<u>AGENDA</u>
Library Board of Trustees-Verona Public Library
500 Silent Street Verona, WI 53593
608-845-7180

Wednesday, February 3, 2021, 6:30 p.m.

Due to the COVID-19 pandemic, the Library Board of Trustees will hold its meeting as a virtual meeting. The Library Board of Trustees and Staff will join the meeting by using Zoom Webinar, as described immediately below.

Members of the public can join the meeting using Zoom Webinar via a computer, tablet, or smartphone, or by calling into the meeting using phones, as described immediately below. Those requiring toll-free options should contact the Verona Public Library for details prior to the meeting at sburkart@ci.verona.wi.us or 608-845-7180.

Join the meeting by computer, tablet, or smart phone:
https://zoom.us/j/98360460107

Join the meeting via phone by dialing:
1-312-626-6799
Webinar ID: 983 6046 0107

The online meeting agenda and all support materials can be found at veronapubliclibrary.org or www.ci.verona.wi.us. Anyone with questions prior to the meeting may contact the Library at (608) 845-7180 or sburkart@ci.verona.wi.us.

Call to order
- Approval of the Regular Meeting Minutes of 1/6/21
- Review and approval of December 2020 and January 2021 invoices
- City Council Liaison's report
- Library Director's report
- Old Business
    1. Discussion and possible action regarding library response to COVID-19 and metrics needed to reopen the library
- New Business
    1. Discussion and possible action regarding the 2020 DPI State of Wisconsin Library Annual Report

Wednesday, January 6, 2021, 6:30 p.m.
Virtual Board Meeting

Virtual Participants: Conwell, Huemmer, Sohail, Ryan, Hopp, Cronin, Kurth, Burkart

Call to order:
Hopp called the meeting to order at 6:31 p.m.

Approval of Minutes:
A motion was made by Huemmer, seconded by Kurth to approve the Regular Meeting Minutes of 12/02/2020. Motion carried.

Review and Approval of Invoices:
A motion was made by Conwell, seconded by Huemmer to approve the December 2020 invoices. Motion carried.

Public Comments:
None

City Council Liaison Report:
Cronin updated the board regarding the eastside sanitary sewer project and the Ice Age trail restoration project. She also reported about the regular progress meetings to be held to monitor these projects.

Library Director's Report:
Burkart updated the board that there have been 669 signups for the Winter library challenge. 30 gift certificates and gift cards, worth $25 each, have been bought from the local small businesses for the challenge to support the local community. She also reported that the first paycheck of the year was delayed owing to the holiday on the first Friday that caused trouble for some employees. She also stated that COVID-19 sick leaves for the employees were not extended by the city, that left the part-time employees without any sick leave this year. She also added that the staff has finetuned the curbside pickup operations and the staff feel safe to come to work at the library.

Old Business:

1. ***Discussion and possible action regarding library response to COVID-19 and metrics needed to reopen the library:*** Conwell shared and elaborated the data snapshot of COVID-19 from PHMDC showing a slight increase in the cases after the holidays as expected. Hospitalization number is decreased. Nationally cases are going up and can impact our community in the coming weeks.

Burkart reached out to the other area libraries to gather more information about their metrics to reopen. Most of the libraries are using PHMDC data and need the community spread numbers to be in yellow or green zone in order to consider the reopening.

The board decided to stay in the same phase with potential reopening in mid-spring. Meanwhile the library will continue to be engaged in the community and continue to offer programs for the community.

New Business:

1. ***Discussion and possible action regarding the Dane County Library Service Agreement for Extension of Library Service:*** A motion was made by Huemmer, seconded by Kurth to sign the Dane County Library Service Agreement for Extension of Library Service. Motion carried.

Adjournment: Meeting adjourned at 7:00 p.m.

I. Collection Development

Ronda has been working with the reference staff to weed the adult non-fiction collection.

Number of items added and deleted in December 2020.

Item Type	Added	Deleted
Books	582	1054
Audio	9	3
Software	55	0
Video/DVD	81	2
Other (kits, etc.)	0	0
Magazines	96	1
TOTAL	**823**	**1060**
YTD	**11741**	**6878**

II. Circulation

December 2020 Statistics

Total check-outs	28,186
Dec. 2019 vs. Dec. 2020	-33.65%
Check-ins	20,864
Library cards added	31
Holds placed	14,567

2020 Statistics

Total check-outs	337,289
2019 vs. 2020	-40.23%
Check-ins	259,971
Library cards added	744
Holds placed	159,229

In 2020, we were one of the only suburban/urban Dane County libraries to remain open for express service into the fall. The result was that many patrons began using our library to pick up their holds rather than use their home libraries. Other SCLS libraries saw a marked decrease in the number of holds placed (up to -40% fewer holds placed) but Verona had an increase of +9.8% holds placed compared with 2019. The only other library in SCLS to have holds increase in 2020 was Waunakee at +0.3%. This is one factor to consider about the timing of reopening the library.

Curbside pick-up:
The demand for curbside appointments was a little lower in December due to the holidays but still steady at 3596 appointments for the month.

Currently curbside pick-up appointments are available:
M-R   8:30 - 6:45pm
F   8:30 – 5:45pm
Sat   9:30 – 3:00pm

III. Reference
Statistics (past month):
> Reference questions: 389
> Kids Reference questions: 162
> Directional questions: 5
> Outer Library Loans: 27 requests
> One-on-one Instruction: 3
> Curbside Pick-up appointments: 3596
> Computer Lab appointments: 36
> Librarian's Choice requests: 270

Social Media Engagement:
> Facebook: 3522 followers, 79 posts/events
> Twitter: 1,745 followers, 35 tweets
> Instagram: 1,202 followers, 38 posts
> Events Newsletter A: 11,834 recipients
> Events Newsletter B: 11,809 recipients
> WOTS 5k Registration Newsletter: 11,817 recipients

IV. Personnel and Staff Development
An all-staff meeting was held on Jan. 11 via Zoom. We discussed the Winter Library Challenge and early thoughts on re-opening plans.

Theresa will post job openings for two Library Page positions shortly. We have held these positions open for several months due to the pandemic but the need for more help with pick-list and shelving is becoming pressing now and we would like to have the new library pages hired and trained as we look toward reopening.

Staff participated in several webinars and online trainings this month:
- *Sustain Dane Conference Accelerate Sustainability Showcase webinar series*
- *December CCBC Shorts*
- *Project READY, a virtual learning cohort for library staff covering race, equity and access*

V. Equipment and Physical Facilities
Our small indoor children's slide was worn and dirty, so Simon from Public Works cleaned and rebuilt parts of it to be ready for reopening.

VI. Administration and Internal Operations
Stacey was focused on completing the DPI Annual Report this month. Management staff has continued to pitch in wherever needed to keep up with demand for curbside pick-up appointments.

VII. Marketing and Public Relations
Luke created 74 individual graphics to promote events and services via social media, the website, and internal digital signage. Emma and Luke submitted articles to the Verona Press this month.

Our Winter Library Challenge link was shared by Spectrum News when they advertised events featuring New Year's celebrations.

VIII. System and Interagency Cooperation
Theresa attended the SCLS Collection Maintenance Subcommittee meeting on January 13.

Emma attended the SCLS Discovery Interface Subcommittee meeting on Wednesday, January 20.

On January 14, Mary and Leah went to Public Works to host a special story time with a tour of a snowplow afterward!

IX. Fundraising
The library has received $9200 in donations so far from the end-of-year fundraising letter for the endowment. Registration has opened for the hybrid 5K Run/Walk on May 1. Participants can either run at a place of their choosing or on the suggested route at the library.

X. Events, Programs and Exhibits
Kid's Events and Programs:

2020 Youth Services Overview
January 1 – March 12
Youth services librarians presented regular in-person programs.
Programs: 106
Attendees: 3651

March 17 – December 31
We presented some programs using platforms where participants could easily and accurately be counted such as Zoom and Roll20. These programs included: Tween D&D, Read It and Eat, Minecraft Club, Favorite Books and Bites, Trivia, and Tween Escape Rooms.

We also presented many programs using primarily Facebook Live or occasionally YouTube, where our statistics were limited to the metrics available. One-minute views are the statistic most comparable to in-person attendance. These programs included: story times, Fandom Makers, Mad Libs, read-aloud chapter books, Fairy Tale STEAM, Tween Crafts, Choose Your Own Adventure, Open Art Studio, Chef Verona, two summer performers, Character Craft Mondays, and the Noon Year's Eve party.
Programs: 276
Attendees: 7348 (6599 1-minute views)

The following programs included staff purchasing, filling and distributing up to 100 bags of supplies for participants: Read It and Eat, Favorite Books and Bites, Fandom Makers, Fairy Tale STEAM, Tween Crafts, Open Art Studio, Character Craft Mondays, and the Noon Year's Eve party.

Winter Reading Program
January 1 – 31
Trudy, Leah, Mary and Julie worked together to develop a Winter Reading Program using Beanstack. Participants of all ages choose from different activities, many focused on well-being, winter or reading, with each activity earning a ticket entry for a local gift card. As of January 21, 779 people have registered for the challenge, with 5,974 activities completed.

Pre-recorded Stories
December 17 - *Gnomes*, read by Mary
172 views, 8 1-minute views, 353 reach, 6 peak live views

December 23 - *Bunny Slopes*, read by Marissa
268 views, 21 1-minute views, 584 reach, 7 peak live views

January 4 - *Snow Friends*, read by Christi
228 views, 10 1-minute views, 484 reach, 6 peak live views

January 19 - *I Look Up to…Malala* and *Baby Bowie*, read by Mary
288 views, 11 1-minute views, 568 reach, 8 peak live views

January 14 - *Please Don't Eat Me*, read by Marissa
266 views, 22 1-minute views, 500 reach, 8 peak live views

Ballet Story Time
Monday, December 21, 9:30 – 10:00 am
Enjoy stories, songs, and activities about ballet!
545 views, 82 1-minute views, 564 reach, 44 peak live views

Noon Year's Eve
Thursday, December 31, 11:45 am – 12:00 pm
Christi coordinated the party bags for this event, which included handmade crackers/poppers with confetti and a toy, plus snacks and more. Leah and Christi split the screen to energetically dance with the kids on Facebook Live. Staff needed to block and delete spam comments during and after this event.
1000 views, 192 1-minute views, 189 reach, 110 peak live views, 202 bags distributed

Tween D&D
Kids ages 8 – 11 play D&D online.
January 5, attendees: 6
January 12, attendees: 6

Minecraft Club
There are two virtual Minecraft Clubs for ages 6 – 11: a Java version for PC and Mac, and a Bedrock version for tablets and phones.
January 5, attendees: 16
January 20, attendees: 23

Coding Club
Monday, January 11, 3:00 – 4:00 pm
New! Join us for a virtual meet-up over Zoom. All experience levels welcome! We will be working on learning new computer science skills and encouraging each other to become better computer scientists! Ages 8 – 11. Staff are encouraging kids to have fun and learn at their own pace, and the kids seemed really excited to be participating.
Attendees: 16

Tween Escape Room
Ages 8 – 11 work together to solve puzzles and open locks via Zoom.
January 11, attendees: 6

Tween Craft
Participants picked up the supplies for this program in advance through curbside service, then followed along with Mary and/or Leah as they directed the craft (also for teens).
January 13 (Water Bead Lanterns)
452 views, 69 1-minute views, 696 reach, 33 peak live views, 60 bags to tweens

Snowplow Story Time
Thursday, January 14, 10:30 am
Leah presented a snowplow and snow-themed story time from the Public Works building, then two Public Works staff members explained snowplows and how they work while kids asked questions in the comments. We're exploring other fun locations for this type of virtual story time.
810 views, 171 1-minute views, 1000 reach, 59 peak live views

Chinese-English Story Time
Saturday, January 16, 10:00 – 10:30 am
Participants enjoyed a virtual story time, language practice, and songs with Verona Area International School (VAIS). In a change from the previous story times, Mary introduced the story time, then switched the screen via Streamyard for teacher Lumei and student Walter to present the story time from their homes. The technology worked great.
889 views, 121 1-minute views, 1200 reach, 40 peak live views

Virtual American Girl Tea Party
Saturday, January 16, 10:30 – 11:30 am
Celebrate American Girl with a virtual tea party! Geared to ages 5 and up and their caregivers. Fancy attire is encouraged. All dolls are welcome. Attendees made crafts for themselves and their dolls and enjoyed snacks together via Zoom. The bags for this program were particularly pretty and full of goodies.
Attendees: 110

Favorite Books and Bites
Amy prepared bags of activities, craft supplies and snacks for pickup, then led a discussion about a favorite author or series on Zoom (no special reading required in advance). Ages 8 - 11.
January 21 (Dork Diaries), attendees: 12

Upcoming Kids' Events
Coding Club
Mondays, January 25, February 8 and 22, 3:00 – 4:00pm
Join us for a virtual meet-up over Zoom. All experience levels welcome! We will be working on learning new computer science skills and encouraging each other to become better computer scientists! Ages 8 – 11.

Winter Story Time, January 26 – March 5 on Facebook Live
Everybody Story Time Tuesdays at 9:30 a.m.
Toddler Story Time Wednesdays at 9:30 a.m.
Preschool Story Time Thursdays at 9:30 a.m.
Sensory Story Time Fridays at 9:30 a.m.
Baby Story Time Fridays at 10:30 a.m.

Tween D&D
Tuesdays, January 26, February 2, 9, 16, 23, 3:45 – 5:15 pm
Fantasy and Adventure await in 5th edition Dungeons & Dragons.
Dusty runs this program for ages 8 -11 from his home. Tweens are split into two groups, meeting on different days.

Tween Craft
Wednesday, January 27, 4:00 – 5:00 pm – Knotted wall hangings
Wednesday, February 10, 4:00 – 5:00 pm – No sew fleece pillow
Participants pick up the supplies for this program one week in advance through curbside service or inside the express library, then follow along with Mary and/or Leah as they direct the craft. Ages 8 – 11.

Eco Makers
Monday, February 1, 3:00 – 3:30 pm: Magazine baskets
Monday, February 15, 3:00 – 3:30 pm: T-shirt bags
Have fun with activities that use recycled materials! Ages 6 – 11.

Minecraft Club: Java Edition and Bedrock Edition (two separate groups, attending simultaneously)
Wednesday, February 3, 4:00 – 5:00 pm
Wednesday, February 17, 4:00 – 5:00 pm
Join VPL Youth Services on our very own Minecraft Server! Explore, build, and play in a safe and secure Minecraft world! Connect with Dusty to work on collaborative projects and explore an all-new map with exciting biomes and treasures.

Chinese-English Story Time: Happy Chinese New Year
Saturday, February 6, 10:00 – 10:30 am
Increase your cultural understanding and Mandarin Chinese skills during this bilingual program. Enjoy a virtual story time, language practice, and songs with Verona Area International School (VAIS). All ages welcome.

Sesame Street Story Time
Monday, February 9, 9:30 am
Enjoy stories, songs, activities about Sesame Street!

Character Craft Mondays
Monday, February 9, 3:00 pm: Sesame Street
Monday, February 22, 3:00 pm: Llama Llama
Tune in and get creative with different art projects each week. Supplies available one week prior.

Tween Escape Room
Monday, February 9, 4:00 – 5:00 pm
Ages 8 – 11 work together to solve puzzles and open locks via Zoom.

Favorite Books and Bites
Thursday, February 18, 4:00 – 5:00 pm: Kate DiCamillo
Amy will lead a discussion about a favorite author or series (no special reading required in advance). Bags will be created and distributed with related activities, crafts and snacks. Ages 8 – 11.

Llama Llama Story Time
Monday, February 22, 9:30 am
Enjoy stories, songs, activities about Llama Llama!

Teen Events:
Teen D&D
Thursdays, 4:00 – 5:30 pm
Using a virtual platform, teens played a cooperative adventure game based on storytelling and dice rolling.
December 21; Attendees: 4
January 7; Attendees: 10

Teen Writing Club
4:00 – 5:00 pm
Teens used photographs of world events from 2020 as writing prompts. We also shared a group story to which they've each been adding.
Monday, January 4, Attendees: 5
Tuesday, January 19, Attendees: 3

Teen Watercolor
Wednesday, January 6, 4:00 – 5:00 pm
Teens picked up a free watercolor kit from the library and socialized with other kids over Zoom while painting.
Attendees: 15

Teen Escape Room
Tuesday, January 12, 4:00 – 5:00 pm
Looking at a shared screen with clues, teens used critical thinking skills to solve puzzles and open locks as a team. The clues focused on animals that thrive in winter and geometry.
Attendees: 5

Teen Craft: Water Bead Lanterns
Wednesday, January 13, 4:00 – 5:00 pm
Teens and tweens picked up craft supplies from the library and then followed along with a live video, so they could ask questions, interact, and listen to Mary and Leah answer "Would You Rather" questions.
Teen attendees: 26
Tween attendees: 55

Teens Among Us
Friday, January 15, 4:00 – 5:00 pm
Teens played the popular online social game, Among Us.
Attendees: 4

Upcoming Teen Events:
Teen Crafts
Wednesdays, 4:00 – 5:00 pm
Pick up craft supplies from the library, and then follow along with a live video, so you can ask questions, interact, and listen to Mary and Leah answer "Would You Rather" questions.
January 27: Knotted wall hangings
February 10: TBD

Teen D&D
Thursdays, 4:00 – 5:30 pm

Teens Among Us
Friday, January 29, 4:00 – 5:00 pm
Play the popular online social game, Among Us.

Teen Writing Club
Monday and Tuesday, 2/1, 2/15, 4:00 – 5:00 pm
Join other teens for a social workshop where you can work on craft, share stories, and get feedback from other aspiring authors.

Teen Watercolor
Wednesday, February 3, 4:00 – 5:00 pm
While socializing, explore different watercolor techniques together after receiving a kit from the library.

Teen Escape Room
Tuesday, February 9, 4:00 – 5:00 pm
Work as a team to solve puzzles and open virtual locks!

Adult Classes & Events:
City of Verona Water Resources: Where Does Verona's Water Come from and Where Does it Go?
Tuesday, January 12, 6:30-7:30 pm
Marty Cieslik, construction manager for the City of Verona Public Works Department, discussed the Sugar River watershed, where our water comes from, and where it goes after we use it. Attendees: 13

Stay Well or Feel Better
Tuesday, January 19, 6:30-7:30 pm
Jo Anne Lindberg, a Shiatsu practitioner certified by the American Organization for Bodywork Therapies of Asia, taught tools to help participants explore self-care needs & develop their own self-care program.
Attendees: 7

Upcoming Adult Classes and Events:
Winter Library Challenge on Beanstack - Virtual
January 1 – 31
A new virtual program for logging reading and activities, plus entering to win grand prizes. For all ages, babies through adults.

Books 'n Booze
Books 'N Booze is a book club for people who are interested in having a blast while discussing fun books and meeting new people. We meet every fourth Thursday of the month at 6:00 pm via Zoom.
January 28, 2021-*Magpie Murders* by Anthony Horowitz
February 25, 2021-*The Guernsey Literary & Potato Peel Pie Society* by Mary Ann Shaffer

Distance Learning English Classes for Adults
Mondays, January 25 - April 5, 6:00–8:00 pm
This group English class will be offered online using Zoom. You will learn English speaking and communication skills. Topics include talking about family, health, communicating at work, meeting with your child's teacher, phone calls, small talk, and more. You can take your Zoom class on your smartphone, a tablet, a laptop, or a computer. If you do not have any of these, Literacy Network can lend you a device. Students will receive English textbooks, at their level, in the mail. The textbook will be used for class and weekly homework. This class is presented in partnership with the Literacy Network.

Stop Clutter From Sneaking Into Your Home And Messing Up Your Life - Virtual
Wednesday, January 27
Do you ever look around and wonder "how did all this stuff get here?" The answer is that it snuck in bit by bit; clutter can be super sneaky like that. Learn how to stop clutter from building up before it becomes overwhelming. Jill Annis, a professional organizer and the owner of Simply Organized, will share her best tips for keeping clutter away. Jill has been helping clients make decisions and reduce clutter, without judgment, since 2002. This program will be presented through a pre-recorded video.

Verona's Storm Water Quality – Virtual
Tuesday, February 2, 6:30-7:30 pm
Learn about the plans for future water quality monitoring in the City of Verona. Marty Cieslik, construction manager for the City of Verona Public Works Department, will summarize the water quality data collected from eight storm water ponds in the city. The sampling effort was not required by regulations. It was undertaken to provide information for future planning and to understand the effectiveness of a few maintenance strategies.

Operational Diabetes - Virtual
Monday, February 8, 6:30-7:30 pm
Did you know there are two main types of diabetes? Learn about the two types, what insulin is and its role in the body, and the signs of diabetes from representatives of the Wisconsin Society of Pharmacy Students Community Outreach.

Organic Techniques for Growing Vegetables - Virtual
Thursday, February 18, 6:30-7:30 pm
In nature everything is connected. With this principle in mind, Lisa Johnson, Dane County Extension Horticulture Educator, will present organic gardening techniques and practices that, when employed together, will help you grow healthy, productive vegetables. You will learn tips for building healthy soils and composting. Johnson will also provide strategies for managing and preventing insect pests, weeds, and disease.

Bathroom Renovations – Virtual
Wednesday, February 24, 6:30-8:00 pm
Bathroom renovations and even small bathroom projects can be a huge undertaking. Some general knowledge, the right products, and the correct tools can make a tricky task easier to tackle. Master Certified Remodeler and Universal Design Certified Professional, Bob Weirough, will cover the basics for some of the most common bathroom upgrades and repairs: flooring, faucets and shower installs. This program is in partnership with Project Home.

Outreach Events
Virtual Senior Center Book Group
Wednesday, January 9, 10:00-11:00 am
The group read The Tea Girl of Hummingbird Lane by Lisa See.
Attendees: 6

Virtual Preschool Story Time: Our Redeemer
Wednesday, January 20, 11:00 am
Virtual songs and stories for preschoolers.

LINK LIBRARY STATISTICS SUMMARY   December 2020

	INTERAGENCY LOANS ADJUSTED FOR SCID AND INTERNAL MPL			CHECKOUT SUMMARY INFORMATION					HOLDS SUMMARY INFORMATION					
	SCIDS BORROWED	TOTAL LOANED	TOTAL BORROWED	CKOS THIS MONTH	YEAR TO DATE CKO	PREVIOUS YEAR TO DATE CKO	PERCENT CHANGE IN YTD CKO	PERCENT CKO FROM OWN COLL THIS MO	HOLDS PLACED THIS MO	PERCENT OF LINK HOLDS	HOLDS FILLED THIS MO	YTD HOLDS PLACED	LAST YTD HOLDS PLACED	PERCENT CHANGE IN YTD HOLDS
ACL	11	3350	1556	2940	44394	89898	-50.62%	47.07%	1353	0.56%	1222	15382	21123	-27.18%
ARP	2	756	379	890	9462	11874	-20.31%	57.42%	217	0.09%	255	3250	3394	-4.24%
BAR	42	5714	5708	9970	133841	227171	-41.08%	42.75%	5446	2.27%	4922	57543	69004	-16.61%
BER	4	1666	767	1325	17759	32294	-45.01%	42.11%	516	0.21%	523	6271	9538	-34.25%
BLV	20	2113	1739	2538	35295	66463	-46.90%	31.48%	1467	0.61%	1449	16569	19236	-13.86%
BRD	4	1900	1444	2121	28168	56409	-50.06%	31.92%	1220	0.51%	1268	13017	15808	-17.66%
CBR	8	2956	1521	2535	29182	53011	-44.95%	40.00%	1254	0.52%	1303	12897	17229	-25.14%
CIA	13	658	832	1141	10560	19814	-46.70%	27.08%	543	0.23%	474	5169	9440	-45.24%
COL	19	2048	1874	3515	50595	77777	-34.95%	46.69%	1583	0.66%	1334	17873	24738	-27.75%
CSP	16	3184	2172	4144	44268	76190	-41.90%	47.59%	1638	0.68%	1618	19374	22949	-15.58%
DCL	33	2997	2233	7029	64233	115971	-44.61%	68.23%	1515	0.63%	1507	15786	17656	-10.59%
DEE	10	1996	1570	1835	21570	44629	-51.67%	14.44%	1149	0.48%	999	14031	21349	-34.28%
DFT	47	6909	5421	14503	155756	236201	-34.06%	62.62%	4477	1.86%	4366	54129	67406	-19.70%
FCH	81	9277	8631	12872	160242	388154	-58.72%	32.95%	9587	3.99%	8158	87940	104131	-15.55%
LAV	0	647	450	602	5711	7530	-24.16%	25.25%	335	0.14%	286	2876	3431	-16.18%
LDI	31	2140	2372	3154	44782	68346	-34.48%	24.79%	1775	0.74%	1711	21353	30554	-30.11%
MAR	11	2394	983	1607	27860	37520	-25.75%	38.83%	988	0.41%	933	10383	12077	-14.03%
MAZ	11	1368	1006	1681	15712	26092	-39.78%	40.15%	700	0.29%	701	8230	12082	-31.88%
MCF	48	6519	5172	7604	92929	187193	-50.36%	31.98%	4688	1.95%	4646	52510	58002	-9.47%
MCM	66	8472	5696	11219	184363	329402	-44.03%	49.23%	6437	2.68%	5634	66092	80866	-18.27%
MID	195	12515	17851	25819	301714	713077	-57.69%	30.86%	18606	7.75%	17772	198401	219448	-9.59%
MNT	2	1256	297	772	8461	NA	NA	61.53%	225	0.09%	212	2765	NA	NA
MOO	56	6704	7723	10793	104893	225540	-53.49%	28.44%	6111	2.54%	6339	62410	77348	-19.31%
MRO	16	4807	3304	5426	89317	166910	-46.49%	39.11%	3247	1.35%	3168	35112	49379	-28.89%
MTH	33	6844	4353	8484	93980	211211	-55.50%	48.69%	4237	1.76%	3852	45072	56438	-20.14%
NEK	2	1607	560	1791	24972	37266	-32.99%	68.73%	577	0.24%	499	6095	6643	-8.25%
NGL	10	1878	2110	2975	31103	64909	-52.08%	29.08%	1831	0.76%	1712	19309	26039	-25.85%
NOF	1	1093	601	1082	12759	20672	-38.28%	44.45%	476	0.20%	508	3874	6137	-36.87%
ORE	70	7735	6355	9603	111237	244542	-54.51%	33.82%	6527	2.72%	6169	66369	78891	-15.87%
PAR	7	895	604	846	11249	23475	-52.08%	28.61%	655	0.27%	446	5387	8334	-35.36%
PDS	26	3697	2784	5664	75169	130625	-42.45%	50.85%	2536	1.06%	2212	27246	38596	-29.41%
PLA	13	1664	688	1801	17897	28110	-36.33%	61.80%	583	0.24%	610	6347	10528	-39.71%
POR	42	4105	2946	4646	74366	143999	-48.36%	36.59%	2819	1.17%	2542	29073	45557	-36.18%
POY	11	1399	1330	2368	29217	49997	-41.56%	43.83%	1014	0.42%	975	11743	18244	-35.63%
RAN	3	2007	411	1718	17548	26035	-32.60%	76.08%	265	0.11%	268	3746	6417	-41.62%
REE	23	6086	3190	7158	117117	215400	-45.63%	55.43%	3309	1.38%	2797	38328	54834	-30.10%
RKS	0	194	93	179	2426	5294	-54.17%	48.04%	111	0.05%	72	939	1664	-43.57%
ROM	10	1256	559	1776	18236	27193	-32.94%	68.52%	485	0.20%	455	5386	7324	-26.46%
SCA	2	64	112	118	2709	9695	-72.06%	5.08%	56	0.02%	28	563	1136	-50.44%
SCL	0	0	0	0	20	407	-95.09%	#DIV/0!	1	0.00%	0	6	2	200.00%
SGR	18	2282	2598	3530	38076	73425	-48.14%	26.40%	2134	0.89%	2090	20626	26940	-23.44%
SKC	12	2765	2288	4283	63175	109235	-42.17%	46.58%	1930	0.80%	1874	21752	32690	-33.46%
STO	47	8886	5302	7940	98850	212652	-53.52%	33.22%	5511	2.29%	5157	57856	73491	-21.27%
SUN	155	9004	13114	21595	282080	625989	-54.94%	39.27%	12015	5.00%	12047	143034	152432	-6.17%
VER	103	13250	15783	28186	337289	572789	-41.11%	44.00%	14567	6.06%	13637	159229	145019	9.80%
WAU	84	7685	7700	12157	167647	266373	-37.06%	36.66%	7157	2.98%	6658	74501	74229	0.37%
WID	20	2432	1959	4897	50256	77675	-35.30%	60.00%	1514	0.63%	1460	18495	25746	-28.16%
WYO	3	543	201	586	4090	6343	-35.52%	65.70%	196	0.08%	150	1441	2382	-39.50%
ZZZ	2	0	393	393	2892	5371	-46.16%	0.00%	175	0.07%	175	1972	2938	-32.88%
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MPL/NONPOCO	1443	179717	156735	269811	3365427	6446146	-47.79%	41.91%	145758	60.68%	137193	1567752	1868839	-16.11%
STP	64	6786	5475	15115	178155	299650	-40.55%	63.78%	5711	2.38%	5486	62792	74221	-15.40%
ALM	2	269	159	351	4309	6622	-34.93%	54.70%	99	0.04%	119	2018	2967	-31.99%
PLO	23	1196	1423	3475	32807	56889	-42.33%	59.05%	1284	0.53%	1347	13528	19308	-29.94%
ROS	3	597	650	1321	14773	27618	-46.51%	50.79%	569	0.24%	487	6241	11191	-44.23%
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TOTAL POCO	92	8848	7707	20262	230044	390779	-41.13%	61.96%	7663	3.19%	7439	84579	107687	-21.46%
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TOTAL NONMPL	1535	188565	164442	290073	3595471	6836925	-47.41%	43.31%	153421	63.87%	144632	1652331	1976526	-16.40%
MAD	569	11576	6787	18251	251762	511207	-50.75%	62.81%	11057	4.60%	9659	116967	157081	-25.54%
HPB	105	3426	6692	12903	139485	357018	-60.93%	48.14%	9236	3.85%	8458	93403	124905	-25.22%
HAW	53	1666	4406	10018	110358	258066	-57.24%	56.02%	7622	3.17%	6520	73229	99352	-26.29%
LAK	80	1770	4836	9993	106783	280891	-61.98%	51.61%	7109	2.96%	6978	72160	106755	-32.41%
MEA	56	1629	4022	7565	74449	192517	-61.33%	46.83%	5468	2.28%	4891	53968	77184	-30.08%
MSB	80	971	3685	7751	62150	140570	-55.79%	52.46%	5551	2.31%	5217	49605	56980	-12.94%
PIN	179	3226	10050	21332	184283	421216	-56.25%	52.89%	15278	6.36%	14250	143317	154486	-7.23%
SEQ	185	3953	14491	31024	313939	734583	-57.26%	53.29%	22736	9.47%	21201	209878	234636	-10.55%
SMB	20	1743	1907	4398	48767	121632	-59.91%	56.64%	2719	1.13%	2597	28373	38536	-26.37%
MRS	0	125	192	282	4215	5684	-25.84%	0.00%	3	0.00%	1	278	499	-44.29%
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TOTAL MPL	1327	30085	57068	123517	1296191	3023384	-57.13%	53.80%	86779	36.13%	79772	841178	1050414	-19.92%
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TOTAL LINK	2862	218650	221510	413590	4891662	9860309	-50.39%	46.44%	240200	100.00%	224404	2493509	3026940	-17.62%

Draft – 1st phase of reopening (date TBD)

In the initial phase of reopening, the focus would be on quick visits, 15 minutes or less. The public could come into the library to pick-up holds and browse in limited areas. There would be no seating or tables available. As pandemic conditions improve over time, open hours would expand and curbside hours would decrease.

Open to the public (limited browsing and holds pick up):
M-R   4:00 – 7:00 pm
F   9:00 – 11:00 am
Sat   1:00 – 4:00 pm

Curbside hours (maximum):
M-R   8:30 – 5:00 pm
F   12:00 – 6:00 pm
Sat   9:30 – 12:30 pm

Areas open to the public for browsing:
Center of library, Adult Fiction, Teen, AV

Reorganizing staff work areas and services:

- Move check-in to the circulation room
- Holds could be done at the reference desk during non-public hours and at the extra workstation & Study Room 1 during open public hours
- Quarantined books & to be shelved carts would be located outside Quiet Reading Room
- Photocopier moved to the temporary computer lab (Community Room)
- Move more display tables/shelving to the prow – no public seating available
- Quiet Reading Room would remain closed to the public, needed for meetings and virtual programs during this phase
- Children's area remains closed to public but a selection of children's materials would be available for browsing in the center of the library
- Have a "greeter" in the lobby (or outside front doors) to monitor capacity limits and mask compliance during open hours

Impacts on staff workflow:

- Pick list, shelving holds, and shelving would not be done in areas open to the public during open hours to minimize contact between staff and public
- Library pages normally schedule for the evenings could shelve in the children's area or organize carts, or could temporarily shift their schedules