



Agenda
Board of Trustees Meeting
Wednesday, May 6, 2020– 4:00 pm
Zoom Meeting
<https://tscpl.zoom.us/j/95813733819>
Phone: +1 346 248 7799 US
Meeting ID: 95813733819

Call to Order

Public Comment

Phased Plan for Re-Opening the Topeka and Shawnee County Public Library

- Introductory Remarks/Background – Gina Millsap, Chief Executive Officer
- Presentation of TSCPL Re-opening Plan – Thad Hartman, Chief of Staff
- Discussion of Plan for Re-Opening TSCPL with Possible Action

Attachments

- Agenda
- Chief Executive Officer’s Memo
- TSCPL Plan for Re-Opening
- Chief of Staff’s Summary Chart of the Re-opening plans for the TSCPL, Shawnee County, and Kansas - For your convenience, Thad has created a chart showing all three plans. Comparing them is much simpler with this guide.

Adjournment

Next Meeting

May 21, 2020
4:00 pm
Meeting via Zoom

*Subject to change without notice

CHIEF EXECUTIVE OFFICER'S MEMO
Special Board Meeting
May 6, 2020 4 p.m.

To: Topeka and Shawnee County Board of Trustees
From: Gina Millsap, Chief Executive Officer

The purpose of this meeting is to review the Topeka and Shawnee County Public Library's (TSCPL) proposed plan for a phased re-opening and to confirm that:

- the proposed dates for re-introduction of access to physical collections, the building, computers, and other services are reasonable and workable.

***Note:** We have replaced some of the later dates with "TBD in consultation with the Shawnee County Health Department (SCHD)" Those dates were an estimation based on some early projections of how the COVID-19 virus might be mitigated in Shawnee County.*

- the plan follows the guidelines of the SCHD's Re-open Plan and Addendum

***Note:** The SC Re-Open Plan includes the Governor's plan, with some additional restrictions.*

There are four documents in this board packet:

1. Agenda
2. Chief Executive Officer's Memo
3. TSCPL Plan for Re-Opening
4. Chief of Staff's Summary Chart of the Re-opening plans for the library, Shawnee County, and Kansas - For your convenience, Thad has created a chart showing all three plans. Comparing them is much simpler with this guide.

Background

Since March 16, when the library closed its physical facilities, staff have been focused on ramping up access to collections, services, and programs online.

Since that time staff have introduced:

- Instant library cards
- Increased checkout limits on Hoopla
- Production of online programming with new daily content including story times, book discussions, Kansas Connections, genealogy and local history classes, job assistance, and Trivia Night.
- Reference and information services via chat, email, and phone seven days per week
- Virtual computer and gadget help via phone and Zoom
- Increased social media engagement and programming with "I Love This Book," "Real Time Readers Advisory," and "Top City Reads Together."
- Public Wi-Fi access in the parking lot and using a bookmobile as a hotspot in two locations in the county

The Management Team has also spent a significant amount of time planning for the library's re-opening and re-introduction of physical services, collections, and programs, including implementation of COVID-19 safety procedures and restrictions.

Getting Books, Films, etc. Back in Circulation

The first step will be to start circulating books and other library materials, which many library customers are eagerly awaiting. There are some challenges with this, including having some time before we begin curb-side delivery, to check in tens of thousands of items that we anticipate will be returned quickly once the library announces we are accepting returns. There are also thousands of reserves that must be processed that have been on hold while we've been closed.

We must also implement a quarantine process for materials. We will be installing holding shelves because it is likely that books will need to be quarantined for up to 72 hours before they may be handled, shelved in open stacks, or circulated. I spoke with Crosby Kemper, former director of the Kansas City (MO) Public Library and now Institute of Museum and Library Services (IMLS) director, on Friday regarding the timeline for the research study that is being funded by IMLS and conducted by Columbus Metropolitan Library and the Batelle Memorial Institute. This study will tell us how long the virus lives and can be transmitted on library materials. Crosby indicated he thinks it will be 2 – 3 weeks before those results are available.

Resetting the Library

One of the biggest jobs is re-organizing physical spaces to ensure social distancing. Based on recommendations from the SCHD we are using 5 customers per 1000 square feet, which means at any time, there will be a limit of 225 customers in the building. One hundred public computers will be relocated, and we will begin using a computer scheduling system (which we already have) to allocate computers for one and half hours per day per customer.

We are prioritizing access to physical collections, computers and broadband, and assuming there will be pent-up demand, so think of the new service model as “grab and go” rather than the “come and stay” model that our customers are accustomed to. This will allow us to serve as many people as possible while observing social distancing.

We have never had to limit the number of people in the building, so we are developing procedures to do this. We intend to ask the public to wear masks and observe social distancing. This will also require staff training and different work schedules. We are also implementing more frequent and rigorous cleaning procedures, including all computers and keyboards after each use. We will get all this done, but we do need time to make these changes once staff are back in the building.

Programs

There will be no large group programs this summer. Staff are in the process of converting the summer reading program, the annual art exhibit for children in the Gallery, and other programs and learning experiences to online, both live-streaming and pre-recorded video.

Small, Enclosed Spaces

Bookmobiles, meeting rooms, the Alice C. Sabatini Gallery, and The Edge Teen Space will be closed for most if not all of the summer. In some cases, they will be used to locate computers; in others we will not allow access because social distancing is difficult or impossible to enforce.

Employees

The Library has been operating under our inclement condition's procedures since March 16, 2020. Please see below for the details of those procedures.

Inclement Conditions – Library Closes

- If employees are sent home early by the Library, all full-time regular and part-time regular employees will be paid for all hours those employees were scheduled to work on that day.
- If the Library closes all full-time regular and part-time regular employees will be paid for the hours those employees were scheduled to work.
- If an employee calls in prior to the decision to close the Library or if the employee had already scheduled time off the employee will still need to use personal time.
- Essential staff may be required to report to work when the Library is closed. Such staff are designated by their departments to perform duties essential to the safety, services, and maintenance of persons and/or property during inclement conditions.

Some essential staff have continued to work after the March 16th closing and then began telecommuting. Over time the number of staff that are telecommuting has increased. To administratively manage telecommuting, a Temporary Telecommuting Policy was presented to and approved by the Board of Trustees on April 16, 2020. Currently 77 employees have signed agreements and are working from home. There is currently a total of 184 employees between part-time benefited and full-time employees. Approximately 42% of our benefited staff are telecommuting.

Other employees from the Security, Facilities, Administration, Communications and Marketing, and Digital Services continue to work in the building and on library property. Some of our bookmobile staff are driving our bookmobile hot spot to and from its two locations.

Subject to Change

As SCHED Officer Dr. Pezzino has noted, the activities or dates in the County plan are subject to change, depending on how the virus spreads during Phase One. As of this writing, there are 128 reported cases in Shawnee County. It is anticipated that the number will increase with Phase One of the Re-Opening Plan.

The Governor's plan recommends that communities monitor the following health criteria when determining if they should continue "stay at home" mandates or impose additional restrictions:

- Stable or declining rate of COVID-19 cases over a 14-day period.
- Stable (flat) or a downward trajectory of the COVID-19 in-patient counts in hospital within a 14-day period.
- Decreasing number of COVID-19 deaths within a 14-day period.

We are thinking of this proposed timeline as being on a dial. We may move the dial forward to offer more hours and services, but we may also move it back to ensure that we are following the most current recommendations from local health officials. With so many unknowns I would ask that everyone be flexible.

Confirmation from the Shawnee County Health Department

I contacted SC Health Officer Dr. Giancarlo Pezzino on Saturday, May 2 and asked him to review the library's plan. He has done so and these are the comments he sent to me via email.

Hello Gina,

I reviewed the information you sent me, including your plan. I think that your plan is sound. I recommend that the library not reopen on Monday, and that it remains closed until at least phase 2 of the reopening plan. We will update our plan to reflect this recommendation.

I appreciate your bringing the issue to my attention. Thank you for all that you do to keep our community, your patrons and your staff safe!

Sincerely,

*Gianfranco Pezzino, MD MPH
Shawnee County Health Officer
5/20/2020*

This statement is included in the Addendum to Shawnee County Reopening Guide:

Topeka Shawnee County Public Library (TSCPL). The TSCPL is unique in that it offers much more than just library services and falls more in line with community center functions, which are prohibited in phase one. The high level of social interaction, sharing of objects such as public use of computers, community spaces (furniture and equipment) etc. Further "indoor leisure spaces" are prohibited. Patrons of the TSCPL are encouraged to continue to use online services.

As you have time, I encourage you to look at the Shawnee County and Kansas Re-Opening plans.

References

[A Guide to Re-Opening Shawnee County](#)
[Addendum to Shawnee County Reopening Guide](#)
[Ad Astra: A Plan to Reopen Kansas](#)

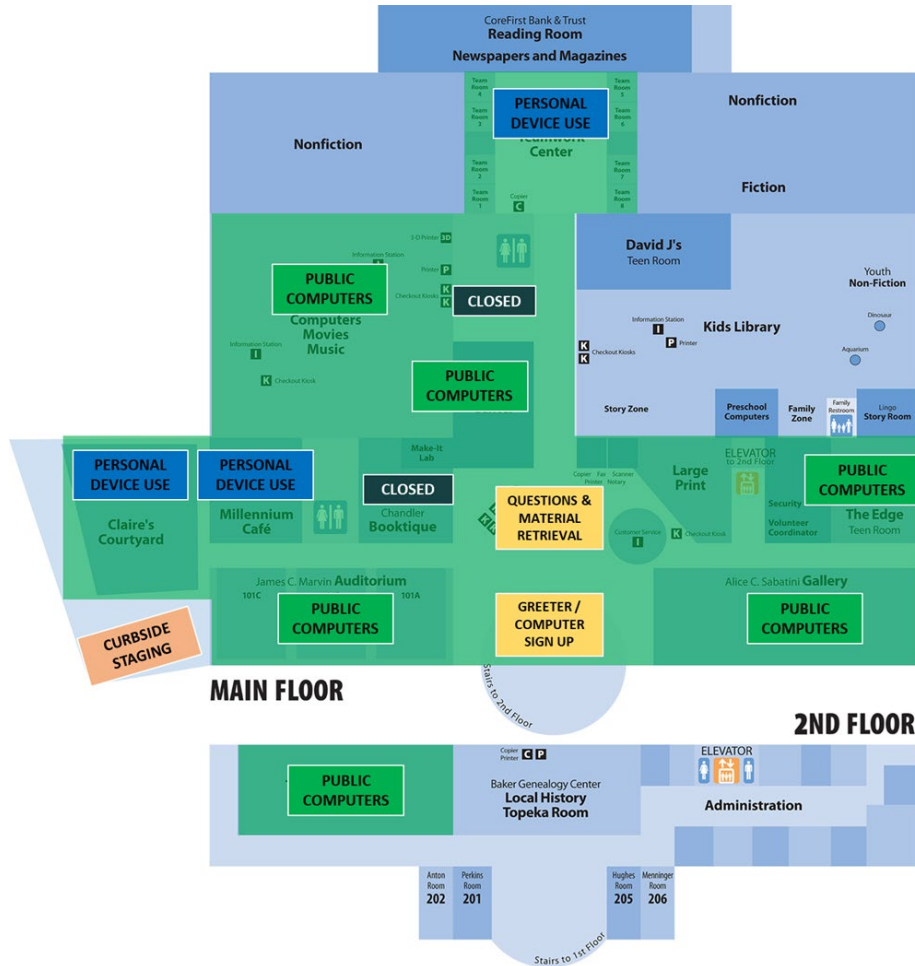
Topeka & Shawnee County Public Library Re-Opening Plan

Phase One <i>Library Closed – Check-in Begins</i>	
Timing	May 18, 2020
Pre-requisites	Check-in plan in place
Overview	The library is not open to the public, but some staff are working in the building. Book drops are open and the AMH system has been turned on. Social distancing is practiced by staff and enabled through staggered scheduling and limited staffing in shared workspaces. Other services and tasks, such as chat reference and bill paying, continue to function as they had.
Service Notes	<p>Check-In [Point Person – Paul Brennan]</p> <ul style="list-style-type: none"> • Items quarantined for 72 hours before shelving <p>Shelving [Point Person – Kelli Smith]</p> <ul style="list-style-type: none"> • Carts must sit in quarantine 3 days before being shelved <p>Holds [Point Person – Ruth Rodden]</p> <ul style="list-style-type: none"> • All main holds pickup locations will be transferred to new “Curbside Delivery” pickup location • Stored in designated location in preparation for going live with curbside pickup
Main changes from previous phase	<ul style="list-style-type: none"> • Book drop and drop boxes are open and returns accepted • Staff are checking in materials
Phase Two <i>Library Closed – Curbside Pickup Begins</i>	
Timing	May 26, 2020
Pre-requisites	Curbside pickup plan in place
Overview	The building itself is still not open, but the public can pick up their reserves using a curbside pickup service. Other services and staff activities continue as they have in the previous phase.
Service Notes	<p>Curbside pickup [Point Person – Paul Brennan]</p> <ul style="list-style-type: none"> • All reserves picked up at the main building • Specific space in the parking lot will be identified for customers picking up reserves • Customers will have a way to contact the library or schedule a time when they are ready to pick up reserves <p>Pull lists [Point Person – Marie Pyko]</p> <ul style="list-style-type: none"> • We will develop a way for customers to request non-specific things from the library (e.g. “Please pull 3 new mysteries for me”)
Main changes from previous phase	<ul style="list-style-type: none"> • Curbside pickup begins
Phase Three <i>Library Open – Limited Services and Limited Hours</i>	
Timing	Time is unknown at this time, but will not be before June 15, 2020
Pre-requisites	<ul style="list-style-type: none"> • State restrictions allow for the actions included in this phase

	<ul style="list-style-type: none"> Local indicators show decreasing community transmission for at least 14 days before the beginning of this phase Sufficient testing is expected to be available Sufficient Personal Protective Equipment is expected to be available Health care system is expected to be able to cope with possible increase in COVID-19 patients Public health system is expected to be able to promptly identify and isolate infected individuals and identify and quarantine their contacts
Health Dept Guidelines	<ul style="list-style-type: none"> Some forms of physical social distancing are still necessary High risk individuals must continue to restrict their activities Businesses with high risk of transmission cannot operate Businesses allowed to operate are subject to restrictions, depending on their specific risk profile
Overview	<p>The library is open with limited services. The focus of the library will be providing access to public computers, WIFI, and library collections. We will enforce social distancing in the library. A maximum of 225 customers will be allowed in the library at a time. The library will be open Monday – Saturday 9AM – 6PM and Sunday 12PM – 6PM.</p>
Service Notes	<p>Public Computers [Point Person – David King]</p> <ul style="list-style-type: none"> Computers are placed in specific areas of the building: <ul style="list-style-type: none"> Marvin Auditorium Sabatini Gallery The Edge Learning Center Living Room Second Floor Technical Services workroom Staff have safe procedure for how to help customers with computer questions Use of Comprise to manage computer time and wait lists WIFI use with laptops and smart devices inside the building Specific space provided in the building for using WIFI that promotes social distancing <p>Bookmobiles Limited Services [Point Person – Sandy Hestand]</p> <ul style="list-style-type: none"> Limited schedules for Bookmobiles Customers can only pickup reserves which will be delivered outside of the vehicle Only one staff member will be on the vehicle <p>Smartlocker and Library @ Work – [Point Person – Kelli Smith]</p> <ul style="list-style-type: none"> Resume loading Smartlocker for reserve pickup Resume delivering Library @ Work holds for those workplaces that allow <p>Fax Machine and Copier [Point Person – Ruth Rodden]</p> <ul style="list-style-type: none"> Fax machine and copier are open to the public in the Circulation Plaza <p>Material Retrieval – [Point Person – Marie Pyko]</p> <ul style="list-style-type: none"> Customers use curbside pickup for all main holds Public catalogs in Circulation Plaza for searching for materials Library staff pull materials for customers that are in the stacks

Programming and Summer Reading – [Point Person – Stephanie Hall]

- No in-person public programs will be held until Phase 6
- Continue with online programming
- Summer Reading activities take place primarily online. Take-and-make craft supplies available



Main changes from previous phase

- A limited portion of the library is open for limited hours
- Customers can use public computers and WIFI in designated areas
- In addition to curbside delivery, holds can be picked up at Bookmobiles, Library @ Work, and Smartlocker
- Materials on the shelves can be retrieved by staff for customers

Phase Four

Library Open – Limited Services and Limited Hours

Timing

TBD in consultation with Shawnee County Health Department

Pre-requisites

- State restrictions allow for the actions included in this phase
- Local indicators of infection spread show stable or decreasing community transmission

	<ul style="list-style-type: none"> • Clusters of cases are promptly identified and contained and do not spread to the community • Health care and public health systems can cope with volume of cases
Health Dept Guidelines	<ul style="list-style-type: none"> • Physical social distancing can be relaxed but it is still necessary to some extent • High risk individuals can resume some activities, but need to remain vigilant • Some businesses with high risk of transmission are subject to some restrictions
Overview	The entire building is open with limited hours. Social distancing is still practiced and enforced, but customers can go into all public areas in the library. Meeting rooms and The Edge are still unavailable.
Service Notes	<p>Public Computers – [Point Person – David King]</p> <ul style="list-style-type: none"> • Computers are spread throughout the library, although maintaining more social distancing than in the setup before closure <p>Building– [Point Person – Thad Hartman]</p> <ul style="list-style-type: none"> • We will need to have a maximum number of people allowed in the building and a way to track and enforce. • Furniture will be removed that doesn't promote social distancing • Social distancing will be enforced by staff <p>Library Materials – [Point Person – Paul Brennan]</p> <ul style="list-style-type: none"> • Customers will be able to pick up holds in the holds pick up room or with curbside pickup at the main library • Customers will be able to browse the stacks and pick out their own books
Main changes from previous phase	<ul style="list-style-type: none"> • The entire building is open • Computers are deployed throughout the building • Customers can pick up holds in the holds pick room • Customers can retrieve their own materials
<p>Phase Five <i>Library Open – Limited Services and Full Hours</i></p>	
Timing	TBD in consultation with Shawnee County Health Department
Pre-requisites	Same as previous phase
Health Dept Guidelines	<ul style="list-style-type: none"> • Physical social distancing can be further relaxed but it is still necessary to some extent • Restrictions on businesses with high risk of transmission can be reduced, but some are still necessary
Overview	Everything is the same as Phase Four, but the library is once again open 78 hours a week.
Service Notes	<p>Gallery – [Point Person – Marie Pyko]</p> <ul style="list-style-type: none"> • The Gallery is open to the public, but only a limited number of people can be in the Gallery at the same time • Staff will monitor and enforce the maximum number of people allowed in the Gallery at the same time • The show will not be as hands-on as originally planned
Main changes from previous phase	<ul style="list-style-type: none"> • The building is open 78 hours a week. • The Gallery is open

Phase Six

Library Open – Full Services and Full Hours

Timing	TBD in consultation with Shawnee County Health Department
Pre-requisites	Same as previous phase
Health Dept Guidelines	Most activities return to normal
Overview	The library is open and all library services for the public are provided as normal and as scheduled.
Service Notes	
Main changes from previous phase	<ul style="list-style-type: none">• Meeting Rooms are open for the public• In-person programming resumes• The Edge is open• There are no restriction on the number of people allowed in the building or the Gallery (other than previous occupancy rules)• Full Bookmobile service resumes

Phase Seven

Library Open – Full Services and Full Hours

Timing	January 1, 2021
Pre-requisites	Same as previous phase
Main changes from previous phase	<ul style="list-style-type: none">• Fines begin accumulating again for overdue materials

Week	TSCPL	Shawnee County A Guide to Re-opening Shawnee County, Kansas	Kansas Ad Astra: A Plan to Reopen Kansas
May 4, 2020	<p>Services available</p> <ul style="list-style-type: none"> • eBooks and digital downloads • Online programs including story time and Trivia Night • Online chat reference • Interactive learning experiences such as online book discussion groups and genealogy classes • Public WIFI in parking lot and strategic bookmobile locations • Social media posts and conversations such as “I Love This Book” videos and real time readers advisory recommendations. <p>Library building and bookmobiles closed</p>	<p>Follow State Guidelines</p> <p>In addition:</p> <p>Restaurants and Bars</p> <ul style="list-style-type: none"> • Reservation or call-ahead system is highly encouraged to assure compliance of social distancing requirements • Cannot allow a waiting line to form outside their doors • Screen workers for fevers and any symptoms of COVID using the form in Appendix A and retain a copy of the form for 14 days • People with symptoms should not enter or be allowed to remain in the premises <p>Retail Business</p> <ul style="list-style-type: none"> • Screen workers for fevers and any symptoms of COVID using the form in Appendix A and retain a copy of the form for 14 days • Limit the number of customers in the store at any given time to 5 customers for each 1000 square feet • If the store reaches its capacity, customers should be admitted on a “1-out-1-in” basis. • Retail operator is responsible for managing the crowd outside the store, assuring social distancing is maintained • Shopping carts must be disinfected by staff before customers can have access to them <p>May 3 Addendum: The Topeka and Shawnee County Public Library will also remain closed. The Shawnee Co. COVID-19 Response team said, "The TSCPL is unique in that it offers much more than just library services and falls more in line with community center functions, which are prohibited in phase one."</p>	<p>Mass gatherings of no more than 10 individuals allowed</p> <p>Activities Not Allowed to Open:</p> <ul style="list-style-type: none"> • Community centers • Large entertainment venues with capacity of 2,000 + • Fairs, festivals, parades, & graduations • Public swimming pools • Organized sports facilities • Summer camps <p>Establishments Not Allowed to Open:</p> <ul style="list-style-type: none"> • Bars and nightclubs excluding already operating curbside and carryout services • Casinos (non-tribal) • Indoor leisure spaces • Fitness centers and gyms • Personal service businesses where close contact cannot be avoided <p>Education, Activities, and Venues Allowed to Operate</p> <ul style="list-style-type: none"> • Childcare facilities • Libraries
May 18, 2020	Accept returns at the library and remote book drops	The State will set the regulatory baseline for Kansas local governments in each phase of this framework. This will	Mass gatherings of no more than 30 individuals allowed

	<p>Continue online services</p> <p>Library building and bookmobiles closed</p>	<p>allow Shawnee County to retain the ability to impose additional restrictions that are in the best interest of the health of our respective residents.</p> <p>Additional restrictions TBD</p>	<p>Activities not allowed to open</p> <ul style="list-style-type: none"> • Large entertainment venues with capacity of 2,000+ • Fairs, festivals, parades, and graduations • Summer camps <p>Establishments allowed to open</p> <ul style="list-style-type: none"> • Bars and nightclubs at 50% total occupancy • Casinos (non-tribal) if compliant with guidelines approved by the KDHE. <p>Education, activities, and venues allowed to operate</p> <ul style="list-style-type: none"> • Childcare facilities • Libraries • Swimming pools • Community centers • Organized sports facilities and tournaments with some exceptions
<p>May 25, 2020</p>	<p>Curbside holds pickup</p> <p>Accept returns at the library and remote book drops</p> <p>Continue online services</p> <p>Library building and bookmobiles closed</p>		
<p>June 1, 2020</p>		<p>The State will set the regulatory baseline for Kansas local governments in each phase of this framework. This will allow Shawnee County to retain the ability to impose additional restrictions that are in the best interest of the health of our respective residents.</p>	<p>Mass gatherings of no more than 90 individuals allowed</p> <ul style="list-style-type: none"> • Business and activity restrictions • All education, activities, venues and establishments may operate

		Additional restrictions TBD	pursuant to mass gathering guidelines.
June 15, 2020	<p>Library open with limited hours and services with a focus on:</p> <ul style="list-style-type: none"> • Public Computers • Use of public WIFI • Retrieval of physical materials • Curbside holds pickup • Holds pickup at Bookmobile locations and Smartlocker <p>Limit the number of customers in the building to 225, based on 5 customers per 1,000 square feet.</p> <p>Curbside holds pickup</p> <p>Accept returns at the library and remote book drops</p> <p>Continue online services</p> <p>Library building and bookmobiles closed</p>	<p>The State will set the regulatory baseline for Kansas local governments in each phase of this framework. This will allow Shawnee County to retain the ability to impose additional restrictions that are in the best interest of the health of our respective residents.</p> <p>Additional restrictions TBD</p>	Maintain social distance where applicable.
TBD in consultation with Shawnee County Health Department	<p>The entire building is open with limited hours. Social distancing is still enforced.</p> <p>All services are available except:</p> <ul style="list-style-type: none"> • Meeting rooms • In-person public programs • The Edge • Bookmobiles • Gallery 		
TBD in consultation with Shawnee	Full hours restored. Gallery opens, but all other services remain the same as previous phase.		

County Health Department			
TBD in consultation with Shawnee County Health Department	Full hours and services restored.		