

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

LIBRARY BOARD

Monday, June 15, 2020 * 9:00am * Park View Room

AGENDA

- 1. Call to order**
- 2. Approval of Agenda**
- 3. Discussion of draft library reopening plan**

Documents:

[DRAFT reopening plan phase one.pdf](#)

- 4. Adjournment**

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk, Mary S. Stredni, at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

The Elm Grove Public Library (EGPL) will open to the public beginning June 24th. EGPL Phase 1 plan takes into consideration user-related statistics and is guided by the Wisconsin Department of Public Instruction's (DPI) Division for Libraries and Technology¹ and the Centers for Disease Control and Prevention for this plan. Due to the nature and ongoing changes of the pandemic and available information, this plan is subject to change.

Background patron information: The EGPL user community is composed of patrons from both Elm Grove and several communities outside the village and the county:

- Patrons from 31 communities outside of Elm Grove are registered for library cards at EGPL.
- During the first six months of 2019, patrons from 37 communities outside of EG checked out over 22,000 items, and EG residents checked out over 31,000 items.
- During summer 2019, an average of over 8,700 patrons visited the library each month, equaling over 330 patrons per day.
- During summer 2019, an average of 415 items were checked out per day.
- During summer 2019, EGPL librarians received an average of 25 reference questions per day.

Phase 1 Timeframe: On June 24th, EGPL will open to the public with limited hours, capacity and services, which will be reevaluated as needed. Hours for this first phase are Monday, Tuesday, Wednesday, Friday: 10am-4pm, and Thursday, 10am- 6pm. The days and hours of operation are limited for several reasons, including the need to quarantine returned and browsed materials.

Reduced Capacity: Phase 1 will allow 11 people (in addition to staff) into the library at any one time. This number is based on the WI DPI's occupancy calculator. In our experience, this should not normally restrict access on most days. As we gain experience with the reconfigured layout and usage patterns, we expect to be able to adjust this number if needed. No time limits are suggested but could be considered if experience warrants.

Staff:

- Return to work selected staff
- EGPL staff will daily self-screen and stay home if symptomatic. Staff will regularly wash hands with soap and water, use hand sanitizer and wear masks in the library.
- Staff will regularly clean door handles, keyboards, countertops and other high-touch surfaces
- Returned and browsed materials to be placed in designated carts quarantined for 72 hours in accordance with the current DPI recommendations. No such materials will be disinfected beyond quarantine.
- A staff member will be assigned to count entries and assure capacity limit is not exceeded

Preparation:

- Hand sanitizing stations are being acquired and will be available throughout the library for patron use.

¹ DPI Reopening Guide for Wisconsin Public Libraries

- A supply of masks has been purchased. Masks will be encouraged and offered for free to those who don't have them.
- Plexiglass shields have been acquired and will be installed at the circulation and reference desks, since six-foot distancing is not always possible in patron-staff interactions.
- Carts with signage or labels will be located in the stacks for collection of used materials not checked out of the library. Signage will advise patrons that collections have not been disinfected. Signage will also request that patrons place all browsed materials in the designated carts for quarantine.
- The children's story time room and play area will be cordoned off for use of quarantining materials and for furniture storage.
- Some chairs in the adult and YA areas will be blocked or removed to encourage socially distanced seating.
- The study room will be closed for furniture storage and inability to socially distance inside the room.
- CDC signage regarding social distancing, symptoms of COVID-19 and measures to help prevent the spread of COVID-19 will be placed throughout the library and additional signage will be placed in the entryway.
- Brochure racks will include signage indicating that the materials haven't been disinfected.
- Hand wipes have been purchased and will be provide to patrons using keyboards and headphones at the public computers.
- Signage will be placed near newspaper and magazine collections indicating that these items are not disinfected.

Materials:

- All returned and delivered materials will be placed in quarantine for 72 hours, as well as those materials used by the public on library premises and deposited on designated carts.
- Signage will be placed at cordoned-off quarantine areas indicating these items are not available.

Phase 1 Services:

- Curbside delivery will continue to be offered by appointment.
- Drive-up book drops continue to be open as normal.
- Regular circulation and reference services will be available.
- Browsing of all collections will be available.
- All online resources will be available as normal.
- Three public computers in the adult area will be available. These will be periodically cleaned but are not disinfected. An appropriate sign will be positioned so users will be aware of this before deciding whether to use.
- In-person library programs are canceled through July, with the exception of one outdoor children's program.
- A virtual summer reading program, "Beanstack", will substitute for the regular summer program.
- We will ask patrons to place library cards and items to be borrowed on the circulation counter for scanning.

DRAFT