

Reopening Plan
Updated July 10, 2020

August 3rd – Limited Opening

- a. Library building will be open to the public for limited services on the following schedule:
 - i. Monday-Thursday: 10:00 a.m.-7:00 p.m.
 - ii. Friday-Saturday: 10:00 a.m.-4:00 p.m.
 - iii. Sunday: closed
- b. Proposed hours provides service at peak times while avoiding scheduling staff onsite during slower periods, such as 7:00pm - 9:00pm and Sundays. Will regularly monitor traffic patterns to meet patron needs.
- c. Previously considered August 17th to coincide with first day of school.
- d. Opening sooner will help patrons get used to the new library routine before school starts
- e. We are trying to offer as many services as we can in the safest way possible
- f. *Only possible if* we are able to get appointment software and PPE/plexiglass sneeze guards in place first
- g. Slow/limited opening in case there's another peak of COVID cases; still convened about current infection rate in our area.

Face masks and door greeters

- a. Decision on patron face masks and door greeter is pending **board** and manager discussion

Floor markings and signs:

- a. Will designate traffic flow and 6-foot social distancing on floors
- b. Use stanchions (movie theater ropes) to divide lobby into in/out traffic flow
- c. Signage will include notes on "Social distancing enforced," "Mask required – masks provided," "No lingering/loitering"

Limit number of patrons:

- a. We will follow the occupancy protocols set forth in Phase 4 guidelines

Available services:

- a. Circulation
- b. Full interlibrary loan service to start July 21st
- c. Library cards
- d. Hold pickup
- e. Notary
- f. Voter registration
- g. Sale of non-food items
- h. Copiers (Adult and Youth)
- i. Scanner (Adult)
- j. Faxing
- k. Laptop stations for Wi-Fi access in Adult (Reading table with one meeting room chair)
- l. Remote printing
- m. Computers will be available by appointment only in Adult and Youth
 - i. Time limit: 30 minutes

- ii. One appointment per patron per day, though staff may extend time for patrons if necessary (long process for completing a job application or unemployment registration, etc.)
- iii. At this time staff will not be able to offer one-on-one technology assistance at computers due to social distancing guidelines, though managers are researching software applications staff can use to provide remote access to help patrons from reference desks to those using our internet computers.
- n. Reference Desks: Adult and Youth Reference desks will be available for questions
- o. Library of Things will be available
 - i. All items would be quarantined for 3 days after being returned
- p. Grab & Go Bags
 - ii. Patrons can call/email to request having a selection of items pulled, and set up an appointment to pick them up (like a vacation bag)
 - iii. Will also create themed book bags available for checkout (collection of dinosaur books, "Who Was" books, etc.)
- q. Texting service implementation deadline is August 31st
- r. Restrooms (upstairs and downstairs)
- s. Drinking fountains – touchless bottle refill only
- t. Soda machine

Services to add incrementally

- a. X-Lab
- b. Passports processing
- c. Photo services
- d. Sale of food items, including k-cups
- e. OPAC
- f. Microfilm reader
- g. Toys/play areas in Youth
- h. AWE computers (at the bottom of the stairs in Youth)
- i. Stacks (browsing the collection)

Discussion on opening the stacks to patrons:

- a. Recommend access to stacks only to staff for now
 - iv. Patrons can ask for items at reference desks; reference staff can bring a selection of books back to the patron
 - v. Any items patron does not take would be placed on a cart to be cleaned before going back on shelf

Discourage patrons from lingering in library to mitigate exposure risk

- a. Remove all seating except for computers in use
- b. Remove chairs from all reading tables
 - i. Wrap caution tape around tables
 - ii. Could also store extra chairs in the stacks (while stacks are available to staff only)
- c. No patron access to study rooms, X Lab, or Teen Area