



ICfL Capital Improvement Webinar 6

Moving, Interim Service, (Re-)Opening
March 2024



Webinars @ A Glance

1. Remodels, Expansions & Rebuilds 101 (ARCHIVED)
2. Needs Assessment (ARCHIVED)
3. Funding – Public & Private (ARCHIVED)
4. Architects, Contractors & Bidding (ARCHIVED)
5. Construction Administration (ARCHIVED)
6. Moving & (Re)opening **(TODAY!!!)**
7. Case Study Spotlight #1: Renovations & Redesigns (4/4/24)
8. Case Study Spotlight #2: New Builds & Rebuilds (5/2/24)

AGENDA



- Preparation & Planning
- Weeding & Mapping Collections
- Movers or Do-It-Yourself
- Staging the Site
- Closing?
- Grand Opening
- Gratitude

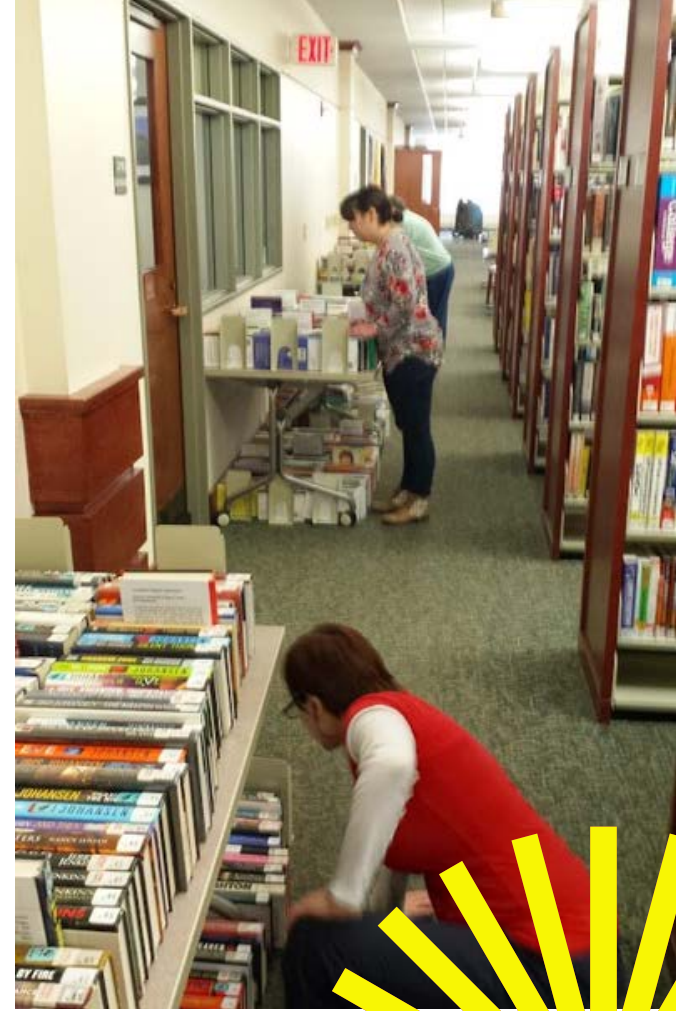
Move: What and When??

That is the
question!





Continuing Services



Close? How long?



Close for a half-day or more if:

- **Waiting on code inspection and approval**
- **Construction “toddler” hazards remain**
- **Notable amount of materials have been moved**
- **Staff and volunteers need special training**
- **Post-construction deep cleaning**
- **Want to build public anticipation**



Moving Factors



- Type of project
- Size of project
- Type of library
- Budget
- Weather
- Weather
- Weather

*Good planning =
Smooth move*



Moving Basics:

- Have a firm construction timeline
- Find transition storage space
- Use a planning committee
- Weed!
- Pros vs. in-house

Planning Committee

Assign staff leads from all departments

Carefully select and train staff & volunteers





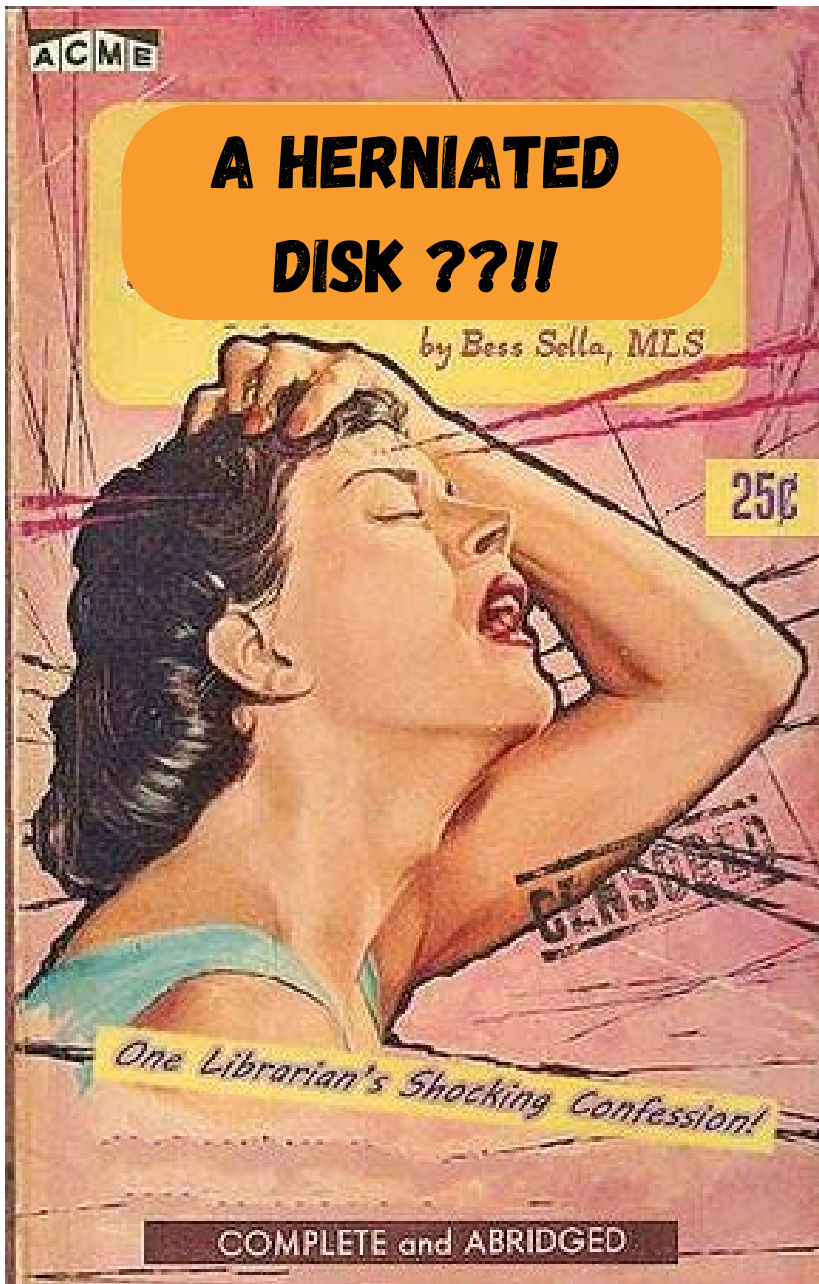
Weed Weed Weed

- Use circulation reports
- Follow weeding guidelines
- Use the CREW method
- Color code all areas of collection for moving

Professional Movers

The image shows two men in blue overalls and caps working on a truck. They are both smiling and looking at each other as they handle a large cardboard box. The truck is filled with many other boxes, and the scene is set outdoors during the day.

- Define specific roles
- Documentation
- Determine timeline
- Ask for staff training if applicable



Do-It-Yourself

- Set clear expectations and put in writing
- All staff needed - no vacations, time off
- Train staff & volunteers on process & safety
- Research and watch for liability issues

Credit: M. Andrew Patterson



Stage the Site

- **Schedule delivery of furniture, collection, etc.**
- **Map collection flow and location; use color codes**
- **Cover flooring/carpeting**



*Pay
Attention*

- Break down boxes
- Rent a dumpster
- Move all technology at same time
- Dust all shelves
- Remove boxes when unpacked
- Clean up

Your Toolkit

Vacuum cleaner * Dust rags * Color post-its

Furniture polish * Glass cleaner

Heavy gloves * Box cutters * Bungee cords

Allen wrenches * Rubber hammers

Screwdrivers * General tool box



Are you ready?



Grand Opening!

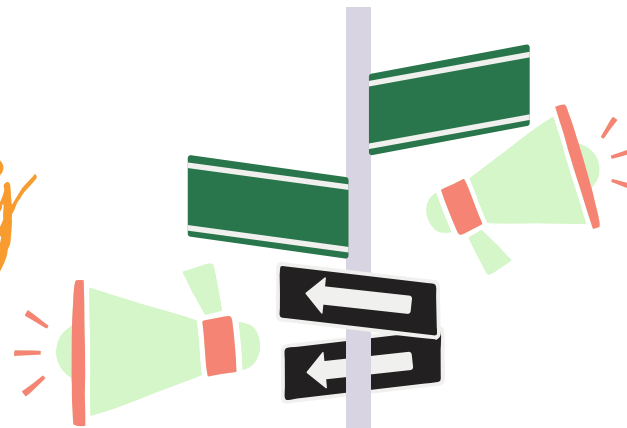


- Staff readiness and capacity
- Soft and/or hard opening
- Ribbon-cutting program, speakers
- Donor/Contractor/Vendor/publicity



Wayfaring

Marketing

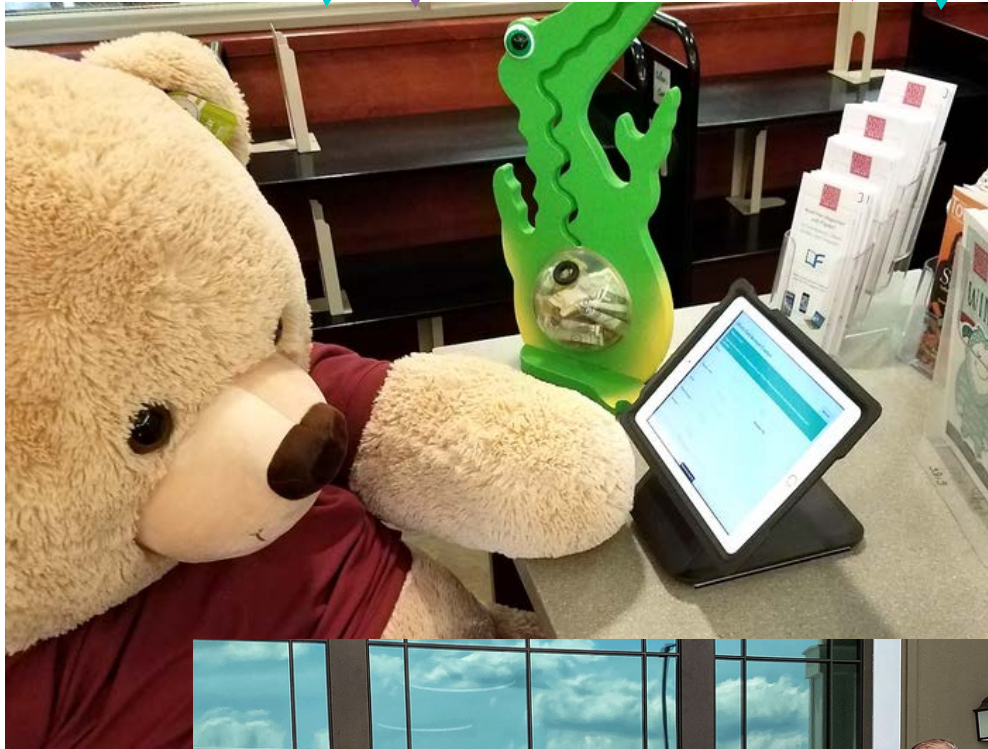


SIGNAGE

- **Temporary & permanent**
- **Footprints**
- **Carpet roll**

ACTION gets ATTENTION

- **Sound bites**
- **Video snips**
- **Local media**
- **Radio/tv**
- **Social media**



Let's
Celebrate



Thank You, Supporters!



Donors Get:

**Thanks
Recognition
Updates
Invitations**

A man wearing a yellow hard hat and a high-visibility yellow vest over a light blue shirt is smiling and gesturing with his right hand towards a sign. The sign is on a wooden easel and has the text 'Thank you, Architects, Contractors & Vendors' written in black cursive. The background is a plain grey wall.

*Thank you,
Architects,
Contractors &
Vendors*

Enjoy Your Success



Relax?

**COMING SOON:
New users, more
traffic, & attention!**



Questions?

Next month:
“Case Study #1: Renovations & Redesigns”
4/4/24

Photo credits. C. Alloway and Canva software
