

Safety Audit Updates 1/30/23

APEI Recommendations for Library:

- **APEI recommends having two staff on duty at all times to ensure that staff members are not alone in the event of emergency**

This would require a substantial increase to the library budget for additional staffing so is not feasible at this time. It would also require us to close the library if someone called in sick and other staff were on vacation. The Police Department will be relied on more frequently to assist with issues as they arise.
- **Look at installing a panic button at the front desk that directly alerts law enforcement in case of emergencies**

We are in the process of setting up a panic button that the person working the front desk will wear on their person while on duty.
- **Consider providing communication and verbal de-escalation training for staff**
 - Staff met with Chief Kerr on 11/15 for a thorough review of safety concerns and responses.
 - ALICE training has been requested from the Police Department.
 - Three staff members have enrolled in the online class: *Communication is More than Words*.
 - Staff have all been assigned three books to read and additionally offered online training from the author of *The Safe Library* if they would like to take it.
 - *Crucial Conversations: Tools for talking when stakes are high*
 - *Verbal Judo: The gentle art of persuasion*
 - *The Safe Library: Keeping users, staff & collections secure*
- **APEI recommends conducting background checks on all volunteers before they start work. This will ensure that they are suitable candidates for volunteering at the library**

This is now part of the volunteer and program contractor onboarding process.
- **A volunteer orientation should also be developed to outline the duties, limitations, and expectations of volunteers**

In progress for Program Volunteers.
- **Other safety improvements**
 - Pepper spray for staff to have easy access to while working with the public is available.
 - A one way window film will be applied to the staff room and director's office door so that it is possible to see out but not see in.