

Phased Plan for Reopening Neligh Public Library

The Neligh Public Library will be implementing Phase II of reopening on June 1, 2020.

Phase I: Building Closed to Public

- Staff on duty to answer phone and do other operational tasks.
- Hours of operation will be altered to 10 am -5 pm Monday through Friday.
- Library materials will be made available to patrons for pickup in the library entryway.
- Professional development webinars will be encouraged.
- Deep cleaning of the facility will take place by custodial and library staff.
- Library Director will publicize closing and services available through social media and the library's website.

Phase II: Limited Public Service Restored as Social Distancing Guidelines Relaxed

- Building open to public in limited fashion.
- Regular hours of operation will resume Mon.-Fri. 10 am-8 pm; Fri. & Sat., 10 am- 2 pm.
- Patrons will enter the library using the front entrance and exit using the back (south) door.
- Hand sanitizer stations will be available throughout the library.
- Children under age 12 should be accompanied by a parent or other adult guardian.
- No public programs will be offered in the library building.
- Internet/Computer use limited to four stations with sanitizing between sessions.
- Public/staff barriers installed at circulation areas.
- Vulnerable staff not to work circulation desk.
- Staff required to and patrons highly encouraged to wear masks.
- Close attention to cleaning/sanitizing procedures for all frequently touched areas including library materials.
- The number of patrons will be limited to 10 people excluding staff.
- Items for return shall be put in the book drop or other designated area.

Phase III: Full Public Service Restored

- Plan and implement public programs.
- Restore all outreach programs.
- Restore computer stations with barriers to utilize all eight public computers.
- Full access to meeting rooms and all public areas of the library.
- All staff to return to duties associated with the circulation desk.

***** The time frame associated with each phase is uncertain and at the discretion of the Library Board of Trustees and the Library Director. *****

***** The Neligh Public Library reserves the right to modify these restrictions. *****