	L	Foley Public Library - Owner R	equest Log			
REQUEST DATE	RESQUESTED BY	REQUEST	INFORMATIONAL	YES	EPTED NO	COMMENTS
	KATE NORRIS	Misc. Furniture:Reuse existing shevling in the new library's Adult, Teen, and Culture & Heritage space	•			WBA: We may want to survey existing furniture and determine the extents to which furniture would be reused
/6/2024 /6/2024	KATE NORRIS KATE NORRIS	Adult: Foley intents to reuse their exsisting card catalog Study Rooms/Computer Lab:Would like to reuse some of the existing computers in	•			WBA: Computer lab would need 24 Computers, there are 7 large study rooms.
		the new large sutdy rooms. Foley currently has 28 computers for this use Children's:Provide 3 AWE computers in children's space, standard duplex plug	•	•		WOR. Computer lab would need 24 computers, there are 7 large study rooms.
6/2024 6/2024	KATE NORRIS KATE NORRIS	required Workroom: Time keeping machine is to be covered in Gary's scope	•	•		
6/2024	KATE NORRIS	Breakrooms:Water Dispenser being used in both breakrooms is vendor provided and requires an outlet and plumbing	•			
6/2024	KATE NORRIS	Breakrooms: Coffee Maker being used in both breakrooms is vendor provided and		•		
		requires an outlet and plumbing Vending: Foley has information on several vending vendors in the area that will be				
6/2024	KATE NORRIS	contacts cliser to time. Intent will be to have a canned drink machine, two snack machines, and a coffee vending machine. Will need enouch elvetrical outlets to		•		WBA: We will provide two duplex power outlets, 4 data term points, and note for domestic water and sanitary to be provided.
5/2024	KATE NORRIS	accomodate 3 - 4 vending machines and will likely need plumbing Game Room: White rectangle in SW corner of Game Room needs to be moved.			•	WBA: This is a furr out around the column and will need to remain
72024	NALE WORKIS	Game Room: Move group gaming station to SW corner of Game Room. We need				WORL THIS IS A TURE OUT AND UNLE COUNTY AND WIT NEED TO FEMALE
/2024	KATE NORRIS	hardware such as Kensington Locks, installed to be able to secure the consoles to the station.		•		
		Game Room: Remove one group of Single Gaming Stations. We only want one group				
/2024	KATE NORRIS	of three, and want them on the North wall of the Game Room, shifted as far West as		•		
/2024	KATE NORRIS	possible. Game Room: Install clear garage or accordion door that bisects the Game Room.			•	WBA: We cannot provide this due to space constraints, but we can look into a double door
		Game Room: Install clear garage of accordion door that bisects the Game Room. Game Room: Place modular lounge seating, sofa with community table, and pours			•	that could open a 6' wide area to join the rooms.
5/2024	KATE NORRIS	on East end of Game Room.		•		
i/2024	KATE NORRIS	Teens: Place 4 high top community tables with 6 chairs each on East end of Programming/Study Room.			•	WBA: We can provide 3 high top tables given the space constraints
6/2024	KATE NORRIS	Teens: Install clear garage or accordion door that bisects the Programming/Study Room.			•	WBA: We cannot provide this due to space constraints, but we can look into a double door that could open a 6' wide area to join the rooms.
5/2024	KATE NORRIS	Teens: Place modular lounge seating, sofa with community table, and pouls on West end of Programming/Study Room.		•		
5/2024	KATE NORRIS	Teens: Need a large screen TV and a white board on the East end of the		•		
5/2024	KATE NORRIS	Programming/Study Room. Teens: Need Speakers		•		
4/2024	KATE NORRIS KATE NORRIS	STEM/STEAM: 3D Printing * Note: "Please know that this is not an all-inclusive list" STEM/STEAM: Laser Cutting		•		WBA: This requires mechanical ventilatation
	KATE NORRIS KATE NORRIS	STEM/STEAM: Fume/Spray Paint Booth STEM/STEAM: Wall Outlets		•		WBA: This requires mechanical ventilatation, can change the occupancy type
/2024	KATE NORRIS	STEM/STEAM: Sewing Machine		•	_	
/2024	KATE NORRIS KATE NORRIS	STEM/STEAM: Embroidery Machine STEM/STEAM: Height Adjustable Butcher Block Tables		•		
	KATE NORRIS	Multi-Purpose Room: Small sink and Mini Fridge We would like to request that the Head of Circulation office has a pocket door that			•	
10/2024	KATE NORRIS	slides closed leading to the workroom. (If she has two doors that swing inward, she is limited on room.)		•		
30/2024	KATE NORRIS	Could we make the Director's office door lead to the workroom rather than that		•		
		hallway?				
		we do not want the public to have access to Patron Services Could we please				WBA Response: This space is not currently open to the public, the only entry point is through the circulation desk. Would Patron services not need a employee computer? Would two
/30/2024	KATE NORRIS	make that area smaller and make the Circulation area larger by moving that partition down? The Patron Services area will need a space large enough for a computer,				stations at the circulation desk provide adequate functiona Foley Response: Patron services will need one employee computer, scanner and reciept printer. This area will
30/2024	KATE NORRIS	scanner, receipt printer and will need to house the large copier. We want to close that area off to the public. That staff person can assist with small things and we will			•	also have a large printer/fax/copier. This area only needs to be large enough for one person which is why we suggested making it smaller. We do not want it open to the public and are
		send patrons upstairs to the computer lab for larger requests				very pleased with the entry point going through the Circ desk. We would love to have three
						employee work spaces in the Circulation area if we can make it fit.
30/2024	KATE NORRIS	We will need technology in the Study Rooms. We will likely need several of them to				WBA Response: Would you like this technology in the large study rooms on the second floor only? With the size of the small study rooms on the first floor I'm not sure this level of tech
30/2024	NALE NORALS	have computers and maybe a few with smart boards.		•		would be functional. Foley Response: Technology in second floor only study rooms is just fine.
30/2024	KATE NORRIS	We will want to be sure to include basic electrical outlets throughout the entire building/rooms.		•		
		We would like to have a circulation desk upstairs as people exit the elevator. (It				WBA Response: We do currently have a circulation desk provided to the left of the elevator,
/30/2024	KATE NORRIS	almost looks as if a desk is drawn there.) We want a desk there, along with all of the Circulation technology. (computer, scanner, receipt printer.)		•		as shown in the plan below. Is this location acceptable? This will have the same equipment as the primary circulation desk on the first floor. Foley Response: This is
		circulation technology. (computer, scanner, receipt printer.)				perfect! -Thank you! WBA Response: We can provide one lock on the millwork desks which includes circulation
30/2024	KATE NORRIS	We would like for all staff to have the capability to lock at least one drawer.		•		desks. All other locks can be accounted for as part of the furniture package. Foley Response: Sounds good.
		We have 3 AWE computers dedicated to children. They don't require anything but a				nesponse: sound good.
30/2024	KATE NORRIS	plug because they are pre-loaded with games I would like for us to plan on a spot for three small desks to have these computers somewhere in the children's area.		•		
		for three small desks to have these computers somewhere in the children's area.				WBA Response: Do you have a make/model in mind we can coordinate the power/data
30/2024	KATE NORRIS	We will need Catalog search computers spread around the second floor Rather than bulky pc's like we have now, we could opt for ipads on stands or have touch				requirements for? Foley Response: We do not have anything specific in mind and are open to suggestions. Our catalog
30/2024		screen monitors built into the incaps on the shelves?				is accessed via a website so can be accessed from anything with the internet. (We currently
		We need to be sure we map out a space for our computer lab workers. We almost				use bulky pc's that take up a lot of room. We are open to other options.)
/30/2024	KATE NORRIS	wondered if you guys could recede that middle wall between the doorwars back some into that open computer lab space and add a desk there to not take up so				WBA Response: Yes, per our meeting earlier this week we are planning for two employees to be outside of the computer lab and a workstation inside the computer lab. This provides space
30/2024	KATE NORRIS	much floor space? We would want to enclose the staff as best we could maybe add a "U" shaped desk and have a half swing door to get the staff in and out. (Just a		•		for 3 computer lab workers, Is this the correct quantity? Foley Response: Perfect, yes, space for 3 employees is perfect.
		thought.)		_		yes, space for a employees is perfect.
	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	MP Storage: Provide Washer/Dryer w/ linen storage and hanging rod		•		
29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Catering: Sink, Deep Sink, Fridge, Freezer, Microwave, Ice Machine, Beverage Fridge, 2 Catering style coffee makers large carafes w/ brewers, storage for paper products		•		
29/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Core Restrooms: Provide full length mirror		•		
-,	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Workroom: Millwork counter for lauren w/ scanning space near mechanical room		•		
9/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Workroom: Stacks maintence workstations (#) set up w/ scanner, power, and data		•		
29/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Workroom: if there is a dedicated book pick up we will need acomputer similar to a bank teller. It would also be used for a courier		•		
29/2024 29/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Workroom: Move lockers from breakroom to workroom Workroom: Timeclock w/ power/data		•		
		Breakroom(IvI 1): Dishwasher, microwave, fridge/Freezer, coffee maker w/ plumbed				
29/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	line, Leased water dispneser - plumbed line, ice maker included in freezer		-		
	KATE NORRIS / TEAM EQUIP. VALIDATION MTG KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Multi-Purpose Room: Flip door location to exterior w/ alarm Multi-Purpose Room: provide more flexible layouts		•		
29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Multi-Purpose Room: Provide dedicated spot for furniture storage, this could be in the workroom				
29/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Multi-Purpose Room: No floor cores for power here, provide large av moitor,		•		
29/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	dimmable lights, podium, microphone, whiteboard Multi-Purpose Room: Storage cabinet with upper and lower shelves on either side of white-Purpose Room: Storage cabinet with upper and lower shelpests.		•		
	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	entry. Provide power above counter and locks on all cabinets STEM/STEAM: Full height cabinets w/ locks near entry vestibule		•		
				•		
29/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	STEM/STEAM: Presentation wall outside storage room STEM/STEAM: Reconfigure storage entry				
29/2024 29/2024		STEM/STEAM: Reconfigure storage entry STEM/STEAM: Extend counter/storage along full wall, provide upper and lower		•		
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	KATE NORRIS / TEAM EQUIP. VALIDATION MTG KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Vending: drink machine Circulation Desk: Add a return book shelf	•		WBA: This would be owner provided equipment
/29/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Circulation Desk: spread out station distances, need acoustic privacy Circulation Desk: Equipment includes computers w/ single monitor, recipet pronters,	•		
29/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	2 telephones	•		
/29/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Circulation Desk: need minimum of 2 carts, 1 for children's 1 for adults Circulation Desk: millwork storage, drawers for recpet storage for small amount of	•		
/29/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	suplies	•		
29/2024 29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Circulation Des: height of desk to be regular height and standing height Patron Services: Open to public Use	•	•	WBA: This was a voided request per Kate's email on 5/30
29/2024	KATE NORRIS/TEAM EQUIP. VALIDATION MTG	Teen's: There will be no teen books housed in the Teen, or Game room. Relocate	•		WBA: See comments above dated 6/5
29/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	these to outside of the space Teen's: space outside Teen's may be used as a hang out space	•		WBA: See comments above dated 6/5
29/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Teen's: Whiteboard/AV display w/ speakers and laptop connection to display and	•		WBA: See comments above dated 6/5
29/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MITG	play DVDs Teen's Add base cabinets along glass wall w/ glass above cabinets	•		WBA: See comments above dated 6/5
29/2024	KATE NORRIS/TEAM EQUIP. VALIDATION MTG	Teen's: Capability for kid's to connect their device to the TVs	•		WBA: See comments above dated 6/5 WBA: See comments above dated 6/5
		Teen's programming includes: group card games, art's and crafts, book and movie			
9/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	club, workshops, STEM/STEAM outside of STEM room, legos, Games, and be set up to flex between all of these	•		WBA: See comments above dated 6/5
9/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Game Room: Not quiet when playing video games, not part of the current	•		WBA: See comments above dated 6/5
9/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	programming so unable to determine exact gaming equipment Game Room: Several screens, many will bring their own equipment	•		
9/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Game Room: Variety of tables for groups could be good to have tables on casters	•		WBA: Furniture package Item
9/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	similar to classroom Game Room: 1 area with indivudal players and long counter	•		
9/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Game Room: 1 area w/ group console games, seating group			
9/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Teen's/Game: VET Storage for activity furniture			WBA: Little room for much furniture storage, we can explore more furnitiure and storage options as part of the furntiure package
19/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Teen's Circ. Desk - Provide glass between circ desk and game room for more visbility	•		options as part of the furniture package
9/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Computer Lab: Add two additional desk spaces employees at the computer lab, prefer to be located outside the lab	•		
9/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Computer Lab: Needs space for Gary and his switches, could be wall or ceiling	•		
		mounted Computer Lab: 1 standrad workstation w/ single monitor, keyboard, mouse, and			
9/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	emplayee office	•		
19/2024 19/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Computer Lab: 1 printer/scanner Computer Lab: qty. of 24 computer stations is good for this area	••		
29/2024 29/2024	KATE NORRIS/TEAM EQUIP. VALIDATION MTG KATE NORRIS/TEAM EQUIP. VALIDATION MTG	Computer Lab/Stacks: Provide 4 computer stations elsewhere in the library			
29/2024	KATE NORRIS / TEAM EQUIP. VALIDATION MTG	Breakroom (level 2)" Microwave, Fridge/Freezer, Coffee Maker (plumbed line), Leased water dispenser (plumbed), Ice maker built into freezer	•		
29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Leased water dispenser (plumbed), Ice maker built into freezer Breakroom: No couch up here, provide small table café style	•		WBA: Furniture package Item
		Culture & Heritage: Reading room open to public, tables w/ outlets and internet			
29/2024	KATE NORRIS / PAUL LEONARD	connection. Open to students, work from home, doesn't have to be booked like a study room	•		
9/2024	KATE NORRIS /PAUL LEONARD	Culture & Heritage: Space for copy/scanner/printer large commercial copier	•		
29/2024 29/2024	KATE NORRIS /PAUL LEONARD KATE NORRIS /PAUL LEONARD	Culture & Heritage: Pass through window Culture & Heritage: 3 computers, 1 dedicated to card catalog, 2 workstations	••		
9/2024	KATE NORRIS / PAUL LEONARD	Culture & Heritage: Periodicals can be related to adult area	•		
9/2024 9/2024	KATE NORRIS /PAUL LEONARD KATE NORRIS /PAUL LEONARD	Culture & Heritage: Two workstations w/ computer Culture & Heritage: High resolution small countertop printer	:		
29/2024	KATE NORRIS / PAUL LEONARD	Culture & Heritage: 1 large format flat bed scanner, ideally have furniture w/ casters	•		
		for equipment C&H Work Room: 4 top table w/ storage for genealogy society files. Includes long			
29/2024	KATE NORRIS /PAUL LEONARD	cabinet w/ obit files, 4 legal or standard size filing cabinets, single sided shelving	•		
29/2024	KATE NORRIS / PAUL LEONARD	C&H : Layout per Paul's sketch, utility table on casters, data connection at worktable	•		
29/2024	KATE NORRIS / PAUL LEONARD	C&H Finishes: Durable and functional	•		
17/2024	DAVID THOMPSON	Loading Dock: Scissor Lift Multi-Purpose Room: ADA lift is not needed, please add a small stair in catering	•		WBA: Per the equipment meeting on 5/29 all the requested equipment and additional stair wil
/17/2024	DAVID THOMPSON	kitchen.			not fit into the Catering area.
17/2024	DAVID THOMPSON	Multi-Purpose Room: Cabinetry needed for production support/storage.			
17/2024	DAVID THOMPSON	Multi-Purpose Room: Delete the second stair located on the east side of the stage			WBA: Needs further discussion
					Note Needs to the discussion
17/2024	DAVID THOMPSON	Catering: Dutch Door into catering kitchen is requested	:		
17/2024 17/2024	DAVID THOMPSON		•		
/17/2024 /17/2024 /17/2024	DAVID THOMPSON DAVID THOMPSON	Catering: Dutch Door into catering kitchen is requested Workroom: Roll up door to be motorized Dutreach Manager Office: would prefer top exit into children's library so as not to interrupt class if she's not teaching	•		
/17/2024 /17/2024 /17/2024 /17/2024	DAVID THOMPSON DAVID THOMPSON KATE NORRIS	Caterings Duth: Boor into catering litchen is requested Worknown. Roll up dior to be motioned. Outmach Manager Office: would prefer top exit into children's library so as not to interrupt class? He's not teaching Children's: Request for an egress door on west side of Children's space to allow egress in case of emergency.	•		
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