

Bath Township Public Library Board of Trustees

Sue Garrity, President
Ryan Fewins-Bliss, Treasurer
Lynn Bergen

Theresa Kidd, Vice President
Shannon Vlastic, Secretary
Ken Jensen

AGENDA, MAY 20, 2020 – 6 P.M.

Sue Garrity is inviting you to a scheduled Zoom meeting.

Topic: Bath Township Public Library Board Meeting - 05 20 20

Time: May 20, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/79088919102?pwd=V3dmL204TGZHYWVLOERFNhGaDRidz09>

Meeting ID: 790 8891 9102

Password: 031906

1. Call to Order.
2. Moment of Civic Reflection
3. Approval of the Agenda
4. Public Comment – limited to 3 minutes, on agenda items only.
5. Disclosure of Conflicts of Interest
6. Review and Approval of Minutes (attachment)
7. Financial Report – Treasurer & Director (attachment)
8. Director & Youth Services Reports, including update on reopening plan (attachments)
9. Unfinished Business - Items for Discussion
 - a. Strategic Planning
 - i. The move – meeting with Daryl Kesler
 1. Renovation & move expenses
 2. Lease presented by Kesler & attorney comments (waiting to see if attorney can meet with us/when)
 - ii. Donor/Fundraising Update – grants, etc.
 - iii. Library Information in surrounding public areas – on hold
 - b. Need for Policies identified by 2019 Audit
 - i. Capital Asset Policy (attached)
 - ii. Fraud Risk Management Program
 - iii. Business Continuity Plan
 - iv. Debit Card Policy
 - v. Paid Time Off Policy
10. New Business - Items for Discussion
 - a. Bath Township property potentially being sold to East Lansing (likely to be address when we can get Jack Phillips into the meeting)
11. Items for Action
12. Public Comment – Limited to 3 minutes
13. Board Member Comments
14. Adjournment

Reminder: Next Meeting is Jun 17, 2020, 6 p.m.

Bath Township Public Library, P.O. Box 368, 14033 Webster Road, Bath MI 48808, 517-641-7111

Bath Township Public Library Board Meeting

April 15, 2020

Meeting via Zoom opens at 6:11 PM

PRESENT: Sue Garrity, Kristie Reynolds, Ken Jensen, Ryan Fewins-Bliss, Lynn Bergen

ABSENT: Theresa Kidd, Shannon Vlastic

APPROVAL OF AGENDA: Ken moved to accept agenda as written and Lynn seconded with unanimous approval.

PUBLIC COMMENT: Joana Bancroft and Charles Paape in attendance. No public comment.

CONFLICT OF INTEREST: None

APPROVAL OF MINUTES: Lynn moved to accept minutes as written and Ken seconded with unanimous approval.

FINANCIAL REPORT: Kristie presented the financial report. Lynn moved to accept the financial report and Ryan seconded with unanimous approval.

AUDIT: Sue sent out all information for audit material journal for Kristie to do. Ken has email to Dane Porter who is in charge of the audit and Note 7 ASP 87 regarding leases and copier is part of what is leased.

POLICIES AND PROCEDURES: Kristie talked about four policies the auditors suggested we need. Kristie will talk to Anne Seuryneck about creating them. The fifth one we already have about paid time off, but it needs to be clarified for part-time staff. Here are the five policies to work on: 1) Capitol Asset Policy, 2) Fraud Risk Management Program, 3) Business Continuity, 4) Debit card policy, and 5) Paid Time Off policy.

Ryan asked about what decision was made on paychecks for staff during the time off related to the coronavirus shut-down. Kristie said we are still paying four employees (Christine, Charles, Carrie, Joanna) and had to lay-off Derek and Alex. Joanna will be taking pregnancy leave on April 27. Shae resigned in March.

MOVE TO NEW SPACE: Related to the lease information, a decision was made to go with Lindsey's change to the lease as presented by Kesler, then get his feedback. Kristie said something about the 2nd to last paragraph and added that she doesn't like how we're having trouble getting out of the lease. And, they're pretty set on the 15 years for the long term lease. Kristie did something about adding a new paragraph (26)??? that they're not willing to agree with. Sue will take a closer look at this and get it to Camy. Lynn suggested keeping exactly what this person recommended and don't change any words. Kristie and Sue agreed to meet on this.

We made a decision to hold off on ordering furniture right now; however, decisions could be made about what furniture we want now and be ready for when things open up. Staff is thinking about trying to "open" by May 1st but it might be a good idea to look at MLA recommendations on that. We will need sneeze guards. For temporary "sneeze guards," maybe we could use Mike Kidd or Dan (Shannon's husband) to devise temporary sneeze guards if necessary.

NOMINATION PACKETS: Discussed nomination packets to run for library board.

NEW BUSINESS: We will leave the issue Jack Phillips needs to address on agenda until he can be with us to discuss.

OPENING FOR BUSINESS: We will need a scanning thermometer, gloves, hand sanitizer, Clorox wipes among other things needed to safely open for business.

LYNN AS NEW TREASURER: Lynn wants us to keep in mind that 80% of our operating dollars comes from tax dollars, and 50% of expenses are used for salaries and benefits, consulting services, and what keeps our operation going with people.

COVID WORKSHOP: We will meet next on April 29 @ 5:00 PM called "Covid Workshop" to put final touches on being ready to open the library.

PUBLIC COMMENTS: Joanna thanked Kristie for keeping the operations of the library going extremely well throughout period of time dealing with the COVID-19 closing.

ADJOURNMENT: Ken moved to adjourn the meeting and Lynn seconded with unanimous approval. Meeting adjourned at 7:41 PM.

Minutes transcribed by T. Kidd on May 14

Bath Township Public Library

BUDGET VS. ACTUALS: BUDGET FY 2020 - FY20 P&L

January - December 2020

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
Income						
4000 Donation	367.99	2,500.00	-2,132.01	2,132.01	14.72 %	85.28 %
4100 Grant Income	1,000.00	5,000.00	-4,000.00	4,000.00	20.00 %	80.00 %
4200 State Aid	4,603.12	4,600.00	3.12	-3.12	100.07 %	-0.07 %
4300 Tax Revenue	289,325.62	298,000.00	-8,674.38	8,674.38	97.09 %	2.91 %
4500 Penal Fines		60,000.00	-60,000.00	60,000.00		100.00 %
4600 Service Fees	326.58	1,200.00	-873.42	873.42	27.22 %	72.79 %
4700 Interest	38.18	45.00	-6.82	6.82	84.84 %	15.16 %
4710 Dividend	48.00		48.00	-48.00		
4910 Miscellaneous		200.00	-200.00	200.00		100.00 %
Total Income	\$295,709.49	\$371,545.00	\$ -75,835.51	\$75,835.51	79.59 %	20.41 %
GROSS PROFIT	\$295,709.49	\$371,545.00	\$ -75,835.51	\$75,835.51	79.59 %	20.41 %
Expenses						
6000 Capital Expenses	39.99	3,000.00	-2,960.01	2,960.01	1.33 %	98.67 %
6010 Collection Acquisitions	6,749.16	31,450.00	-24,700.84	24,700.84	21.46 %	78.54 %
6020 Library Programming	1,735.90	13,000.00	-11,264.10	11,264.10	13.35 %	86.65 %
6030 Miscellaneous Expense		2,000.00	-2,000.00	2,000.00		100.00 %
6200 Advertising & Marketing	2,796.66	8,150.00	-5,353.34	5,353.34	34.31 %	65.69 %
6310 Contractual Services	13,872.66	33,000.00	-19,127.34	19,127.34	42.04 %	57.96 %
6320 Legal & Professional Services	860.00	7,000.00	-6,140.00	6,140.00	12.29 %	87.71 %
6400 Payroll	49,482.31	144,000.00	-94,517.69	94,517.69	34.36 %	65.64 %
6410 Payroll Taxes/Benefits	6,543.32	19,000.00	-12,456.68	12,456.68	34.44 %	65.56 %
6430 Benefits	5,447.08	16,000.00	-10,552.92	10,552.92	34.04 %	65.96 %
6500 Bank Charges & Fees		250.00	-250.00	250.00		100.00 %
6510 Insurance	525.00	4,000.00	-3,475.00	3,475.00	13.13 %	86.88 %
6540 Membership	555.12	8,420.00	-7,864.88	7,864.88	6.59 %	93.41 %
6550 Office Supplies & Software	1,873.70	9,000.00	-7,126.30	7,126.30	20.82 %	79.18 %
6560 Professional Development	1,145.00	4,000.00	-2,855.00	2,855.00	28.63 %	71.38 %
6580 Rent & Lease	2,674.66	11,000.00	-8,325.34	8,325.34	24.32 %	75.68 %
6590 Repairs & Maintenance	1,348.64	10,700.00	-9,351.36	9,351.36	12.60 %	87.40 %
6620 Technology	682.50	10,500.00	-9,817.50	9,817.50	6.50 %	93.50 %
6630 Travel	1,757.84	6,000.00	-4,242.16	4,242.16	29.30 %	70.70 %
6640 Utilities & Internet	1,986.45	7,500.00	-5,513.55	5,513.55	26.49 %	73.51 %
Total Expenses	\$100,075.99	\$347,970.00	\$ -247,894.01	\$247,894.01	28.76 %	71.24 %
NET OPERATING INCOME	\$195,633.50	\$23,575.00	\$172,058.50	\$ -172,058.50	829.83 %	-729.83 %
NET INCOME	\$195,633.50	\$23,575.00	\$172,058.50	\$ -172,058.50	829.83 %	-729.83 %



Provident Furniture & Cabinetry, LLC

Quality Work Matters Every Time

Dan Pennington
11574 Petrie Rd
Portland, MI 48875
616-259-6476

Estimate

DATE	ESTIMATE #
4/21/2020	190

NAME AND ADDRESS
Bath Township Library 14033 Webster Rd Bath, MI 48808

ESTIMATE EXPIRES
05/21/2020

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Materials & Labor	Provide materials and labor to build and install twenty seven foot long circulation desk with transaction top, handicap access space, storage cabinet on employee side, book return slot, and access panels for electric and data distribution throughout. Finishes to be laminate on work surfaces and on inside and outside of wall. Access panels located under counter on inside of wall. For upgrade to veneer with stained finish, add \$1750.		13,198.00	13,198.00

Thanks for the opportunity to quote this job!			Total	\$13,198.00
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Directors Report

- Legal & Professional
 - I have spoken with Anne Seurynk about the policies we needed
 - Attended webinars about legal responsibilities of the library
- Staffing
 - Joanna is on maternity leave as of Monday, April 27
 - Carrie received a LSTA Outreach grant for more Backpack kits to check out.
- Scheduling
 - We were closed completely through April; however, we are beefing up our online presence and offerings
- Upcoming Programs
 - There are no upcoming in person programs
 - I am looking at holding an online book club
 - Carrie is working on adapting the summer reading program to be online
 - Notable Book Tour: The latest update on the Notable Book Tour is to see if all authors would be willing to do a virtual presentation. The Notable Book Tour is grant funded and was originally scheduled to be completed by the end of June. Tim Gleisner, MCLS director was able to get an extension through the end of August. Individual libraries who were chosen for the tour cannot opt in or out. We are committed to whatever program and date the author arranges with Tim.
- Community outreach
 - Attended the school board meeting
 - Attended the planning committee meeting
- Technology
 - Set up the laptop so Carrie can work from home
- Policy
 - Reviewing policy for sick leave and circulation
- Continuing Education
 - Attended about 25 webinars and meetings. Most of the meetings have been about Covid-19 and how the library will have changed moving forward.
- Projects
 - Working on moving to the new space
 - Estimate on Desk
 - Working on adding the protections needed for reopening
 - Lease
- Statistics

- Check outs
 - Libby
 - March-161
 - April-170
 - Hoopla
 - March-130
 - April-174

- Reference questions
 - Telephone
 - Avg 20 a month
 - Online/email
 - Avg 50 a month

Re-opening plan

1. Open 3-5 days after the Stay-At-Home order ends.
 - a. This will allow the staff to enter the building and prepare it for when we open.
2. For the first 4 weeks offer only curbside service and answer reference questions
 - a. This will allow us extra time to continue to prepare for when we re-open and have procedures put in place for cleaning and quarantining the returned materials.
 - i. Proposed Schedule for curbside pickup. 12-8 Monday through Thursday, 9-3 Saturday, Closed Friday, and Sunday
 - b. Also, it will give us more time to receive ordered PPE and other safety measures.
3. After the first 4 weeks we will add computer use by appointment only.
 - a. This will allow us the time to test our procedures and see how the public is reacting.
4. We will suspend all in person programs through August. Then depending what is happening allowing small programs
5. After 2 weeks adjust as needed.

Staff

6. Staffing:
 - a. Kristie and Carrie will work their full-time hours and their hours will be more flexible. Charles will work as needed. Will bring Alex back if needed.
 - b. Only two staff members working at a time.
 - c. Fill out a health form every time they come to work.
 - d. Will wear PPE as required, masks, gloves, etc...

Preparing the Library to Open

1. Review sick leave policy and make updates as needed
2. Review circulation policy
3. Make sure we are stocked, with paper and other supplies
4. Update signage
 1. Update of procedures for patrons
5. Do a walk through and suggest changes

Materials

Checking out:

1. Institute a no contact procedure
 - a. Patron requests book, through OPAC
 - b. Staff retrieves books and brings them to the check out
 - c. Staff checks out books and puts them in bag walks them to a pickup station
 - d. Patron picks up books and leaves
2. Check in
 - a. Patron returns book in book drop or drop off station
 - b. Staff retrieves books and places them in quarantine for 72 hours
 - c. After 72 hours Staff sanitizes materials and checks them in

CIRCULATION POLICY

I. Eligibility for a Library Card at the Bath Township Public Library.

- A. Township residents. An individual residing in or paying real property taxes (which would include the owners of businesses that pay property taxes) to the Bath Township Public Library is eligible for a Library Card from the Library at no cost. Proof of identity and current address is required as stated more fully in this Circulation Policy (“Policy”). Library Residents are entitled to all Library services provided by the Library.
- B. Non-Resident Library Card Holders. Individuals who are not Library Residents may purchase a Library Card. Non-Resident Library Cards shall only be sold to individuals for \$25.00 per year or family card for \$50.00. Non-Resident Cards are valid for one (1) year from the date of purchase.
- C. Students of Bath Community Schools. Students currently attending Bath Community Schools are eligible for a Library Card from the library at no cost. Proof of identity for school attendance is required. (i.e. report card, student i.d.)

II. Receiving a Library Card.

- A. Every person wishing to receive a Library Card from the Library must complete an Application for a Library Card. To obtain a Library Card, applicants must provide a valid photo ID with the current address on it, such as a driver’s license, passport or state ID card. If the address on their ID is not current or the ID is from a state other than Michigan, the applicant must provide a proof of address in the form of mail, such as a lease or utility bill, received at their place of residence. For those individuals who are eligible for Library Resident status because they pay property taxes, they must provide documentation of taxpayer or business owner status.
- B. By signing the Application, the person (or parent or guardian for minors under the age of 18) agrees to and acknowledges that they are subject to the policies and procedures of the Library, which may be amended from time to time. Library Cards are valid for a period of one (1) year.
- C. Cards will be renewed after identification, address and telephone number have been verified for accuracy and all fines and fees have been paid to under \$5.00.
- D. Minors between age 5 and 18 are eligible for a Library Card. Minors must be accompanied by a parent or legal guardian when applying for a card. The parent or legal guardian must provide the same valid ID as stated above. By signing the Application, the parent or legal guardian agrees to be liable for payment or return of the materials identified in that Library record. Put another way, the signing parent/guardian is financially responsible for all items checked out on a child's card.

- E. Library Card or Driver's License must be presented at checkout and patrons are responsible for maintaining control over their cards. Lost cards must be reported immediately because the patron is responsible for all materials checked out to their card.
- F. Patrons may receive a replacement card for a set fee.

III. Circulation of Material; Interlibrary Loan

- A. The Library has exclusive authority to determine what materials will be circulated. Books in the reference section will not be circulated unless specifically authorized by the Library Director.
- B. Bath Township Public Library participates with the State of Michigan Electronic Library Interlibrary Loan System (MelCat). If the Bath Township Public Library does not own a book a patron wants, they may request it from another library participating in MelCat. Once it has been successfully requested, the item will be sent to the Bath Township Public Library where it will be processed, and the patron will be notified they can pick up their item.

IV. Reserving and Reserved Material.

Patrons may place holds on certain materials that are currently checked out by other patrons by reserving the material on the Library's website and logging into the catalog, calling the Library or requesting in person. Patrons will receive a notice by phone or email from the Library when the item is available for them. Reserved library materials will be held for (5) days. Materials must be checked out on the account of the person placing the request. If a patron has placed a hold on an item currently available on the shelf, and that item has not yet been pulled for that patron, the item may be checked out by another patron physically at the Library. The hold will be retained in the system, and the patron with the hold will be the next person to receive the item when it is returned.

IV. Lost and Damaged Material.

- A. Lost Material. Material not returned within sixty (60) days of the due date is considered lost and the patron who checked out the material is responsible for all replacement costs or accrued overdue fees. The Library Director shall determine what the list price is for the material and either notify the patron of the amount due or designate a staff member to notify the patron of the amount due. Overdue fines (maximum \$5.00) shall be assessed until the material is returned or the lost material has been paid for by the patron. If the item is subsequently found after the replacement costs have been paid, the patron may keep the material and no refunds shall be issued.
- B. Damaged Material. If material is returned damaged and may not be put back into circulation, the patron checking out the material is responsible for the payment of the replacement costs. If material is damaged but may be put back in circulation, the Library shall assess a fee of \$2.00 per item. If the material is an audiobook, the Library staff has

the authority to determine whether a repair or replacement fee shall be assessed depending on the cause and nature of the damage; for example, whether the damage was a result of negligent use or misuse of the audiobook. The Library shall have the exclusive and final authority to determine whether the book may be repaired.

V. Loan Periods.

Items are loaned out according to the following schedule. The DVD's shall have a limit of 5 items that may be checked out at one time by a patron; however, there is no limit to how many other materials a patron may have checked out. The Library also limits the number of renewals allowed as identified in the chart below. No renewals are permitted for Library material that has been placed on hold. Encyclopedias, reference items and genealogy materials are non-circulating.

Material	Loan Period	Limit on Number of Items Checked out at one Time	Renewals allowed
All Books	3 weeks	No limit	One (1) renewal
Magazines	3 weeks	No limit	One (1) renewal
Audio Books and CDs	3 weeks	No limit	One (1) renewal
DVDs (excluding multi-disc television show sets)	1 week	Five (5) titles at one time	One (1) renewal
Multi-disc television show sets DVDs	3 week	Five (5) titles at one time	One (1) renewal
Nontraditional Materials	3 weeks		One (1) renewal

VI. Overdue Charges.

A. The Library's overdue charges are identified in the chart below:

Material	Overdue Charges
All Books	\$.10 per day per item
Magazines	\$.10 per day per item
Audio Books and CDs	\$.10 per day per item
DVDs (excluding multi-disc television show sets)	\$.50 per day per item
Multi-disc television show sets DVDs	\$.50 per day per item
Nontraditional Materials	\$.50 per day per item

B. The above fines are limited to a maximum of \$5.00 per item for all materials that are returned.

C. The Library is not required to provide notice of overdue material or fines. The Patron is responsible for the fines and fees and the return of material.

- D. When a patron has accumulated fines greater than \$5.00 or has (1) one or more overdue items, the patron shall be considered delinquent. This includes cards on which the patron is the only person identified as well as any card the patron has agreed to take liability for in the returning of materials and the payment of fines.
- E. The Library reserves the right to turn over any delinquent account to a collection agency and the patron will be responsible for all actual costs of collection and a \$10.00 processing fee or any additional fees and costs that the court may order.
- F. Patrons who are delinquent may not check out any additional items or use Library computers until the outstanding fines have been paid in full.
- D. During a crisis and the library needs to be closed fines for materials will be suspended. Any charges accrued during this time will be forgiven.

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CAPITAL ASSET POLICY

[Add Effective Date]

I. PURPOSE

The Bath Township Library (the “Library”) establishes this policy to provide accountability and to safeguard its capital assets. The Library shall maintain a capital asset system. Information within the system shall be sufficient to permit the following:

- A. Identification and management of assets; and
- B. Generation of year-end financial statements in accordance with generally accepted accounting principals (“GAP”).

II. DEFINITIONS

A. Capital Assets. Capital Assets are defined as those tangible assets of the Bath Township Library with an estimated useful life in excess of one accounting period (one year) and an initial cost equal to or exceeding the categories capitalization threshold, defined below. The Capital Asset’s historic cost or estimated historic cost will be carried on the balance sheet of the Library until the asset is retired below.

B. Controlled Assets. Controlled Assets are defined as tangible assets with an estimated useful life in excess of one accounting period (one year) and an initial cost of less than \$5,000.00. The controlled asset’s historic cost or estimated historic cost is displayed as an expense of the Library in the year the asset is acquired.

C. General Assets. General Assets within the context of this policy includes both Capital Assets and Controlled Assets.

D. Literary Inventory. Books, magazines, manuscripts, electronic, or recorded materials.

E. Historical Costs. The cash equivalent price exchanged for goods and services at the date of acquisition. Land, buildings, and equipment are common examples of items recognized under historical cost attribute.

III. Management Responsibilities

The Library shall appoint one or more persons to manage the capital asset system known as the Business Manager(s). A Business Manager shall be responsible for the Library’s assets and ensuring control of assets and compliance with the Library’s purpose. The Business Manager shall be responsible for determining what assets should be controlled, unless such determination is allocated by the Business Manager in writing. The Business Manager may allocate control of assets to an automated system at his or her discretion.

IV. ASSETS

The General Assets of the Bath Township Library are classified as follows:

<u>Category</u>	<u>Threshold</u>
Land	\$0
Building/Improvements	\$5,000.00
Construction in Progress	Any Major Project, not yet completed
Moveable Assets (other than books)	\$1,000.00
Literary Inventory	Collective

A. *Land.* The library will capitalize all land purchases, regardless of cost. Original cost of land will include the full value given to the seller, including legal services incidental to the purchase (including title work and opinion), appraisal and negotiation fees, surveying and costs for preparing the land for its intended purpose (including contractors and/or library workers, salary and benefits).

B. *Buildings.* Buildings will be capitalized at full cost with no subcategories for tracking the cost of attachments. Examples of attachments are roofs, heating, cooling, plumbing, lighting, or any part of the basic building. Cost of items designed or purchased exclusively for the building will be included. Capital building costs will include preparations of land for the building, architectural and engineering fees, bond issuance fees, interest cost (while under construction), accounting costs if material, and any costs directly attributable to the construction of the building.

C. *Improvements to Land.* This asset group includes improvements to land, attached or not easily removed, and with a life expectancy of greater than one year. Examples are walks, parking areas and drives, fencing, retaining walls, outside fountains, planters, and other similar items.

Improvements do not include roads, streets, or assets that are of value only to the public. Roads, drives, or sidewalks installed on library-owned land that provide support to the public and to our facility are assets.

D. *Improvements to Assets (Other than Land).* The cost of improvements or renovations to existing buildings, furniture and equipment, or improvements other than buildings will be capitalized only if the result of the change meets the following conditions:

1. The total cost exceeds \$5,000.
2. The asset's useful life is extended two or more years.
3. The improvement or renovation is more extensive than normal repairs and maintenance.

E. *Literary Inventory.* Library Collections are acquired, transferred and disposed of according to library policy. The aggregate of all Literary Inventory with a useful life of more than one year, regardless of original cost, will be considered a Capital Asset.

V. Recording and Accounting

The cost of property, plant, and equipment includes all expenditures necessary to put the asset into position and ready for use. For purposes of recording capital assets of the library, the valuation of assets shall be based on historical cost or, where the historical cost is indeterminable, by estimation for those assets in existence. An asset register shall be maintained by the Business Manager to provide a detailed record of the capital assets of the library. With the implementation of GASB 34, depreciation is recorded for capital assets using straight-line depreciation over the useful life of the asset. Useful life is defined for each asset class as follows:

Category	Useful Life
Land	Does Not Depreciate
Buildings and Improvements	30-40 years
Improvements (other than buildings)	15 years
Appliances	10-15 years
Furniture and Fixtures	7-10 years
Large Electronics and Large Equipment	10-20 years
Computers/Small Electronics/Small Equipment	5 years
Vehicles	5 years

VI. Safeguarding of Assets

Accounting controls must be designed and implemented to provide reasonable assurances of the following:

- A. *Detailed Records.* Adequate detailed records are maintained to assure accountability for library-owned assets.

- B. *Comparison.* The recorded accountability for assets is compared with the existing assets at least every two years, with appropriate action taken with respect to any differences.

3. MelCat
 - a. Follow the guidelines suggested by the MEL Staff.

Other Services to think about:

1. Add a greeter to welcome people, hand out masks, answer questions
2. Reference questions
 - a. For privacy, add an internal phone for patrons to use.
 - b. Encourage email reference or phone reference
3. Stop collecting overdues
 - a. Accept cash or go to credit
6. Encourage use of Wifi
7. Meeting Room Closed for now
8. Book Sale Room
 1. Put books on a cart,
 2. Take a picture and ask the patrons to buy from picture
 3. Move to online sales
9. Donations
 1. Same procedure as return books?
 2. Limiting how many we can take at a time.
10. Programming

1. Suggested changes:
 - i. Convert one computer to an OPAC for patrons to use, and place it in the lobby area, will be cleaned after every use. Staff will retrieve books.
 - ii. Restrict the number of patrons in the building at a time. Families will be encouraged to have one representative come and pick up their rental items.
 - iii. Only have one or two computers available for use by appointment only, patrons must wear masks, computers will be cleaned after every use.
 - iv. Continue to provide curbside service