

# Luther Area Library

Board Minutes May 13, 2021

The regular board meeting was called to order by President Lois Langenburg at 4:35 pm.

Present were Lois, Jan, Donna and Kees. The Director Amy was also present. Meeting was held in person at the Library.

There was 1 visitor, John T. and Karin Goodline, a prospective board member from Dover township.

**Comments.** John T said he had a protest. John stated that the recent pay scale that had been adopted by the board was not adequate. John reported on the current work shortages and current pay offerings in the greater community. He advocated for increases in the pay structure. Input was noted and the board will take it under advisement.

Lois reported that we will need a written letter from Dover township to acknowledge the new board appointee.

Jan reported that there were a series of books, Backwoods libraries, that told stories of women and early rural library days and were available in audio form.

Jan recommended several books and discussed how to add them to the read it and rate it list.

**Sect. minutes.** Minutes were reviewed. The description of the resignation of past board members needs to be corrected. The lack of ZOOM meetings. Was not directly stated as the reason for the resignation. Diane resigned after many years of service to the Luther Area Library. We are grateful for her work. Donna motioned to pass minutes. Lois second. All were in favor.

**Tres. report.**

See budget report.

Motion to accept by Lois, second by Jan.

Jan        Y

Lois       Y

Kees      Y

Donna    Y

All were in favor.

**Librarians report.**

36 craft kits were prepared  
as the library's way of keeping people engaged during  
Covid.

Easter egg kits were made available.

Library word search was available.

Bingo challenge related to books read.

Library scavenger hunt to find theme based books. 7 kids and 1 adult participated.

Read it and Rate it continues with gift certificates to Luther Grocery, Discussed ways to increase the display of Read books and peoples favorites.

Work on completing the little free libraries continues. The Pine River school is making 5 Libraries.

The newsletter was printed and sent out. Motion to accept report by Lois, second by Jan.

## **Old Business**

No changes to library hours for the next month.

We are getting quotes for gutter work at the Library. While we're at it, we also want to get quotes for putting a new roof on. Discussed asphalt and/or Metal roof. Will gets quotes. The roof is old? And may have a few years left on it. Amy will check with building dept. To determine how old the roof is.

Motion to accept report by Lois and 2nd by Kees.

## **New Business.**

We got a great Lakes Energy grant for \$1,000. \$375 was approved for Library equipment.



**To the Lake Osceola Bank, Heather Morche' be removed from all Luther area Library accounts including deposit boxes. And that Amy Shank, New Librarian, be added to all Luther area Library accounts including the deposit boxes. Take effect on May 13, 2021**

We discussed looking for an additional board member. Lake Co. will get Covid relief money, which will include a reduction in cost.

A.W.E. This is an all in one learning program for kids. This was discussed and tabled waiting for more information.

Request to buy additional books, e-books and missing books to complete series. Use donation money from The Wynquist donation?

E-rate consultant bill not due until Aug. 2021.\$300 for whole year

Approve to sign up a contract with Donna, second Jan.

Discussed expanding the library to include all things such as tools, rec equipment.etc.Will be discussed further



Next mtg. will be June 10, 2021, In person meeting at 4:30 pm. Meeting adjourned at 6:00 pm.

Submitted by Kees Frankfort

# Luther Area Public Library

5/1/21 thru 5/31/21

Check Balance 5/1/21

#155,018.28

## income

5/3	Wingquist memorial	150.00	
5/5	Wingquist memorial	50.00	
5/12	cp/fn - 47.15	Y-bags - 35.00	123.65
	bk sale - 5.00	B bags - 27.50	
	lamin - 2.00		
	fund - 7.00		
5/24	Wingquist memorial -	50.00	
5/24	cp/fn/fx - 21.50	Y bags - 7.00	140.50
	bk sale - 16.00	B bags - 80.00	
	lamin - 1.00		
	fund. - 5.00		
	donation - 10.00		
5/28	cp/ - 5.00		174.50
	Y bags - 94.50		
	B bags - 75.00		
5/31	LOS B - interest -	9.10	
		<u>697.75</u>	

+ 697.75

## expense

# 5209	5/10	CLS (rugs)	49.04
10	5/14	A. Shank	504.23
		42 hr (546 - 23.85 - 7.43)	
11	5/14	J. Lucas	302.68
		28.5 hr (327.75 - 20.32 - 4.75)	
12	5/14	S. Hillman	272.22
		25 hr (275 - 17.05 - 3.99)	
		2 hr (19.74 - 1.22 - .29)	
13	5/14	D. Long	73.88
		May meet. (80 - 4.96 - 1.16)	
14	5/17	MML Comp Fund 2021-22	154.00
15	5/26	Chase Card (Demco <sup>Office</sup> <del>Supplies</del> )	183.35
16	5/19	Xerox (copier)	<u>122.98</u>
			1642.38

			1662.38
5217	5/17	IRWS (B bags)	460.00
18	5/26	A T T	203.40
19	5/27	Consumers	145.03
20	5/28	A. Shank	558.25
		46.5 hr (604.50-37.48-8.77)	
21	5/28	J. Lucas	106.20
		(10hr. (115.-7.13-1.67)	
22	5/28	S. Hillman	304.75
		30hr (330-20.46-4.79)	
23	5/28	D. Eichenberg (2hr)	20.00
24	5/27	LCCF (2020 Summer Rdg. Program reimburse)	266.65
ETF	5/10	Crystal Flash	369.54
			<u>4096.20</u>

← 4096.20

5/31/21 Check balance

\$151,619.83 ★

CD balance

34,381.79 ★

5/31/21 Total assets

\$186,001.62 ★



[illegible]



Monday	10:30 am – 6:00 pm	7.5 hours
Tuesday	2:00 pm – 6:00 pm	4 hours
Wednesday	10:30 am – 6:00 pm	7.5 hours
Thursday	2:00 pm – 6:00 pm	4 hours
Friday	10:30 am – 6:00 pm	7.5 hours
Saturday	10:30 am – 1:30 pm	3 hours
Total		33.5 hours

Director	21-24 hours/wk
Co-Director	15-18 hours/wk
Clerk	12-15 hours/wk
Total	48-57 hours/wk

Two people working  
(Hours before COVID)      67 hours (about 19 hours  
more without overlap)

Two people working  
(One Tues/Thurs)      59 hours (about 11 hours  
more without overlap)



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## Enhanced Support Stand for AWE Learning All-In-One Workstations



*Provides extra stability  
and support for your AWE  
workstations.*

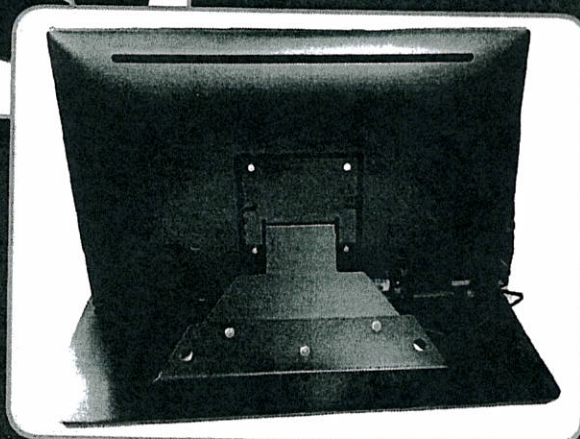
*Attractive and durable.*

*Requires just minutes to attach.*

*Constructed of high  
quality, heavy gauge  
steel. Made in the USA.*

*Includes mounting hardware  
and instructions.*

*Features non-skid rubber  
padding for desk surface  
protection.*



\* AWE workstation not included

All-in-One hardware subject to change.

info@awelearning.com | 888-293-0272 | awelearning.com



## Introducing...The Platinum Line!

Early Literacy Station™ Platinum • AfterSchool Edge™ Platinum  
Bilingual Spanish Literacy Station™ Platinum

**AWE**  
LEARNING

▶ New STREAM-Aligned Content Featuring:

- *Cyber safety with Garfield,*
- *E-Books,*
- *Coding,*
- *Handwriting,*
- *And much more!*

- ▶ New interactive interfaces and avatars
- ▶ New STREAM subject icons
- ▶ Homeschooling and Library resources
- ▶ Coding Add-On available
- ▶ Access to the Customer Portal

**NEW Product**  
**December 2018!**

Featuring 150+ NEW  
Educational Titles!



## Bundled Pricing!

*Provide more content in your limited space!*

1. Pick your Base Product: Early Literacy Station Platinum, Bilingual Spanish Literacy Station Platinum, AfterSchool Edge
2. Add on one (1) or more packages: Early Literacy Station Platinum, Bilingual Spanish Literacy Station Platinum, AfterSchool Edge Platinum, Coding, ELF-Child Safe Browser, STEM or Literacy Manipulatives
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# AWE LEARNING

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**Platinum!**

Early Literacy Station™ Platinum  
Bilingual Spanish Literacy Station Platinum  
AfterSchool Edge™ Platinum

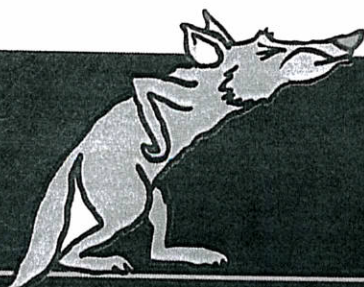
Platinum is AWE Learning's newest digital learning resource for young learners.  
Each product is pre-loaded with 75+ STREAM-aligned educational titles.

## Content List

All Platinum products include titles listed below.  
Titles on the back include product specific titles, and add-on bundle titles.

Early Literacy Station Platinum (ELS) • Bilingual Spanish Literacy Station Platinum (BLS) • AfterSchool Edge Platinum (ASE)

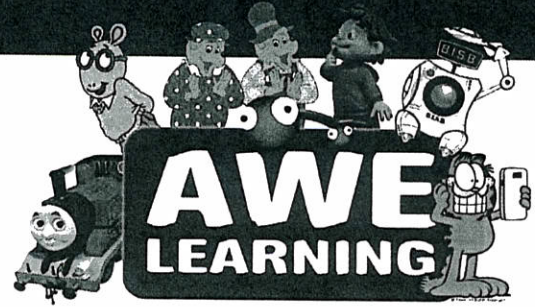
Content Title	ELS	BLS	ASE	Content Title	ELS	BLS	ASE
ABC Trains	✓	✓	✓	LibreOffice Writer	✓	✓	✓
Cartoon - Cyberbullying: Be Kind Online	✓	✓	✓	Mia Math	✓	✓	✓
Cartoon - Privacy: Online Friends are Not Real Friends	✓	✓	✓	Mia Miss Spider - The Scavenger Hunt	✓	✓	✓
Cartoon - Safe Posting: Pause Before You Post	✓	✓	✓	Mia Reading	✓	✓	✓
Come Alive Listening	✓	✓	✓	Mia Sudoku	✓	✓	✓
Come Alive Nursery Rhymes	✓	✓	✓	Multiplication Rap	✓	✓	✓
Connect Diagonally	✓	✓	✓	Our World	✓	✓	✓
Connect the Dots	✓	✓	✓	Paint the Square	✓	✓	✓
Contraption Maker	✓	✓	✓	Pango Build City	✓	✓	✓
Didi & Ditto First Grade	✓	✓	✓	Pango Build Park	✓	✓	✓
Didi & Ditto Kindergarten	✓	✓	✓	RoboGarden - Coding	✓	✓	✓
Didi & Ditto PreSchool	✓	✓	✓	Science Games	✓	✓	✓
Fingertapps Paint	✓	✓	✓	Stellaluna	✓	✓	✓
Geometry Shapes - Kindergarten	✓	✓	✓	Telling Time Games	✓	✓	✓
Join the Dots: Cars, Engines & Trucks	✓	✓	✓	Three Little Pigs	✓	✓	✓
Kids Jigsaw Animal Puzzles	✓	✓	✓	Tim the Fox - Mosaic	✓	✓	✓
Kids Learn Colors	✓	✓	✓	Tim the Fox - Paint	✓	✓	✓
Kids Learn to Read	✓	✓	✓	Tim the Fox - Puzzles	✓	✓	✓
Kids Numbers and Math	✓	✓	✓	Time Bird	✓	✓	✓
Kids Shapes	✓	✓	✓	Tiny Builders	✓	✓	✓
Kids Sight Words	✓	✓	✓	Tortoise & the Hare	✓	✓	✓
Kidspiration	✓	✓	✓	Typing Instructor for Kids	✓	✓	✓
LibreOffice Draw	✓	✓	✓	Writing Wizard	✓	✓	✓





# Base Product & Bundle Packages

Inform users what content is offered by putting a check in the box for the product(s) you have!



## Early Literacy Station Platinum

### Alive Alphabet Tracing

Beginning Reading

Beginning Reading - with Phonics

Comic - Privacy: Online Friends are Not Real Friends

Find It: Animals Around the World

Flash Action Phonics

Geometry Shapes - PreK

Humpty Dumpty

JumpStart PreSchool

Kids Learn About Music

Kids Learn to Sort

Kids Telling Time

Kindergarten Addition & Subtraction

Money & Making Change

Monster ABC

PopMath

Puzzle Shapes

### Science & Nature 1:

- My Planet & Me
- On the Farm
- Pluto the Lonely Dwarf Planet
- The Seasons

### Science & Nature 2:

- Our Solar System
- Rocks
- The Ice Age
- Volcanoes

Sid the Science Kid: Primary Colors

Sid the Science Kid: Reused Robots

Sight Word Games

Silly Pictures

Silly Sentences

Super Star Movies

Telling Time

The Gingerbread Man

Thomas: The Sound Song

## Bilingual Spanish Literacy Station Platinum

### Conceptos De Principiante :

- La Ropa
- La Calabaza Feliz
- Las Formas son Super
- Mi Cuerpo

Connect Diagonally - Spanish

Connect the Dots - Spanish

Didi & Ditto Kindergarten - Spanish

Educative Bebe Flash Tarjetas

Geometry Shapes Spanish - Kindergarten

KidloLand Canciones Para Niños

KIDpedia Interactive

Kidspiration Spanish

Learn Spanish - Let's Play Inside

Learn Spanish - Let's Play Outside

Lil Monsters

- How Are You?
- What Time Is It?
- Who Is At My School?
- Who Is On My Street?

Little Pim: Animals (Spanish)

Little Pim: Colors (Spanish)

Little Pim: Feelings (Spanish)

Little Pim: Numbers (Spanish)

Mia Math - Spanish

Multiplication Rap - Spanish

Paint the Square - Spanish

People & Places:

- At the Parade
- At the Playground
- Back to School
- The Little Red Train Tries

Science Games - Spanish

Pequeños Monstruos:

- Cómo Estás?
- Qué Hora Es?
- Quién Está en Mi Calle?
- Quién Está en Mi Escuela?

Personas Y Lugares

- A La Escuela
- El Pequeño Tren Rojo
- En El Desfile
- En El Patio de Juegos

Spanish School Bus I

## AfterSchool Edge Platinum

### 1st Grade Math

Arthur's Teacher Trouble

Baggin' the Dragon

Comic - Cyberbullying: Be Kind Online

Comic - Safe Posting: Pause Before You Post

Cursive Writing Wizard

Earth Science

Find It: A Trip to the City

Geography Games

Goldilocks & the Three Bears

LibreOffice Calc

LibreOffice Impress

Life Science

Little Red Riding Hood

Mia Science

### Monster Club:

- Mr. Funny Bones
- Night of the Living Pets
- The Monster Club
- The Sandman Sleepover

My Terrific Spaceship

New Kids on the Block

PopGeo

Sid the Science Kid: Pollination

Sid the Science Kid: States of Water

Sports

- Alice Throws a Strike
- Casey at the Bat
- Jessie Owens: Never Give Up
- The Goalie's Crazy Contest

The Berenstain Bears Get in a Fight

Typing Instructor Platinum

Ultimate Math Invaders

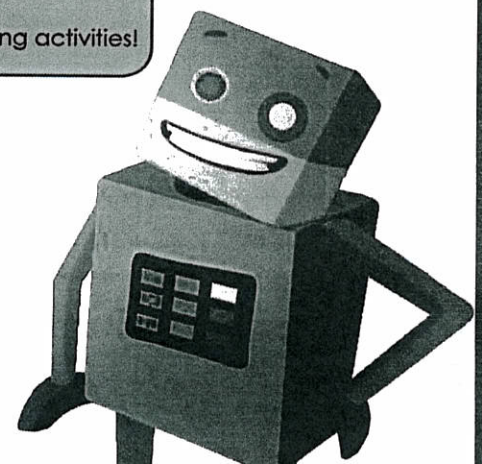
Volcanic Panic - Version 2

Words Rock

World of Goo

## RoboGarden

Includes 200+ coding activities!



AWE Learning's content supports all curriculum areas and covers all components of STREAM education.  
Content titles as of January 28, 2019. Subject to change.



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## Literacy Appreciation Special Purchase Quotation – Platinum

Quotation developed for: Amy Shank

Date: February 16, 2021

Organization ("Customer"): Luther Area Public Library

Valid until:

New Customer? ☒

Grant buying period starts

Please open your product upon receipt to confirm a safe delivery.

You have 30 days to request an exchange for equipment damaged in shipping.

Item Number	Product	Quantity	Unit Cost	Total
<b>AIO Model:</b>				
ELS	Early Literacy Station Platinum	1	\$ 3,199.00	\$ 3,199.00
<b>Warranty &amp; Upgrades Extend Plan (for All-in-one's only):</b>				
EXTEND1	1 Year Warranty & Upgrades Extend Plan (at time of purchase & for a total of 4 yrs.)	0	\$ 500.00	\$ -
EXTEND2	2 Year Warranty & Upgrades Extend Plan (at time of purchase & for a total of 5 yrs.)	0	\$ 1,000.00	\$ -
<b>Options:</b>				
DJHP-AWE	AWE headphones with volume control, 90-Day limited warranty	0	\$ 30.00	\$ -
Y SPLITTER	Audio Y-splitter cable, 6 inch (allows 2 set of headphones simultaneously)	0	\$ 5.00	\$ -
REPLUG	Replug Mini-Stereo Breakaway Audio Adapter	0	\$ 18.00	\$ -
AIO STAND	Enhanced Support Stand (for All-in-One units) HP _____ DELL <u>X</u>	1	\$ 140.00	\$ 140.00
LTMO-AWE	Little Mouse - Optical USB (one included with each system purchase)	0	\$ 25.00	\$ -
LB2B-AWE	Keyboard w/ colored keys (one included with each system purchase)	0	\$ 25.00	\$ -
MOUSE PAD	AWE Mouse Pad	0	\$ 4.00	\$ -
DISCOUNT	Literacy Appreciation Special	10.00%	\$ (319.90)	-\$320.00
DISCOUNT	New Customer Discount	\$ (150.00)	\$ (150.00)	-\$150.00
SHIPPING				
	Shipping - All in One's	1	\$ 50.00	\$50.00
	Estimated Sales Tax		0.000%	\$ -
	Market: <u>Library [LIB-LIB]</u>		<b>TOTAL</b>	<b>\$2,919.00</b>

If you are exempt, please include a copy of your sales tax certificate

NOTE: An authorized customer contact should sign and return a copy of this quote to AWE within 30 days, to accept this price quote

AWE Acquisition, Inc.

Luther Area Public Library

Special Plat2020

<u>Kirk Hall</u>	2/16/2021	
(Signature)	Date	(Signature) Date
When fully executed, this document, including the attached Terms and Conditions which are incorporated herein by reference, is a binding Agreement		
<u>Kirk Hall</u>		
(Print Name)	(Print Name) / (Title)	
<u>Senior Account Executive</u>		
(Title)	Email Address & Phone Number	
* All invoices are sent via email unless otherwise requested <input type="checkbox"/> Check here if you require a paper invoice		
From where do the funds for this purchase originate?		
<b>Bill To Information</b>		<b>Ship To Information</b>
Name: <u>Amy Shank</u>	<u>Amy Shank</u>	
Organization: <u>Luther Area Public Library</u>	<u>Luther Area Public Library</u>	
Address: <u>115 State Street</u>	<u>115 State Street</u>	
City, State, Zip: <u>Luther, MI 49656-0086</u>	<u>Luther, MI 49656-0086</u>	
Phone / Fax: <u>(231) 797-8006</u>	<u>(231) 797-8006</u>	
Email: <u>lutherlibrary@att.net</u>	<u>lutherlibrary@att.net</u>	
PAYMENT TYPE: <u>Net 15 Terms or Credit Card</u> VISA MC DISC AMEX / # _____ EXP _____		
NAME ON CREDIT CARD (If Applicable): _____		
Key (primary AWE) Contact NAME: _____	Email: _____	Phone: _____
Warranty & Upgrade Contact NAME: _____	Email: _____	Phone: _____
© 2017 AWE Acquisition, Inc. All Rights Reserved.		
2501 Seaport Drive, Suite # 410 SH • Chester • Pennsylvania, 19013		
Phone (610) 833-6400 • Fax (610) 833-6440 • Email: <a href="mailto:orders@awelearning.com">orders@awelearning.com</a> • <a href="http://www.awelearning.com">www.awelearning.com</a>		
Confidential & Proprietary		

## **AWE Learning Early Literacy Station**

### **Comments from Libraries in Michigan**

We are a tiny Class I library in a rural area too, and I can't say enough about the AWE computers we have. I actually just purchased a second workstation with the summer LSTA grant because our existing AWE computer was in such high demand. The kids love it. They are virtually indestructible, and parents like that even toddlers can do whatever they like without danger of messing up the settings or getting on to some weird website. The kids love the touchscreen feature and the apps are really good. If you can get your board to go for it, I don't think any of you will regret it.

Have a great day,  
Briynne McCrea  
Director  
Columbia Township Library

---

We have had our AWE Stations for 6 years. We just replaced the two desktop models. The summers before Covid, the machines were so popular that we had to have a sign-up sheet for computer time. We had to limit the sessions to a half hour and we had to put a password on the machines so that the sneakily smart kids didn't just start a new session. It was a great problem to have.

We actually had a 3rd grader two years ago who was struggling with their multiplication tables. Their parents set up time for them to be with us after school and they spent the time doing the multiplication game on the station. Within a month they had finished and passed all of their timed multiplication tests.

Couldn't recommend them enough.

Trixie McMeeking, Director  
Homer Public Library



We have 2 AWE computers, and pre-pandemic they were almost always in use. Even now, with them turned off, we still have kids that constantly want to use them. From our experience, they are a great investment. We upgraded recently to their newer STEAM based models.

Ashley Rossetto  
Youth Services and Outreach Librarian  
Commerce Township Community Library

---

Our AWE Early Literacy Computer has been popular since the moment we plugged it in. I have not had to do any publicity at all to promote its use. Within a half hour of us plugging in the computer and adjusting the settings, a child sat down at the computer desk and started exploring away without any direction. And it has been that way ever since!

I do have a few signs up noting that the AWE computer is not connected to the Internet, and that use is limited to children up to 5-years-old (because it is an early literacy computer after all, and I did not want older kids playing on it). But the whole shebang is intended to be self-directed so there was no need for any specialized signs of instruction other than the one sign that lists all the function keys and their meaning.

We bought our first one five years ago and just upgraded this spring, with funding from our Friends group.

There are so many areas of interest and then programs within each area. My young patrons love the skeleton one, the drawing/painting one because of the touchscreen, and so many others. It is in constant use.

You will not regret purchasing an AWE Early Literacy Computer! It would be an excellent use of memorial money.

Best wishes,  
Mary Beth Reasoner  
Children's Librarian  
Tecumseh District Library

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We have these at a few of our branches and they are extremely popular! Our larger branch has 4 and they are always in demand (pre-COVID, of course). Parents love them too because they're (mostly) educational and there's not the risk of kids discovering inappropriate content. I would recommend getting a couple of extra sets of keyboards and mice because they do get a lot of wear and tear.

Hope this helps!

**Carrie Gawne**

Collection Development Librarian

Jackson District Library

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We have 5 of these. Pre-pandemic, we had 4 in our youth area, and we actually had another in our adult area for adults with special needs. Pre-pandemic, I know the ones in our youth area had quite a bit of use. I am glad we have these for our kids.

On a personal note, I am heading up your way for this coming weekend, to the Rockwell Lake Lodge! Its address is Luther, MI at least, so I'm assuming that's near you?

Let me know if you need more information.

Karen Knox

Director

Orion Township Public Library

**Luther Area Public Library**

**COVID-19 Exposure Protection, Preparedness and**

**Response Plan pursuant to EO 2020-97**

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-529864--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-529864--,00.html)

As set out in this plan, the Library has instituted various housekeeping, social distancing, requirements for personal protection equipment (PPE) and other best practices to reduce exposure to COVID-19.

The following workplace protective measures shall be implemented and adhered to by all employees:

- Self-monitor at home before each shift. If temperature is elevated or experiencing any other symptoms of feeling unwell, please call the Library Director and do not report to work.
- Employees must practice good hygiene which includes frequently washing hands and/or using hand sanitizer, and using appropriate etiquette when sneezing or coughing.
- Workstations and all shared equipment should be cleaned with sanitizing wipes at the beginning and end of each staff shift. Shared equipment includes, but is not limited to, the circulation desk, phone, computer keyboard and mouse, desk surface and drawer handles, chairs, staplers and other office equipment.
- Employees shall be required to wear face masks when interacting with the public at an indoor gathering. The requirement to wear a face mask does not apply to individuals who are fully vaccinated.

- Social distancing requires that each employee, **except fully vaccinated persons**, maintain a distance of at least six (6) feet from one another to the maximum extent feasible while on worksite premises.
- Any employee showing symptoms of COVID-19 will be asked to leave the workplace and seek treatment.
- Employees are required to comply with any quarantine recommendations after being exposed to the pandemic event.

The Library will Provide COVID-19 training to employees which covers, at a minimum:

- Workplace infection-control practices
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

To mitigate the exposure risk to COVID-19, the Library will provide the following personal protective equipment (PPE):

- Gloves are available at all times at the circulation desk.
- Masks will be available for each employee but they may use their own masks if preferred.
- Hand sanitizer is available throughout the Library.

Workplace Modifications, cleaning and disinfecting:

- Sneeze guard will be installed at the circulation desk.
- All common areas will be cleaned and sanitized on a regular basis utilizing products identified by OSHA and the CDC as effective for eliminating

COVID-19. Common areas include, but are not limited to, the following: doorknobs, handles, light switches, restrooms, sneeze guards, countertops, patron computers, patron computer workstations and chairs, countertops and shared printers.

When an employee is identified with a confirmed case of COVID-19, within 24 hours, the Library is required to notify both:

- The local public health department, and
- Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

At this time the Library will also be closed for a period according to CDC requirements and all common areas sanitized by the Library Director or Assistant Director.

An employer will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention ("CDC").

This Exposure Prevention, Preparedness and Response Plan will be provided to all employees via email before returning to work and made available to all customers via the Library website and hard copies available in the Library. Any questions regarding any provisions of the plan should be directed to the Library Director.



## **Luther Area Public Library**

### **Pandemic Procedures & Reopening Criteria**

This plan seeks to explore several possible reopening scenarios. The primary consideration is maintaining the safety of patrons and staff while providing necessary services that the library is uniquely positioned to perform.

Before any reopening can be considered, the following preparation is required:

- Proper precautionary measures in place such as distancing between patron computers and Plexiglas shield for circulation desk.
- Secure staffing and prepare schedule to provide computer access for essential needs. Create new check-in method to replace current computer sign in sheet.
- Secure staff for and schedule hours for curbside pickup. Determine if we can designate a parking spot, possible signage. We may also wish to impose an item limit on checkouts via this method.
- Secure protective masks and gloves for staff.
- Secure adequate stores of disinfectant wipes and hand sanitizer.
- Determine a system to quarantine materials.
- Schedule for cleaning/sanitizing of public areas (outside the Library proper).
- Establish sanitation stations including hand sanitizer, masks and gloves for staff and patrons. Determine whether a requirement to wear masks should be imposed on the public. Require masks if EO requires it (acknowledging ADA exemptions).

Please note that all aspects of this plan are flexible and designed to be responsive to changes in guidelines or circumstances.

## Phase One

### Criteria:

1. The governor's stay at home order has been cancelled and regional, state and national health officials no longer recommend the public stay at home.
2. Strong social distancing recommendations remain in place.
3. Gatherings are limited to less than ten people.
4. The library has access to the necessary materials to administer some essential services.
5. The library has access to enough staffing to run said services.

**Building Access:** Staff may return to work as usual but the Library will still be closed to the public except by appointment. Staff shall take proper safety precautions and maintain social distancing with each other to the best of their abilities.

**Technology access:** Computers and fax/copy requests will be available by appointment only for work or other essential services. All public workspaces will be disinfected between appointments. Computer appointments will be offered every 30 minutes, alternating computers (this gives us a window of time to disinfect), with a 45 minute time limit.

**Materials checkouts:** Curbside contactless pickup only. Patrons may place requests via phone or email, allowing a minimum of 2 hours for staff to pull items and check them out to patron. Patrons will either make an appointment to pick up their items or call from the parking lot. Items will be brought out by staff wearing proper PPE, and patron ID will be verified through the vehicle window (or from a distance, if patron is on foot or traveling by bicycle). Bagged items will be placed in the vehicle trunk, if it can be opened remotely, or in through an open window by a vacant seat, with no personal contact. If patron is not in a car, we

will set the bag down and they can pick it up. If patron wishes to designate someone else to pick up their items, we need that person's name at time of request so that we can confirm identification at pickup. Hours would be determined based on the current circumstances at the time.

As an ongoing practice, staff will keep a written record of curbside and appointment schedules and any other customer contacts, identifying only patron card number. These records are internal only and to be referenced should contact tracing become necessary. Records will be destroyed after 60 days. Accounts will be created for anyone who does not have a card number, to preserve patron privacy.

## **RETURNS WILL NOT BE ACCEPTED VIA CURBSIDE SERVICE.**

**Materials Returns:** No in-person return of materials. All items must be returned via the drop box. Items from the drop box will be quarantined as appropriate in accordance with CDC and Library of Michigan recommendations. No late fees will be charged.

**Programs:** There will be no in-person programs scheduled at this time. Virtual programming may be available.

**Home Delivery:** The Library Board is considering the implications and risks of Home Delivery but it is not available at this time.

**Shared Materials in the Library:** No shared items would be provided, excepting the possibility of public printers being used for critical services and by appointment.

## **Phase Two**

### **Criteria:**

1. The Stay at Home Order has been cancelled and regional, state and national health officials no longer recommend the public stay at home.
2. Strong social distancing recommendations remain in place.



3. Gatherings are limited to less than fifty people.
4. The library has access to the necessary materials to administer some critical services.
5. The library has access to enough staffing to run said services.

**Building Access:** Staff and patrons are allowed into the Library. Restrooms are open and patrons allowed access to the books with social distancing requirement still followed.

**Technology access:** Computers and fax/copy requests will be available for work or other essential services. All public workspaces will be disinfected between appointments.

**Materials checkouts:** Patrons can come into the building to find their own items. Social distancing will be required to remain safety.

## **RETURNS WILL NOT BE ACCEPTED VIA CURBSIDE SERVICE.**

**Materials Returns:** No in-person return of materials. All items must be returned via the drop box. Items from the drop box will be quarantined as appropriate in accordance with CDC and Library of Michigan recommendations. No late fees will be charged.

**MelCat:** Checked-in interlibrary loan items which have been held on site will be returned to the lending libraries as soon as possible once MelCat is up and running, likely during this phase.

**Programs:** There will be no in-person programs scheduled at this time. Virtual programming may be available.

**Home Delivery:** The Library Board is considering the implications and risks of Home Delivery but it is not available at this time.



**Shared Materials in the Library:** No shared items would be provided, excepting the possibility of public printers being used for critical services and by appointment.

### **Phase Three: Full-scale reopening**

**Criteria:**

1. The Stay at Home Order has been cancelled and regional, state and national health officials have cancelled current social distancing and gathering recommendations.
2. The library has access to the necessary materials to maintain high hygiene standards.
3. The library has access to enough staffing to run all of its core operations.

**Additional Preparations Required:**

- Restore computers that had been removed.
- Clear any backlog of quarantined items and return to conventional turnaround on shelving items.
- Restore full in person Library access on normal schedule.
- Determine how programs fit into the spectrum of services going forward and phase them in as appropriate.
- Restore interlibrary loan services.
- Determine ongoing procedures for curbside service.

## **Possible Scenario: Reopening followed by scaling down services or a second closure due to virus**

### **Criteria:**

1. The governor and/or regional and state health officials release a second order mandating social distancing or a stay at home order OR
2. The Library is unable to maintain the hygiene or staffing necessary to operate OR
3. A Library staff member or recent visitor with whom staff have had contact tests positive for COVID-19.

### **Services:**

- What services would be accessible would depend on the restrictions inherent to state and local recommendations. The Library could return to Phase 1 or 2, or revert to a full-scale closure as appropriate.

### **Additional items:**

1. The library staff would communicate ongoing changes in services to the public in a multitude of ways which may include social media, library website, community calendars, local newsletters, newspaper, Chamber of Commerce, and signs posted on the building.
2. For patrons who do not have a library card with us and do not wish to have one, we would assign a temporary number for internal use only as pandemic tracing documentation, to be destroyed after 60 days.



# PROPOSAL

## MAXIMIZING YOUR TECHNOLOGY ENVIRONMENT

### Current Situation:

Equipment	Overage Rates	Monthly Allowance	60 Month FMV Lease
Xerox WorkCentre 6605  *You may buy this equipment out for \$119.19 and pay \$101.59/month for service agreement	BLK - .03072	913 BLK	Lease: \$47.07
			Base: \$71.57
			Overage: \$12.32
	CLR - .17342	251 CLR	Supply Freight: \$4.34
			Total: \$135.30

### Proposed Upgrade 1:

Equipment	Overage Rates	Monthly Allowance	60 Month FMV Lease	Purchase
Xerox VersaLink C605	BLK - .012	900 BLK	\$132.94 (Includes Service and Supplies)	\$3,509.99
	CLR - .095	350 CLR		\$44.05 Service and Supplies

### Proposed Upgrade 2:

Equipment	Overage Rates	Monthly Allowance	60 Month FMV Lease	Purchase
Xerox VersaLink C405	BLK - .012	900 BLK	\$90.34 (Includes Service and Supplies)	\$1,302.01
	CLR - .095	350 CLR		\$57.27 Service and Supplies