

Board Report, 2.20.20

John and Judy Gay Library

The Pop-up Library

In October 2019, the Library's Leadership team chartered a cross-functional team to determine how the library would best serve its public while the majority of the current building was under construction. The team included staff from the Library, IT, and Parks and Recreation. We looked at space at APEX, and then came back to our building, and worked on how we could fit nearly all our services into the lobby and the front area near the Circulation desk. Our architect designed a possible floor plan, and a shelf-moving team with staff from both Hall and JJGL was formed to physically move shelves from the back area into the front section. Collection selectors were tasked with creating lists of items to move to the front of the library and items to move to the Hall Library where they would be more accessible.

Before we could create the little library, Library staff had to clear out space so that Pogue Construction could carpet, paint, and do other work in the main section of the library. Some area public libraries were happy to take some of the furniture that we would not be using in the new space. Other furniture we sent to Hall for temporary storage, and some we stacked in areas that would not be Pogue's first area of work.

We had three days to build the little library, and Library staff from both Hall and JJGL did yeoman's work in moving shelves, retrieving books to fill the shelves while Pogue was sawcutting concrete, and getting everything ready to open. Our customers were understanding, happy to still have access to computers and faxing, and even happier when the wall to our pop-up library came down.

The AMH

The Automatic Materials Handler (AMH) is currently under construction in our work room. Four staff desks were disassembled so that the lift could be placed to hang the conveyor belt. We are shifting furniture and carts in the work room as needed in order to make room for this construction. Glass will be installed where the interior drop is so that customers can watch their items be checked in and sorted. When this is complete and thoroughly tested, the book drop drive should once more be open. Our staff will be developing a new work process for checking in and sorting for shelving, and should be finding that time saved by using automation will free them up to assist customers in the library.

Staffing JJGL

Several of our staff members worked at different departments while our need for staff was reduced at JJGL. Barbara, a shelver, worked at the APEX and Megan, a library technician worked with the Organizational Development team. We had several staff members who helped the City Secretary's office verify signatures for the recall election, and others who assisted at the MPAC. This was a good experience for our staff, and we were happy our staff was available to assist in other departments.

Now that we are on the way to being a normal workplace, we will be interviewing for several part-time library assistant positions, one shelver, and a full-time library technician. Most of these positions have been open for several months, but we were reluctant to bring new people into a reduced, very transitional environment.