

Library Reopening Plan

June 2020



Digital Library

Virtual Summer Reading Program



Independent Browsing



Mailbox Library Service





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LIBRARY | 920-887-4631

Safety of both the staff and the public is a priority when considering reopening of the Library. Due to the nature and ongoing changes of dates and information from officials, this plan is a guideline only with dates and procedures subject to change on a moment's notice.

Adopting best practices and industry standards when applicable support the basis for the plan. The WEDC Public Facility Reopening Guide, DPI Guidelines, CDC Guidelines, and other resources are available to public libraries and the City. The guidance within these resources will assist Library Administration, the Library Board, and City with reopening decisions.

Stage 1- * Limited staff in the building for facility maintenance and quarantine of materials. Librarians working from home providing operational support, reference services, virtual services, and programming. Librarians periodically stop in the library for supplies.

Stage 2- * Limited staff in the building to prepare the facility for reopening, including reconfiguration and moving of furniture and displays to accommodate social distancing, installing signage and sneeze guards, acquiring Personal Protective Equipment.

Stage 3- * Limited staff in the building to process quarantined materials and operation of Mailbox Library Service.

Stage 4- * Reopening the library to the public with essential services, including browsing and checking out library materials, limited public Internet, and Wi-Fi access. No in-person programming.

Stage 5- With safety measures in place, open the library to the public with gradual increase in services and programming.

*** Library is currently operating in Stage 4 of the reopening plan.**

The Library Board, at the June 12th Board Meeting set reopening the Library to the public Monday, June 15th with essential services. Temporary hours at reopening to be Monday-Friday 9am-7pm, reevaluated at subsequent Board Meetings.

The Library Board will determine the Library reopening date per Wisconsin Statute

43.58 Powers and duties. (1) The library board shall have exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized.

Library Board Meeting Motion regarding Reopening passed at the May 15, 2020 Meeting:

Financial Secretary John Haider made a motion that was seconded by Board Member Tina Pawicz to delay the Library reopening decision to the June 12, 2020 Library Board Meeting at which time the Library Board shall be able to reassess the library's reopening in a more informed manner. The ayes have it and the motion carries. Library Board President Jim Flynn stated that should it become necessary between now and June 12th to have a Special Library Board Meeting one would be called.



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LIBRARY REOPENING STEPS:

THE WORKPLACE:

- Employees will begin working onsite preparing for reopening on June 1 between the hours of 9:00 am-3:00 pm, Monday through Friday.
- Library reopens to the public with temporarily reduced hours June 15, Monday-Friday 9am-7pm. Employee schedules adjusted.
- Employee schedules have been staggered in the past. We will maintain varied schedules as one of several ways to encourage social distancing practices.
- All shelving to take place during library closed hours to promote staff safety and social distancing at initial Stage 4 reopening.
- Switch to using end of range shelving carts to facilitate social distancing and shorter shelving intervals.
- After an unspecified time begin shelving during library open hours with smaller footprint end of range shelving carts yielding aisles to the public.
- Employees will take breaks and lunches separately.
- Employees will be provided appropriate Personal Protective Equipment.
- Employees will be encouraged to wear a mask or face covering when social distancing may not be possible.
- 72-hour quarantine of library materials implemented as recommended by the CDC.
- Establish a designated quarantine area for incoming materials from vendors. Staff will wear gloves while unboxing new materials from the shipment and wash hands immediately afterward. Quarantine items for 72 hours. Recycle or throw away the cardboard boxes.
- Staff emptying recycle bins or trash cans should take precaution and wear gloves and/or wash hands afterward when handling collection and disposal.
- Check in operations moved to lower level, leaving two check out stations, 6-ft apart.
- Sorting and organizing shelving carts moved to lower level.
- Employees will follow guidelines outlined in the City of Beaver Dam's *Reopening the Workplace: A Guide for Departments* document.
- Cleaning supplies including hand sanitizers will be available at staff workstations.
- Alcohol prep pads and other electronic cleaning materials will be available at both staff and public workstations.
- Portable cleaning caddies with handles will be available for mobile shelving cart operations.

SERVICES:

- The Library Board, at the June 12th Board Meeting set reopening the Library June 15th to the public with essential services. Temporary library hours at reopening to be Monday-Friday 9am-7pm, reevaluated at subsequent Board Meetings.
- The library board may will meet virtually allowing the public to monitor the meeting in real time.
- Library open hours to be adjusted based on staffing availability.



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- Mailbox Library Service available for patrons to request library items for home delivery through the US Postal Service. Link: <https://bit.ly/MailboxLibraryService>
- The Mailbox Library Service will continue for seniors and other vulnerable patrons after the library reopens. The service will also be available to people who do not yet feel comfortable visiting the library building at reopening.
- Continued expansion of the Digital Library, which provides remote online access to eBooks, audiobooks, comics, digital magazines, music, newspapers, databases, and online classes for personal and professional development.
- Because it is not possible to safely provide public access to newspapers due to contamination and 72- hour quarantine, this service has been discontinued.
- Beaver Dam Community Library current digital newspaper online offerings will be continued. They will be promoted along with BadgerLink newspaper resources.
- Photocopying and scanning equipment available at reopening.
- Tours and group visits by childcare providers and facilities discouraged.
- In-person library programming suspended.
- Virtual programming offered through online platforms.
- Library website reopening section under development
<https://www.cityofbeaverdam.com/egov/apps/document/center.egov?view=item;id=972>
- Customers encouraged to access services and information by phone, email, and text.
- Remote genealogy and local history reference service available by phone or email.
- Genealogy Hotline phone line and genealogy email added to assist with remote reference service.
- Self-service microfilm readers are not available for research. Researchers may submit a genealogy or local history research request for assistance.
- Additional email addresses added to facilitate user access to the Mailbox Library Service and the Youth Services Department.
- Temporarily amend existing Library policies as deemed necessary including specific details related to the Pandemic.
- Determine what temporary procedures are needed for services not typically offered. Examples include virtual reference/readers advisory, and distanced computer assistance in early phases of reopening, but other procedures may need to be modified as services are restored.

STATEWIDE & SYSTEM SERVICES:

Information regarding statewide delivery per the *Wisconsin Public Libraries Reopening Guide*:

What information is there about the resumption of statewide resource sharing via ILL/WISCAT and statewide delivery?

The resumption of regular statewide delivery and ILL/WISCAT services will be a collaborative decision between statewide delivery providers and WISCAT staff.

- WISCAT interlibrary loan not available for physical materials.
- It is still possible to place WISCAT requests for nonreturnables such as articles.



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THE FACILITY:

- Library browsing displays removed to improve traffic flow.
- Wall decals or signs reminding customers and staff to maintain social distancing in areas where people congregate will be placed in the building.
- Tempered glass enclosures in process of being added to the main check out desk, Information Desk, and Youth Services Desk.
- Patrons are encouraged to use self-check stations to limit person-to-person contact.
- Youth Services Desk area moved to a more secure location allowing for exit into workroom.
- In-desk library material return closed.
- Locked enclosed return bin(s) for books and other library materials used.
- Sneeze guard plexiglass shields placed in center of tables where applicable.
- Touchless trash containers already in place.
- Signs promoting preventing the spread of virus posted.
- Library seating rearranged to allow for social distancing.
- Seating limited to reduce capacity and prevent the spread.
- Youth Education Game Stations, puzzles and other high touch activities removed.
- To promote social distancing with internet computers, four of the 10 stations will remain available, 6-ft apart.
- Daily public internet time per patron will be reduced to 45 minutes.
- OPAC's (online public access catalog) to be reduced and social distanced, 6-ft apart.
- Courtesy small footprint shopping carts made available to public

BUILDING:

- Environmental improvement opportunities, including heating ventilation and cooling systems (HVAC), will be investigated.
- Library Board approves moving forward with ventilation and air quality improvements at the June 12th Library Board Meeting.
- Wall Mount ADA Barrier-Free Water Coolers will replace the existing two water coolers. Touchless, sensor-activated units are designed for easy use and improved hygiene.
- Correcting non-handicap accessible collection aisles in existence since the building opened will be addressed.
- Installation of an Emergency & Fire Door exit northeast corner of the building in progress.
- Carpet disturbed by removal of walls replaced.