

PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING
APRIL 24, 2020
9:30 AM
SPECIAL MEETING MINUTES

CALL TO ORDER@ 9:32 am

President's Announcement regarding Public Comment Section

Present via Zoom: Kate Pratt, President; Laura Burwell, Vice President; Patti Nicholson, Secretary; Karen Diaz, Trustee

Absent: Kate Robertson, Treasurer

Also present: Hope Siasoco, Director and Jennifer Brennan, Note Taker.

PUBLIC COMMENT: None

Note: Public Comment for this teleconference meeting is made available in advance of the meeting through this publicly available Google Document:

<https://docs.google.com/document/d/1u1ctZHIJQatshroch6gjYJk1ffw6BE14zePRqIk7q8M/edit?usp=sharing> or email: hsiasoco@pinckneylibrary.org or during the time of the meeting via Zoom chat or phone.

Note: No public comment by Google Document form or zoom.

ISSUES:

- **2020 Library Operational Millage Election**
 - Foster Swift Collins & Smith, PC Memo
 - Anne Seuryneck sent a memo to the board with a list of questions that must be answered in order to draft millage language.
 - See attached
 - Decision to be made: Millage Rate & Amount
 - See attached
 - Decision to be made: Length of Time
 - Current millage is a 6-year millage
 - A discussion followed:
 - Income projection for 2020 will be much higher than actual because of COVID-19. We have lost income because so many special events have been canceled i.e., Pinckney in May Fundraiser, Genealogy Program, and others. Also, Late Fees are no longer collected.
 - Straight renewal because of current situation. Can do a Headlee Override later if necessary. Headlee Override can be done more than once.
 - August 4, 2020 is the Primary Election
 - 1.422 is current rate of renewal
 - Length of time: Avoid future presidential elections, avoid off-election year because of additional cost.
 - Karen Diaz made a motion to set the duration of the millage at 6 years and that the millage be a straight renewal and Laura Burwell seconds.
 - Roll Call Vote:
 - Kate Pratt: Yea
 - Laura Burwell: Yea
 - Patti Nicholson: Yea
 - Karen Diaz: Yea
 - Kate Robertson: Absent
 - All present approve and the motion passed

- **Special Meeting to pass Millage Resolution & Ballot Language**

Patti Nicholson made a motion to hold a Special Library Board Meeting to approve the Millage Resolution and the Ballot language on Wednesday, April 29, 2020 at 1:30pm and Laura Burwell seconds.

Roll Call Vote:

- Kate Pratt: Yea
- Laura Burwell: Yea
- Patti Nicholson: Yea
- Karen Diaz: Yea
- Kate Robertson: Absent
- All present approve and the motion passed.

- **Employee Pay During Stages of Reopening the Library**

- Library of Michigan and our lawyers at Foster Swift are creating a phased plan to reopen policy templates.
- Slow roll opening is planned for our library. See attached draft
- However, plan can change quickly depending on governor's directives and current events.
- Schedule will be affected by this. Hope recommends that the emergency salary decision continue through any necessary phases.

Laura Burwell made a motion that the Board approves a continuation of the emergency salary program for all employees until the return of normal operations and Karen Diaz seconds.

Roll Call Vote:

- Kate Pratt: Yea
- Laura Burwell: Yea
- Patti Nicholson: Yea
- Karen Diaz: Yea
- Kate Robertson: Absent
- All present approve and the motion passed.

CALL TO THE PUBLIC: None

Note: Public Comment for this teleconference meeting is made available in advance of the meeting through this publicly available Google Document:

<https://docs.google.com/document/d/1u1ctZHIJQatshroch6gjYJk1ffw6BE14zePRqIk7q8M/edit?usp=sharing> or email: hsiasoco@pinckneylibrary.org or during the time of the meeting via Zoom chat or phone.

Note: No public comment by Google Document form or zoom.

ADJOURNMENT @ 10:29 am

Kate Pratt made a motion to adjourn the meeting and Laura Burwell seconds.

- Roll Call Vote:
- Kate Pratt: Yea
- Laura Burwell: Yea
- Patti Nicholson: Yea
- Karen Diaz: Yea
- Kate Robertson: Absent
- All present approve and the motion passed.

Respectfully submitted by Jennifer Brennan.

MEMO

FOSTER SWIFT
FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

ATTORNEY-CLIENT PRIVILEGE

TO: Pinckney Community Public Library
FROM: Anne Seuryneck
DATE: April 16, 2020
RE: Millage Memo

Please find below the information that we will need in order to draft ballot language for the Library:

1. The amount that the Library will request in mills:

2. The amount of money in taxable value the millage will raise in the entire Library District the first year it is levied. Also, please provide the total taxable value of the Library District (please include the most recent L-4029 forms for the municipalities in the district):

3. The purpose of the millage:

4. The duration of the millage in years:

5. The first year that the Library desires to levy the millage (when considering this, please keep in mind that the millage must be levied uniformly in the district each calendar year. So, please let us know when you levy your millage (July/December/both):

6. Any other entities within the Library District that may capture (if the Library signs an Agreement allowing for the capture) a portion of the Library's millage (i.e. Downtown Development Authorities, Local Development Finance Authorities, or Brownfield Redevelopment Authorities, Renaissance Zones, etc.):

7. Whether this is a new millage or a renewal of an existing millage (or both). If it is a renewal or renewal in part, please provide the amount and year that the Library last levied the millage and attach a copy of the old ballot proposal

8. Please identify the participating municipalities in your district.

9. Please identify the date of the election you are planning on and the date of the meeting at which you would like to approve the ballot language.

10. Please identify the County or Counties in which the Library is located.

Please fax or e-mail the responses to the questions to our office. My direct fax number is (517)367-7196.

84025:00001:4741538-1



Hope Siasoco <hsiasoco@pinckneylibrary.org>

Taxable Value According to Putnam Township Treasurer

1 message

Hope Siasoco <hsiasoco@pinckneylibrary.org>

Thu, Apr 16, 2020 at 11:10 AM

To: Boardoftrustees <boardoftrustees@pinckneylibrary.org>, Anne Seurnyck <ASeurnyck@fosterswift.com>

Cc: Board Notetaker <pcplboardnotetaker@pinckneylibrary.org>

Anne,

Here are the figures that Pat Carney just gave me:

\$375,814,630 (Total Taxable Value for 2019)

\$378,279,360 (Taxable Value as of earlier in the year - February 2020)

\$390,491,560 (As of March Board of Review)

Pat also mentioned to probably plan for around \$388,000,000 for this year.

I hope that helps! (I'll look for any numbers that might have already been posted on the Livingston County Equalization site and send anything I find that's current your way.)

Thank you again so much for coming to our meeting today. :)

Hope

PCPL

Pinckney Community Public Library

125 Putnam St.

Pinckney, MI 48169

Tel: 734-878-2952

Fax: 734-878-2907

Email: hsiasoco@pinckneylibrary.org

2019 MILLAGE REDUCTION FRACTION CALCULATIONS WORKSHEET

L-4034

INCLUDING MILLAGE REDUCTION FRACTION CALCULATIONS NOT

NOT SPECIFICALLY ASSIGNED TO THE COUNTY EQUALIZATION DIRECTOR BY LAW

County LIVINGSTON COUNTY	Taxing Jurisdiction Pinckney District Library (City, Twp., Village, County, Authority, School District)
2018 Total Taxable Value	356,306,140
Losses	1,092,607
Addition	13,467,485
2019 Total Taxable Value Based on SEV	376,350,900
2019 Total Taxable Value Based on Assessed Value (A.V.)	376,350,900
2019 Total Taxable Value Based on CEV	376,350,900
2019 Rate of Inflation (C.P.I.)	1.024

Note: The last two items above are only needed when it is necessary to calculate a Truth in Assessing or Truth in County Equalization Rollback Fraction.

1. Section 211.34d, MCL, "**Headlee**" (for each unit of local government)

(2018 Total Taxable Value-Losses) x Inflation Rate (C.P.I.) <table style="margin: auto; border-collapse: collapse;"> <tr> <td style="text-align: right;">356,306,140</td> <td style="text-align: center;">Minus</td> <td style="text-align: right;">1,092,607</td> <td style="text-align: center;">X</td> <td style="text-align: right;">1.024</td> <td style="text-align: center;">=</td> <td style="text-align: right; border-bottom: 1px solid black;">1.0000</td> <td rowspan="2" style="vertical-align: middle; padding-left: 20px;"> 2019 Millage Reduction Fraction (Headlee). Round to 4 decimal places in the conventional manner. If number exceeds 1.0000, line through and enter 1.0000 </td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">376,350,900</td> <td style="text-align: center;">Minus</td> <td style="text-align: right; border-top: 1px solid black;">13,467,485</td> <td></td> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">1.0024</td> </tr> </table>	356,306,140	Minus	1,092,607	X	1.024	=	1.0000	2019 Millage Reduction Fraction (Headlee). Round to 4 decimal places in the conventional manner. If number exceeds 1.0000, line through and enter 1.0000	376,350,900	Minus	13,467,485				1.0024	
356,306,140	Minus	1,092,607	X	1.024	=	1.0000	2019 Millage Reduction Fraction (Headlee). Round to 4 decimal places in the conventional manner. If number exceeds 1.0000, line through and enter 1.0000									
376,350,900	Minus	13,467,485				1.0024										
(2019 Total Taxable Value Based on SEV - Additions)																

See State Tax Commission Bulletin No. 3 of 1995 regarding the calculation of losses and additions. See also the Supplements to STC Bulletin No. 3 of 1995 contained in STC Bulletin No. 3 of 1997.

2a. Section 211.34, MCL, "Truth in Assessing" (for cities and townships if S.E.V. exceeds A.V. for 2009 only)

(2019 Total Taxable Value Based on Assessed Value for all Classes) <table style="margin: auto; border-collapse: collapse;"> <tr> <td style="text-align: right;">376,350,900</td> <td style="text-align: center;">=</td> <td style="text-align: right; border-bottom: 1px solid black;">1.0000</td> <td rowspan="2" style="vertical-align: middle; padding-left: 20px;"> 2019 Rollback Fraction (Truth in Assessing) Round to 4 decimal places in the conventional manner. (Cannot exceed 1.000) </td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">376,350,900</td> <td></td> <td></td> </tr> </table>	376,350,900	=	1.0000	2019 Rollback Fraction (Truth in Assessing) Round to 4 decimal places in the conventional manner. (Cannot exceed 1.000)	376,350,900			
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376,350,900								
(2019 Total Taxable Value Based on SEV for all Classes)								

See State Tax Commission Bulletin No. 7 of 2004 for more information regarding this calculation.

2b. Section 211.34, MCL, "**Truth in County Equalization**" (for villages, counties and authorities if S.E.V. exceeds C.E.V. for 2009 only)

(2019 Total Taxable Value based on CEV for all Classes) <table style="margin: auto; border-collapse: collapse;"> <tr> <td style="text-align: right;">376,350,900</td> <td style="text-align: center;">=</td> <td style="text-align: right; border-bottom: 1px solid black;">1.0000</td> <td rowspan="2" style="vertical-align: middle; padding-left: 20px;"> 2019 Rollback Fraction (Truth in County Equalization) Round to 4 decimal places in the Conventional manner. (Cannot exceed 1.000) </td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">376,350,900</td> <td></td> <td></td> </tr> </table>	376,350,900	=	1.0000	2019 Rollback Fraction (Truth in County Equalization) Round to 4 decimal places in the Conventional manner. (Cannot exceed 1.000)	376,350,900			
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376,350,900								
(2019 Total Taxable Value Based on SEV for all Classes)								

See State Tax Commission Bulletin No. 7 of 2004 for more information regarding this calculation.

3. Section 211.24e, MCL, "**Truth in Taxation**" (for each taxing jurisdiction that levied more than 1 mill for operating purposes in prior year only).

(2018 Total Taxable Value-Losses) <table style="margin: auto; border-collapse: collapse;"> <tr> <td style="text-align: right;">356,306,140</td> <td style="text-align: center;">minus</td> <td style="text-align: right;">1,092,607</td> <td style="text-align: center;">=</td> <td style="text-align: right; border-bottom: 1px solid black;">0.9789</td> <td rowspan="2" style="vertical-align: middle; padding-left: 20px;"> 2019 Base Tax Rate Fraction (Truth in Taxation) Round to 4 decimal places in the conventional manner </td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">376,350,900</td> <td style="text-align: center;">minus</td> <td style="text-align: right; border-top: 1px solid black;">13,467,485</td> <td></td> <td></td> </tr> </table>	356,306,140	minus	1,092,607	=	0.9789	2019 Base Tax Rate Fraction (Truth in Taxation) Round to 4 decimal places in the conventional manner	376,350,900	minus	13,467,485			
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376,350,900	minus	13,467,485										
(2019 Total Taxable Value Based on SEV - Additions)												

Use the same amounts for additions and losses as were used for the 211.34d ("Headlee") rollback.

Note: The truth in taxation BTRF is independent from the cumulative millage reductions provided by sections 211.34d and 211.34. The Base Tax Rate equals the BTRF X 2018 Operating Rate levied.

**2019
Livingston County
Headlee Recap**

Pinckney District Library

Assessment Jurisdiction	2018 Taxable	Losses	Additions	2019 Taxable
Putnam Township				
Howel Schools	11,888,240	6,740	190,320	12,423,520
Pi/Ho Tr "93"	0	0	0	0
Pinckney Schools	344,417,900	1,085,867	13,277,165	363,927,380
Ho/Pi Tr "92"	0	0	0	0
Township Totals	356,306,140	1,092,607	13,467,485	376,350,900
County Totals:	356,306,140	1,092,607	13,467,485	376,350,900

DRAFT Library Guidelines for Reopening after COVID-19 Pandemic:

These guidelines provide an outline on phasing in the opening of the Library after its extended closure due to the Covid-19 Pandemic. This document is intended to be a fluid, working document that will continue to be developed as more information is made available.

Library services and workflows will change as we determine how to safely meet the needs of the public. Accordingly, daily staffing needs and duties may change because workflows will be different. Staff must be flexible and able to shift job tasks effectively.

Service hours will be determined, and an optimum amount of staff will be scheduled. Public hours may be phased in over a few weeks (i.e. open later and close earlier.) It is a priority that the changes in services will be communicated effectively to the staff and community.

Staff Hygiene and Safety:

Staff and public areas will be thoroughly cleaned before the Library re-opens. Good hygiene signs will be posted in the staff areas. Staff may be encouraged to wear gloves and masks while working. We will follow the guidelines set forth by the County Health Department or appropriate state agencies. An adequate stock of cleaners and PPE will be procured.

Staff will be required to stay at home if they exhibit any symptoms of Covid-19. A “holding room,” for a staff member who exhibits symptoms of COVID-19 will be designated where a staff member can remain until they can go home or safely leave. The room will be cordoned off for 24 hours then appropriately cleaned.

High-risk staff need to make the best and most responsible decision for themselves on whether they will return to work and share this decision with the Library Director. Library administration will follow the guidelines set forth in the Families First Coronavirus Response Act.

1. Phase 1 - Remain closed for an extended period

- a. Focus on online resources
- b. Only come to the library with library director's permission
- c. Library director (or designee) will pick up mail and water plants; library director sends bills & payroll to Bookkeeper; Office Manager will deposit any checks to operations account
- d. Continue online library card registration
- e. Staff members who can work from home will continue to do so
- f. Outside book drop will be locked
- g. No book donations accepted
- h. Use social media to inform patrons of
 - i. Existing online resources
 - ii. Any new online resources
 - iii. Any new online library programs

- iv. Other useful or interesting activities online

2. Phase 2 - Open with no public access

- a. Focus on online resources
- b. Continue online library card registration
- c. Staff will have limited times to come in and number of staff members will be regulated based on strict guidance from library lawyer, state and local health departments
- d. Safety shields will be installed on circulation desk and staff area will be reconfigured to comply with strict social distancing
- e. Allow patrons to return library materials in book drop; quarantine for 7 days and disinfect returned materials before reshelving (Staff members must wear gloves when handling returned materials.)
- f. Order and accept physical materials for addition into collection. Catalog and process materials as they arrive, then shelve. If new material has a hold request, contact patron and ask if they wish to use curbside pickup, no contact home delivery service or After Hours Hold Lockers (if available)
- g. Curbside pickup of library materials ordered over the phone or via catalog holds. Curbside pickup procedures:
 - i. By appointment only: Patron will contact the library during designated hours to request for material.
 - ii. Once material is retrieved from the shelves by staff member, patron will be called to set up an appointment for pick up. Staff member will explain to patron that they must drive up to the main doors and park. Do not leave their car. Ask patron if they want their materials in the trunk of their car or the back seat. (If they can, patron should call the library circulation desk to alert staff of their presence in front of the main doors. If patron has no means to call while outside, let staff member know so they can keep an eye out using the security camera.)
 - iii. Library staff, wearing gloves and a mask, will go outside with library materials
 - iv. Patron will pop open their trunk or unlock back seat door
 - v. Library staff will leave the material in the trunk or back seat of the patron's car then steps back inside the building's vestibule, to wait for the patron to drive off.
- h. Institute no-contact home delivery porchside pickup and reinstitute delivery for homebound patrons. Procedures are as follows:
 - i. Patron will contact the library during designated hours to request material.
 - ii. Once the material is retrieved from the shelves, staff will contact patron to schedule driving to their house. Staff will make certain to wear gloves and mask when dropping off materials at the patron's home or to Wellbridge.
 - iii. Staff will ring the patron's doorbell or knock on the door, leave the material just outside the patron's door, step back at least six feet, and wait

until the patron answers the door and picks up material before driving back to the library.

- i. Re-institute Library After Hours Holds Lockers pick up once keypads are fixed or replaced with a different type of locking mechanism. Procedures for After Hours Holds will be determined once locking mechanism has been fixed
- j. Faxing and printing may be requested via phone and will be treated the same as curbside pick up. (All faxing, photocopying and scanning services will be FREE during this COVID-19 period.) Faxing, printing and scanning will be BY APPOINTMENT. Hours will be posted on the door. Procedure for walk-ins:
 - i. Patron contacts the library to make an appointment, either by phone or email to Hope or Sara.
 - ii. Staff will explain the procedure. Make sure to have the patron write down the phone number or email on a cover sheet or email the information to Hope or Sara.
 - iii. Patron stops by the library at the appointment time. Front main doors will be unlocked. There will be a table in the vestibule for them to place their material for faxing, photocopying or scanning, along with where to send any faxes or scanning to. Once they've placed the item on the table, patron steps outside the main doors and waits.
 - iv. Staff member will then unlock the inner doors and pick up the item for faxing, photocopying or scanning, take it inside the library and performs task.
 - v. Once task is finished, staff member leaves the item/s on the table then steps back in to wait by the inner doors.
 - vi. Patron then enters the main doors and picks up item/s on the table and leaves the building.
 - vii. Staff member locks the main doors and the inner doors once the patron has left.
- k. No MeL requests
- l. Remove train set, bus, toys, puppets, manipulatives from Children's Area
- m. No book donations accepted
- n. No plastic bags. Switch to cloth or paper bags
- o. Conduct Facebook live or Zoom or Library YouTube channel for virtual programs.
- p. Conduct Summer Reading program via
 - i. Participatory forum associated with curbside checkout -- reading log, raffle ticket, bookmark, etc that can be returned for drawings or participation prizes. They can be returned by drop in bookdrop. Or email a photo of a completed reading log to the library.
 - ii. Wandoo for online reading tracking.
 - iii. Team up with Pinckney Community Schools/LOTWA to hand out library/reading packets to students and families -- brochures on library, digital resources, signing up for a library card online, how to use curbside pickup; SRP logs/cards and information; coloring sheets or similar

handouts; bookmarks with free resources links; STEAM activity sheets or instructions

- q. Use social media to inform patrons about
 - i. Existing online resources
 - ii. Any new online resources
 - iii. Any new online library programs
 - iv. Other useful or interesting activities online

3. Phase 3 - Open with social distancing restrictions (e.g., 6 foot distance, 10 person occupancy)

- a. Continue with all Open With No Public Access initiatives above
- b. Staff work schedule will depend on social distancing restrictions
- c. Open book drops; apply appropriate disinfection and quarantine procedures
- d. Continue curbside pickup, no-contact home delivery and After Hours Lockers for high-risk individuals
- e. Place tape lines on the floor at the front desk to space out patrons checking in or out. Use library stanchions to direct traffic
- f. No pens or shared items out in the public area
- g. No plastic bags. Switch to cloth or paper bags
- h. Remove train set, bus, toys, puppets, manipulatives from Children's Area
- i. No book donations accepted
- j. Clear signs on best hygiene practices posted in all restrooms and around the building. Offer hand sanitizers & facial tissues where public will be located, along with additional waste baskets
- k. Offer gloves and masks for public to use
- l. Staff will wipe clean shared phones & shared computer keyboards & mice
- m. Study room and local history room will be closed
- n. No library programs other than passive programs, make-and-take crafts, guessing games, etc.
- o. No outside group meeting room use
- p. Still no train set, bus, toys, puppets, manipulatives from Children's Area
- q. Book donations only by appointment
- r. Faxing, scanning and photocopying will be handled by staff members. Photocopy machine surface will be wiped clean after each use
- s. Remove chairs to limit table occupancy or space out patrons. Remove two of the leather chairs and booth chairs in Teen area, and 2 soft seating chairs and display units by fireplace (Store extra furniture in Board Room)
- t. Move tables to fit with distancing restrictions (only 1 chair per table)
- u. If necessary, implement a ticketing system to meet occupancy guidelines; limit patrons to 30 minute maximum in the library; 30 minutes maximum on computers if patrons are waiting to enter. Place cones or marks on sidewalk to space out people in line, or issue numbers to call people in from cars when it is their turn to enter

- v. There will only be a limited amount of public computers available in General Public and Youth areas. Patrons MUST check in at the circulation desk to be assigned a public computer for use. (Same as when library first opened in 2013) Consider reservation system for computer access longer than 1 hour (tests, tax filing, job applications) Procedure for Computer Use:
 - i. Patron must check in to circulation desk to use any computer
 - ii. Take out keyboards & mice and place them behind the circulation desk
 - iii. Have a laminated sheet with open computer diagrams--including Youth computers
 - iv. With an erasable pen, write down the time when a computer is signed in for use. Bring out keyboard and mouse for that computer and set it up for patron. Explain that computer access is limited to 30 minutes unless the patron is taking a test, doing tax filing, job application, unemployment application, etc. For those tasks, they may use the computer for an hour
 - v. Staff needs to be alert and monitor use. Make certain that patron does not stay longer than 30 minutes or 1 hour--depending on task
 - vi. After the time limit, staff needs to take away the keyboard & mouse that was used, clean it and store behind the circulation desk
 - vii. Staff erases the time that was written on the laminated sheet
- w. Conduct Summer Reading Program via
 - i. Participatory forum that does not require internet access -- reading log bookmark, etc that can be returned for drawings or participation prizes
 - ii. Wandoo reading tracking online
 - iii. Create similar SRP packets for in-library pickup; include make-and-take crafts
 - iv. Create similar SRP packets for adult in-library pickup; include make-and-take crafts
 - v. No food served

4. Phase 4 - Open with milder social distancing restrictions

- a. Continue with all Open With No Public Access initiatives above, including offering mask and gloves to public
- b. Open book drops; apply appropriate disinfection and quarantine procedures
- c. Continue curbside pickup, no-contact delivery and After Hours Holds Lockers for high-risk individuals
- d. Place tape lines on floor at front desk to space out patrons checking in or out, use library stanchions to direct traffic
- e. Continue with passive library programs; consider other programs on a case-by-case basis (can crafters be spread out? Can early literacy programs be limited through reservations to small groups? Can these programs be accommodated within the occupancy limits for the building with other library users, etc.)
- f. No outside group meeting room use

- g. Remove selected computers to enforce distance requirements. Continue with Check In procedures--along with keeping keyboards & mice behind the circulation desk. Clean and wipe down keyboards & mice after each use.
- h. Remove chairs to limit or space out patrons
- i. Open Study Room for small groups. Continue using the local history room as "holding room" for patrons & staff member with COVID-19 symptoms. Close off room after infected person has left the building for 24-48 hours then deep clean and sanitize (Stanley Steemer)
- j. Move tables if necessary to fit with distance requirements
- k. Continue with ticketing system if needed to limit occupancy to building; use cones or marks on sidewalk to space out lines
- l. Still no train set, bus, toys, puppets, manipulatives from Children's Area
- m. Consider book donations by appointment only
- n. Conduct SRP via
 - i. In-library programs (consider registration to limit group sizes? Close program when limit is reached? Backup programs or back-to-back programs if demand is high? Simultaneous story and craft programs, then switch groups?). No food served.
 - ii. Adult SRP as normal, but limit any activities to meet restrictions and push for electronic submission of ASRP entries; no food

5. Open and back to normal; no restrictions

- a. Continue with online resources, program information on social media
- b. Open book drops, doors as usual
- c. Continue curbside pickup, no contact home delivery program and After Hours Holds Lockers for high-risk individuals
- d. Resume program schedule, including on a case-by-case basis outreach visits to schools, daycare centers, nursing homes
- e. Resume outside group meetings at the library
- f. Take down safety shields
- g. Consider continuing some online programs
- h. Remove restrictions on computer use, seating, tables
- i. If warranted, resume serving food at programs
- j. If warranted, resume book donation collection