

MEMORANDUM



TO: Ray Towry, City Manager
FROM: Rose Peda, Library Services Director
DATE: May 5, 2020
SUBJECT: Sweet Home Library Activities Report / April, 2020

In observance of the Governor's Executive Order, the library closed to the public on March 12, 2020. We developed a procedure to do "curbside pickup" for patrons. This is a contactless procedure between the staff and the patrons. Patrons are appreciating the ability to still have access to books and DVDs.

Materials that are returned are disinfected and quarantined for 3 days prior to being checked out to another patron.

All 6 public access computers were replaced and upgraded along with an upgrade to the public printer/color photocopier. This was paid, in part, by a grant from the Confederated Tribes of Siletz.

Furniture in the Teen Room and in the Children's Area will be replaced with a grant from Trust Management, LLC. The furniture purchased will allow flexibility in the space for multiple uses.