

**BETHALTO PUBLIC LIBRARY DISTRICT
REOPENING PLANS**

	PHASE 1 CLOSED/ONLINE SERVICES	PHASE 2 CURBSIDE SERVICE	PHASE 3 LIMITED SERVICES	PHASE 4 REGULAR HOURS	PHASE 5 FULL SERVICES
STATE MANDATE	Stay at Home (to April 30)	Stay at Home modified or lifted	Social Distancing, Gatherings limited to 10 or less	Social Distancing, Gatherings limited to 50 or less	Treatment available? Vaccine available?
HOURS OF OPERATION	none	M,W,F 10am-1pm, Tu,Th 4-7pm weekend?	M,W,F 9am-4pm, Tu,Th 1-8pm weekend?	M-Th 9am-8pm, F 9am-5pm Sa 10am-2pm, Su 12-3pm	M-Th 9am-8pm, F 9am-5pm Sa 10am-2pm, Su 12-3pm
STAFFING LEVEL	Director - in building Assistant Director - teleworking Part-Time - CE from home	Limited schedule Teleworking allowed	Full schedule Teleworking allowed	Regular schedule (some staff still telework part-time?)	Regular schedule (some staff still telework part-time?)
NUMBER OF PEOPLE IN BUILDING					
Staff	1	2 to 4	3 to 5	3 to 6	no limit
Public	0	0	up to 10	?	no limit
SERVICES OFFERED					
Browsing	no	no	yes	yes	yes
Holds	no - SHARE turned off	yes - Bethalto items only	yes	yes	yes
IHLS delivery	no	no	?	yes	yes
Online databases	yes	yes	yes	yes	yes
Computers/Printing	no	no	yes - spaced out, appointment only?	yes - spaced out	yes
Wifi	yes	yes	yes	yes	yes
Copying	no	no	yes	yes	yes
Faxing	no	no	yes	yes	yes
Programming	virtual - videos, contests	virtual	virtual, take home bags?	less than 10 people?, storytimes?	yes
Toys in Kids Space	no	no	no	no	yes
Temporary cards	yes	yes	no	no	no
Little Free Library	yes	no	no	no	no
CORONAVIRUS MODIFICATIONS	Wear gloves for bookdrop retrieval. Quarantine returned items 48 hours before shelving. No fines, due dates extended.	No contact curbside service.* Items wiped off before placing in "To Go" bag**, include information flyer? Returned items received through bookdrops only and quarantined for 48 hours before checking in/shelving (in Great Room?). All staff wear masks at all times and gloves for bookdrop retrieval. Staff spaced throughout the building, using same computer for entire shift. Staff wipe down area before leaving.	Plexiglass barriers at circ desks? All staff wear masks? Returned items quarantined for 48 hours (in Little House?). Staff constantly cleaning high touch surfaces (this requires sufficient disinfecting supplies). Interior doors propped open along patron pathways to avoid use of high touch surfaces. Floors in front of circ desks marked for 6 ft social distancing.	Plexiglass barriers at circ desks? All staff wear masks? Returned items quarantined for 48 hours (in Little House?). Interior doors propped open along patron pathways to avoid use of high touch surfaces. Floors in front of circ desks marked for 6 ft social distancing. Toys, shopping carts put away. 2 computers moved to Great Room, but computers available for walk in	Plexiglass barriers at circ desks remain? Will computers, programming, and toys need to be rethought in general?

**BETHALTO PUBLIC LIBRARY DISTRICT
REOPENING PLANS**

	PHASE 1 CLOSED/ONLINE SERVICES	PHASE 2 CURBSIDE SERVICE	PHASE 3 LIMITED SERVICES	PHASE 4 REGULAR HOURS	PHASE 5 FULL SERVICES
		<p>Interior doors propped open to avoid use of high touch surfaces. No fines, due dates extended. Staff offer Reader's Advisory service.</p> <p>* Patron is told when they can pick up holds. Patron calls upon arrival in back parking lot. Staff member exits building and places To Go bag on table behind building, then reenters building. Patron picks up To Go bag.</p> <p>** To Go items are brought to staff person working in Great Room. They wipe off the books with a bleach solution and place in bag. Patron's name is written on piece of paper and stapled to bag.</p>	<p>Tables and chairs on both levels put away (no seating?). Toys, shopping carts put away. 2 computers moved to Great Room or made inactive. Computers by appointment only? Continue curbside delivery for vulnerable individuals who request it?</p>	<p>use. Limited, spaced out seating. Can storytimes realistically accommodate social distancing?</p>	