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## SMRLD - how we're working

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

Tue, Mar 17, 2020 at 1:31 PM

Dear Trustees,

After a whirlwind day yesterday and morning today, I think I have a moment to let you know what's happening.

Yesterday we made arrangements for the buildings to be completely closed to the public. The marquees were changed and several key others notified; these included the mayors of Granite City and Pontoon Beach, the directors of the Park District, America's Central Port, the Chamber, IHLS, and Coordinated Youth. I visited the post office and am having all mail held - Tallin will pick up our mail this Thursday, we'll make arrangements for next week. We plan to only pick up the mail on Tuesdays and Thursdays. Juliette made arrangements for our magazines to be held at publishers for the time being.

I have sent several messages to GCSD9 superintendent Jim Greenwald regarding the availability of online library card registration for teachers and students in order to access our online resources. Tallin quickly made this online application possible yesterday. This morning I emailed GC Police Chief Ken Rozell to let him know of the libraries closing, staff who might be working and when, and that WiFi is on in the parking lots 5:30 AM -9:30 PM and the school district has been notified of that (as well as others may be using the WiFi while we're closed).

As to staff, the custodians are/were working this morning. Tallin is looking into the possibility of the youth department being painted while we are closed. The only staff working in the downtown building regularly is the Materials Department Staff. They will work one person each day (Monday - Friday) from 10 AM - 2 PM. Their work can only be done on the premises; they catalog and process materials for use. They also will be accepting any deliveries that come while we're closed. We have posted notices at both doors that deliveries are only being accepted during those hours Monday - Friday.

The rest of the administration is working remotely. We are scheduling a variety of posts for our social media accounts. Kari is creating a new sign for the Dickey Electronic Bulletin Board at Maryville and Nameoki Roads. I've been sending content to the schools (GCSD9, Holy Family, and St. Elizabeth's) to send to their families regarding available library cards and resource information to come. Research librarians have scheduled themselves to monitor email to the [research@smrld.org](mailto:research@smrld.org) email, as well as Facebook messages and questions. Juliette is composing messages to send to the school for push out to families regarding specific online databases.

All programs including tax preparation has been canceled. Jennifer is contacting those who had appointments scheduled for tax preparation to make future arrangements. I heard on the TV this morning, but haven't yet found it in writing that the IRS will extend the deadline 90 days.

Managers are deciding what electronic training to send to their staff. The two customer service leads have SMRLD laptops at home, are receiving the applications for library cards, assigning numbers, and contacting people with their card number to use for the next eight weeks. We've made these online card numbers good for eight weeks (and longer if they come into the downtown Library when we reopen so that we can complete the verification process). We are making our resources as widely available and accessible as possible. We've extended the library card availability to teachers who live outside our district. We are waiving older fines for those needing access. It's important for teachers to have access to the same materials their students have access to.

We are all monitoring emails and communicating regularly. We have increased the budget for Hoopla and Lynda is purchasing more items for the Cloud library. We will be pushing information out on how to access the specific online library resources we have as well.

Stacy and I will be meeting at the library sometime next week - keeping our distance from each other - so that I can sign checks. For this time, I have possession of Chris' and Julie's stamps so that no more people have to be in the building and in contact with others. Staff will be paid.

Betsy has arranged for the managers to meet via Zoom next Monday. We'll see how that works and may have to use it for our next Board meeting - we'll see. Hopefully, life will be more normal by then, but it might not. I'll know better next

week if a meeting will be necessary at all. If not, we may postpone until our May meeting - again, we'll see.

This is a lot of information in one email. I'm sure I'm forgetting something. Let me just say this - our team is working diligently and superbly on behalf of the library and our community. I am very proud of all of them.

I'll send occasional updates. I think everything is well in hand for now. Please take care of yourself and your family. Life will be very interesting after this experience. Be well.

Sincerely,  
Tina



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