

Staff Space Needs September 17, 2009

Attending:

- Joyce Brunken: interlibrary loan/head of circulation
- Jeanne Haas: shelver
- Mary Ellen Cross: circulation assistant
- Corriene Jordahl: circulation assistant/interlibrary loan
- Pam Redlighting: circ assistant
- Teresa Bosch: circ assistant
- Glenda Lanning: technical services/circ assistant
- Linda Weberg: cataloger/circ assistant/business
- Lola Harens: children's librarian
- Kathy Jacobs: library director

Central vacuum system

Two openings on circ desk

Three stand up stations at circ desk

More space in front of circ desk (look at space when everything in place)

Current computers: 30 minute time card system for 8 computers; 2 one hour computers that we book ahead; 4 stand up computers that are for card catalog searching; much increased wireless use of computers as people come in

Computer lab, space for laptops, computer lab for children's area

Need for books/bookshelf space: more space for books on CD, DVDs, books

Children's books: picture books displayed face first; triple the current shelf space; three sizes of furniture for growth; little children: double size of play area; double space of current tables for furniture; young adult seating space needed: triple size of current; young adult shelving: triple; computers for teens; junior shelving: increase by 50%; junior-grades 3-5; children: babies through grade 2; teens/YA: grades 6-10; no welcoming area for any age group

Activities room for children with sink, bathroom, tile floor, lots of cupboards: Watertown and Brookings has these; Lola likes Brookings better

Staff must be able to see all parts of building at all times: camera system

Window in tech services area that can be opened; current area has poor lighting, not enough room, not wired enough; more space could be island with seating

Circ desk in front of tech services area with windows in between
Interlibrary loan (ILL) area: order/receive/send books from/to other libraries; triple space needed; more shelving that work for books

Courier space: okay

Garage/courier door: this is open all day and a security issue

Automatic flushing/vents in restrooms

Not enough room for shelving-double the space; repair area its own

Break room with lockers/coat hanging/mail; sink with counter space; table

Meeting room: with frig/coffee maker/food preparation

More AV storage space in same area

Lobby area with bulletin boards/display areas with/without bench seating (bulletin boards show we belong to the community)

More microfilm/fiche space

More individual/group study rooms with white boards (at least 3 of each)

Tutoring space: $\frac{3}{4}$ table length xs 5: separate space with shelving/cabinet) for materials

Test proctoring: study rooms with laptops to check out

More seating space

One entrance rather than two

Meeting rooms: two meeting rooms this size or one this size with another half this size; access to restrooms and outside door; area for coats in meeting rooms

Office for children's librarian

Janitorial space: double/triple current space with locked cabinets for chemicals

Lost and found space

Restrooms need counter/hook space in each stall; not enough stalls in either bathroom

Friends need own room for book sale