



DATE: July 21, 2015

TO: Carlos Pabellon, Dane County Director of Administration; Jon Hochkammer, DCLS Board President
FROM: Tracy Herold, Library Director

Per Jon's request, the following provides basic information regarding our accommodation needs:

4,200 square foot work area (basic rectangle 40' X 100'):

- 3 small offices, roughly 12'x12'
- 2 storage areas, roughly 9'x12', each with shelving against wall and free-standing
- 1 small conference room for board meetings, staff meetings and large work projects
- 60,000 items housed on 105 double-faced sections of shelving (15 ranges of 7 sections) and 23 single faced sections of shelving; occupies approximately **2300 square feet**; accessed many times per day for holds, bookmobile stocking and returns
- Workspace: adjacent to the stacks, approximately 48' x 12'; includes 2 worktables, 5 computers, 2 printers, copier, supply cabinets, several book carts, single sided range of 14 sections of shelving affixed to the front wall.
- Processing space: small open 12'x9' area adjacent to offices; includes work counter, supply cabinets and book carts.
- Access to Dane County and South Central Library System networks via Ethernet and wireless.

Garage:

- Directly adjacent to, and easily accessed from, the work area
- 14' high x 16' wide x 60' long; houses diesel-engine Bookmobile and Readmobile; 8-10 feet necessary between vehicles for access to Readmobile lift
- Floor drain, power, heat, light, access to water, automatic doors on both ends

Other considerations:

- Proximity to highways, fueling stations and community stops: Our central location allows for efficient movement around the County to the 18 communities we serve. Most stops are north of the Beltline. We maximize our fuel consumption and are able to limit our fuel stops to 2/week. Any proposed location has to take into account how much time and fuel we will expend getting to and from our stops and fueling sites.
- Permanency: There is a benefit to find a home for DCLS that would not require us to move every few years (a large expense and disruption) and that would allow us to design a space that would allow more efficiency in workflow; perhaps a County-owned facility could be considered.