



Julie Milavec <jmilavec@dglibrary.org>

Reopening Announcement

10 messages

Cindy Khatri <ckhatri@dglibrary.org>
To: All Staff <staff@dglibrary.org>

Mon, Jun 29, 2020 at 9:08 AM

Hey everyone!

Happy Monday! We have officially sent out the press release and made the changes on the website to announce our reopening. Social media posts will soon follow. I anticipate people will have questions as the day goes on. Take a moment and familiarize yourself with everything- hopefully, this can be a nice reference point for staff in addition to patrons since there is so much to keep track of.

Please direct patrons to dglibrary.org/covid19 for a statement from Julie, the press release, and all of the information about reopening.

Let me know if you have any questions!

Cindy

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Cindy Khatri | Public Relations Manager
Pronouns: she, her, hers
Downers Grove Public Library
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Sandra Feuillan <sfeuillan@dglibrary.org>
To: Cindy Khatri <ckhatri@dglibrary.org>
Cc: All Staff <staff@dglibrary.org>

Mon, Jun 29, 2020 at 9:40 AM

And off we go.....

Great job Cindy and Julie. The website has lots of information about the reopening, and is very thorough.

Sandy

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Karen Neal <kneal@dglibrary.org>
To: Sandra Feuillan <sfeuillan@dglibrary.org>
Cc: Cindy Khatri <ckhatri@dglibrary.org>, All Staff <staff@dglibrary.org>

Mon, Jun 29, 2020 at 9:58 AM

Hi Cindy,

The website looks great and is very thorough! On facebook, I love the happiness which is conveyed via balloons and confetti. It really caught my attention and made it feel like a celebration 🎈🎉🎊

Karen Neal
Adult and Teen Services Librarian
Downers Grove Public Library
kneal@dglibrary.org
What I'm reading: *Brother & Sister: A Memoir* by Diane Keaton
What I'm listening to: *The Brutal Telling* by Louise Penny

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Regina Hartnett <rhartnett@dglibrary.org>
To: Cindy Khatri <ckhatri@dglibrary.org>
Cc: All Staff <staff@dglibrary.org>

Mon, Jun 29, 2020 at 10:45 AM

The only thing I didnt see on the website is the amount of people we are letting into the library. Is this something we are not advertising? Because I heard we can only have 100 people including staff.

On Mon, Jun 29, 2020 at 9:08 AM Cindy Khatri <ckhatri@dglibrary.org> wrote:

[Quoted text hidden]

Cindy Khatri <ckhatri@dglibrary.org>
To: Regina Hartnett <rhartnett@dglibrary.org>
Cc: All Staff <staff@dglibrary.org>

Mon, Jun 29, 2020 at 10:58 AM

You're correct- we are not putting the capacity limits of all the spaces on the website as of now. We will information posted on the building and in the separate areas.

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Cindy Khatri <ckhatri@dglibrary.org>
To: Regina Hartnett <rhartnett@dglibrary.org>
Cc: All Staff <staff@dglibrary.org>

Mon, Jun 29, 2020 at 10:58 AM

FYI for those who have not looked at the website: It does say there are area capacity limits. We have decided not to share exact numbers on this large of a platform at this point.

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Melissa Troy <mtroy@dglibrary.org>
To: Cindy Khatri <ckhatri@dglibrary.org>
Cc: All Staff <staff@dglibrary.org>

Mon, Jun 29, 2020 at 11:56 AM

Cindy,
Patrons are asking when is the earliest they can call to make a reservation for the computers? Same day?

Melissa

On Mon, Jun 29, 2020 at 9:08 AM Cindy Khatri <ckhatri@dglibrary.org> wrote:

[Quoted text hidden]

Regina Hartnett <rhartnett@dglibrary.org>
To: Cindy Khatri <ckhatri@dglibrary.org>
Cc: All Staff <staff@dglibrary.org>

Mon, Jun 29, 2020 at 12:21 PM

Got it thanks Cindy.

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Cindy Khatri <ckhatri@dglibrary.org>
To: Regina Hartnett <rhartnett@dglibrary.org>, All Staff <staff@dglibrary.org>

Mon, Jun 29, 2020 at 1:13 PM

Hi everyone,

Apologies for the delay regarding the computer reservations- Paul and I were making sure we're on the same page. The link for computer reservations will go live on Wednesday morning (I've added a sentence saying it will be available on the 1st to the website). IT staff will take reservations via phone as of July 6, once we reopen.

If you have other questions, let me know! :)

On Mon, Jun 29, 2020 at 12:22 PM Regina Hartnett <rhartnett@dglibrary.org> wrote:

Thanks. Just was curious. 😊

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Kathryn Moran <kmoran@dglibrary.org>

Tue, Jun 30, 2020 at 3:47 PM

To: Cindy Khatri <ckhatri@dglibrary.org>

Cc: Regina Hartnett <rhartnett@dglibrary.org>, All Staff <staff@dglibrary.org>

Cindy,

Thank you for all the information and the very informative update to our website.

Kathy

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