

RED

Red tier represents the library in complete shutdown. Federal state and community restrictions are in place regarding travel, shopping, leisure activities, recreation, and congregating. Library staff continue to be paid and are making every effort to maintain an online presence, offer support to the community virtually, and other duties that can be completed remotely. The Library Director comes in to check mail, check the book drop, sign timesheets and other essential duties as needed.

Facilities (RED)

Library facilities are completely closed to the public. No members of the public are allowed into the library building. The library drop is still available, but community members are encouraged to not return materials at this time.

Collections (RED)

There is no public access to the library collection. Due dates are automatically extended and all fines for overdue materials are waived during the closure. Library staff works to make borrowers aware of extended due dates and waiving of fines.

Our online digital collection is still available for use. Library staff are in charge of promoting digital collections and answering questions regarding usage of that collection. Some digital checkout limits are expanded to allow for more checkouts during the closure.

Programs (RED)

All in-person library programs are cancelled. Staff are allowed to develop and offer online programs through the library's Facebook page and website.

Services (RED)

No public computer stations are available. Public wifi around the building will still be available for those who need to use it. Social distancing guidelines should be observed while using the library's wifi.

The Library Director will answer any questions received by email. Library voicemail will be checked periodically when the Director is in the building for essential tasks.

Interlibrary loan services are suspended.

The genealogy room will not be available to the public. There is no access to physical genealogy materials at this time. Online genealogy resources are still available on the library's website.

All toys, AWE computer, and "bored bags" are removed from the children's area and are stored away.

ORANGE

The orange tier represents strictly modified library operations. The library building continues to remain closed to the public. Very limited services are available to the community. Federal, state and community restrictions may still be in place.

Facilities (ORANGE)

The library building is still closed to the public. Staff are allowed to come into the building a few days a week to do some necessary duties (i.e. cataloging new materials, magazines, checking the drop, etc.) Staff will adhere to social distancing guidelines and may wear masks and gloves. Cleaning of staff computer stations and phones with disinfectant will be done regularly.

Collections (ORANGE)

The public still has no access to the library's physical collection. Library staff can pull materials for patron requests via email or phone, with material pickup available a few days a week. Fines continue to be waived for materials checked out during this period. Library staff can deliver materials to homebound patrons with proper precautions including masks and social distancing.

Materials returned during this time are set aside and sprayed with Lysol. They can be returned to regular circulation 3 days later. Staff will make every effort to notify patrons that some materials will have delayed availability due to safety precautions and sanitation.

Our online digital collection is still available for use. Library staff continue promoting digital collections and answering questions regarding usage of that collection.

Programs (ORANGE)

All in-person library programs continue to be cancelled. Staff can still offer online programs through the library's Facebook page and website. Staff can also put together grab and go kits for kids (i.e. crafts, a STEM activity, etc.) to pick up on their own time from the entryway of the library.

Services (ORANGE)

No public computer stations are available. Public wifi around the building will still be available for those who need to use it. Social distancing guidelines should be observed while using the library's wifi.

The Library Director will continue to answer any questions received by email. Library voicemail will be checked when the staff is in the building.

Interlibrary loan services continue to be suspended.

The genealogy room will not be available to the public and no access to physical genealogy materials. Online genealogy resources are still available on the library's website.

All toys, AWE computer, and "bored bags" are removed from the children's area and continue to be stored away.

YELLOW

The yellow tier represents modified library operations. The library building is available to the public on a limited basis. Patron time and services in the library building are limited to ½ hour time slots unless special arrangements have been made with the Library Director. The number of patrons allowed in the library at any given time will also be limited according to guidelines set out by the Iowa Department of Health. Library hours may be limited to allow for proper cleaning and disinfecting of the building each day that we are open. Federal, state and community restrictions may continue to be in place and the library will continue to observe those restrictions while allowing patrons in the building.

Facilities (YELLOW)

Numerous safety precautions are put into place to protect staff and patrons. Patrons are highly encouraged to wear face masks while in the library and to observe social distancing guidelines. Hand sanitizer will be made available at places around the library. Plexiglass panels are installed at the desk, staff will be encouraged to wear masks and use rubber gloves when handling materials. The library will provide all necessary PPE for library staff to safely do their jobs. Public computers will be limited to the two outer computer stations. Keyboard and mouse covers will be used and changed after every patron, along with a thorough cleaning of the computer station itself.

Collections (YELLOW)

The public will have limited access to the library's physical collection and will be asked to observe ½ hour time limit. Library staff will continue to pull materials for patron requests via email or phone, with material pickup available 4 days a week. Delivery to patron's homes will also be available with priority given to those who are homebound or who are considered at a high risk for infection. Fines continue to be waived for materials checked out during this period.

Materials returned during this time continue to be set aside and sprayed with Lysol. They can be returned to regular circulation 3 days later. Staff will make every effort to notify patrons that some materials will have delayed availability due to safety precautions and sanitation.

Programs (YELLOW)

All in-person library programs continue to be cancelled. Staff can still offer online programs through the library's Facebook page and website. Staff can also put together grab and go kits for kids (i.e. crafts, a STEM activity, etc.) to pick up on their own time from the entryway of the library.

Services (YELLOW)

Public internet stations are available by appointment only. Public wifi around the building will still be available for those who need to use it. Social distancing guidelines should be observed while using the library's wifi.

The genealogy room will not be available to the public and no access to physical genealogy materials. Online genealogy resources are still available on the library's website.

Interlibrary loan services resume.

The library's restroom will not be available to the public per OSHA and CDC guidelines. All toys, AWE computer, and "bored bags" are removed from the children's area and continue to be stored away.

GREEN

The green tier represents "new normal" library operations. The library building is available to the public, with the continued possibility that the number of patrons allowed in the library at any given time will be limited according to guidelines set out by the Department of Health and CDC recommendations. Library hours may continue to be limited to allow for proper cleaning and disinfecting of the building each day that we are open. Federal, state and community restrictions may continue to be in place and the library will continue to observe those restrictions while allowing patrons in the building.

Facilities (GREEN)

Numerous safety precautions are still in place to protect staff and patrons. Patrons will continue to be encouraged to wear face masks while in the library and to observe social distancing guidelines. Hand sanitizer will be made available to the public and staff at locations throughout the building. Plexiglass panels are still at the desk, staff will still be encouraged to wear masks and use rubber gloves when handling materials. The library will continue to provide all necessary PPE for library staff to safely do their jobs.

Public computers will still be limited to the two outer computer stations. Keyboard and mouse covers will be used and changed after every patron, along with a thorough cleaning of the computer station itself.

Collections (GREEN)

The public will now have regular access to the library's collection with proper social distancing observed. Delivery to patron's homes will continue to be available to those who are homebound or who are considered at a high risk for infection. Fines and overdue notices now resume to normal operating procedures.

Materials returned during this time continue to be set aside and sprayed with Lysol. They can be returned to regular circulation 3 days later. Staff will place reserves on materials that are in "quarantine" for patrons.

Programs (GREEN)

In-person library programs will be allowed to resume so long as proper social distancing practices can be observed. Number of participants may have to be limited and the same program may need to be done multiple times in the same day in order to accommodate participants. Cleaning and sanitizing after each program will be mandatory.

Services (GREEN)

Most services return to normal operations with some modifications. The genealogy room will not be available to the public. Online genealogy resources are still available on the library's website.

Interlibrary loan services continue.

Some toys and the AWE computer will be made available in the children's area, with proper sanitation after each use.