

Presque Isle Community Library	
Title:	Library Operations During Health Emergencies
Original Adoption Date:	July 14, 2020
Suggested Review Cycle:	Yearly or as required
Revision Date(s):	December 14, 2021

PURPOSE: To define Library Operations during a health emergency.

POLICY: The Library Director may be required to adjust library operations during times of health emergencies. This policy outlines best practices and shall be in force until the health emergency has passed. The health and safety of our staff, volunteers, and patrons is our utmost concern. Certain health emergencies can be volatile situations with constantly changing conditions and information. The Library Director will make decisions based on the best information available from the Centers for Disease Control and Prevention (CDC) and the Wisconsin Department of Health Services (DHS). The Library Director will make decisions based in good faith doing what is best for the community served by the library.

ADJUSTMENT OF LIBRARY OPERATIONS: The Library Director, in consultation with the Library Board, may reduce its operating hours, limit services, and close the building, for indefinite periods of time. The Presque Isle Community Library will follow recommendations of the CDC and the DHS. Library operations may change frequently as new information arises. Current library procedures and requirements will be posted and prominently displayed.

- The library is an enclosed building area. Efforts to keep the library as clean as possible will be made, however, library staff cannot guarantee a germ-free environment. Curbside pick-up will remain an option for those not comfortable entering the library building or following enhanced safety requirements.
- **Priority Decisions:**
 - Priority of library services include direct patron assistance, check out, issuing library cards, check in, shelving materials, finding materials, shipping items for delivery, help with technology, computer usage, and job searches.
 - Priority of operational services include payroll, billing, library board meetings, and facility maintenance.
 - Other job responsibilities shall be prioritized accordingly.
- **Communication:** Upon any changes in library operations, the Library Director will contact each staff member by phone or in person. Current changes to library operations will be posted / updated on the front door of the library, the library’s social media pages, the library website, and the library voicemail-phone message.