



## *Montgomery Town Library*

*Librarian's Report for October 2020*

*Submitted to Board of Trustees November 9th, 2020*

*Marlene S. Hambleton*

- The month of **October** resulted in 48 patron visits.
- Total of 336 Circulation Transactions took place, 43 DVDs, 66 Adult Books, 91 Children's Books, 2 YA and Juvenile books. 29 E-books and 81 Audiobooks were checked out through OverDrive. There were 15 movies streamed through Kanopy.
- Donations Y-D is \$ 5,135
- Books, DVDS & Subscription Y-D is 6,155.13
- Programming Y-D is \$203.73
- During the month of October the library did not host any programs or meetings.

### *News and Activities*

#### ***Library Re-opening by Appointment:***

The library is now set to re-open! We have received all our personal protective gear; masks, hand sanitizer, disinfectant wipes, keyboard covers, sneeze screens, and one air filtration system that will clean and disinfect air particles every 15 minutes. \* The re-opening plan, regarding safety measures and how the process will be implemented has been included in the last two Librarian Reports and can be referred if needed.

The Library Director will be taking a brief family medical leave, starting on November 23<sup>rd</sup>. The proposed re-opening date for *By Appointment Only*, will be November 30<sup>th</sup>. Should that timeline need to be extended through December 4<sup>th</sup>, she will notify the Trustees by November 27<sup>th</sup>. The re-opening date would be moved forward to December 7<sup>th</sup>, 2020.

Our Library hours will change from 3-7 pm, Monday through Friday, to 4 – 8pm, Monday through Friday. Unfortunately, we will not be able to re-open for weekend hours due to staffing concerns. In order to allow volunteers to work shifts again, there must be a Health Officer on the premises. The Library Director is the Health Officer. In order for the Health Officer to supervise the Saturday morning shift, the weekly hours budgeted for 2020/21 would need to be increased. I do not believe there is a need for Saturday mornings to be added to the roster of hours offered to the public at this time. It is possible, should there be a demand for a resumption of Saturday hours, the library would need to be closed for one day during the week. Should we need to move to a four day week, and one weekend day, I would propose that Thursday would be the day we would not be open to the public.

*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 44 books/DVDs to patrons who prefer no contact delivery to their homes in this month.

Respectfully submitted,  
Marlene S. Hambleton