

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, April 22, 2020 6:00 pm**

LOCATION: **VIRTUAL WEBEX MEETING**

Meeting Number: 624 154 020

Meeting Password: G8NpQnmvh36

<https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=m0c8db321a96255e9c4d35dc9b9abe22f> or Call 408-418-9388.

NOTICE: Pursuant to the current recommendation of the Centers for Disease Control and Prevention limiting public gatherings and the various federal and state orders implementing that recommendation, this meeting will be held virtually through the WebEx platform with each member accessing the meeting remotely. Citizens wishing to view the meeting are encouraged to watch the live broadcast of the meeting through Channel 25 on Spectrum cable, or on the Village's website.

Citizens wishing to submit any public comments should do so by sending an email to comments@village.germantown.wi.us by 4 p.m. on the day of the meeting so that it can be provided to the members for their consideration. Citizens wishing to present their comments verbally can join the WebEx meeting using their phone, computer or other internet-capable device and using the meeting number access code specified above.

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.
- II. **ROLL CALL:**
- III. **APPROVAL OF AGENDA:**
- IV. **APPROVAL OF MINUTES: March 25, 2019**
- V. **PUBLIC INPUT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there will be a three minute time period, per person, with time extension per the Chief Presiding officer's discretion: be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments. Written Public Comments should be directed to comments@village.germantown.wi.us by 4 p.m. on Wednesday, April 22.
- VI. **FINANCIAL MATTERS:**
 - A. Treasurer's Report
 - B. Accounts Payable
 - C. Budget Printout
- VII. **REPORTS:**
 - A. Correspondence

- B. Village Reports
- C. County Reports
- D. System Reports
- E. President's Report
- F. Director's Report

VIII. **UNFINISHED BUSINESS:**

- A. COVID-19 Update on Library Services

XI. **NEW BUSINESS:**

- A. Discussion on Reopening of Library

X. **ADJOURNMENT:**

Forthcoming meeting: May 27, 2020 – Germantown Community Library

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Library Director at (262)253-7760 at least 2 days prior to the meeting.

Notice is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State ex rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

March 25, 2020

GCL Community Room

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:30 p.m. on Wednesday, March 25, 2020. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Brenda O'Brien, Dennis Myers. **Members absent:** Christa Potratz, exc. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Myers, Vosen): Approve the agenda as printed. Motion carried (6-0). Due to the COVID-19 guidelines to limit gatherings to less than 10 people, notice was given on the posted agenda that the meeting is being held at Village Hall and can be viewed on Spectrum Cable Channel 25 or the Village's website.

MOTION (Vosen, Myers): Approve the minutes of the February 19, 2020 meeting as printed. Motion carried (6-0).

PUBLIC INPUT: A letter from Jennifer Chamberlain, Monarch Library System Director, was read. She wanted to express her admiration for the work the library directors and staff have done to respond to the unique circumstances related to the COVID-19 'Safer at Home' mandate. She thanked the Library Boards for their support of their Directors and staff. The full letter is attached to the minutes.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of March 25, 2020: Board Checking Account - \$2,114.35; Board Savings Account - \$5,052.90; GCL Building Account - \$17,412.43 [Penny Jug - \$1,801.53] [RAO Account - \$2,752.44]; Building Fund CD Account #1- \$16,084.87; Building Fund CD Account #2- \$15,895.65; Building Fund CD Account #3- \$16,024.07; Building Fund CD Account #4- \$15,769.41. The Treasurer's books were audited by Ron Seiser, Charlene Brady and Joyce Nelson. It was reported they found the records in good order. **MOTION (Myers, Brady):** Accept the Treasurer's Report as printed. Motion carried (6-0). Submitted report is attached.

ACCOUNTS PAYABLE. **MOTION (Vosen, Myers):** Approve the schedule of operating vouchers and credit card transactions and forward them to Village Hall for payment. Also approve the Library Board Funding transactions and forward them to Vosen for payment. **ROLL CALL VOTE:** President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Kerpan, aye; Trustee Myers, aye; Trustee O'Brien, aye.

BUDGET PRINTOUT. The monthly February 2020 Village Capital Projects Fund and General Ledger Trial Balance reports were reviewed.

REPORTS

CORRESPONDENCE. Nelson. Thank you letters were sent out to Stephanie Dickerson and Jill Postl for the memorial donations on behalf of their husband and father, Michael Dickerson.

VILLAGE. Myers. None.

COUNTY. Vosen and Smith. The Washington County Library Services Board next meeting will be held in April, 2020.

SYSTEM. Nelson and Smith. Nelson indicated the Monarch Library System Board meeting was deferred to April due to COVID-19 closures. It will be held online. The Monarch Library System Directors meeting was held on March 11, 2020. Planning for COVID-19 operations were covered. All libraries are closed to the public. The delivery systems for Monarch and the state of Wisconsin ended on March 11. A few libraries, including Germantown, temporarily offered curbside pickup prior to the 'Safer at Home' mandate. Some libraries have closed their book drop. Directors will participate in a weekly online chat every Friday while libraries are closed. Monarch created a new Facebook page: <https://www.facebook.com/yourmonarchlibrary/> to provide additional information to libraries and their communities.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. February statistics were provided. We had a 4.1% increase in overall circulation in February and 6.0% year-to-date. Smith provided a copy of the Monarch Library System '2019 by the Numbers' report. This summarizes the system wide statistics of physical/digital circulation, cardholders, library visits, number of programs

and attendees, delivery, computer sessions and WiFi access. Smith also shared a spreadsheet as of March 23, 2020 outlining the open status of each library within the system. This was changing daily until the 'Safer at Home' mandate closed all library in person services including curbside pickup. All Germantown in-person programs beginning March 6 through the end of April have been cancelled due to COVID-19. Management and staff have been working to adjust schedules and duties during this changing time. Staff did a fantastic job to transition quickly to offer curbside pickup March 9-14. The staff personally called each patron that had items on hold ready to be picked up. They delivered 1,804 items to patrons with curbside pickup during that week. Currently, 6 out of 28 staff are staying at home due to COVID-19 and 2 have reduced hours. Staff have been able to keep up with essential duties of pulling holds during curbside pickup, emptying the book drop, processing/cataloging items, answering patron phone calls and providing digital services support. The library is currently looking into additional streaming services through RB Digital and Hoopla. RB Digital will be available effective March 26, 2020. The State of Wisconsin committed \$300,000 for additional digital materials. Ancestry, which is only accessible inside the library, has been changed to allow patrons access from home while we are closed. The library will have staff available Monday-Thursday 10-7 and Fridays 10-4 to answer patron phone calls and process the book drop. Online library card registrations are being promoted for those that do not have a library card and wish to access digital resources.

UNFINISHED BUSINESS

ACT 420 PAYMENTS – Smith reported there were over 2300 responses to the ACT 420 Survey in Washington County. There were high response rates from the unserved Richfield and Jackson communities which will provide good input.

2019 ANNUAL REPORT – Smith reported the 2019 Annual Report was submitted to DPI the end of February. Smith is now working on the annual report that will be provide to the Village Administrator and Village Board.

NEW BUSINESS

COVID-19 UPDATE ON LIBRARY SERVICES – Smith provided eight handouts. The first handout was a summary and timeline of the Germantown library responses to the daily COVID-19 information and directives. This summary also outlined a detail plan for future services and corresponding marketing. Myers noted that he felt Smith and the library staff are doing a great job managing the challenges associated with COVID-19. Smith noted that three library staff members have been assigned to work at Village Hall to assist the Village with preparations for the April 7th primary election. Those three staff members, in addition to Smith and Lloyd, will be working Election Day for those regular workers that are unable to be there. Additional library staff have been trained should they be needed. Additional documentation included a copy of the online newsletter Smith sent to patrons and online media communications included on the library website and Facebook page. Copies of position statements by ALA, WILA, and Wisconsin DPI, which included reference to the State of Wisconsin Emergency Order #5 limiting the number of people in a single room to less than 10 and implementation of social distancing of 6 feet, were provided. The final handout, updated March 24, 2020, covers of the **State of Wisconsin: Emergency Order #12 (Safer at Home Order)** and the library's proposed operational response. Item #4 (Closures) in the order states; ***"Libraries shall close for all in-person services, but may continue to provide on-line services and programming. Schools and public libraries may be used for Essential Government Functions and food distribution."*** Item #12 (Essential Government Functions) instructs the library board to continue to hold meetings following the Office of Open Government guidelines. At a minimum the board should audit and approve the payment of all library expenditures. Finally, Item #14 (Minimum Basic Operations) – ***"...allows the minimum necessary activities to preserve the library facility and equipment, address information technology (IT) issues, ensure physical and cybersecurity, process payroll and fulfill business services obligations, as well as activities that facilitate the ability of staff to work remotely from home."*** Smith covers the current state of surrounding libraries and the proposed plan through April 24, 2020 or until further notice. Smith also outlined the goals of the library while closed to the public being; 1) Protect the health of staff and patrons, 2) Provide access and support to digital services, 3) Continue with essential functions of physical items, 4) Provide virtual programs and future program planning, 5) Be prepared to reopen the library. In addition, the library meeting rooms will be used for blood drives and Village election poll worker training and as a backup polling location if needed. Smith requested the Library Board approve the presented plan. MOTION (Nelson, Vosen): Approve the proposed 'Germantown Community Library COVID-19 Response Plan' submitted by Smith. Motion carried (6-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, April 22, 2020, at 6:00 p.m. The additional COVID-19 State of Wisconsin 'Safer at Home Order' issued by the governor on March 24, 2020, effective 8:00 a.m. March 25, 2020 through April 24, 2020 will require the meeting to follow the posted procedures for the Village of Germantown open meetings while following the Order.

Meeting adjourned at 7:03 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

DRAFT

Director's Report: April 2020

MONARCH LIBRARY SYSTEM & STATE OF WISCONSIN

- The Monarch Library System Directors met on Thursday, April 9 online.
- Directors have been meeting online every Friday and various other groups of library staff have been meeting as well.
- The meeting on Friday, April 17 dealt primarily with Curbside Pickup service and implementation of restrictions to limit contact between staff and patrons.

WASHINGTON COUNTY LIBRARIES

- The library directors meet online on Thursday, April 16. There was a discussion involving the Washington County payments due to changes in COVID-19.

DONATIONS/DEPOSITS

- None

STATISTICS

- -42.4% decrease in overall circulation (physical + electronic) in April and -8.8 decrease year-to-date. Lower numbers are due to the COVID-19 closures and will continue during this time.
- Germantown saw a 16.2% increase in usage of digital items checkout through Overdrive and RB Digital.

SPRING PROGRAMMING

- All programs through May 24, 2020 have been canceled due to COVID-19. It is anticipated that in-person programming will be limited when we are able to reopen.
- We are working with our performs to either reschedule or look at alternative options.
- Virtual storytime is held through Facebook Live every Friday at 10:30 a.m. We are seeing between 400-600 views.

DEPARTMENT UPDATES

- Management & General Staff
 - All staff have been working through adjustments to schedules and job duties due to COVID-19.
 - All full-time staff members are working normal hours working both at home and at the library. Part-time staff are working reduced hours both at home and at the library.
 - At home duties include ordering, processing, virtual programming, marketing via social media and other duties as assigned. Online training includes webinars on digital resources, Homeless patrons, customer services, providing services online due to COVID-19 and social media.
 - Staff are communicating weekly with their teams by phone and email and also through online meetings.
 - Youth and adult services staff will be working at least ¾ of their hours beginning Monday, April 20 to support online services and programming.
 - Additional staff members will be in the building beginning Friday, April 24 to support Curbside Pickup.
- Adult Services (Lynn Ratzmann)
 - Adult Services Librarian is communicating to Book Group members through an online group.
- Youth Services (Jackie Kolo)
 - Staff is working with the state to implement an online summer reading program through BeanStack.
 - Youth Services Librarian began online storytime starting March 27.
- Circulation (Diane Long & Connie Lloyd)
 - Limited Circulation Team members started to provide phone support to patrons Monday-Thursday 10 am - 7 pm and Fridays 10 am – 4 pm when the Library closed due to the Safer at Home Order. The staff are also checking in and shelving the book drop materials after 24 hours.
 - The Circulation Manager and Assistant Manager prepared new staff schedules and procedures to address each step of the Safer at Home Order.

- Tech Services (Connie Lloyd)
 - Technology Services started processing new orders of books and AV materials from home. They have a weekly pickup and drop-off of materials.
- Technology/Statistics (Connie Lloyd)
 - The library is started a streaming service through RB Digital that includes Acorn TV, Great Courses, IndiFlix, LearnItLive, Method Test Prep, Pongalo, and Qello Concerts.
 - Digital streaming services through Hoopla will be starting (date TBD)
- Building Management & Grounds (Connie Lloyd)
 - The magazine project to transfer all magazines into new shelving units were completed during closure.
 - Staff are working on moving and relabeling both the children and adult CDs and DVDs.
 - DPW completed maintenance to fire suppressant and heating/cooling issues in the ceiling. This required renting a special lift to reach the higher ceilings. It was scheduled to occur during 3rd shift in March. Due to the library COVID-19 closure, DPW with vendors were able to do the work during the 1st shift which saved money. It also saved time because they did not have to replace bookshelves and furniture each morning to be ready for patrons.

MARCH DIRECTOR MEETINGS, CONTINUING EDUCATION & OUTREACH

- | | |
|--|--|
| • Apr 1 - Washington County Directors | • Apr 17 - Monarch Directors |
| • Apr 1 - Village Department Heads | • Apr 20 - Village Board |
| • Apr 3 - Monarch Directors | • Apr 22 - Washington County Directors |
| • Apr 6 - Village Board Meeting | • Apr 22 - Library Board |
| • Apr 7 - Village Election | • Apr 24 - Monarch Directors |
| • Apr 8 - Kiwanis | • Apr 29 - Village Department Heads |
| • Apr 9 - Monarch Directors | • Apr 29 - Washington County Directors |
| • Apr 15 - Washington County Directors | |
| • Apr 16 - Washington County Library Board | |

GERMANTOWN COMMUNITY LIBRARY

STATISTICAL REPORT

March 2020

***Statistics and Revenue impacted by COVID-19 library closure*

TOTAL CIRCULATION

<u>Physical</u>	<u>15,340</u>
<u>Electronic</u>	<u>3,821</u>
<u>TOTAL</u>	<u>19,161</u>

PRINT CIRCULATION

Monarch System		Librared	Non-Librared	Total
Washington County				
	<i>Germantown (Village)</i>	9,794		9,794
	<i>Others</i>	431	4,131	4,562
	Dodge	18	6	24
	Ozaukee A	461	29	490
	Sheboygan A	16	1	17
Outside System				
	Milwaukee A	110	0	110
	Waukesha A	247	93	340
	Fond du Lac A	0	1	1
	Rest of WI	2		2
	Outside of WI	0		0
GRAND TOTAL		11,079	4,261	15,340

ELECTRONIC CIRCULATION

OVERDRIVE	3523
(Includes e-Book, video and	
RB DIGITAL	285
(Includes magazines, audio, video, and Transparent Language)	
GALE COURSES	13
HOOPLA (not available yet)	0
(Includes video, music, and audio)	
GRAND TOTAL	3,821

REGISTRATIONS

Resident (Village of Germantown)	37
Non-Resident	25
TOTAL	62

REVENUE (March 1-13)

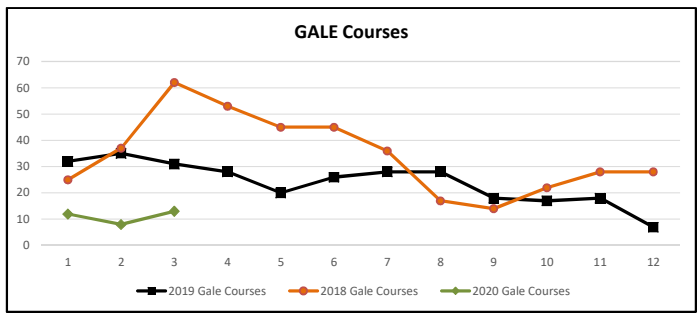
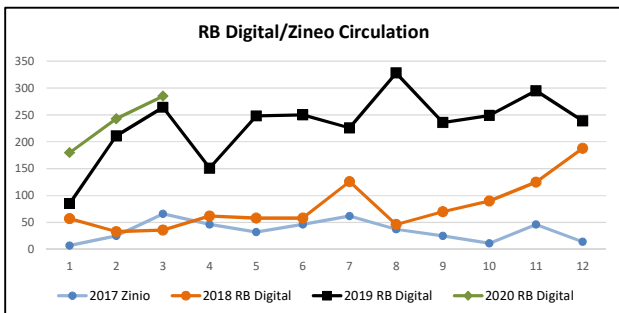
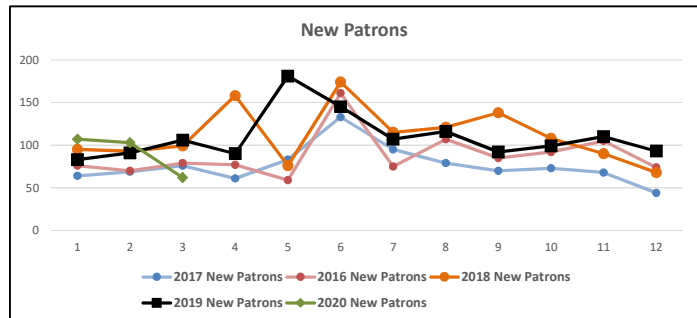
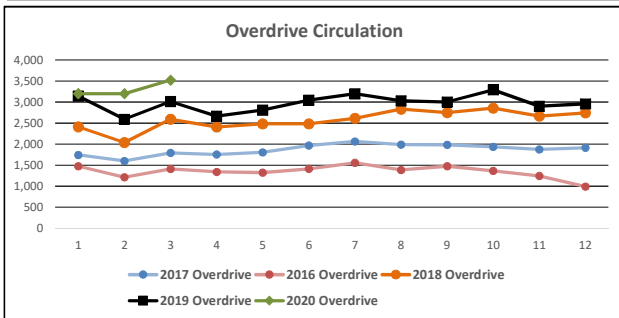
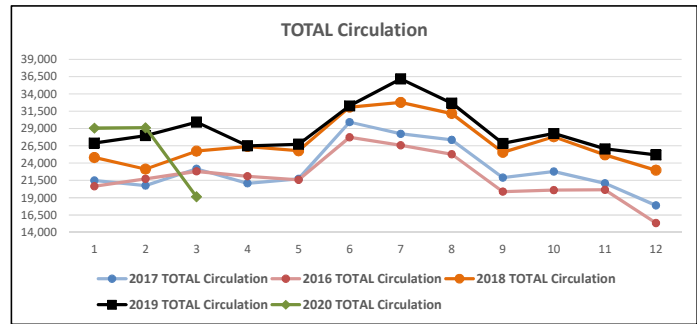
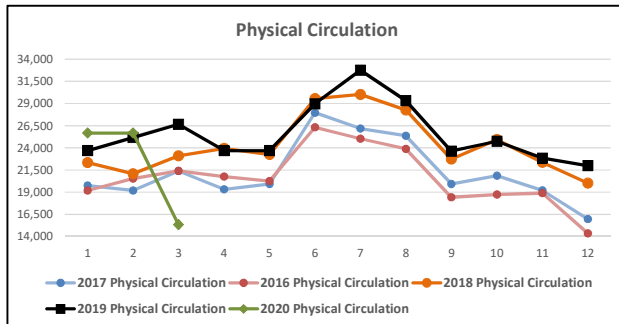
Fines	\$ 415.75
Copies	\$ 94.15
Replacement Cards	\$ 15.00
Lost/Damage Fees	\$ 35.74
Faxes	\$ 44.00
Meeting Room	\$ -
TOTAL FINES & FEES	\$ 604.64

GCL Statistical Trends 2016-2020

COVID-19
Open 3/1-13

COVID-19
Closed

Stats	YTD	Jan	Feb	Mar*	Apr*	May	June	July	August	Sept	Oct	Nov	Dec
2020 New Patrons	272	107	103	62									
2020 Physical Circulation	66,684	25,676	25,668	15,340									
% over 2019	-11.7%	8.4%	2.0%	-42.4%									
2020 RB Digital	708	180	243	285									
2020 Overdrive	9,927	3,201	3,203	3,523									
2020 Hoopla		N/A	N/A	N/A	N/A								
2020 Gale Courses	33	12	8	13									
2020 TOTAL Circulation	77,319	29,057	29,114	19,148									
% over 2019	-8.8%	8.0%	4.1%	-36.0%									
2019 New Patrons	1,313	83	91	106	90	181	145	107	116	92	99	110	93
2019 Physical Circulation	307,128	23686	25174	26645	23688	23677	28,968	32,758	29,329	23,622	24736	22856	21989
% over 2018	5.3%	6.1%	19.5%	15.3%	-1.0%	1.8%	-2.0%	9.1%	3.7%	3.9%	-0.8%	2.2%	9.9%
2019 RB Digital	2782	85	211	264	151	248	250	226	328	236	249	295	239
2019 Overdrive	35,660	3,145	2,592	3,012	2,668	2,812	3,050	3,199	3,028	3,003	3,291	2,901	2,959
2019 Gale Courses	288	32	35	31	28	20	26	28	28	18	17	18	7
2019 TOTAL Circulation	345,570	26,916	27,977	29,921	26,507	26,737	32,268	36,183	32,685	26,861	28,276	26,052	25,187
% over 2018	6.8%	8.5%	20.9%	16.3%	0.4%	3.7%	0.5%	10.4%	4.9%	5.1%	1.7%	3.4%	9.6%
2018 New Patrons	1335	95	93	99	158	76	174	115	121	138	108	90	68
2018 Physical Circulation	291,601	22,332	21,064	23,101	23,937	23,255	29,564	30,031	28,275	22,729	24,932	22,369	20012
% over 2017	14.3%	13.0%	9.9%	8.0%	23.9%	16.7%	5.7%	14.7%	11.5%	14.1%	19.5%	16.5%	25.3%
2018 RB Digital	949	57	33	36	62	58	58	126	46	70	90	125	188
2018 Overdrive	30,873	2,411	2,037	2,592	2,408	2,482	2,481	2,612	2,831	2,751	2,855	2,667	2,746
2018 Gale Courses	412	25	37	62	53	45	45	36	17	14	22	28	28
2018 TOTAL Circulation	323,423	24,800	23,134	25,729	26,407	25,795	32,103	32,769	31,169	25,550	27,809	25,189	22974
% over 2017	16.6%	15.4%	11.4%	11.0%	25.3%	18.7%	7.2%	16.1%	14.0%	16.6%	22.0%	19.5%	28.4%
2017 New Patrons	915	64	69	76	61	83	133	95	79	70	73	68	44
2017 Physical Circulation	255,030	19,755	19,174	21,386	19,321	19,932	27,965	26,173	25,364	19,920	20,858	19,209	15,973
% over 2016	2.9%	2.9%	-6.6%	0.0%	-6.9%	-1.6%	6.3%	4.6%	6.2%	8.2%	11.3%	1.7%	11.3%
2017 Zinio	417	7	25	66	46	32	46	62	37	25	11	46	14
2017 Overdrive	22,431	1,744	1,600	1,793	1,757	1,806	1,969	2,063	1,988	1,986	1,935	1,873	1,917
2017 TOTAL Circulation	277,461	21,499	20,774	23,179	21,078	21,738	29,934	28,236	27,352	21,906	22,793	21,082	17,890
% over 2016	5.1%	4.0%	-4.4%	1.6%	-4.6%	0.7%	8.0%	6.2%	8.2%	10.1%	13.4%	4.7%	16.6%
** 2016 Circulation monthly numbers were adjusted to match the annual figure reported on the DPI Annual Report													
2016 New Patrons	986	76	70	79	77	59	161	75	107	85	92	105	74
2016 Physical Circulation	247,753	19,190	20,527	21,396	20,761	20,260	26,309	25,030	23,887	18,412	18,736	18,893	14,352
2016 Overdrive	16,193	1,477	1,211	1,410	1,339	1,322	1,415	1,556	1,387	1,477	1,363	1,247	989
2016 TOTAL Circulation	263,946	20,667	21,738	22,806	22,100	21,582	27,724	26,586	25,274	19,889	20,099	20,140	15,341



[wispubdir] Safer at Home Order

?

Schultz, Shannon M. DPI <Shannon.Schultz@dpi.wi.gov>

Tue 3/24/2020 2:30 PM?

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At 10:30 a.m. on March 24, 2020, the State of Wisconsin issued a [press release](#) regarding [Emergency Order #12](#), the "Safer at Home Order," that prohibits all nonessential travel, with some exceptions as clarified and defined in the order. The order goes into effect at 8:00 a.m. on Wednesday, March 25, 2020, and will remain in effect until 8:00 a.m. on Friday, April 24, 2020, or until a superseding order is issued. The following sections of the Order pertain to public libraries:

Order 4: Closures. The Safer at Home Order expressly orders the closure of all public libraries "for all in-person services, but may continue to provide on-line services and programming." Compliance with this order would include the cessation of curbside and drive-thru services and any other distanced in-person services currently offered by libraries.

Order 12: Essential Government Functions. This order instructs government bodies such as a library board to continue to follow the guidance provided by the Office of Open Government (OOG) regarding holding meetings, as necessary. At a minimum, library boards should continue to convene monthly to audit and approve the payment of all expenditures of the public library, pursuant to Wis. Stat. sec. 43.58(2)(a). The OOG advisory on open meetings is available at <https://www.doj.state.wi.us/news-releases/office-open-government-advisory-coronavirus-disease-2019-covid-19-and-open-meetings>. For help with additional questions about open meetings requirements, please contact the Open Meetings Help Line at (608) 267-2220.

Other functions exempted under this order could include food distribution and other activities deemed essential by the municipality, such as when the library acts as the municipal polling place. In-person library service to the public is not defined as an essential government function under this order.

Order 14: Minimum Basic Operations. This order allows the minimum necessary activities to preserve the library facility and equipment, address information technology (IT) issues, ensure physical and cybersecurity, process payroll and fulfill business services obligations, as well as activities that facilitate the ability of staff to work remotely from home.

DLT acknowledges that public libraries are a matter of local control. We encourage you to contact your municipal attorney, county corporate counsel, or independently contracted attorney for advice when interpreting legal issues.

Shannon M. Schultz, Public Library Administration Consultant
Division for Libraries & Technology
Wisconsin Department of Public Instruction
P.O. Box 7841
Madison, WI 53707-7841
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Tony Evers

Office of the Governor | State of Wisconsin

FOR IMMEDIATE RELEASE: April 16, 2020

Contact: GovPress@wisconsin.gov or 608-219-7443

Gov. Evers Directs DHS to Extend Wisconsin's Safer at Home Order

MADISON — Gov. Tony Evers today directed Wisconsin Department of Health Services (DHS) Secretary-designee Andrea Palm to extend the Safer at Home order from April 24, 2020 to 8 a.m. Tuesday, May 26, 2020, or until a superseding order is issued. The order implements some new measures to ensure safety and support the progress we've made in containing COVID-19, but also allows certain activities to start up again. The order is available [here](#).

"A few weeks ago, we had a pretty grim outlook for what COVID-19 could mean for our state, but because of the efforts of all of you, Safer at Home is working. That said, we aren't out of the woods just yet," said Gov. Evers. "As I've said all along, we are going to rely on the science and public health experts to guide us through this challenge. So, as we extend Safer at Home, I need all of you to continue doing the good work you've been doing so we can keep our families, our neighbors, and our communities safe, and get through this storm together."

"Before we lift Safer at Home, the steps of testing and more robust public health measures must be in place," explained Secretary-designee Palm. "These steps will help us reduce the risk of a second wave of the virus. If we open up too soon, we risk overwhelming our hospitals and requiring more drastic physical distancing measures again."

The extension of the Safer at Home order includes a few changes. Some changes allow more businesses and activities to open back up, while other changes help make businesses safer for employees and customers. The changes in this order include:

Businesses and activities ramping up service and operations:

- **Public libraries:** Public libraries may now provide curbside pick-up of books and other library materials.
- **Golf Courses:** Golf courses may open again, with restrictions including scheduling and paying for tee times online or by phone only. Clubhouses and pro shops must remain closed.
- **Non-essential Businesses:** Non-essential businesses will now be able to do more things as Minimum Basic Operations, including deliveries, mailings, and curbside pick-up. Non-essential businesses must notify workers of whether they are necessary for the Minimum Basic Operations.
- **Arts and Crafts Stores:** Arts and craft stores may offer expanded curbside pick-up of materials necessary to make face masks or other personal protective equipment (PPE).
- **Aesthetic or Optional Exterior Work:** Aesthetic or optional exterior lawn care or construction is now allowed under the extended order, so long as it can be done by one person.

Safe Business Practices:

- **Safe Business Practices for Essential Businesses and Operations:** Essential Businesses and Operations must increase cleaning and disinfection practices, ensure that only necessary workers are present, and adopt policies to prevent workers exposed to COVID-19 or symptomatic workers from coming to work.
- **Safe Business Practices for Retailers that Essential Businesses and Operations:** Retail stores that remain open to the public as Essential Businesses and Operations must limit the number of people in the store at one time, must provide proper spacing for people waiting to enter, and large stores must offer at least two hours per week of dedicated shopping time for vulnerable populations.
- **Supply Chain:** Essential Businesses and Operations that are essential because they supply, manufacture, or distribute goods and services to other Essential Businesses and Operations can only continue operations that are necessary to those businesses they supply. All other operations must continue as Minimum Basic Operations.

Other changes include:

- **Schools:** Public and private K-12 schools will remain closed for the remainder of the 2019-2020 school year.
- **Local parks and open space:** Local health officials may close public parks and open spaces if it becomes too difficult to ensure social distancing or the areas are being mistreated.
- **Travel:** People are strongly encourage to stay close to home, not travel to second homes or cabins, and not to travel out-of-state if it is not necessary.
- **Tribal Nations:** Tribal Nations are sovereign over their territory and can impose their own restrictions. Non-tribal members should be respectful of and avoid non-essential travel to Tribal territory. Local government must coordinate, collaborate, and share information with Tribal Nations.
- **Duration:** The changes in this order go into effect on April 24, 2020. The order will remain in effect until 8 a.m. on May 26, 2020.

If you have questions, a Frequently Asked Questions (FAQ) document is available [here](#) for your review.

The public should continue to follow simple steps to avoid exposure to the virus and prevent illness including:

- Avoiding social gatherings with people of all ages (including playdates and sleepovers, parties, large family dinners, visitors in your home, non-essential workers in your house);
- Frequent and thorough hand washing with soap and water;
- Covering coughs and sneezes;
- Avoiding touching one's face; and
- Staying home.

This is a rapidly evolving situation, and we encourage you and the public to frequently monitor the [DHS website](#). We encourage you to follow @DHSWI on [Facebook](#), [Twitter](#), or dhs.wi on [Instagram](#). Additional information can be found on the [CDC website](#).

[wispubdir] Safer at Home Extended, Curbside Pick-up Added to Exceptions

You forwarded this message on Thu 4/16/2020 11:14 PM
Schultz, Shannon M. DPI <Shannon.Schultz@dpi.wi.gov>
Thu 4/16/2020 5:47 PM

At 12:51 p.m. on April 16, 2020, the State of Wisconsin issued a [press release](#) regarding the extension of Wisconsin's Safer at Home Order until 8:00 a.m. Tuesday, May 26, 2020 (or until a superseding order is issued) per [Emergency Order #28](#). Order #28 implements some new safety measures and allows certain activities to begin ramping up service and operations. The following sections of Order #28 pertain to public libraries:

Order 4b: Closures: Libraries. Public libraries must remain closed for all in-person services. Library may now provide the following services:

- Libraries may continue to provide online services and programming, as was permitted under the Safer at Home Order.
- Libraries may begin to offer curbside pick-up of books and other library materials, only if **all of the following** conditions are met:
 - All operations are performed by **one person in a room or confined space** (see below for details);
 - Materials are requested online or by phone before pick up;
 - A signature from the patron is not collected;
 - All pick-ups are scheduled, to ensure compliance with Social Distancing Requirements as defined in Section 16 of the Safer at Home Order.
- Any Essential Governmental Function; and
- Food distribution, which were both permitted under the Safer at Home Order.

Order 12: Essential Government Functions. Government bodies including the library board should continue to follow the Wisconsin Department of Justice's [Office of Open Government](#) guidance regarding holding government meetings, and library boards should continue to convene monthly to audit and approve the payment of all expenditures of the public library, pursuant to Wis. Stat. sec. 43.58(2)(a). The OOG advisory on open meetings is available at <https://www.doj.state.wi.us/news-releases/office-open-government-advisory-coronavirus-disease-2019-covid-19-and-open-meetings>.

Other functions exempted under this order could include food distribution and other activities deemed essential by the municipality.

Order 14: Minimum Basic Operations. This order allows the minimum necessary activities to preserve the library facility and equipment, address information technology (IT) issues, ensure physical and cybersecurity, process payroll and fulfill business services obligations, as well as activities that facilitate the ability of staff to work remotely from home.

Curbside service has been added to the list of minimum basic operations for public libraries. As a non-essential business, a public library may continue basic minimum operations by restricting the number of workers in the library to no more than is strictly necessary to perform curbside service, as well as the other minimum basic operations. These added employees can now be considered essential staff, for the purpose of operating the library with limited services.

Curbside service can only be offered by a library if all four conditions outlined in the Order #28 are met. "All operations performed by one person in a room or confined space" implies proper social distancing. It does not mean that one individual must perform all operations involved in running a curbside service; rather, it limits the number of people working in a room or confined space to one person.

Materials must be requested either online or by phone, and all pick-ups must be scheduled to ensure that social distancing requirements are met. Because lobby areas and vestibules provide an increased risk of contagion, they are not acceptable pick-up spaces for curbside service. All transactions should occur outside and away from the doorways, where people can properly socially distance themselves without coming into contact with others and hard surfaces.

Delivery and mailings. More information is needed to determine if this section applies to exchange of materials between libraries. Library staff should not provide home deliveries or offer deposit collections to residence facilities until a determination is made.

Order 16: Social Distancing Requirements. For purposes of this Order, Social Distancing Requirements includes:

- a. Maintaining social distancing of six (6) feet between people;
- b. Washing hands with soap and water for at least 20 seconds as frequently as possible or using hand sanitizer;
- c. Covering coughs or sneezes (into the sleeve or elbow, not hands);
- d. Regularly cleaning high-touch surfaces;
- e. Not shaking hands; and
- f. Following all other public health recommendations issued by DHS and the U.S. Centers for Disease Control.

DLT acknowledges that public libraries are a matter of local control. We encourage you to contact your municipal attorney, county corporate counsel, or independently contracted attorney for advice when interpreting legal issues.

See also: [Office of the Governor Safer at Home FAQs](#)

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Fri 4/17/2020 8:02 AM

Yesterday, Emergency Order #28 stated that public libraries may begin ramping up for reopen by providing curbside pick-up. However, to be clear, "the changes from Emergency Order #28 will go into effect on April 24," per [the governor's Safer at Home FAQs](#). I know that this seems counterintuitive to the language of the order itself, which states that libraries may engage in those activities, but the information from the governor's office is clear. **No public libraries should engage in any curbside activities until 8:00 a.m. on Friday, April 24, 2020.** That said, library workers may begin preparing for the provision of that service, as long as they comply with the social distancing requirements outlined in Order #28.

For the timebeing, keep book drops closed, book lockers unused, and do not exchange materials with other libraries. We will address these important issues as answers become available.

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