

COMMUNITY MEETING - PROGRAM REVIEW

A. Welcome Zone

MAIN ENTRANCE & LOBBY

Size	Seating	PCs	Collection Size
800	0	0	0

Functions Performed:

The primary function of Library Entrance is to provide a formal entrance and lobby for the library building and access to ancillary services such as the Friends' Book Sale Area, the after-hours book Pick-Up and the Community Programs spaces and the Public Toilets. The lobby will provide space for library patrons to enter and exit the library and will also provide space for informal gathering and networking outside of the Meeting Room.

The entrance lobby incorporates separate access to the Community Programs spaces. Staff will plan displays and post notices* . Patrons will wait here for rides.

Service Goals:

Establish the welcoming character of the library - consider including indoor plants and a water feature.

The public will quickly orient themselves to where various sections of the library are.

Be a forum for a rotating display of community art.

Close Proximity To: Circulation Services, Community Programs, Parking, Browsing/New Books Collections, Children's Library, Adult Services

Distant From: Quiet Reading/Study Area

BROWSING/NEW BOOKS/LEASEBOOKS

Size	Seating	PCs	Collection Size
750	4	0	3236

Functions Performed:

The primary function of the Browsing Area is for the display of new books, topical displays, and other portions of the popular library as appropriate. This can be one of the most popular areas of a public library. Patrons browse and select new books to borrow. Materials should be attractively and conveniently displayed, featuring the book covers instead of the spines.

Service Goals:

Display newly obtained and highly popular items in an attractive manner allowing patrons to see that the collection is continuously updated.

Create attractive ambiance to encourage patrons to try new books.

Expose patrons to the latest selections, including topics they might not otherwise encounter, or be aware weve in the library collection.

Close Proximity To: Audio-Visual Collection, Circulation Services, Children's Services, Entrance

Distant From: Information/Reference services, Quiet Reading/Study Area

AUDIO-VISUAL COLLECTIONS

Size	Seating	PCs	Collection Size
600	0	0	6000

Functions Performed:

The primary function of the Audio-Visual Library is to provide adult library patrons with access to a variety of audio-visual collections including audio books, music CDs, DVDs and other emerging AV formats.

Audio-visual collections remain one of the most popular collections in the library, despite on-line streaming media alternatives.

Service Goals:

inc.: AudioBooks,DVDs

Effectively "merchandise" the AV collection.

Anticipate future use for the space assigned to the storing and showcasing the collection, as patrons adopt streaming media solutions.

Close Proximity To: Leased Books & New Materials Display, Circulation Services, Children's Services, Library Entrance

Distant From: Quiet Reading/Study Area

PUBLIC RESTROOMS

Size	Seating	PCs	Collection Size
NA	0	0	0

Functions Performed:

Must be handicapped accessible. ADULT (men and women), CHILD (unisex with changing station)

Close Proximity To: Entrance, community meeting room, circulation desk

Distant From: remote areas of the library



COMMUNITY MEETING - PROGRAM REVIEW

CIRCULATION SERVICE DESK

Functions Performed:

The primary function of this area is to efficiently handle transactions for the library's circulating collections. The service desk will accommodate 3 computers.

Hold materials will be self service.

This includes the following tasks: 1) Library patrons checking-out library materials at the Service Desk and self checkout units; 2) Registration of new borrowers, 3) Routine business transactions including registration, payment of fines and fees; 4) Limited sorting of various materials by staff.

Size	Seating	PCs	Collection Size
350	1 *	0	750

Service Goals:

Enhance use of Self-Service, Express-Check-Out. Establish convenient access for handicapped/non-handicapped (universal access) with adequate space for circulation and registration activities. Establish an inviting ambiance to encourage patrons to approach the desk. Allow staff efficiency behind the desk.

Close Proximity To: Entrance, Children's Services, Browsing/New Books, public restrooms, circulation workroom

Distant From: Quiet Reading/Study Area

	Total Net Area	Patron Seats	PCs	Collection Size
	<u>2,500</u>	<u>-153</u>	<u>0</u>	<u>9,986</u>
Non Programmed	390			
Gross Square Footage	1,690			
Net to Gross Ratio	77%			

* Not included in the total of Reader Seats.

** Not including Circulating laptops/tablets/iPads/eReaders, etc.