

Building Needs Assessment Workgroup

Must Haves, Nice to Haves, Pie-in-the-Sky lists

Common Must Haves

- 1) Better, more efficient HVAC system with individual controls
- 2) More/better/lockable storage space
- 3) Free off-street parking
- 4) Nicer/bigger staff lounge/kitchen space
- 5) Several small and large meeting/training spaces that are sound proof and modular with better tables, chairs and storage of meeting room technology
- 6) Appropriately sized, sound-proofed, individual personalized offices with windows, with doors with windows/sidelights, and meeting space within offices where needed
- 7) Additional/adequate work spaces for delivery, the server room, project work rooms, mail/supply room, professional collection room, maker kits storage, tech receiving and prep rooms, scanner space, personal/medical use, and for future growth
- 8) Security System, to include employee entrance and extra security for tech storage and server room
- 9) Good location, easy highway access, safe walkable neighborhood
- 10) Bigger, better, more individual bathrooms in multiple locations

Administration Must Haves

- 1) Lobby/greeting station with foyer
- 2) Shelter space

Consulting Must Haves

- 1) Good technology infrastructure
- 2) Easy access to restaurants and coffee shops.
- 3) Paint that doesn't mark so easily.

Technology/ILS Must Haves

- 1) Must have fiber; either to host a data center type of environment or to us if data center is hosted elsewhere (Kerri)
- 2) Must be near MUFN (Kerri)
- 3) Access to BadgerNet (Dan)
- 4) Wall structure that allows us to mount things and move things; wood studs (Craig/Nick)
- 5) Water service with sensor; more sanitary access to drinking water (Brian)
- 6) Good cell coverage for ALL carriers (Andrew)

Delivery Must Haves

- 1) All vehicles under the roof with more space
- 2) 3 dock doors
- 3) "In" door and an "out" door for fleet
- 4) No Pets
- 5) Vehicle wash station in garage with waste water drain
- 6) Work bay with 4 post lift

- 7) Additional service bay by lift, so one bay with lift and one without.
- 8) More overhead lighting
- 9) Electrical plugs by all parked vehicles
- 10) Separate area for cart and hand truck repair. Big enough to accommodate some extra stock as well.

Common Nice to Haves

- 1) Kitchen area adjacent to meeting room space, with space for storage and catering, that also has a dishwasher and an oven
- 2) Outside gathering area
- 3) Covered entrances, to include dock awnings

Administration Nice to Haves

- 1) Front door that goes directly into the lobby/greeter area
- 2) Locate the work room near the lobby for package delivery
- 3) Meeting rooms located off the lobby
- 4) Drinking fountain that can fill water bottles
- 5) Central lobby with natural light and mini lobby near employee entrance
- 6) Have the work room accessible from both sides
- 7) Intercom system
- 8) Have the large conference/meeting room, lobby, bathrooms and kitchen located so that they can be locked off from the rest of the SCLS operation, yet accessible to use in off hour or by other organizations
- 9) Locker room for drivers with a kitchen area

Consulting Nice to Haves

- 1) Exercise equipment and shower.
- 2) Space to have exercises classes.
- 3) Some glass walls for meeting rooms to facilitate.

Technology/ILS Nice to Haves

- 1) Mounting or mobile PC projection/TVs (Nick)
- 2) New phone system with more lines; one line for each person (Dan)
- 3) New desks to fit in new spaces (Dan)
- 4) More accessible electric jacks in meeting rooms (Vicki)
- 5) Technology for huddle rooms such as mounted monitors (Dan)
- 6) Mounted wireless access points (Dan)
- 7) Wider, navigable hallways (Kayla)
- 8) Games and puzzles in the break room (Nick)
- 9) Doors that can be locked open when moving in equipment (Kerri)
- 10) Access to delivery loading dock (Cindy)
- 11) On a bus route (Kayla)
- 12) Private and larger staff mail boxes (Andrew/Kayla)
- 13) Ability to hang things more easily in offices (Kayla)
- 14) More input from staff/teams on location and design of offices (Dan)
- 15) Design setup of offices so you don't have backs to the door; where phone jacks are, etc. (Cindy)

- 16) Touch-up paint that actually matches the page (Kerri)
- 17) Corner protectors (Kerri)
- 18) Keeping things like electrical panels in secure areas (Dan)
- 19) New Read posters (Kerri)

Delivery Nice to Haves

- 1) 4 dock doors
- 2) Indoor dock space
- 3) A means of getting materials from vans to the work floor (powered or gravity rollers?)
- 4) Auto under carriage sprayer for vehicles as they drive in.
- 5) Separate bathroom for garage
- 6) Two bays and both with lifts
- 7) Taller ceiling over lift area to accommodate larger trucks.
- 8) Sky lights for natural light
- 9) PA system that covers the garage and office/sorting spaces.

Common Pie-in-the-Sky

- 1) Exercise room/gym/walking track
- 2) Restaurants/food options/coffee house on site or nearby

Administration Pie-in-the-Sky

- 1) Heated/covered/attached parking garage
- 2) More privacy for Office Manager space (ie: sliding glass window)
- 3) Pet friendly

Consulting Pie-in-the-Sky

- 1) Green building or something that is environmentally responsible
- 2) Sunroofs
- 3) Staff art gallery where we can hang photos of member libraries, or photos that staff take
- 4) Electric car charger
- 5) Support for WLA

Technology/ILS Teams Pie-in-the-Sky

- 1) Showers (Brian)
- 2) Cots (Nick)
- 3) Ping pong, air hockey, etc. in break room (Nick/Dan)
- 4) Paint colors other than egg (Kayla)
- 5) Dry erase paint for offices (Vicki)
- 6) Greenspace and wildlife for all (Vicki)
- 7) Grills on site (Nick)

Delivery Team Pie-in-the-Sky

- 1) Our own fuel pump system (regulation and construction are probably not cost-effective)
- 2) Full auto car wash

- 3) Bathroom with shower for garage
- 4) Ergonomic flooring around lift bay work area.
- 5) Some sort of screen system for fleet deployment and current fleet condition