



# South Central Kansas Library System

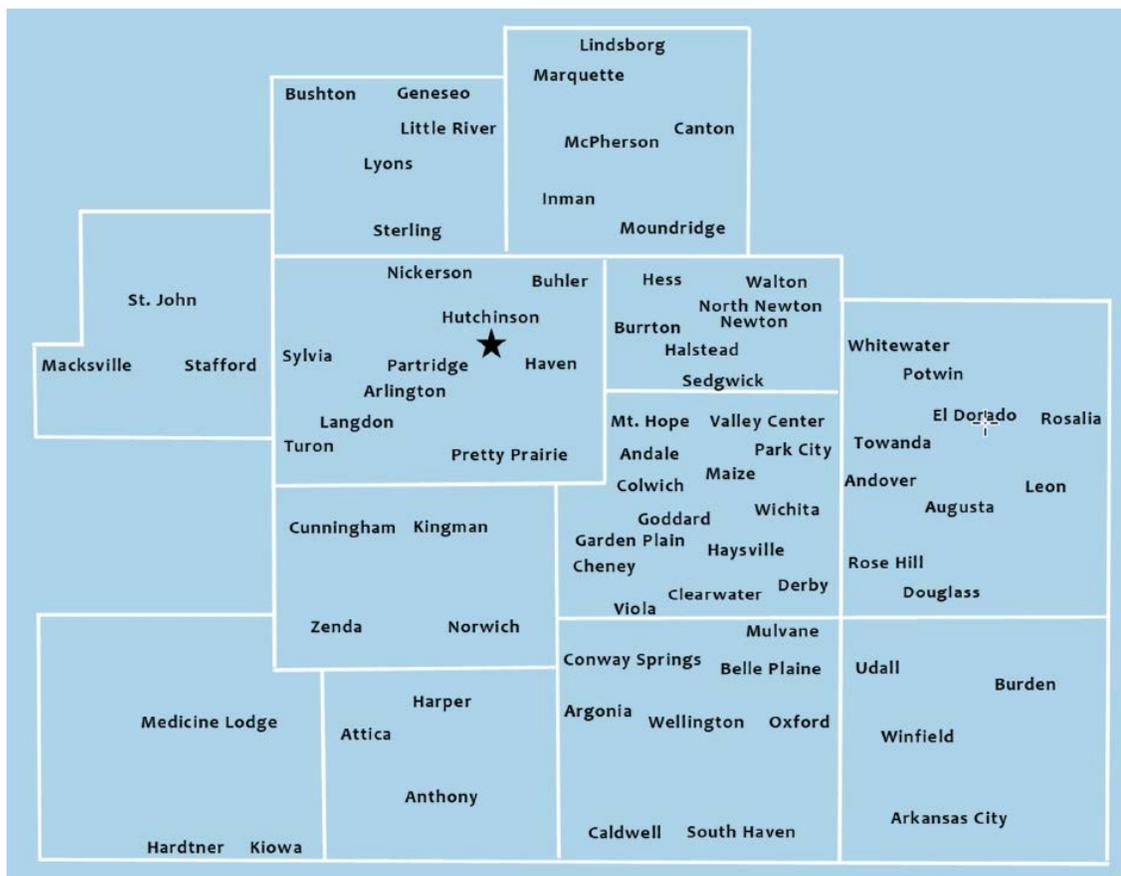
Public Libraries Respond:  
Statuses, Responses and Challenges

June 1, 2020



The South Central Kansas Library System (SCKLS) believes communities that share library experiences and knowledge make a difference in the success of our continuing responses to COVID-19. During the two weeks prior to June 1, 2020, member public libraries contributed the following survey and other information about their reopening plans.

Detailed and supporting information for 50 public libraries in five major service populations is presented. As a resource for information or for use in comparison, this report provides a relevant compilation of various south central Kansas public library reopening plans including statuses, responses and challenges. SCKLS extends its appreciation to all its member public libraries for their efforts to provide library services in this new environment.



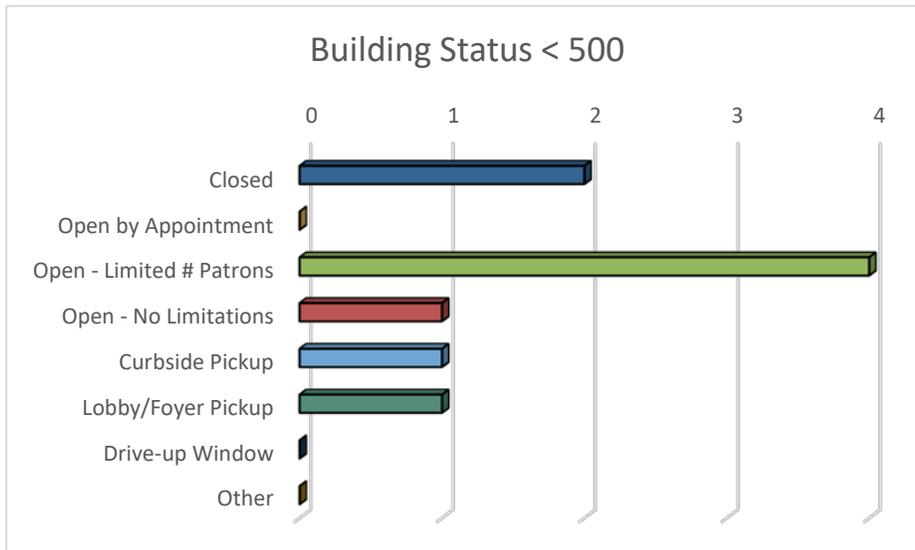


**Libraries Serving Communities with Populations of 500 or less**

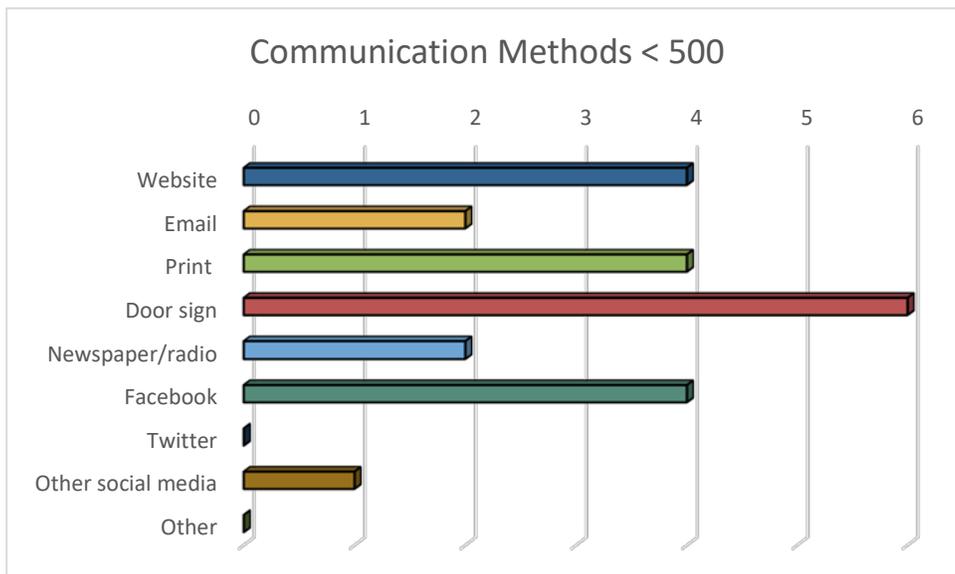
Arlington, Cunningham, Geneseo, Hardtner, Norwich, Partridge, South Haven, Sylvia, Turon, Viola, Walton and Zenda (7 responses)

**I. Library Status**

As of June 1, 2020 what will be the status of your library building?



What methods are you using to communicate information about the status of your library?



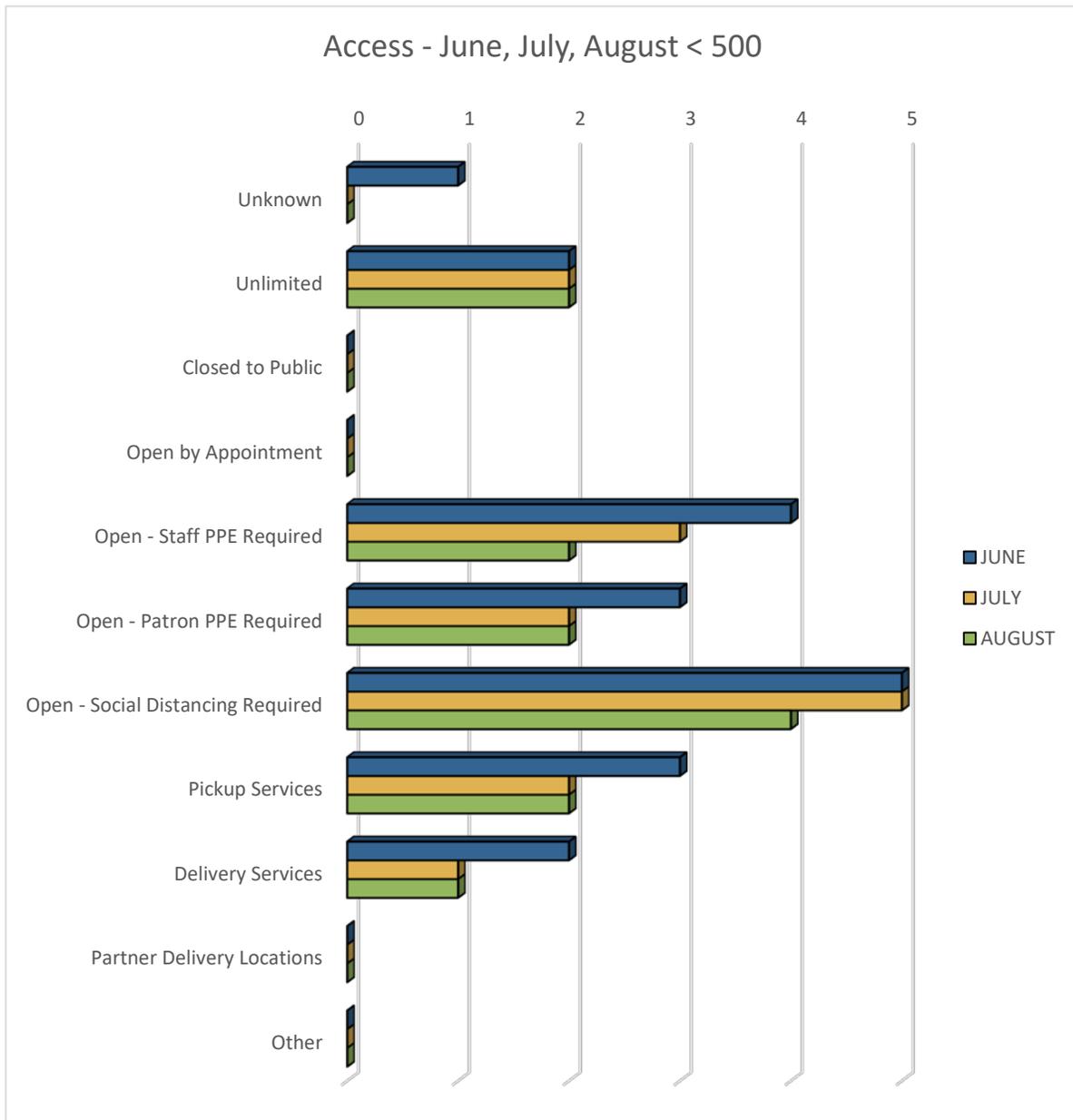


## Libraries Serving Communities with Populations of 500 or less

Arlington, Cunningham, Geneseo, Hardtner, Norwich, Partridge, South Haven, Sylvia, Turon, Viola, Walton and Zenda

### II. Library Response - Reopening

What type of access do you envision offering to your community in the next 3 months?

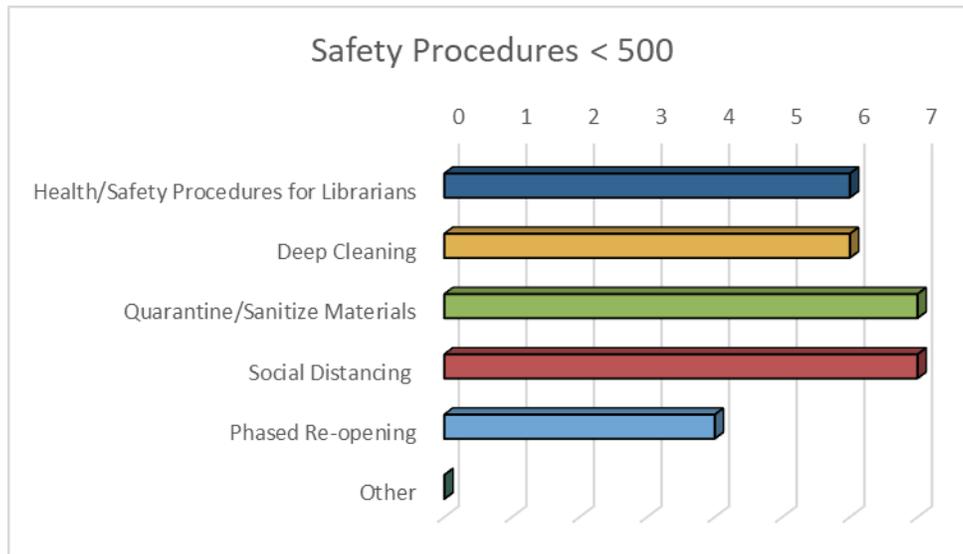




### Libraries Serving Communities with Populations of 500 or less

Arlington, Cunningham, Geneseo, Hardtner, Norwich, Partridge, South Haven, Sylvania, Turon, Viola, Walton and Zenda

Which of the following processes or procedures will be or are in place in your building?



What health and safety procedures for librarians will you be following? Responses from librarians included:

- Masks, gloves, and sanitizers in use. Elderly library aid working from home until restrictions are lifted
- Social distancing, sanitation, masks, gloves
- Masks when any patrons are in library, gloves on when receiving any returned items. Sanitizer available to all & requesting everyone to use it prior to checking out anything, & requesting all patrons to don masks upon entering, if they do not have one we have some that have been donated
- Hand sanitizer, masks -optional, gloves-optional



**Libraries Serving Communities with Populations of 500 or less**

Arlington, Cunningham, Geneseo, Hardtner, Norwich, Partridge, South Haven, Sylvia, Turon, Viola, Walton and Zenda

**What products for cleaning of interior library spaces will you be using and from what sources are you finding the products to purchase? Responses from librarians included:**

- Pine Glow disinfectant spray to clean work areas, desks, chairs, computer area, door handles, book drop etc.
- Lysol wipes for computer mouse.
- Plastic bags to slip over Keyboards and Monitors - Amazon (to be changed when disinfecting computer area after each patron)
- Sanitizers from Janitorial Supply
- Clorox wipes on hand
- All shelves, desks, door handles, light switches, etc. will be cleaned with Lysol wipes & sprayed with an approved disinfectant spray. We got our wipes and sanitizers at Walmart & bought our sprays on line
- Clorox wipes, Hand Sanitizer, Cleaner with bleach, Lysol Spray purchased from Walmart

**What procedures, products and supplies for quarantining/sanitation of library materials will you be using and from what sources are you finding the products to purchase? Responses from librarians included:**

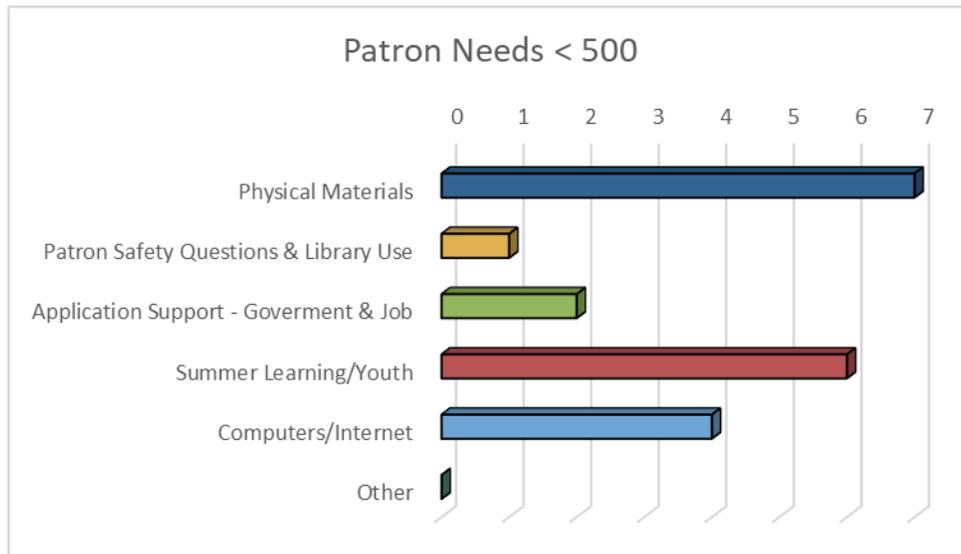
- Returned items will be quarantined for 72 hours before being checked back in and placed on the shelf.
- Sanitizers from Janitorial Supply
- Clorox wipes on hand
- All returned items will be wiped down with alcohol sanitizer & set aside for 5 days prior to being returned to shelves for check out.
- Clorox wipes--grocery store
- Quarantined for 72 hours
- Lysol Spray
- Wiped down with sanitizer



### Libraries Serving Communities with Populations of 500 or less

Arlington, Cunningham, Geneseo, Hardtner, Norwich, Partridge, South Haven, Sylvia, Turon, Viola, Walton and Zenda

What do you anticipate will be your patrons' three most important needs in the next 3 months? Responses from librarians included:



### III. Library Response – Information Sources

During the past weeks, what sources of information have helped inform your decisions about what your library should be doing? Responses from librarians included;

- Webinars I have listened to
- Information that I received through Kanlib and SCKLS list serve what other libraries are putting in place
- Research I have done online
- County Health Department
- CDC
- Library Board
- State of KS
- CDC guidelines, reading anything posted by SCKLS & staying tuned in to our Governor's rules
- Governor's phase plan and recommendations
- Listening to the health plans in place by local and State officials



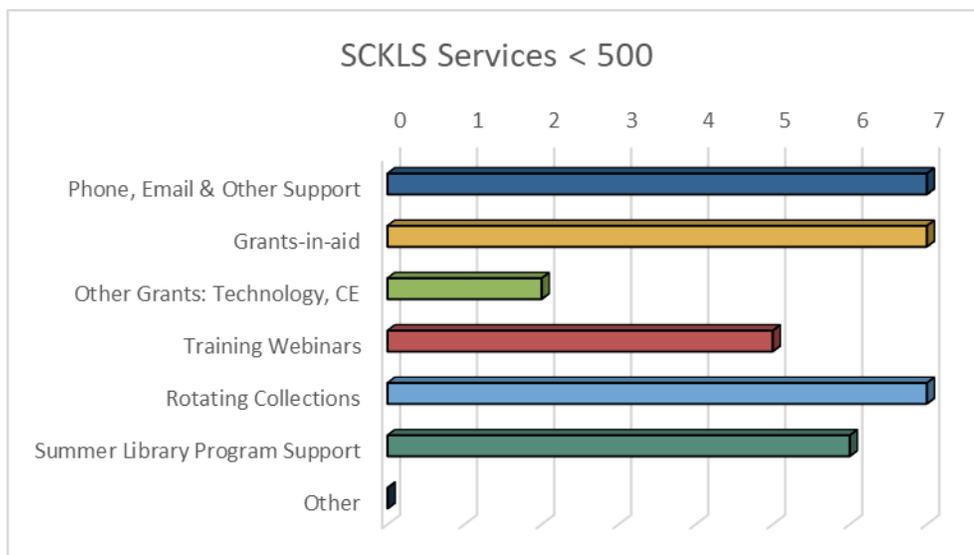
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**During the next 3 months, what type of information will help you move forward in providing library services in this new environment? Responses from librarians included:**

- County Health Department
- CDC
- Information that I received through Kanlib and SCKLS list serve what other libraries are putting in place.
- Library Board
- CDC
- State of KS
- The same sources as above as well as watching the numbers of cases, if the numbers rise, we will probably close again.
- Governor's phase plan and recommendations pertinent to our local community
- I plan on keeping in touch with SCKLS and our County Health Department.

**Which of the following SCKLS services or grants do you anticipate using in the next 3 – 6 months? Responses from librarians included:**





### **Libraries Serving Communities with Populations of 500 or less**

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**Is there anything else you would like to share about your library's current needs or future challenges? Responses from librarians included:**

- We are waiting for the Library Board to give the okay to Open with protocols in place
- Not that I can think of at this time

**Please share your library's plans, processes or procedures for providing library services in the next 3 months.**

### **Partridge Public Library Opening Policy**

- Curbside assistance is available to anyone who wishes to use it.
- Patrons are welcome to come in and we will do all we can to make this place a safe environment but you are entering at your own risk.
- We ask that our patrons wear masks when entering the library. If you don't have any, we will offer one to you.
- We ask our patrons to use hand sanitizer when they enter the library.
- Occupancy will be no more than 10 people at a time.
- Returned items will be quarantined for 72 hours before being checked back in and placed on the shelf.
- We will only have 2 computers available to use. They WILL NOT be available for watching videos or gaming purposes. When using computers, we ask that hand sanitizer be used first and that you wear a mask. Since we do not have as many computers available, if you would like to call ahead and reserve a computer that would be great.
- After each computer use, we will disinfectant the computer area, wiping down the computer desk, the mouse, chairs and change the protective sleeve on the keyboard and monitor.
- We will regularly clean and disinfect the book drop, door handles, circulation desk, work areas, and chairs.
- The restroom and water fountain is closed to the public.
- There will be no in person programs during the Governor's phases of reopening the state.



**Libraries Serving Communities with Populations of 500 or less**

Arlington, Cunningham, Geneseo, Hardtner, Norwich, Partridge, South Haven, Sylvania, Turon, Viola, Walton and Zenda

- Facebook guidelines will be posted on our Facebook page & posted via flyers & in our local newspaper as well as in person upon entering our library. We will also ask SCKLS to share this on our website as well.
- We are a small Library we only open three afternoons, Tuesday, Thursday and Saturday. We have space for patron's to be six feet or further apart. We generally only have 1-3-4 patrons at a time. We will try a Summer Reading with Children picking up packets by appointment only.

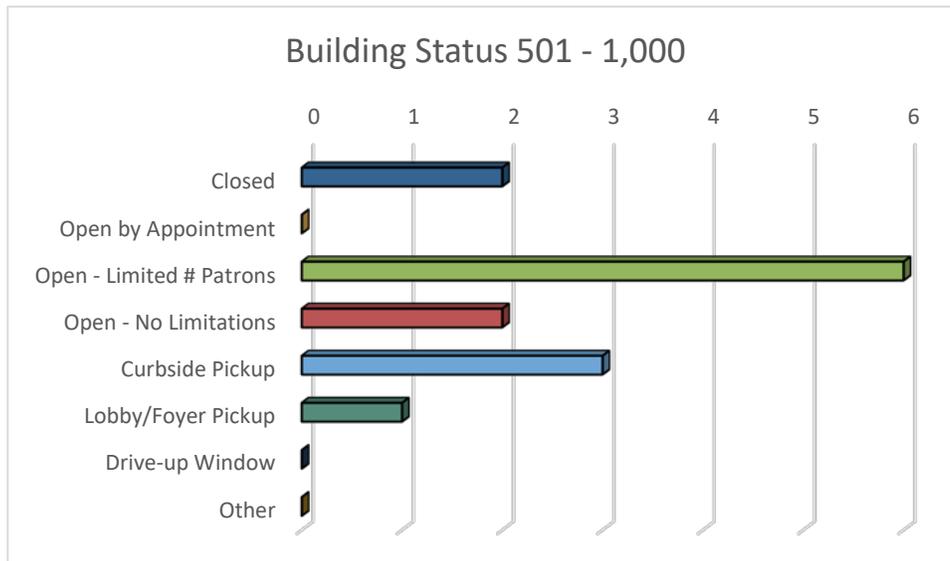


**Libraries Serving Communities with Populations of 501 – 1,000**

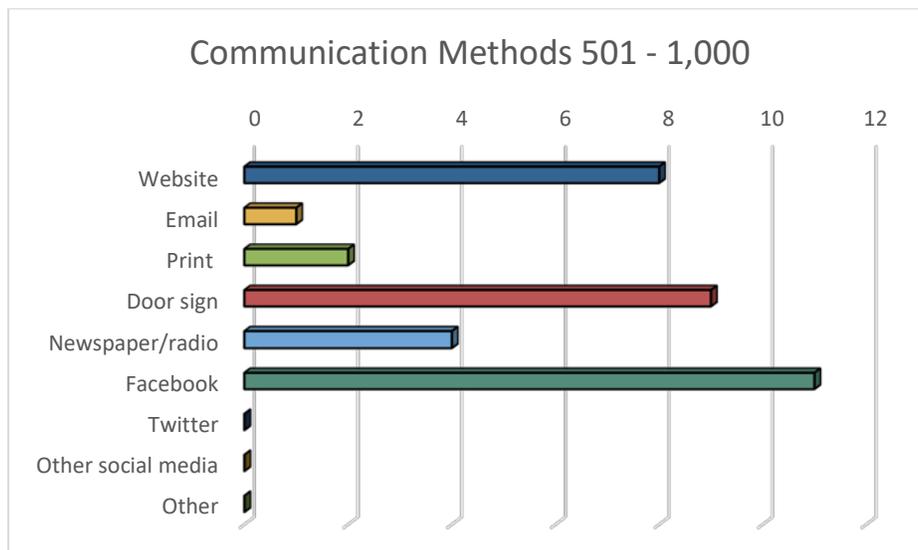
Attica, Burrton, Canton, Argonia-Dixon, Garden Plain, Stafford-Larabee, Kiowa, Leon, Little River, Macksville, Marquette, Potwin, Pretty Prairie, Udall and Whitewater (11 responses)

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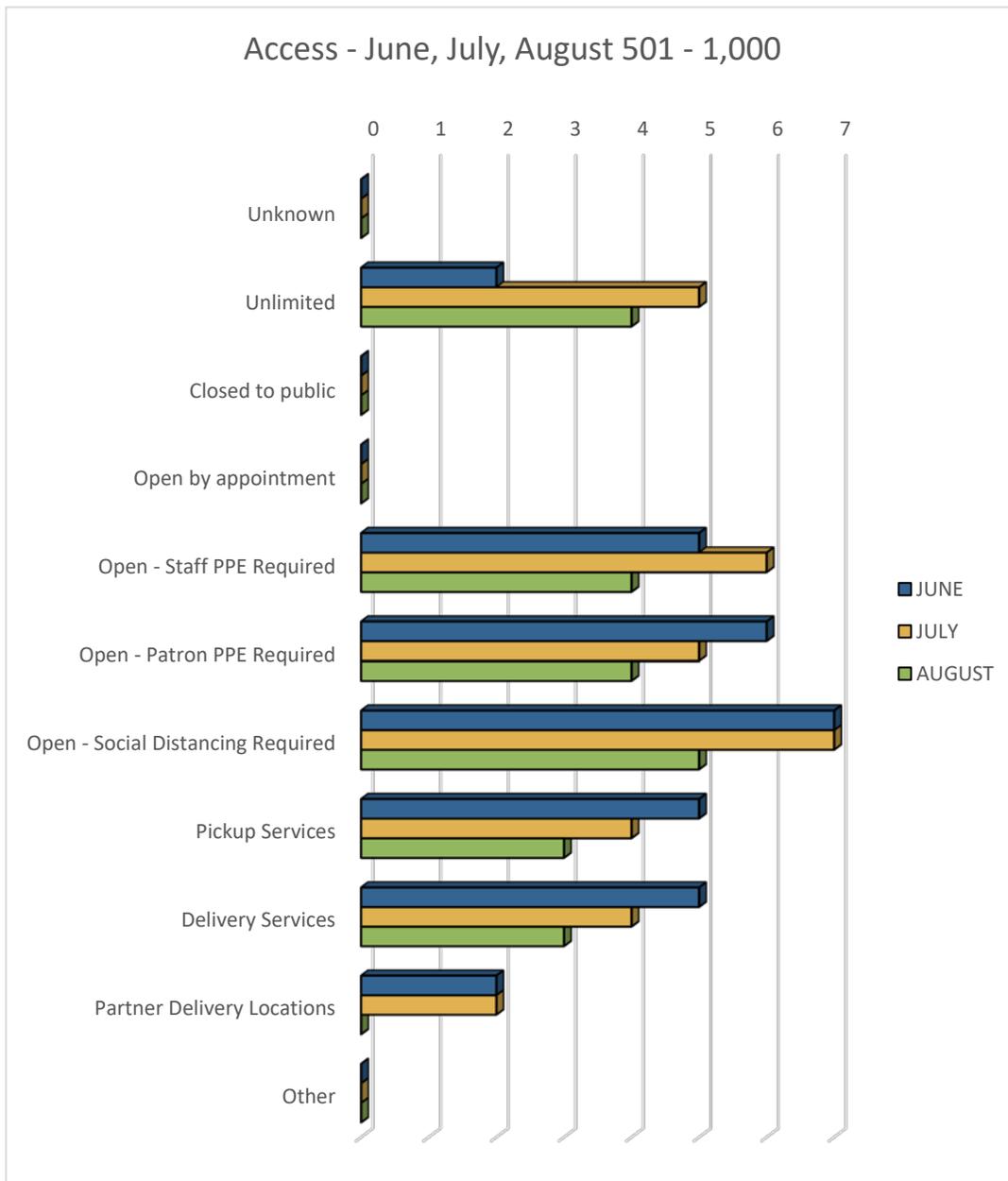


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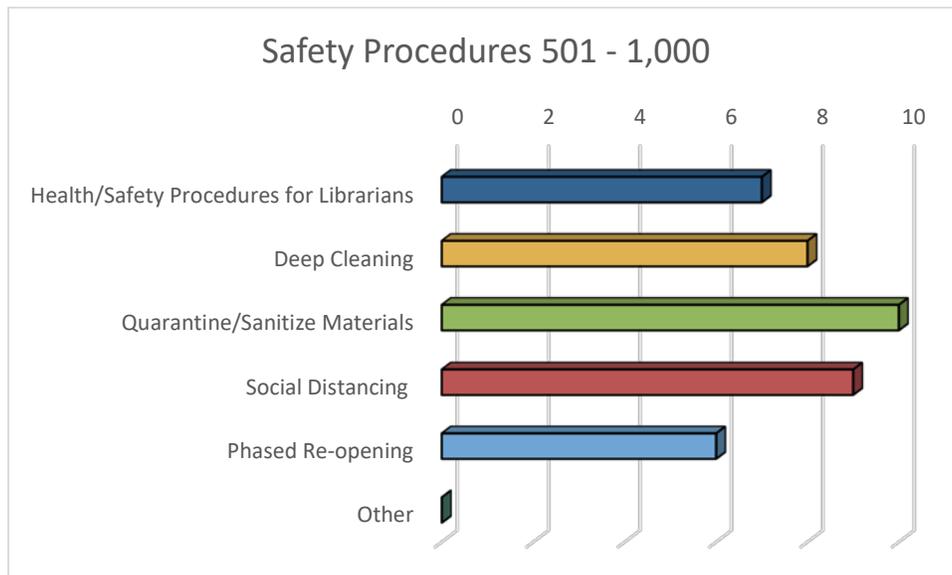




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Attica, Burrton, Canton, Argonia-Dixon, Garden Plain, Stafford-Larabee, Kiowa, Leon, Little River, Macksville, Marquette, Potwin, Pretty Prairie, Udall and Whitewater

Which of the following processes or procedures will be or are in place in your building?



What health and safety procedures for librarians will you be following? Responses from librarians included:

- Masks and hand sanitizer. Plexiglass dividers at counter
- Librarian wearing mask, wearing gloves and washing hands after handling returned materials, and using hand sanitizer before handling check-out materials.
- Hand sanitizer, sneeze guard at desk and quarantine books, and spray clean surfaces
- Masks for all, gloves while handling materials and patrons
- 1 librarian at a time in circ area
- Plastic protective barrier at circ desk and work station
- Health compromised staff back to work later in the summer
- All of the requirements for each phase will be met by the Canton Library and limited public computer use for anything other than printing



### **Libraries Serving Communities with Populations of 501 – 1,000**

Attica, Burrton, Canton, Argonia-Dixon, Garden Plain, Stafford-Larabee, Kiowa, Leon, Little River, Macksville, Marquette, Potwin, Pretty Prairie, Udall and Whitewater

### **What products for cleaning of interior library spaces will you be using and from what sources are you finding the products to purchase? Responses from librarians included:**

- Clorox wipes and 70% alcohol and water solution. I have been able to purchase these items at our local grocery store
- Using bleach, wipes, Lysol so clean areas where patrons use. We try to clean each area after each patron. (We are small so more easily done than bigger libraries)
- The school is supplying approved cleaners and hand sanitizer for the library
- Still working on that.
- Clorox wipes and Lysol spray - we have plenty in stock
- Vinegar, bleach, Clorox wipes, and mandatory Germ-X [hand sanitizer]. With public spaces being cleaned every night after closing and bathrooms being cleaned after use

### **What procedures, products and supplies for quarantining/sanitation of library materials will you be using and from what sources are you finding the products to purchase? Responses from librarians included:**

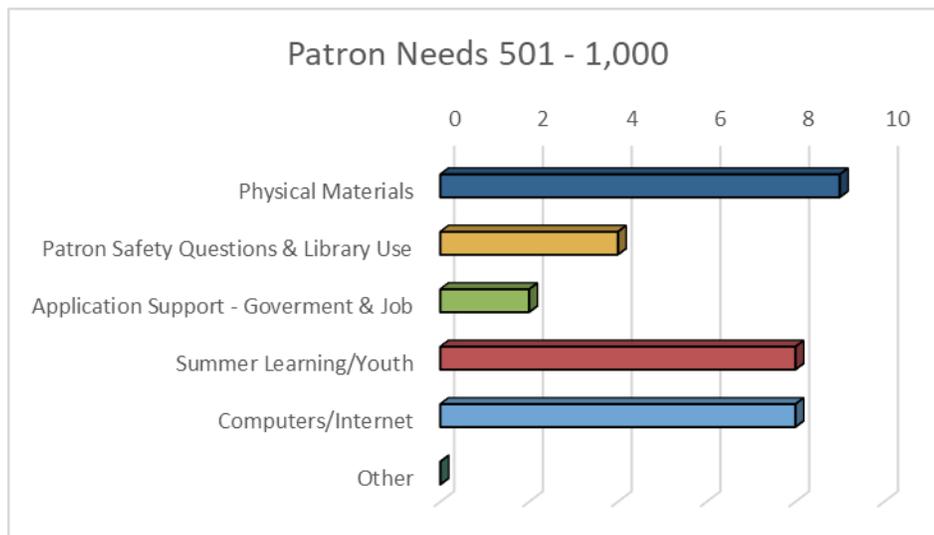
- More than likely it will be purchased from retail outlets
- Quarantining materials for two days
- I have a quarantine cart for returned materials. These items remain on the cart for a minimum of 72 hours before returning to the shelf
- Books returned per book drop, remain there 24 hours, removed wearing gloves, wiped down book covers with Clorox wipes, allow to air dry another 24 hr before returning to shelves
- Clorox wipes and Lysol for books bought from local grocery store and Walmart. Book sit for 3 days before sprayed and wiped down again and put on shelf. Using our cleaning budget right now
- We are closing the interior book return and using only the outside book return so there is only one area to clean. It's metal, so easier to clean
- Using Apollo's Quarantine check in function with items then placed on shelving carts graphically marked as quarantine carts. When items leave quarantine, they will be sanitized with something (still working on that-possibly an all-natural cleanser) and then shelved
- Clorox wipes and a rest period of 72 hours



### Libraries Serving Communities with Populations of 501 – 1,000

Attica, Burrton, Canton, Argonia-Dixon, Garden Plain, Stafford-Larabee, Kiowa, Leon, Little River, Macksville, Marquette, Potwin, Pretty Prairie, Udall and Whitewater

**What do you anticipate will be your patrons' three most important needs in the next 3 months?**



### III. Library Response – Information Sources

**During the past weeks, what sources of information have helped inform your decisions about what your library should be doing? Responses from librarians included:**

- ALA and the SCKLS listserv as well as the CDC and Kansas Government
- I have been following the governor's orders and have sent my plans to the McPherson County Health Department for approval
- News media (which is ever changing), other individuals (especially those who are regular library patrons), my sons-in-laws (a police chief & a fire captain) who have regulations they need to follow and receive info regularly from the state agencies. I totally respect their opinions whether they agree with the regs or not
- Advice from SCKLS as well as other libraries in our surrounding area. CDC and government recommendations and requirements are being followed
- Norwich city, Kingman/Norwich school, Kingman County Health Department, CDC recommendations
- Gov. Kelly, CDC, Library list-servs, SCKLS, Library Staff, News Reports (always believable, right?), Scientific Reports
- SCKLS updates and information from County and State level



### Libraries Serving Communities with Populations of 501 – 1,000

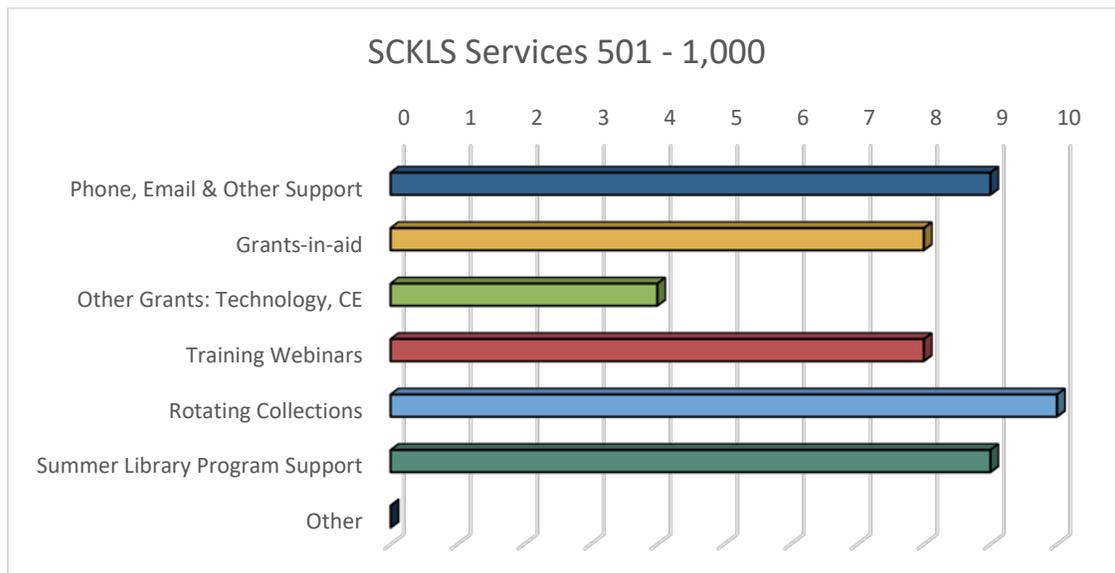
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- McPherson County health department, CDC website, and a helpful info graph I found on Facebook that Harvey County's representative posted

**During the next 3 months, what type of information will help you move forward in providing library services in this new environment? Responses from librarians included:**

- Finding supplies, information on what other libraries are doing, suggestions for alternatives to the traditional library
- CDC, SCKLS, News outlets
- It has been helpful to me to hear what other libraries are doing for service and the summer reading program.
- Following what other libraries similar in size to ours have been doing, whether our city government opens up to the public - we share a main door with them
- Ways to clean books and the library itself. Advice on how to handle the public who do not want to comply
- How to have students in the library and keep them safe
- Orders from state and county and information from SCKLS
- We will be providing all the services we can. Construction will be a more limiting factor than Covid-19 honestly

**Which of the following SCKLS services or grants do you anticipate using in the next 3 – 6 months?**





### **Libraries Serving Communities with Populations of 501 – 1,000**

Attica, Burrton, Canton, Argonia-Dixon, Garden Plain, Stafford-Larabee, Kiowa, Leon, Little River, Macksville, Marquette, Potwin, Pretty Prairie, Udall and Whitewater

### **Is there anything else you would like to share about your library's current needs or future challenges? Responses from librarians included:**

- Unfortunately, at this point, I'm not sure what those are going to be
- Other than a few patrons, most have been supportive and understanding of our safety policies
- Unsure about [our library's eligibility and status for] the grants
- My brain hurts trying to navigate all of this!
- A lot is unknown at this time due to our construction project, but I will figure it out and have an awesome time tackling all challenges

### **Please share your library's plans, processes or procedures for providing library services in the next 3 months. Responses from librarians included:**

- I am currently still working on a plan
- There is a difference of opinion with some board members so nothing has been decided or even discussed among all board members as a group. I, as librarian, am ready to be open to the public with maybe a 5 person limit to begin with which shouldn't be a problem with our small community. Right now, I accept email and phone call requests, sack them up and meet patrons at the door.
- Going to open in June and maintain social distance in library and have lots of sanitizer available for patrons.
- Not sure what the library will be doing once school starts again as we share our library with the school.
- Our attached plan is a work in progress.

### **Social Distancing Guidelines**

1. Please wear a mask if possible.
2. Parents, please leave you kiddos at home if possible. If not they can sit up front while you check out books. We have to keep them from running around and touching. TOYS ARE NOT AVAILABLE NOW.
3. Computers are only used for school, job, or community needs. NO GAMING, STREAMING, OR BROWSING at this time.
4. Please ask to get a copied made.
5. Try to keep a distance from other patrons.
6. Please bring any book to the front if you touch it. DO NOT RE SHELVES ANY BOOKS PLEASE!



**Libraries Serving Communities with Populations of 501 – 1,000**

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**WHITEWATER MEMORIAL LIBRARY**

**All phases subject to change based on recommendations from health officials.**

**REOPENING PLAN - PHASE I**

Building closed to patrons, No programming

Library items reserved online or by telephone, checked out & bagged for pick up in library entryway

Entryway sanitized daily

Monday – Friday, 10:00 am – 1:00 pm: Half staff each day wearing PPE & sanitizing high use areas daily

Quarantine returned items 72 hours before check in

Check in and clean “released from quarantine” items, shelving, preparing ILL items for return

Preparing building for Phase II with rearrangement or removal of some furniture, placement of some kind of navigable clear protective barrier at circ desk and work station

**REOPENING PLAN - PHASE II**

**If everything is in place from Phase I, we anticipate Phase II beginning June 8**

Building open Monday – Friday, 10:00 am – 1:00 pm

Building open to patrons for checkout only – limit 10 patrons

No toys, no food, no S.T.E.A.M. activities

Cleaning/sanitizing of building each day after close

Face mask for patrons required. If no PPE, patron may request items online or via phone and they will be placed for pick up in the library entryway as in Phase I

Hand sanitizer prominently displayed and encouraged as usual

Staff PPE required

Returned items quarantined 72 hours followed by cleaning

ILL requests resume if the ILL system and Kansas Library Express Courier are fully operational

Continue entryway pick up upon request

Only 1 computer in use by appointment only for things like resumes, job applications, business transactions, etc. with no recreational use at this time, area sanitized after each use



**Libraries Serving Communities with Populations of 501 – 1,000**

Attica, Burrton, Canton, Argonia-Dixon, Garden Plain, Stafford-Larabee, Kiowa, Leon, Little River, Macksville, Marquette, Potwin, Pretty Prairie, Udall and Whitewater

**REOPENING PLAN - PHASE III**

**If everything is in place from Phase II, we anticipate Phase III beginning July 6.**

Mostly the same plan as Phase II

Building open Monday - Friday 10:00 – 3:00 pm

2 computers separated by protective barrier in use by appointment only for things like resumes, job applications, business transactions, etc with no recreational use at this time, area sanitized after each use

**REOPENING PLAN - PHASE IV**

**If everything is in place from Phase III, we anticipate Phase IV beginning August 3.**

Building open regular hours:

Monday & Thursday 1:30 – 8:00 pm

Tuesday, Wednesday, Friday 10:00 am – 5:00 pm

Saturday 10:00 am – 1:00 pm

Furniture returned to building

Returned item quarantine still in place followed by cleaning and shelving

All 3 public computers available for regular use with sanitation between users

PPE for staff and patrons encouraged but not required

Business as usual in the library

Dear **Canton Township Carnegie Library** Patrons,

Thank you for your continued patronage to our beloved library. We love being a part of our community and are so proud to be part of building Canton. Covid-19 has gotten in the way of us providing services to our community for the month of April, but now the mandatory closure is done and we are excited to resume serving the community. There are a few changes to how our library will operate due to Covid-19 restrictions and the construction of the addition to our building. Changes to our library include but are not limited to:



### **Libraries Serving Communities with Populations of 501 – 1,000**

Attica, Burrton, Canton, Argonia-Dixon, Garden Plain, Stafford-Larabee, Kiowa, Leon, Little River, Macksville, Marquette, Potwin, Pretty Prairie, Udall and Whitewater

- Chairs being distanced at 6 feet
- When entering the building sanitizer is mandatory and gloves will be provided if wanted
- Our library is small so to responsibly social distance only 10 people will be allowed in at a time
- Books and movies can be checked out but must be retrieved by the librarian
- When materials are returned to the library they must be returned through the book drop
- Masks are not required but are encouraged
- Computers will only be allowed for printing
- When you come to use the Wi-Fi inside you must pick a chair and must remain in the chair for your whole visit
- If you want to reserve or receive items from your vehicle call 620-628-4349 during the library's normal hours

The health of our community is extremely important to us and cleaning practices will be extensive. All surfaces will be wiped down every evening with Clorox wipes and vinegar. The chairs will be wiped down after each person leaves and before another person sits. The bathrooms will be cleaned properly every evening if they were used that day. Monitors, keyboards, and computer mice will be cleaned every evening. And lastly, every returned item will be disinfected to the best of my ability before returning to the shelf.

If you have questions or want to reserve items my number is 620-747-2882 and I prefer text over calling because I usually don't pick up if I don't recognize the number. The library's number is 620-628-4349 and I will return all calls when the library is open. Another way to contact us with questions or concerns is to email us at [cantonlibrary1921@yahoo.com](mailto:cantonlibrary1921@yahoo.com).

Thank you from Becca and the Canton Township Carnegie Library Board!



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**Caldwell Public Library**  
**Readcaldwell.com**  
**Phased Reopening**  
**May 12, 2020**

Beginning Monday, May 18, the Caldwell Public Library will be open Mondays, Wednesdays and Fridays from 10 am – 2 pm.

Masks will be provided for all patrons and will be kept at the library  
Patrons will be asked to leave their cell phones in their vehicles, given how many germs phones have been shown to carry  
Hand sanitizer and gloves will be available  
We ask patrons to maintain social distancing  
Computer time will be limited to 30 minutes

May 18 – Summer Reading signup begins

June 5 – Outdoor Story Times begin; meet at the stage in the park

Thank you very much for your understanding during this difficult time.

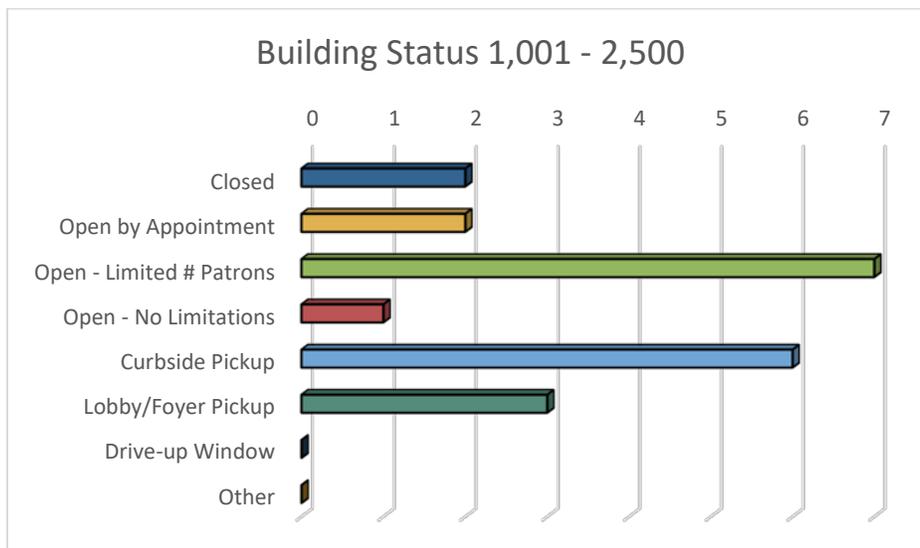


**Libraries Serving Communities with Populations of 1,001 – 2,500**

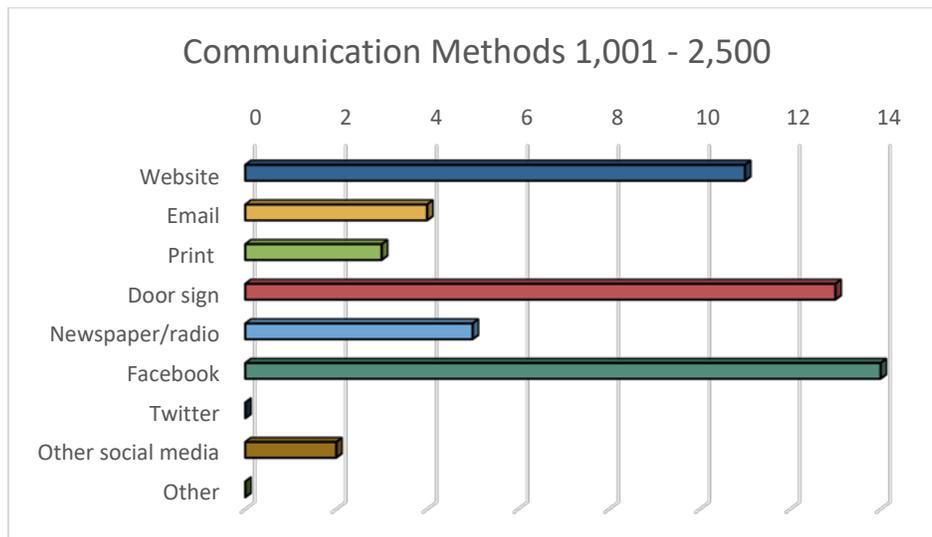
Andale, Anthony, Belle Plaine, Buhler, Caldwell, Colwich, Conway Springs, Douglass, Halstead, Harper, Haven, Inman, Medicine Lodge-Lincoln, Moundridge, Mt. Hope, Nickerson, Oxford, Sedgwick, St. John-Goodman, Sterling and Towanda (14 responses)

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**What methods are you using to communicate information about the status of your library?**



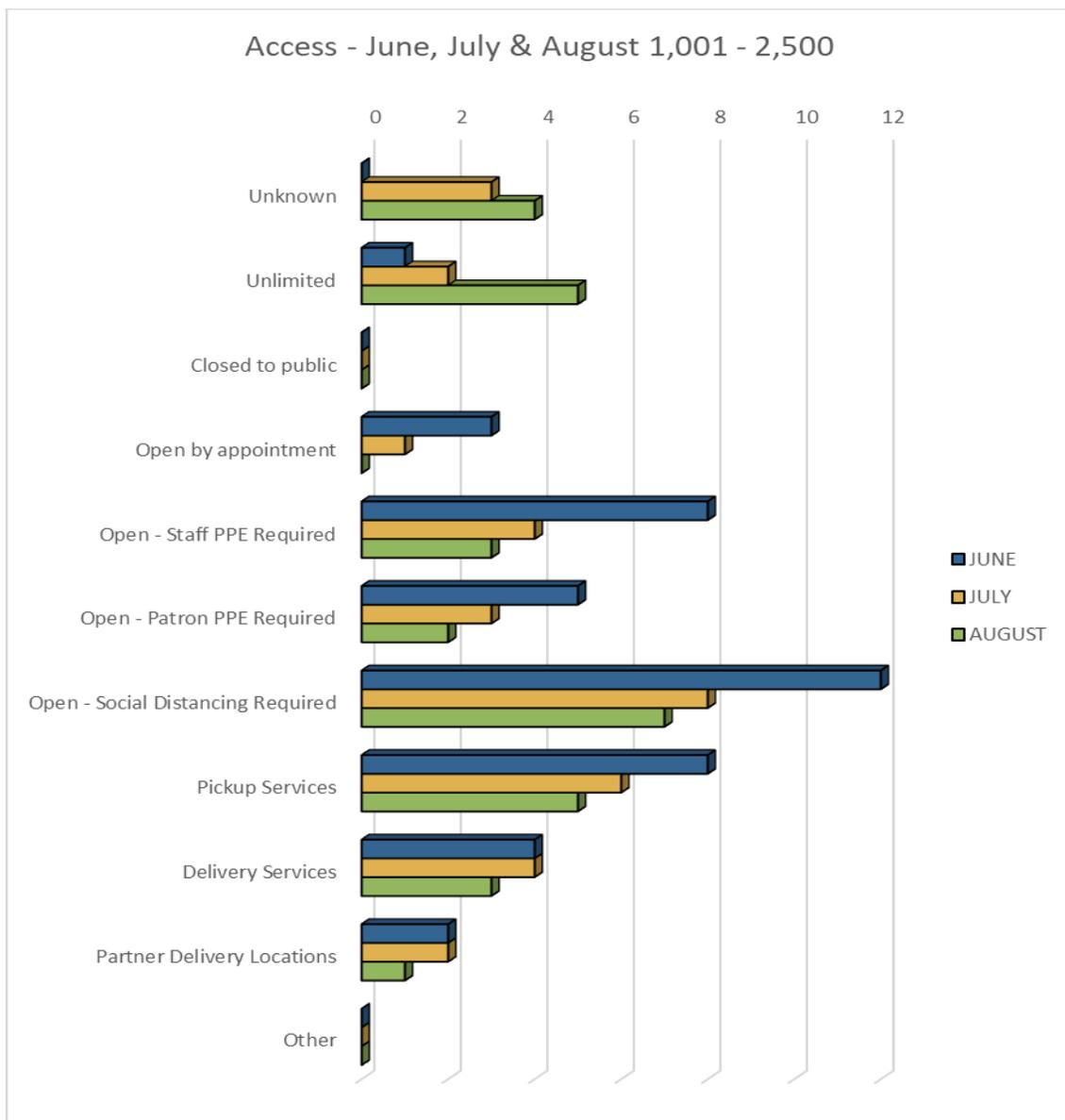


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**II. Library Response - Reopening**

**What type of access do you envision offering to your community in the next 3 months?**

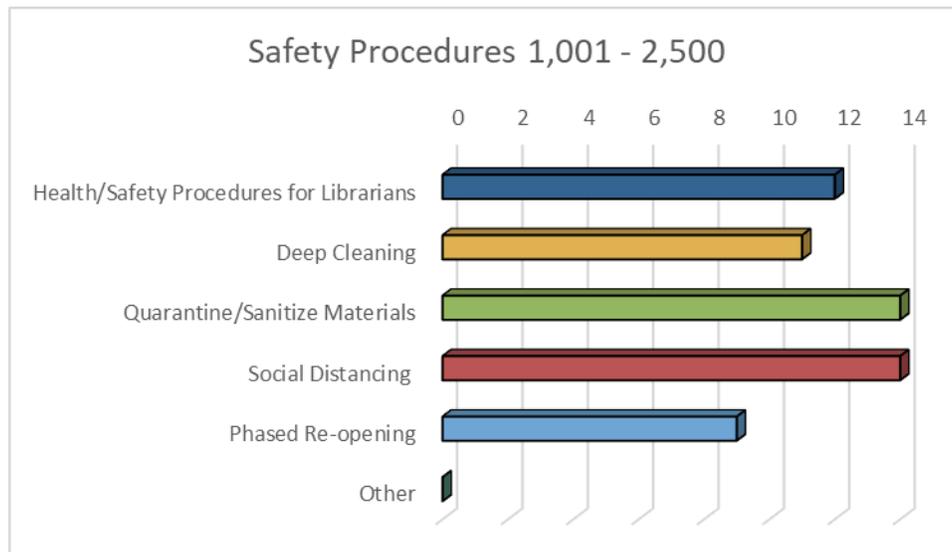




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Which of the following processes or procedures will be or are in place in your building?



What health and safety procedures for librarians will you be following? Responses from librarians included:

- Wipe down after items quarantined for 4 days
- 6 feet social distancing, Do not linger
- Masks and gloves
- Clear shower curtains to hang from ceiling
- Summer Reading Program online
- Librarians will be required to wear masks (handmade fabric by us) when patrons are in the building, extra hand washing, gloves required when handling returned items. Plexi-glass barrier is in place at the circulation counter
- Masks and hand sanitizer/gloves when delivering items to patrons
- Patrons & staff will be using PPE. Sneeze guard at CIRC desk. Social distancing in lobby area. No one allowed in stacks. Cleaning, cleaning, cleaning.
- Masks, gloves, increased hand washing, available hand sanitizer
- Mask, hand-washing



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- Signs asking patrons to stay home if sick
- Encouraging social distancing.
- Drop box available and encouraged for returned items
- Regular cleaning
- We will be wearing gloves and masks. We have sneeze guards in place on our circulation desk
- Frequent hand sanitizing
- Sanitizing of all surfaces every hour
- Wearing a mask
- Mail and returned items quarantined for 7 days
- Librarians wear masks when patrons are present. Librarians wear gloves when assisting a patron with finding a book. Librarians use hand sanitizer after outside contact (door handles, returned materials, mail, etc.) Librarians clean working space intermittently throughout the day.
- Limited access by public
- Disc cleaning and quarantining of materials
- We are currently not automated. When we open we will most likely allow one staff (librarian) and she will wear gloves when handling mail and books and other circulating material. She will also be provided masks. One patron will be allowed in the library at a time, only to select books/materials. Patrons must wear masks. We will not permit puzzles until it is safe to do so. Computers will be by appointment, one computer at a time with limited time. Each patron will have their own headsets. Computers will be disinfected after each use

**What products for cleaning of interior library spaces will you be using and from what sources are you finding the products to purchase? Responses from librarians included:**

- Clorox wipes (Amazon)
- Lysol disinfectant spray (need more)
- N X N 70% Advanced Hand Sanitizer (Amazon)
- Clorox bleach (Walmart)
- We are using hand sanitizer, disinfectant spray and disinfectant wipes. We have had some sanitizer and spray donated, some wipes we had already on hand and we have just found a few more containers locally
- Norwex enviro-cloths, Norwex window cloths, Lysol, hand-sanitizer
- Disinfectant spray for keyboards. Lysol wipes mostly. We found gloves and wipes at Hutch-Line in Hutchinson
- We have Clorox wipes and, Disinfectant room spray. Robert HutchLine



### **Libraries Serving Communities with Populations of 1,001 – 2,500**

Andale, Anthony, Belle Plaine, Buhler, Caldwell, Colwich, Conway Springs, Douglass, Halstead, Harper, Haven, Inman, Medicine Lodge-Lincoln, Moundridge, Mt. Hope, Nickerson, Oxford, Sedgwick, St. John- Goodman, Sterling and Towanda

- I started ordering over a month ago to slowly stock up on amazon. Also partnering with local businesses to have access to their sources. Ex. Restaurants
- Lysol wipes, Clorox spray and Germ-X. We already had them on hand for cleaning purposes
- "Clorox wipes- I asked on my personal Facebook page if anyone found some to pick some up for me and I would pay them back. But I had people donate them to me instead
- Disinfectant spray-I had some before this started
- Our regular disinfecting cleaner
- "Disinfectant wipes, Lysol, etc. [purchased at] grocery store & discount stores

### **What procedures, products and supplies for quarantining/sanitation of library materials will you be using and from what sources are you finding the products to purchase?**

#### **Responses from librarians included:**

- Plan on cleaning door handles, counters, keyboards, restrooms constantly.
- Wiping down materials and quarantining
- We purchased plastic tubs with lids from Walmart and are leaving the items in the closed tubs for 7 days currently. We may be lowering that to 3 days in the next few weeks.
- At this time, we are setting books in quarantine for 72 hours before re-handling them. Then they will be wiped down with Norwex enviro-cloth.
- Materials (books, DVD's etc.) are disinfected with wipes and then quarantined for 72 hours. Keyboards, mice, and computer area will be disinfected after each use and allowed to sit. Door handles and electronic door devices will be disinfected as needed after each use.
- We are bagging books as they come in through the external book drop.
- Minimum of 72 hour quarantine. The director is the only person to handle check ins and the quarantine process to eliminate any confusion.
- Leaving materials to sit for a few days period. Patrons not allowed to browse shelves. Books must be requested.
- Quarantine library materials for 72 hours
- We are quarantining the materials for 3 days. Then we get them out of quarantine and wipe them down with Clorox wipes. All wipes have been donated to us

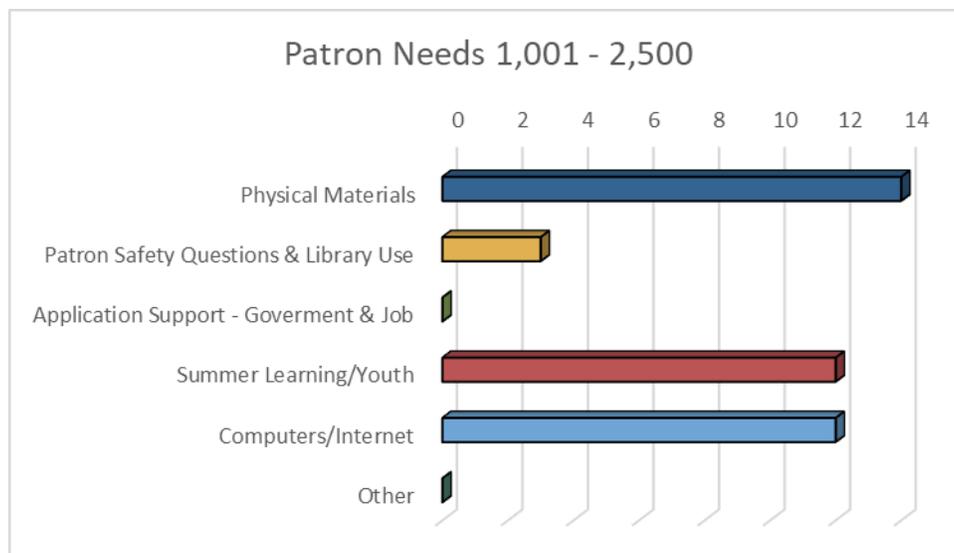


### Libraries Serving Communities with Populations of 1,001 – 2,500

Andale, Anthony, Belle Plaine, Buhler, Caldwell, Colwich, Conway Springs, Douglass, Halstead, Harper, Haven, Inman, Medicine Lodge-Lincoln, Moundridge, Mt. Hope, Nickerson, Oxford, Sedgwick, St. John- Goodman, Sterling and Towanda

- We are wiping with bleach all of our own materials which are covered with clear plastic. We are quarantining all returned materials (placing in tubs with dates attached) for three days (after wiping down). We feel the new materials are probably okay because they have been in the mail for several days.

**What do you anticipate will be your patrons' three most important needs in the next 3 months?**



### III. Library Response – Information Sources

During the past weeks, what sources of information have helped inform your decisions about what your library should be doing? Responses from librarians included:

- Emails from SCKLS and other libraries
- Information from the local county Health Department
- Statistics from the State Department of Health and Environment



### **Libraries Serving Communities with Populations of 1,001 – 2,500**

Andale, Anthony, Belle Plaine, Buhler, Caldwell, Colwich, Conway Springs, Douglass, Halstead, Harper, Haven, Inman, Medicine Lodge-Lincoln, Moundridge, Mt. Hope, Nickerson, Oxford, Sedgwick, St. John- Goodman, Sterling and Towanda

- Reading and reviewing what other libraries are doing in our area as well as other parts of the country. Talking with staff at SCKLS to help form a more detailed phased re-opening plan. Talking with other local librarians about their plan as well as keeping up to date on information from the CDC and state for precautions and recommendations
- I have visited with SCKLS employees and Sumner County Health Department officials to gain information to send to the Library Board to enable them to have informed decision-making processes. I have also checked with libraries close around us and given that information to the Board
- Information posted from SCKLS about other libraries. Training seminars. Information on the State Library sites. Talking with other librarians in my area.
- Association for Rural and Small Libraries round tables, neighboring libraries, CDC and KS Department of Health and Environment
- Listening to all info given by various doctors and experts and weighing the needs of our patrons. Researched unbiased sources and used common sense
- News, SCKLS emails
- Emails and links to important information have been most helpful
- Facebook has a group of librarians that I've been following. There really wasn't much info except what SCKLS put out.
- Hearing what other libraries are doing, either by email list or on Facebook.
- Talking with Paul at SCKLS, SCKLS postings
- Reno County Health Department recommendations
- State recommendations and county health department
- Other library postings, SCKLS
- The State of Kansas Library hosted a Zoom meeting about ILL and provided training for Reader Zone. SCKLS shared information from ALA and John Hopkins University. We also have been in contact with the Sumner County Health Department for guidance as we reopened. We checked with our local government for input. All decisions were guided by our local library board.



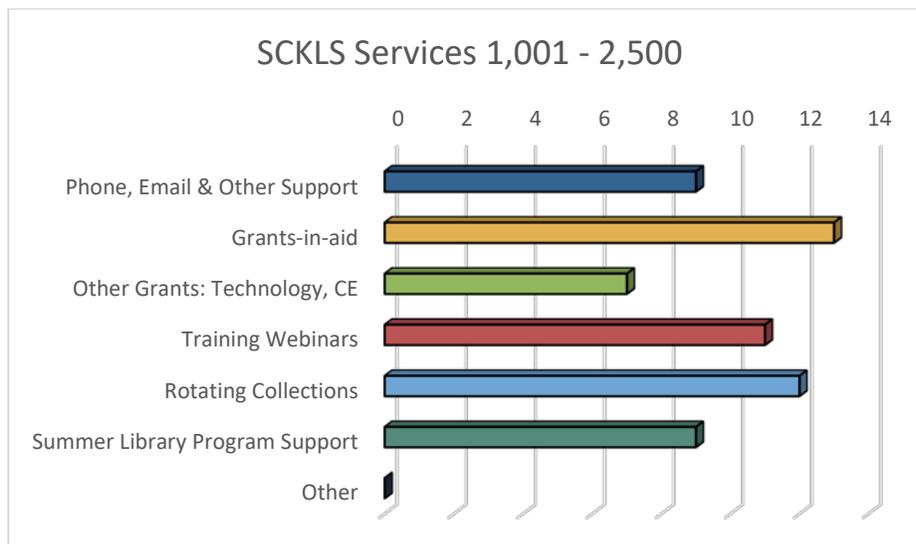
### Libraries Serving Communities with Populations of 1,001 – 2,500

Andale, Anthony, Belle Plaine, Buhler, Caldwell, Colwich, Conway Springs, Douglass, Halstead, Harper, Haven, Inman, Medicine Lodge-Lincoln, Moundridge, Mt. Hope, Nickerson, Oxford, Sedgwick, St. John- Goodman, Sterling and Towanda

**During the next 3 months, what type of information will help you move forward in providing library services in this new environment? Responses from librarians included:**

- Doing everything possible to prevent the spread of COVID19
- Our Board is chiefly concerned with the spread of the virus. So anything I can do to slow that in their minds will be good. The spread in the county, surrounding areas, the state, and the nation will be their navigating point
- Continued info from SCKLS, other librarians, the State Library and information from the Governor.
- Recommendations for reopening, grant information to help with increased tech and cleaning supplies
- News, SCKLS emails
- As we are just becoming automated, the Apollo User Group has been invaluable. Thank you for that!
- I read emails as other librarians send them out to see what they are doing and how they are responding.
- SCKLS, Hearing what other libraries are doing
- Hearing from the state about whether the curve has been flattened
- News releases from the State of Kansas

**Which of the following SCKLS services or grants do you anticipate using in the next 3 – 6 months?**





### **Libraries Serving Communities with Populations of 1,001 – 2,500**

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### **Is there anything else you would like to share about your library's current needs or future challenges? Responses from librarians included:**

- Our Board President is a kidney transplant recipient. She guides the decisions of the Board. She is hyper-vigilant about all thing's "virus" related. That she decided yesterday to begin allowing patrons to have curbside service, is a major breakthrough. While the Board has rarely taken a real stand on anything related to the Library, this is a different circumstance. Our challenges are mostly centered around their decisions
- We are trying to make sure that we are not so caught off guard if there is a shutdown again in the fall or winter. Increasing the amount of mobile tech for both staff and patrons is going to be important. Also looking at the viability of keeping the Wi-Fi hotspot and increased eResource budget through the fall and winter.
- SCKLS has been doing a great job and I appreciate the all the help that you provide.
- We had just begun the process of looking at a multi-year expansion project for our library. ...We also feel uncertain about our own budget next year with so much fiscal uncertainty. We may not pursue this project as we had hoped.

### **Please share your library's plans, processes or procedures for providing library services in the next 3 months. Responses from librarians included:**

- June 1st - reopen
- July 1st - everything depends on statistics on COVID 19 in our state and county
- August 1st - everything depends on statistics on COVID 19 in our state and county
- Summer Reading Program Online
- We will continue to offer and promote our digital services as well as curbside pickup for those that would like to use it
- On June 8th we plan to open the library to 7 or fewer patrons at a time, and no children under 16 without a parent present
- Two of our four patron computers will be available for 30 minute sessions, adults only
- We will be offering take-home bags of activities for our summer reading program but no in library events at this time



### **Libraries Serving Communities with Populations of 1,001 – 2,500**

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- At this time, the only services we will be performing are curbside pick-up and home delivery. Our SRP will consist of 2 online performances that will be available on social media
- After June 1, we will be limiting patrons to 5 at one time with social distancing. Stacks will not be available until possibly August, depending on the COVID -19 numbers. No gaming on computers. No patrons reading newspapers in house. No "hanging out" at the library. Wait and see what happens and possibly be open fully in August.
- Currently only 10 people inside at a time, sanitize as entering and only one computer spot by appointment only due to closeness of computers. We will slowly increase numbers and plan all activities for outside only
- Reopen with limited hours when State's Phase 3 begins (scheduled for June 8)
- We are reopening to the public and are encouraging safety procedures by using signs and asking patrons to limit their visit in the library. We plan to have our Summer Reading Program, but in June we will have grab and go craft bags for children to pick up, and they will be able to watch a video tutorial the week that we hand them out. Then hopefully in July we will be able to have our entertainers come
- Our summer reading program is online (through Reader Zone). We have offered paper options (which are emailed and printed). We will quarantine those like returned materials. We are not doing in-library programs this summer. Our book club is going to try using Zoom. If the state re-opening is on track, we may have a swimming party at the end of July and give end-of-summer-reading certificates and prizes.
- Limited hours; M-F, noon to 5 p.m.
- Maximum of 6 patrons in the building.
- Maximum time in building - 30 minutes
- Maximum of computer use - 30 minutes
- Patrons asked to use hand sanitizer and face masks
- Staff to use gloves when handling library materials



### **Libraries Serving Communities with Populations of 1,001 – 2,500**

Andale, Anthony, Belle Plaine, Buhler, Caldwell, Colwich, Conway Springs, Douglass, Halstead, Harper, Haven, Inman, Medicine Lodge-Lincoln, Moundridge, Mt. Hope, Nickerson, Oxford, Sedgwick, St. John- Goodman, Sterling and Towanda

#### **Douglass Public Library**

##### **Phase 1**

Library closed to all

E-books only and virtual programming

Director only staff member in library checking email and mail

##### **Phase 2**

Library closed to patrons

Limited hours M-Thurs. 10-5 (once we have plans in place and are ready)

Staff limited to 1-2 in building with social distancing, wearing gloves when handling material

E-books still encouraged, No-contact curbside pickup with phone and online orders

##### **Phase 3**

Limited hours M-Thurs. 9-5

Staff limited to 1-2 in building with social distancing, masks required, gloves when handling material

Books returned in book drop in front door

Computers by appointment only (only #1,4, and 5) with 1 hour time limit

Copying, faxing, scanning services available by appointment

Staff will be disinfecting computers after each use

All toys, stuffed animals, Launchpads are put away in children's area

E-books still encouraged

Curbside or front door pickup

ILL available when Courier reopens

##### **Phase 4**

8 or less patrons at a time in Library keeping distance between non-related patrons

Regular hours

Books returned in book drop in front door or in tub by circulation desk

Staff working regular shifts, masks recommended, gloves when handling material

E-books encouraged, stacks open

Computers (#1,4, and 5) 1 hour time limit

No seating at tables, newspapers, children hanging out, etc.

Touchless check-out at desk



**Libraries Serving Communities with Populations of 1,001 – 2,500**

Andale, Anthony, Belle Plaine, Buhler, Caldwell, Colwich, Conway Springs, Douglass, Halstead, Harper, Haven, Inman, Medicine Lodge-Lincoln, Moundridge, Mt. Hope, Nickerson, Oxford, Sedgwick, St. John- Goodman, Sterling and Towanda

**Phase 5**

15 or less patrons at a time in Library keeping distance between non-related patrons  
 Regular hours  
 Staff working regular shifts, masks by staff choice, gloves when handling materials  
 Stacks open  
 Touchless check-out at desk

**Moundridge Public Library Reopening**

| Service/Access Tier        | Full Digital                 | Curbside Pickup                | Lobby & Main Desk              | Limited Services                | Precautionary                   |
|----------------------------|------------------------------|--------------------------------|--------------------------------|---------------------------------|---------------------------------|
| <b>Library Pandemic</b>    | Level III: Temporary Closure | Level III: Temporary Closure   | Level III: Temporary Closure   | Level II: Moderated Services    | Level I: Precautionary Measures |
| <b>State Mandate</b>       | Stay at Home Order in Place  | Stay at Home Lifted/Modified   | Social Distancing, No Groups   | Social Distancing, No Groups    | Social Distancing               |
| <b>Hours of Operation</b>  | None Checking email and      | Limited (M-F 10-4)             | Limited (M-F 10-4)             | Regular Hours                   | Regular Hours                   |
| <b>Materials</b>           | Digital Only                 | Digital Encouraged, Curbside   | Digital Encouraged, Curbside,  | Digital Encouraged, Stacks Open | Stacks Open                     |
| <b>Services</b>            | Digital Only                 | Digital Only, home             | Copy, Fax, Scan, 1 hour        | Copy, Fax, Scan, 1 Hour         | All Services, Limited Toys or   |
| <b>Check-Out Method</b>    | Digital Only                 | Front Door Pickup              | Front door, Staff Only Check-  | Touchless Check-Out             | Touchless Check-Out             |
| <b>Returns</b>             | External dropbox; Auto-      | External dropbox; Auto-        | External dropbox; Auto-        | External dropbox; Auto-         | Book Drops Open, All Materials  |
| <b>Staff Safety</b>        | Masks and gloves worn.       | Masks and gloves worn.         | Masks and gloves worn.         | Masks and gloves worn.          | Masks and gloves worn.          |
| <b>Staff in Building</b>   | None or 1 to 2 at a time     | Limited 1 to 2 at a time       | Limited 1 to 2 at a time       | All Staff Report for Regular    | All Staff Report for Regular    |
| <b>Patrons in building</b> | None                         | none                           | 8 or less, keeping distance    | 8 or less, keeping distance     | 8 or less, keeping distance     |
| <b>Programs</b>            | Video and Digital            | Videos, Digital, Make-and-Take | Videos, Digital, Make-and-Take | Videos, Digital, Make-and-      | Videos, Digital, Make-and-      |
| <b>ILL</b>                 | None                         | Available when Courier         | Available when Courier         | Available when Courier reopens  | Available when Courier reopens  |
| <b>Purchasing</b>          | Increase ebook purchasing    | ebook purchasing, slowed       | Slowed Physical material       | Purchasing back to normal       | Constantly reevaluating budget  |
| <b>Disinfecting</b>        | Clorox wipe surfaces before  | Clorox wipe surfaces before    | Clorox wipe surfaces before    | Clorox wipe surfaces before     | Books collected in the book     |

Digital Services Include: reference, tech assistance, readers' advisory, temp cards, website covid home page resources

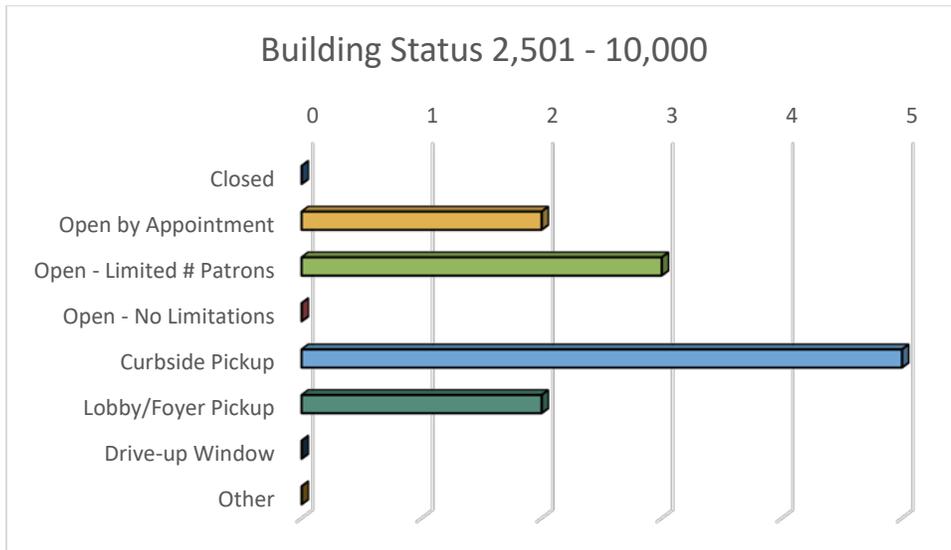


### Libraries Serving Communities with Populations of 2,501 – 10,000

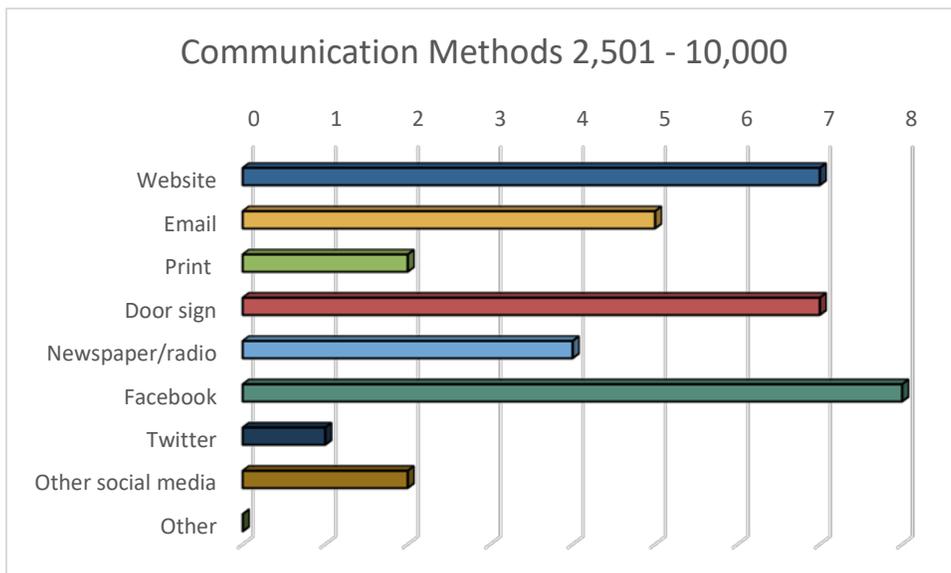
Augusta, Cheney, Clearwater, Goddard, Hesston, Kingman, Lindsborg, Lyons, Mulvane, Park City, Rose Hill, Valley Center and Wellington (8 responses)

#### I. Library Status

As of June 1, 2020 what will be the status of your library building?



What methods are you using to communicate information about the status of your library?



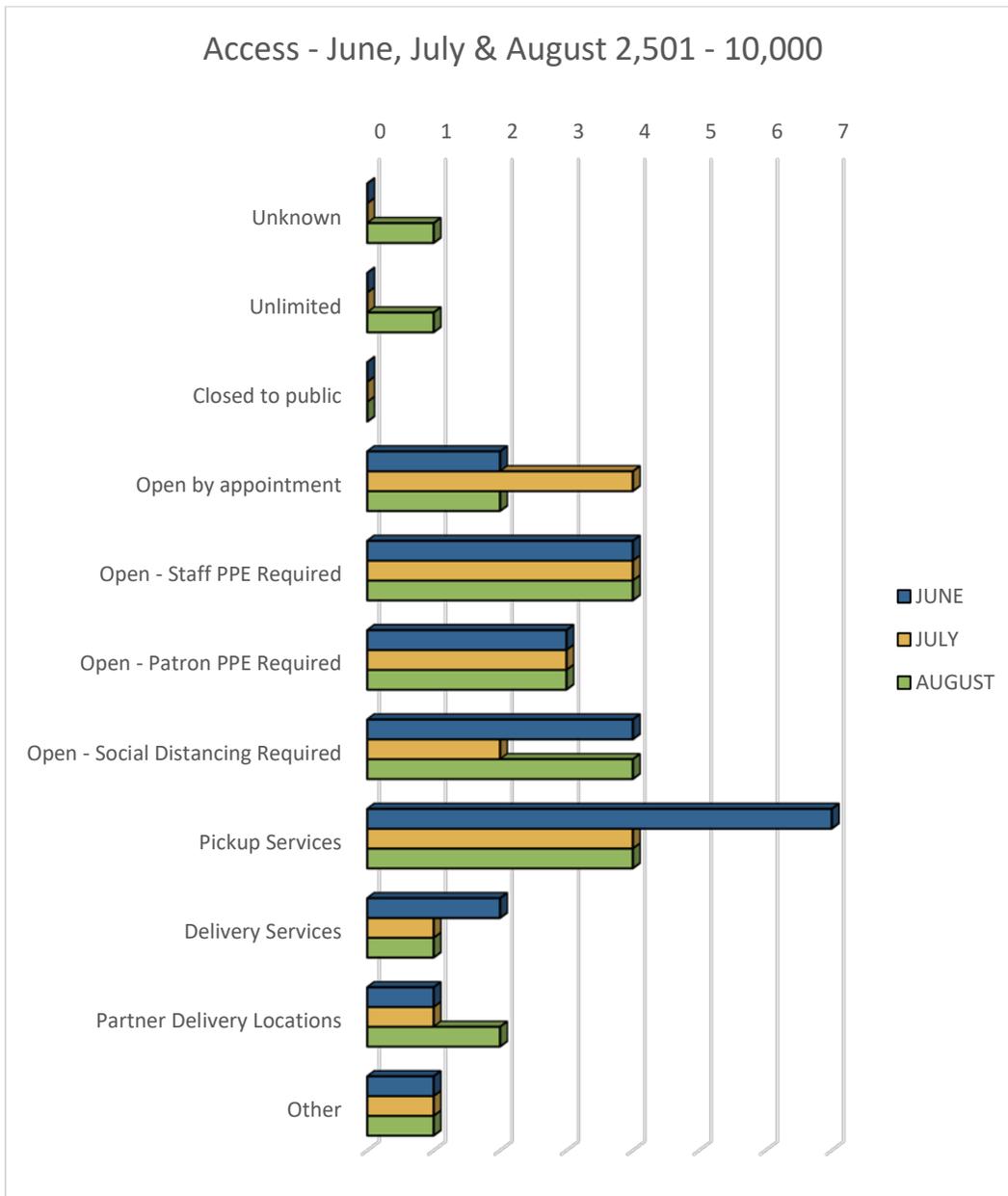


**Libraries Serving Communities with Populations of 2,501 – 10,000**

Augusta, Cheney, Clearwater, Goddard, Hesston, Kingman, Lindsborg, Lyons, Mulvane, Park City, Rose Hill, Valley Center and Wellington

**II. Library Response - Reopening**

**What type of access do you envision offering to your community in the next 3 months?**





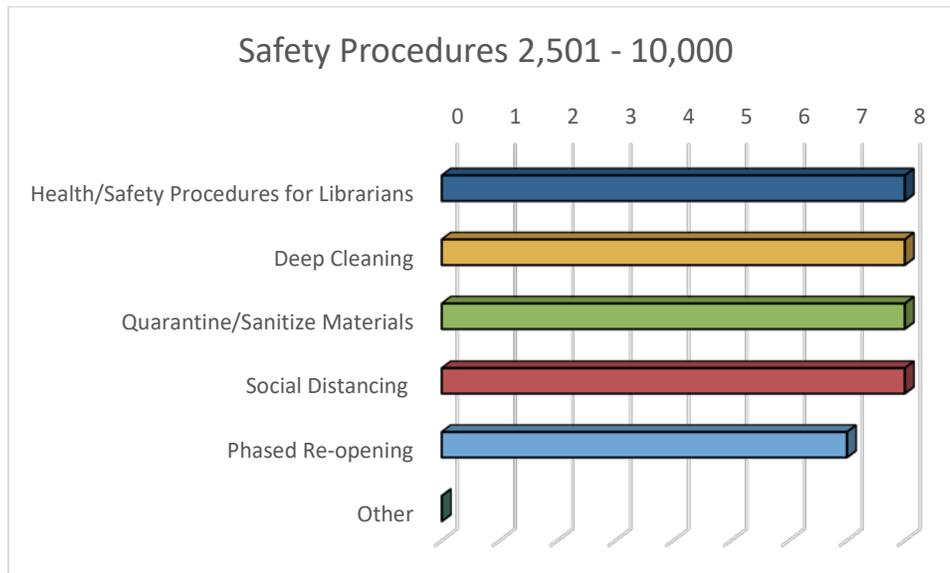
**Libraries Serving Communities with Populations of 2,501 – 10,000**

Augusta, Cheney, Clearwater, Goddard, Hesston, Kingman, Lindsborg, Lyons, Mulvane, Park City, Rose Hill, Valley Center and Wellington

**Other**

- We plan to open June 8th keeping the numbers under the CDC's recommendation. We will attempt to keep the numbers to a limit by not providing programs and/or children's toys being out for the public.

**Which of the following processes or procedures will be or are in place in your building?**



**What health and safety procedures for librarians will you be following? Responses from librarians included:**

- We have the necessary supplies to thoroughly sanitize daily along with enough time given to do it properly. We will attempt to limit the surface spread of the virus by not providing children's toys in the children's area. We will also not be providing in-house programming this summer
- 6 feet distancing
- Masks and gloves when checking the book drop and quarantine books
- Mask or face shield when dealing with patron interactions.



### **Libraries Serving Communities with Populations of 2,501 – 10,000**

Augusta, Cheney, Clearwater, Goddard, Hesston, Kingman, Lindsborg, Lyons, Mulvane, Park City, Rose Hill, Valley Center and Wellington

- Social distancing, mask, gloves, self-quarantining when feeling ill or if you have left the state.
- We are requiring mask and gloves when dealing directly with patrons and materials coming in. We are also cleaning our workstations between shifts and keeping our workstations 6 ft apart
- Wearing gloves while handling returned material. Quarantining materials for 72 hours. Wiping materials with disinfectant wipes before shelving or recirculating. Masks for staff and patrons. Hand sanitizer available for staff and patrons.
- Masks, gloves when needed, hand sanitizer, plexi-glass shield at circulation computer.
- Social distancing between staff and between staff and patrons, providing gloves to wear when handling returns, encouraging use of mask, frequent cleaning of high use areas, professional deep cleaning on a schedule
- Sneeze Guards installed at circ desk. Staff wear mask when working closer than 6ft from staff or patron, Temperatures taken before coming to work (library supplied thermometers to staff), Hand sanitizer & masks provided for staff

### **What products for cleaning of interior library spaces will you be using and from what sources are you finding the products to purchase? Responses from librarians included:**

- We purchased gloves, Lysol disinfectant, and spray/wipes surface disinfectant We purchased through Roberts Hutchline out of Hutchinson
- Sanitizing wipes for use throughout the building
- Nightly cleaning
- Once open we will close at noon for an hour to do mid-day cleaning
- Lysol, Clorox, Clorox wipes, Hand Sanitizers. We normally purchase cleaning supplies at Sams. Now we purchase where ever they come available
- We are purchasing cleaning supplies from MASSCO Maintenance Supply Company and Williams Janitorial, Wichita
- Disinfecting wipes - locally purchased and Amazon when available
- Hand sanitizer - Amazon
- Masks from Creative Products Inc. (CMI)
- Gloves through Amazon
- Disinfecting spray purchased locally



### **Libraries Serving Communities with Populations of 2,501 – 10,000**

Augusta, Cheney, Clearwater, Goddard, Hesston, Kingman, Lindsborg, Lyons, Mulvane, Park City, Rose Hill, Valley Center and Wellington

- We may be able to get ahold of some Lysol liquid, or resort to rubbing alcohol mixed with water into a spray bottle to clean surfaces, currently using Clorox brand anywhere hard surface cleaner. Clorox and water for bathroom. Most of all these from the local grocers.
- Clorox wipes for spot cleaning by library staff (had a supply, running low, trying to source); professional cleaning company hired by city cleans building (don't know where they are sourcing their supplies)
- HDQ Disinfectant from Williams Janitorial Supply (Wichita, Ks)
- Clorox wipes - hard to find right now
- Lysol spray - hard to find right now
- Williams Janitorial, Wichita has some options for wipes and sprays

### **What procedures, products and supplies for quarantining/sanitation of library materials will you be using and from what sources are you finding the products to purchase?**

#### **Responses from librarians included:**

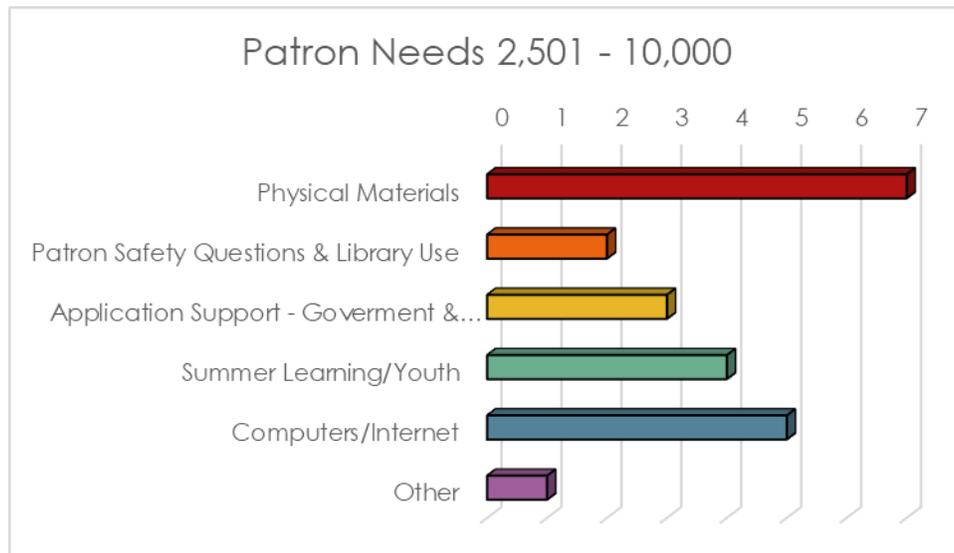
- We quarantine our books for 72 hours and then clean them with wipes
- Quarantining books for 72 hours in rubber made tubs, then wiped down with sanitizing wipes, checked in and returned to the shelf
- We had several canisters on hand... trying to secure more
- We have secured liquid hand sanitizer via Amazon
- Quarantining all items 1 week. Cardboard boxes are sprayed with Lysol then placed in quarantine
- Time- 72 hours for all materials
- Use gloves when taking materials out of returns
- Place in sealed plastic container for 72 hours
- Wipe with disinfectant wipes
- After sitting for 10 days (recently added 2 extra days), books w/plastic covers are cleaned with Clorox wipes. Luckily in early fall I always order a case of Clorox wipes for the winter season, as we wipe down all books once flu hits our area and always wipe down board books year round. I had a stash in our cabinet!
- Gloves (purchased from Lowe's and Sams); Clorox/Lysol wipes (from existing supply, trying to source more now)
- Quarantine books returned for 3 days before check-in. We are putting a box inside book drop to catch the books and remove that whole box and replace with a new box for the next day. Set the books aside until you can check them in. All books are return in the outside book drop



### Libraries Serving Communities with Populations of 2,501 – 10,000

Augusta, Cheney, Clearwater, Goddard, Hesston, Kingman, Lindsborg, Lyons, Mulvane, Park City, Rose Hill, Valley Center and Wellington

**What do you anticipate will be your patrons' three most important needs in the next 3 months?**



### III. Library Response – Information Sources

**During the past weeks, what sources of information have helped inform your decisions about what your library should be doing? Responses from librarians included:**

- We are basing our decisions on the CDC's recommendations, along with following the state and county guidelines
- American Library Association information
- CDC recommendations
- Peer networking to keep our protocols in line with other libraries in our immediate area
- CDC, City officials, County Health Nurse, Library Board, Staff input
- Kingman County has had no confirmed cases of COVID-19 to date. We pray that continues as counties open up
- CDC
- KDHE
- County Health Department



### **Libraries Serving Communities with Populations of 2,501 – 10,000**

Augusta, Cheney, Clearwater, Goddard, Hesston, Kingman, Lindsborg, Lyons, Mulvane, Park City, Rose Hill, Valley Center and Wellington

- Other Libraries Plans
- Touching base with libraries in our area
- Health Dept. (local), State Library, SCKLS emails with guidelines
- Guidance from our City Administrator, monitoring what other libraries in our state are doing, monitoring news outlets, CDC info, ALA info, SCKLS info
- Networking with other libraries on new procedures and policies. Advice from family members who work in health care

**During the next 3 months, what type of information will help you move forward in providing library services in this new environment? Responses from librarians included:**

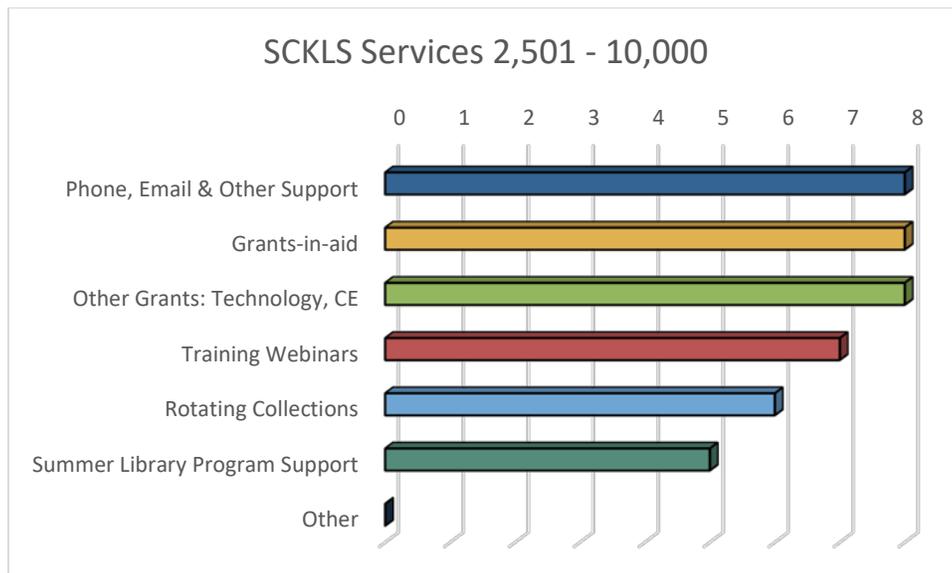
- Honestly, it would be nice if it wasn't a moving target with the state and county officials! With that being said, a "factual" one page of guideline narrative from one source would be nice. It has appeared to me that every source from the state or county seems to vary regarding the recommendations which makes it very confusing
- Additional peer networking
- CDC, City officials, County Health Nurse, Library Board, Staff input.
- Continue to watch state numbers and phases of reopening by Governor
- Take the Recommendations from the CDC
- Check in with the county health department
- Watch for other libraries and their plans in moving forward
- What are the safest ways to proceed.
- Local health numbers pertaining to COVID
- Clear data on handling books and cleaning procedures



### Libraries Serving Communities with Populations of 2,501 – 10,000

Augusta, Cheney, Clearwater, Goddard, Hesston, Kingman, Lindsborg, Lyons, Mulvane, Park City, Rose Hill, Valley Center and Wellington

Which of the following SCKLS services or grants do you anticipate using in the next 3 – 6 months?



Is there anything else you would like to share about your library's current needs or future challenges? Responses from librarians included:

- I would like to thank SCKLS for compiling this information! It is helpful to see what other libraries are doing and helps support the actions we are taking at our libraries with our library boards. Just another reason that I'm so thankful we are part of a regional system that works together!
- Staff morale is an issue that may need attention...
- All SCKLS services have been and will be essential to our library in meeting the challenges COVID - 19 has brought to our communities
- It seems like the state is pushing reopening, but I feel we need to take it a little slower. Feels like a lot of pressure



**Libraries Serving Communities with Populations of 2,501 – 10,000**

Augusta, Cheney, Clearwater, Goddard, Hesston, Kingman, Lindsborg, Lyons, Mulvane, Park City, Rose Hill, Valley Center and Wellington

**Please share your library's plans, processes or procedures for providing library services in the next 3 months. Responses from librarians included:**

- With the plan ever changing, I will say as of today we plan on opening up on June 8th. We will set time aside each day before and after we close to thoroughly clean and sanitize the library space. Patrons will be able to come in and browse for books and use the other services our library provides. We will also allow for those patrons that still don't feel comfortable to come into the building to call us and we will bring the items out to their vehicles. We will be attempting to keep the numbers down within our building by not providing in house programming and storing away our children's hands on toys in the children's area. After we have opened for a week, I will reevaluate how the process is working and see if we need to adjust to keep patrons and staff safe
- We do not have a specific timeline of phases
- We anticipate Phase 2 Curbside services from June 1-July 6th
- Our library board is to revisit our procedures for library services on a month to month basis
- I will state that we are already looking at pushing our July phase back to August
- We plan to loosen restrictions as the Governor allows with her phase outs. Hoping to have things near normal by August. Taking it very slowly for the Summer Reading. Have cancelled the possibility of our "Craft and Story" weekly event for June. All other extracurricular activities for adults have been postponed until after the new year
- We are currently in Curbside phase. Our Board determined that we will not move to Lobby and Main Desk phase until at least late June, date TBD
- Continued safety precautions for staff with working behind sneeze guards when possible. High touch areas disinfected though the day. Wearing mask when working with someone while maintaining social distancing. Modified Summer Reading program with Reader Zone app for tracking reading. Grab and Go crafts and activity bags available for pick up a couple times a week during Summer Reading program



### Libraries Serving Communities with Populations of 2,501 – 10,000

Augusta, Cheney, Clearwater, Goddard, Hesston, Kingman, Lindsborg, Lyons, Mulvane, Park City, Rose Hill, Valley Center and Wellington

#### Plan for Reopening the Library

- **Stage 1:** 2 weeks, starting Monday, April 27, staff in building 9:30-1 answering phones, cleaning materials, shelving, getting holds ready, processing new materials.
- **Stage 2:** May 11 start M-F 9:30-5:30, circulate materials to our local community by holds pick-up in entry way. Front doors will be propped open to limit touch exposure, a plastic tub will be placed in entry for returns. When a tub is full it will be spritzed with Lysol, have a lid put on, be dated and after 72 hours the materials will be wiped with disinfectant wipes and placed back into circulation. Circulate consortium wide with KanCourier (May 12). ILL restart (May 18). At this point, those that we do proctor service for may call and schedule an appt. time. One person at a time in the fishbowl only. Fishbowl will be cleaned after every use.
- **Stage 3:** June 1st, 4 people allowed on computers at a time with a 1-hour limit. Must have an appt. One in adult area, one in fishbowl and two in computer lab. We will copy, fax, print, place on cart in entryway for pick up for people and add fee to their account. Materials can be picked up on the cart in the entry. Limited number (5 at a time for 30 minutes) of patrons allowed in the building to browse by appt.
- **Stage 4:** July 1, 4 computers open, two in the computer lab, one in adult area and one in fishbowl by appt. People may enter the building to pick up holds but we encourage them not to linger in the building. Some small programs will be reinstated with a limit; wine and color, yoga. Rest will stay on Facebook Live.
- **Stage 5:** Business as usual.
- All of this is subject to change. We will keep you posted.



**Libraries Serving Communities with Populations of 2,501 – 10,000**

Augusta, Cheney, Clearwater, Goddard, Hesston, Kingman, Lindsborg, Lyons, Mulvane, Park City, Rose Hill, Valley Center and Wellington

**Wellington Public Library Phased Reopening List**

<https://www.sckls.info/Home/ShowDocument?id=508>

**Kingman Carnegie Library COVID-19 Procedures**

<https://www.sckls.info/Home/ShowDocument?id=506>

**Hesston Public Library Reopening**

<https://www.sckls.info/Home/ShowDocument?id=504>

**Valley Center Public Library Reopening**

<https://www.sckls.info/Home/ShowDocument?id=510>

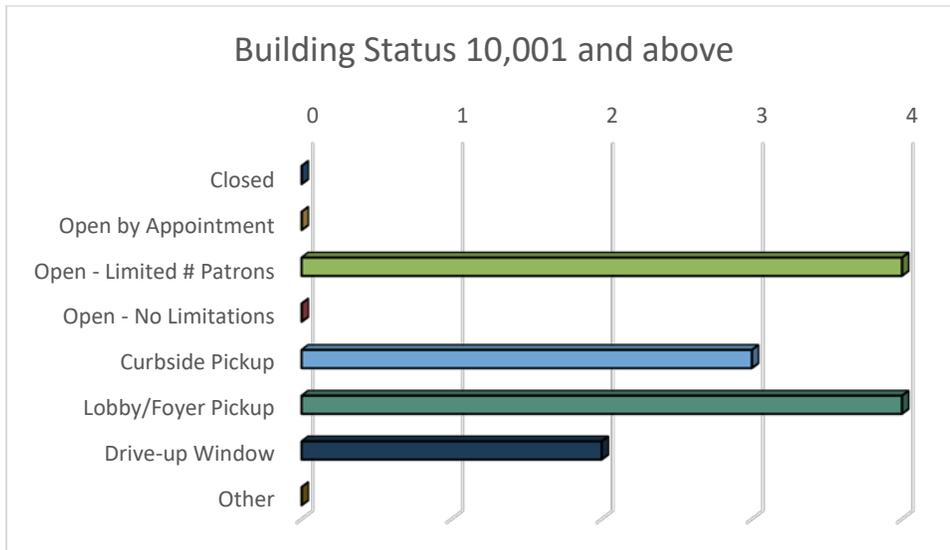


### Libraries Serving Communities with Populations of 10,001 and above

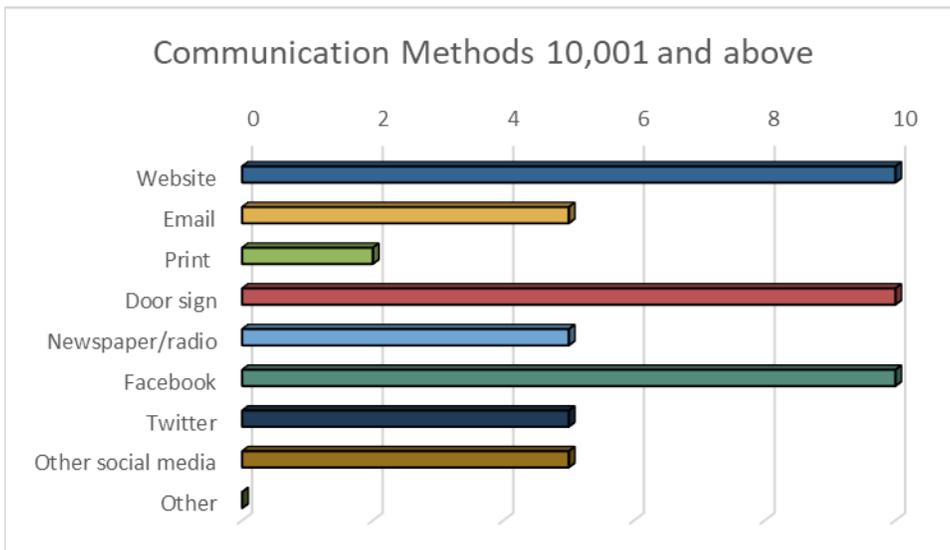
Andover, Arkansas, Derby, El Dorado-Bradford, Haysville, McPherson, Newton and Winfield, Hutchinson and Wichita (10 responses)

#### I. Library Status

As of June 1, 2020 what will be the status of your library building?



What methods are you using to communicate information about the status of your library?



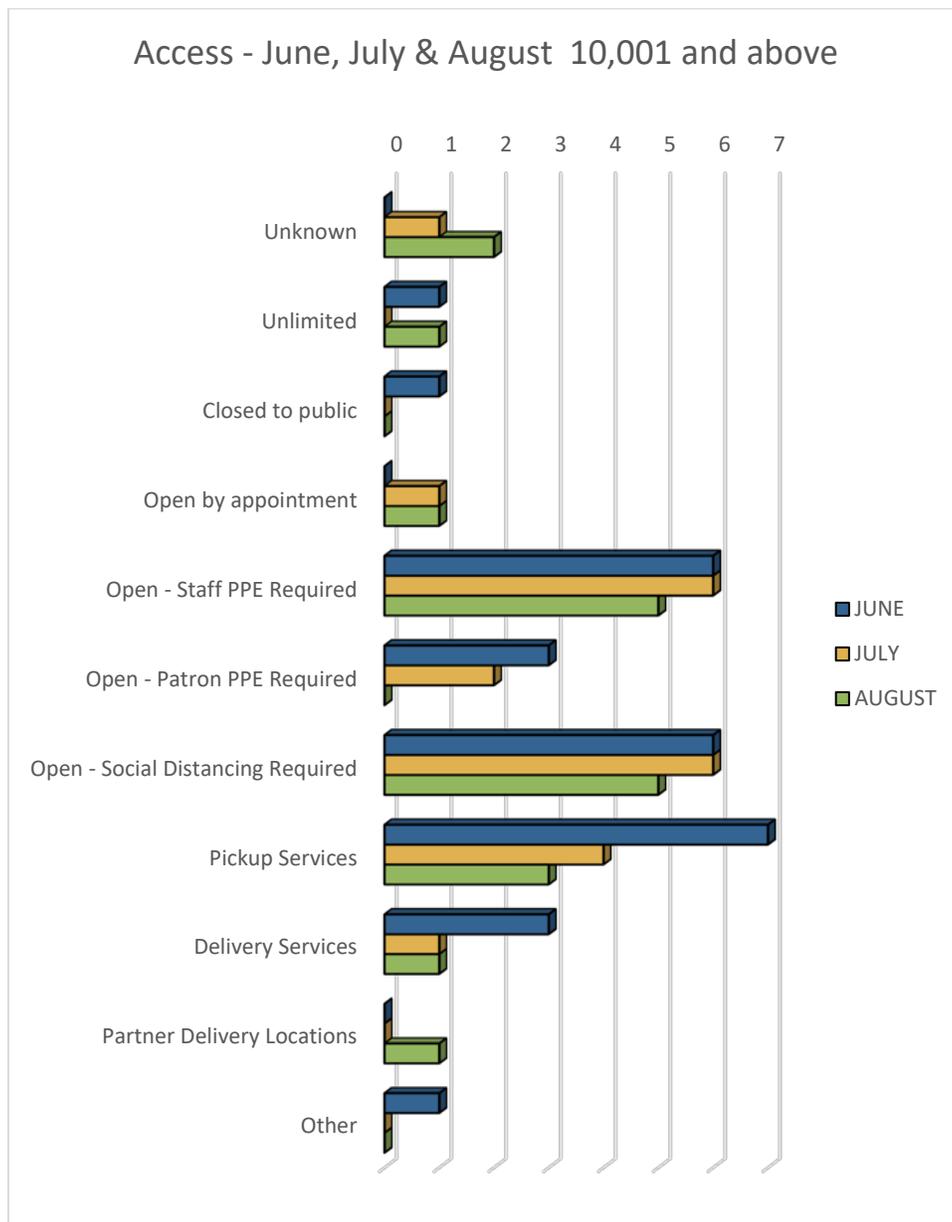


**Libraries Serving Communities with Populations of 10,001 and above**

Andover, Arkansas, Derby, El Dorado-Bradford, Haysville, McPherson, Newton and Winfield, Hutchinson and Wichita

**II. Library Response - Reopening**

**What type of access do you envision offering to your community in the next 3 months?**





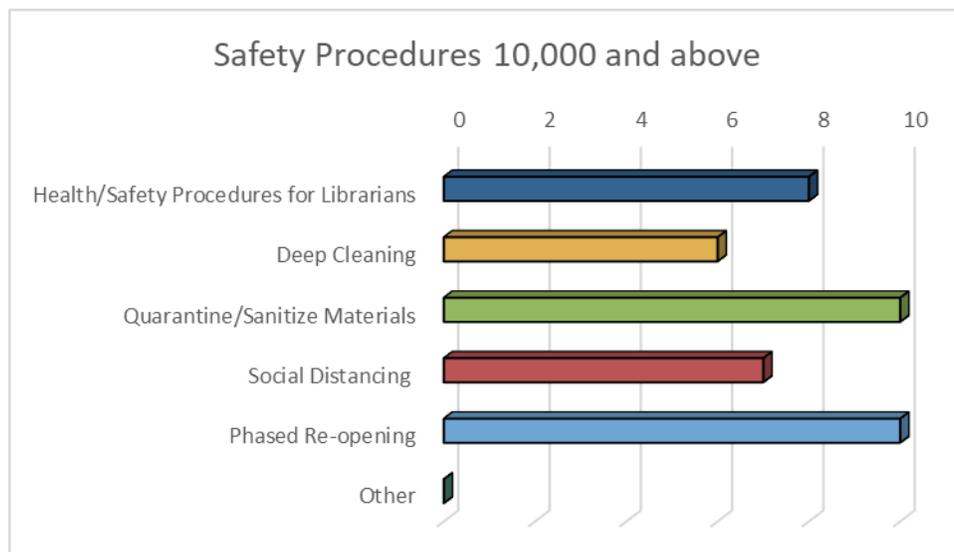
### Libraries Serving Communities with Populations of 10,001 and above

Andover, Arkansas, Derby, El Dorado-Bradford, Haysville, McPherson, Newton and Winfield, Hutchinson and Wichita

#### Other

- Restricted access to library materials pending release of the Institute of Museum and Library Services study [in mid-June]

Which of the following processes or procedures will be or are in place in your building?



What health and safety procedures for librarians will you be following? Responses from librarians included:

- Social distancing, masks in public areas, gloves for patron transactions, sneeze guards at checkout desks, frequent cleaning of multi-touch areas, no staff work station sharing or phone sharing unless sanitized between
- Stay at home if you have a fever or feel ill. We have masks and gloves. We have added tables to the counter fronts to keep patrons back further from the counters
- PPE, increased cleaning of work areas, social distancing, separation of work areas, plexiglass panels protecting all service counters



### Libraries Serving Communities with Populations of 10,001 and above

Andover, Arkansas, Derby, El Dorado-Bradford, Haysville, McPherson, Newton and Winfield, Hutchinson and Wichita

- Masks and gloves will be required (and provided) when gathering materials from the bookdrop. Masks are required when in the stacks or around materials for a prolonged amount of time. Staff will be working with partners (same partner every time) in staggered shifts. They are required to keep 6' distance.
- Temperature checks upon arrival; masks in public contact areas; sneeze guards at front desk; required sanitation procedures & hand washing
- Masks, social distancing
- We are social distancing, wearing masks when in enclosed areas like offices or in meetings lasting longer than 10 minutes. We are cleaning work areas and washing hands. Most of all, we are encouraging working from home where possible, not assigning all staff to be at work at the same time, and limiting our service hours
- PPE and special protocols for hand washing, limited sharing of supplies, etc.
- Masks and disinfection and physical distancing

### What products for cleaning of interior library spaces will you be using and from what sources are you finding the products to purchase? Responses from librarians included:

- List N: Disinfectants for Use Against SARS-CoV-2  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Mostly Clorox or Lysol wipes or cleaning spray. We do have bleach and spray bottles should we run out
- We have received some from our local supply vendors (quill, office plus) and purchased others from local retailers
- We are using the standard cleaning products, and relying on our commercial cleaners to deep clean
- We use several cleaning products ranging from isopropyl alcohol to cleaners and disinfectants recommended by Williams Janitorial, Wichita, our custodial supply vendor
- Alcohol wipes; Clorox wipes; ultraviolet wand; Clorox spray; Neutron Industries germicides; Claire germicides; numerous others
- Amazon, local suppliers, Walmart
- We are using a mix-and-spray Virucide [disinfectant] right now but are on a waiting list for an electrostatic sprayer that can be used in hard and soft surfaces. We source our products through Pur-o-zone.
- Suprox [multi-purpose cleaner] - custodial suppliers



### Libraries Serving Communities with Populations of 10,001 and above

Andover, Arkansas, Derby, El Dorado-Bradford, Haysville, McPherson, Newton and Winfield, Hutchinson and Wichita

### What procedures, products and supplies for quarantining/sanitation of library materials will you be using and from what sources are you finding the products to purchase?

#### Responses from librarians included:

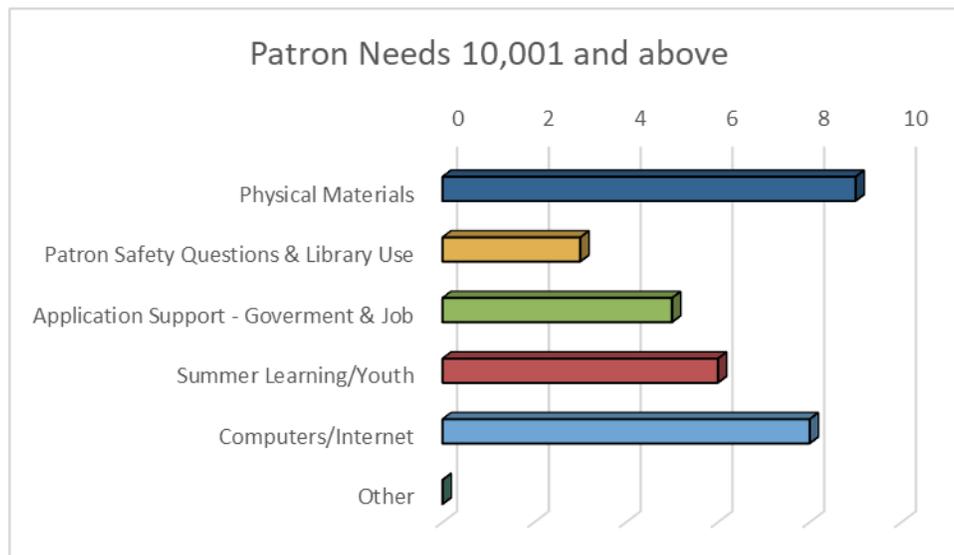
- List N: Disinfectants for Use Against SARS-CoV-2  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- We are wiping down DVDs/Cds/BKCDs and items that are on hold with the above products (and letting stand wet for at least 4 minutes); books are quarantined for 24 hours after return
- We are not sanitizing library materials other than to quarantine them for 72 hours. Then a wipe down with a disinfecting cloth
- All incoming library materials are quarantined for at least 72 hours
- Books are not checked in for 3 days after return
- Currently, staff are only in the building to get materials from the bookdrop and shelf materials that have been quarantined for four days (we're quarantining one extra day just to be safe). They have to wear masks and gloves when handling bookdrop materials but are allowed to remove gloves when shelving (provided their hands are clean or they use hand sanitizer). When staff leave, they must wipe down their work areas with Clorox wipes. We also have Lysol available
- When we open for curbside, it will basically be the same, but it's very important to wear a mask during their entire shift, especially when in the stacks. It's important to protect patrons from us, too
- As above - limited use, plus multiple bins for 72 hour quarantine
- Our process for quarantine goes as follows: 1) All items must be returned in the outside bookdrop. 2) Items are brought in to our garage and checked in. 3) Checked in items are placed on shelves and quarantined for 5 days - They are dated as a group to keep track. 4) After 5 days, all items are wiped down with a virucide and allowed to dry until the next day. 5) Items are then sorted and shelved and the process starts all over for them
- 72 hour quarantine; masks and gloves for staff when handling materials
- Quarantine 3 days before checking in



### Libraries Serving Communities with Populations of 10,001 and above

Andover, Arkansas, Derby, El Dorado-Bradford, Haysville, McPherson, Newton and Winfield, Hutchinson and Wichita

What do you anticipate will be your patrons' three most important needs in the next 3 months?



### III. Library Response – Information Sources

During the past weeks, what sources of information have helped inform your decisions about what your library should be doing? Responses from librarians included:

- Kansas Department of Health and Environment KDHE Coronavirus (COVID-19) Response <https://www.coronavirus.kdheks.gov/>
- Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections <https://www.ims.gov/webinars/mitigating-covid-19-when-managing-paper-based-circulating-and-other-types-collections>
- Center for Disease Control and Prevention <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Ad Astra: A Plan to Reopen Kansas <https://covid.ks.gov/ad-astra-a-plan-to-reopen-kansas/>
- Additionally, news articles and some peer input have also been a factor
- Institute of Museum and Library Services, CDC, ALA webinars, peers
- CDC and County Health Department



### **Libraries Serving Communities with Populations of 10,001 and above**

Andover, Arkansas, Derby, El Dorado-Bradford, Haysville, McPherson, Newton and Winfield, Hutchinson and Wichita

- News reports and information from New York Times coverage
- We have been using the Governor's guidelines and local health department recommendations for practical guidance. Beyond that, science (what is available) has been our guide. Library-wise, we have been reading widely and seeing what others are doing or not doing, mainly
- CDC, State and County Health Guidance, Urban Libraries Council
- State and local authorities, ALA
- Information from KDHE and our local health department.
- Information received from SCKLS
- MOSTLY--information from CDC, WHO, and credible doctors and scientists (epidemiologists, virologists, etc.). This is why we are not tying our phased re-opening to Kansas' plan. We are under no obligation to cave to political pressure, especially as long as our community leaders, library trustees, and citizens remain supportive
- We are also looking at Kansas' phased re-opening plan, the Johns Hopkins Center For Health Security guidance report, and the White House's guidelines for reopening America
- Voluminous reading of online resources - emails, SCKLS, ALA, numerous scientific publications, product reviews, and more
- CDC, Governor's re-opening Plan, Library Journal
- CDC, county health dept.

**During the next 3 months, what type of information will help you move forward in providing library services in this new environment? Responses from librarians included:**

- We anticipate using the same resources [used previously]; we will also follow local government recommendations
- IMLS, CDC, ALA, peers
- The same [resources used previously]
- News reports and information from New York Times coverage
- Information from KDHE and our local health department.
- Information received from SCKLS
- Kansas, Oklahoma, and local COVID-19 health data. We will continue to follow CDC and WHO recommendations, and we will, of course, look at Kansas' and other state's reopening phases and situations

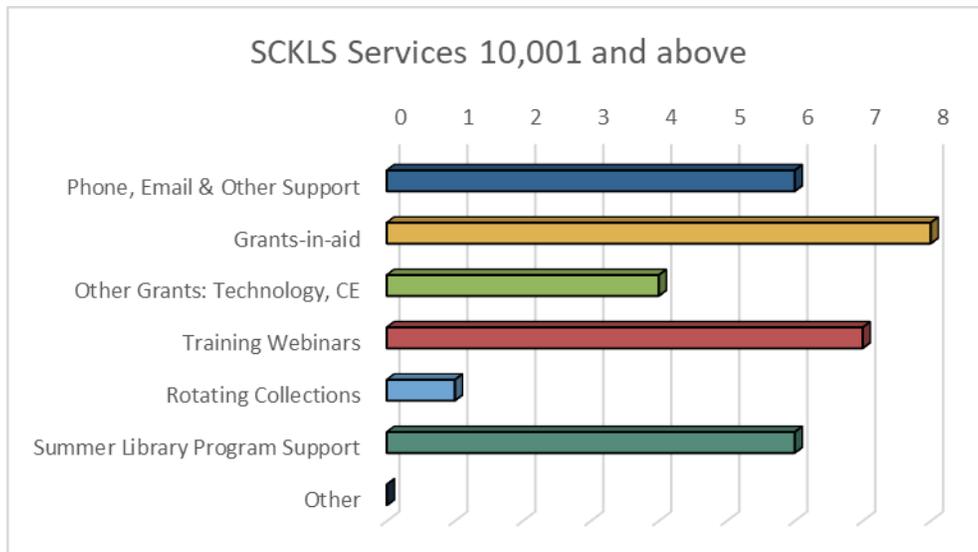


### Libraries Serving Communities with Populations of 10,001 and above

Andover, Arkansas, Derby, El Dorado-Bradford, Haysville, McPherson, Newton and Winfield, Hutchinson and Wichita

- People in our community travel. Many are world travelers. So, as restrictions are relaxed, we understand that people will become more mobile, and that's why it's important to not just focus on local data. The potential for spread is high
- We would rather add services than take them away. So we anticipate opening very slowly
- Since it doesn't appear that there will be any State level coordination that is library specific, we will use the best practices and ideas from our peers and (hopefully!) the guidance and help of our regional library system. This will be coupled with guidance from our local health department
- I think the response from libraries will be guided largely by local factors, since the pandemic has affected different areas so widely - even within our own region
- IMLS materials handling study [mid-June]
- Continuing evolution of health guidance
- Info from ALA
- CDC, county health dept., number of cases in Kansas

Which of the following SCKLS services or grants do you anticipate using in the next 3 – 6 months?





### **Libraries Serving Communities with Populations of 10,001 and above**

Andover, Arkansas, Derby, El Dorado-Bradford, Haysville, McPherson, Newton and Winfield, Hutchinson and Wichita

### **Is there anything else you would like to share about your library's current needs or future challenges? Responses from librarians included:**

- We've been lucky in procuring sanitation items and masks, but if there's a surge in cases and another bout of panic-buying, then being able to obtain these materials will make it harder for us to remain open
- We are also worried about current and future tax revenues and how badly it will affect us this year and next

### **Please share your library's plans, processes or procedures for providing library services in the next 3 months. Responses from librarians included:**

#### **Arkansas City Public Library Reopening Plan**

<https://www.sckls.info/Home/ShowDocument?id=512>

#### **Derby Public Library <https://derbylibrary.com/about/library-news>**

- We expect to remain in phase two of our plan through at least summer reading, but will re-evaluate in July
- We currently allow up to 5 people to use the computers. We are going to be allowing up to 10 people in the library as of June 2nd
- Detailed action plan for reopening, initially targeting May 18, now deferred until June 1; staff training for at least three days prior to open date
- Right now we are providing a touchless materials pick up where items are checked out to a patron ahead of time, bagged in a one-use bag, and the patron is called for an arranged pick up time. Staff (masked) only hand over the bag, nothing is taken from the patron
- We are also providing fax, copy, and print services at no charge. These are arranged through our References Services staff. Obviously, there is handling of paper for this process, staff are gloved and masked for this
- We are contemplating intermediate steps to open further at a later date - these are related to what we see as great needs. First, we are contemplating a by-reservation computer service for people who need to use a computer. Second, we are contemplating a by-reservation "visit to the stacks" first for seniors and then expanding. We do not have detailed procedures for these, nor do we have timelines. We are waiting on protective equipment and developing procedures. When we have more details, I'll be happy to share.



### **Libraries Serving Communities with Populations of 10,001 and above**

Andover, Arkansas, Derby, El Dorado-Bradford, Haysville, McPherson, Newton and Winfield, Hutchinson and Wichita

#### **Andover Public Library Reopening Plan**

**Phase 1** May 11 staff returned to work to prep the library and do other tasks like processing new books, hosting virtual storytimes, etc. Staff will come in on staggered hours and not the full shifts. Staff will work 6' apart and wear cloth masks when w/i 12' of other employees. Staff will be required to take their temperature before heading to work. High risk individuals will work from home and alone while in the Library.

**Phase 2** May 18 would be lobby holds available for the public. Have custodial services clean the lobby each night. Take returns.

**Phase 3** TBD would be allowing individuals to come into the Library. We would either remove all seating or have chairs put 6 feet apart. Plexiglass for the circulation desk. We will put tape on the floor for distancing between patrons.

**Phase 4** TBD would be allowing small groups in the library and lab. Perhaps opening up rooms for rental. At least the smaller conference room.

**Phase 5** would be resumption of library in-person programming and room rentals

As of now, there are not set triggers for advancing upward in stages.

#### **Anonymous Source Library Reopening Plan**

- Phase 1 is now. Staff returning to work to prep the library and do other tasks like processing new books, hosting virtual storytimes, etc. Working staggered shifts to minimize contact with each other. Maybe start to take returns and isolate them
- Phase 2 would be lobby holds available for the public like they were before the full closure. We'll use social media and website to let people know. We can have custodial services clean the lobby each night. I will not be comfortable with this until more is known about the transmission on library materials. We can also take returns at this point. Do not expect this until at least May 18th.



**Libraries Serving Communities with Populations of 10,001 and above**

Andover, Arkansas, Derby, El Dorado-Bradford, Haysville, McPherson, Newton and Winfield, Hutchinson and Wichita

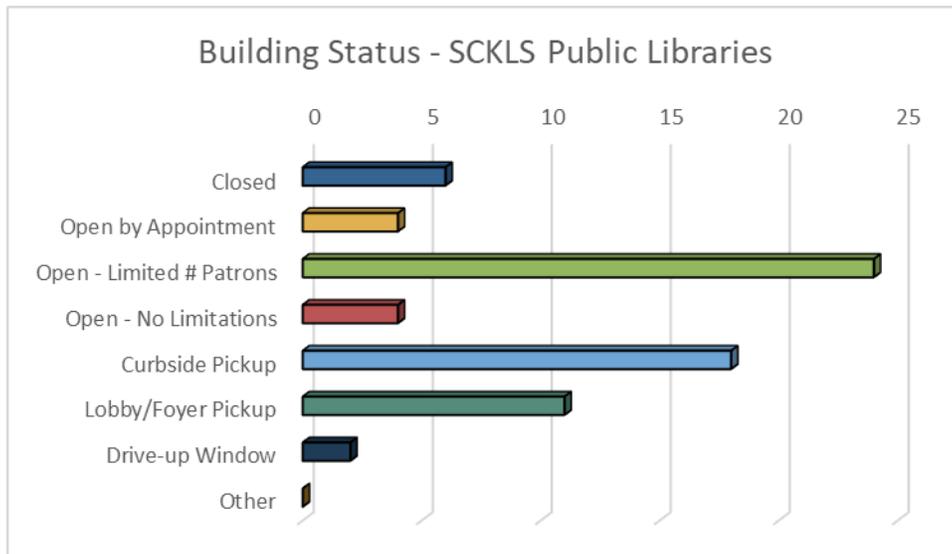
- Phase 3 would be allowing individuals to come into the Library. We might have to start limiting the total number of people in at one time. We would either remove all seating or have chairs put 6 feet apart. The Plexiglass needs to be in place by then. We have ordered Plexiglass for the circulation desk. Parks is hopeful it can be installed early next week. We will put tape on the floor for distancing between patrons.
- Phase 4 would be allowing small groups in the library and lab. Perhaps opening up rooms for rental. At least the conference room.
- Phase 5 would be resumption of library in-person programming and room rentals



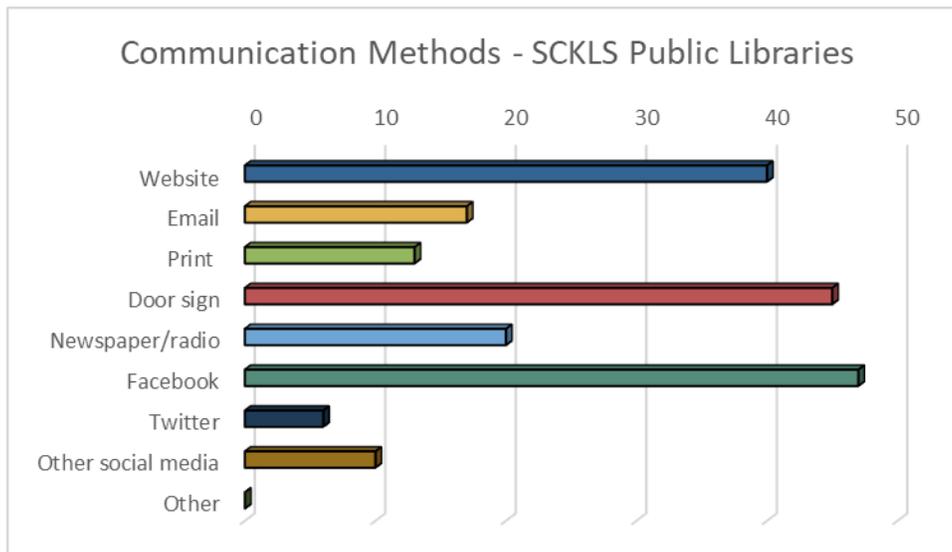
Summary Charts – SCKLS Public Libraries - All Service Populations (50 responses)

I. Library Status

As of June 1, 2020 what will be the status of your library building?



What methods are you using to communicate information about the status of your library?

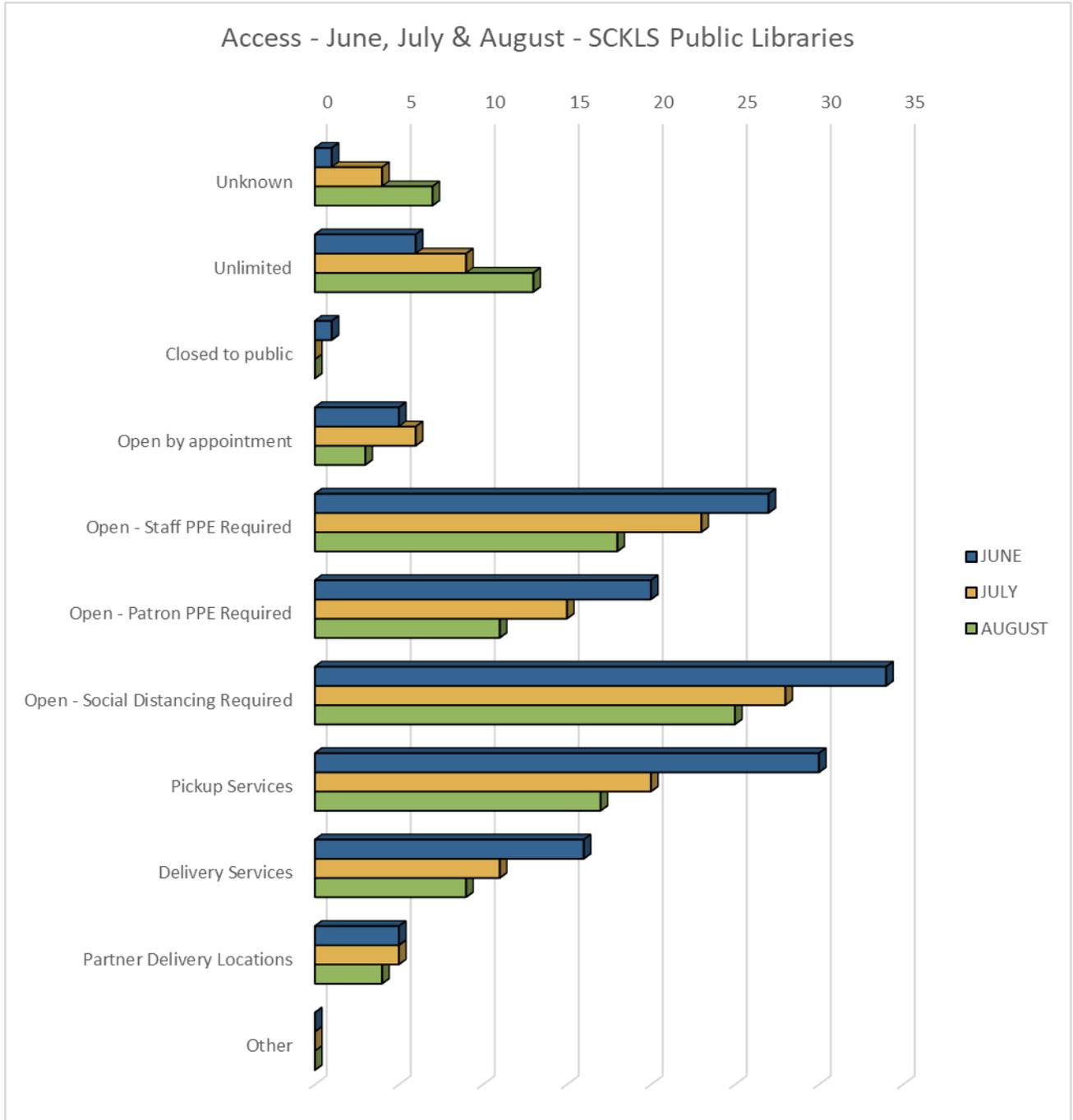




Summary Charts – SCKLS Public Libraries – All Service Populations (50 responses)

II. Library Response - Reopening

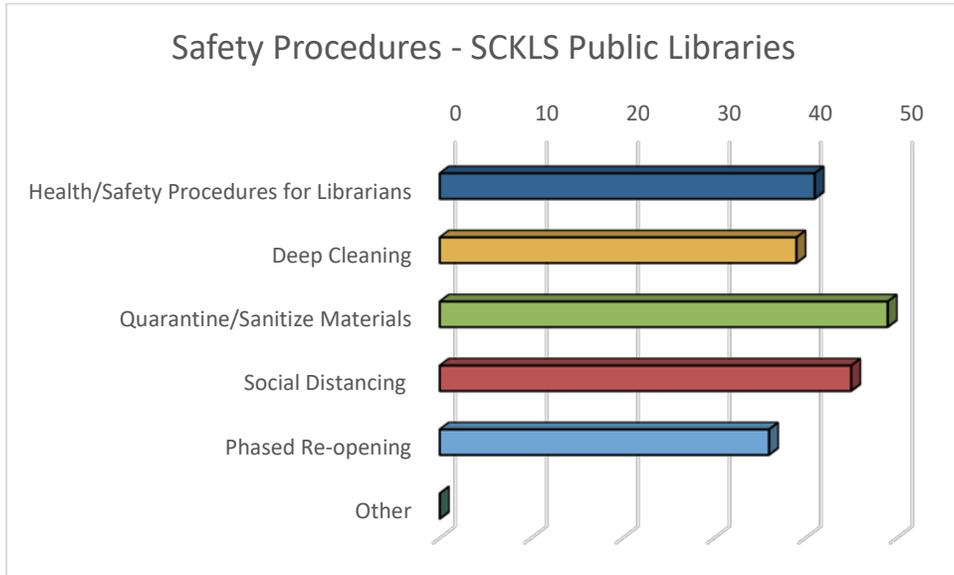
What type of access do you envision offering to your community in the next 3 months?



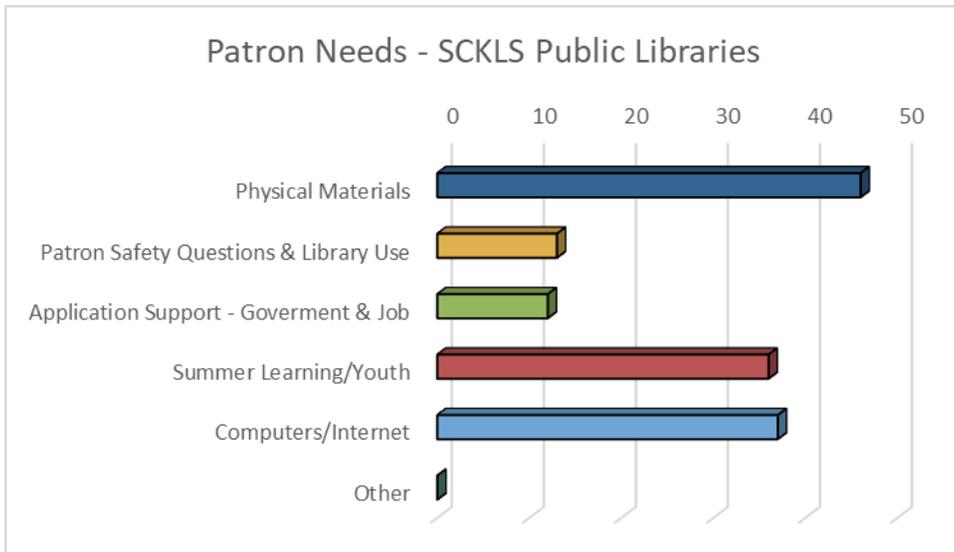


**Summary Charts – SCKLS Public Libraries – All Service Populations (50 responses)**

**Which of the following processes or procedures will be or are in place in your building?**



**What do you anticipate will be your patrons' three most important needs in the next 3 months?**

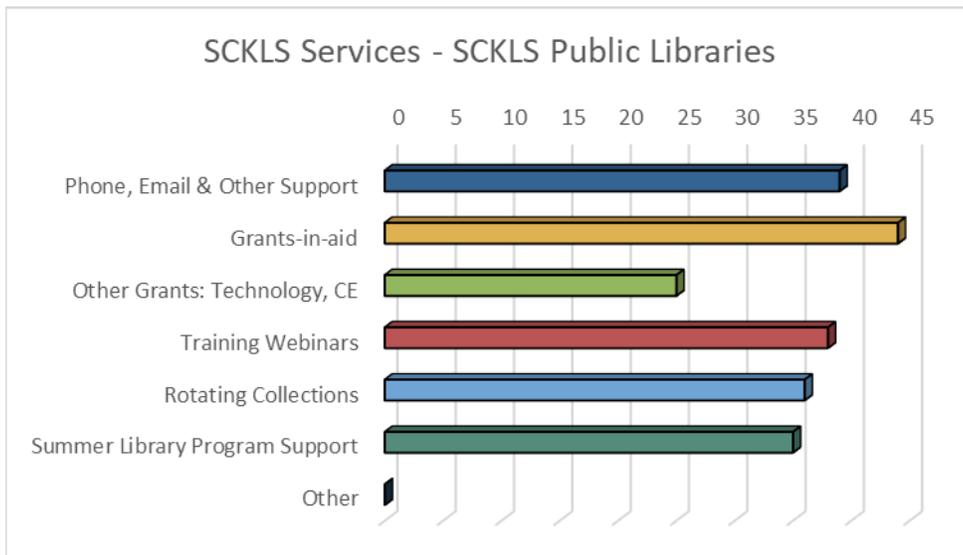




Summary Charts – SCKLS Public Libraries – All Service Populations (50 responses)

III. Library Response – Information Sources

Which of the following SCKLS services or grants do you anticipate using in the next 3 – 6 months?





**Prepared by**

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