

Foley Public Library - Owner Request Log						
REQUEST DATE	REQUESTED BY	REQUEST	INFORMATIONAL	YES	ACCEPTED	COMMENTS
					NO	
6/7/2024	KATE NORRIS	Misc. Furniture-Reuse existing shelving 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
6/7/2024	KATE NORRIS	Adult: Foley intends to reuse their existing card catalog	●			
6/6/2024	KATE NORRIS	Study Room/Computer Lab: Would like to reuse some of the existing computers in the new large study rooms. Foley currently has 28 computers for this use	●			WBA: Computer lab would need 24 Computers, there are 7 large study rooms.
6/6/2024	KATE NORRIS	Children's: Provide 3 AWE computers in children's space, standard duplex plug required		●		
6/6/2024	KATE NORRIS	Workroom: Time keeping machine is to be covered in Gary's scope	●			
6/6/2024	KATE NORRIS	Breakrooms: Water Dispenser being used in both breakrooms is vendor provided and requires an outlet and plumbing	●			
6/6/2024	KATE NORRIS	Breakrooms: Coffee Maker being used in both breakrooms is vendor provided and requires an outlet and plumbing		●		
6/6/2024	KATE NORRIS	Vending: Foley has information on several vending vendors in the area that will be contacts closer to time. Intend will be to have a canned drink machine, two snack machines, and a coffee vending machine. Will need enough electrical outlets to accommodate 3 - 4 vending machines and will likely need plumbing		●		WBA: We will provide two duplex power outlets, 4 data term points, and note for domestic water and sanitary to be provided.
6/5/2024	KATE NORRIS	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
6/5/2024	KATE NORRIS	Game Room: Move group gaming station to SW corner of Game Room. We need hardware such as Kensington Locks, installed to be able to secure the consoles to the station.		●		
6/5/2024	KATE NORRIS	Game Room: Remove one group of Single Gaming Stations. We only want one group of three, and want them on the North wall of the Game Room, shifted as far West as possible.		●		
6/5/2024	KATE NORRIS	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 that could open a 6' wide area to join the rooms.
6/5/2024	KATE NORRIS	Game Room: Place modular lounge seating, sofa with community table, and poufs on East end of Game Room.		●		
6/5/2024	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
6/5/2024	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.
6/5/2024	KATE NORRIS	Teens: Place modular lounge seating, sofa with community table, and poufs on West end of Programming/Study Room.		●		
6/5/2024	KATE NORRIS	Teens: Need a large screen TV and a white board on the East end of the Programming/Study Room.		●		
6/5/2024	KATE NORRIS	Teens: Need Speakers		●		
6/4/2024	KATE NORRIS	STEM/STEAM: 3D Printing * Note: "Please know that this is not an all-inclusive list"		●		
6/4/2024	KATE NORRIS	STEM/STEAM: Laser Cutting				WBA: This requires mechanical ventilation
6/4/2024	KATE NORRIS	STEM/STEAM: Fume/Spray Paint Booth				WBA: This requires mechanical ventilation, can change the occupancy type
6/4/2024	KATE NORRIS	STEM/STEAM: Wall Outlets		●		
6/4/2024	KATE NORRIS	STEM/STEAM: Sewing Machine		●		
6/4/2024	KATE NORRIS	STEM/STEAM: Embroidery Machine		●		
6/4/2024	KATE NORRIS	STEM/STEAM: Height Adjustable Butcher Block Tables		●		
6/4/2024	KATE NORRIS	Multi-Purpose Room: Small sink and Mini Fridge			●	
5/30/2024	KATE NORRIS	We would like to request that the Head of Circulation office has a pocket door that slides closed leading to the workroom. (If she has two doors that swing inward, she is limited on room.)		●		
5/30/2024	KATE NORRIS	Could we make the Director's office door lead to the workroom rather than that hallway?		●		
5/30/2024	KATE NORRIS	we do not want the public to have access to Patron Services... Could we please 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, 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 send patrons upstairs to the computer lab for larger requests			●	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 stations at the circulation desk provide adequate functions Foley Response: Patron services will need one employee computer, scanner and receipt printer. This area 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 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.
5/30/2024	KATE NORRIS	We will need technology in the Study Rooms. We will likely need several of them to have computers and maybe a few with smart boards.		●		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 would be functional. Foley Response: Technology in second floor only study rooms is just fine.
5/30/2024	KATE NORRIS	We will want to be sure to include basic electrical outlets throughout the entire building/rooms.		●		
5/30/2024	KATE NORRIS	We would like to have a circulation desk upstairs as people exit the elevator. (It 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.)		●		WBA Response: We do currently have a circulation desk provided to the left of the elevator, 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 perfect! Thank you!
5/30/2024	KATE NORRIS	We would like for all staff to have the capability to lock at least one drawer.		●		WBA Response: We can provide one lock on the millwork desks which includes circulation desks. All other locks can be accounted for as part of the furniture package. Foley Response: Sounds good.
5/30/2024	KATE NORRIS	We have 3 AWE computers dedicated to children. They don't require anything but a 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.		●		
5/30/2024	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 screen monitors built into the incaps on the shelves?		●		WBA Response: Do you have a make/model in mind we can coordinate the power/data requirements for? Foley Response: We do not have anything specific in mind and are open to suggestions. Our catalog is accessed via a website so can be accessed from anything with the internet. (We currently use bulky pc's that take up a lot of room. We are open to other options.)
5/30/2024	KATE NORRIS	We need to be sure we map out a space for our computer lab workers. We almost wondered if you guys could recede that middle wall between the downstairs back some into that open computer lab space and add a desk there to not take up so 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 thought)		●		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 for 3 computer lab workers.. Is this the correct quantity? Foley Response: Perfect, yes, space for 3 employees is perfect.
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	MP Shower: Provide Washer/Dryer w/ linen storage and hanging rod		●		
5/29/2024	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		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Core Restrooms: Provide full length mirror		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Workroom: Millwork counter for lauren w/ scanning space near mechanical room		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Workroom: Stacks maintenance workstations (8) set up w/ scanner, power, and data		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Workroom: If there is a dedicated book pick up we will need a computer similar to a bank teller. It would also be used for a courier		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Workroom: Move lockers from breakroom to workroom		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Workroom: Timeclock w/ power/data		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Breakroom(BJ 1): Dishwasher, microwave, fridge/freezer, coffee maker w/ plumbed line, Leased water dispenser - plumbed line, ice maker included in freezer		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Multi-Purpose Room: Flip door location to exterior w/ alarm		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Multi-Purpose Room: provide more flexible layouts		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Multi-Purpose Room: Provide dedicated spot for furniture storage, this could be in the workroom				
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Multi-Purpose Room: No floor cores for power here, provide large av motor, dimmable lights, podium, microphone, whiteboard		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Multi-Purpose Room: Storage cabinet with upper and lower shelves on either side of entry. Provide power above counter and locks on all cabinets		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	STEM/STEAM: Full height cabinets w/ locks near entry vestibule		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	STEM/STEAM: Presentation wall outside storage room		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	STEM/STEAM: Reconfigure storage entry		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	STEM/STEAM: Extend counter/storage along full wall, provide upper and lower cabinets		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	STEM/STEAM: Butcherblock tables		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	STEM/STEAM: Cabinets all around wall w/ counter tops for workstations		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	STEM/STEAM: 3D Printers		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	STEM/STEAM: cutter		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	STEM/STEAM: In classroom, flip secondary exit door to the exterior		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Activity Room: Provide TV		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Activity Room: Add integrated seating solution along exterior wall		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Activity Room: Activity room would need tables and chairs, sink, standrd outlets, upper and base cabinets		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Storage: Combine storage closets between activity and STEM/STEAM and add metal linear shelving		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Children's: Add private office		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Children's Storage: Revise door location to not conflict with future furniture layout in private office		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Children's: Install airplane integrated to ceiling cloud pattern				WBA: Small model planes will work in here, we do not have the height or structure to hang full size planes
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Children's: Match standard circulation equipment withing children's circulation desk. This will only seat 1 employee		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Sensory Room: Add glass film and small sidelight, there will need to be visibility into this room		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Sensory Room: Dimmable Lights		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Sensory Room: Modular Sofa/ Furniture, Foam Blocks w/ removable covers		●		WBA: This would be owner provided equipment
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Sensory Room: Swing style seat				WBA: This would be owner provided equipment, WBA and Structural to provide support connection
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Sensory Room: Touch Sensory Wall w/ texture				WBA: This would be owner provided equipment
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Sensory Room: Parent Seating				WBA: This would be owner provided equipment
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Sensory Room: Projector of starry night/galaxy				WBA: This would be owner provided equipment
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Sensory Room: White noise, low music, speakers		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Friends of the Bookstore: No equipment needed here other than a lock box				WBA: This would be owner provided equipment
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Friends of the Bookstore: provide power and data for future desk if needed		●		
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Vending: Self serve machine like at an airport coffee service		●		WBA: This would be owner provided equipment
5/29/2024	KATE NORRIS /TEAM EQUIP. VALIDATION MTG	Vending: Snack machine				WBA: This would be owner provided equipment

