

Library Board of Trustees

The Louisville Public Library's mission is to inform, involve, and inspire to enhance the quality of life in the communities that we serve.

MEETING AGENDA

THURSDAY, September 10, 2020

Electronic Meeting

6:30 PM

This meeting will be held electronically. Residents interested in listening to the meeting or making public comments may join in one of two ways:

- 1) *Call in to +1 646 876 9923 or 833 548 0276 (Toll Free) Webinar ID # 850 8562 0119.*
- 2) *Log in via your computer. Please visit the City's website here to link to the meeting:*
<https://www.louisvilleco.gov/government/boards-commissions/library-board-of-trustees>

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda**
- IV. **Approval of Minutes**
- V. **Public Comments**
- VI. **Trustee Informational Comments on Pertinent Items Not on the Agenda**
- VII. **New Business**
 - A. COVID-19 Policy
 - B. Library Social Media Plan
- VIII. **Ongoing Business**
 - A. Superior Board of Trustees update (N. Shah)
 - B. Library Foundation liaison report (R. Gurganus)
 - C. Little Libraries
 - D. Meeting Room Policy
- IX. **Director's Report (S. Nemechek)**
- X. **Agenda Items for Next Meeting: November 12, 2020**
- XI. **Adjournment**

Citizen Information

Persons with disabilities planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact Sharon Nemechek at 303-335-4800. A forty-eight-hour notice is requested.

Trustees

The Louisville Public Library's mission is to inform, involve, and inspire the communities we serve. **Meeting Minutes— DRAFT**

(Version 04/19/2020)

**Thursday, March 12, 2020
Library Meeting Room, 1st
Floor 951 Spruce Street 6:30
PM**

I. Call to Order. A quorum was present and Board President Gurganus called the meeting to order at about 6:33 pm.

II. Roll Call

Board Members Present:

- Renée Gurganus, President
- Richard Chamberlin
- Neil Shaw, Town of Superior Trustee
- Conor Seyle
- Jeannie Schuman

City Staff Members Present:

- Sharon Nemechek, Library Director
- Meredyth Muth

Others present:

III. Approval of Agenda: The agenda was approved by general consent.

IV. Approval of previous minutes: The minutes from March 12, 2020 were approved by general consensus pending the correction of three items, two relating to capturing action items from the last meeting and one correcting the language of the boardroom policy as approved in that meeting.

VI. Public Comments : There were no public comments.

VII. Trustee Informational Comments on Pertinent Items Not on the Agenda: There were none

VIII. New Business

A. Little Library update. President Gurganis proposed that all Board members adopt an individual library to maintain rather than the rotating schedule of maintenance that had been previously used. This policy was adopted by general consensus.

B. Library Staff Appreciation. The Library staff have excelled in a difficult situation under the COVID-19 restrictions. President Gurganis proposed a recognition of Library staff, which was accepted. Jeannie Shuman agreed to be the point of contact for that effort.

C. Policy Suggestion. Phase out use of Facebook. Board member Chamberlin proposed a policy change that the Library cease the use of Facebook, due to Facebook's consistent failure to stop the spread of hate speech and speech which promotes the infringement of human rights. He proposed that the Library shift its outreach methods to other outlets, including email. The Board discussed this issue, and weighed the current strength of Facebook as an outreach tool for the Library in the context of the isolation caused by COVID-19 against the identified issues. While acknowledging the issues identified by member Chamberlin, the Board felt that the current situation meant that the Library should not close communication lines. Director Nemechek proposed that the Library may review their social media approach and strategy in the fall after the launch of the new Library website, and that this review should consider questions of what outlets work best to reach different demographics as well as whether current outlets fit with the Library's needs and strategies.

IX. Ongoing Business

A. Superior Board of Trustees Update. Trustee Shah updated the board on the developing Superior Community Space. Director Nemechek flagged a need to coordinate with the Superior Board due to changes in the planned library pickup lockers. Trustee Shah updated the Board on decisions made by the Superior Board on planning decisions made around the 88th street connection between Louisville and Superior

B. Library Foundation Liason Report. President Gurganus reported on the financial health of the Foundation, which due to diversified investments had performed well in the midyear downturn. The Foundation has been the recipient of a publicly organized and led donation drive focused on increasing collections to respond to current community issues, build cultural familiarity and an appreciation of diversity, and extend the number of high-demand cases. The Foundation is setting up an account in Colorado Gives to participate in Colorado Gives Day. All Read Baby Read packets distributed in early 2020 have been given out, and the first pickup of the board book took place. The Foundation has also launched a community haiku project designed to capture a record in poetry of Louisville's COVID-19 experience.

X. Directors Report

A. Staffing and budget: the library furloughed 14 in April but as of July were able to bring back 2 senior clerks. Two Adult Service Librarian positions are frozen, but one candidate has taken another position. The overall Library budget has been reduced by 20% with a collection reduction of 30%. Budget planning for 2021 starts with this reduced number but Director Nemecheck would like to prioritize a slow increase in staff. Trustee Shah pointed out that budget cuts by Louisville had implications for the relative budget distribution between Superior and Louisville. Director Nemechek referred to the IGA, which identifies municipal contributions on the basis of mill levies. This issue was referred to further discussion between city managers.

B. Reopening plans; currently serving 150 psns/wk. The state has allowed libraries to open under the CDPHE guidance for indoor events. Beginning Monday 7/27 the library will reopen for limited in-person hours. The library will maintain pickup and monitor where there is interest. Based on CO's social distance calculator, the library will limit inside patrons to 35 patrons and no more than 30 minutes. There will be time set aside for people who are at higher risk to have access. Director Nemechek reported on a consultation with the city attorney and the Colorado Disabilities Association who both gave guidance on the legality of requiring masks, and has developed a policy which requires masks but provides accommodations as needed. The cut in volunteer hours caused by COVID has caused challenges, and Director Nemechek is looking at working with their vendors to process materials as well as providing them to make up for this gap.

C. Summer Reading Program: The SRP has been extremely successful even though it is virtual. The programming has focused on virtual programs with physical components with the supplies provided by the library.

XI. Agenda for Next Meeting: September 10, 2020

1. Library social media plan
2. Little libraries followup

XII. Meeting adjourned at 7:48

SARS-CoV-2 aerosol transmission and mitigation by improved building ventilation

Richard A. Chamberlin, Ph. D. (Physics)
Louisville, CO 80027
cham314@hotmail.com
8/26/2020

The global economy is plunged into crisis because of our collective failure to contain the spread of the new coronavirus, SARS-CoV-2 which causes the disease Covid-19. Three possible SARS-CoV-2 transmission pathways are generally present at the same time in the proximity of a contagious individual: fomites; ballistic particles; and, aerosols [1]. Because all three transmission pathways are present, it has been hard to quantify their relative importance. Although the topic is under debate, some researchers have recently suggested that the relative importance for asymptomatic or pre-symptomatic individuals is [2, 3]:

- Transmission by fomites: 15% to 20%
- Transmission by ballistic particles: 5%
- Transmission by aerosols: about 75%.

“Asymptomatic persons seem to account for approximately 40% to 45% of SARS-CoV-2 infections, and they can transmit the virus to others for an extended period, perhaps longer than 14 days” [4]. Transmission from pre-symptomatic individuals can be substantial [5].

SARS-CoV-2 aerosols transmitted up to 4.8 m are now proven to contain viable virus [6]. The possible great significance of aerosols in transmission strongly suggest that wearing masks effective at blocking small particles (e.g. N95), and that knowing interior room ventilation compared to room occupancy are very important to mitigating the spread of the virus.

In the United States, and in some other countries, mitigation strategies such as mask wearing and social distancing are not sufficiently effective due

in part to the lack of universal compliance. This memo suggests mitigating SARS-CoV-2 transmission by restricting room occupancy based on the known room ventilation rate. (Other contributors have made prior recommendations: e.g., see [2] and citations therein.) This proposed focus on ventilation system performance and room occupation number provides a mitigation layer which is less dependent on the actions of individuals or the quality of masks they are able to obtain[7].

A useful metric for evaluating the effectiveness of ventilation systems is the concept of cubic feet of clean air per minute per person (*cfm/person*) [8]. For the purpose of virus mitigation, here we define “clean” air as either outside air, or if recirculated, then filtered by at least a grade MERV rating 13 filter, or higher. In [8] *cfm/person* refers to outside air only. If a building operator is given a design figure for *cfm*, then they should try to determine if it is for outdoor air, or a mix of outdoor and recirculated air, and if recirculated air, then how is it filtered before reuse.

A problem facing operators of classrooms and lecture halls is how to safely increase occupancy given the limits of existing building HVAC infrastructure. A recent technical report for the University of Colorado campus suggests supplementing HVAC recirculated air with portable air cleaners to achieve a mixing ratio of 1:2 to 1:4 for outside to recirculated, cleaned air[9]. A higher mixing ratio of outside to recirculated air might be desirable for various reasons [8], but the maximum *cfm* of outside air might be limited by existing HVAC installations. Also, introduction of extra outside air can expend more energy for heating and cooling. ¹

Some public spaces are designed for outside air ventilation rates as low as 5 *cfm/person* for auditoriums, 9 *cfm/person* for museums, 17 *cfm/person* for offices, and 26 *cfm/person* for health clubs[8]. However, at least since the 1853 Crimean War it has been “observed that diseases spread faster in

¹My personal preference is to open windows and skylights for natural ventilation but modern era commercial and industrial buildings seldom have windows and skylights that open since it has long been known that natural ventilation decreases control on the air exchange rates[10], and natural ventilation decreases precise control of temperature and humidity. Future air processing system controllers could be designed to detect and accommodate natural ventilation from windows and skylights which might save energy and improve indoor air quality at the expense of precise temperature and humidity control which in many cases is unneeded and annoying if it causes a large temperature differential between outdoors and indoors.

Table 1: Accepted and recommended *cfm/person* rates

Purpose	<i>cfm/person</i>	Rmks & Citations
Auditorium	5	outside air [8]
Museum	9	outside air [8]
Office	17	outside air [8]
Office	20	outside air [11]
Improved cognition	40	outside air [8]
Airborne pathogen mitigation	52	outside air [11]

densely occupied hospitals with poor ventilation” [8]. See [8] for a concise history of officially recommended minimum ventilation rates which have ranged from 29 *cfm/person* to as low as 5 *cfm/person* in the 1970s to conserve energy. According to [8] improvements in building occupant productivity were shown when the outside air ventilation rate was increased from 20 *cfm/person* to 40 *cfm/person*.

At least one pre-SARS-CoV-2 commentary on airborne pathogen mitigation suggests that the minimum value should be as high as 52 *cfm/person*[11]. Table 1 summarizes some of the accepted and recommended *cfm/person* rates.

Given the likely importance of room ventilation relative to room occupancy, every commercial and public building operator should strive to know the *cfm/person* of clean air in every room of every building including restrooms and break rooms. As a consumer, before spending any time in a work space, a public space, or an aircraft, I want a reasonable estimate of the *cfm/person* in that environment. As the general public becomes more educated about issues with aerosols and ventilation[12, 13], I expect there will be more demand for this kind of detailed information.

Acknowledgements

The opinions expressed in this short memo are mine only. I prepared [10] for reprinting on demand, but I derive no revenue from it. A few of my colleagues read this memo and I thank them for their comments two of which are enumerated below:

1. My memo does not adequately capture the sense that the scientific consensus initially ignored the importance of the the aerosol transmission pathway, but that this view is evolving. My belief, and the belief of many other, but not all scientists, is that the preponderance of evidence now supports the idea that aerosol transmission is significant, even by asymptomatic and pre-symptomatic infected individuals².
2. The useful spreadsheet transmission calculator developed by University of Colorado Professor Jimenez should be mentioned: “The Estimator calculates COVID-19 infection risk for a number of basic situations: college classrooms, choirs, taking a bus, being outdoors, participating in demonstrations”.³

Appendix: “Air Exchange Rate”

Ventilation system performance is often given in terms of the air exchange per hour (*ach*)⁴. Assuming that all the air is well circulated, then the relationship between *ach* and *cfm/person* is

$$ach \times V/60 \times 1/N = cfm/person \quad (1)$$

where *V* is the volume of the enclosed space in cubic feet, and *N* is the number of people in the space. *ach* is also known as the “air exchange rate”.

I have seen it reported recently that the *ach* in an aircraft such as the B737 is 20 to 30. Using published figures for the dimension of the aircraft cabin, and *ach* = 20, then at the designed maximum capacity (189 passengers), I get about 14 *cfm/person*. To get to 52 *cfm/person* the B737 capacity should be restricted to about 52 people.

A standard subway car for New York City is reported to have about 18 *ach*⁵. At its designed capacity of about 188 people, and using published

²<https://time.com/5883081/covid-19-transmitted-aerosols/>

³<https://cires.colorado.edu/news/covid-19-airborne-transmission-tool-available>

⁴<https://www.contractingbusiness.com/service/article/20868246/use-the-air-changes-calculation-to-determine-room-cfm>

⁵<https://www.nytimes.com/interactive/2020/08/10/nyregion/nyc-subway-coronavirus.html?referringSource=articleShare> .

information on the subway car dimensions I get about 5 *cfm/person*. To get to 52 cfm/person the subway car occupancy should be reduced to 19 people, that is, about one tenth of its designed capacity.

Ventilation system performance of the Louisville, CO library has been given to me as 5000 cfm. Therefore, to maintain about 50 *cfm/person* the occupancy of their building should be restricted to 100 people even though its designed capacity might be as high as 500.

A building ventilation system may not perform equally in all rooms. Where I work the newer laboratories have extremely good ventilation. However, calculation has shown that the break-rooms may not have adequate ventilation to support more than one or two people at 52 *cfm/person* unless portable HEPA filtration systems are provided in those spaces.

Glossary

aerosol A particle small and light enough to stay suspended in air for minutes or longer: about 5 microns (0.0002”) or smaller from human respiration[14].

ballistic “Moving under the force of gravity only (Oxford Languages).” “Denoting or relating to the flight of projectiles after power has been cut off, moving under their own momentum and the external forces of gravity and air resistance (Collinsdictionary.com).”

ballistic particle A particle massive enough that gravity acts to causes it to fall out of the air onto an object or surface. “The larger droplets follow a ballistic trajectory irrespective of flow in the gas phase...[15].” From human respiration ballistic particles are larger than about 5 to 10 microns.

fomite “Objects or materials which are likely to carry infection, such as clothes, utensils, and furniture” [Oxford Languages]. An infectious ballistic particle which lands on an object makes the object a fomite.

HEPA “An acronym for ‘High Efficiency Particulate Air’ or ‘High Efficiency Particulate Arrestance.’ This acronym refers to a filter that is manufactured, tested, certified, and labeled in accordance with current HEPA filter standards.” (www.abatement.com)

MERV “Minimum Efficiency Reporting Values, or MERVs, report a filter’s ability to capture larger particles between 0.3 and 10 microns (m).” (<https://www.epa.gov/indoor-air-quality-iaq/what-merv-rating-1>)

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Louisville Public Library
Use and Reservation Policy
For Space at the Louisville Public Library

Revised and re-adopted by the Louisville Public Library Board of Trustees, March, 12, 2020.

USE OF THE SPACES

The Louisville Public Library has two meeting rooms and three study rooms available for use by the public. When not previously booked by a Library or other City-government group, the rooms are available for:

- Individuals or Groups for study, discussions, tutoring sessions, and other similar activities.
- Organized, non-profit groups which offer philanthropic, educational, or cultural programs to the community.
- For-profit businesses.
- The spaces are not available for social functions or celebrations. The rooms cannot be used for events where admission is charged, or for marketing or selling of goods or services for profit.

The applicant representing the group using the room accepts personal responsibility for damage or loss to Library equipment and furnishings.

The Library reserves the right to cancel the use of a meeting room at any time; in the event of a scheduling conflict, every attempt will be made to reschedule a group's event.

Permission to use a meeting room does not constitute an endorsement by the Library of the group's beliefs. In accordance with the American Library Association's Library Bill of Rights and its interpretation pertaining to meeting rooms, the library does not limit the use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors.

The Library Code of Conduct applies to all persons and groups using any meeting space in the library.

HOURS OF AVAILABILITY

Library spaces are available during regular Library hours. The Library is unable to permit use of the space before or after regular hours.

Monday-Thursday 10:00 AM to 8:00 PM

Friday & Saturday 10:00 AM to 6:00 PM

Sunday 1:00 PM to 5:00 PM

Louisville Public Library
 Use and Reservation Policy
 For Space at the Louisville Public Library

AVAILABLE SPACES

Space	Capacity	Equipment
First Floor Meeting Room	10-70 Tables and Chairs for 50	Use of Kitchen Space AV system; Laptop, Projector, Screen, Sound System, DVD player, 2 White Boards
Second Floor Board Room	8-20 Board Table and Chairs for 14	Large TV monitor equipped with ClickShare for screen sharing from personal devices
Study Rooms <ul style="list-style-type: none"> • Hecla • Monarch • Rex 	8 6 4	All Study Rooms have a White Board

BOOKING LIMITS

Space	Advance Booking	Frequency of Bookings	Length of Bookings
First Floor Meeting Room	60 Days in Advance	1 Reservations per Month	6 hours
Second Floor Board Room	60 Days in Advance	3 Reservations per Month	6 hours
Study Rooms <ul style="list-style-type: none"> • Hecla • Monarch • Rex 	1 Day in Advance	1 Reservation per day	2 hours

Louisville Public Library
Use and Reservation Policy
For Space at the Louisville Public Library

RESERVATION REQUIREMENTS AND PROCESS

First Floor Meeting Room	<ul style="list-style-type: none"> • Paper Application submitted to Library Staff • Allow 3-5 business days for Library Staff to process reservation requests • No Library Card Required
Second Floor Board Room	<ul style="list-style-type: none"> • Online Reservation • Allow 3-5 business days for Library Staff to process reservation requests • https://libcal.louisvilleco.gov/reserve/meetingspace • No Library Card Required
Study Rooms <ul style="list-style-type: none"> • Hecla • Monarch • Rex 	<ul style="list-style-type: none"> • Online Reservation • https://libcal.louisvilleco.gov/reserve/studyspace • Library Card Required

FEES

Fees for the use of the Louisville Public Library spaces are set by the City of Louisville and are subject to change. Use of the Study Rooms is free for all users.

Space	Community Groups	Organized, non-profit groups	For-profit businesses
First Floor Meeting Room	Free	Free - located in Louisville or Superior \$28/Hour - located outside of Louisville or Superior	\$50/Hour - located in Louisville or Superior
Second Floor Board Room	Free	Free - located in Louisville or Superior \$20/Hour - located outside of Louisville or Superior	\$40/Hour - located in Louisville or Superior

Reopening Plan

Reopening Principles – City of Louisville

The City has outlined the following principles to help guide the process of recovery and reopening:

- The health, safety and well-being of our employees and the residents of the City of Louisville are our top priority throughout reopening and recovery.
- The City will work to support the economic health of our residents, businesses and our organization through the process of recovery.
- The City will approach facility reopening carefully and with caution, evaluating the risks and rewards associated with each step toward recovery.
- The City commits to working collaboratively with our partners and supports alignment in our recovery efforts.
- The City will only move forward with reopening efforts if they are in compliance with state and county health guidelines.
- The City will remain flexible and nimble in planning and implementing recovery efforts, recognizing the pandemic response is dynamic and rapidly changing.
- Robust community engagement and response will be integral to the City's recovery process.

Louisville Public Library – Reopening Phase 2 Plan (Updated)

Service Hours:

Saturday	Closed	
Sunday	1:00 pm -5:00 pm	Curbside service
Monday	10:00 am – 2:00 pm	Computers and browsing
Tuesday	10:00 am – 2:00 pm	Computers and browsing
Wednesday	11:00 am -5:00 pm	Curbside service
Thursday	1:00 pm -5:00 pm	Curbside service
	5:00pm -8:00pm	Computers and browsing
Friday	1:00 pm -5:00 pm	Curbside service

Additional hours may be added based on demand

In addition to the services provided in phase one, the Library is now open limited hours for collection browsing and computer use. Curbside delivery continues. The current Safer at Home order does not permit libraries to provide in person services, however BCPH has received guidance that CDPHE is permitting libraries to reopen under the State Indoor Event guidance. This plan reflects the protocols outlined in that section of the Safer at Home order.

Programs/Services available:

- Collection browsing and computer use will be permitted during open hours.
- One-way aisles for browsing
- Collection spread out to facilitate social distancing
- No study or meeting room use by patrons

- No programs or events
- Move all desks, chairs and other furniture apart to facilitate social distancing
- Remove most soft seating to discourage patrons from lingering
- Metered to admit number of visitors allowed by public health orders.
- Patrons required to follow all safety protocols including use of hand sanitizer on entry to the building, following all facial covering/mask orders.
- Patrons allowed to sign in upon entry to the building for contact tracing
- Additional details/requirements for patron entry may be added based on most up to date public health guidance.
- Special visits for vulnerable patrons, upon request

Computer Access -

- Upstairs PCs only – 6 in Adult and 4 in Teen
- Computer use is self-service only
- No library card required, guest passes can be used
- Patrons receive 10 free prints per day
- PCs sanitized by staff between patron sessions

Library-specific safety measures:

The library will shift to the latest guidance on quarantining materials before re-shelving – from 7 days to 4 days.

EDI Collection Project

Community Donations – Resident Kevin Gebert raised over \$2,800 to help build diversity in our library collection. Congressman Joe Neguse stopped by to lend his support.

Flatirons Rotary of Boulder Grant – The Library will receive a \$1,500 grant award to build diversity in our youth collections and to build a collection of parenting books on raising compassionate, inclusive children.



Ventilation and COVID

There has been a lot of new information about building ventilation and the spread of COVID. I am working with the Facilities Manager to ensure that ventilation in the Library exceeds standards for our usual occupancy.

Mobile Hotspots

The Library is acquiring 11 mobile hotspots to offer for checkout. We're working through Mobile Beacon and Tech Soup, who offer a small number of hotspots to libraries each year. WE will then work on a check-out process. Do we offer these to students in need? How long is the check-out period? A lot to be decided yet.

Serving Schools, Students and Pods

We've been in touch with local schools to partner on providing physical materials to students in their classrooms, and virtual support for curriculum. We don't have details yet, but are excited to work with Monarch K-8 and LES. We plan to set up tours by appointment for classes, pods and homeschool families.

Ziggi's Gift Cards

Thank you! Staff appreciated your support and generosity.

Staff Update