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## Greetings & Checking In

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**Tina Hubert** <director@smrld.org>  
To: staff <staff@smrld.org>

Mon, Mar 23, 2020 at 12:15 PM

Hello Everyone,

I just want to take a moment to see how everyone is doing. So, how are you doing? What have you been doing? I need to organize my office/laundry room and will begin on it this afternoon (maybe) - one great thing that could come from this for me! 😊

The managers, Kari, Stacy, and I met this morning to check-in and get updated on what each of us has been working on. At this time our main method of communicating with the public is via social media, mainly Facebook. We have been communicating with each other via text, email, chat, by sharing information through Facebook, and now through a virtual Zoom meeting this morning. We have another meeting scheduled for next week.

As you may know, the Governor's stay-at-home order is through April 7, 2020. I anticipate the library remaining closed until the stay-at-home order is lifted. So, *at this time* I expect we will reopen on Wednesday, April 8, 2020. If that changes I will let you know. When we reopen we will be working normal hours. The same expectation applies when we re-open: If you are sick stay home (call in to let your manager know, but stay home).

FYI - the Governor of Illinois has a daily update that generally takes place between 2 and 3 PM at [Illinois.gov/LiveVideo](https://www.illinois.gov/LiveVideo). I watch this update online, although I believe it is also shown on television.

Managers and I have been collecting and providing information through the Library's social media and directly with schools. To follow the Library on Facebook, go to <https://www.facebook.com/smrld.org/>. Some staff members have received assignments to document processes while we are closed - this should provide us with knowledge should it be needed in the future. Additionally, all staff members might receive online training assignments to complete while not in the buildings. This is the perfect time to catch up on training and have it not interfere with regular daily duties. Perhaps you can complete training during your regular normal hours of work but from home.

Many thanks to Lynda, Julia, Sherry, and Lisa. Their work can only be done in the building and they have been rotating one person being at the library Monday through Friday, 10 AM - 2 PM, to do their regular work, document processes, and to accept deliveries that are still arriving at the library. They are not working at the same time to maintain the proper social distance.

Thanks also to Denise Owens and Paula Dauksha who have been receiving library card applications and processing those to get library card numbers to people. Folks do need to have library card numbers in order to access our online library and databases. So far, they have processed approximately 39 library cards.

The Administrative Team, which includes Kari, Stacy, Betsy, Juliette, Tallin, Erica, Lynda, Kate, Jennifer, Alex, and myself have all been working behind the scenes to keep regular functions functioning and preparing for re-opening along with providing information for us to push out to the public. Stacy and I will meet up at the library tomorrow - keeping our distance - to make sure payroll goes through, invoices paid, and checks mailed.

Juliette has disinfected book donations that were already in the library to take them to a couple of the little free libraries in town. Tallin has kept on top of what all needs to be maintained while the library is closed; Patrick has put the chain across the front grand staircase to encourage people to stay off the stairs. Betsy has made arrangements for the book club to take place via Zoom next Monday evening. Some of the programming team members are meeting virtually tomorrow to figure out what's going to happen with programs. At this time there will be no in-person programs through April. Tax filing dates are being closely monitored to determine when we can resume the tax preparations (IRS and Missouri new filing date deadline is July 15; fingers crossed Illinois will be the same). May programs are being reassessed.

We will get through this. Hopefully, we will be better and stronger for it. For now, I hope you all are doing as well as can be, are keeping your distance socially, staying at home, and connecting in other ways with friends and family. Take care of yourselves and I look forward to seeing you in a few weeks.

With best regards,

Tina



*Tina Hubert*  
Executive Director  
**Six Mile**  
Regional Library District

Serving the communities of Granite City, Mitchell, and Pontoon Beach, Illinois  
2001 Delmar Avenue  
Granite City, IL 62040  
(618) 452-6238 Ext. 781

A rectangular sign with a textured, brown background. In the top left corner is the Six Mile Regional Library District logo. The word "Closed" is written in a large, black, cursive font in the center. Below it, the text "Tuesday, March 17 Until Further Notice" is written in a bold, black, sans-serif font. At the bottom, there is a line of text: "Check [smrld.org](http://smrld.org) and [www.facebook.com/smrld.org/](https://www.facebook.com/smrld.org/) for frequent updates and useful online resources".

**Six Mile**  
Regional Library District

*Closed*

**Tuesday, March 17 Until Further Notice**

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for frequent updates and useful online resources