



**Board Report**  
**June 4, 2020**

## **AGENDA**

### **JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS SPECIAL MEETING, JUNE 4, 2020 4:00 p.m.**

To reduce the spread of COVID-19, the Johnson County Library Board of Directors will use Zoom, an online meeting tool, to conduct the meeting. Please watch the broadcast of the meeting on the Johnson County Library [Facebook page](#) for a live feed or later when the video is posted to the Library's website.

If you have information or comments related to any item on our agenda that you would like to have presented to the Library Board, we encourage you to submit that information in writing. If you wish to submit information, please email comments or statements to [scruggsm@jocolibrary.org](mailto:scruggsm@jocolibrary.org) before noon on the Wednesday, before the Thursday Library Board meeting. Comments received by noon will be shared with the entire Board prior to the meeting.

- I. Call to Order
- II. Citizen Comments will be accepted in writing and made part of the record of the meeting.
- III. Reports
  - A. County Librarian Report – Sean Casserley, County Librarian
    - a) Reopening Team presentation – Jennifer Mahnken, Associate Director of Branch Services and Nancy Birmingham, Branch Manager .....3
- IV. New Business
  - B. Action Item: Consideration of reopening date for Johnson County Library buildings .....17
- V. Adjournment

# Reopening COVID-19 Strategy

***June 4, 2020***

A phased approach for a safe return to public library Services

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# Reopening Considerations



**Public health  
guidelines**



**Availability of PPE for staff --  
face coverings, gloves and  
hand sanitizer**



**Ability to meet  
State and County  
social distancing  
protocols**



**Ability to sanitize  
and clean each  
Library facility**



**Availability of staff**



**Signage and  
training**



# Virtual Phase

## Services offered:

- Online programs
- Email reference services
- eBooks and eAudiobooks
- Streaming videos - Kanopy, Acorn TV & more
- Downloadable magazines
- Online learning



# Preparing for Phased Public Library Reopening

- All libraries are cleaned and sanitized
- All signage and safe service points are in place
- Library staff are permitted to return to work on a rotation
- Book drops are opened at three buildings one week prior to service resuming at drive through windows



# Phases Overview

- *Phase 1:* Drive-thru holds pickup with staff access to libraries
- *Phase 2:* Library open to public with modified in-person service
- *Phase 3:* Library open to public with full service



# Triggers for Phase 1 Library Services

*Began May 11; based on recommendations from County & State Public Health Department*

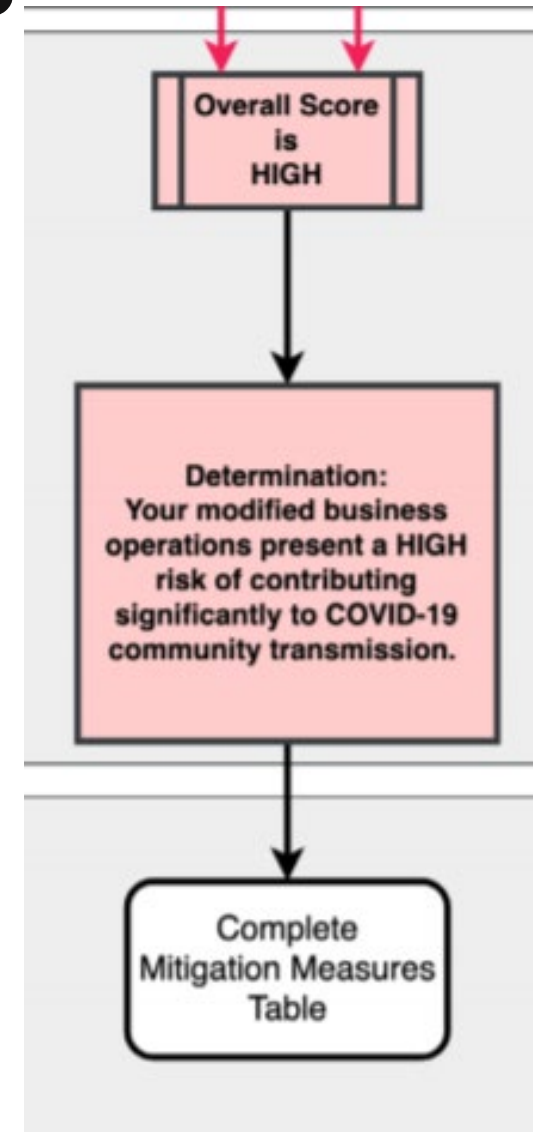
- Stay at home orders lifted or eased
  - Reopen preparation complete
- Staff available for library work
  - Caregiver concerns
  - Childcare concerns
  - Staff health
- Cleaning supplies available
- Risk assessment completed and mitigation strategies adopted: Operational Toolkit for Businesses Considering Reopening or Expanding Operations in COVID-19





# Risk Mitigation Measures

- Risk score: High
- Modification score: Moderate
- Mitigation measures (partial list):
  - Establish virtual service options.
  - Enable employees work from home where possible.
  - Change operating hours.
  - Utilize masks in close contact settings
  - Limit the number of employees who transfer and handle objects
  - Develop a detailed cleaning schedule.



# JCL Phase 1: Drive-thru holds pickup with staff access to libraries

## Drive-Thru Service

<b>Drive-thrus at Blue Valley, Monticello, and Lenexa open for holds pickup only</b>	<b><u>Services:</u></b> <ul style="list-style-type: none"><li>-Drive-thru holds pickup</li><li>-Material returns accepted at all 3 branches; 24/7</li></ul>	<b><u>Safety:</u></b> <ul style="list-style-type: none"><li>-Regularly scheduled cleaning at Library</li><li>-Regular handwashing</li><li>-Ability to take temp before work</li><li>-Practice social distancing</li></ul>	<b><u>Staff:</u></b> <ul style="list-style-type: none"><li>-8:15 a.m. -5:15 p.m., Monday-Saturday</li><li>-12:15-5:15 p.m. Sunday</li><li>-Rotate telework/library</li><li>-Online meetings only</li></ul>	<b><u>Process (materials return):</u></b> <ul style="list-style-type: none"><li>-Returned items remain in quarantine for 72 hours, then shelved</li><li>-Manual discharging</li><li>-Items processed and shelved prior to end of day</li></ul>	<b><u>Process (holds pickup):</u></b> <ul style="list-style-type: none"><li>-Drive through pickup at Blue Valley, Monticello &amp; Lenexa</li></ul>	<b><u>Additional Operations:</u></b> <ul style="list-style-type: none"><li>-Continue virtual chat, email, phone reference</li><li>-Expand virtual programs</li><li>-Resume internal &amp; external shipments</li><li>-Resume technical Services</li></ul>
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**Lenexa**



**Blue Valley**

# Phase 1, week 1



**Monticello**





# Triggers for Phase 2

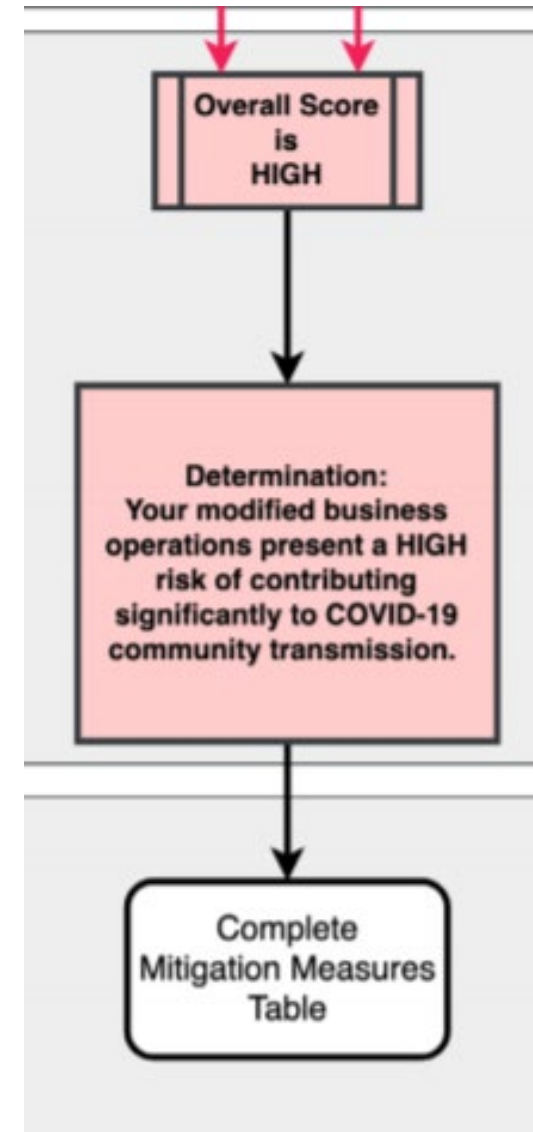
*Based on recommendations from County & State Department of Health*

- Stay at home lifted
- Staff available for library work
- Non-essential businesses reopen with precautions
- Cleaning supplies available and adequately stocked
- Risk assessment completed and mitigation strategies adopted: Operational Toolkit for Businesses Considering Reopening or Expanding Operations in COVID-19



# Risk Mitigation Measures

- Risk score: High
- Modification score: Moderate
- Mitigation measures (partial list):
  - Implement physical distancing of participants at necessary gatherings.
  - Review seating arrangements to account for physical distancing.



# JCL Phase 2: Library open to public with modified in-person services

## Library Open to Public

<b>Modified services; access to browsing; no meeting rooms</b>	<b><u>Services:</u></b> <ul style="list-style-type: none"><li>-Open Hours TBD</li><li>-Holds shelves open with self-checkout</li><li>-Material returns accepted at all branches; 24/7</li><li>-Collection browsing</li><li>-Limited computer use</li><li>-No makerspace</li><li>-Information services still mostly virtual</li><li>-Limited Bookstore hours?</li></ul>	<b><u>Safety:</u></b> <ul style="list-style-type: none"><li>-Regularly scheduled cleaning at Library</li><li>-Regular handwashing</li><li>-Ability to take temp before work</li><li>-Practice social distancing</li><li>-Sneeze guards at public desks</li><li>-Public recommended to wear face coverings</li><li>-Signage and announcements on social distancing</li></ul>	<b><u>Staff:</u></b> <ul style="list-style-type: none"><li>-Schedule TBD</li><li>-Rotate telework/library</li><li>-Online meetings only</li><li>-Virtual account help and reference services</li><li>-Shelving</li></ul>	<b><u>Process (Materials return):</u></b> <ul style="list-style-type: none"><li>-Automated materials handling if possible</li><li>-Otherwise, Items remain in quarantine for 72 hours then shelved</li></ul>	<b><u>Process (Holds pickup):</u></b> <ul style="list-style-type: none"><li>-Drive-thru holds pickup.</li><li>-In-building no contact holds pickup</li><li>-Self-checkout</li></ul>	<b><u>Additional Operations:</u></b> <ul style="list-style-type: none"><li>-Continue virtual chat, email, phone reference plus virtual programs</li><li>-Shipments continue</li><li>-Limited seating available ~ 25%</li></ul>
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# Triggers for Phase 3

*Based on recommendations from County & State Department of Health*

- Based on County updates on safety to resume services
- Social distancing no longer required (could still have some limited recommendations)
- Vaccine available or herd immunity achieved



# JCL Phase 3: Library open to public with full service

*Based on recommendations from County & State Department of Health*

## Library Open to Public

<b>No limits</b>	<b><u>Services:</u></b> <ul style="list-style-type: none"><li>-Regular open hours</li><li>-Full service</li><li>-All programs restored</li><li>-Meeting room reservations</li></ul>	<b><u>Safety:</u></b> <ul style="list-style-type: none"><li>-Regularly scheduled cleaning at Library</li></ul>	<b><u>Staff:</u></b> <ul style="list-style-type: none"><li>-Regular schedule</li></ul>	<b><u>Process (Materials return):</u></b> <ul style="list-style-type: none"><li>- Automated. No quarantine required</li></ul>	<b><u>Additional Operations:</u></b> <ul style="list-style-type: none"><li>-Continue some virtual chat, email, phone reference</li><li>-Continue some virtual programs</li><li>-Return to 100% seating</li></ul>
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# Briefing Sheet

**To:** Library Board of Directors  
**From:** Sean Casserley, County Librarian  
**Date:** June 4, 2020  
**Re:** Re-opening Johnson County Library buildings to the public

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**Issue:** Consideration of re-opening Johnson County Library buildings to the public

**Suggested Motion:** I move the Library Board of Directors approve the opening of all Johnson County Library buildings to the public on June 15, 2020.

**Background:** Johnson County Library buildings have been closed to the public since March 21 due to the state of emergency issued in response to the COVID-19 pandemic. On May 26, the three libraries with drive up windows re-opened to the public with limited hours.

Throughout the building closure, online resources have remained available to our patrons. This included access to eBooks, eAudiobooks, online databases and online magazines and newspapers. Staff have also been available to patrons to answer questions via phone and chat. In addition, the Library has launched online programming including story times, book parties, and other financial and career programs.

A team was put together in mid-April to create a re-opening plan. This team has been working to keep up with the quickly changing environment. Opening the drive up windows was the first phase in re-opening the buildings.

**Proposal:** Due to the Governor's lifting of the Ad Astra plan and recommendations from the Board of County Commissioners to lift restrictions for gatherings, ***I recommend that Johnson County Library open all its locations on Monday, June 15<sup>th</sup>.***

Though buildings will be open to the public, there could be limitations in the services offered. This may be in the form of limited hours, limited service points, or limited access to computers. The Black and Veatch MakerSpace will remain closed at this time, as well as meeting rooms and study rooms. No in-person programs will happen for the rest of the year. The Library strives to keep its staff as safe as possible in this uncertain time, so sneeze guards will be in place at service desks. Staff will be wearing masks as they serve patrons. Patrons will be encouraged to wear masks, but it will not be required. There will be limited contact between staff and patrons in order to minimize duration of contact. Administration and the opening team continue to refine these decisions. Much is dependent on how many staff are able to return, and once we know that, we will have a better idea of what we can do.

**Alternatives:** Alternatives to this proposal could include only opening a few buildings at this time or to not open any buildings but allow us to implement curbside holds pick up at all locations.

**Recommendation:** Open all buildings on June 15 with limited services in place

**Legal Review:** Legal counsel has been consulted on this plan.