

COUNCIL MEMO

Date: October 9, 2020

To: Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Chad Grassel, Council Members Clarence Vetter, Dale Helms, Tim Riopelle, Tim Johnson, and Marc DeMers.

RE: Department Update

UPCOMING MEETINGS:

Work Session – January 14, 2020 – 5:00 PM – Training Room

Regular Council Meeting – January 21, 2020 – 5:00 PM – Council Chambers

Work Session – January 28, 2020 – 5:00 PM – Training Room

Regular Council Meeting – February 4, 2020 – 5:00PM – Council Chambers

Department Update:

Campbell Library – Charlotte Helgeson, Library Director

The Library's current schedule is as follows:

Monday: Front Door Pick Up and ½ Hour Appointments 9 a.m.-5p.m.
Tuesday: Open to the Public 9 a.m. - 7 p.m.
Wednesday: Front Door Pick Up and ½ Hour Appointments 9 a.m.-5p.m.
Thursday: Front Door Pick Up and ½ Hour Appointments 9 a.m.-5p.m.
Open in the evening for specific in-person programming
Friday: Open to the Public 9 a.m. - 5 p.m.

The Library has installed Germ Guards along the Circulation Desk and one work area. The smaller meeting room is being used as a Material Quarantine room. It includes a mobile circulation workstation to provide for staff safety. Signs and furniture rearrangement also provide for social distancing. Maintaining cleaning supplies has been a challenge.

Businesses and individuals rent the Large Meeting Room regularly with the new guidelines: 10 max attendance, masks required. Staff cleans before and after meetings. Study Room C has been set up to provide space and equipment for Zoom Meetings. Study Room C is also set up for recording Library's Virtual Programs.

The Library Staff remains healthy. Current staff 3 full-time employees (1 working 16 hours remotely for family) and 6 part-time workers averaging 16.5 hours per week. This averages just short of 4 employees per hour, which is the Library Board's requirement for Phase 2 Return to Work Plan. Each staff member has been trained on social distancing protocol, cleaning the environment and individual health assessments.

Last evening, we held our restart of the Puzzle Exchange. Patrons are excited for simple in-and-out activities in the Library. Next week, we restart our virtual Anime Club for young people. Currently in

the Library, we have a Picture Book Character President Election for children. Our Program Coordinator continues to record Story Time and Baby Bounce. We send a monthly newsletter and email greetings to new patrons. Rarely, does a day go by without creating new patron cards.

Our e-materials statistics have quadrupled from the beginning of the pandemic. The Friends of the Campbell Library usually supplement our budget, but this year they were unable to hold their Book Sales and then unable to support e-material purchases. The Library budget includes \$8,000 for e-materials, \$4,000 for technical support and records, \$4,000 for content. Another \$1,200 comes from the Audio.

We continue to brainstorm while keeping in mind health, budget, staffing, and community need. The Library staff routinely hears, "Thank you for being here." Our patrons are grateful and using the library safely.

If you have any questions, please let me know.