

May 2020

206 Overdrive checkouts

107 Hoopla checkouts

Other Information:

- We opened up for curbside services on June 9th. Our temporary hours are Tuesday-Friday, 12-5 pm, and Saturdays, 9-1 pm. We expect to open up at a limited capacity (10 patrons at a time) very soon. We are coordinating with other local libraries, as well as receiving guidance from the State of Michigan library committee.
- Staff completed PPE training before their first shift.
- Erica Gentz and I worked the first week to see what types of scenarios we would encounter. It ended up being very slow.
- John Parr made a clear partition for the circulation desk. It's perfect, and we really appreciate it.
- I have applied for the CARES grant for PPE equipment (up to \$500) and digital inclusion supplies (up to \$1,000). Digital inclusion supplies would most likely be mobile hotspots that could be checked out by patrons.
- Erica Gentz is planning the Summer Reading Program this year. She is doing a great job putting in on a mainly digital format. We will have activity packs that children can pick up at the library and complete at home. We will also have a few online performances via zoom.
- The next FOL meeting is on July 13th at 7 pm. The Summer Reading budget was voted on via email in the amount of \$1,500.
- Reopening Plan attached: Please read and let me know if we need changes at the meeting. We need to get this passed so we have a plan in place throughout the pandemic.
- Please take a look at the budget I emailed you several months ago. We need to do an amendment at next month's meeting. We are lowering many of our expenditures to reflect the current economic climate, and closure of the library for three months.
- All potential library members must complete the following forms: 1) Write-In Candidate Declaration of Intent **and** 2) Statement of Organization Form for Local Candidate Committees Filed with a County Clerk –attached. The Statement of Organization Form for Local Candidate Committees Filed with a County Clerk form was not communicated to me when I spoke to the County Clerk's Office. I called and spoke to the elections clerk (Valerie) who confirmed it was necessary.
- Flag request attached:

Library Bank Account Balances:

Bank Accounts Summary as of 6/20/20

General Fund*	SB&T	#30352	\$51,568
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***This balance increases during tax season, as millage operating income is received.**

CD	SB&T	#6370	\$79,105
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(as of 1/27/20)

Money Market	Huntington	#7434	\$20,394
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Technology Fund	SB&T	#1980	\$33,657
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Total			\$184,724
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Debt Retirement **	SB&T	#7660	\$68,759
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**Revenues from building project millage can be used only to pay bond debt, which will be paid in 2023.