

Phase 1 – Closed-Stay at Home Order in effect

Library – Closed to all

Staff – Only Director or designated staff allowed into building

Director—Working from home as possible

Circulation – Only digital content from Overdrive or MEL e-books

Programs – None; sharing posts on Facebook of story times, virtual tours, etc.

Returns – Book drop unlocked but patrons asked to hold on to materials. No one is scheduled to empty the book drop.

Phase 2- Staff returns; no public access

Library – Closed to public

Staff –Work at library with social distancing rules in effect, wearing masks

Circulation – Digital content

Programs – None; continue with Facebook sharing

Returns – Only in book drop

Phase 3 – Limited patron services

Library – Building closed to public

Staff – Work at library with social distancing rules in effect, wearing masks

Circulation – Digital content and curbside service

Programs – Only take and make projects; SRP digital only

Returns – Only in Book Drops

Phase 4 – Limited building access

Library – Open to public with limited hours or areas

Staff – Work at library with PPE and social distancing rules in effect

Circulation – Digital content, curbside and in-library

Programs – Take & Make; online summer logging digital only

Returns – Only in Book Drops

Computers – Limiting # in use at any given time, disinfected between patrons

Phase 5 – Open with conditions

Library – Open to public with possible capacity limits

Staff – Work at library with PPE and social distancing rules in effect

Circulation – Digital content, curbside and in-library

Programs – Consider small in-person programming outside, if allowed

Returns – Only in Book Drops, consider reinstating return at circulation desk

Computers – No appointment needed to use. Disinfected between patrons.

Phase 6 – New Normal

All services & programming are offered

Continue offering curbside pickup?

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