

Charleston Carnegie Public Library						
Reopening Plan						
Reopen Illinois Phase	Phase 1 - Rapid Spread & Phase 2 - Flattening	Phase 3 - Recovery Step 1 (June 1 - 5)*			Phase 4 - Revitalization	Phase 5 - Illinois Restored
Phase Group Restrictions	Shelter In Place	10 max			50 max	No Limit
Library Reopening Stages	Stage 1	Stage 2 (June 1-5)*	Stage 3 (June 8 - 19)*	Stage 4 (June 22 - Phase 4)*	Stage 5	Stage 6
Hours of Operation	None	Limited M-W-F 10-6	Staff M-W-F 10-6 Curbside Pickup M-W-F 11-5	Staff M-F 10-6 Curbside Pickup M-F 11-5	Limited M-F 10-6	Regular Hours
Staff in Building	Director Only	Limited <=10	Limited <=10	Limited <=10	All staff with irregular shifts	All staff with regular shifts
Materials	Digital Only	Digital Only	Digital encouraged, Curbside pickup for holds only	Digital encouraged, Curbside pickup for holds only	Digital Encouraged, Stacks/KidSpace/Zone/Genealogy Open; Reading Room Closed	Entire Building Open
Check-out Method	Digital Only	Digital Only	Digital, Curbside	Digital, Curbside	Main Desk	Main Desk
Returns	Outside Building Drop Only, Drive thru drop closed	Outside Building Drop Only, Drive thru drop closed	Outside Building Drop, Drive thru drop Open	Outside Building Drop, Drive thru drop Open	All Drops open	All Drops Open
Services	Digital Only	Digital Only	Digital / Phone only	Digital / Phone only	Copy, Scan, Fax, Limit # of Open Computers w/1 hour limit, No toys/multi-touch items (newspapers?) Limit seating options - No fabric chairs.	Copy, Scan, Fax, All computers open. Return of fabric chairs. Limit toys/multi-touch items
Programs	Informal Online StoryTime, Promote Online Resources	No programs, promote online resources, Prep for more formal Online StoryTime; Prep for Take & Make	Begin more formal Online StoryTime; Soft launch of Take & Make; Begin prep for July/August Reading Program	Online StoryTime, Take & Make, Summer Reading Program	Online storytime, Take & Make	Small programs - limit attendance - registration required? all programs in Rotary Rooms for spacing out participants?
Room Reservations	No reservations allowed	No reservations allowed	No reservations allowed	No reservations allowed	Study Rooms Only	All Rooms Available
* Dates are tentative and can be adjusted as needed.						