



November 2020

Librarian's Report

Bradford Public Library

The construction project is all but complete! We continue to offer curbside and ILL services including laptop lending as our preferred method of lending materials. Curbside wifi and print services remain accessible 24/7.

Administrative:

Re-opening; Phase 3

Although curbside will be our preferred method of lending, we are excited to begin reopening the library for time-limited browsing as well as computer use by appointment. Walk in patron use may be allowed based on state maximum capacity guidelines and subject to change. Masks and social distancing will be required, along with sanitation protocols (patrons must use hand sanitizer before handling library materials).

The children's collection will be available for browsing, but due to COVID concerns we are unable to provide in-house youth services at this time. Families (limited to one household) may request appointments for 30 minute visits to the children's collection. Toys and manipulatives will be stored until further notice. No unattended children will be permitted.

All visits must be staggered and allow for proper sanitizing between patrons. Computer use will be limited to 30 minutes per patron due to air circulation concerns. Patrons may continue to check out laptops for 90 minute sessions for use outside.

BPL will:

- Encourage curbside services over in-person browsing when possible.
- Continue to allow patrons access to library materials and outdoor wifi while encouraging physical distancing.
- Allow a maximum occupancy of up to 5 total, two staff, three patrons (two computer users, one browsing adult stacks/desk service) at one time: main level and mezzanine only.
- Two physically distanced computers will be made available for patron use in the reading room by appointment. Use will be limited to 30 minutes, allowing for cleaning between users.
- Printers and Fax will also be made available through librarian, to reduce contact. Chairs will be removed from the stacks and all other furniture will be moved or removed to ensure physical distancing and to reduce points of contact.

Health and Safety Measures:

- A partial coverage sneeze guard has been installed at the circulation desk. *A second guard is necessary for full coverage.*
- Patrons and staff will be required to wear masks, practice physical distancing, and not to enter the library if they are unwell (signage from ACCD to this effect posted inside and outside the building).
- Hand sanitizer will be available in the reading room and at the front desk.
- Hand sanitizer must be used before handling library materials.
- When patrons are in the building, open windows and exhaust fans will be used to encourage airflow, per CDC. Air purifiers will run through the cold season.
- Single bathroom reserved for staff use, frequent handwashing and sanitizing required, per CDC.
- Per VTLIB and CDC, all library trustees, staff, and contracted service providers must fill out the mandated Health Check form, wear masks, and follow all current health and safety guidelines if they enter the building for an extended period of time other than browsing for materials.
- Librarians will continue to support quarantine procedures for incoming materials.
- Signs will be posted at all entrances clearly indicating that no one may enter if they have symptoms of respiratory illness.

With the future unclear in terms of resurgences of COVID and the need for additional protocols, we will need to remain flexible in terms of our planning, adapting to conditions as they change.

Administrative Meetings ~ Gail

County Directors, Nov 5

Bradford Resilience Committee, Nov 25

Upcoming Holiday Hours:

We will be closed Thanksgiving Day, Christmas Eve/ Christmas Day, New Year's Eve

Technology:

Scot Welch of Great Planning tech is scheduled to relocate/wire the phones, Brother printer, and wi-fi routers in the reading room, main floor, and childrens/YA rooms on Nov 11.

Grants:

BPL has been awarded multiple air purification units through the UVM Office of Engagement grants monies for VT public libraries.

BPL received a case of disinfectant spray and WYPALL cloths from the VT DOL.

Prof Dev:

ILL Quarterly Roundtable, Nov. 2, 1-3pm~ Betsy

Introduction to the Annual Report (VT DOL), Nov. 16, 10-12~ Betsy

Changes to the Annual Report (VT DOL), Nov 18 ~ Gail

Volunteers

Thank you BPL Trustees Dee Chamberlain and Jill Baron for helping to reshelve and organize the youth collection.

Thank you Jody Paine for the many hours of volunteer time making the project come together.

Thank you Arvid Johnson for hauling the recyclables!

Collection Development

New books have continued to circulate throughout our closure via curbside service. The new *BookEnds*, monthly *Newsletter*, and *New Titles* promotional tools have all proven effectiveness. Search for new titles which are added to the collection and may be found on the right side under Online Tools at bradfordvtlibrary.org. Subscribe to the monthly Bookends Newsletter for updates and featured titles.

Programs:

VT Humanities Book Discussion Exploring Graphic Novels with Suzanne Brown is going well with new participants joining this month.

BPL is a meal site for the Upper Valley Everyone Eats program. Packaged meals are picked up in Fairlee each week and distributed through the library. All meals have been claimed each week.

Bookends and Monthly Newsletter:

Help spread the word and let librarians know if you would like to receive one or both of our monthly E-mailings!

