

Planning for Stage 4

In accordance with Stage 4 of the 5 Stages to get Indiana Back on Track, we moved to our next phase of library service on Monday, June 15. We are offering a mix of curbside services and open library hours:

Main Library - Open limited hours:

- Monday–Thursday 1:00 – 7:00 p.m.
- Friday–Saturday 1:00 – 4:00 p.m.
- Sunday closed

Curbside Hours:

- Monday–Saturday 9:00 – noon

Patrons will be asked to review our Guidelines for Safe Library Visits before using the library (See those guidelines below.)

Staff will be available to assist patrons, though some of our usual service points may not be staffed. Sneeze guards and face shields are in place and more have been ordered.

We will be encouraging brief visits (quick browsing, checking out, etc.).

Holds pickup and checkout will be available in the lobby. We are preparing to add touchless adapters for the self-check stations.

Access to library computers and printing will be limited. To maintain physical distancing, we may not be able to offer the level of assistance that we normally do.

Study rooms, the Periodical Room, the Quiet Room, and some other areas will be closed. Many chairs are being removed to discourage lingering.

Returns are accepted at the outside returns slots.

After the building closes to the public in the afternoon or evening, staff will carefully clean high-touch areas before the end of their shift.

Joyce Winner West Branch

We planning to offer curbside holds pickup at the West Branch beginning June 15. Apart from curbside service, the West Branch remains closed to the public in this phase. The

drive-up returns slot is currently open, and the walk-up return will be back in operation soon.

Digital Media Lab and Bookmobile

We are transitioning staff back in the location and will resume offering 3D printing services.

Bookmobile service remains suspended at this time.

Guidelines for Safe Library Visits

Do not enter the library if you are sick or experiencing symptoms of COVID-19.

Use the outside return slots to return your checked-out items.

Face masks are required for patrons and staff unless you are under age 3 or have health conditions that restrict the use of a mask. (We have free masks available if you need one.)

Maintain physical distancing of at least 6 feet from other people.

Limit the number of family members who come to the library and keep your visit as brief as possible. Some areas of the library have limited access at this time.

If you remove an item from the shelf, place it on a cart or table rather than back on the shelf.

We are happy to assist you! Stop at any library service desk if you have a question or need help.

In addition to signage, website updates, and social media posts with this information, we may schedule a staff member to serve as a front hallway "greeter" to answer patron questions.

Renovation Project Update

The lease agreement for the temporary location on 116th will hopefully be finalized by the time of our meeting. We have engaged Peterson Architecture to help us make the minimal changes we will need to make the space work. We are still in the process of communicating what we do and how we work. We also know that we will need to incorporate bike racks. I hope to begin touring the space with staff soon to help prepare for the transition. There is no doubt we lost time during the COVID-19 crisis and the move will be challenging.

Allison Duncan from our owner's rep team is taking a lead role in working with us in planning the move to the new location. Allison has helped us develop a timeline for the move. We are working to declare certain items surplus and tag items to be used in the temporary location.

We have also been working with the Veridus Group on a series of project-related RFPs:

- Automated Materials Handling Unit RFP: we have recently completed this RFP process and I will recommend a proposal at the meeting. Our current 15-bin sorter (AMH) will be too small for the new version of the library and is obsolete. Our Circulation Manager Katherine Kersey and Technology Manager Peter Konshak was on hand to help us make our decision about the new sorter for the renovated library. This was a key decision, as a component of the new sorter will be installed in the temporary location, and eventually will be moved to the renovated library and completed there. When installed at the renovated library, we will have a 30-bin sorter, with a drive up return that will allow patrons to return stacks of books at a time.
- Café RFP: will likely be issued next year.
- Solar RFP: this will be based on an energy savings contract. Mark Griffith from the Veridus Group, Dan Kramer, and I will review the proposals and make a recommendation to the library board.
- AV RFP: this is still in development and will be based on an equipment leasing model.

Project design continues to develop and come into increasing focus. Most recently, we had a series of meetings to more precisely capture the plans for the new Digital Media Lab and Circulation area.

Our project variance was approved at a recent BZA meeting, with a few contingencies. We are enhancing the parking garage to be more transparent and inviting on the south side by adding more glass to the structure, and by widening the sidewalk. We have met with the school to make sure both organizations are on the same page of the planned campus.

The project remains on track.