

## Update

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Good afternoon,

Here is where we are today:

- We have just about finished continuing education training assignments for next week. The trainings will include these topics: Customer service, diversity, FOIA/OMA, and working with the homeless population. These are trainings that all staff can benefit from.
- We are having some snags at the consortium level in the implementation of additional renewal periods. Work is being done to rectify this. I have yet to determine if this will affect patron ability to check out electronic materials.
- Robert and I are in the building and have developed a plan to safely shelve books after a quarantine period of 72 hours. The books will not be shelved or sorted or even removed from the return bins for a minimum of 72 hours. Beginning probably Wednesday of next week we will be brining no more than two staff in at a time to shelve books.
- Civic Center staff are developing a deep cleaning schedule which should start tomorrow.
- Some staff will be working on and have already begun—social media projects/postings (e.g. virtual story times). We are examining possibilities for virtual programs. We are working to register laptops for remote access to our Integrated Library System (Polaris) in order for specific staff to perform database maintenance, processing of orders, and perhaps cataloging from home.
- We are working with Millikn to help provide content for their students who are dispersed.
- Working on license for Office 365 for easier work from home, and Matt is exploring remote desktop access options.
- Looking into developing a web search tool to check local vendors for various supplies. We think it is doable, but as supplies become more readily available, it may not be all that necessary.
- There is a live free webinar available tomorrow at 10:30 from American Libraries called Libraries and COVID-19: Managing Strategies and Stress. You can access here:  
[https://alapublishing.webex.com/mw3300/mywebex/default.do?nomenu=true&siteurl=alapublishing&service=6&rnd=0.3815293444327402&main\\_url=https%3A%2F%2Falapublishing.webex.com%2Fec3300%2Feventcenter%2Fevent%2FeventAction.do%3FtheAction%3Ddetail%26%26EMK%3D4832534b000000046bfd7332cb1651280a2f992d7025a349e784fb79166f97082b0c5fd32e5e3126%26siteurl%3Dalapublishing%26confViewID%3D155996355710451459%26encryptTicket%3DSDJTSwAAAAS6zDvv-KIFTiAXCG2\\_ffszxYm27GfQb\\_9IAC9UJapayw2%26](https://alapublishing.webex.com/mw3300/mywebex/default.do?nomenu=true&siteurl=alapublishing&service=6&rnd=0.3815293444327402&main_url=https%3A%2F%2Falapublishing.webex.com%2Fec3300%2Feventcenter%2Fevent%2FeventAction.do%3FtheAction%3Ddetail%26%26EMK%3D4832534b000000046bfd7332cb1651280a2f992d7025a349e784fb79166f97082b0c5fd32e5e3126%26siteurl%3Dalapublishing%26confViewID%3D155996355710451459%26encryptTicket%3DSDJTSwAAAAS6zDvv-KIFTiAXCG2_ffszxYm27GfQb_9IAC9UJapayw2%26)

I think that's it for now.

Stay well,

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