



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

## Preparing for Library Reopening Phase 3, Limited Public Service, Limited Hours

11 messages

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

Thu, Jun 11, 2020 at 1:16 PM

To: All Staff &lt;staff@dglibrary.org&gt;

Bcc: "libraryboard@downersgrovelibrary.org" &lt;board-of-trustees@dglibrary.org&gt;

Hello all,

Take a deep breath with me. We're ready to take the next step. We've been waiting since March 14 to reopen the library building to the public. At Wednesday's management team meeting, we decided to target Monday, July 6 to reopen to the public. The week of Monday, June 29, we will begin scheduling more in-library shifts for staff to prepare for the reopening.

This is **not yet for public announcement**. This is for you, as staff members, to be able prepare, ask questions, and keep up with new procedures and training as it becomes available. **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](#).**

Over the next two weeks, the management team will be making more decisions on this, but here's what we have to start (subject to change as planning progresses) for Limited Public Service, Limited Hours, beginning Monday, July 6:

- Hours of operation will be Monday-Friday 10:00 a.m. - 7:00 p.m., Saturday 10:00 a.m. - 4:00 p.m., Sunday 1:00 - 4:00 p.m.
- Staff shifts will extend before and after hours of operation to allow for shelving of materials and other public area tasks to be done while we are closed to the public. Generally, those hours will be Monday-Friday 8:00 a.m. - 9:00 p.m., Saturday 8:00 a.m. - 5:00 p.m., Sunday 1:00 - 5:00 p.m.
- Curbside Pickup will continue on the new schedule of hours of operation.
- The Curtiss Street entrance will be closed to the public. The lobby/hall area, up to and including the cafe, will be closed to the public to accommodate Curbside.
- Building capacity will be limited, total TBD. Each area will also have a posted capacity (Kids Room, Magazines, etc)
- Patrons will be asked to limit their visits to 1 hour per day per person.
- Patrons will be required to wear masks. Vulnerable populations are asked to utilize Curbside or home services (date of relaunch TBD).
- PCs will be available by appointment only, one 45 minute appointment per day per person. Theoretically, a walk up would be allowed if an appointment were available at that time.
- Kids 12 and under must be accompanied by an adult. Adults will be asked to closely monitor their children's social distancing at all times in the library.
- All seating, except at public PCs, will be removed from the public floor.
- All toys have been removed from the public floor and play areas closed.
- Periodic reminders of health and safety measures will be made over the PA. There will be lots of new signs, including the directional floor signs.
- The Meeting room, quiet room, and conference rooms are closed to the public. The quarantined items and chairs from public areas have to go somewhere!
- Study rooms will be used as individual staff workspaces.
- Sneeze guards have been added to public service desks. Plexiglas partitions are on order for between workstations in workrooms.

I know you will have lots of questions. The management team and I will do our best to get you answers. Your questions may help us identify things we had not yet considered, so do not hesitate to ask, especially if it's something that's not in the [RAILS reopening guidelines](#) or something unique to our building! There are a lot of details to figure out, from drinking fountains (no, yes to touchless bottle fillers) to one-way aisles (still under debate). A virtual all-staff meeting is being planned for Monday, June 29 (time TBD), to be recorded and made available for later viewing, that will include training information and an opportunity for you to ask questions.

It is important to note that these are self-imposed deadlines. If planning and training takes longer than expected, these dates may change. We ask your help in allowing that flexibility. The dates are **not yet for public announcement**. **The talking points for the public remain: watch the webpage, enews, and our social media for the announcement and more information, including a detailed statement, can be found on our [COVID-19 webpage](#).**

Thank you for your patience with me over the past few weeks, as a serious health issue in my family has taken a considerable amount of my time and focus away from the library and will continue to do so. 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.

You have been so amazing throughout this pandemic: adapting, being flexible, figuring things out, and most of all, supporting each other. We made Curbside Pickup a success and can make this a success too. Thank you for making this crazy, uncertain time easier by knowing we are in this together. When I look for the helpers, I see you.

Stay safe, stay healthy, and be well.

Bcc: Board of Library Trustees

**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](http://www.dglibrary.org)



---

**Sandra Feuillan** <sfeuillan@dglibrary.org>

Thu, Jun 11, 2020 at 1:47 PM

To: Julie Milavec <jmilavec@dglibrary.org>

Cc: All Staff <staff@dglibrary.org>

Thank you Julie for the update. I'm ready to tackle the next phase. You and the management team have been doing a terrific job of working things out and keeping us all informed during this whole time.

Sandy

[Quoted text hidden]

---

**Kathryn Hoos** <khoos@dglibrary.org>

Thu, Jun 11, 2020 at 1:54 PM

To: Sandra Feuillan <sfeuillan@dglibrary.org>

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

I am ready also.

Kitty

[Quoted text hidden]

--

Kitty Hoos

Circulation Services

Supervisor

Downers Grove Public Library

630-960-1200 x4267

---

**Karen Neal** <kneal@dglibrary.org>

Thu, Jun 11, 2020 at 2:24 PM

To: Kathryn Hoos <khoos@dglibrary.org>

Cc: Sandra Feuillan <sfeuillan@dglibrary.org>, Julie Milavec <jmilavec@dglibrary.org>, All Staff <staff@dglibrary.org>

I'm ready too.

The Downers Grove Public Library is closed due to covid-19. I will continue to answer emails in a timely manner.

Karen Neal

Adult and Teen Services Librarian

Downers Grove Public Library

[kneal@dglibrary.org](mailto:kneal@dglibrary.org)

What I'm reading: *Rough Magic: Riding the World's Loneliest Horse Race* by Lara Prior Palmer

What I'm listening to: *The Guernsey Literary and Potato Peel Pie Society* by Annie Borrows

[Quoted text hidden]

---

**Regina Hartnett** <rhartnett@dglibrary.org>  
To: Sandra Feuillan <sfeuillan@dglibrary.org>  
Cc: Julie Milavec <jmilavec@dglibrary.org>, All Staff <staff@dglibrary.org>

Thu, Jun 11, 2020 at 2:53 PM

Me too, let's do it. 😊

On Thu, Jun 11, 2020 at 1:47 PM Sandra Feuillan <sfeuillan@dglibrary.org> wrote:

[Quoted text hidden]

---

**Kathryn Moran** <kmoran@dglibrary.org>  
To: Julie Milavec <jmilavec@dglibrary.org>  
Cc: All Staff <staff@dglibrary.org>

Thu, Jun 11, 2020 at 7:56 PM

Julie,

Thank you to you and the management team for all your work and information since our closing on March 13th. I am sure it has been challenging.

I may have missed this but will the computer area be available to patrons, but more spaced out? Patrons have been asking.

Thank you again for everything.

Kathy

[Quoted text hidden]

---

**Kevin Montgomery** <kmontgomery@dglibrary.org>  
To: Kathryn Moran <kmoran@dglibrary.org>  
Cc: Julie Milavec <jmilavec@dglibrary.org>, All Staff <staff@dglibrary.org>

Fri, Jun 12, 2020 at 6:41 AM

I'm NOT ready...but I'll act as if I AM!

[Quoted text hidden]

--

KEVIN

---

**Julie Milavec** <jmilavec@dglibrary.org>  
To: Kathryn Moran <kmoran@dglibrary.org>  
Cc: All Staff <staff@dglibrary.org>

Fri, Jun 12, 2020 at 9:37 AM

PCs will be available by appointment only, one 45 minute appointment per day per person and socially distanced (one per table in Computer area upstairs).

**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](http://www.dglibrary.org)



On Thu, Jun 11, 2020 at 7:55 PM Kathryn Moran <kmoran@dglibrary.org> wrote:

[Quoted text hidden]

---

**Julie Milavec** <jmilavec@dglibrary.org>  
To: Kevin Montgomery <kmontgomery@dglibrary.org>  
Cc: Kathryn Moran <kmoran@dglibrary.org>, All Staff <staff@dglibrary.org>

Fri, Jun 12, 2020 at 9:37 AM

Fake it 'til you make it, Kevin!

**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](http://www.dglibrary.org)



[Quoted text hidden]

---

**Cindy Khatri** <ckhatri@dglibrary.org>

Fri, Jun 12, 2020 at 9:47 AM

To: Julie Milavec <jmilavec@dglibrary.org>

Cc: Kevin Montgomery <kmontgomery@dglibrary.org>, Kathryn Moran <kmoran@dglibrary.org>, All Staff <staff@dglibrary.org>

Please remember that the public message as of right now is 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](#).**

If a patron asks, please do not give them details of the reopening plan just yet. There are too many things that can change and word spreads fast! As soon as PR announces to the public, I'll send an all-staff email to let you know.

[Quoted text hidden]

--

**Cindy Khatri** | Public Relations Manager

Pronouns: she, her, hers  
Downers Grove Public Library  
[1050 Curtiss Street](#)  
[Downers Grove, IL 60515](#)  
(630) 960-1200 ext. 4296  
[www.dglibrary.org](http://www.dglibrary.org)

---

**Kathryn Moran** <kmoran@dglibrary.org>

Fri, Jun 12, 2020 at 2:28 PM

To: Julie Milavec <jmilavec@dglibrary.org>

Cc: All Staff <staff@dglibrary.org>

Julie,

Thank you for the computer area information.

Kathy

[Quoted text hidden]