December 2, 2013

College of Lake County
19351 West Washington Street
Grayslake, Illinois 60030

Re: Master Plan Projects
   Architect’s Project Number: 213007.00

Lakeshore Campus Expansion Programming Meeting Minutes

Summary of the Learning Resource Center Programming Meeting held at 8:30 am on December 2, 2013 at College of Lake County-Lakeshore Campus, Room 1NG 325. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (5) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDENCE

Brian Beecher, Dean of Libraries, CLC
Joann Jacobs, LAC Coordinator, CLC
Paul McNulty, LSC Tutoring Center Coordinator, CLC (met with Paul when we toured existing Library)
Jennifer Staben, Faculty Coordinator, CLC
Ted Johnson, Director, Construction Management, CLC
Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. Jeff presented the preliminary space needs spreadsheet; the following space needs were discussed:
   a. The Circulation/Reference Desk Area shall include:
      1) Two counter workstations (30” work surface height) for staff in seated positions.
      2) 42” height counter work surface between workstations and students.
      3) Under-counter lockable storage for 24 laptops.
      4) 42” high shelves for the reserve collection (behind the workstations).
      5) Supply cabinet storage.
      6) Copy machine.
      7) 16 small, 2-way lockers for student pickup of reserved materials after hours (card access).
   b. Circulation/Reference Office:
      1) Three U-shape workstations for Circulation Librarian, Reference Librarian and Librarian.
      2) Directly adjacent to the Circulation/Reference Desk Area with a half-height glass wall for supervision.
   c. Stacks:
      1) Serials (magazines and journals): Provide (40) double-faced shelf units (each unit 3’W x 7’H); 53 titles are to be accommodated in these shelf units, which includes 23 titles for the Nursing program.
      2) Books: Provide (63) double-faced shelf units (each unit 3’W x 7’H) to accommodate both the existing collection as well as the anticipated collection for Nursing/BHS; this amount of stacks should provide 8-10 years of growth.
3) The shelving vendor, Spacesaver, can be contacted for further details about the shelving systems available.

d. Study Areas:
   1) Carrel Seating: (10) double carrel units with 20 chairs.
   2) Table Seating: Flexible, rectilinear tables with seating for 2 and 4; total seating for 48.
   3) Casual Seating: 12 individual units with and without tablet arms.

e. Open Computer Lab:
   1) Inside the LRC so the Circulation Librarian could supervise.
   2) Adjacent to the Circulation/Reference Desk.

f. Computer Labs/Classrooms:
   1) One lab to be dedicated for teaching students how to research.
   2) Second lab to utilized by faculty when they need to bring an entire class to the LRC for instruction; this classroom can also be utilized as an extension of the Open Computer Lab when it is not being used for instruction.

g. Group Study Rooms:
   1) One room with table seating for 10.
   2) Two rooms each with table seating for 6.
   3) Three rooms each with table seating for 4.
   4) Each Group Study Room to include an AV monitor and media jacks for integrated laptop use.

h. Adjacencies:
   1) Open Computer Lab and Computer Labs to be adjacent to the Circulation Desk.
   2) Study Areas: next closest to the Circulation Desk.

i. Stacks: farthest from the Circulation Desk.

j. Tutoring:
   1) Add two Tutoring Rooms with table seating for 4 people each (side-by-side seating); some level of transparency (glass) should be provided for supervision.
   2) Coordinator’s Office is for a part-time position and should accommodate a U-shape workstation and two side chairs.
   3) There are currently 10 tutors with 3-4 in the Tutoring Center at any given time.
   4) In the Math & Writing Learning Center, add (4) tablet arm comfortable chairs, (5) 4-shelf bookshelves, and (1) 5-high file cabinet.

k. Testing:
   1) The Reception workstation is for a part-time staff position.
   2) The GED workstation is for Testing.
   3) Provide 5 (instead of 8) Proctor workstation; these proctors also provide reception services for students.
   4) The LAC Coordinator Office must accommodate a U-shape workstation, 4-drawer file cabinet, bookshelf and 2 side chairs.
   5) Add an open workstation to the Reception Area.
   6) Dan Gorman, Acting LAC Director, can be consulted with regard to the spacing requirements for all testing stations.
2. Meeting Adjourned: 10:30 am

Thank you.

Sincerely,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

JFS
ATTACHMENTS

CC: File: 213007.00 CLC Lakeshore Master Plan: B3

FILENAME: CLCLakeshore MIN 20130923-Library.docx