Library Board Agenda
GREENDALE PUBLIC LIBRARY
Wednesday, May 20, 2020
5:30 p.m.

Community Learning Center Meeting Room, 5647 Broad Street / 5650 Parking Street, Greendale, WI 53129

Enter through CLC Parking Street entrance during Library emergency closure
Virtual access to this meeting available at: https://bit.ly/3fW8rIZ
Or by dialing: +1-408-418-9388, meeting number: 126-905-4847, meeting password: 47336

1)	Call to Order	
2)	Compliance with Open Meetings Laws: A quorum of the Village Board of Trustees may be in attendance but no formal Board action will be taken.	
3)	Public Comments	
4)	Approval of the Minutes: April 15, 2020 regular meeting	ACTION
5)	Approval of Financial Reports:	ACTION
	a) Check Register: April 2020	
6)	Review of Financial Statements:	
	a) Revenues and Expenditures to Actual Comparison: April 2020	INFORMATION
	b) Balance Sheet: March 2020	INFORMATION
7)	Unfinished Business:	
	a) Discuss Library response to COVID-19, including Reopening Plan	ACTION
	b) Consider a motion to adopt Library Financial Procedures	ACTION
8)	New Business:	
	a) Consider a motion to use Fund Balance for facility improvements	ACTION
9)	Informational and Discussion Items:	
	a) Director and Staff Reports	
	b) President's Report	
	c) Foundation/Friends Board Report	
10)	Correspondence	
11)	Public Comments	
12)	Adjournment	

Library Board Minutes
GREENDALE PUBLIC LIBRARY
Wednesday, April 15, 2020

President Amidzich called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:40 PM.

Trustees Present: Amidzich, Dombrowski, Genz, Huberty, Unger
Excused: Jensen
Also Present: Van Klooster- Library Director; Fantetti and Wawer-Library staff

Library Director Van Klooster stated that the Agenda for this meeting had been published in compliance with the Open Meetings Law.

PUBLC COMMENTS

NONE

APPROVAL OF THE MINUTES

Trustee Unger moved, Trustee Dombrowski seconded approval of the April 1, 2020 Special Meeting minutes. Meeting start time and Agenda Item 7 subsection lettering corrected.
Ayes: All   Noes: None   Motion : Carried

APPROVAL OF FINANCIAL REPORTS

Check Register: March 2020
Trustee Dombrowski moved, Trustee Genz seconded approval of the March 2020 expenditures in the total amount of $1,754.25
Ayes: All   Noes: None   Motion : Carried

REVIEW OF FINANCIAL STATEMENTS

a) Expenditures to Actual Comparison: March 2020

Genz advocated for discussion of impacts of continued staff costs in light of likely new revenue losses. Amidzich noted potential costs of layoffs, double taxation due to expense of paying unemployment insurance for any affected employees. Dombrowski suggested no action be taken until the Village has made decisions about other departments. Huberty said library readiness to reopen could be compromised if staff are laid off. Van Klooster said two library staff are taking voluntary unpaid leave, which will show some savings. He said expenses could be trimmed by reductions in library materials spending, since no materials were circulated for almost 2 months.

b) Revenue to Actual Comparison: March 2020

Genz asked if the library had a contingency plan for lost revenue. Van Klooster said there is not since there is no way to estimate the impact on fine revenue, the revenue source most affected by reduced circulation of materials.

c) Balance Sheet: March 2020

UNFINISHED BUSINESS

a) Library response to COVID-19

Van Klooster referred members to the Director and Staff memos included in this month's packet. He highlighted the DPIs advisement on reassigning library staff to other government departments. He reviewed his investigation of books by mail and curbside alternatives but noted the new DPI advisement forwarded to members by email stating that these services do not qualify as a 'minimum basic operation' as defined by the Order and cannot be legally provided.

b) Consider a motion to adopt the Village of Greendale Personnel Manual and Library Work Rules

Trustee Dombrowski moved, Trustee Huberty seconded a motion to adopt the Greendale Personnel Manual and Library Work Rules with corrections.

Ayes: Amidzich,   Noes: Genz   Motion : Carried
Dombrowski,
Huberty, Unger

    c) Discuss Strategic Plan quarterly report

Van Klooster noted that little progress has been made due to COVID and new employee onboarding. However new librarian Fantetti has Greendale Chamber membership and will begin making community connections, and Van Klooster has attended two MCFLS Marketing and Advocacy Committee meetings that are helping him understand the needs and activities of marketing.

NEW BUSINESS

    a) Discuss draft of Library Financial Procedures

Trustees requested that this document be brought back for approval in May.

INFORMATIONAL AND DISCUSSION ITEMS

    a) Director's Report: most items related to COVID and already discussed, holding weekly virtual meetings with Greendale Library professional staff
    b) Library Staff Report: Van Klooster highlighted the variety of virtual activities
    c) President's Report: Amidzich noted conversation with Village Manager Michaels regarding the two open Library Board seats – Citizen and Village Trustee
    d) Friends/Foundation Report: None

CORRESPONDENCE

None.

PUBLIC COMMENTS

None.

CLOSED SESSION

Trustee Dombrowski moved, Trustee Unger seconded convening in Closed Session, for the purposes of review of the Library Director's FFCRA request.

Ayes: All   Noes: None   Motion : Carried

The Board did not return to open session to act on matters discussed.

ADJOURNMENT

The meeting adjourned at 7:00 PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
56506						
JANI-KING OF MILWAUKEE						
04/20	07-51-61100	MAINT SUPPLIES-BUILDING	04/03/2020	175.43	MIL03200755	CLEANING SUPPLIES 49%
	Total 56506:			175.43		
56557						
NEIS GUY PAINTING LLC						
04/20	07-51-61100	MAINT SUPPLIES-BUILDING	04/29/2020	694.79	062603	PAINTING IN LIBRARY
	Total 56557:			694.79		
56560						
OFFICE COPYING EQUIPMENT LTD						
04/20	07-51-51200	OPERATING EQUIPMENT	04/29/2020	248.32	AR109366	COPIES
04/20	07-51-51200	OPERATING EQUIPMENT	04/29/2020	172.83	AR111452	COPIES
	Total 56560:			421.15		
56564						
SYNCB/AMAZON						
04/20	07-51-55100	OFFICE SUPPLIES	04/29/2020	319.98	01/15-03/15/202	IPAD/PAPER
04/20	07-51-56500	ADULT BOOKS	04/29/2020	147.44	01/15-03/15/202	ADULT BOOKS NF/FIC
04/20	07-51-56501	YOUNG ADULT BOOKS	04/29/2020	29.53	01/15-03/15/202	YOUNG ADULT BOOKS
04/20	07-51-56504	YOUTH BOOKS	04/29/2020	154.64	01/15-03/15/202	YOUTH BOOKS
04/20	07-51-75023	LIBRARY - MCFLS RECIP EXP	04/29/2020	32.95	01/15-03/15/202	YOUNG ADULT MEDIA RECIP
04/20	07-51-75023	LIBRARY - MCFLS RECIP EXP	04/29/2020	1,015.71	01/15-03/15/202	ADULT MEDIA RECIP
04/20	07-51-75028	LIB DONATION PURCHASE	04/29/2020	633.77	01/15-03/15/202	LUCKY DAY, GIVING TREE
04/20	07-51-75031	LIBRARY PROGRAMS	04/29/2020	259.01	01/15-03/15/202	PROGRAMMING
04/20	07-00-21123	LIBRARY - MCFLS RECIP	04/29/2020	31.99-	01/15-03/15/202	CREDITS AND ADJUSTMENTS
	Total 56564:			2,561.04		
122312853						
ACH WE ENERGIES						
04/20	07-51-57100	UTILITIES	04/03/2020	1,921.15	03172020	5647 Broad-5650 Parking St-Library
04/20	07-51-57100	UTILITIES	04/03/2020	146.81	03172020	5647 Broad-5650 Parking St Library

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
		Total 122312853:		2,067.96		

122312874
ACH US BANK PCARD

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
04/20	07-51-75031	LIBRARY PROGRAMS	04/30/2020	42.08-	03-JORDAN	Teen Prog-Paint& Sip; Spilled during shipping &
04/20	07-51-75031	LIBRARY PROGRAMS	04/30/2020	19.98	03-JORDAN	Teen Program-Laser Maze Challenge
04/20	07-51-75031	LIBRARY PROGRAMS	04/30/2020	5.94	03-JORDAN	Teen Program-Laser Maze Challenge
04/20	07-51-75031	LIBRARY PROGRAMS	04/30/2020	5.97	03-JORDAN	Teen Program snacks
04/20	07-51-75028	LIB DONATION PURCHASE	04/30/2020	65.00	03-REINKE	Craft-Greendale Celebrations Event
04/20	07-51-75031	LIBRARY PROGRAMS	04/30/2020	3.87	03-REINKE	Youth Programs
04/20	07-51-75031	LIBRARY PROGRAMS	04/30/2020	18.90	03-REINKE	Youth Programs-Storytime
04/20	07-51-56504	YOUTH BOOKS	04/30/2020	42.03	03-REINKE	Youth Materials
04/20	07-51-56504	YOUTH BOOKS	04/30/2020	9.49	03-REINKE	Youth Materials
04/20	07-51-75028	LIB DONATION PURCHASE	04/30/2020	132.75	03-REINKE	Summer Reading Program T Shirts
04/20	07-51-75031	LIBRARY PROGRAMS	04/30/2020	11.34	03-REINKE	Youth Programs
04/20	07-51-56504	YOUTH BOOKS	04/30/2020	107.71	03-REINKE	Youth Materials
04/20	07-51-75028	LIB DONATION PURCHASE	04/30/2020	374.94	03-REINKE	STEM Kits
04/20	07-51-56504	YOUTH BOOKS	04/30/2020	26.28	03-REINKE	Youth Materials
04/20	07-51-75031	LIBRARY PROGRAMS	04/30/2020	27.07	03-REINKE	Youth Programs
04/20	07-51-55100	OFFICE SUPPLIES	04/30/2020	33.03	03-SCHUMA	Paper
04/20	07-51-55100	OFFICE SUPPLIES	04/30/2020	100.37	03-SCHUMA	book tape
04/20	07-51-75031	LIBRARY PROGRAMS	04/30/2020	24.55	03-SCHUMA	cups
04/20	07-51-61100	MAINT SUPPLIES-BUILDING	04/30/2020	27.23	03-SCHUMA	wipes
04/20	07-51-55100	OFFICE SUPPLIES	04/30/2020	92.68	03-SCHUMA	book tape, paper
04/20	07-51-61100	MAINT SUPPLIES-BUILDING	04/30/2020	211.41	03-VANKLO	MeetingServingWare
04/20	07-51-56506	SERIALS	04/30/2020	16.98	03-VANKLO	DirectToPublisher
04/20	07-51-51200	OPERATING EQUIPMENT	04/30/2020	88.00	03-VANKLO	AntivirusSoftwareAllPCs
04/20	07-51-56506	SERIALS	04/30/2020	140.00	03-VANKLO	MKEBusinessJournalDirectToPublisher
04/20	07-51-61100	MAINT SUPPLIES-BUILDING	04/30/2020	44.53	03-VICTOR	Library mats
04/20	07-51-92900	MISCELLANEOUS	04/30/2020	187.50	03-WEISHA	PRE-EMPLOYMENT PHYSICAL
		Total 122312874:		1,775.47		
		Grand Totals:		7,695.84		

M = Manual Check, V = Void Check

Greendale Library Board, 05/2020

Account Number	Account Title	Current Month Actual	Current Budget	Current year Actual	Remaining	% of Budget
		Current Month Actual	Current Budget	Current year Actual	Remaining	% of Budget
REVENUES						
07-00-21102	PROPERTY TAX LEVY	-	648,000.00	472,020.44	175,979.56	73%
07-00-21123	LIBRARY - MCFLS RECIP	31.99	8,000.00	8,601.98	(601.98)	108%
07-00-22515	DONATIONS LIBRARY	-	13,000.00	691.25	12,308.75	5%
07-00-22958	LIBRARY COPIER SALES	-	5,000.00	1,072.46	3,927.54	21%
07-00-22959	LIBRARY FINES	-	11,000.00	1,349.29	9,650.71	12%
07-00-22960	LIBRARY BOOK CHARGES	-	1,000.00	(0.46)	1,000.46	0%
07-00-22965	CLC REVENUES	-	-	-	-	-
07-00-22968	OTHER REVENUES	-	1,000.00	174.25	825.75	17%
07-00-29900	OPER TRANS IN/OUT	-	-	-	-	-
	Total LIBRARY REVENUE	31.99	687,000.00	483,909.21	203,090.79	70%
EXPENSES						
07-51-42100	SALARIES - REGULAR	9,207.20	236,300.00	61,372.15	174,927.85	26%
07-51-42200	SALARIES - TEMPORARY	5,035.54	171,700.00	43,861.90	127,838.10	26%
07-51-42300	SALARIES - OVERTIME	146.37	-	146.37	(146.37)	#DIV/0!
07-51-45100	HEALTH INSURANCE	4,970.26	59,800.00	18,569.78	41,230.22	31%
07-51-45200	LIFE INSURANCE	29.64	500.00	118.56	381.44	24%
07-51-46100	SOCIAL SECURITY	659.34	17,788.00	4,630.96	13,157.04	26%
07-51-46200	WRS EMPE/EMPR	798.38	18,792.00	5,390.54	13,401.46	29%
07-51-46300	MEDICARE	197.66	5,916.00	1,436.88	4,479.12	24%
07-51-51200	OPERATING EQUIPMENT	421.15	23,200.00	6,498.03	16,701.97	28%
07-51-53920	MCFLS COMPUTER CONTRACT	-	20,900.00	21,414.00	(514.00)	102%
07-51-55000	COMMUNICATIONS	-	1,050.00	11.00	1,039.00	1%
07-51-55100	OFFICE SUPPLIES	319.98	8,800.00	1,810.01	6,989.99	21%
07-51-56100	MEMBERSHIP DUES	-	1,800.00	-	1,800.00	0%
07-51-56300	TRAINING	-	2,500.00	67.48	2,432.52	3%
07-51-56500	ADULT BOOKS	147.44	20,000.00	2,292.30	17,707.70	11%
07-51-56501	YOUNG ADULT BOOKS	29.53	1,500.00	244.44	1,255.56	16%
07-51-56502	ADULT AUDIO BOOKS	-	600.00	-	600.00	0%
07-51-56503	ADULT LARGE PRINT	-	1,000.00	20.48	979.52	2%
07-51-56504	YOUTH BOOKS	154.64	20,000.00	2,280.34	17,719.66	11%
07-51-56505	YOUTH MEDIA	-	-	9.99	(9.99)	#DIV/0!
07-51-56506	SERIALS	-	4,000.00	361.85	3,638.15	9%
07-51-56508	MCFLS DATABASES	-	8,500.00	8,255.00	245.00	97%
07-51-57100	UTILITIES	-	26,250.00	4,308.01	21,941.99	16%
07-51-61100	MAINT SUPPLIES-BUILDING	870.22	8,100.00	2,133.28	5,966.72	26%
07-51-75023	LIBRARY - MCFLS RECIP EXP	1,048.66	8,000.00	1,845.92	6,154.08	23%
07-51-75028	LIB DONATION PURCHASE	633.77	13,000.00	3,711.66	9,288.34	29%
07-51-75031	LIBRARY PROGRAMS	259.01	8,000.00	1,464.51	6,535.49	18%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	-	8,800.00	-	8,800.00	0%
07-51-83100	LIBRARY RFID FUND	-	-	-	-	-
07-51-83200	CLC JOINT EXPENSE	-	-	-	-	-
07-51-83300	LB TO CLC CONTRIBUTION	-	-	-	-	-
07-51-83400	LIBRARY LIGHTING	-	-	-	-	-
07-51-83500	SERVICE AGREEMENT	-	-	-	-	-
07-51-92900	MISCELLANEOUS	-	1,200.00	375.00	825.00	31%
	Total LIBRARY EXPENSES:	24,928.79	697,996.00	192,630.44	505,365.56	28%

VILLAGE OF GREENDALE
BALANCE SHEET
3/31/2020

ASSETS

07-00-111000	CASH DEPOSIT	$	301,876.60
07-00-111080	PETTY CASH	$	200.00
07-00-123070		$	10,866.20

	TOTAL ASSETS	$	312,942.80

LIABILITIES AND EQUITY

LIABILITIES

07-00-151200	ACCRUED PAYROLL SALARIES	$	-
07-00-151210	ACCOUNTS PAYABLE	$	(3,843.43)
07-00-151260	DEFERRED REVENUES - TAX	$	(175,979.56)
07-00-151280	ACCUMULATED VACATION PAYABLE	$	-
07-00-151290	ACCUMULATED SICK LEAVE PAYABLE	$	-
07-00-172020	DUE TO/FROM 2 EQUIP REPL	$	-
07-00-172090	DUE TO/FROM 60 TRUST AGENCY	$	220,086.11
07-00-172200	DUE TO/FROM FOUNDATION	$	-
07-00-224000	ADVANCE FROM GENERAL FUND	$	0.00

	TOTAL LIABILITIES	$	40,263.12

FUND EQUITY

07-00-170000	FUND BALANCE	$	(37,030.35)
	REVENUES OVER EXPENDITURES- YTD	$	(316,175.57)

TOTAL FUND EQUITY

TOTAL LIABILITIES AND EQUITY

	$	(353,205.92)
	$	(312,942.80)

GREENDALE PUBLIC LIBRARY
BOARD MEMO

Date: 5/18/2020
To: Library Board
From: Brian Van Klooster, Library Director
Re: ***Agenda item # 7-a***

Attachments:

- Greendale Library/CLC Reopening Plan, brief and expanded

Discussion:

As of this writing, on Friday May 22, all Wisconsin communities without their own local health orders will have the freedom to be fully open for business. Greendale elected officials enthusiastically expressed their anxiousness for this date when they adopted a Resolution to oppose the *COVID-19 Public Health Plan for Suburban Milwaukee County*.

It is my recommendation, and that of Greendale's public health professionals, that Library decisions regarding opening library services to the public be anchored in science and the professional opinion of experts working in the field of disease control. Library Board decisions should

Library decisions regarding opening dates/thresholds/capacities that diverge from existing guidance developed by public health professionals (regardless of their legal standing for enforcement) will be arbitrary and not scientifically supportable. I don't believe this is the approach the Library Board should take.

I have developed a reopening plan that assumes Library Board Trustees wish to:

- acknowledge that Greendale currently has active cases of community spread, with ongoing outbreaks, which will continue until an effective vaccine is found,
- acknowledge that the communal and multi-use nature of the Greendale library and learning center facility, and relatively limited staff-to-guest ratio, makes it especially challenging to accommodate necessary social distancing and recommended sanitation regiments,
- acknowledge that opening before June will attract library users from outside Greendale until other MCFLS libraries have opened and the materials delivery and reserve service is reinstated,
- trust the research and expertise embedded in exiting Plans and guidance already developed by public health professionals as indispensable starting points for developing a GPL plan,
- prioritize caution and concern for employee and community health over fear of negative public perception.

My proposed reopening plan is based on three sources:

- DPI's interpretation of the *Badger Bounce Back Plan*
- *Local Health Plan for Milwaukee County Phased Reopening Plan* (Greendale interpretation forthcoming)
- WEDC's *Reopen Guidelines*

The primary focuses of the Library/CLC plan are to:

- ensure service provision is congruent with recommendations of public health professionals,

- cooperate with Park and Recreation to find consensus on service access and provision in our multi-use facility,
- proactively implement all practical measures to protect the health of Village of Greendale employees during both public service and behind-the-scenes operations,
- offer implicit and explicit recommendations to patrons to practice well-established health hygiene practices,
- and adjust customer services and experiences to passively encourage well-established health hygiene practices while reinforcing that CLC use is at the customer's own risk and supply of disinfecting products is insufficient to provide for personal customer use at the CLC.

Future topics to address:

- What is our plan for reducing service again if the need arises?

Greendale Public Library / CLC Reopening Plan

	GPL & CLC SERVICES / ACTVITIES / DEPENDENCIES	GPL & CLC TOPICS / ALLOWANCES / RESTRICTIONS	*WEDC Safe Business Practices recommendations*
Current through May 22, Local Health Plan Phase A	Curbside pickup for single-shift of staffing WEDC Safe Business Practices are in place	CLC already operating at this Phase due to specific allowances in Governor's Order #28 and government essential services provision. GPL and P&R staff combined comprise between 7-9 people in the Library each day.	*EMPLOYEES: face masks recommended for public-facing activities; maintain adequate supply of hygiene supplies; use alternative return methods to reduce immediate handling of items* *VISITORS: social distancing is supported by capacity reduction; remove unnecessary touchpoints (displays, toys, water fountains, kiosks, computers, etc); visual or physical barriers or cues to support social distancing; one way flow through facility; cashless/contactless transactions when possible; eliminate unnecessary employee/visitor contact*
May 26, Local Health Plan Phase B - Partial Reopening @50%	Maintain single-shift open hours to minimize staff in building (12A-6P); Limited curbside pickup by request, especially for vulnerable populations; metered attendance for 50ppl/50% capacity @60 minute duration; small and large group lower level library-sponsored gatherings and programs allowed for pre-registered groups of 25 or fewer when protective measures can be resonably ensured ALL CUSTOMER USE OF THIS BUILDING IS AT THE USER'S DISCRETION. PLEASE FOLLOW PROTECTIVE MEASURE RECOMMENDATIONS INCLUDING HANDWASHING, MASKS AND SOCIAL DISTANCING. PLEASE PROVIDE YOUR OWN PERSONAL HYGIENE AND SANITIZING SUPPLIES. CAPACITY AND VISIT DURATION MAY BE METERED. All WEDC Safe Business Practices are in place for employees; Wherever feasible WEDC Safe Business Practices are in place for customers	Service adjustments: --staffing arrangements reevaluated to reduce need for several staff from being in the building simply to alternate shifts for relief purposes, remote work still required for any staff not scheduled for direct public service --meeting room use based on 25ppl/50% capacity, with 60 minute time limit and protective measures --reduced internet computer access points and time limits, 6' intervals with 60 minute time limits --discourage lingering such as newspaper/magazine reading, child/caregiver/family meetups - signage to encourage visits of 60 minutes or less --continued removal of kid zone toys/activity wall/ coloring and craft supplies /book displays --encourage outdoor use of wifi through additional access point, increased electrical outlets, outdoor seating, signage --encourage distancing through reduced indoor seating --discourage high-touch behavior by removing high visibility displays of materials	*FACILITY: post signage to remind the ill to stay home; post signage to request that visitors maintain social distancing; continue virtual or curbside services to reduce need for in-person visits; install handwashing or santizing stations at entrance and key locations where visitors will contact shared equipment;* *GATHERINGS: 10 persons in a given space expanding to 50 in Phase 2 of Bounce Back Plan; stagger attendance to reduce density; designate alternate offerings for at risk groups; invitation only or include process for gathering participant list to assist with contact tracing if needed*

Greendale Public Library / CLC Reopening Plan

GPL & CLC SERVICES / ACTVITIES / DEPENDENCIES		GPL & CLC TOPICS / ALLOWANCES / RESTRICTIONS	WEDC *Safe Business Practices recommendations*
Date TBD with Greendale Health, Local Health Plan Phase C - Partial reopening @75%	Return to pre-COVID open hours; Limited curbside pickup by request for vulnerable populations; metered attendance for 75ppl/75% capacity @2 hour duration; high-turnout lower level communty room programs for youth where protective measures cannot be reasonably ensured are discouraged (story time, active youth programs) All WEDC Safe Business Practices are in place for employees; Wherever feasible WEDC Safe Business Practices are in place for customers	Service adjustments: --staffing arrangements return to pre-COVID schedule --meeting room use based on 35ppl/75% capacity, with 120 minute time limit and protective measures --reduced internet computer access points and time limits, 6' intervals with 120 minute time limits --discourage lingering such as newspaper/magazine reading, child/caregiver/family meetups - signage to encourage visits of 120 minutes or less --continued removal of kid zone toys/activity wall/ coloring and craft supplies /book displays --encourage outdoor use of wifi through additional access point, increased electrical outlets, outdoor seating, signage --encourage distancing through reduced indoor seating --discourage high-touch behavior by removing high visibility displays of materials	
Date TBD with Greendale Health, Local Health Plan Phase D - Fully open	Discontinue curbside pickup; Restart drop-in programs and activities without protective measures Discontinue WEDC Safe Business Practices for staff and customers		

Greendale Public Library / CLC Reopening Plan				DPI and all 16 library systems agree that principles of personal safety, risk mitigation, transparency, and capacity guide the ongoing collaborative development and application of these guidelines.			
GPL & CLC SERVICES / ACTVITIES / DEPENDENCIES		GPL & CLC TOPICS / ALLOWANCES / RESTRICTIONS	WEDC Safe Business Practices recommendations	Badger Bounce Back Phase	Service Level	Summary of Services and Activities	Dependencies*
Safer at Home / Public Health Plan for Subrban Milwaukee				Safer at Home	Library Service Level 1 - Library buildings closed; no materials handling	Library building is closed. Working staff reduced to essential personnel only. Libraries may only provide no-contact services, i.e. access to online resources and services	-No gathering of people allowed -Only essential personnel allowed in building to perform minimum basic operations
					Library Service Level 2 - Library buildings closed; curbside pick up of materials allowed	Loan of physical items. Allowable service options: -None -Curbside pickup -Books by Mail Return of library materials. Allowable service options: -No returns allowed -Returns allowed; all returns are deposited in a controlled receptacle to ensure proper materials handling Local delivery, as determined by each library system. Allowable service options could include but are not limited to: -none -minimal service to return items to owning libraries -enhanced delivery including patron hold requests filled by other libraries on a shared ILS Preparation for the next level of service	Each library and system will determine its level of physical item service, handling, and delivery based upon its ability to abide by public health protocols for staff and patrons. Considerations for determining level of service include: -Availability of Personal Protective Equipment for staff -Ability to maintain proper physical distancing -Ability for all staff to be trained to adhere to public health protocols -Ability for library to properly quarantine materials prior to handling and distribution
Current through May 22, Local Health Plan Phase A	Curbside pickup for single-shift of staffing WEDC Safe Business Practices are in place	CLC already operating at this Phase due to specific allowances in Governor's Order #28 and government essential services provision. GPL and P&R staff combined comprise between 7-9 people in the Library each day.	*EMPLOYEES: face masks recommended for public-facing activities; maintain adequate supply of hygiene supplies; use alternative return methods to reduce immediate handling of items VISITORS: social distancing is supported by capacity reduction; remove unnecessary touchpoints (displays, toys, water fountains, kiosks, computers, etc); visual or physical barriers or cues to support social distancing; one way flow through facility; cashless/contactless transactions when possible; eliminate unnecessary employee/visitor contact*	Phase One (not yet achieved as of 5/15/2020)	Library Service Level 3	Doors may open under limited circumstances; specifics to be determined as guidance information is provided by DHS and the Office of the Governor.	Allowances/Restrictions: --Partial reopening --Maximum gathering of 10 people --Maintaining all personal health protocols including physical distancing of 6 feet
May 26, Local Health Plan Phase B - Partial Reopening @50%	Maintain single-shift open hours to minimize staff in building (12A-6P); Limited curbside pickup by request, especially for vulnerable populations; metered attendance for 50ppl/50% capacity @60 minute duration; small and large group lower level library-sponsored gatherings and programs allowed for pre-registered groups of 25 or fewer when protective measures can be reasonably ensured ALL CUSTOMER USE OF THIS BUILDING IS AT THE USER'S DISCRETION. PLEASE FOLLOW PROTECTIVE MEASURE RECOMMENDATIONS INCLUDING HANDWASHING, MASKS AND SOCIAL DISTANCING. PLEASE PROVIDE YOUR OWN PERSONAL HYGIENE AND SANITIZING SUPPLIES. CAPACITY AND VISIT DURATION MAY BE METERED. All WEDC Safe Business Practices are in place for employees; Wherever feasible WEDC Safe Business Practices are in place for customers	Service adjustments: --staffing arrangements reevaluated to reduce need for several staff from being in the building simply to alternate shifts for relief purposes, remote work still required for any staff not scheduled for direct public service --meeting room use based on 25ppl/50% capacity, with 60 minute time limit and protective measures --reduced internet computer access points and time limits, 6' intervals with 60 minute time limits --discourage lingering such as newspaper/magazine reading, child/caregiver/family meetups - signage to encourage visits of 60 minutes or less --continued removal of kid zone toys/activity wall/ coloring and craft supplies /book displays --encourage outdoor use of wifi through additional access point, increased electrical outlets, outdoor seating, signage --encourage distancing through reduced indoor seating --discourage high-touch behavior by removing high visibility displays of materials	*FACILITY: post signage to remind the ill to stay home; post signage to request that visitors maintain social distancing; continue virtual or curbside services to reduce need for in-person visits; install handwashing or santizing stations at entrance and key locations where visitors will contact shared equipment; GATHERINGS: 10 persons in a given space expanding to 50 in Phase 2 of Bounce Back Plan; stagger attendance to reduce density; designate alternate offerings for at risk groups; invitation only or include process for gathering participant list to assist with contact tracing if needed*	Phase Two	Library Service Level 4	Services may expand as statewide restrictions loosen; specifics to be determined as guidance information is provided by DHS and the Office of the Governor.	Allowances/Restrictions: --Open with best practices --Maximum gathering of 50 people --Maintaining all personal health protocols including physical distancing of 6 feet

Greendale Public Library / CLC Reopening Plan				DPI and all 16 library systems agree that principles of personal safety, risk mitigation, transparency, and capacity guide the ongoing collaborative development and application of these guidelines.			
GPL & CLC SERVICES / ACTVITIES / DEPENDENCIES		GPL & CLC TOPICS / ALLOWANCES / RESTRICTIONS	WEDC Safe Business Practices recommendations	Badger Bounce Back Phase	Service Level	Summary of Services and Activities	Dependencies*
Date TBD with Greendale Health, Local Health Plan Phase C - Partial reopening @75%	Return to pre-COVID open hours; Limited curbside pickup by request for vulnerable populations; metered attendance for 75ppl/75% capacity @2 hour duration; high-turnout lower level communty room programs for youth where protective measures cannot be reasonably ensured are discouraged (story time, active youth programs) All WEDC Safe Business Practices are in place for employees; Wherever feasible WEDC Safe Business Practices are in place for customers	Service adjustments: --staffing arrangements return to pre-COVID schedule --meeting room use based on 35ppl/75% capacity, with 120 minute time limit and protective measures --reduced internet computer access points and time limits, 6' intervals with 120 minute time limits --discourage lingering such as newspaper/magazine reading, child/caregiver/family meetups - signage to encourage visits of 120 minutes or less --continued removal of kid zone toys/activity wall/ coloring and craft supplies /book displays --encourage outdoor use of wifi through additional access point, increased electrical outlets, outdoor seating, signage --encourage distancing through reduced indoor seating --discourage high-touch behavior by removing high visibility displays of materials					
Date TBD with Greendale Health, Local Health Plan Phase D - Fully open	Discontinue curbside pickup; Restart drop-in programs and activities without protective measures Discontinue WEDC Safe Business Practices for staff and customers			Phase Three	Library Service Level 5	Services may be fully restored with some exceptions; specifics to be determined as guidance information is provided by DHS and the Office of the Governor.	Allowances/Restrictions: --Fully open --No maximum of people for a gathering --Maintaining all personal health protocols EXCEPT physical distancing of 6 feet is no longer required
				*Providing any level of service to the public or member libraries without abiding by current DHS public health protocols would be out of compliance with the Safer at			

How to Protect Yourself and Others

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  » Between people who are in close contact with one another (within about 6 feet).
  » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
  » Remember that some people without symptoms may be able to spread virus.
  » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html

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Cover your mouth and nose with a cloth face cover when around others

- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public,** for example to the grocery store or to pick up other necessities.
  » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others.** The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant**. You can see a list of EPA-registered household disinfectants here.

Guidance on Preparing Workplaces for COVID-19

U.S. Department of Labor
Occupational Safety and Health Administration

OSHA 3990-03 2020

U.S. Department of Labor

Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2

This section describes basic steps that every employer can take to reduce the risk of worker exposure to SARS-CoV-2, the virus that causes COVID-19, in their workplace. Later sections of this guidance—including those focusing on jobs classified as having low, medium, high, and very high exposure risks—provide specific recommendations for employers and workers within specific risk categories.

Develop an Infectious Disease Preparedness and Response Plan

If one does not already exist, develop an infectious disease preparedness and response plan that can help guide protective actions against COVID-19.

Stay abreast of guidance from federal, state, local, tribal, and/or territorial health agencies, and consider how to incorporate those recommendations and resources into workplace-specific plans.

Plans should consider and address the level(s) of risk associated with various worksites and job tasks workers perform at those sites. Such considerations may include:

- Where, how, and to what sources of SARS-CoV-2 might workers be exposed, including:
  - The general public, customers, and coworkers; and
  - Sick individuals or those at particularly high risk of infection (e.g., international travelers who have visited locations with widespread sustained (ongoing) COVID-19 transmission, healthcare workers who have had unprotected exposures to people known to have, or suspected of having, COVID-19).
- Non-occupational risk factors at home and in community settings.

7

- Workers' individual risk factors (e.g., older age; presence of chronic medical conditions, including immunocompromising conditions; pregnancy).
- Controls necessary to address those risks.

Follow federal and state, local, tribal, and/or territorial (SLTT) recommendations regarding development of contingency plans for situations that may arise as a result of outbreaks, such as:

- Increased rates of worker absenteeism.
- The need for social distancing, staggered work shifts, downsizing operations, delivering services remotely, and other exposure-reducing measures.
- Options for conducting essential operations with a reduced workforce, including cross-training workers across different jobs in order to continue operations or deliver surge services.
- Interrupted supply chains or delayed deliveries.

Plans should also consider and address the other steps that employers can take to reduce the risk of worker exposure to SARS-CoV-2 in their workplace, described in the sections below.

Prepare to Implement Basic Infection Prevention Measures

For most employers, protecting workers will depend on emphasizing basic infection prevention measures. As appropriate, all employers should implement good hygiene and infection control practices, including:

- Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- Encourage workers to stay home if they are sick.
- Encourage respiratory etiquette, including covering coughs and sneezes.

- Provide customers and the public with tissues and trash receptacles.
- Employers should explore whether they can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, employers should consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

Develop Policies and Procedures for Prompt Identification and Isolation of Sick People, if Appropriate

- Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite.
- Employers should inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- Employers should develop policies and procedures for employees to report when they are sick or experiencing symptoms of COVID-19.

- Where appropriate, employers should develop policies and procedures for immediately isolating people who have signs and/or symptoms of COVID-19, and train workers to implement them. Move potentially infectious people to a location away from workers, customers, and other visitors. Although most worksites do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite.

- Take steps to limit spread of the respiratory secretions of a person who may have COVID-19. Provide a face mask, if feasible and available, and ask the person to wear it, if tolerated. Note: A face mask (also called a surgical mask, procedure mask, or other similar terms) on a patient or other sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).

- If possible, isolate people suspected of having COVID-19 separately from those with confirmed cases of the virus to prevent further transmission—particularly in worksites where medical screening, triage, or healthcare activities occur, using either permanent (e.g., wall/different room) or temporary barrier (e.g., plastic sheeting).

- Restrict the number of personnel entering isolation areas.

- Protect workers in close contact with (i.e., within 6 feet of) a sick person or who have prolonged/repeated contact with such persons by using additional engineering and administrative controls, safe work practices, and PPE. Workers whose activities involve close or prolonged/repeated contact with sick people are addressed further in later sections covering workplaces classified at medium and very high or high exposure risk.

Develop, Implement, and Communicate about Workplace Flexibilities and Protections

- Actively encourage sick employees to stay home.
- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- Maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- Recognize that workers with ill family members may need to stay home to care for them. See CDC's Interim Guidance for Preventing the Spread of COVID-19 in Homes and Residential Communities: www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html.
- Be aware of workers' concerns about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks. Provide adequate, usable, and appropriate training, education, and informational material about business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE). Informed workers who feel safe at work are less likely to be unnecessarily absent.

- Work with insurance companies (e.g., those providing employee health benefits) and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak.

Implement Workplace Controls

Occupational safety and health professionals use a framework called the "hierarchy of controls" to select ways of controlling workplace hazards. In other words, the best way to control a hazard is to systematically remove it from the workplace, rather than relying on workers to reduce their exposure. During a COVID-19 outbreak, when it may not be possible to eliminate the hazard, the most effective protection measures are (listed from most effective to least effective): engineering controls, administrative controls, safe work practices (a type of administrative control), and PPE. There are advantages and disadvantages to each type of control measure when considering the ease of implementation, effectiveness, and cost. In most cases, a combination of control measures will be necessary to protect workers from exposure to SARS-CoV-2.

In addition to the types of workplace controls discussed below, CDC guidance for businesses provides employers and workers with recommended SARS-CoV-2 infection prevention strategies to implement in workplaces: www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html.

Engineering Controls

Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement. Engineering controls for SARS-CoV-2 include:

- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.
- Installing physical barriers, such as clear plastic sneeze guards.

- Installing a drive-through window for customer service.
- Specialized negative pressure ventilation in some settings, such as for aerosol generating procedures (e.g., airborne infection isolation rooms in healthcare settings and specialized autopsy suites in mortuary settings).

Administrative Controls

Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Examples of administrative controls for SARS-CoV-2 include:

- Encouraging sick workers to stay at home.
- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
- Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. Regularly check CDC travel warning levels at: www.cdc.gov/coronavirus/2019-ncov/travelers.
- Developing emergency communications plans, including a forum for answering workers' concerns and internet-based communications, if feasible.
- Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
- Training workers who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

Safe Work Practices

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Examples of safe work practices for SARS-CoV-2 include:

- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Requiring regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.
- Post handwashing signs in restrooms.

Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. Employers should check the OSHA and CDC websites regularly for updates about recommended PPE.

All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).

- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Employers are obligated to provide their workers with PPE needed to keep them safe while performing their jobs. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected with SARS-CoV-2 while working and job tasks that may lead to exposure.

Workers, including those who work within 6 feet of patients known to be, or suspected of being, infected with SARS-CoV-2 and those performing aerosol-generating procedures, need to use respirators:

- National Institute for Occupational Safety and Health (NIOSH)-approved, N95 filtering facepiece respirators or better must be used in the context of a comprehensive, written respiratory protection program that includes fit-testing, training, and medical exams. See OSHA's Respiratory Protection standard, 29 CFR 1910.134 at www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134.
- When disposable N95 filtering facepiece respirators are not available, consider using other respirators that provide greater protection and improve worker comfort. Other types of acceptable respirators include: a R/P95, N/R/P99, or N/R/P100 filtering facepiece respirator; an air-purifying elastomeric (e.g., half-face or full-face) respirator with appropriate filters or cartridges; powered air purifying respirator (PAPR) with high-efficiency particulate arrestance (HEPA) filter; or supplied air respirator (SAR). See CDC/NIOSH guidance for optimizing respirator supplies at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.

- Consider using PAPRs or SARs, which are more protective than filtering facepiece respirators, for any work operations or procedures likely to generate aerosols (e.g., cough induction procedures, some dental procedures, invasive specimen collection, blowing out pipettes, shaking or vortexing tubes, filling a syringe, centrifugation).

- Use a surgical N95 respirator when both respiratory protection and resistance to blood and body fluids is needed.

- Face shields may also be worn on top of a respirator to prevent bulk contamination of the respirator. Certain respirator designs with forward protrusions (duckbill style) may be difficult to properly wear under a face shield. Ensure that the face shield does not prevent airflow through the respirator.

- Consider factors such as function, fit, ability to decontaminate, disposal, and cost. OSHA's Respiratory Protection eTool provides basic information on respirators such as medical requirements, maintenance and care, fit testing, written respiratory protection programs, and voluntary use of respirators, which employers may also find beneficial in training workers at: www.osha.gov/SLTC/etools/respiratory. Also see NIOSH respirator guidance at: www.cdc.gov/niosh/topics/respirators.

- Respirator training should address selection, use (including donning and doffing), proper disposal or disinfection, inspection for damage, maintenance, and the limitations of respiratory protection equipment. Learn more at: www.osha.gov/SLTC/respiratoryprotection.

- The appropriate form of respirator will depend on the type of exposure and on the transmission pattern of COVID-19. See the NIOSH "Respirator Selection Logic" at: www.cdc.gov/niosh/docs/2005-100/default.html or the OSHA "Respiratory Protection eTool" at www.osha.gov/SLTC/etools/respiratory.

The OSHA COVID-19 webpage provides additional information about OSHA standards and requirements, including requirements in states that operate their own OSHA-approved State Plans, recordkeeping requirements and injury/illness recording criteria, and applications of standards related to sanitation and communication of risks related to hazardous chemicals that may be in common sanitizers and sterilizers. See: www.osha.gov/SLTC/covid-19/standards.html.

Classifying Worker Exposure to SARS-CoV-2

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with SARS-CoV-2, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with SARS-CoV-2. To help employers determine appropriate precautions, OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent probable distribution of risk. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

**Occupational Risk Pyramid
for COVID-19**

Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there *is* ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

Lower Exposure Risk (Caution)

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Jobs Classified at Lower Exposure Risk (Caution): What to Do to Protect Workers

For workers who do not have frequent contact with the general public, employers should follow the guidance for "Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2," on page 7 of this booklet and implement control measures described in this section.

Engineering Controls

Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

Administrative Controls

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- Collaborate with workers to designate effective means of communicating important COVID-19 information.

Personal Protective Equipment

Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.

Jobs Classified at Medium Exposure Risk: What to Do to Protect Workers

In workplaces where workers have medium exposure risk, employers should follow the guidance for "Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2," on page 7 of this booklet and implement control measures described in this section.

Engineering Controls

- Install physical barriers, such as clear plastic sneeze guards, where feasible.

Administrative Controls

- Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/ NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/ coronavirus/2019-ncov/hcp/respirators-strategy.

- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

Personal Protective Equipment (PPE)

When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace.

Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job.

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19.

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures that involve aerosol generation or specimen collection/handling.

GREENDALE PUBLIC LIBRARY –FINANCIAL PROCEDURES

Village Purchasing Policy

The Library Board follows the Village Purchasing Policy.

Library Board Finance Committee, Personnel Committee

A committee of the whole reviews all financial matters as part of the monthly meeting. The Library Board does not have a separate finance committee but could form them if the desire arose.

Preparation of proposed budget

Library Director begins budget planning earlier than other departments due to the Library Board's need to approve any budget before submission to the Village Manager. Library Director requests an early (late summer) budget discussion with Village Manager to get a sense of municipal budget priorities and potential departmental appropriation changes.

Library Director prepares proposed budget using Village Manager's feedback, for Library Board review in August. Library Board Trustees discuss and approve proposed budget with Library Director. Library Director submits budget by deadline set by Village Manager. Library Board discusses Library budget with elected officials to explain and advocate for budget.

End-of-Year expenses closeout

It is not necessary to discontinue spending as the end of the fiscal year approaches. Current Village Treasurer and Deputy Clerk allow past-year expenditures to be expensed through mid-February of the following year.

Prepaid expenses (year-to-year)

Enter the prepaid expense account of 07-00-123070 for bills to be expensed in the following year. Write the year to be billed clearly at the top of the prepaid invoice submitted to Village Accounts Payable. Submit a 2nd copy of the prepaid invoice to the Deputy Clerk.

Check register monthly approval

It is understood that expenses submitted for Board approval in the monthly check register have already been encumbered. The Library Board formally approves the expenditures post hoc.

Fund balance

Surplus funds are carried forward annually in Fund Balance, as reported in the monthly Balance Sheet. Fund balance is expended through special request to the Library Board. Fund Balance expenditures are directed to current year budget accounts with the expectation that the affected accounts will be overspent at year end. The over expenditure is then covered by Fund Balance.

Fund balance has been as high as 22% and as low as 2%. Library Board proscribes no specific Fund Balance percentage to be maintained but sees a modest balance carried forward each year to be a demonstration of fiscal responsibility for unforeseen future circumstances.

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The Library Board requests that the Library Director actively monitor current and future facility needs and capital assets and participate in the Village Capital Improvement Program so that Fund Balance is not used to cover costs more appropriately expended from the Village CIP.

Wage and Salary Plan

Library employees are not included in the Village Manager's Salary Plan. The Library Director conducts a wage/salary survey of comparable community library wages on a bi-annual basis, on even-numbered years. The Village Manager is consulted in October for estimated benefit cost changes and the Cost of Living Adjustment, if any. In aggregate, this information is included in the Library Staffing Analysis used by the Library Director to estimate staffing costs.

A Library Salary Plan is developed using the wage comparables, proposed COLA, benefits estimate and average performance merit score from the previous year for consideration at the November Library Board meeting. The Library Board approves the Library Wage and Salary Plan.

Library Revenues

Revenues are received by cash or check at the library register, and by credit using web-based credit card processing (Square as of 3/2020) software and hardware at the front desk, and by credit card payment aggregator distribution from copy/print revenue (TBS/Heartland as of 3/2020). All revenues are finally recorded and receipted by weekly deposit at the Village Treasurer's office, or by direct bank-to-bank transfer to the Treasurer as in the case of web-based credit card processing and aggregating.

Public print/copy revenue deposited at the copier coin tower is collected monthly and receipted-in at the register. Tax is calculated at time of receipting-in with the total collected split in two (copies + tax).

MCFLS revenue is receipted-in at the register including annual Reciprocal Borrowing revenue.

Annual MCFLS net fine/fee due/owed reconciliation funds are received in LIBRARY FINES or expended from LIBRARY-MCFLS RECIP EXP.

Non-Library Revenues

Revenues for some Friends of the Library fundraisers are taken in at Library registers as 'Donations' revenue, deposited directly into the Library's DONATIONS revenue account. This includes raffle ticket sales, fundraiser event ticket sales, fundraiser product sales, etc. A 'Donations' report of Friends fundraising revenue receipted by the library is provided quarterly to the Friends using Village accounting and library credit card processing software to assist them in fundraising revenue accounting.

Friends book sale cart cash revenue is collected monthly by library staff and held in the library safe for Friends pickup.

Materials and Supplies purchasing

Village issued purchasing cards may be requested by the Library Director for appropriate staff. The Village Purchasing Card policy prevails.

Upon review of the Library Board, the Library Director may enter into credit agreements with appropriate vendors and suppliers in an effort to make purchasing more efficient or take advantage of

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discounts. Purchasing authority may be delegated but all purchases must receive final approval by the Director.

APPROVED:

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GREENDALE PUBLIC LIBRARY
BOARD MEMO

Date: 5/11/2020
To: Library Board
From: Brian Van Klooster
Re: ***Sound absorption panels***

I propose to use up to $6500 of Library Fund Balance to install 14 sound absorption panels in the youth department in locations recommended by a rep visit from MPS-Making Privacy Simple. This company is subcontracted by BSI, who assisted with the library's recent furniture and design refresh. MPS is also doing a sound absorption installation at the New Berlin Public Library this spring.

The CLC is a very popular community connection spot for families and caregivers with young children. The layout of the CLC, a long open corridor, makes it possible to hear the activities occurring in the youth area throughout the building. A refrain often heard from our visitors is that the CLC is louder than they expect a library to be. Our standard response is that our architecture, and our role as the CLC, makes us something different than just a Library. We expect and tolerate a noise level greater than what may be found at other libraries for most of our daytime hours.

However, sound absorption panels when selected, placed and installed properly, will help contain some of the more disruptive sounds that come from the youth area. This would lead to improved customer experience with a nearly imperceptible intervention.

Another MPS-suggested strategy, noise masking, is already achieved from (no joke!) the buzzing aging ballasts in the clerestory light fixtures. A final strategy, to enclose the noise, is impractical and undesirable at this stage.

Installation of the panels would take one day and be minimally disruptive. Normal library operations would be uninterrupted save for closing the central portion of the youth area when the work occurs.

BAND OF WINDOWS

12'

BAND OF WINDOWS

15' 10"
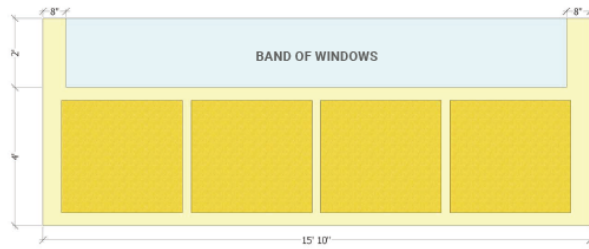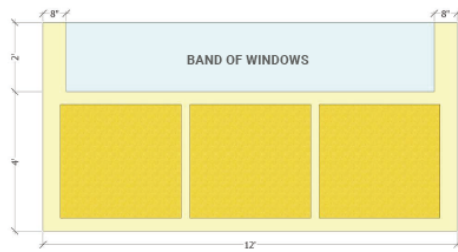
ELEVATIONS (SCALE: 1/2" = 1'-0")   x2 OF EACH WALL

PRODUCT: (QTY ACROSS 4 WALLS)
39x42" RECTANGLES (3/4") LEMON   QTY: 14

*PANEL SIZES ARE CUSTOM BASED ON ESTIMATED WALL/WINDOW DIMENSIONS. VERIFICATION REQUIRED.

MPS™
Making Privacy Simple

☐ APPROVED
☐ APPROVED AS NOTED
☐ REVISE AND RESUBMIT

APPROVED BY: _____   DATE: _____

These drawings are conceptual in nature. Layouts and quantities are based on customer provided parameters. Real world conditions such mechanical, electrical, lighting, sprinkler, and other fixture locations may affect layouts and quantities. MPS recommends field verification and coordination prior to sign-off. MPS is not liable for incorrect or lack of field information provided by the customer. Actual installation may vary due to these conditions. Please reference accompanying quote for additional information.

OPTION 1

PROJECT: BSI Appleton - Greendale Public Library
DATE: 04.02.2020

GREENDALE PUBLIC LIBRARY
INTEROFFICE MEMO

Date: 5/11/2020
To: Library Board
From: Brian Van Klooster
*Re:*   ***Trip hazard/wire burial project; CVMIC Safety Grant – 50/50 match***

I propose to use up to $3000 of Library Fund Balance to apply for the CVMIC Safety Grant to fund removal of a trip hazard at the CLC front entrance. The project involves in-floor burial of wires between theft detection security gates that are currently at floor surface level and covered by surface-mount cable protectors. These wires and protector are a problematic obstruction despite being ADA compliant.

Project stages include:
- Site visit by Bibliotheca to disconnect and remove gates to storage
- Masonry contractor to remove tile and trench through cement floor between gates
- Electrical contractor to reroute wires through new chases in cement
- Site visit by Bibliotheca to reinstall and reconnect gates

Three contractors qualified to do this work were contacted, all at the recommendation of the Milwaukee Public Library Buildings Project Manager. All three contractors have completed work for MPL on regular occasions. One contractor has followed through on site visits and providing a bid.

Trawicki Electric	$5,961
Aldridge Electric	no follow up bid
Lemberg Electric	no follow up bid

![Trawicki Electric logo]
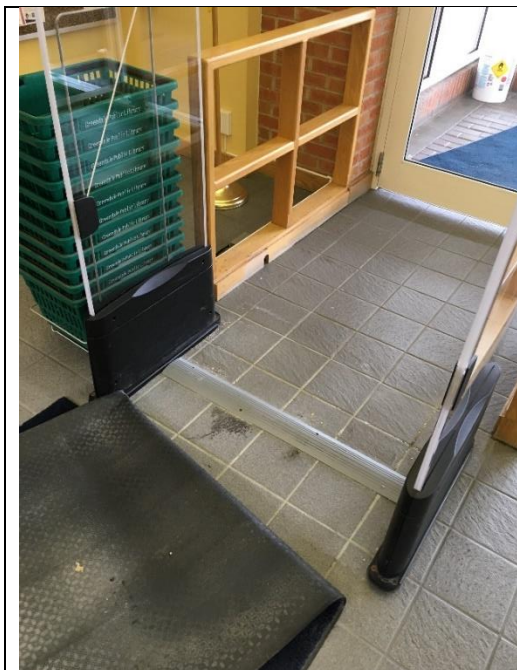
May 7, 2020

Brian Van Klooster
Greendale Library
librarydirector@greendale.org

Re: Low Voltage Electrical Quote

Dear Brian,

We propose to complete the following data/camera work in a quality and workmanship manner:

- De-install book detector panels at Main Entrance
- Cut and remove concrete sections
- Disconnect electrical feeds to book detector panels and pull back existing data cables
- Provide new electrical conduit/raceway in floor channel
- Install new circuits and data outlets
- Reconnect panels upon tile placement completion
- Work to be performed during normal business hours
- Obtain Electrical Permit

TOTAL PRICE FOR ABOVE WORK: $5,961.00

Thank you for contacting Trawicki Electric Inc. If you find the above quotations satisfactory, please sign below and either fax/mail/email a copy back to us. We will then schedule your project.

Customer's Signature

Dan Fugina

Dan Fugina – Data & Sound Manager – Trawicki Electric

GREENDALE PUBLIC LIBRARY
DIRECTOR'S REPORT

Date: 5/15/2020
To: Library Board
From: Brian Van Klooster, Library Director
Re: *Directors' Report: April/May 2020*

General updates:

- Facility adjustments/improvements update
    - Exploring sound absorption panels for youth area
    - Exploring 4th wireless access point at entry vestibule for improved outdoor wireless access
    - Purchased touchless restroom door pull handles
    - Exploring burial of security gates cables – 50/50 grant with CVMIC Safety
- New Library Board Trustee training – reformatted for and loaded to online platform (Google Docs) for remote sharing and viewing by new members
- Reopening plan
    - Met with Jackie to discuss shared impacts and solutions, meeting with Health staff canceled due to Village Board meeting
- Curbside pickup
    - doubled Mon & Tues, reduced wait to 1 day
    - All positive feedback
    - Most customers understand and follow instructions without problems

Staffing updates:

- New Pages still on hold

GREENDALE PUBLIC LIBRARY
STAFF REPORT

Date: 5/16/2020
To: Library Board
From: Brian Williams-Van Klooster, Library Director
Re: Staff Report: April/May 2020

Memo from Lisa Reinke, Youth Services Librarian:

Programming

- Two weekly programs, Virtual Storytime and Curbside Crafts, were very popular among the families
- Met with Tara to plan Summer Reading 'tween programs
- Met with Tara and Allison to plan ways to market Summer Reading

MCFLS Youth Services Co-Chair Duties

- Virtually met with co-chair and Steve Heser (MCFLS system director) to arrange meetings for the youth service librarians to discuss youth programming during the "Stay at Home" order
- Researched virtual performing and found virtual performers for Summer Reading

Professional Development/Webinars

- Reader's Advisory: Crash Course in Historical Fiction
- We're Not Closed, We're Live: How to Conduct a Live Social Media Session for Your Library
- The Very Latest on Social Media and How It Affects Library Marketing
- Springing Forward: Books for Young Readers

Adult Services (Allison):

- Throughout April and May Allison has continued to work hard to update the library's website, Facebook, and Instagram accounts with accurate information and made it visually pleasing to view. During this time patrons continue to have many questions about our services and scheduling curbside pick ups, so maintaining accurate information and promptly responding to emails and direct messages has been a high priority. This is a reminder that growing our web presence is still a priority.

  Allison has attended a number of webinars and educational sessions to brush up on knowledge and gain new insights. A few of the webinars have been:
- Public Library Association webinar: Public Libraries Respond to COVID-19: Successful Ways to Work Remotely
- Illinois Library Association Webinar - Virtual Library Environment: What's Working?
- South Central Library System Webinar- Public Records: Research Tips and Tricks
- Webinar: Unemployment Insurance Basics: Assisting Library Patrons
- Department of Public Instruction Webinar: Curbside Pickup Best Practice

- Allison has worked with other staff to create and execute virtual programs for adults, while also providing support for youth services and teen services virtual programs.
- Tara and Allison have worked together to create a virtual trivia program that can be played from anywhere. The program has run three times so far, April 15, 29 and May 13. The attendance has exceeded their expectations. Each trivia has drawn between 45-65 participants.
- Tara and Allison have hosted two book discussions on a Zoom meeting.

- The middle grade novel Posted
- The young adult novel Tiffany Sly Lives Here Now

The Greendale Public Library's Instagram account continues to get new followers.

- On 4/8 Greendale Public Library has 103 followers and 23 posts
- On 5/14 Greendale Public Library has 125 followers and 49 posts
- In just over a month the library has gained 23 new followers.

Greendale Public Library Facebook account continues to get new followers.

- On 4/8 Greendale Public Library had 1345 followers
- On 5/14 Greendale Public Library had 1402 followers.
- In just over a month the library has gained 57 new followers.

Teen Services (Tara):
- attached

Circulation Services (Julie):
Circulation:
- Curbside Pickup started on April 27th. Patrons who had holds trapped in the building were contacted for scheduling first and we opened for general inquiries on April 29th.   Some quick info: In Week 1 we scheduled 120 appointments and only 3 patrons missed their appointment time, all of whom rescheduled. In Week 2 we scheduled 133 pickups with 5 patrons who didn't pick up. In Week 3 we added a second pickup location on Monday and Wednesday to help meet demand, and that raised our pickup appointments to 164 slots. The staff has risen to the challenge and picked up the new workflow very well. Patrons are very grateful to have access to library materials and have embraced the pickup process.

Circ Staff projects:
- At home work continues which is primarily focused on our Picture Book Refresh project. Other tasks performed have included some craft projects and work on new display ideas.   Clerks have also made good use of their time by increasing their knowledge of our digital offerings such as Libby and RBDigtial, as well as viewing webinars on topics such as bias in the workplace, empathy skills and general customer service tips.   Kayla finished helping at Village Hall at the end of April and joined the ranks of clerks working from home on May 4th.
- Jen continues to make progress on getting new STEM kits ready for circulation. Progress has been made on packaging material and adding books to the Kits.
- Prep for reopening begun – sneeze guards, PPE, and some disinfectant product has been purchased. It's very challenging to find these items in stock. I have been checking vendors multiple times a day as their stock is updated that frequently. I've made some attempts to find new vendors, but many aren't accepting new customer orders for COVID-19 supplies.
- Continued to work with Lisa on getting the World Language section up and running.
- Filmed an "Own Voice" book discussion video with Tara that, due to technical issues with Zoom, has not been able to be posted as of yet. We've worked together to brainstorm new ideas for videos and plan to do another one soon!
- Library Worker Appreciation Day was April 21st. A little package went out to all staff that included a card, a bookmark and a button.

Meetings and Webinars:
- The Circulation Services meeting scheduled for 4/21 was delayed again. We have rescheduled for 5/21
- LDAC – Attended on 4/16, 4/23 and 4/30
- 5/7 DPI Webinar: "Guidelines for Reopening"
- 5/12 Demco Webinar: "COVID-19: Safety Tips for Reopening Your Library"
- Nick attended and reported back on 4/28 DPI Webinar: "Curbside Best Practices"

Board Report

Tara Jordan, Teen and Adult Services Librarian

Adult Programs/Outreach

- I have continued with the Virtual Book Club program. On May 15th fellow librarian Allison and I will be hosting a discussion on the book *The Radium Girls: The Dark Story of America's Shining Women* by Kate Moore that patrons will be able to participate in over Webx.

- On our Facebook I have continued to post book discussion videos. The circulation supervisor, Julie, and I did a discussion on Own Voices Books and Allison and I have posted our virtual book club discussions. These videos hopefully provide our patrons with reading recommendations, book information, and maybe some entertainment.

- Since the last Board meeting Allison and I have run three virtual trivia programs for the library using the platform Crowdpurr. With Crowdpurr we can create the trivia questions, enter them in Crowdpurr, and then provide patrons with a link to go to at a specified time to participate in the trivia. Patrons play against each other and the those with the top three scores are provided with a prize. These programs were held on the following dates:

  April 15th-64 participants

  April 29th-62 participants

  May 13th-39 participants

Teen Programs/Outreach

- I have continued to experiment with virtual teen programs. I found that advertising for programs on Facebook and through teachers was not effective. So I compiled a list of teens I know personally from the library and teens who have attended programs in the past and reached out to them each individually to let them know about virtual teen programs and this has been the most effective. Currently I am doing one teen program a week where we meet on Zoom to do some sort of activity. These are the programs I have done so far:

  Fibbage-Fibbage is an online game and for this program I had 10 participants

  Teen Movie-We watched The 5th Wave, which is a movie based on a teen book and I had 8 participants for this.

  Trivia-We played trivia and I had 11 participants for this

  Drawful– Drawful is an online drawing game that is similar to Pictionary. This program will be next week on May 19th.

Hello Brian,

Thank you for opening the library and initiating curb side pick up. Kudos to your staff for doing a great job. I have had the pleasure of working with Allison, Martha and Tara. All have filled my requests quickly and efficiently. I have made three pickups so far. The materials were on time, correct, and with zero issues.

It has been extraordinarily helpful to have books to read, CDs to hear, and videos to watch. Being isolated for two months can drive anybody batty. The library materials give me fresh new experiences - even from my living room.

Well done! Please do pass my thanks to your staff.

DG

GREENDALE PUBLIC LIBRARY
BOARD OF TRUSTEES DIRECTORY, TERMS, OFFICES

Trustee terms end in July. Trustees with terms ending in the current year should notify the Library Board President and Village President of their interest in continuing service by May 1.

Term	Name	Representative of
July 2016 - June 2019	Vicki Jensen	Citizen
July 2017 - June 2020	VACANT (was Amidzich)	Citizen
July 2017 - June 2020	Kate Dombrowski	Citizen
July 2018 - June 2021	Deb Huberty	Citizen
July 2018 - June 2021	Elaine Unger	Citizen
Appointment annually renewed automatically	Kim Amidzich	School District
Re-appointed annually	Matt Sell	Village Trustee

Officer	2020-2021	2019-2020	2018-2019	2017-2018	2016-2017
President		Kim Amidzich	Kim Amidzich	Marty Lubing	Marty Lubing
Vice President		Deb Huberty	Deb Huberty		
Treasurer		Vacant/ Gary Kiltz	Gary Kiltz		
Friends Liaison (appointed by Board President)		Elaine Unger / Deb Huberty	Deb Huberty	Deb Huberty	

Excerpt from the Greendale Public Library Board of Trustees Bylaws:

Officers will be elected annually at the August monthly meeting for a term of one (1) year. All officer terms shall be for one (1) year and shall not be for more than three (3) consecutive terms in the same office.

Article IV: Officers
President
Vice President
Treasurer

President: The President or designee shall preside at all meetings conducted under the open meetings laws. The president or designee shall authorize calls for special meetings, appoint committees, and execute all documents authorized by the Board.

Vice President will assist the president and perform the duties of the president in their absence.

The Treasurer will assist the director in reviewing accounting of monthly reports to the Board.