

March/April Director's Report – Colon Township Library April 27, 2020

These two months are being combined due to the Covid-19 Pandemic and Shelter-in-Place Order from the Governor of the State of Michigan.

Statistics are not available at this time. The library has been closed since March 16th.

Future Events:

- FOL Flower Sale on Wednesday, May 13th for previous FOL Flower Sale buyers. This will be held at the Colon High School and will be a drive-through style flower sale. Patti Miller is ensuring it will be done in a safe and orderly fashion, with minimal face to face interaction.
- Summer Reading 2020 theme is “Tales, Mythology, & Fantasy.” I am planning an online Summer Reading Program.

Other Information:

- The library basement had a pipe leak on Thursday, March 12th. Jim Weinberg from the Village and Bill Brandt came right over and turned the water off. We could not detect where the leak originated. I called ServePro and they extracted the water, and got it dried out. Mike Poortenga and a plumber came in and fixed it the following Monday. I have submitted an insurance claim. The ServePro charge was \$1,648 and the plumbing work will be an (apx) additional \$1,000.
- Library staff are doing on-line training from their homes.
- Library Board members will need to be “write-in candidates” for the November election. Attached is the “Write-In Candidate Declaration of Intent Form.” This needs to be done by October 23rd, 2020. I’d like to have this taken care of by September 30th at the latest.
- Planning for partial reopen on May 17th. This will likely be a curbside pick-up and drop-off scenario. We are awaiting guidance from the American and Michigan Library Association. Scientists are conducting studies now on how to safely process books and materials that may be infected with Covid. We will follow their protocols and best practices to ensure safety of staff and patrons.
- Discussion

Library Bank Account Balances:

Bank Accounts Summary as of 4/27/20

General Fund*	SB&T	#30352	\$62,899
*This balance increases during tax season, as millage operating income is received.			
CD (as of 1/27/20)	SB&T	#6370	\$79,105
Money Market	Huntington	#7434	\$20,391
Technology Fund	SB&T	#1980	\$33,657
Total			\$196,052

Debt Retirement ** SB&T #7660 \$60,066
**Revenues from building project millage can be used only to pay bond debt, which will be paid in 2023.