

# SPPL Ad Hoc Committee Recommendations for the Main Facility

## Short Term Recommendations:

- Clean the entire building thoroughly
- Do away with stored trash/non-used items
- Repair or replace window shades
- Replace linoleum in some areas
  
- Begin making plans to enlarge the Children's area
- Begin making plans to move tech services, staff working areas and director's office to the lower level
  
- Refurbish bathrooms (paint, décor, have fixtures inspected, ventilation, etc.)
  
- Move audio -visual items (DVDs, etc.) to more attractive /useful stacks/shelving
- Relocate microfilm and microfiche materials to darker/less used corner
  
- Provide interior signage to show library lay-out
- Install improved signs at both entrances to show library hours
- Signage for the back entrance
  
- Put in air lock on back door (double door configuration)
- Improve/replace/relocate the book drop
- Install 'hatchway' for Inter Library loan boxes with slide way- could eventually be used for a drive-up
  
  
- Move Kaler collection to locked glass cabinets
- Discard non-Kaler books in the Kaler Room
- Open up Kaler Room for better usage
- Increase area of the Adult Reading section
- Provide space for some true quiet areas
- Provide more and better seating for the Adult area
- Provide dedicated space for teens
- Add tables for the wireless users
- Add additional computer stations
- Freshen up furnishings throughout the building
- Seek professional services in making design/decor choices
  
  
- Put up partitions or cubicles in the circulation desk area to provide private work areas for staff
- Reconfigure front desk to greet users entering from back entrance
- Add and/or improve one unified area for reference materials
- For security issues, locate media materials closer to the check out area
- Upgrade/synchronize clocks
- Space book stacks 6 ft on center for easier access
- Add/improve shelving collections

- **Examine lighting within whole building – some areas need improving (mostly at the lower level)**
  
- **Prune front shrubs and bushes to reveal library sign**
- **Improved landscaping at the rear entrance**
  
- **Request the City Horticulturist to place plants within building**
- **Install park memorial benches at the rear entrance level**
  
- **Paint exterior walls of the building**
  
- **Add signage for strollers, hanging coats, etc.**
- **Replace the straight stair railing with rounded railing – possible ADA issue**
- **Repaint and adequately light back entrance area/stairs**
  
- **Freshen up the staff room – (staff feel this can wait and should be placed on a lower priority list)**
- **Allocate space for/and install lockers in bottom level for staff**
  
- **Address the comfort/noise/aesthetic/usability issues in the large meeting room.**

## **Long Term Recommendations**

- **Enlarge/improve the Children's Room**
- **Move technical services, staff work area, etc. to bottom level or potential new/available space**
- **Relocate Director's office**
- **Consider expansion/renovation as solution to space problem**
- **Add designated staff bathroom**
  
- **Reconfiguration of the parking lot, improve automobile access, add new driveway from Broadway into the parking lot**
- **Repave the parking lot and paint out parking areas**
  
- **Improve "green" aspects with natural lighting, HVAC, full spectrum lighting**
- **Address energy efficiency/safety issues with existing large windows**
  
- **Knock out wall between Kaler room and Adult area to expand the adult area**
- **Put a hinged cover over the Kaler Room stairwell or otherwise address the staircase safety issues**
- **Remove the 'magazine' partition between the main floor and 'quiet study' area**
- **Add glassed in quiet/study area/rooms**
  
- **Examine the feasibility of relocating the Community Room**
  
- **Allow room for collections to increase in numbers and format**
  
- **Close off front entrance to provide an area for listening to music or sampling DVDs**
  
- **Provide 21<sup>st</sup> century connectivity and technology resources**
- **Replace computers with laptop computers**
  
- **Assess the safety of – and address problems with- the exterior stairs**
  
- **Remove/address the paneling on both floors**
  
- **Replace missing/damaged screens on windows**