

TO: Library Board
FROM: Director and Jessica Bergin, Library Director
DATE: 5/19/2020
RE: Plan for Re-Opening and Continued Operations during COVID-19 Pandemic



1. Staff returns to regular hours beginning 5-18-20 due to end of City's Emergency Declaration providing paid time off for staff due to facility closures/reductions in service.
2. Adopt DPI Guidelines for Reopening WI Public Libraries (attached).
3. Library Service Level 3 (see DPI Guidelines) to begin May 26.
 - a. Library open regular hours with regular services, fully staffed.
 - b. In-person library programs will be approved by Library Director on a case-by-case basis if they can be done following safety protocols and staff is comfortable doing so.
 - c. Number of patrons in building at one time to be limited to 10. Alley-side entrance will not be used during this time.
 - d. Some furnishings/computers stored to encourage proper social distancing. Patron computer time will be limited, since we will have fewer computers in use.
 - e. Staff and patrons encouraged to use PPE and recommended hygiene practices. Library will install protective barriers around service desks to protect staff. Library will post advisory signs about PPE and hygiene practices. WEDC Guidance on Preparing WI Workplaces for COVID-19- Public Facilities (attached) practices and procedures will be followed to the best of our ability.
 - f. If needed, Director may limit amount of time patrons may be in building.
 - g. Curbside service will continue to be available.
 - h. Allow but not require online attendance for staff and board meetings.
4. Library Service Level 4 and 5 (see DPI Guidelines) to begin on dates deemed appropriate by Library Director, based on City, County, State, or Federal agency reports/recommendations.
5. Library may be closed on short notice by Library Director, if there is a resurgence of the virus in our community or other issues related safety/health issues arise, based on City, County, State, or Federal agency reports/recommendations.