

**RUSSELL LIBRARY
Staff Building Team Priorities**

Phase 1 - Low Cost Possibilities

Teen Library, Option A (with full-time Teen Librarian)

Since the Staff Building Team developed these ideas, work has already begun on the existing Teen area. AV services consolidated shelving, which has allowed for a major enlargement of the Teen area. This has opened up significant space for study, programs or group meetings. We still need some furniture for this space.

AV equipment, such as a flat screen TV, can either be mounted on the wall behind the stairs or rolled out on a cart. This allows for some teen programs to be held in the space, including movies for small audiences and gaming – we own an underutilized Wii system.

Facilities staff are currently brainstorming possibilities for setting up a counter that can be used as a charging station/laptop work area for teens' personal equipment. We will need stools so they can comfortably utilize this space.

We are currently examining staffing to fill an upcoming vacancy in Information Services with a full-time Teen Librarian.

Improved Lighting

In the Main Reading Room, patrons don't like the motion detector lights in the adult book stacks. The lights don't turn on until a patron is half-way down the aisle, which makes browsing the shelves very uninviting. As a short-term fix, motion detectors will be disabled so they stay lit during the Library's open hours, thereby making the stacks immediately more inviting.

AV in Meeting Rooms

Our current meeting rooms could be equipped with AV equipment so small groups could work on presentations or classes could be taught in them. AV equipment is ready for installation in Meeting Room 3. We own a second flat screen TV that could either be installed in Meeting Room 2 or the Teen Library as described above.

Phase 2—Mid-Range Cost Possibilities

Teen Library, Option B (with full-time Teen Librarian)

The Teen Library could be relocated to the current AV area. This would allow for an increase in space and flexibility.

Improving Lighting

In the Main Reading Room, painting the walls white will help reflect the light and brighten the space. Energy efficient LED lighting should be considered.

In the lobby, the lights that point upward don't provide sufficient task lighting. Alternative lighting that better illuminates the space should be considered.

Consolidate Computers in Information Services

We could move 12 computers from the back of Information Services to the space that currently holds the bulk of the Reference collection. Doing so would allow staff to better monitor the computers.

Uniform Materials and Color Schemes

There is little continuity between areas of the Library. Flooring and paint schemes are particularly important. Fresh paint and updated flooring would go a long way in improving the appearance of the library. Consistent signage, including colors and fonts, would also give a more unified appearance.

Phase 3 –Higher Cost Possibilities

Teen Library, Option C (with full-time Teen Librarian)

While retaining the current footprint, we could move the entire Teen Library upstairs to Information Services. Computers would be shifted closer to the Information Services desk. This would allow for consistent staffing of the area as well as more space.

Flexible programming space

By rearranging the configuration of Information Services, an enclosed flexible space with glass walls could be added for "Makerspace" programming. This could be achieved by reducing the size of the print Reference collection, which is used less as a result of online resources. Continuing with the Makerspace idea, a tech lab that includes a digital studio in which patrons could produce media (graphics, audio and video) can be incorporated into the flexible programming area.

A Larger Program Space

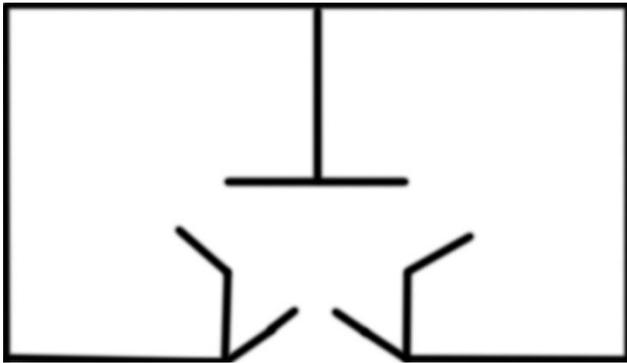
For certain programs, attendance in the Hubbard Room is beyond capacity. Ideally, the Hubbard Room would include a stage, prep room for performers, updated kitchen, and fixed auditorium seating. In the current Hubbard Room, more flexible seating is the preference. This space also needs updated AV equipment.

In the short term, we can investigate the possibility of lowering the floor in the adjacent projection room, converting the space into a prep room by removing the steps and eliminating

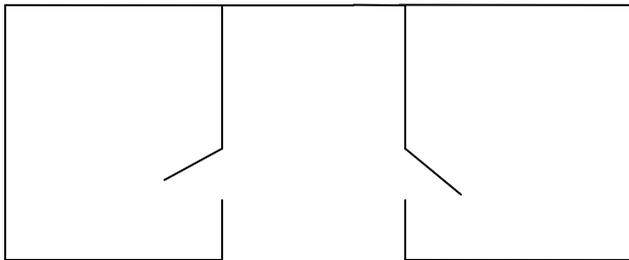
the half-wall. This would be an inexpensive improvement which would make better use of an underutilized space. It might be possible to move the wall between the projection room and the kitchen to expand the space into one slightly larger kitchen or program prep room. Another option is to look at the feasibility of improving one of the storage rooms that is located off the staircase in the tower on the south-west corner of the building.

More Small Meeting Spaces

By adding some walls, one of the meeting rooms could be divided into two smaller rooms as illustrated in the sketch below.



An alternate configuration would create two small meeting/study spaces on the second floor capable of accommodating up to 6 people each (12 in total) . The walls would be constructed of glass for an “open concept.”



Microfilm reader/printers and two or three files of microfilm can be relocated within Information Services to open up space for a small meeting room. Microfilm that is not used regularly can be stored in the basement.

Unified Circulation Desk

A unified circulation desk would streamline procedures, facilitate patrons’ use of the Library and free up valuable space in the lobby. An improved security gate is necessary for this to work. This is a critical piece in moving the Library forward. The workflow is broken in the lobby and the security gate is the crux of the problem. The current configuration causes numerous problems:

- It creates a bottleneck as patrons enter and exit the building

- It results in an inefficient workflow in Circulation Services, requiring staff to walk the length of the desk every time a patron checks out
- It necessitates two separate circulation desks, limiting the amount of public space in the lobby
- It does not work consistently, allowing library materials to be stolen without the alarm sounding
- The narrow exit barely accommodates wheelchairs and strollers, making it difficult for patrons with disabilities and families with young children to navigate out of the building

Rethinking the current security gate would address two of the four elements of Russell Library's Strategic Plan. Replacing the gate with an updated model would streamline Circulation's workflow and minimize the theft of library materials (*Effectiveness and Efficiency*). Circulation could be consolidated at one desk, thereby creating more usable and flexible spaces for the public in the lobby (*Russell Library as a Place*). Most importantly, opening up our entryway would improve our patrons' first and last experiences at each visit, welcoming them to stop by more often.

Administration offices

Administration offices should ideally be located within the main building. It may be possible to relocate administration offices to the main building. This would require rethinking offices and staff work spaces.