



Julie Milavec &lt;jmilavec@dglibrary.org&gt;

## Continued Preparations for Library Reopening Phase 3, Limited Public Service, Limited Hours

3 messages

Julie Milavec <jmilavec@dglibrary.org>  
To: All Staff <staff@dglibrary.org>  
Bcc: libraryboard@dglibrary.org

Wed, Jun 24, 2020 at 2:48 PM

Hello all,

I have to start with huge praise for all of you who are working hard on Curbside Pickup! You are amazing, handling new record numbers of cars time and again, beating the heat, dodging the raindrops, and enduring the deluge! I could not be more proud of how you have made this service such a success. Thank you for living our Customer Service Promise every day.

Planning for Library Reopening Phase 3, Limited Public Service, Limited Hours continues. At today's Managers and Supervisors meeting, we reviewed the plan and made additional decisions about reopening to the public on Monday, July 6 and staff preparations in the lead up to that date. This is **not yet for public announcement**. We anticipate the public announcement to be made next week. **The talking points for the public are still to remind them to watch the webpage, enews, and our social media for the announcement and that more information, including a detailed statement, can be found on our COVID-19 webpage.** We are working on a Reopening FAQ that will include all of the details about reopening rules for the public, staff expectations, talking points, etc.

In readying ourselves for reopening, there are a few points of which all staff need to be aware:

- All COVID-19 information is being housed on the P drive in the Shared Staff Information, COVID-19 folder. The latest information will be available in that location, allowing access for all staff who will be working more in-library shifts. The Reopening FAQ will be posted there and distributed to staff via email. Please read the Reopening FAQ documents as soon as possible after you receive it.
- Effective immediately, staff are no longer expected to complete the Staff Log - Working in Building to track areas visited in the library at the end of each shift. With many staff now working full shifts in-library, we are no longer able to separate shifts. We will be tracking who is in the building by schedule.
- All staff are expected to work full hours (in-library, telecommuting, or a combination approved by your manager or supervisor) no later than July 6.
- An online, mandatory meeting for In Charge staff will be held on Wednesday, July 1 from 2:00 p.m. to 3:00 p.m. An invitation for this Zoom webinar will be sent to In Charge staff later this week. All In Charge staff must either attend or view the recording before July 6. This is your opportunity to ask questions about In Charge and reopening. This meeting will take the place of the Quarterly In Charge Meeting scheduled for July 14.
- An online, mandatory all staff meeting will be held on Thursday, July 2 from 11:00 a.m. to noon. An invitation for this Zoom webinar will be sent to All Staff later this week. All staff must either attend or view the recording before July 6. This is your opportunity to ask questions about reopening plans.

I appreciate your support of me and the management team as we do our best to ensure that DGPL is fully prepared for reopening to the public. I could not have weathered this unprecedented time as your library director without your support. My father's terminal cancer diagnosis continues to take my time and focus away from the library. I know I can count on you to keep serving our community and fulfilling DGPL's Customer Service Promise. When we reopen to the public, I am confident that we will do so in a way that will meet our community's needs while protecting the health and safety of all involved. Thank you for being such an awesome team!

Stay safe, stay healthy, and be well.

Bcc: Board of Library Trustees

**Julie M. Milavec** | Library Director  
Pronouns: she, her, hers

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**Cindy Khatri** <ckhatri@dglibrary.org>  
To: Julie Milavec <jmilavec@dglibrary.org>

Wed, Jun 24, 2020 at 4:25 PM

Hey Julie,

Just to keep you in the loop: I'm finalizing the press release and should have it done by tomorrow. Brian is then going to go through and edit and make sure I'm not missing anything. After that we'll send it your way for one last review and send it out to everyone on Monday the 29th. :)

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**Cindy Khatri** | Public Relations Manager  
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**Julie Milavec** <jmilavec@dglibrary.org>  
To: Cindy Khatri <ckhatri@dglibrary.org>

Wed, Jun 24, 2020 at 5:06 PM

Perfect! Thanks!

**Julie M. Milavec** | Library Director  
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