemic
    - vi. I would keep these hours and rules until school starts up again and then maybe extend hours to 5 p.m. and have staff clean until 7 p.m.
    - vii. Adjust rules as situation changes and evolves
  - 2. Smart Spaces Grant has been put on hold until libraries start to reopen and they do not expect us to hold events now.

# STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

Monthly Report for March (April 20, 2020)

## PETTY CASH

Balance on Hand Prior Month	\$25.00
Receipts	113.4
Expenses	0.00
Sent to Bookkeeper	0.00
Balance on Hand Current Month	\$138.40

## CASH TRANSACTIONS

Faxes	\$32.00
Copies	31.10
Fines	35.95
Out of District Card Fees	0.00
Lost/Damaged Book Costs	0.00
Lost Cards Payment	0.00
Book Sales	13.25
Adjustments	1.10
Total Cash Transactions	\$113.40

## NON-CASH TRANSACTIONS

Fines Waived	\$147.45
Total Non-Cash Transactions	\$147.45

## PATRON COUNT

Patrons on File Prior Month	1,576
New Patrons Registered	5
Patrons Deleted	11
Patrons on File Current Month	1,565

## PATRONS WITH LOST BOOKS

PATRONS WITH LOST BOOKS	35
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## NUMBER OF LOST BOOKS

NUMBER OF LOST BOOKS	55
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## Polaris CATALOGING

Total Items In Polaris	19,707
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## PATRON VISITS

Adults	284
Students	487
Children	27
Total Patron Visits	798

## PATRON VISITS 5-7 P.M.

PATRON VISITS 5-7 P.M.	32
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## CIRCULATION

Adults - Resident	612
Adults - Non-Resident	2
Students - Public Schools	589
Institution	0
Total Circulation	1,203

## TOTAL CHECK-OUTS

TOTAL CHECK-OUTS	1,203
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## TOTAL CHECK-INS

TOTAL CHECK-INS	745
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## TOTAL BORROWERS

TOTAL BORROWERS	280
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## OVERDUE ITEMS

OVERDUE ITEMS	131
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## 3M USAGE TOTAL

3M USAGE TOTAL	30,786
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## ST. MARK'S CHECKOUTS

ST. MARK'S CHECKOUTS	0
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## TOTAL INTERNET USAGE

TOTAL INTERNET USAGE	87
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## NEW ITEMS PURCHASED

NEW ITEMS PURCHASED	42
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## ITEMS DONATED

ITEMS DONATED	0
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## COPY MACHINE

Reading End of Current Month	25619
Reading End of Prior Month	25328
Copies Current Month (Usage)	291
Original Reading	15

## Total Copies Made By Library

Total Copies Made By Library	276
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