



Julie Milavec <jmilavec@dglibrary.org>

In anticipation of Restore Illinois Phase 5 implementation (possible as soon as June 11)

9 messages

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

Thu, Jun 3, 2021 at 2:19 PM

Hi everyone,

As IL inches closer to Phase 5 in its reopening plan, we want to prepare everyone for the upcoming changes that will occur. In the library, we're going to plan on using two different dates as reopening targets: June 11 (the anticipated Restore Illinois Phase 5 date), and July 5. All of this may change depending on what information comes out when Phase 5 is announced. However, until then, this is what we are planning:

On **June 11** when the state moves to Phase 5:

Masks

- **Patrons** will no longer be required to wear masks in the library except for in the Kids Room. Everyone (adult, kids 2+, staff) in the Kids Room needs to wear a mask until they are eligible for vaccination. Patrons may choose to wear (or not wear) a mask anywhere else in the library. Staff will no longer enforce mask-wearing outside of the KR.
- **Staff members that are vaccinated** will no longer be required to wear a mask unless in the Kids Room. That means all staff members should continue to bring a mask to work and have it ready whenever they go through the Kids Room (including entering/leaving via the staff entrance). In order to be cleared to work without a mask, staff must bring their vaccination card or submit a photo or photocopy to the Administration Office. This information will be confidential and kept in your separate, confidential medical personnel file.
 - Staff that are vaccinated may choose to continue wearing masks until they are comfortable.
- **Staff members that are unvaccinated** will be required to wear masks until the CDC changes their guidelines OR until kids 2+ are eligible to be vaccinated. This decision was made due to the close-quarters in our workrooms and to protect our youngest patrons. We encourage any staff member that is unvaccinated to check out a walk-in vaccination event on June 8 that First Congregational Church (our neighbor) from 9am-4pm for Johnson and Johnson shots. Or, visit dglibrary.org/covid19 for links to schedule a widely available appointment at your local pharmacy.

Services

- The door monitor positions will be removed.
- All regular customer service practices will go back into place, including close-proximity assistance, e.g. walking patrons to materials, assisting with tablets.
- Water fountains and water bottle stations will be available (except for in the KR).
- Study rooms will continue to use the current spreadsheet reservation system.
- Computer usage will go back to normal: eliminating the computer reservation software and COVID-19 time limit. Printing credits will be reduced to \$3 per day.
- Eating/drinking will be allowed in the library (except for in the KR and in the public computer area).

- Video gaming in Teen central will be available.

Kids Room

- Masks are required for everyone (staff, adults, kids 2+) until kids 2+ are eligible for vaccination.
- Social distancing will be encouraged via signage. Staff may take cues from families on their comfort level for how to help them.
- A large sign and boxes of masks will be at the entrance of the Kids Room with information about rules for the area.
- Three socially distanced computer stations will be made available.
- The STEM Room and video gaming will not be available until after SRC.
- Toys/playthings will still be unavailable.
- Plexiglas barriers will remain at the service desk

Building

- All COVID-related signage (outside of the KR) will be removed, including floor markers.
- Most furniture will be reintroduced.
- Tables and plexiglass in front of service desks, and desk dividers, will be removed.
- Cleaning procedures return to pre-pandemic level and schedule
- Cleaning supplies remain available at public service desks, for those who wish to use them.

As of **July 5**, we are aiming to be even closer to normal:

- The cafe will reopen as soon as Curbside is eliminated. This will occur when the Hold Lockers are installed (planned for end of June).
- Quiet Study Room, Media Lab, Training Room will be reintroduced.
- Notary services will resume.
- All public computers will be available.
- In-person Book-an-Expert sessions will resume.
- Printing credits return to \$.50 per day.
- All staff will be expected to do their full hours in the building.

The meeting room will be reintroduced to the public once our staff have put their programs/meetings in first. We anticipate that the meeting room will be reintroduced in the Fall. At that point, we will reintroduce Communico for all study room and meeting room reservations. Staff will receive plenty of notice about the reintroduction of meeting rooms for the public.

Beginning today, you may bring your vaccination card, or submit a photocopy or photo of your vaccination card, to the Administration Office to allow you to go maskless as soon as Restore Illinois Phase 5 is implemented (anticipated for June 11 and provided you are 14 days post-vaccination).

This is a lot of information- please ask your managers if you have questions. We have come a long way since the state shut down in March of 2020. Thank you for remaining flexible throughout this entire process. We appreciate your hard work and dedication to helping DGPL get through this ever-changing process of reopening. We will let you know asap if anything changes!

Stay safe, stay healthy, and be well.

Julie M. Milavec | Library Director

Pronouns: she, her, hers

Downers Grove Public Library

1050 Curtiss Street

Downers Grove, IL 60515

(630) 960-1200 ext. 4300

www.dglibrary.org



Bcc: Board of Library Trustees

Gina Reitsma <greitsma@dglibrary.org>
To: Julie Milavec <jmilavec@dglibrary.org>

Mon, Jun 7, 2021 at 3:10 PM

Hi Julie!

Is this public information to patrons? I've been noticing a lot of patrons asking when we're going to lift the mask requirements. Should I tell them "June 11th," or are we keeping this a secret until it actually happens?

Thanks,

Gina

[Quoted text hidden]

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

Mon, Jun 7, 2021 at 3:47 PM

Hi all,

Upon hearing a lot of staff concern regarding removal of tables and plexiglass barriers all at once, the Management Team decided that the plexiglass barriers may remain when Phase 5 begins (anticipated for Friday, June 11).

Also, I was asked about telling patrons about the changes and if this information was secret. It is not a secret. The official news releases, social media posts, etc. will go out on Friday, June 11. As we have seen in the past, if we announce changes before they are implemented, people come in thinking they are already in place. So the best answer for anyone asking when the mask mandate will be lifted is: "On Friday, when the state enters Phase 5, masks will be required for EVERYONE in the Kids Room, but optional for patrons in the rest of the library."

Stay safe, stay healthy, and be well.

Julie M. Milavec | Library Director

Pronouns: she, her, hers

Downers Grove Public Library

1050 Curtiss Street

Downers Grove, IL 60515

(630) 960-1200 ext. 4300

www.dglibrary.org



[Quoted text hidden]

Joy Matteson <jmatteson@dglibrary.org>
To: Julie Milavec <jmilavec@dglibrary.org>

Mon, Jun 7, 2021 at 3:49 PM

I appreciate the clearer language for patrons, thanks Julie. Probably fielded 5-6 questions about masks today.

[Quoted text hidden]

--

Joy Matteson

Adult and Teen Services Librarian

Downers Grove Public Library

Pronouns: she/her/hers

Karen Bonarek <kbonarek@dglibrary.org>
To: Julie Milavec <jmilavec@dglibrary.org>

Mon, Jun 7, 2021 at 4:02 PM

Thank you, Julie!!

[Quoted text hidden]

--

Karen Bonarek | Adult Program Coordinator

Adult & Teen Services

Downers Grove Public Library

Reading: Steelheart by Brandon Sanderson

Watching: Psych

Service Circulation Desk <servicecircdesk@dglibrary.org>
To: Julie Milavec <jmilavec@dglibrary.org>

Tue, Jun 8, 2021 at 11:14 AM

GOOD NEWS!

JR//circ

[Quoted text hidden]

Lizzie Matkowski <lmatkowski@dglibrary.org>
To: Julie Milavec <jmilavec@dglibrary.org>

Thu, Jun 10, 2021 at 3:19 PM

Hi Julie,

Amanda and a few other staff wanted me to ask if we can keep the Quiet Study room as a workspace until the end of the summer so they can finish out the major make and take projects in there. I said I'd bring it up with you. I'm not sure where else they can work, unless we keep the teen gaming area closed or something?

Lizzie Matkowski | Adult & Teen Services Manager

Pronouns: she, her, hers

Downers Grove Public Library

[1050 Curtiss Street](#)[Downers Grove, IL 60515](#)

630-960-1200 ext. 4247

[dglibrary.org](#)**Reading:** Love In Color by Bolu Babalola**Listening:** Office Ladies Podcast**Playing:** Mass Effect Legendary Edition

[Quoted text hidden]

Julie Milavec <jmilavec@dglibrary.org>
To: Lizzie Matkowski <lmatkowski@dglibrary.org>

Fri, Jun 11, 2021 at 9:18 AM

I thought we'd already said we'd keep it closed through the end of Summer Reading. at least? So yes ☺

Julie M. Milavec | Library Director

Pronouns: she, her, hers

Downers Grove Public Library

1050 Curtiss Street

Downers Grove, IL 60515

(630) 960-1200 ext. 4300

[www.dglibrary.org](#)

[Quoted text hidden]

Lizzie Matkowski <lmatkowski@dglibrary.org>
To: Julie Milavec <jmilavec@dglibrary.org>

Fri, Jun 11, 2021 at 9:23 AM

Yes, that's what I thought, too! but Amanda interpreted your all staff email as including the quiet study room in the July 5th wave of returning services. I told her I'd clarify with you because I could see the panic happening.

Lizzie Matkowski | Adult & Teen Services Manager

Pronouns: she, her, hers

Downers Grove Public Library

[1050 Curtiss Street](#)[Downers Grove, IL 60515](#)

630-960-1200 ext. 4247

[dglibrary.org](#)**Reading:** Love In Color by Bolu Babalola

11/9/21, 10:59 AM

Downers Grove Public Library Mail - In anticipation of Restore Illinois Phase 5 implementation (possible as soon as June 11)

Listening: Office Ladies Podcast

Playing: Mass Effect Legendary Edition

[Quoted text hidden]