

January 14, 2020

- Book Club is reading ***This Is How it Always Is*** by Laurie Frankel
- Glenda attended three Continuing Education webinars this month; Prepping for Accreditation, ILOC, and All Iowa Reads
- County Librarians met with the Board of Supervisors
- Public Library CD for \$6030 is to be renewed for 3 years at Laurens State Bank
- Security cameras are on order. One will be installed above the book drop, and one across the street.
- Because of all the illness in our community, we are now cleaning each returned item with alcohol.

February 11, 2020

- Book Club is reading ***The Alice Network*** by Kate Quinn
- Laurens Police Chief Tom Shaw presented an informative program about Human Trafficking
- Board reviewed and revised the Library's Strategic Plan. This is the final document needed to file our application of accreditation renewal. We are currently a Tier 3, which is the highest level, and will remain that level.
- Glenda attended a PLOW website training workshop, sponsored by the State Library.

March 2020

- Book Club is reading ***Sold on a Monday*** by Kristina McMorris
- No Board Meeting, just paid the bills
- Glenda remade the Library's website using the State Library's PLOW template.
- Due to Covid-19 the City Council voted to close the Laurens Public Library to the public beginning Tuesday, March 17, 2020 until further notice.
- Staff will continue to be paid citing the Closing the Library Policy. "If the Library is closed, employees will be paid their regular hourly wage for the hours they were scheduled to work."

April 14, 2020

- Library is still closed to the public because of Covid-19 until at least April 30. Staff is taking advantage of the time by cleaning and organizing. Staff are wearing masks and observing social distancing.
- Carpets cleaned April 10
- Because of Covid-19 restrictions, our Board meeting was held as a conference telephone call
- We had 825 WiFi users in March. Open WiFi is available outside the library at all times. Patrons are encouraged to remain 6 feet apart. This is vital because not everyone has Internet access at home.

- Acreage CD of \$2940 is to be renewed at 1% for 3 years at Laurens State Bank
- Our circulations remained about the same as last March. This is partly due to delivery Child Cares, which has now been discontinued. Staff delivers materials to the Care Center and to our patrons using outdoor no contact methods, which the State Library has deemed safe. If a “Shelter in Place” order is given, this will also be discontinued.
- Staff has been making “Grab-n-Go craft packets for L-M students to pick up with their school lunches a couple times a week.
- City Department Heads meet once a week via conference call.

May 12, 2020

- Library is still closed to the public because of Covid-19. City Council will make the call when to reopen.
- Board Meeting held via conference call.
- Library staff has been working on a reopening plan.

We purchased 2 gallons of liquid hand sanitizer from Century Farms Distillery in Spencer.

We separated incoming book drop from outgoing books. “Sneeze Guard” installed at the new check out station.

Library staff will wear masks. We will have them available for anyone.

Social distancing for everyone – 6 feet apart

“High touch” surfaces will be disinfected at least twice daily.

To your door or curbside delivery will still be available

Patron & OPAC computer keyboards will be disinfected after each use.

Continue to disinfect all materials as they are returned to the Library.

No toys, games, or iPads will be available

Maker Space is closed.

No programs or groups until further notice

- All in person Summer Reading plans have been canceled. Children’s Librarian Jeri Wenell, with the help of the rest of the staff, will record a weekly story time to be posted on our Facebook page. Coordinating Craft/Activity packets will be available at the school to be picked up with their meals.
- Council decided at the May 18 meeting that the Library could reopen May 19. Reopening went smoothly

June 9, 2020

- Glenda applied for and received a PLA grant for an access point that will extend our WiFi service further.
- Library Board again met in person.
- Staff will receive a 3% pay raise effective July 1
- Glenda has finished with the updating of the Library History. A narrative was written for each year, using Board minutes as a guide. These are all uploaded to

the library's website, along with Book Club lists and a scan of each year's scrapbook.

- Final FY20 expenses \$130,076.41 Income \$130,114.94

July 14, 2020

- Book Club resumes! We are reading ***Book Woman of Troublesome Creek*** by Kim Michele Richardson.
- Security cameras have been installed.
- Glenda filed the State report stating that our Direct State Aid money went towards the fireproof book drop.
- Approximately 900 Grab-n-Go craft packets were distributed with Laurens-Marathon lunches in the 2 months the Library was closed.
- For our Summer Reading, weekly videos were posted on Facebook. Craft/Activity packets available at the school Wednesday with the free lunches, and at the Library. We distributed 233 packets and had 1252 video views.

August 12, 2020

- Joint meeting at Bethany Lutheran Church with the Council to discuss Farm Rent. According to the Iowa State University Farm Rent Survey Pocahontas County high quality rents for \$251, medium is \$225, averaging \$238. Our formula has been to take this average and round up to the next \$5 increment. Both Boards agreed to keep to this formula, and set the rent at \$240 per acre.
- Library Board then returned to the Library to complete their meeting
- Book Club is reading ***Batting Rocks Over the Barn*** by Lawn Griffiths

September 8, 2020

- Book Club is reading ***Sandcastle Girls*** by Chris Bojahlia
- Take it Tuesday attendance is increasing again. Deb also has make and take options for those who are not ready to gather.
- Lower glass on one of our outer doors was broken on August 17. Security Cameras caught it, charges have been filed. Glass was special ordered, and was replaced September 3.
- Library Foundation Fall Fundraiser was a "Reverse Parade." Foundation Board Members and Library staff were in front of the Library in literary costumes. Our generous patrons drove by and dropped off their donations.
- We booked the Halloween Magician again this year. If the weather cooperates, he will be outdoors, if not, he will be in the old gym at school.

October 13, 2020

- Book Club is reading ***Small Great Things*** by Jodi Picoult
- Sex Offender Use Policy and Complaint Handling policy were reviewed and approved with no changes.

November 10, 2020

- Book Club is reading ***Where the Crawdads Sing*** by Della Owens
- Halloween Magician Larry Dunbar presented his annual show outside the Library at 4 pm and it was very well attended!
- Poster & Brochure policy was reviewed, and approved as presented.
- Confidentiality Policy was reviewed, and a few changes made.
- ADA review of Access to Goods and Services. We are compliant in most things. Exceptions are light switches are too high. One way to correct this would be to install motion sensor lights. Another exception is the checkout counter is too tall. No action taken.
- We have submitted a Pocahontas County Foundation grant request for a “Tenor Tree” to be installed in our Music Garden.
- County Library Meeting will be held online via Zoom December 3

December 8, 2020

- Book Club is Reading ***Lowcountry Christmas*** by Mary Alice Monroe
- Children’s Librarian Jeri Wenell has started Zoom Tot Times. She delivers coordinating craft packets to participants ahead of time.
- Library Foundation project of installing a fireplace on the north wall was completed December 3.
- Board approved one time pay increase of \$300 for full time employees; \$150 for part time employees.
- Computer Use/Internet Policy was reviewed and approved with no changes.