

# OXFORD PUBLIC LIBRARY

530 Pontiac Street · P.O. Box 538 · Oxford, Michigan · 48371 · (248) 628-3034

## Administration

*Bryan J. Cloutier*  
Library Director & CEO

*Mary Ann Dorda*  
Administrative Assistant

## Adult Services

*Laura Fromwiller*  
Department Head

## Youth Services

*Kim Burean*  
Department Head

## Teen Services

*Rachael Quinn*  
Department Head

## Support Services

*Jackie Seimer*  
Department Head

## Outreach Services

*Diane Betcher*  
Program Facilitator

## Facilities Maintenance

*Terry Brewer*  
Building Superintendent

## Board of Directors

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## Reopen Plan Schedule

### Beginning Week of July 6, 2020

#### *Stage 5.1: Library Open to Public With Conditions.*

- A. Activities Permitted. In addition to previously authorized activities, the Library may open for additional activities:
1. **Any individual showing signs of COVID-19 symptoms are not permitted to enter the facility.**
  2. **Patrons shall be required to wear a mask, or a cloth facial covering at all times.** Contactless pickup is available to anyone unable to comply with this order.
  3. **Only 45 patrons will be permitted in the Library at a time.** Seating has been significantly reduced throughout the facility in order to promote social distancing. Moving furniture is strictly prohibited.
  4. **In-person programming is still suspended.**
  5. **Community and Quiet Study Rooms remain closed.**
  6. **Computers are available by appointment only.** Computer use is limited to research / official communications only.
  7. **Observation of Closed Stacks has been lifted.** Patrons will be permitted to browse and select from the public collections.
  8. **Early Literacy and Special Needs Collections and Toys in our Youth Services Department are still unavailable.**
  9. **Patron Card Catalog Computers will remain off in an effort to prevent the spread of the virus—** department staff will assist in looking up titles and placing holds from the department service desks.
  10. **All items, except those that are oversized, should be returned using our outside drobox.** Items will be quarantined for up to 72 hours prior to checking in and removal from your account. No fines will be assessed at this time.
  11. **Plexiglas dividers are installed at all service desks between staff and patrons.** Please adhere to all floor markings in order to comply with social distancing protocols.
  12. Food and beverage is not permitted unless necessary for medical reasons.
- B. Hours of Operation.  
Monday—Thursday 10 to 9; Friday & Saturday 10 to 5;  
Closed Sundays.

*Updated: 07/02/2020*