



311 N Spring Street, Beaver Dam, WI 53916 | 920-887-4631 | www.cityofbeaverdam.com/library

Hello, Groups Visiting the Library!

The safety of our patrons and staff is our number one priority. The Library during the current health crisis is operating at a reduced capacity in Stage Four of the COVID-19 Reopening Plan. Offering essential services only with no in-person programming, very limited seating, masks required, and social distancing in place. Prolonged visits and socializing is discouraged at this time as we strive to provide a safe environment for visitors of all ages.

Reduction of occupancy (number of people in the library at any given time) is an important factor in our plan. I am, therefore, respectfully requesting for the safety of all those visiting the library that:

1. Your organization make library visits safer for all by limiting the numbers to **no more than 5 people** at a time, and/or
2. Utilize the Library Mailbox service to request items for your members or clients. Contact the Information Desk 920-887-4631 ext. 108 or email mailboxlibrary@beaverdamlibrary.org for details.
3. Call ahead and speak to a Librarian prior to your visit to find out if now would be a good time to visit the library,
4. Call the Information Desk at 920-887-3631 ext. 108 for your information research needs.

In past times of hardship, libraries have been the place people rely on to get them through. With this unprecedented health crisis, the Beaver Dam Community Library is needed now more than ever. Our library continues to assist the public with services they rely upon, virtually, digitally, and in-person. We have been here every step of the way to help support and enrich the lives of Beaver Dam residents.

Your organization's cooperation is necessary to ensure that the Library can continue to keep the facility doors open in as safe a way as possible.

Thank you in advance,

Sue Mevis, Library Administrator
smevis@beaverdamlibrary.org or call 9209-887-4631 x101

Anyone not following established safe policies set forth in our Reopening Plan may be asked to leave the facility. If you or any person in your group is not feeling well, please remain home for the safety of everyone.