

# OCONOMOWOC LIBRARY TOUR NOTES

Thursday, June 7, 2018

GUIDE-BESTY BLECK

## **INFORMATION:**

BULIT 1987

24,000 SQUARE FT

POPULATION OCONOMOWOC 24,000 PLUS 8,000 RESIDENTS IN SURROUNDING AREAS

CITY OWNED BUILDING

## **EMPLOYEES:**

- 27 STAFF
- 7 FULL TIME
- DIRECTOR FULL TIME
- 20 PART TIME
- 4 PAGES YOUTH/ADULTS

## **ENTRANCE AREA:**

- LIBRARY EVENTS BOARD
- CITY MINUTES POSTING BOARD
- PUBLIC COMMUNITY POSTING BOARD

## **LOBBY AREA:**

- ENTRANCE MURALS, ONE LOCAL, ONE WORLD
- COMMUNITY BATHROOMS, MEN'S (2 URINALS, 1 STALL, CHANGING TABLE) WOMEN'S (3 STALLS CHANGING TABLE), UNISEX (CHANGING TABLE, ADA)
- TWO DISPLAY CASES
- TILE FLOORS
- COMMUNITY ROOM ENTRANCE
- CONFERENCE ROOM ENTRANCE
- LIBRARY POSTINGS
- ORIGINAL GRIFFINS

## **COMMUNITY ROOM:**

- 100 MAX
- COAT RACK AREA
- CHAIRS/TABLES
- STORAGE CLOSET
- DMV RENTS IT OUT
- RENT FOR \$25 AN HOUR
- CONTRACT ON THE WALL FOR RENTALS

### **CONFERENCE MEETING ROOM:**

- HISTORICAL PICTURES/PHOTOS
- HISTORICAL FURNITURE
- LARGE BOARD TABLE/CHAIRS
- BOOKCASE
- WHITEBOARD
- LOCAL ART
- \$30 AN HOUR
- DOOR GOES TO TEEN CENTER AREA

### **MAIN ENTRANCE:**

- CHECK OUT AREA CURVED
- TILE AREA INTO CARPET SQUARES
- COMMUNITY FLYER DISPLAY STAND
- DVD AREA
- LUCKY DAY BOOK DISPLAY
- TWO LIBRARY CATALOGS

### **TEEN SPACE**

- OWN AREA WITH SIGNAGE
- TABLES CHAIRS/CAFÉ STYLE BY LARGE WINDOWS, PLANTS
- TEEN BOOKCASES ON WHEELS
- NEW TEEN BOOK SECTION
- TEEN ADVISORY BOARD HELPED IN PLANNING WITH CHILDREN'S LIBRARIAN
- TEEN ADVISORY BOARD MEETS AND PLANS EVENTS
- 4 BIG COMFY CHAIRS WITH TABLETOPS WITH 4 WALL SECTIONAL DIVIDER
- DONOR WALL BOOKCASE, HALF BOOKS BOUND IN GOLD WITH DONOR NAME
- SPRINKLER ROOM/CLOSET FOR STORAGE
- COMPUTER CHARGING STATIONS DESK AREAS FOR LAPTOPS
- DVD, CD, AUDIO BOOKS, PAPERBOOKS

### **CHILDREN'S AREA:**

- CHILDREN'S PLACE SIGN
- CHILDREN'S BATHROOM WITH MURAL/CHANGING TABLE
- LARGE CHILDREN'S AREA
- HANGING TREE FOR READING INSIDE
- SMALL TABLE AND CHAIRS
- CHILDREN'S IPAD MOUNTED AREA FOR TWO IPADS
- CHILDREN'S COMPUTER
- OPEC COMPUTER
- CHILDREN'S MAGAZINE AREA
- BRIGHT RUG

- LARGE MURAL
- SMALL ACTIVITY AREAS
- COAT RACK
- CHILDREN BOOK AREAS BY LEVEL READERS
- BOARD BOOKS IN BENCH STORAGE AREAS
- DVD'S, CD'S FOR CHILDREN
- CHILDREN'S LIBRARIAN OFFICE
- REFERENCE OFFICE NEXT TO CHILDREN'S LIBRARIAN OFFICE
- CHILDREN'S PROGRAMMIN ROOM (STORAGE CLOSET, WORK AREAS, CABINETS FOR STORAGE)

**MAIN LIBRARY AREAS:**

- 9 COMPUTERS, 8 COMPUTERS/1 ADA
- OPEC
- DRINKS WITH COVERS NOW PERMITTED
- STAINED GLASS WINDOWS
- PLANTS
- DISPLAY TOWER FOR FLYERS
- PRINTER/COPIER MACHINE, CHANGE MACHINE
- GOVERNMENT PAMPHLET AREA
- WORLD LANGUAGE BOOKCASE
- REFERENCE DESK AREA
- LUCKY DAY COLLECTION DISPLAY IN ANOTHER SECTION
- LIBRARY CATALOG
- CARPET SQUARES, CARPET UNDER BOOKCASES
- LIGHTING OVER STACKS
- MAGAZINE SHEVES LIFTUP WITH OLDER EDITIONS UNDERNEATH
- NEWSPAPERW WITH 4 SECTIONS
- TABLE AND CHAIRS IN AREA
- LARGE PRINT SECTION LABLED IN LARGE PRINT
- LIGHTING IS AUTOMATIC AND ENERGY EFFICIENT (PREVIOUS YELLOW NOW WHITE)
- SKYLIGHT TOP, NO PROBLEMS WITH LEAKAGE
- LOCAL ART THROUGHOUT FRAMED BY DONATIONS FROM FRIENDS GROUP
- HIGH BOOKCASES
- PUZZLE TABLE BY WINDOWS
- SIX STUDY ROOMS WITH FULL WINDOWS AND DOORS WITH WINDOWS, LARGE NUMBERING, TABLE WITH TWO CHAIRS AND DRY ERASE BOARD, GUIDELINES POSTED ON EACH ROOM
- DPW ¼ HOUR FOR MAINTENANCE

**OFFICE SPACE:**

- LARGE OFFICE WORK AREA
- DIRECTOR OFFICE WITH TABLE FOR MEETING, (EATON DESKS)
- ADMINISTRATOR COORDINATOR HAS LARGE OFFICE NEXT TO DIRECTORS FOR WORK PROJECTS

- BREAKROOM KITCHEN (TABLE CHAIRS. CABINET, SINK, REFRIGERATOR, WINDOWS, SITTING AREAS, PLANTS)
- SHADES MAKE SURE THEY CAN NOT SEE INTO BREAKROOM
- MAKE SURE ALL SHADES ARE THE SAME COLOR FROM OUTSIDE
- DOOR TO CHILDREN'S PROGRAM ROOM
- STAFF BATHROOMS
- LOCKER AND COAT RACKS
- BULLETIN BOARD
- COAT CLOSET AND STAFF LOCKERS
- SINK CABINETS IN WORK AREA
- VOLUNTEER DESK AREA FOR ALL VOLUNTEERS
- 4 DESKS IN WORK AREAS FOR PROCESSING BY WINDOES
- BOOK DROP OFF AREA
- OFFICE FOR CIRCULATIONS SYSTEM
- COMPUTER IT ROOM HAS COPIER AND OFFICE SUPPLIES
- OFFICE SPACE AREA HAS DOOR TO COMMUNITY ROOM/PUPPET THEATER, SPACE INBETWEEN TWO ROOMS ARE FOR STORAGE OF TABLE/CHAIRS