2/3/23
Bethany Puls
LIS 6409 Project Proposal

Reopening A Library That Has Leased Its Building

**Problem**
After a hurricane, the county's biggest and busiest branch is now a disaster recovery center and patrons are unable to use the library services at that location.

**Solution**
As less people visit the disaster recovery center, the library needs a plan with multiple phases that will slowly bring back services and ultimately reopen the affected branch. In order to prevent chaos and frustration at reopening, there will be steps to slowly implement different services. This will appease patrons who want to use this location, staff who wish to be back working at their home branch, and the project partners who still need to use the building without conflict of services.

**Required Resources**
Two External Book drops
Curbside signs with phone number

**Project Partners**
FEMA
SBA

The library location is currently being used by FEMA and SBA to serve the community as a disaster recovery center post Hurricane Ian. Immediately following the hurricane, more partners where using the entire building such as EMS and Insurance workers. As of the time of this project proposal, the only two partners are SBA, who is located in the DVD/Audio room, and FEMA, who is located in the main open are of the adult section of the library. At this time the back staff area is now available for library staff to receive totes of materials, check them in, organize them onto carts, and shelf the children's materials.

**Assessment**
Success of this project proposal is measured by curbside statistics and in cohesion with the project partners. The library staff will tally the curbside pickups and curbside renewals to evaluate the community members being serviced. By implementing curbside only, where the staff use the side parking lot and staff door, this allows the library to provide library services while FEMA and SBA use the main parking lot, the front entrance, and the main building space. When these two can coincide without interfering with each other, more efficient services will be provided to the patrons of this library branch. When the statistics go drastically down for FEMA, they will cease to use the library property and the library will reopen will full staff. This plan will be beneficial to the library staff as they will not be behind on delivery and processing holds at the time of reopening. The statistics of the library services and the statistics of people meeting with FEMA will be used to measure the goal of when FEMA ends their lease and the library reopens.

**Budget**

This is an economical timeline to solve this problem because the phases require the movement of already paid staff instead of additional staff, and utilizing resources that the library system has access to instead of additionally purchasing new resources. The library already owns all the required resources for this project purposes to result in a success. By using the side parking lot for curbside and the staff door, the library avoids having to acquire a temporary external set up for library services, such as a mobile library vehicle. This project's goal is the logistics of multiple services using the same space and restoring the regular operations of a library branch, not the adding of new material or programming.

**Timeline**

| Date | Activity |
| --- | --- |
| October 1, 2022 | FEMA gains 3 month lease of library building |
| October 10, 2022 | Assignments are given to send all staff, aside from supervisors and adult reference, to other branches |
| December 2022 | FEMA extends the lease |
| January 27, 2023 | Two external book drops are placed in library parking lot |
| February 1, 2023 | The library begins to have delivery and pick up |
| February 3, 2023 | Resume Hold pick up as a curbside service, Curbside can be used for card registration, renewal, Reciprocal Borrower sticker, and tax forms |
| February 28, 2023 | Assessment of people being serviced baby FEMA and the library |
| March 2, 2023 | All library staff returns to home branch to assist with full curbside services |
| March 31, 2023 | End of FEMA 6 month lease |
| April 3, 2023 | Library branch reopens with full staff and full operations |