

SMRLD Johnson Road - reopening news

Tina Hubert <director@smrld.org>

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To: staff <staff@smrld.org>, Board <board@smrld.org>

It is truly amazing how quickly time goes by. Johnson Road will be reopening for in-person by-appointment-only visits and curbside pickup starting Monday, December 7 at 2:00 PM. After much discussion with the managers, here are some details:

- Appointments for in-person visits at Johnson Road can again be scheduled, with the first appointment time slot being 2:00 PM on Monday, 12/7.
- On Thursday (12/3) Patrick will take the 11 tubs of returned JR materials that have been sitting at Delmar Avenue to Johnson Road. He will remove the items from the tubs and place them in the Reading Room so that they can be checked in (they currently are "in transit") on Monday morning.
- Beginning on Thursday, Patrick will also leave any items returned in the JR book drop at JR in the appropriate quarantine tubs. These items will be opened and checked in after quarantine at Johnson Road. Normal processes resume in this regard.
- Tina will contact IHLS to have the "pick list" function turned back on at Johnson Road - meaning that JR materials will again be available for reserves. This feature was turned off while no one was in the building.
- Saturday afternoon (12/5), Youth Services staff at Delmar Avenue will begin sorting reserved materials to have those "belonging" at JR sent back to JR Monday morning. YS Staff will mark the tub(s) with these items as "JR Holds/Patrons Notified" to keep them separated. Patrick will also deliver these tubs to JR on Monday; JR staff will place the items on their "holds" shelves.
- With the IHLS delivery on Monday morning, Patrick will once again separate items between buildings and deliver the appropriate IHLS delivery items intended for JR to JR.
- Normal work hours will resume and JR staff will report to work as normally scheduled beginning Monday, December 7 at 9:00 AM. That morning, before the building is open for any limited public service, staff will check items in and get ready for service. Limited in-person by-appointment-only visits and curbside pickup will resume at 2:00 that day. JR will thereafter provide services during regular public service hours.
- Monday, Betsy will change the marquee at JR as well as remove any closed signs and replace those with appropriate directional signs.
- Tallin will change the phone messages and JR phone calls will no longer be routed to DA starting at 9 AM Monday morning.
- Curbside pickup service at Delmar Avenue will continue to be handled through Youth Services.
- Tina will create a Facebook post announcing the return of services; Kari will share to other social media as well as the SMRLD website.

There are obviously a lot of moving parts to re-engage with service returning to Johnson Road. As you identify issues that are not addressed, please be sure to let your manager know so that we can make sure everyone continues to be informed. Managers will keep me updated as well.

Again, thank you for your patience and understanding as we navigate this ever-changing situation.

Stay positive and be well,
Tina



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