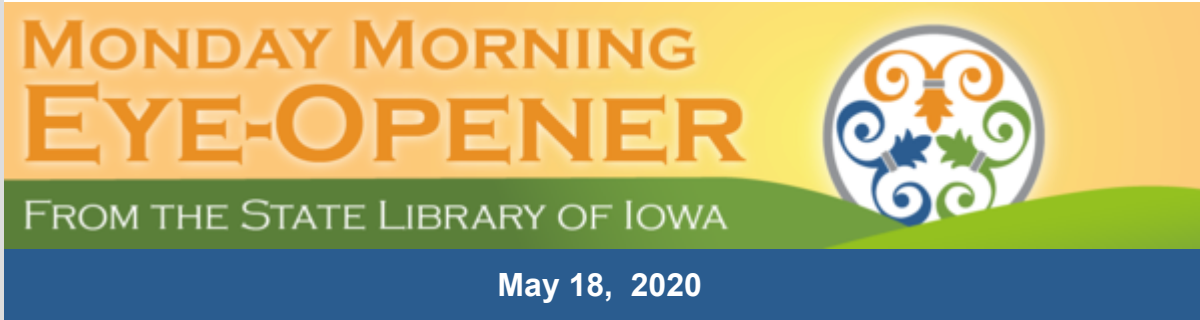




Monday Morning Eye-Opener May 18, 2020

Having trouble viewing this email? [View it as a Web page.](#)



Reopening Plans Taking Shape

Libraries Opening in Stages



Last week, Governor Reynolds signed a new proclamation allowing public libraries in all 99 counties to reopen. Previously, libraries in 77 Iowa counties were allowed to reopen on May 1. Last week's announcement added the remaining 22 counties, extending to libraries in those additional 22 counties the ability to reopen on May 15.

Please understand that the Governor's proclamation reads **MAY reopen, not MUST**, leaving reopening decisions to municipalities. For two months, the State

Library has been gathering [COVID19-related resources](#) on our website. Mandy Easter has been compiling frequently asked Q&A. As more libraries plan for phased opening in a number of cautionary stages, here's more helpful information to take into account:

PPE and Disinfectant / Hand Sanitizer

Libraries are looking at a variety of approaches to urge social distancing and to increase hygiene practices. You might check with local government officials for any supply contracts that the library can also be part of. Also, the State of Iowa has master agreements with several vendors that offer PPE and sanitizing products that libraries are able to use:

- **Office Depot**--Contact Julie Janssen at Julie.Janssen@iowa.gov or 515-281-5602.

- **Staples**--Contact Julie.Janssen@iowa.gov or 515-281-5602.
- **Grainger**--Call 1-800-Grainger (1-800-472-4643) or use the Chat at www.grainger.com. Customer service will identify a library's account, or create an account for a library if one does not exist and assist with ordering. Browse [Grainger COVID-19 Recovery Products](#).
- **Fastenal**--Follow [State of Iowa Ordering Instructions](#).

Report Your Library Re-Opening For IAShares Purposes

As a reminder, the State Library is tracking the number of libraries that re-open in order to determine when we can resume IA Shares delivery. In order for delivery to restart and for the full routes to run efficiently, a minimum of 330 public libraries must be open and able to accept deliveries on their designated day.

In order to track when this threshold is met, we are asking directors to complete the form at the link below once a re-opening date has been set for your library. Thank you so much for reporting your library's reopening. Be sure to contact [Tom Keyser](#) with any IAShares questions.

[Report Your Library Reopening Date](#)

Contracting Cities Questionnaire

Complete By June 5th

Public library directors received this notice from Scott Dermont last week. Directors are asked to report all towns that will be contracting for library service in FY2021. Do not include our own city or other funding areas like the rural portion of your county or funding from any townships. Report those towns without their own municipal libraries that are contracting for service with your library.



These service contracts should be written and include a stated monetary obligation. Because of changes to the Open Access Program (changes that went into effect in July 2017) the State Library now needs the dollar amount of the contract in addition to the name of the contracting town(s)

Among other things, this information regarding contracting cities is helpful for library staff when they need to determine if out-of-town visitors are legitimate Open Access customers or not. If out-of-town visitors are actually residents of contracting cities, then those people are Open Access customers. All contracting cities are listed on the Open Access form and in the "Contracting Cities" file on our website.

We're using Survey Monkey to collect your responses. The questionnaire should take less than 5 minutes to fill out depending on the number of cities you need to

report. NOTE: If your library does not provide to other towns via contracts, you do not need to answer the survey. However, if your library has provided service in the past but will longer have contractual agreements in place in FY20121, it will be very helpful if you will fill out the first page of the survey and answer "No." Please complete the **“Contracting Cities Questionnaire”** by June 5. Contact Scott Dermont with questions and find the survey itself at the button below.

[Contracting Cities Questionnaire](#)

ILL Borrowing and Lending

Variation on a Theme

District Consultants have been comparing notes about questions that have surfaced in our respective office hours. Regarding quarantining returned books, a recent variation on that theme regards SILO-ILL: should quarantining apply to ILL items too? If so, on which end of the line—the



borrowing library or the lending library? Our answer to the first question is yes—quarantining should apply. As to whether the borrowing or lending library handles that routine is a matter of preference. But good communication will ease the process.

Misty Gray with Southwest District relayed this story: as the **borrowing library** in the ILL equation, the staff at Carroll Public Library have decided to quarantine items when returned by their patrons. Before packaging items to be returned to the lending library, Carroll Library staff insert a note inside the borrowed books; the note reads: ***“Thank you for lending us your book. Please Note: This book was returned by our patron on Thursday, April 30, 2020. We have disinfected it and set it aside for 3 days (per the Carroll County Public Health recommendation) before returning it to you. Mailed Monday May 5, 2020”*** Thanks to this thoughtful communication, the lending library would not have to disinfect the books again.

Now you can as readily envision this happening in the reverse. For example: when the **borrowing library** receives an ILL book, staff would likely wipe it, call their patron to pick it up, wipe again when the patron returns it, and package for return. The logic in this scenario is that the **lending library** would do the quarantining, just like they do with all other returned items, whether returned by local patrons or returned via ILL. Once back in their ownership, the "home library" staff does the quarantining.

Regardless of which library in the equation handles the cleaning, this is a good concept and sure to be appreciated. Sending back a friendly note tucked inside the

books is a thoughtful gesture. Thanks to the staff at Carroll PL for this example of helpful communication!

This Week ...



Director Roundtables Conclude

Director Roundtables wrap-up this week. This year, **Director Roundtables** are following our overall education theme for 2020—Project Management. Which is not just about overseeing big things like a new building or extensive remodeling—or managing library service during a pandemic! Project

management is also about staying on top of smaller tasks, those seemingly endless to-do lists. There are ways to stay on top of projects large and small--we'll talk about a few :-)

[C.E. Catalog](#)

Crisis Response Conversations

Another meeting in our series “**Crisis Response Conversations**” happens this **Wednesday May 20**. This week points to policy considerations when planning for reopening. From installing plexiglass shields to requiring staff to wear masks to limiting the number of people in the building, library directors and boards are dealing with these and countless other questions. The concepts from PLA’s [Policies For Results](#) are bound to help. Still time to register

[C.E. Catalog](#)

District Office Hours

Finally, District Office Hours continue this week. These are informal, casual conversations, in hopes of helping all of us feel abit more connected. Days and times vary, so simply contact your District Office for date-time-ZOOM room link

[Contact Us](#)

Memorial Day

Next Monday May 25 is Memorial Day; all State Library offices will be closed for the holiday. Look for the next issue of **Monday Morning Eye-Opener** on June 1st. Enjoy the holiday weekend!



Monday Morning Eye-Opener

Editor: [Bonnie McKewon](#)



1112 East Grand Avenue
Des Moines, Iowa 50319



Stay Connected with the [State Library of Iowa](#):



[Manage Subscriptions](#) [Help](#)

 SHARE

Powered by



[Privacy Policy](#) | [Cookie Statement](#) | [Help](#)