

## **Alice Baker Memorial Library Services Phase-in Plan: Step Two**

The ABML Services Phase-in Plan will provide the step-by-step return of services to the library beginning with Step Two on July 6.

This plan will phase in services while continuing to provide a safe environment for our customers and for our staff. This plan is contingent upon adequate safety supplies, completing preparation of the building, and an adequate number of staff remaining healthy and able to work.

It is important to note the library is opening its doors, in a carefully planned way and providing additional services until such time as we can fully open the library to our customers and our communities.

### **STEP TWO: July 6, 2020**

1. Between the hours of 10:00 a.m. and 12:00 p.m. Monday through Friday:

Four (4) customers who are high risk, are over the age of 60, and/or have special needs may be in the library for up to 30-minutes.

2. Between the hours of 12:00 - 6:00 p.m. Monday through Friday:

Four (4) customers at a time may be in the library for up to 30-minutes.

3. All Customers will exit the library using the door towards the Eagle Municipal Building.

4. Curbside pick-up will be offered during the library's open hours for those uncomfortable entering the building or those who enjoy the convenience.

Please call the library at 262-594-2800 to schedule your pick-up.

5. You may 'Grab N' Go' by picking up your holds in the library.

6. Please call the library at 262-594-2800 to:

- Schedule an appointment for proctoring of exams.
- Arrange for pickup of print jobs, mobile printing or to inquire about this service.
- Faxing/copying/scan to email. Staff will assist customers inside or from outside of the library.

7. A limited number of public computers (3) may be used by appointment only. Proper social distancing will be in place and wearing a mask is strongly recommended.

- Computer use will be for 1 hour a day, however at the discretion of the director additional time may be granted for filling out an employment application, taxes, taking a test, etc.
- Children 14 and under may use computers with a parent or guardian present.

8. ABML will hold virtual programs for children, teens, and families. Small in-person programs and virtual programs will be held for adults in the Eagle Municipal Building. Outdoor programs are being considered.
9. The Children's Area and collection (except DVDs) will be closed.
10. Browsing the library collection will be allowed for up to 30-minutes for four (4) customers at a time in the Teen and Adult areas.
11. Staff are happy to help customers place holds on items in the children's area or will retrieve items for library customers.
12. The library will have "Imagine Your Story" book sets and Grab N' Go book bundles for kids/families available for checkout.
13. All library customers under the age of 14 must be accompanied by a responsible adult age 18 and older and must always remain together.
14. Tax forms are available in the library and in the Eagle Municipal Building.
15. Browse the on-going book sale while you are in the library. Proceeds go to the Friends of Alice Baker Library in Eagle (F.A.B.L.E.). The library is not currently accepting donations of used books.
16. The exterior book drop is open for return of library materials. All materials coming into the library are quarantined for 72 hours.

**Prioritize Good Hygiene and Cleaning.** The Library will adhere to all [CDC Recommendations](#) and asks for the cooperation of all library customers.

Plexiglass barriers will be used at all public service desks.

Hand sanitizer and tissues will be available throughout the library for public use.

All staff will wear face coverings while in public areas. **We strongly encourage library customers to wear a mask or face covering while in the library.**

High touch surfaces will be cleaned and sanitized on a scheduled basis using FDA approved cleaning products.

The library may experience unscheduled closings or a reduction in services. We will do our best to provide public notice if this occurs and will work to restore services as soon as possible.