Mobile Services

Presented by:
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Megan Lowery, Mobile Services Supervisor, She/Her/Hers

highplains Library District

Agenda:

- HPLD fleet (overview)
- Selecting a vehicle (the right vehicle for the job)
- Staffing
- Collection Development & Stocking
- RFPs and vehicle construction (the process)
- Maintenance and Repair
- Driver training
- Safety considerations (on the road)

Overview of vehicles in our fleet

- Bookmobile
- Early Literacy Vehicle
- Lobby Stop Vehicle
- PopUp Experience Library

Bookmobile

- Service Areas:
  - Rural communities
  - Underserved city neighborhoods
  - Schools
  - Moving to new service model
- Type of Service
  - Boarded vehicle
  - Public Computers
  - Public Printing
  - Public Wifi
  - On/Off Vehicle Programs and Storytimes
  - Material Checkouts
    - Regular materials
    - Specialty Checkouts

Sprinter Van

- Lobby stops
- Cart service
- Priority Populations:
  - Seniors
  - Transitional

Transit Van

- Early Literacy
- Colorado Early Education Network (Headstarts)
    - Cart service
- Other regular routes & back-up
- Summer stops

PopUp Vehicle

- Events & Community Requests
  - Outdoor Storytimes
  - Food & Flick Fridays
  - Multicultural Festival
  - Monster Day
  - Many more
- Summer Programs
  - International Neighborhood
  - Houston Gardens SRA
  - IRC Food Distribution
  - Union Colony Summer School
- Home delivery

Housing your vehicles

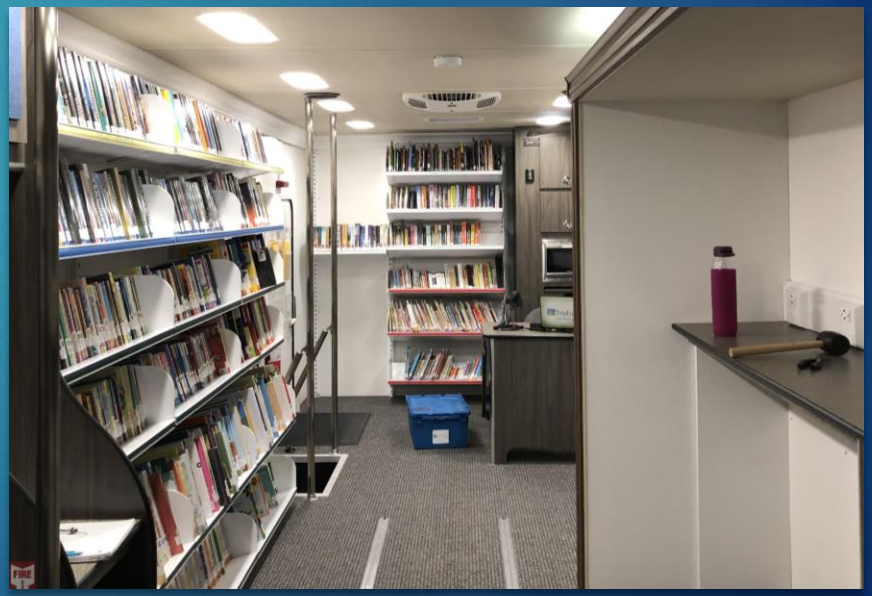
- Weather protection
- Adding in bumpers/guiding lines
- Shorelines

Staffing

- What kind of staff do you need/want for mobile services?
- Positions/pay
- Safety (always have two staff members)
- Experience/Skills
  - Ability to drive
  - Ability to lift/carry items, if needed
  - Responsibility/ dependability
  - Attention to detail
  - Patron-centered
- Job requirements
  - Will staff be responsible for vehicle maintenance?

Collection Development

- New materials on vehicles
- Rotate materials from vehicles
- Audience
  - Seniors
  - Community/public stops
  - Schools
  - Early Literacy
- Shared/Floating Collection vs. Individual Collection



RFPs

- What is the purpose of the vehicle?
- What features are required and what features are optional?
- Commercial Driver's License (CDL)?
- Local options?

IV. FEATURES

CATEGORY	ITEM	MUST HAVE	OPTIONAL
Mechanical	Overall length maximum 270 in.; Exterior width maximum 82 in.; Height excluding roof mounted air conditioners maximum 108 in.; Wheelbase maximum 148 in.; G.V.W.R. minimum 11,030 lbs.; Interior load space (distance between back of driver's seat and rear wall minimum) 120 in.; Interior width minimum 70 in.; High headroom, Headroom minimum 81 in.; Volume capacity minimum 1200 books @ 50 books/36 in. shelf.	X	
Mechanical	Chassis Type: Transit (or equivalent), front engine, Ford Transit (or equivalent).	X	
Mechanical	Air Cleaner: Dry type.	X	
Mechanical	Air Conditioner: Interior mounted, minimum 15,000 BTU, Heater/Air conditioner. Mounted above driver area in cab. Operates when vehicle motor is running. Shall have multi-speed fans and automatic operation. Front includes automatic temperature control and temperature gauge.	X	
Mechanical	Alternator: 12V, 220 amp HD alternator.	X	

Maintenance & Repair

- Pre & Post Inspections
- Weekly walk-throughs

HPLD Pre Vehicle Inspection Form

Vehicle

- (●) Bookmobile
- ( ) Sprinter Lobby Stop Van
- ( ) Transit Early Literacy Van
- ( ) Pop-Up Experience Library

Date/Time

Aug | 31 | 2021

08 : 43 | AM

Bookmobile Mileage / Next Service 8/9/22 or 19,049 miles

Is the bookmobile over 19,000 miles or within one month of service?

- ( ) Yes
- ( ) No

Generator Hours / Next Service at 746 hours

Are the generator hours over 730 hours and in need of service?

- ( ) Yes
- ( ) No

Checklist for Bookmobile

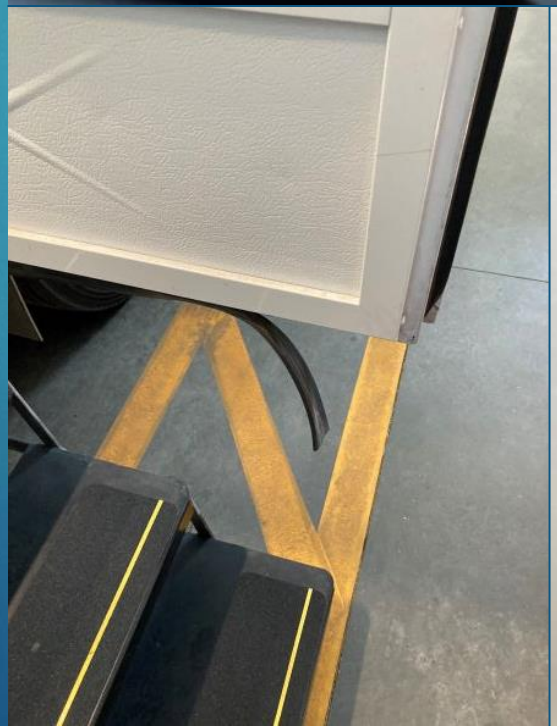
	Yes	No
Generator Oil	( )	( )
Check that outside compartments are secure and locked	( )	( )
DEF Fluid Level is at least 3 bars?	( )	( )
Air Brakes	( )	( )

Maintenance & Repair

- Regularly Scheduled Maintenace:
  - Oil changes
  - Generator
  - Lift maintenance
  - Sprinter: Battery

Maintenance & Repair

- Repairs:
  - Insurance
  - Warranty Work
  - Upfitting Work
  - General Repair
    - In house repairs vs shop repairs
  - Windshields

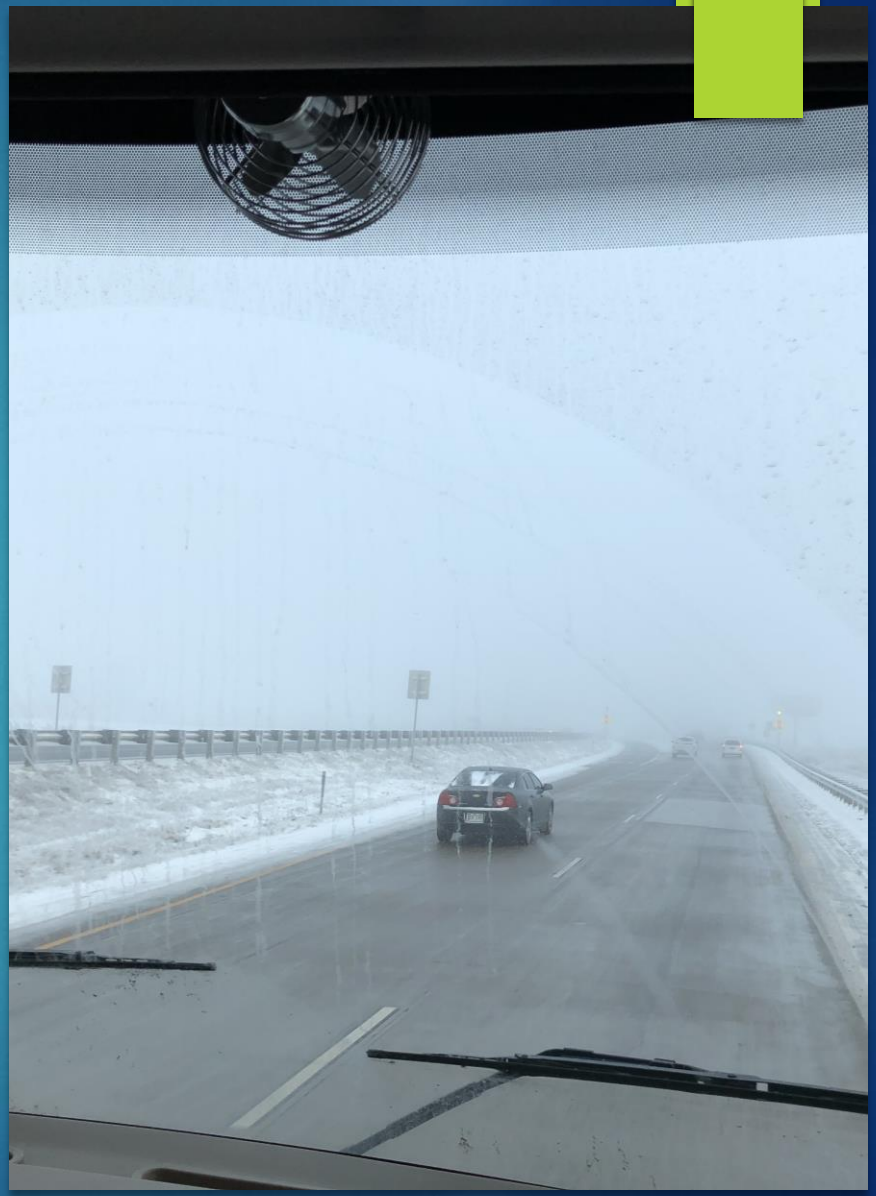


Vehicle Training

- Driver Requirements
  - Insurance Coverage
  - Special Licenses (CDL)?
- Driving Training
  - In-House or contracted
- Vehicle Maintenance and Care
- Emergency Training/what to do in event of accident or breakdown

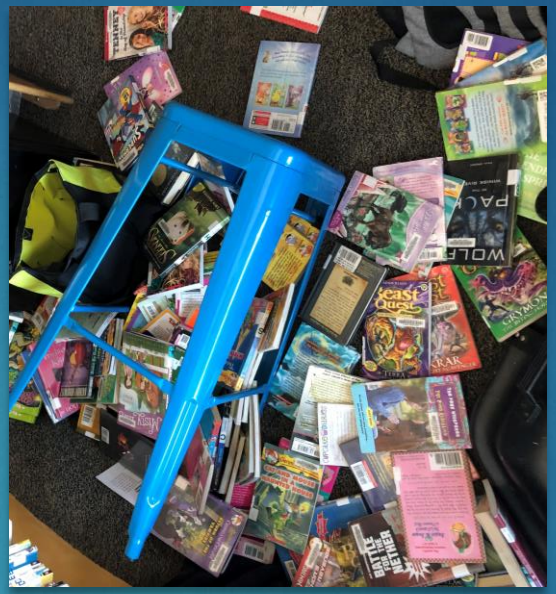
Vehicle Safety

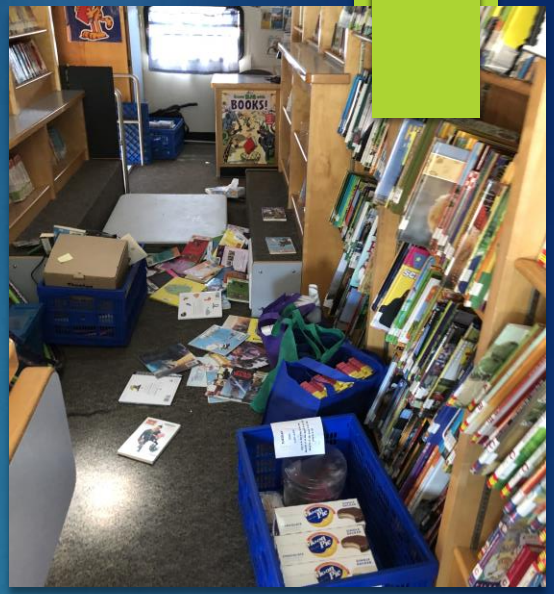
- Inclement weather
- Accidents
- Driving safety
- Emergencies
  - Medical
  - Fire
  - Accidents
  - Weather-related
  - Active shooter
  - Harassment/threatening behavior
- Safety/Emergency materials to keep stocked

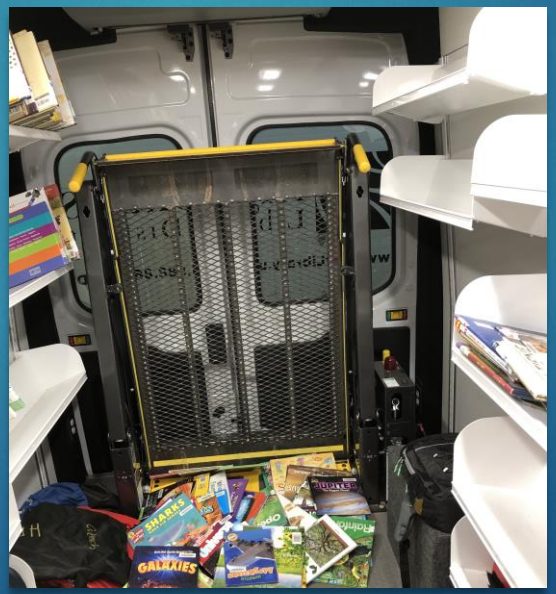


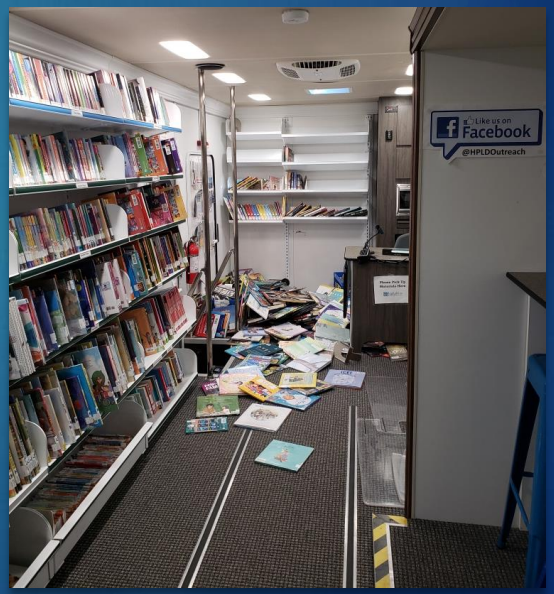
The Inevitable

- It's always important to keep a good attitude and humor on the road. You never know what may happen, but the best that you can do is adapt to the situation and don't get frustrated.

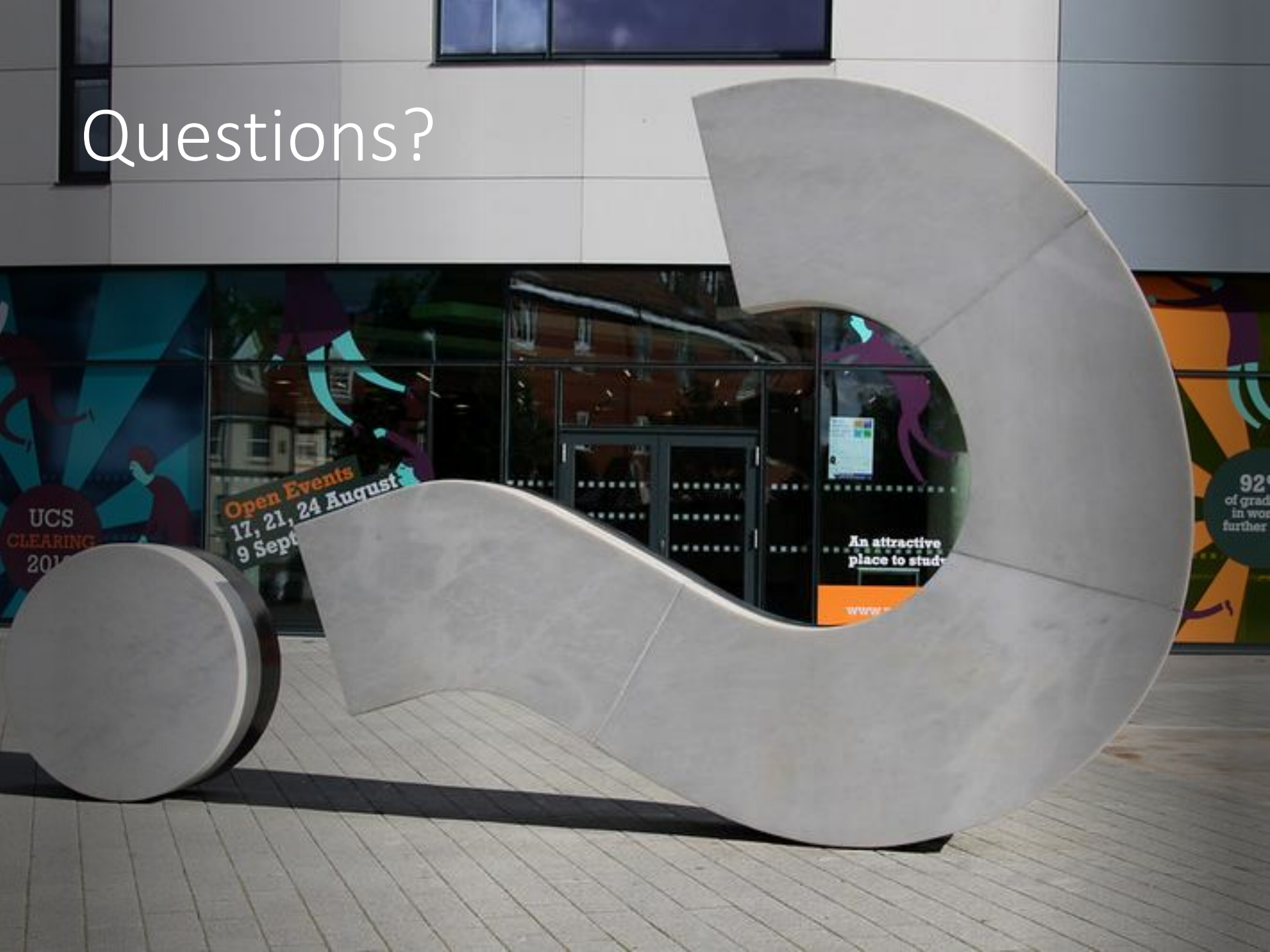








Questions?


UCS
CLEARING
Open Events
17, 21, 24 August
9 Sept
An attractive
place to stud

Contact Us!

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highplains Library District

What's Coming Up

Outreach Services, September 21st

Virtual Services, September 28th

Events Services, Community Conversations and Feedback Loop, October 5th

Community Partnerships, October 12th

Collecting Data in Outreach and Community Assessment, October 19th

Outreach Advocacy, October 26th