

James Kennedy Public Library
Continuity of Operations Plan (COOP)

Mission Essential Functions

Priority will be given to the following essential services:

- Information services for the public
- Facility and collection maintenance

Library Leadership

- Shirley Vonderhaar, Library Director
 - Work: 563-875-8912, svonderhaar@dyersville.lib.ia.us
 - Cell: 563-599-4110
 - Responsibilities: operation of the library, control and supervision of its equipment, personnel, and hours of operation
 - Can activate and implement the COOP. Is a primary COOP coordinator.
- Dawn Schrandt, Assistant Library Director
 - Work: 563-875-8912, Dschrandt@dyersville.lib.ia.us
 - Cell: 707-228-9972
 - Responsibilities: is second in command after the Library Director. Will be named Acting Library Director when the Library Director is unavailable.
 - Can activate and implement the COOP. Is a primary COOP coordinator.
- Paul Zurawski, Emerging and Young Adult Librarian and Technical Services Clerk
 - Work: 563-875-8912, pzurawski@dyersville.lib.ia.us
 - Cell: 563-213-0785
 - Responsibilities: is third in command after the Assistant Library Director. Will be named Acting Library Director when both the Library Director and the Assistant Library Director are unavailable.
 - Can activate and implement the COOP.

Library Team

Full Time or Salaried:

Shirley Vonderhaar, Library Director

Work: 563-875-8912, svonderhaar@dyersville.lib.ia.us

Dawn Schrandt, Assistant Library Director

Work: 563-875-8912, dschrandt@dyersville.lib.ia.us

Paul Zurawski, Emerging and Young Adult Librarian and Technical Services Clerk

Work: 563-875-8912, pzurawski@dyersville.lib.ia.us

Regular Part Time (20+ hours per week):

Kimshiro Benton-Hermsen, Youth Services Librarian

Work: 563-875-8912; kbenton@dyersville.lib.ia.us

Brian Alm, Clerk

Work: 563-875-8912; balm@dyersville.lib.ia.us

Jo Amunson, Clerk

Work: 563-875-8912; jamunson@dyersville.lib.ia.us

Devin Werner, Clerk

Work: 563-875-8912; dwerner@dyersville.lib.ia.us

Part Time (Less than 20 hours per week)

Ann Boeckenstedt, Senior Services Programmer and Processing Clerk

Work: 563-875-8912; aboeckenstedt@dyersville.lib.ia.us

Samantha Burds, Clerk

Work: 563-875-8912; sburds@dyersville.lib.ia.us

Debbie Gudenkauf, Clerk

Work: 563-875-8912; dgudenkauf@dyersville.lib.ia.us

Sarah Keffeler-Gibson, Clerk

Work: 563-875-8912; skeffeler-gibson@dyersville.lib.ia.us

Remote Work

Full Time and Regular Part Time Employees may temporarily be assigned to provide essential services from home or another location. Tasks may include:

- Responding to phone and email messages from the public, staff, colleagues, and vendors
- Maintaining the library website and Facebook
- Building and ordering lists of items for purchase
- Reviewing policies, procedures, and staff manuals
- Offering virtual story times, book clubs, and other programs
- Planning future programs and publicity
- Completing grant applications
- Participating in online continuing education
- Preparing future schedules
- Communicating updates to staff
- Updating item records in the catalog

Required Equipment

The following equipment and services are required for remote work:

- Internet
- Phone
- Computer
- Software: Excel, Access, Word, Publisher, Library ILS, Library Google Drive
- Necessary documents: manuals, policies, desk schedule
- Access to library documents and files (staff will need to store on flash drive as remote access to Library Server is not currently an option.)

Minimum Staffing Level

Two healthy library employees must be available to work at the library during all hours of operation. An inability to maintain this temporary minimum level will result in reduced hours or closing the library to all services.

One healthy library employee must be available to work during a library closure for at least two hours a day in order to empty the book drop, and organize materials.

If no healthy library employees are available, the book drop bins shall be removed and items allowed to collect on the floor until such time as a healthy employee can return. This will increase the amount of time needed to prepare the library to reopen.

Procurement

If the library building is accessible to staff and delivery services, the Librarians will place material orders as usual.

If the library building is inaccessible to staff or delivery services, the Librarians will suspend orders of physical materials and focus on collecting and promoting digital resources such as databases, e-books, e-audiobook.

Legal Considerations

The State of Iowa has deemed patron records to be confidential as cited in Chapter 22.7 of the Code of Iowa. CONFIDENTIALITY OF LIBRARY RECORDS must be followed by library staff at all times.

As trusted providers of information, library staff must only give information from or refer patrons to federal, state, and local authorities when patrons ask questions about current emergency situations.

Review of COOP by Library Staff

Newly hired library staff will read over the COOP as part of their introductory training. The COOP will be available as part of the JKPL policies. The Library Director and Assistant Library Director will ensure library staff review the COOP at least once each calendar year.

Returning to Normal Operations

Staff should be prepared to return to work immediately when it's deemed safe to resume operations. In case of a library closure, the following tasks may need to be performed before the library reopens to the public:

- Contact staff and determine schedules
- Update computers
- Check in and shelve any remaining items
- Move furniture or other items back in place as needed
- Communicate with patrons through the library web site and social media accounts

Approved March 31, 2020; Revised 12/13/2022