Dear Directors,

The State Library, OhioLINK, and the state Department of Administrative Services (which manages the delivery contract) are working closely together with Priority Dispatch to determine what factors will need to be in place for the delivery system as a whole to be brought back up. The connectedness of the system will require all libraries using Priority Dispatch, both public and academic, to move with roughly the same timing. Operationally, this will mean that we need 85% of the system (both public and academic) to be available to receive deliveries before we are able to restart courier service to any library. Additionally, Priority Dispatch will need a two-week lead time to ensure staffing, training, and that the manifest is up-to-date to resume deliveries throughout the state. At this point, around 50% of public libraries have already informed us when they will be open and available to begin receiving delivery services. We realize many libraries are still in the process of determining when to open and at what level of service that opening will be. Thank you to those who have already indicated a start date for receiving deliveries. **If you have not already done so, please email Jamie Pardee at**[**jpardee@library.ohio.gov**](mailto:jpardee@library.ohio.gov)**as soon as possible when your library will be open and able to receive deliveries from the system**.

Thank you for your patience. We will continue to work with Priority Dispatch and our partners to determine when delivery service will be able to resume.

Take care,

Bill

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Bill Morris

Interim Executive Director

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