

Library Reopening Plan

June 2020

*Last Updated
2/1/2021*



Virtual
Summer
Reading
Program



Digital
Library



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 the 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 at a moment's notice.

Adopting best practices and industry standards when applicable support the basis for the plan. The WEDC Public Facility Reopening Guide, Wisconsin Public Libraries Reopening Guide-Wisconsin Department of Instruction Division for Libraries and Technology, 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 for necessary library operations and/or remote services. Depending on the situation, remote services that do not require direct public contact may continue. Library Administration prepares for moving to other stages as the situation changes.

Stage 4

In Stage 4, the Library building is open to the public. Masks required for entry. Essential services provided include browsing and check out of materials, limited public Internet, and Wi-Fi access. Alternative services, including contactless pickup, mailbox library service, and librarian selection service continue. No in-person programming or prolonged socializing.

Stage 5

With safety measures in place, open the library to the public with a gradual increase in services and programming. Every community in Wisconsin is unique and all library decisions are made by local library boards per Wisconsin Library Statute 43.58, Powers, and duties of the Library Board.

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

Library Board Library Service & Hours Open Decision Reverse Order Timeline:

At the December 18, 2020, Zoom Meeting, Library Board President Jim Flynn asked Library Administrator Sue Mevis to provide a Library Services update. Sue said Mayor Becky Glewen called her before the meeting to touch base on the city building closures. The Mayor's thoughts mirrored



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her own which would be to continue the Library building closure in January. Dodge County health numbers are still not great Sue said and gatherings are likely to spike over the holiday. She and Jana Stephens the Watermark Administrator talked earlier this week and Jana said she expects to be offering remote only services the first couple of months in 2021. She and the Mayor discussed building reopening factors to consider moving forward that included continuing to monitor the health pandemic, vaccination role out speed, county & statewide cases, testing, hospital, and other considerations.

Library Board member Mary Vogl-Rauscher said she would include education site status as well in the evaluation. She updated the Board on Moraine Park. BDUSD Designee Rob Meyer did the same for the Beaver Dam Unified School District.

Library Board President Jim Flynn asked for further input from the Board and following that requested a library building closure motion and a second. He said he supports keeping the Library building closed in January and expects it could be closed other months as well. **Library Board member Mary Vogl-Rauscher seconded by Vice President Samantha Stam to continue the Library building closure in January as part of the City of Beaver Dam's effort to help slow the spread of COVID-19 with a month-to-month evaluation to continue.**

Library Board President Flynn asked if there were any other remarks. Hearing none he said, "Library Business hours will continue at Monday-Friday 9 am-6 pm and Saturday 9 am-1 pm in January."

At the November 13, 2020, Teleconference Meeting, Motion by Library Board Vice President Samantha Stam seconded by Board Member Jewel to "support the Mayor's Library Building Closure as part of the City of Beaver Dam's effort to help slow the spread of COVID-19 with month-to-month evaluation adding a Contactless Pickup Service option to the Library Service options by November 30, 2020." Library Administrator Sue Mevis said *"Having a Contactless Pickup option join the Library Mailbox Service has been on her radar. The steps to make this service happen will be put into place as soon as possible."* **With no comment or discussion, the ayes have it and the motion carried.**

Library Board President Flynn asked if there were any other remarks. Hearing none he said, *"Library Business hours will continue at Monday-Friday 9 am-6 pm and Saturday 9 am-1 pm."*

At the September 18, 2020, Teleconference Meeting, the Library Board President Jim Flynn asked Library Board members if they had received any input positive or negative on the hour change approved last month 9 am-6 pm instead of 7 pm weekdays Monday-Friday. Library Board members replied that they had not heard from anyone. **No changes were proposed. Library open hours to continue | 9 am-6 pm Monday-Friday and Saturday 9 am-1 pm.**

At the August 14, 2020, Library Board Meeting by Teleconference, the Library Board set Library open hours to 9 am-6 pm Monday-Friday and Saturday 9 am-1 pm beginning September 1, 2020.

Library Board members said they understood the need to limit the student population in the library at stage 4 of reopening during a health crisis. Available and very limited seating must be kept open for people of all ages who are in the library for library purposes. Discussion turned to how to address the limiting. Board members supported the idea presented by Librarians to request Auxiliary Police assist with dealing with the dispersal of congregating students, entryway assistance clearance and free passage, and outside crowd gathering control.

Library Board members decided the limited public internet workstations should be available for adults only for job searching, filing for unemployment, and other essential activities.



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At the July 17, 2020 Library Board Teleconference Meeting Library Board President Jim Flynn asked for input from Library Board members on extending Library open hours to include Saturday morning. Librarians said that business on weekdays drops off after 6 pm. **Saturday 9 am-1 pm hours were added to the Library's open schedule starting July 25, 2020. Weekday hours to remain 9 am-7pm Monday-Friday. Library hours to continue to be evaluated at monthly Board Meetings.**

At the June 12, 2020 Library Board Teleconference Meeting set reopening the Library to the public Monday, June 15, 2020, with essential services. Hours at reopening to be Monday-Friday 9 am-7 pm, to be reevaluated at subsequent Board Meetings. The Mailbox Library Service continued for seniors, other vulnerable patrons, and those not yet ready to visit the library in person.

Library Board also approves moving forward on the installation of a GPS ionization system at the Library that integrates with the existing heating, ventilation, and cooling (HVAC) systems. Installer notes include the following: "The systems operating within the library HVAC equipment assist with breaking down odors, contaminants, and some viruses. While these systems are designed to help provide a cleaner indoor air environment, it is important to note that installation does not guarantee no one in the building will get sick."

At the May 15, 2020 Teleconference Meeting the Library Board following a lengthy discussion voted to delay the Library reopening decision to the June 12, 2020 Library Board Meeting, at which time the Library Board would be able to reassess the library's reopening in a more informed manner.

April 30, 2020 Library begins offering Mailbox Library Services to all Beaver Dam Community Library cardholders. Library staff begins accepting requests for materials thru the online catalog and proceeds to mail out hundreds of books, movies, music CDs, audiobooks and more. Online resource availability along with virtual programming continued to be offered.

April 18, 2020 Library determined that curbside delivery being offered by some libraries would not be a safe method of delivery for the library in Beaver Dam. It was determined by the administration that the library could not comply with the provisions of Safer at Home Emergency Order 28 curbside service to its patrons' guidelines. Building and access points to it were not suitable and could not be met.

April 14, 2020 Library Board Meeting cancelled.

Beginning March 16, 2020 Library patrons encouraged to use the various online opportunities available during closure. Librarians respond to requests for assistance in accessing the digital library and virtual programming. It was noted that the Library was looking forward to once again providing in person service as soon as it is legally and safely possible.

March 14, 2020 the Library Administrator, Sue Mevis after consulting with the Library Board President closed the Library, date to reopen to be determined by the Library Board. Decision to close based on known facts about COVID-19 Pandemic at that time.

At the March 13, 2020 Library Board Meeting Library Administrator, Sue Mevis distributed a copy of the **Dodge County HHS Coronavirus Fact Sheet: Know the Facts about Coronavirus Disease 2019 (COVID-19)** released 2/28/2020 by Dodge County Human Services & Health.

The Library Administrator said that following receipt of the Coronavirus Fact sheet **all programs through April 15th were cancelled** to protect the health of the community and library staff. Minimizing gatherings to mitigate the spread of the disease as recommended by the fact sheet. She distributed a Library Response document that was posted on the Library's website. The document is



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updated as conditions change. Library Board members will be kept informed of changing circumstances by email and/or phone at times moving forward.

Mayor City Service Decision Timeline:

November 13, 2020- Mayor Becky Glewen shared *“at mid-month of November COVID-19 concerns continue to intensify. She has had numerous conversations with the hospital, school Superintendent as well as other county public health officials. It is my decision, due to the continuing escalation of COVID numbers **that city buildings will remain closed to the public thru December 31st**, excluding City Hall. City Hall will reopen the backside parking lot entrance on November 30th to allow the public access to bill-paying during tax season. We will continue to monitor the pandemic outbreak monthly, determining whether buildings reopen or remain closed.”* The Mayor said, *“she appreciates the Library Board and Employee’s help in continuing to provide library services to the public during a health Pandemic. She would like the Library to offer a Library Pickup option in addition to the Mailbox service moving forward.”*

November 2, 2020 - All City of Beaver Dam Municipal Buildings Closed to the Public. The rapidly rising number of active COVID-19 cases in Dodge County caused Beaver Dam Mayor, Becky Glewen to reevaluate walk-in counter services at City Hall, Municipal Services, The Watermark Community & Senior Center, and the Library. City of Beaver Dam public buildings will be closed November 4-28. Click [here](#) to read the complete memo. The health and safety of our staff and community is our highest priority.

August 3, 2020 – Resolution No. 98-2020 Regarding City Policies on the Use of Face Masks Presented and adopted by the City of Beaver Dam Common Council. Implements face mask wearing in all City buildings by all members of the public five (5) years of age and older and by all City staff when they are in a room or common area and are unable to be distanced six (6) feet apart with other City staff or whenever they have contact with members of the public. Click [here](#) to read the complete resolution.

March 18, 2020 – Resolution No. 45-2020 Approving a Declaration of Emergency for the City of Beaver Dam by the Mayor in Response to the COVID-19 Coronavirus Declared. Presented to the City of Beaver Dam Common Council and adopted March 18, 2020. Mayor authorized and directed with Federal, State, and other local authorities, to take all reasonable and necessary steps to prevent exposure to and/or spread of the COVID-10 coronavirus with the City of Beaver Dam. Click [here](#) to read the complete resolution.

LIBRARY REOPENING STEPS:

THE WORKPLACE:

- On February 1, 2021, the library building reopened to the public offering regular in-person services and will continue all remote services.
- On November 4, 2020, the library building was closed to the public. Remote services including Contactless Pickup, Mailbox Library Service, Grab and Go materials, Take and Make kits, Virtual Programs, Remote Reference, and Digital Library. Reopening the library to the public will be evaluated monthly basis.
- Employees will begin working onsite preparing for reopening on June 1 between the hours of 9:00 am-3:00 pm, Monday through Friday.



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- 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.
- 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. 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.

SERVICES:

- The Library Board, at the June 12th Board Meeting set reopening the Library June 15th to the public with essential services. Library hours at reopening to be Monday-Friday 9am-7pm, reevaluated at subsequent Board Meetings.
- Library open hours to be adjusted by Supervising Librarians based on staffing availability.
- The library board to meet virtually allowing the public to monitor the meeting in real time.
- The use of conference calls and video conferencing will be strongly encouraged. If an in-person meeting is required, appropriate social distancing will be required.
- Library open hours to be adjusted based on staffing availability.
- 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.



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- 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 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.
- Collaboration, prolonged conversation, and lingering in the library discouraged.
- Tours and group visits by childcare providers and facilities discouraged.
- In-person library programming suspended.
- Virtual programming offered through online platforms.
- Take and Make kits for all ages made available through contactless pickup and mail.
- Library website reopening section developed
<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:

- Our library is not borrowing or lending physical items through WISCAT at this stage of library reopening.
- It is still possible to place WISCAT requests for unreturnables such as articles.

THE FACILITY:

- Intention is that visits are brief, and services do not encourage gathering or extended stays.
- Safety of our patrons and staff is our number one priority. Anyone not following established safe policies set forth may be asked to leave the facility. If you or any person in your household is not feeling well, please remain home for the safety of everyone. (from WI Reopening Guide).
- The Library Administrator said that statements are being added to Rules of Conduct and



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other policies, referencing the Reopening Plan and/or temporary amendments as recommended by the Wisconsin Public Libraries Reopening Guide.

- 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. Installation complete.
- Wall Mount ADA Barrier-Free Water Coolers replaced 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.
- Digital Messaging Monument Sign approved by Library Board at the July 17th Board meeting. Studies show that digital signage can reduce printing and material costs, leading to streamlined and speedier messaging.