

WARREN TOWNSHIP PUBLIC LIBRARY

CURBSIDE WEEKLY FLYER

The temporary hours for employees to be here to take calls and read email are:

Tuesday 1-5
Wednesday 3-7:30
Thursday 9-12 and 1-5
Saturday 9-12

The hours for curbside pickup are:

Tuesday 1:30-3:30
Wednesday 5-7
Thursday 9:30-11:30 & 2-4
Saturday 9:30-11:30

When items are returned they will go into quarantine for a week. You may see them on your account during this time. If items are returned on time they will not gain fines while in quarantine.

We will not be accepting any money for fines at this time. If you want you can pay them you can by going to Overdrive.

Check out our Prairiecat Encore Flyer. Keep this so you can access our online catalog. It gives step by step instructions.

Do you have a hard time getting out? Call us for home delivery.

Do you feel alone during these times? Would you like us to call you 1-2 times a week to chat and check in? Call and let us know.

We can be reached at 815-745-2076.

Adult Dept. email is: warren.township.public.library@gmail.com

Children's Dept. email is: warrenlibrary.childrengservices@gmail.com

Continue to watch for updates and changes to our hours, etc.

COVID19 LIBRARY SCHEDULE

* The library was closed to the public and doing curbside pick up on:
March 18th, and March 19th.

* The Library was closed for patrons and employees starting on March 21st thru March 31st.

The Library was closed for patrons and employees from April 1st thru April 21st

* Valerie came in: → email, bills, update, etc in April
Not sure when started checking on bills, email, etc.

*part of the staff
came in may*

3-25 Webinar 1hr plus

3-30 Webinar 2 hrs plus

4-2 Webinar 2hrs plus

4-6 Email, messages, bills, insurance stuff=2 ½ hours

4-6 filing, insurance questioner, 2.5 hours

4-9 circulation mtg, ½ hour, filing, board mtg info, email, etc.= 2.5 hours

4-14 work on audit, email, messages, etc. 1.5 hours.

4-14 Winters Creations came to measure for paint quote, filing, messages on door, checks
2 hrs.

4-15 Prairie Cat meetup meeting 1 hour. 1 hr email, etc.

4-14 Held Board Meeting by email

4-16 Prairie Cat Updates 2 hours. 2½ hour fire extinguisher test, Winter Creations, etc,
File cabinet.

4-17 COVID19 Collections and Shares 1 hour, plus getting staff meeting info ready, etc.
1.5 hours.

4-20 Staff Meeting & sexual harassment training. 1.5 hours.

4-21 Susan worked 3 hours, Valerie 5hrs, Emily 2 hrs. Checked in books, put away, etc.

4-28 Val worked 5 hrs, Susan 3 hrs, and Emily 2 hrs.

4-29 Val delegate mtg 1 hour, Val 6 hrs, Susan 3 hrs, Emily 2 hrs.

5-5 Val 5 hrs, Susan 3 hrs, and Emily 2 hrs.

5-6 Val 5.5hrs, Susan 3 hrs, and Emily 2 hrs.

5-7 Val 1 hr

5-9 Val ½ hr

5-12 Val 5 hrs, Susan 3 hrs, Emily 2 hrs Board Mtg via Zoom

5-13 Val 5 hrs, Susan 3 hrs, Emily 2 hrs.

5-19 Val 7.5, Brandy 2, Susan 3, Emily 2

5-20 Val 4.5, Susan 3

5-26 Val 7, Susan 3, Brandy 5, Emily 2

5-27 Val 5, Brandy 5, Susan 3, Emily 2

* Staff started temporary hours on June 2nd. They will only be paid for the hours they work.
New hours are Tuesday 1-5, Wednesday 3-7:30, Thursday 9-12 & 1-5, and
Saturday 9-12.

Hooray! We are ready to open for curbside service at the Warren Township Public Library. We have been here painting, cleaning, and organizing. The book drop is already open. We will start off on June 2nd with temporary hours for our employees. This will be times that we will be here until further notice. We will be here to get materials ready for you, answer phone calls, and email, and assist you in any way we can. Our hours will be Tuesday's 1-5, Wednesdays 3-7:30, Thursdays 9-12 & 1-5, and Saturday 9-12. CURBSIDE pick up hours will be Tuesday 1:30-3:30, Wednesday 5-7, Thursday 9:30-11:30 & again from 2-4, and Saturday 9:30-11:30. Please call or email us with your requests or go to the Encore website and put a hold on your items. Materials will only be available from our library (no inter library loans). We are limiting patrons to 5 items per checkout. And 2 movies per card holder. After you make your request we will gather your materials and call you back with a pick up date and time. When you arrive, sit out front and we will bring them out to you. Please stay in your vehicle. We will be wearing a mask and have your materials in a bag. At this time we will accept movies in the book drop. We know it has been tough and we have missed you too. Thank you for your cooperation. Have a great summer!

Warren Township Public Library
210 Burnett Ave.
Warren, IL 61087
815-745-2076

We are happy to announce that we are proceeding forward with the next step to reopening! Starting on Tuesday, September 15th we will continue to offer curbside services and we will also offer ½ hour appointments for you to come in to use the computer, have copies made, and look for your own books. Everyone will need to wear a mask to enter the building. We ask that once in the building you either use hand sanitizer, wear gloves, or wash your hands. We will have a container at the top of the stairs to place your returned items (you can still also use the book drop). Please continue to call ahead for your items for curbside service and we will set up a time for you to pick items up. If you would like to come in, please call ahead to make a ½ hour appointment. We will be allowing space between appointments so we can continue to do proper cleaning. The last appointments of the day will be 1 hour before closing to allow us to clean again before we leave. Everyone's safety is our concern. We are changing our hours a little again: Tuesdays 1-7, Wednesdays 1-5, Thursdays 9-12 & 1-5, and Saturdays 9-12. We will still do the best we can to continue to serve you. Please call us with anything we can help you with. Thank you!

WARREN TOWNSHIP PUBLIC LIBRARY
CURBSIDE & ½ HOUR APPOINTMENT
FLYER

Starting on Tuesday, September 15th we will offer ½ hour appointments. Call ahead to make your appointment to come in to use the computer, have copies made, or pick out your own materials. We will reserve the last ½ hour of the day for cleaning. Everyone's safety is our concern.

We still offer curbside pickup for anyone who wants it. Remember to call ahead with your requests and set up a pickup time.

Masks will be required in the building. We also ask that you wash your hands, use hand sanitizer, or wear gloves after entering the building. Items can be placed in the book drop or we will have a container for you to put them in when you enter the building. Books have to be in quarantine for 7 days before being checked in so they may show up on your account while in quarantine. If items are returned on time they will not collect a fine while in quarantine.

NEW temporary hours:

Tuesday 1-7
Wednesday 1-5
Thursday 9-12 and 1-5
Saturday 9-12

Check out our PrairieCat Encore Flyer. Keep this so you can access our online catalog. It gives step by step instructions. It's simple, just visit www.prairiecat.info. Login with your library card number. Enter the last 4 digits of your library card number as your password. Place your request/hold (during curbside make sure to select the one available at our library). Pickup your request at the library.

Would you like to read on your tablet or device? Tell us you'd like Overdrive. Sign up for a library card and download the Overdrive or Libby App to your smartphone, Kindle, or Ipad. It is great for kids to look at and read books as well. Login with your library card number and enter the password: warrenlib. It's free if you have a library card.

Do you have a hard time getting out? Call us for home delivery.

Do you feel alone during these times? Would you like us to call you 1-2 times a week to chat and check in? Call and let us know.

We can be reached at 815-745-2076.

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WARREN TOWNSHIP PUBLIC LIBRARY

REOPENING PLANS AFTER PANDEMIC OR OTHER REASONS

After deciding when to reopen after being closed completely: Notify Rails and Prairie Cat of our reopening plans and post something at the library, on Facebook, and in our local newspaper about our reopening plans.

The first phase will be to open with curbside service. Patrons can call and request items. When we have them ready we will set up a pickup time. Library staff will take the items in a bag out to the patrons vehicle. (See Procedure for Curbside Service)

The second phase will be to continue with curbside service and also offer patrons a half hour time slot to come in and select their own materials, use the computers, and have copies made. They will need to call ahead to set up a time. A plastic bin will be placed at the top of the stairs for patrons to place their returned items. At the end of each day library staff will move the bin into quarantine.

Computer times will be limited and wiped down after each use. We will also wipe down highly touched areas like door handles, etc. Masks will be required for all patrons and staff. Hand sanitizer, gloves, and masks will be placed inside each door. The staff will use hand sanitizer and wash their hands often.

The third phase of reopening will be to fully open the library.

WARREN TOWNSHIP PUBLIC LIBRARY

Starting on Saturday, May 1, 2021 our library will be fully open. Please continue to wear your mask.

We still offer curbside pickup for anyone who wants it. If you have a hard time getting out, please call us for home delivery.

Our hours have changed just a little. Our NEW hours are:

Tuesday 12:00 to 7:00

Wednesday 12:00 to 7:00

Thursday 9:00 to 12:00 and 1:00 to 5:00

Saturday 9:00 to 1:00

Check out our PrairieCat Encore Flyer. Keep this so you can access our online catalog. It gives step by step instructions. It's simple, just visit www.prairiecat.info. Login with your library card number. Enter the last 4 digits of your library card number as your password. Place your request/hold (see if our library has it first). Pickup your request at the library. If the item comes from another library, the system will call you when our library receives it.

Would you like to read on your Smart Phone, Kindle, or iPad? Tell us you'd like Overdrive (we do have to sign you up). Sign up for a library card and download the Overdrive or Libby App to your smartphone, Kindle, or Ipad. It is great for kids to look at and read books as well. Login with your library card number and enter the password: warrenlib. It's free if you have a library card.

Watch for upcoming programs at our library.

We can be reached at 815-745-2076.

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WARREN TOWNSHIP PUBLIC LIBRARY

PANDEMIC OR EMERGENCY PROCEDURES FOR CURBSIDE SERVICE

This starts after the Governor of Illinois lifts an “At Home Order” if one had been in place.

We need to notify Rails and Prairie Cat of our temporary hours and curbside hours.

How to Handle Materials:

Incoming items from Rails: These items have already been quarantined for one week by returning libraries before going to Rails and then Rails operators place them in our bin using gloves. They are then delivered by truck to our library. These items can just be checked in and put away. Wipe out bins when emptied.

Items being sent to Rails from our library: Wearing a mask and gloves place these items in one of our bins and quarantine for one week. If the items have been on our shelf and untouched for a while, they can be checked out as usual with no quarantine.

Put Rails slip on the items. Place in Rails bin and wipe out empty bin.

Requesting items: Patrons can call the library during our temporary or regular hours (whatever we are doing at that time) or email us with the items they would like. We may put a limit on the items they can check out. We will get their items ready and put them in a bag. We will call them to set up a pick up date and time and keep track on our Curbside Pickup Form. We will put the bag in a staging area with a sticky note saying name, date, & time of patrons pick up.

Delivering Curbside: We will wear a mask and deliver bags to patron’s vehicle. The patron will have their back seat door or trunk open for us to place the bag. We will use hand sanitizer after each delivery if they are close in time. After we finish with a few deliveries we

will wash our hands and wipe the door handles.

When getting items from the book return: A mask and gloves need to be worn. Empty the books into a bin. Wipe out the book drop and the handle for the return slot. Place items in a container in quarantine. Put a sticky note on top with date container went into quarantine and what date they can come out of quarantine. Leave in quarantine for 7 days. We will wash our hands before getting the items out of quarantine and checking them back into the system. Wipe out the empty bin.

In 2020 during COVID19 Epidemic our temporary hours for employees were:

Tuesdays 1-5
Wednesdays 3-7:30
Thursdays 9-12 & 1-5
Saturdays 9-12

Curbside Pickup hours were:

Tuesday 1:30-3:30
Wednesday 5-7
Thursday 9:30-11:30 & 2-4
Saturday 9:30-11:30

A good idea to keep a folder with information during this time. Example: people who use the curbside services, what was done during this time, expenses for ppe etc. during this time, and any other information that was different during this time.

The board will decide if employees are paid for any of the hours they do not work.

Remember to contact Rails and Prairie Cat with reopening plans and dates.

vw 6-9-2020