**The mission of the Town of Johnsburg Library is to:**

1. Promote reading and literacy in our service area.
2. Collect, preserve and distribute printed and other material to help meet the educational,

informational, cultural and recreational interests and needs of the people of the town.

1. Serve as a cultural center for the township.
2. Provide all services in an open and nonjudgmental environment.

To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted the following temporary safety and operational policies made allowable by the New York Education Law (Sections 255, 260, 226), The NYCRR (Section 90.2) and the Not-For-Profit Corporation Law (Article 2). The Library considers it our duty to develop these measures to keep our services accessible at this time. In the event any safety requirement is not practicable on the basis of a disability, please contact the library director to explore a reasonable accommodation.

**OVERVIEW**

Johnsburg Library is classified by NYS ( <https://forward.ny.gov/>) ) under the Industryof *Libraries and Archives* with the NAICS classification number *519120* . The Library is currently operating on the recommendations of the Southern Adirondack Library System (SALS) <https://salsblog.sals.edu/covid-19/>, the NYS’s *Interim Guidance for Essential & Phase II Retail Business Activities* ([File:///c:/users/owner/documents/LIBRARY/RetailMasterGuidance.pdf](file:///c%3A/users/owner/documents/LIBRARY/RetailMasterGuidance.pdf)and the Governor’s executive orders (<https://www.governor.ny.gov/executiveorders>).

The Library Director will establish building access dates in coordination with the Board of Trustees. The Library will transition to normal operations using a phased approach.

**Safety Practices**

Until the board votes to revoke this temporary policy, the library will require all people on the premises to abide by the following safety practices:

1. Library users will wear facial masks when required to by library policy.
2. Library users will not be required to wear gloves, but it is recommended.
3. Staff will wear masks and use hand sanitizer when in contact with the public.
4. Patrons and staff will practice social distancing (6 feet from others) while using the library.

**PHASE 1 GUIDELINES**

1. The main Library building is closed to the Public and there is no lending of material. Library staff are making preparations for future building access.
2. Essential staff only allowed in the building. (Library Director and Library Assistant)
3. Staff hours are Thursdays, Fridays, and Saturdays 1-4. Any remaining normally scheduled hours will be completed at home during this time. Building activities will include cleaning surfaces, processing returns, establishing a quarantine system for returns, answering public queries, handling administrative tasks, reorganizing furnishings, preparing the library for public access, and continuing planning exercises and collection development.
4. The public will have access to the front vestibule drop box for book returns.
5. Returned items will be quarantined for 2 days (48 hours) prior to handling. Book return decontamination protocols are referenced from SALS and related professional library associations such as the ALA and IMLS. As of 5/5/20 a 3-day (72 hours) quarantine is recommended by SALS.
6. A communication plan for employees and patrons will be established to provide updated information. Information regarding the current service protocol will be communicated through social media, the Library website and as necessary, local newspapers. Current guidelines will be posted on the front main and back entrances.
7. Online services and information for the public will be posted on the Website and digital collections will be promoted.
8. Fine amnesty is in effect.
9. All library events and meetings will be held virtually.
10. Staff will make every effort to maintain social distances of 6 feet and additional workspaces will be set up as necessary. Face masks and gloves will be provided to staff.
11. Barriers (Plexi-glass shields) have been installed in preparation for future public access to the building.
12. Signs will be posted throughout the library addressing adherence to proper hygiene, social distancing rules, appropriate use of PPE and cleaning and disinfecting protocols.
13. Sanitizing dispensers have been installed at the front entrance and back door and hand sanitizers are available on the circulation desk and Library Director’s office.
14. The staff will work with the town cleaner to establish a cleaning/sanitizing/disinfecting protocol including the identification of frequently contact surfaces (door knobs, keyboards and countertops). The library staff will be responsible for sanitizing workstations at the end of a shift and cleaning the staff bathroom at either the end of the Friday shift or the beginning of the Saturday shift.
15. Should a Library staff member or Town Employee with access to the Library test positive for COVID-19, the Library Director or Town Supervisor will immediately notify State and local health departments and cooperate with contact tracing efforts by notification of other staff members in contact with that person while maintaining confidentiality required by state and Federal law and regulations.
16. Continuous monitoring of appropriate websites will be the responsibility of the Library Director to assure currency of guidelines.
17. Copies of the Library Reopening Plan and the completed New York State Business Safety Plan will be maintained onsite.

**PHASE 2 GUIDELINES**

**Began Jan. 2, 2021; Return to Curbside Services Dec. 3, 2021**

1. As of **December 3, 2021**, the Library initiated loan of physical items with contactless pickup (curbside) services. This service will be provided at the front entrance vestibule entrance to the Library. Patrons may call, email, or place holds through the library catalog to order their requests. Staff will call and coordinate pickup times to accommodate all requests within the limited hours of operation.
2. Home delivery will be available upon request.
3. The main Library building is closed to the public and accessible to essential staff only. All library events and meetings will continue to be held virtually. The two entrances to the main Library building will be locked. The public will continue to have access to the front vestibule drop box for book returns.
4. Curbside hours are Wednesdays, Thursday, and Fridays 1-4 pm; Saturdays 11am – 2 pm. These hours may change according to demand.
5. Items will only be loaned from the Johnsburg library unless an inter-library loan item has come in for a patron. Staff will continue to call all patrons when these requested items arrive.
6. Essential staff only will be providing the curbside services. (Library Director and Library Assistant)
7. There will be no scanning of library cards. Loans will be inputted into the computer by staff.
8. Staff will wear masks and use hand sanitizer and/or gloves when in contact with the public and handling materials.

All attempts will be made to maintain appropriate social distancing.

1. Fine amnesty is in effect and due dates will be extended for those who request longer checkout times.
2. All returned items will be quarantined for 2 days (48 hours) prior to handling.
3. Should a patron report a positive test for COVID-19, the Library Director will immediately notify State and local health departments and cooperate with contact tracing efforts while maintaining confidentiality required by state and Federal law regulations.
4. Continuous monitoring of appropriate websites will be the responsibility of the Library Director to assure currency of guidelines.
5. Copies of the Library Reopening Plan and the completed New York State Business Safety Plan will be maintained onsite.

**PHASE 3 GUIDELINES**

**Began March 31 2021; New Target date January 5, 2022**

1. The Building willopen beginning on **January 5, 2022**. This date is subject to change dependent upon the current COVID environment and the recommendations of the Library Director and the Library Board of Trustees
2. The Library will resume regular hours. Wednesdays 11-5, Thursdays 11-7, Fridays 11-5, Saturdays 10-2. The Library will also resume summer hours—Mondays 9 AM to 12 PM—in July and August 2021. The Library Director at her discretion will determine when volunteers can resume their library duties.
3. The Library will be open for access to the circulation desk, lobby area and a limited number of computers with limited access to other sections of the library.
4. There will be no or limited public seating, except for limited computer sessions, until such time as it is deemed safe to do so.
5. Fine amnesty is in effect until such time as the Library Board determines to end the fine amnesty.
6. Curbside services and home delivery will still be available upon request.
7. Masks are **required** to enter the Library and visitors are asked to respect the 6 foot social distance rule.
8. Staff will wear masks when in contact with the public.
9. All attempts will be made to maintain appropriate social distancing.
10. Hand sanitizers are available at the Circulation desk and computer stations and wall mounted sanitizing dispensers are available at both the front and back doors.
11. Public meeting space is not available and library events will be primarily virtual or take-and-make; limited in-person programming may be offered in compliance with federal, state and local guidance.
12. Caregivers must remain with children under their care while in the library. Staff will retrieve children and adult materials upon request. All toys, puzzles and similar items will not be available for use at this time.
13. Sign-in at the circulation desk to use a computer station. Computer time will be limited to 30 minutes per day per patron. Staff will regularly sanitize the computer areas.
14. Observe floor markers for social distancing and traffic flow cues.
15. When the Library is at the maximum mandated capacity, visitors will be asked to put themselves in the queue outdoors and observe appropriate social distancing while waiting.
16. Restrooms will each be designated for public and for staff. The door between the Town Hall and the Library will remain closed at all times.
17. Should a Library staff member or visitor test positive for COVID-19, the Library Director will immediately notify State and local health departments and cooperate with contact tracing efforts by notification of any person contact in the Library while maintaining confidentiality required by state and Federal law and regulations.
18. Continuous monitoring of appropriate websites will be the responsibility of the Library Director to assure currency of guidelines.
19. Copies of the Library Reopening Plan and the completed New York State Business Safety Plan will be maintained onsite.