



Montgomery Town Library

Librarian's Report for August 2020

Submitted to Board of Trustees September 13th, 2020

Marlene S. Hambleton

- The month of **August** resulted in 42 patron visits.
- Total of 385 Circulation Transactions took place, 17 DVDs, 102 Adult Books, 113 Children's Books, 37 YA and Juvenile books. 22 E-books and 80 Audiobooks were checked out through OverDrive. There were 14 movies streamed through Kanopy.
- Donations Y-D is \$ 4,910
- Books, DVDS & Subscription Y-D is \$2,725
- Programming Y-D is \$203.73
- During the month of August the library did not host any programs or meetings.

News and Activities

Library Access by Appointment Preparation:

The first step we needed to get on the road to re-opening the library for limited access was to purchase PPE items such as masks and hand sanitizer. We also purchased 7 sets of sneeze guards for the Meeting Table, Checkout Desk, and Patron computers, and signage reminding everyone that they must wear a mask. Here is the exact breakdown of what has been purchased.

- The library has purchased 10 boxes of BYD General Purpose Face Mask, Single Use, One Size, 50 ct. Face masks are for volunteers and patrons who may not have brought their own with them and would like to keep their appointment. Anyone entering the library must wear a face mask, as per the Governors orders, given on August 1st, 2020.
- We have purchased 15 bottles of Tough town Hand Sanitizer by 28 MILE. Hand sanitizer will be placed at the entrance the library door; meeting table; one on either side of the computer station area; and one each on either side of the Checkout Desk.
- The meeting table has been outfitted with two Antimicrobial Desktop Panel, Protective Acrylic Shield & Sneeze Guard Desk Divider for Tabletop & Cubicle Mount.
- The Checkout desk has a 30 x 30 Freestanding Protective Sneeze Guard with Unique Engraved Message "Thank You & Stay Safe"

- Patron computers have five 5 Sided Sneeze and Cough Protective Divider Clear Plexiglass Shield Guard, Sneeze Barrier Partition, Wide 57cm.

Social Distancing Floor Decal Stickers - 30 Pack 8" Yellow Stand Decal - Wait Here Sign Safety Distance of 6 Feet Specialized Sticker Markers, for Crowd Control Guidance

Face Mask Required to Enter Window Decal 7.5" X 10" (7.5"x10" - 5 Pack, Teal) These decals are placed on the second door to the Safety building, and on both sides of the library entrance door.

- Please Wear Face Mask Countertop Sign - Self Standing - Face Mask Sign.
- Large Lysol Wipe containers on hand.

Micro-Scientific Opti-Cide Max Disinfecting Wipes (2 Pack) - 320 Wipes - Medical Grade Disinfectant Cleaner

Library Access by Appointment:

What to Know Ahead of Time:

- Appointments are 25 minutes long and are available Monday through Friday, 3pm – 7pm.
- One group of up to four people can come into the library during an appointment. A group is made up of people who are not practicing social distancing from each other.
- Appointments are to browse and check out books, use the public computers, and copy and print. We ask that you refrain from sitting and reading, playing with toys, or doing crafts. It's best if you limit the number of things you touch.
- The Community Meeting Room, kitchen and public bathrooms will remain closed.
- Face masks will be required. For anyone who does not want to wear a mask, we are happy to offer curbside pick up of materials and copy/print services.

Here's how it works:

- Please call ahead at 326-3113 to make an appointment. We will tell you what times are available and you can choose what works for you.
- Make sure you are feeling well before coming to your appointment. Do not come in to the library if you are experiencing symptoms of COVID-19 or have been in contact with someone diagnosed with COVID-19 with the last 14 days.
- Please enter the library through the main door on the front of the building.
- Everyone entering the library will be required to wear a face mask. We will have single-use paper face masks available for those who come for their appointment without a mask. Please

put on your face mask before entering the building. For anyone who does not want to wear a mask, we are happy to offer curbside pick up of materials and copy/print services. Staff will also be wearing masks and maintaining their distance.

- We will have hand sanitizer available at the entrance to the library, and at other key points in the building. Staff will not be going around sanitizing everything that anyone touches. We will wipe down high-touch surfaces between patrons, computers after use.
- You are welcome to browse the stacks in spaces. Please maintain a distance of 6 feet from all staff members during your visit. There is a plexiglass shield installed at the circulation desk for safety during this close interaction.
- When you are ready to check out your selections, all check outs will be done at the front circulation desk.
- There will be cleaning products available if you would like to spray down your library items when you check them out. If you would like to read the library's safety plan for how we are quarantining returned materials and meeting safety guidelines, [you can read that here.](#)
- Please exit the library when your time slot is up. Give us a wave goodbye!

SAFETY PLAN FOR STAFF/VOLUNTEERS:

1.) Before coming to work, check in with your physical health. Do you feel like you have any of the symptoms of COVID-19?:

Symptoms that may appear 2-14 days after exposure to the virus:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of the following:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If you are feeling sick DO NOT COME TO WORK. Call and let Marlene know that you are feeling sick and cannot come in that day.

1.) Upon arrival at work, check in with Marlene to confirm your health status for the health log.

2.) Bring a face mask to your shift every day. Wear your mask when anyone from the public is in the building. If you need additional masks, there are paper masks available.

- 3.) Maintain a physical distance of six feet between yourself and others at all times.
- 4.) Spray with disinfectant any high touch surfaces in your work area or anywhere else you touched in the building before leaving for the day. Spray bathroom with disinfectant after each use.
- 5.) Wash your hands after handling any materials from outside the library or after leaving the library and coming back into the building.
- 6.) Check to see if you have an adequate amount of cleaning and disinfecting supplies. If you do not, please let Marlene know what you need.
- 7.) Between patron appointments, spray with disinfectant or wipe down with Chlorox wipes the book scanner, table with book scanner, and door handles.
- 8.) If a patron uses the computer, remove the keyboard cover and spray with disinfectant. Also clean the table, chair and computer screen.

SAFETY PLAN FOR PATRONS:

1.) Before coming to the library, check in with your physical health. Do you feel like you have any of the symptoms of COVID-19?:

Symptoms that may appear 2-14 days after exposure to the virus:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of the following:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If you are feeling sick DO NOT COME TO THE LIBRARY. Call to cancel your appointment so we know that you will not be coming.

- 2.) You are required to wear a facemask while inside the library. Please bring one! If you cannot bring a facemask, we will have a paper mask at the entrance that you can use for your visit.
- 3.) Maintain a physical distance of six feet between yourself and all staff members at all times
- 4.) Please use the provided hand sanitizer upon entering the library. Try not to limit the number of things that you touch. Staff will not be following you around to clean everything you touch.

5.) Please let a staff member know if you use the public computers. We will be cleaning these areas after each appointment slot if used.

Curbside Pickup:

Curbside pickup has been a popular and well used service. Many days we have to use both shelves of the book cart to accommodate patron requests. We will not discontinue this service with the re-opening of the Access by Appointment service. The library has delivered 23 books to patrons who prefer no contact delivery to their homes in this month.

Respectfully submitted,
Marlene S. Hambleton