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Introduction

ANN ARBOR DISTRICT LIBRARY OVERVIEW
Ann Arbor District Library (AADL) serves 166,000 residents through its Downtown Library, Mallets Creek Branch, Pittsfield Branch, Traverwood Branch, and the recently renovated and expanded Westgate Branch. AADL also serves the greater community through outreach to groups and organizations, a robust online presence, and production of new content for the community.

Looking back at 2017:

- AADL had 151,156 registered card holders, with 9,398 new cards issued
- The total door count was 1,835,770 with 29% of those visits being at the Downtown Library and the remaining 71% being at the other branches
- The total program attendance was 126,406 people with 55% of those being adults and 45% being youths and teens
- The total number of events was 2,057
- Up to 70 produced events per month that require audiovisual production support
- The aadl.org website received 76,590,124 page views (209,876 average page views per day)
- AADL had 6,501,554 system-wide circulation transactions with 31% being at the Downtown Library, 22% at Malletts Creek, 17% at Traverwood, 16% at Westgate, and 14% at Pittsfield

Overall, library use is on the rise.

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**Introduction**

**THE ROLE OF THE DOWNTOWN LIBRARY**

Downtown Ann Arbor draws a large number of visitors from out of town and the Library could serve as a great “front porch” for these visitors, however, it is not currently recognizable as a library building. The architecture of the existing building prevents visibility from the street into the building thereby limiting options for the library to advertise their innovative and exciting offerings, many of which break the mold of “traditional library services”. There is a need to see what the Library offers, not just hear about it or read about it on social media.

The original building was constructed in 1958 with expansions in 1977 and 1990. The original Dow building was built when 5th Avenue was still a residential area, not a thriving downtown. All three phases of construction reflected a more institutional style that was popular at the time. The method of expansion was limited by the confines of the library’s site and has resulted in challenges for modern library services, flexibility, and accommodating large events. There are also limitations when it comes to parking in the area, and downtown Ann Arbor currently has no free parking.

The Downtown Library currently houses dynamic events, programming, a popular materials collection, the majority of library staff, and AADL's administration. In addition to library programming, local bookstores, organizations, and many University of Michigan departments rely on the Downtown Library as a space for large events because of the Library’s production capacity, and reach into the local community. The downside here is that these audiences are often too large for the Downtown Library’s meeting rooms, and are increasingly held in the lobby or its alter ego, the “lobbytorium,” which can seat 300 people plus overflow standing space around the perimeter and on the mezzanine above. In order to make this happen, library items in this space are limited to shelving on casters for easy mobility and rearrangement. The Lobbytorium is becoming a popular local venue, both because of its visibility to regular library users, and because there is a lack of similarly sized space in the community.

The need for more and more flexible meeting / event space is a common theme for the Downtown Library and AADL is currently in the process of renovating their 4th floor meeting room to accommodate 200 seats and update its AV systems.

The Downtown Library is seen as the place where you see unique and singular items that are not available elsewhere in the system. However, due to spatial and climate control limitations, the AADL Archives are currently located off-site in a rental space. One goal of the program will be to incorporate the Archives back into the Downtown Library and create an adjacent Reading Room for quiet research, reading, and secure access to precious materials.

The Downtown Library is a headquarters for the AADL staff, and drives innovation throughout the system. AADL encourages staff to pursue their interests and give back by conducting programs driven by their enthusiasm for a topic, so that patrons can expand their horizons, and have experiences they can’t have anywhere else in the community. It is important for a library building to support this type of discovery among both staff and the public.

The goal of the Downtown Library is to provide a space for everyone, and to embrace the diversity that would make all patrons feel a sense of belonging. A multi-generational place that can be used in a myriad of ways by all kinds of people. It does not need to be all things to all people, but it should offer something for everyone. However, the Downtown Library should also be the place where past and present meet, where the history of Ann Arbor is integrated into the building, whether its new, renovated, or expanded.
Introduction

INTENT OF THE BUILDING PROGRAM

In the last two decades, libraries have experienced unprecedented change. Public libraries in general, at a national level inclusive of AADL, have experienced rapid and game-changing transformations at a scale never before seen in the industry. Technology has changed the publishing industry, ushering in a whole new era of electronic materials. Technology has also altered the way traditional library materials and information are accessed and provided. These trends, in turn, have precipitated changes in library workflow and use that require alterations in services, staffing, and public space utilization. At the same time, communities have come to understand that libraries are community spaces where people connect with resources, services, and create ideas and opportunities. Those changes have tremendously altered the library landscape and made an evaluation of how well buildings can adapt to change critical to libraries.

The goal of the Building Program is to provide a road map for AADL to use when evaluating options for their Downtown Library. This document is designed to outline an ideal situation without being specific to either a new site, or to reconfiguring the existing library building. The Building Program is intended to be adaptable to whichever direction AADL decides to pursue, and is focused on describing necessary spaces, adjacencies, and conveying the ideas behind how spaces may be used.

This is intended to be a “working document” that can be updated or modified to assist the Library with internal decision-making regarding the future of the Downtown Library facility.

PROCESS

The building program process used a compilation of data from discussions with library leadership, questionnaires completed by department managers, a large staff input session, library board input sessions, observations by the HBM team during visits, and available building usage data. AADL also provided information about past significant building improvements such as additions, partial or full renovations, roof replacements, and elevator or HVAC equipment maintenance.

This document is organized in layers with the top layer (Priorities) at the front. The Priorities describe both short and long-term space needs. The Building Program section contains recommendations, adjacency diagrams, proposed square footages, and cost information. It is geared towards developing flexible spaces, creating spatial efficiencies, and updating adjacencies. The recommendations also consider optimization of spaces for future library services, and present ideas for how to respond to both a known and unknown future in which formats, technology, and community needs change quickly. Determining what comes next is less the issue than how the Downtown Library can be nimble and adaptable to future change.

Recommendations were developed with an eye toward creating spaces that truly serve the unique needs and demographics of library users at the Downtown Library. AADL’s facilities cannot be one size fits all. Each facility requires thoughtful design to create a tailored and immersive experience that will draw the community into the building to explore, learn, create, and connect.

The ideas expressed in this document are based on the discussions, responses, input, statistics and observations collected in 2018. It is expected that library materials, technology, programming, and service models will continue to evolve, and usage patterns will change. It is intended that this document will be revisited and updated based on the changes that come.
Summary

SHORT-TERM SPACE NEEDS

BUILDING EXTERIOR
- Well-lit and accessible building entry
- Use of glass to bring natural light into the building in a variety of ways, for both public and non-public staff areas
- Use of glass to create great visibility from outside of the building into the space so that passersby can see what's going on in the library, interesting and fun offerings, activity within, and people. This is especially important on the ground level
- Ability to open a portion of the facade for indoor / outdoor events, overflow space, and programs
- Attractive signage that clearly designates this building as a public library
- Opportunity for the Library to advertise events, new offerings, features, etc.
- An external walk-up book drop that would ideally feed into the circulation / processing workroom or as close to that area as possible
- Attractive and easily maintained landscaping selections

SITE CONSIDERATIONS
- Parking is limited in downtown Ann Arbor; consider potential solutions for approaching this issue whether shared parking with another downtown entity or if the Library is able to construct their own parking structure
- Proximity to / accessibility from public transit options
- Integrate adequate site lighting solutions for public and staff safety
- The Library receives a variety of items delivered to the building each day. There is a need for two receiving doors - one with a loading dock, and another that is at grade
- Considerations for separate secure staff and public entries
- Investigate the potential for a patron drop-off area at the main entry, large enough for a single school bus

OUTDOOR SPACE
- Consider a “Front Porch” at the entry
- Consider a decorative garden area suitable for small programs. This space may be located on grade level, on a balcony level, or as a rooftop space, but not accessible when the library is closed
- Consider an outdoor program space that can be used when weather permits to engage the community and display library events to passersby. This space may be adjacent to an indoor program space so that a portion of the facade may open to allow for larger group participation
- Consider a rooftop outdoor program space that requires attendees to enter from inside the library building so that they will need to pass by the great things offered on their way to attend a program and something they didn’t know about might catch their eye
Summary

SHORT-TERM SPACE NEEDS

VERTICAL CIRCULATION
- There is a need for at least two adjacent public elevators in the downtown library. Elevators should be large enough to accommodate multiple patrons using assistive mobility devices, have good visibility. Consider glass elevators for patrons to feel more secure / comfortable
- Investigate either an open, easily visible stair or escalators as another method of accessing multiple floors of the library building
- There is a need for a designated staff / large freight elevator for non-public use and moving carts, materials, furniture, etc. among floors
- A continuous staff stairway or stair tower connecting all staff areas will have a significant positive impact on staff efficiency

ENTRY EXPERIENCE
- A space designed to be accessible, easily changeable, add interest, and keep the experience fresh
- The first thing you see should be a surprise
- Consider after-hours access to meeting rooms and restrooms that could be helpful for hosting events outside of traditional library hours
- Open entry experience with clear signage and intuitive way-finding
- The entry point(s) should be observable by a single staff person
- Good visibility to material returns, the holds area, and a service point

PUBLIC SERVICE POINTS
- Service points should be designed so that the back of a staff person is not exposed to the public
- Considerations for security assistant oversight of the service points
- The main service point in the Youth area should be fixed and designed to be approachable to young children. This may be supported by a mobile service point during peak use hours
- Mobile service points can be used throughout the library to support fixed service points as needed. It would be helpful if these mobile desks could easily fit into an elevator
- Service points should have obvious signage so they can be easily located by patrons
- Sightlines are very important - both to and from the service point

CAFE
- A vendor-operated / restaurant style cafe with tables and / or counter seating with access to power
- A unique area designated for eating and drinking
- Ideally the cafe / restaurant can have its own entrance and easily operate different hours than the rest of the building
Summary

SHORT-TERM SPACE NEEDS

SHELVING & COLLECTIONS
- Shelving organized to create clear sight-lines
- Shelving arranged to promote browsing and discovery
- Consider an increase in merchandising style displays: face-out materials, stacked book displays on tables, mobile stand-alone units, end panel display shelving, illuminated feature display, etc.
- Consider implementing the same modified BISAC approach to the collection at the Downtown Library that is being implemented at branch libraries
- Shelving in central areas could be mobile for flexibility
- Overall, the amount of shelving in the existing Downtown Library is adequate for moving forward. (This does not include the Archive collections) However, the type of shelving may need some re-evaluation for oversized collections like the Tool Library or Art Print collection.

TECHNOLOGY
- Comfortable, technology-rich environments that are used by a variety of people whether students, active adults, children, those who work remotely, entrepreneurs, etc.
- Areas for collaboration whether through the use of enclosed spaces or through the use of furniture
- Security systems to ensure safe spaces for staff and library visitors
- Technology training and support facility that can also be available to outside groups
- Public computer stations for adults clustered in one area with good security oversight. The current amount of 34-40 stations seems appropriate for future use
- Consider some computer stations for multiple people to use at once. This might be more applicable for children and teens
- An increase in access to power and robust network infrastructure for a variety of library users as the shift to mobile devices continues to grow; charging stations may also be used to supplement access to power

SECRET LAB
- Continue providing accessibility to programs and materials that encourage creativity / making while promoting the vital skills of science, technology, reading / writing, engineering, art, and mathematics
- Flexible content creation / maker spaces designed to be agile and easy to re-purpose as this trend evolves. This can be accomplished through the potential development of a room that features a glass wall that could be created using demountable partitions that can be reconfigured in the future
- A new Secret Lab may need to be up to 50% larger depending on the location / proximity of storage that supports this space
- Walls in this space are used for display, and are not available for storage
- This space needs ventilation to the outside and possible also make up air to accommodate equipment used for activities
Summary

SHORT-TERM SPACE NEEDS

PODCAST STUDIO
- A podcast studio and editing suite should be developed and located to support increased public access to this service

LARGE MEETING / EVENT SPACES
- Flexible library spaces that can easily accommodate large programs of around 300+ seated attendees
- Large meeting spaces should be camera-ready
- Flexible program spaces that can be sub-divided to accommodate groups of various sizes with appropriate wiring, technology, and power operated dividing walls
- Consider a “Black Box” style space where tiered seating can be opened or closed for multiple uses instead of fixed auditorium-style seating
- There should be space adjacent to the large event space that can be used for overflow seating or standing room
- Consider the possibility of an indoor / outdoor event space option
- Large flat-floor space suitable for expos and vendor fairs, accommodating up to 60 6’ tables
- This is a space that should be able to capture the interest of library visitors who are unaware that an exciting event is happening. Consider visibility into this space from the lobby to entice patrons in the same way that “lobbytorium” events do now in the existing building

STUDY / CONFERENCE SPACES
- A variety of small group study spaces are in demand whether they are enclosed (but without doors) for privacy, semi-private, or even created using furniture
- A number of small 5-10 seat meeting rooms with doors, bookable by groups for small meetings
- There is also a need for larger conference rooms that can be used by both public and staff for groups of around 20+ people
- Consider developing “equipment-ready” rooms that can be reserved ahead of time with equipment for recording, music creation, sewing, etc., and have good visibility from a staff service point

YOUTH AND TEEN AREAS
- There is a need for a “family place”, a spot where families can interact together to play games, research, read, share, create, etc.
- Consider incorporating a deeper engaging “play, learn, and grow” space that goes beyond early literacy skills to include interactive manipulative elements and activities in the Youth area
- Investigate ways to approach and design an area that would naturally draw teens without necessarily labelling it as a Teen Area. This space might include innovative and interactive technology, interesting lighting, fun / flexible seating configurations, both loud and quiet areas
- Teen spaces can be designed to appeal to adults during the day and teens after school creating a multi-purpose space that can be used in a variety of ways
Summary

SHORT-TERM SPACE NEEDS

ARCHIVES

- The archival collection is currently located off-site but should be incorporated into the Downtown Library to improve access to these collections, better support educational programming about the area, and this should be their home.
- Archives was removed from the building due to lack of space and the limitations of the existing building's HVAC systems.
- The collection storage areas may require compact shelving for some materials and a cold storage room for other items.
- The collection may be separated into parts so that different types of storage areas can offer different fire suppression systems.
- This is a collection that has unpredictable growth in timing, size, and material type depending on donations that are made to the Library.
- The Archive collections should be supported by an adjacent formal Reading Room that provides access to an Archivist, a haven for researchers, and those looking for quiet study space.
- A design that features a single entry point and a staffed service desk will expand the types of archival materials that can securely be accessed.

STAFF WORK AREAS

- Staff work areas should have access to natural light.
- A combination of collaborative team project spaces and quieter work area with designated work stations.
- Adjustable height workstations are very popular.
- Processing areas should have large flexible work tables for handling materials and equipment.
- Space for moving carts around.
- An Administrative Suite including Finance, Human Resources and Administrative staff should be located on the entry floor if possible.

SUSTAINABLE DESIGN CONSIDERATIONS

- Consider incorporating a raised access floor for both flexibility and more efficient energy use where the usable space is conditioned as opposed to the entire volume of space.
- Consider incorporating day-lighting controls.
- Energy efficient HVAC equipment and lighting fixtures.
- Finishes with low VOC materials for paint / wall covering, carpeting, adhesives, etc.
- Designed to achieve sustainable certification at a minimum (formal certification may not be sought).
Summary

SHORT-TERM SPACE NEEDS

COMMUNITY PARTNERSHIPS
- Connecting to the Community through annual programs with local schools hosting second graders to visit, tour, and feel comfortable with the offerings at the Downtown Library
- Local groups, organizations, and companies frequently reserve meeting spaces within the library
- Campus groups frequently partner with the Library to reach the off-campus community
- AADL is currently involved in numerous partnerships with a wide range of organizations that are both city-wide and county-wide

POTENTIAL TENANTS
- The Library may consider allocating space within a new Downtown Library for tenants. This potential space will not be included in the square footage projections noted in this document.
- A locally owned and operated restaurant-style cafe may be one potential tenant for this building.
- Street level access for tenants
- Consider potential office space tenants - this type of space could be used for future library expansion opportunities

RESTROOMS
- Barrier-free public restrooms located on each floor of the library where there is public space. These restrooms should be in clear view of a service point
- Gender neutral / “family” unisex style restrooms should also be provided and not labelled per a specific gender. These restrooms could be the Family Restrooms within or near the Children’s area, and these could be additional unisex restrooms to support public use. Regardless, these should be located within clear view of a service point
- Family restrooms should be located within, or adjacent to, the Children’s area and in clear view of the service point
LONG-TERM SPACE NEEDS

One of the most important considerations for the Downtown Library is long-term flexibility and the ability to adapt to future changes in services, materials, programs, and technology.

Flexibility in layout can be accomplished by using furniture like de-mountable partition walls to create spaces. We have found that these glass partition walls work well for study rooms, conference rooms, and office space layouts. They can provide flexibility and visual transparency where needed. More importantly, as usage patterns change over time, these types of walls provide an easier option for reconfiguration than traditionally constructed walls.

A new Downtown Library should take innovations in infrastructure under consideration such as a raised access floor. This type of system allows for total flexibility in the configuration of the main library space by being able to relocate technology wiring, access to power outlets, and contributes to the sustainability and efficiency of heating and cooling systems. Under-floor air distribution systems used with a raised access floor allow you to only condition the space that people are occupying instead of the entire building volume. Under-floor air distribution also presents flexibility and added comfort allowing for easy regulation of air flow and movement of vents when library space is reconfigured. This system also presents both a cost and energy savings because you may be able to purchase and install smaller mechanical units.

Considerations should also be made for potential future expansion on the site. Building and structure design should take into account the potential for enclosing / occupying rooftop spaces on upper floors, and even expanding the building vertically if the site is limited.

It is important for the Downtown Library to be able to develop and sustain spaces that meet the current needs of the community and have the flexibility to transform to accommodate future change. Having service points, displays, and seating that can be easily reconfigured can also give the entry experience a new look and feel to keep things fresh without undergoing a renovation project. The focus of long-term adaptability is to ensure that you continue to develop a space for everyone.
Building Program
Recommendations

LOBBY

About / Description
The first thing you see when entering the building should be a surprise. The library does not need to
market to avid readers, it needs to market to everyone else. Especially to people who are unaware of the
unique things the library offers.

When you enter the library you should be able to see the diversity in a shared space while feeling a sense
of belonging. This building should demonstrate a connection both to the past and the future of the Ann
Arbor District Library.

Functionality
• Ability to see into the lobby area from outside the building
• An inviting space with clear sightlines for easy and intuitive way-finding that can be supplemented by
directional signage
• People should see staff so that patrons know they are there to help them
• This area should have a “wow” factor that inspires and invites patrons to explore the rest of the library
• A space designed to be accessible, easily changeable, add interest, and keep the experience fresh

Components
• A staff service point that can provide oversight to the main entry with a single person
• Displays that advertise the unique items and programs the Library offers

Adjacencies
• The staff service point should be visible to other staff members for added security
• The Lobby should be adjacent to the Cafe
• The Lobby should be proximate to the Large Event Space
• Vertical circulation elements like the public elevators and main stair should be clearly visible
• Material returns and the holds area should be clearly visible
Building Program
Recommendations

CAFE
About / Description
The Library has been successfully working with a local coffee shop to operate a location in their Westgate Branch. There is a strong demand for a vendor-operated cafe at the Downtown Library and enough of a population to support a Cafe outside of library use.

Functionality
• The Cafe space will need to be open to customers outside of library hours in order to drive the amount of business required to remain profitable
• A separate exterior entry would be ideal for the Cafe to hold their own hours
• The entry from the Cafe into the main space of the library should be able to be secured for separate use whether with glass doors, a gate, etc.

Components
• The selected vendor partner will determine the type of equipment needed to outfit this space
• A combination of seating types is important (counter style seating, 2-person tables, a large communal table, 4-person tables, etc.)
• Seating for at least 40 patrons would be ideal
• Durable finishes that can be easily cleaned / maintained
• Access to power outlets / USB charging ports

Adjacencies
• This space should be adjacent to the Lobby and visible from the entry
• The Cafe should be located on the ground floor and on an exterior wall
• Consider a secure outdoor patio area with cafe tables
OUTDOOR EVENT SPACE

About / Description
This space is not included in the building square footage and will be determined once a site is selected and the design is developed. These steps may be needed for evaluating the viability of a rooftop space and / or a ground level space.

Functionality
- Infrastructure on the site to have outdoor events whether at ground level
- Due to the tight lot sizes in downtown Ann Arbor, a rooftop terrace for hosting outdoor library events could be considered. This space should only be accessed by going through the library building for control and security measures.

Components
- An outdoor event space would need infrastructure to support audio amplification, lighting, and power distribution. As part of an inside stage that can be opened to the outdoors, this infrastructure could do double duty: if dedicated to outdoor events it would require weatherproof endpoints for power, audio, video, and network cabling distributed throughout the space to support unanticipated use of the space.
- A capacity of 200-300 outdoor attendees would support many routine library events: proximity to closeable streets or parking that could support occasional larger events, up to 1500 attendees, would be a very useful space to support unforeseeable opportunities. Regardless of whether or not this space is inside the library's perimeter, a focus on temporary, moveable seating and furniture will retain the space's flexibility without introducing new security concerns.

Adjacencies
- A ground level outdoor event space should be adjacent to the large event space / meeting room
LARGE MEETING SPACE

About / Description
There is a need for flexible space that can easily accommodate large programs of around 300 seated attendees. Consider a “Black Box” style space where tiered seating can be opened or closed for multiple uses instead of fixed auditorium style seating. This is a space that could be adapted / reactive to any type of event that is brought to the Library.

Functionality
- A multi-use space designed for 300+ person events (seated)
- This space should be camera-ready for recording and broadcasting live events
- This space should be sub-dividable to accommodate groups of various sizes with appropriate wiring, technology, and power-operated dividing walls
- Consider the possibility of an indoor / outdoor event space
- This is a space that should be able to capture the interest of library visitors who are unaware that an exciting event is happening. Consider visibility into this space from the lobby to entice patrons in the same way that “lobbytorium” events do now in the existing building
- Consider after-hours accessibility to this space

Components
- Tiered seating that retracts for flexible use of the space
- A large flat floor space suitable for expos and vendor fairs, accommodating up to 60 6’ long tables
- The flat floor should be durable to handle retractable seating
- Stage components
- Lighting grid
- Consider a “green room” for visiting speakers / performers
- Increased opportunities on the exterior of the building / on the site for advertising events

Adjacencies
- Visibility into this space from the Lobby would be helpful for advertising events and drawing in patrons who are visiting the library for other reasons
- A space that can be used for overflow seating or standing room for popular events
- An exterior wall that can potentially be opened using overhead doors or french doors for events that are both inside and outside / reactive to adjacent outdoor space
- Table and chair storage
- Proximity to small kitchen
- Public restrooms
- Loading dock area
MEDIUM MEETING ROOM
About / Description
The library currently has two meeting rooms sized for 150+ seated program attendees. One located on the lower level with a fixed stage and fixed auditorium-style seating, and the other on the fourth floor which is currently in the process of a reconfiguration.

Functionality
• Consider after-hours accessibility

Components
• Seating for 200 (this space would accommodate programs for 150-200 people)
• Lightweight rolling / folding tables that are solid all the way through / can be buffed for removing stains
• Lightweight stacking chairs
• Presentation and broadcast capabilities

Adjacencies
• Proximity to a kitchen
• Proximity to public restrooms
• Proximity to an entrance / exit for any potential after-hours access

SMALL MEETING ROOMS / CONFERENCE ROOMS
About / Description
The library currently has a board-style meeting room that is often rented by outside groups. This room is ideal for uses that require privacy and a space without windows. It is currently used by lawyers for depositions, juried art shows, and by government entities. Conference rooms are needed both for public and for staff use.

Functionality
• Consider window treatments if this space has interior glass connecting it to the remainder of the library for privacy
• This room should be lock-able

Components
• A large table that is composed of smaller pieces for easy reconfiguration of this room. The large, single piece table is currently limiting in functionality
• Seating for 20+
• Presentation capabilities

Adjacencies
• Proximity to a kitchen would be ideal
Building Program
Recommendations

STUDY / COLLABORATIVE ROOMS (ENCLOSED)

About / Description
A variety of small group study spaces are in demand whether they are enclosed (but without doors) for privacy, semi-private, or even created using furniture. Consider quadrupling the number of study rooms to meet demand for this type of space.

Functionality
- 8 study rooms for 1-2 people should not have doors for safety and should have glass for visibility
- 6 study rooms for 5-8 people could have doors but should have glass for visibility. These rooms could be book-able by groups in advance. These rooms could be for both public and staff use.

Components
- Table and chairs
- Write-able surfaces
- Power outlets / USB ports for charging
- Presentation capabilities for 5-8 person rooms
- Glass walls where possible for clear sightlines / visibility
- Consider using demountable partition walls instead of fixed walls for future flexibility and potential reconfiguration as needs / demands change over time

Adjacencies
- Good visibility from a staff service point
- The majority of study rooms could be located in the Adult area(s)
- 2-4 study rooms of varying sizes should be located adjacent to the Kids and Teen areas
EQUIPMENT-READY ROOMS

About / Description
Consider developing “equipment-ready” rooms that can be reserved ahead of time with equipment for podcast recording, music creation, sewing, etc.

Functionality
• 6 study rooms for 2-3 people that can be reserved in advance for using equipment that is available for public use outside of scheduled programs / events that might take place in the Secret Lab or a recording studio
• These spaces could also be used as book-able study rooms when not needed for equipment use

Components
• Table and chairs
• Power outlets / USB charging
• Glass walls where possible for clear sightlines / visibility
• Lockable doors to optionally restrict access to delicate / expensive equipment

Adjacencies
• Good visibility from a staff service point

STUDY / COLLABORATIVE (OPEN)

About / Description
Consider utilizing furniture to create study spaces and small group meeting areas without the need for constructing physical walls. Using furniture to create spaces provides inherent flexibility

Functionality
• These pods provide a different type of seating option for open collaboration while sharing technology, having a discussion, or for individual study
• Pods can be located in noisy or quiet areas that would dictate their type of use with more collaborative and open pieces designed for groups located in spaces designed for louder interaction and pieces designed for 1-2 people located in more naturally quiet areas

Components
• Collaborative furniture / booths
• Power outlets / USB ports for charging
• Partitions for implied privacy, not actual privacy
• Some of these furniture pieces could contain screens for presentations and sharing information

Adjacencies
• Good visibility from a staff service point
Building Program
Recommendations

**KIDS AREA**
**About / Description**
There is a need for a “family place” in the library. A spot where families can interact together to play games, research, read, share, create, etc. This could be an intermittent space between the Kids area and the open flow of the remainder of the library. The Kids area should “pop” and consider expanding this area to at least 1.5 times the existing square footage.

**Functionality**
- Consider an enclosed space that uses glass for visibility and noise reduction for outside of this area
- Consider a play area with toys that can be used even when a storytime is in progress
- Only one public entry / exit point to this area

**Components**
- Juvenile collections, picture books, board books, and kids A/V collection
- A play area that does not rely on interactive fixtures, but rather pods for children to explore / play inside of, an art table, and toddler tables. Each of these areas would have changeable items to remain engaging and fresh
- Computer stations for kids aged 14 and under
- Consider 1 or 2 of these computer stations to be designed for two children to share one screen
- Touchscreen / Tablets for educational games
- 4 study rooms (without doors, and enclosed in glass)
- 2 Family / unisex restrooms that are not gender labelled and are in clear view of the service point
- Consider adding a mobile service point that can be used during peak usage times
- A Storytime area that is open to the remainder of the Kids Area that can host at least 80 -100 attendees at each event (with adequate storage)
- Consider either a flat floor or stepped amphitheater style area for Storytime
- Storage area that can also house supplies for Homework Help
- This area should contain furniture that is sized appropriately for young children, furniture for juvenile children, and furniture for adult caregivers. Additionally consider “chair and a half” pieces that can fit both a young child and caregiver to share a book together
- Must have a fish tank in this area

**Adjacencies**
- This area should be located on the first floor / ground level for easy access by patrons with strollers
- Located so that young children cannot run from this space directly out of the main entry without caregivers noticing / being able to catch up to them
- This area should not be buried deep into the library, it should be on display
Building Program
Recommendations

TEEN AREA
About / Description
Investigate ways to approach and design an area that would naturally draw teens without necessarily labelling it as a Teen Area. This space might include innovative and interactive technology, interesting lighting, fun / flexible seating configurations, both loud and quiet areas.

Functionality
- A space designed to naturally appeal to teens
- This space might be partially enclosed or located in a large alcove for mitigating noise transmission
- This space will house the Teen collection
- Teen areas tend to have components that can be used by adults during the day and teens after school creating a multi-purpose space that can be used in a variety of ways
- Teens should feel welcome throughout the library building

Components
- Collections displayed both spine and face-out to encourage discovery
- Collections arranged to create “nooks” for implied, but not actual privacy
- Collaborative seating area for group projects and interaction
- Seating for 1-2 people to study individually or in a pair
- Fun / appealing soft seating (not couches)
- Consider 4 public computer stations or touchscreen displays with at least one station designed to be shared by 2 teens
- Consider a large multi-panel screen that can be used for watching sports, movies, or gaming whether as one large image or subdivided for multiple consoles
- 2 study rooms (without doors, and enclosed in glass) that can accommodate up to 4 people for quiet study
- Consider white boards / white board walls for collaborative spaces within this area
- Consider a mobile service point that can be located near this area during peak usage times
- Access to outlets and USB charging ports throughout this space and incorporated into furniture
- Consider incorporating gaming stations in this area

Adjacencies
- This area should have clear visibility to a staff service point but may not need to have its own designated / fixed service point
- Proximity to the Kids Area so that Teens can access the Kids Service Point
- Proximity to the Equipment Ready Rooms to promote access to technology and creative equipment
Building Program
Recommendations

COLLECTIONS

About / Description
The Downtown Library contains a popular materials library that is kept up to date and in line with current trends in collection management. The Downtown Library also houses the unique Tools collection and Art Prints collection that contain large items that can only be returned by walking into the building. These are large items that require their own unique shelving / display that is appropriate to these materials.

Functionality
- The current amount of space allocated to collections in public areas is good for meeting demand
- Shelving organized to create clear sight-lines
- Shelving arranged to promote browsing and discovery
- Shelving in central areas could be mobile for flexibility
- Adult collections should not be housed on top and bottom shelves to that materials are more accessible and easy to browse
- The Library hopes to implement the same form of modified BISAC at this location that is currently being implemented in the branch libraries
- Type of shelving may need some re-evaluation for oversized collections like the Tool collection or Art Print collection
- Would like to be able to integrate display into collections for feeling of serendipity
- There should be a clear path (all on the same floor level) for collections to flow from back of house processing spaces to the public areas. It would be convenient if all processing areas were on the ground level. A lot of time is being spent moving materials in the elevator currently
- The entire run of the Fiction collection should be located together, and the same for the Nonfiction collection

Components
- Shelving should not be more than 5 shelves high in order to maintain sightlines throughout the space, except along permanent / exterior walls
- Specialized shelving for oversized collections (Tools and Art Prints)
- Mobile displays in the Kids area are effective for circulating materials
- Shelving for picture books should be 3 high, shelving for juvenile collections can be up to 4 or 5 high
- Shelving for Teen collections should be arranged to create a “nook” feel of perceived privacy (not actual privacy) It might be more valuable to have face-out materials here because many teens like the act of discovery
- Merchandising style displays: face-out materials, stacked book displays on tables, mobile stand-alone units, end panels with display rails, illuminated feature displays, etc.
- Consider replacing traditional catalog stations with touch-screens that can be mounted to end panels in the collection areas

Adjacencies
- Collection processing should be located adjacent to the deliveries area and the check-in / check-out service point. This includes the Tools collection processing area
- Book drops that feed in to the building should be adjacent to or feed directly into the processing area
- Prefer the Fiction shelving not be adjacent to the public computers area
ARCHIVES

About / Description
The Archives area is currently located in a leased space off site from the Downtown Library. One of the objectives of a new Downtown Library will be to incorporate the Archives collections to increase visibility and access. The size, growth, and material types of this collection cannot be easily predicted due to the nature of donations. The collection contained herein is primarily culturally valuable, not necessarily monetarily valuable.

Functionality
- Humidity control
- Temperature control
- Fire protection methods (consider a clean agent fire suppression system in select areas)
- The collection can be divided / zoned for different fire protection systems
- This collection uses wall space for display and may also require one 3-D case
- The space does not require windows, nor does it need to be located on the first floor

Components
- File drawers
- Flat files
- Compact shelving is okay in the storage area - most likely for newspaper collections which currently occupy 1,200 - 1,400 SF
- Cold storage room sized to accommodate growth (currently using approximately 400 SF of 2,300 SF)
- Freezer for nitrate film that is in a secure area in the event of combustion
- Office space for the department manager
- Cubicles / Partitioned offices for Archive department staff of 10, not including manager’s office.
- Digitization area / workstation (a cubical style area for larger format scanning set up with a camera)
- A designated service point staffed by an archivist

Adjacencies
The Archives area should be adjacent to a Reading Room where patrons can find a quiet respite for research, study, reading, etc.
READING ROOM

About / Description
The Reading Room is a new space for the Downtown Library. With the ability to relocate the Archive collections into this building, a quiet space designed for research, study, and reading is needed.

Functionality
- Wall space may be utilized for display of archival elements
- The space may contain the Archives Service Point
- The location of this space will be determined by the location of the Archives area

Components
- A Microfilm Reader until the collection has been completely digitized
- Seating at larger tables with a more traditional / historic feel.
- Soft seating for those who come in to read books in addition to patrons here to conduct research
- Consider a focal point for this room such as a fireplace, piece of artwork, etc.

Adjacencies
- The Reading Room should be adjacent to the Archives areas
- Typically, the most quiet space in the library should be located furthest from the Main Entry
OPEN SEATING AREAS

About / Description
One of the comments heard most throughout this process is the desire to have access to natural light in public seating areas. Furniture selections should reflect the design intent and style of the interior space.

Functionality
- These should be comfortable areas that provide a space for all kinds of users and feature a variety of furniture types
- Seating should not be hidden from view

Components
- Soft seating with occasional tables that contain power outlets / USB charging ports
- Table and chair seating for groups of 2 people and groups of 4 people
- Tables should contain power outlets / USB charging ports
- Square / rectangular tables provide added flexibility versus round tables, as they can be placed next to each other for accommodating groups of various sizes
- Furnishings should be durable, comfortable, and attractive

Adjacencies
- Located throughout the building in open areas
- Seating in naturally quieter areas (typically on upper floors) should have furniture that aligns more with individual use
- Seating in naturally noisier areas (typically on the main level or near the entry) should have furniture that aligns with collaborative / group use
PUBLIC COMPUTERS

About / Description
The Public Computer area is well used by a variety of patrons. While use is consistent, it does not currently necessitate time limits on use or reservations for computer stations. Due to security risks, fixed desktop computer stations are currently preferred to mobile laptop or tablet computers. A laptop / table dispenser is also not needed at this time.

Functionality
- Although this area is currently best set up using desktop computer stations, design considerations should be made to accommodate future changes in technology and use patterns
- Additional outlets / USB ports should be provided in this area for charging personal devices
- Computers should be arranged so that all screens can be seen by one staff person as they walk past for easy monitoring

Components
- 30 - 40 public computer stations seems sufficient for now. There is not enough of a demand currently to necessitate any time limits for use and usage continues to trend downwards
- Fixed desktop style computer stations are preferred to laptops at this time

Adjacencies
- It would be preferred if the public computer stations were not adjacent to the Fiction collection or the Kids / Family area
- This space does not need to be on any specific floor
- Considerations for glare should be made if this area has windows bringing in natural light (some windows would be preferred)
- This area should be adjacent to a service point with room for security staff or proximity to the security office
BUILDING PROGRAM

Recommendations

COMPUTER TRAINING LAB

About / Description
A Computer Lab / Training Lab is needed both for internal use and for use by outside organizations who are interested in reserving this space for their own employee training programs. This space is not currently available for public use outside of scheduled events, and may continue as such.

Components
- This should be a lockable room
- This space should contain 30 desktop computer stations, plus room for a standing station for a trainer / presenter
- A large screen with good sightlines for each station is required
- Use of glass for visibility into this space

Adjacencies
- This space does not need to be on any specific floor
- Considerations for glare should be made if this area has windows bringing in natural light (some windows would be preferred)
- Consider if this space should be accessible to the public for overflow computer use or as bookable computer stations

PODCAST STUDIO & EDITING SUITE

About / Description
A podcast studio and editing suite should be developed and located to support increased public access to this service. This space should be composed of two adjacent rooms with clear visibility so that the people in the recording studio can see the person in the editing suite and vice versa.

Functionality
- Bookable by local community groups / partners who are experienced in producing podcasts
- This is separate from the equipment-ready room with podcast equipment and intended for staff and professional use

Components
- The equipment needed for both the studio and editing suite will be specified by the library during the design phase
- Sound baffling panels should be incorporated into the design. These panels may also be specified during the design phase

Adjacencies
- Adjacent to the Marketing / Communications staff work area
- Visible from the public area of the library so that patrons know this is available and can be directed to the Equipment Ready Rooms
SECRET LAB

About / Description
The Secret Lab is a messy program room that is used for a wide range of art / craft / tech programs and events. The name “Secret Lab” should be kept in the new Downtown Library. This space could potentially increase by at least 50% in order to accommodate demand for program attendance and necessary storage.

Functionality
• There is some tension in this space between storage and programming
• Ability to hold large events like the Bob Ross events, sewing, and letterpress
• Have 100-150 people attending Secret Lab events
• Walls are often used for display, and cannot be used for storage

Components
• Need ventilation to the outside for equipment like the laser cutter
• Large sink(s)
• Consider garbage disposals
• Consider a dishwasher and microwave (not for food use)
• Seating for 150 people at tables
• Consider tables with locking casters that can be reconfigured to accommodate different types of programs / events
• Locking storage cabinets that can slide under the counter tops or tables with locking casters
• Durable finishes that can be easily cleaned and can take abuse

Adjacencies
• Storage space for the Secret Lab
• There is a demand for crafting space outside of program hours. This need might be filled by having equipment - ready study rooms that can be set up with a sewing machine
BUILDING PROGRAM
Recommendations

FRIENDS OF THE LIBRARY (FAADL)
About / Description
The Friends of the Library are a volunteer organization that supports library programs, activities, and the overall benefit of the library through book shop sales and donations. This group has been active since 1953 and typically contributes approximately $100,000 to the library annually. The downtown library currently houses the Friends Book Shop (on the ground level) and a large storage area in the basement level.

Functionality
• This space should be able to function as a retail shop even though it is a non-profit organization
• The appearance could be more in line with retail trends
• There might be some potential for the Friends to sell library themed merchandise (tote bags, apparel, mugs, etc.) in addition to donated materials

Components
• A space that contains some glass for visibility into the space and merchandising opportunities
• Display tables for browsing featured / topical materials
• Shelving for housing additional materials
• A small rolling counter / service point with cash register and point of sale display
• A sorting and storage area for evaluating donated materials

Adjacencies
• This area should be located on either the ground level or lower level
• Potentially located adjacent to the Cafe space
EXHIBIT SPACE

About / Description
The Downtown Library is a highly in-demand location for travelling art exhibits featuring both national and international artists, in addition to frequent exhibits of work mounted by local artists.

Functionality
- This space should be flexible to accommodate a variety of artistic mediums in open display, secure display cases, and mobile display cases
- Exhibit spaces should be located on each floor of the library building to help visitors wander through the building and see the library that way, while allowing booking of exhibits of different sizes on single floors, or spread across the whole building

Components
- Free standing exhibit furniture
- Possibly add seating in this area so patrons feel encouraged to stop and spend time here

Adjacencies
- This area may be adjacent to the meeting / event spaces
- May be adjacent to the cafe space / lobby
- May be incorporated into an open seating area
- Consider proximity / accessibility to a storage area for needed display cases
- Exhibit spaces should be located in public spaces on each floor of the library building
Building Program
Recommendations

STAFF AREA / GENERAL

The current organization of staff work areas is inefficient and necessitates multiple elevator trips consuming much of the day for busy staff members. It would be ideal if the staff work areas could be stacked for easier movement between floor levels via both a continuous stair, elevator, and contain a true freight elevator for easier vertical transport of large items.

Staff work areas should contain a combination of collaborative team project spaces and quieter areas with designated work stations that have access to natural light wherever possible. Consider adjustable height workstations where appropriate.

STAFF AREA / ADMINISTRATION

About / Description

The Administration area should contain offices for Library Administration, the Finance Department, and the Human Resources Department.

Functionality

- Although staff in this area deal with sensitive topics, this area should not be hidden from the public area of the library
- Offices for Human Resources staff should not have glass opening views to the remainder of the space to maintain privacy for staff members who are visiting with HR

Components

- 2 Administrator offices, 3 HR offices, 2 finance staff offices, 2 spare workspaces
- Inviting reception area with a desk, waiting space, and ample workspace for the administrative assistant
- Staff conference room seating 8-10 people

Adjacencies

- Locate the Administrative departments so they are more accessible to the public, and not hidden on the top floor of the library
- Consider locating this area on either the first or second level
STAFF AREA / DEPARTMENT MANAGERS & SUPERVISORS

About / Description
The Department Managers and Supervisors should be both accessible to other staff and also have some privacy to complete quiet work and have sensitive conversations.

Components
- 8 offices
- Offices should be outfitted with a desk, task chair, shelf and/or cabinet storage, and two guest chairs
- Offices should have glass panels or doors with windows for visibility

Adjacencies
- Offices should be located adjacent to each other for collaboration between departments

STAFF AREA / PUBLIC EXPERIENCE & DESK SERVICES

About / Description
This is a back of house space where service desk staff, outreach techs, and event techs can work on off-desk projects.

Functionality
- A flexible work area where service desk staff can perform off-desk tasks and collaborate on various types of projects.

Components
- 1 office for the department manager located in the Department Managers & Supervisors area
- Workstations for 12 employees
- Consider adding mobile supply carts that desk staff can easily take with them from the workroom out to the public service desk and back

Adjacencies
- This area should be convenient to accessing the public space
Building Program
Recommendations

STAFF AREA / MARKETING & COMMUNICATIONS

About / Description
This department is important for advertising and promoting library events, programs, new materials, and new technologies. This is a driver for increasing awareness of what the library offers while actively participating in the community at large.

Components
- 1 office for the department manager located in the Department Managers & Supervisors area
- Workstations for 6 employees
- Large flexible work table for handling and manipulating large materials
- Space for a large format printer and supplies
- Space for additional graphics production equipment and supplies

Adjacencies
- This should be convenient to the Events & Production Staff area

STAFF AREA / EVENTS & PRODUCTION SUPPORT STAFF

About / Description
The events staff and production support team have to be flexible and adaptable to accommodate a wide variety of events, in various spaces throughout the Downtown Library and also supporting events that are held at branch locations.

Functionality
- Offices / more private workstations would be helpful for accommodating staff having sensitive conversations

Components
- 1 office for the department manager located in the Department Managers & Supervisors area
- 1 office for the production supervisor
- Workstations for 15 employees
- A storage area for event materials; the Downtown Library houses event items for all of the buildings in the library system
- A storage area for loose production equipment

Adjacencies
- This area should be adjacent to the Podcast Studio & Editing Suite
- This area should be convenient to the Marketing / Communications department
Building Program
Recommendations

STAFF AREA / PRODUCTION LIBRARIANS
About / Description
The production librarians build and maintain the collections of the library and produce new content, events and services for library users.

Components
• Workstations for 10 employees
• Shelving / storage for items / cart space in cubicles
• 3 of the 10 office spaces are tool-oriented and need oversize work spaces with substantial storage

Adjacencies
• This area should be adjacent to the Marketing & Communications department
• This area should be adjacent to the Events and Production Support Staff
• This area should be adjacent to the Public Experience department
• This area should be convenient to the Youth Services department

STAFF AREA / ACQUISITIONS
About / Description
The Acquisitions Department is important for collection management / development and is responsible for the purchase and preparation of materials and resources. The department may select vendors, negotiate consortium pricing, arrange for standing orders, and select individual titles or resources.

Components
• 2 offices
• Workstations for 8 additional employees
• Large flexible work tables for handling materials and equipment
• Space for moving carts around

Adjacencies
• This area should be convenient to the Processing department and have an easily navigable route to the loading dock. Up to 50 packages arrive for this department daily
STAFF AREA / CALL CENTER DESK

About / Description
The Call Center desk is a staffed position in the staff area where inbound phone calls are handled during call center hours. It is staffed in shifts by staff throughout the organization.

Components
- One workstation that can fit 1 or 2 call center staffers
- Consider an adjustable height workstation for added comfort / flexibility for the staff member who is working here
- This station should have access to a window / natural light as a perk to whomever is assigned to work this desk

Adjacencies
- This area should be adjacent / within the Production Librarian or PEDS workspaces for easy access to additional help when needed

STAFF AREA / YOUTH SPECIALISTS

About / Description
Youth Specialists are Librarians and Library Technicians who focus on Storytime, Kids events, Kids materials, and Desk service to Kids and Families.

Components
- Workstations for 8 employees
- Storage for crafts, decorations, and supplies
- Large flexible work table for creating and manipulating large materials
- Staging area
- Washing machine
- Views from the workroom to the public Kids Area so that staff can see when other staff out on the floor need added help
- A Kitchenette area would be helpful here

Adjacencies
- This area should be adjacent to the Kids Areas
Building Program
Recommendations

STAFF AREA / IT OPERATIONS

About / Description
The IT Operations staff collaborate with a number of other departments and serve multiple areas in the building. Both collaborative and quiet work spaces would be beneficial to the work flow.

Components
• 4 staff offices
• 8 staff workstations
• A separate workstation for setting up new equipment with an open table containing access to multiple outlets this configuration would be more effective than a traditional desk
• A collaborative space for the developer(s) to work with other and keep feedback flowing
• Perhaps in an open space but away from others to keep noise from traveling
• A server room that can be vertically stacked with server rooms on other floors for ease of running conduit
• Convenient access to multiple outlets at each workstations
• Consider installing USB outlets in this area as well

Adjacencies
• This area does not have any required adjacencies other than being within the stacked staff area

STAFF AREA / SECURITY

About / Description
Security personnel are part of the library staff and provide a vital service to the Library. This area may be located so that security staff have easy access to all parts of the library

Components
• 1 staff office
• 2 staff workstations
• A security workroom should contain camera monitors for oversight of both the interior and exterior of the library

Adjacencies
• This area should be convenient to the public computer area
• Consider a Security outpost near the main entry
Building Program
Recommendations

STAFF AREA / PROCESSING
About / Description
All returns for the Downtown Library come through this area. Automated Materials Handling systems are not being considered at this time.

Functionality
- Staff sort items directly to carts for improved efficiency
- Combine this area with the Tools processing area for a centralized materials processing area
- Incorporate windows for natural light throughout this area if possible
- Sufficient open space / clear paths for moving carts around

Components
- 5 open workstations for full time staff
- 1 dedicated office for the Circulation Supervisor
- Large flexible work tables for handling materials and equipment
- 2 offices for Tools processing staff
- Large sink area for cleaning Tools collection items
- Shop vacuuming area for cleaning Tools collection items
- Battery charging area for Tools collection items

Adjacencies
- Adjacent to the Loading Dock and Receiving area would be ideal
- Proximate to the Check in / check out area
- Proximate to the external book drop (adjacent would be better if possible)
- If this area cannot be located on the ground level adjacent to the Receiving area, then it should be adjacent to the freight elevator
Building Program
Recommendations

STAFF AREA / LOADING DOCK & RECEIVING
About / Description
Everything that enters the building / is delivered to the building comes through this area including materials, Friends donations, furniture, etc.

Functionality
• This area should have direct access to the freight elevator
• This area should be enclosed with doors separating this from other staff areas for temperature control
• Staff Entry and Clock in station if site conditions allow for a combined loading dock / staff entry.

Components
• Two receiving doors; one with a loading dock, and another that is at grade to accommodate different types of delivery vehicles
• Small security office for tracking deliveries and visitors to the library
• Storage for outbound library carts and holding space for inbound deliveries (does not need to be secure)

Adjacencies
• Processing area
• Freight elevator
• Staff elevator (if this area will still contain the primary staff entry)

STAFF AREA / MAINTENANCE SHOP
About / Description
The Downtown Library Maintenance Shop supports the entire library system: no similar space exists at branches. Maintenance staff use the shop for storage and access to woodshop tools and work benches to enable light repairs and special projects.

Components
• Storage for maintenance supplies
• Storage for tools
• A large slop sink
• Workbenches for repair / construction of items
• Space and work surfaces for large fixed power tools

Adjacencies
• This area should be convenient to the Freight Elevator
• This area could be located on the lower level
Building Program
Recommendations

STAFF AREA / STAFF LOUNGE
About / Description
A lounge and kitchen area for staff to enjoy their breaks, store and re-heat meals, socialize, and relax.

Components
• A kitchen area outfitted with a refrigerator, microwave(s), toaster oven, coffee maker, and cabinets for storage
• Staff lockers for secure storage of personal items may be located here
• Table and chair seating for 10 people
• Consider some counter style seating in addition to table and chair seating (with access to power)

Adjacencies
• This area does not have any required adjacencies other than being within the stacked staff area

STAFF AREA / LACTATION ROOM
About / Description
There is a need for a staff lactation room to provide a comfortable environment for a staff member to safely and privately pump while lactating.

Components
• Comfortable soft seating and occasional tables for bags / equipment
• This room should not have any windows to the interior of the library
• This should be a lockable room

Adjacencies
• This area should be convenient to the Staff Lounge
GENERAL STORAGE

About / Description
This area could potentially include: general library storage, maintenance storage, IT storage, equipment for events and programs, FAADL storage, and Secret Lab storage. This area also includes the Staff Bike Rack for security purposes.

Components
- There is not a need for a secured storage area for Financial Records. However, some of this area should be subdivided into sections to organize the storage. Cages are good for this though few need locking doors

Adjacencies
- This area is typically located on the lower level of the library building
- Accessible to the Freight elevator

RESTROOMS

About / Description
A sufficient number of both public and staff restrooms should be provided in the Downtown Library. Restrooms should take into account social trends and provide both gender-specific and gender-neutral restroom options. Public restrooms should be barrier-free, and without doors, for security purposes.

This area will need additional consideration, thought, and exploration of options that can provide privacy for patrons while still providing necessary security.

Components
- Barrier-free public restrooms located on each floor of the library where this is public space. These restrooms should be in clear view of a service point
- Gender neutral / "family" unisex style restrooms should also be provided and not labelled per a specific gender. These restrooms could be the Family Restrooms within or near the Children's area, or these could be additional unisex restrooms to support public use. Regardless, these should be located within clear view of a service point
- Non-gendered restroom alternatives should be provided in addition to gender specific public restrooms, and in clear view of a service point
- Family restrooms should be located within, or adjacent to, the Children’s area and in clear view of the service point

Adjacencies
- Public restrooms should be directly visible from a staff service point
- Public and staff restrooms should be located on each floor of the library
TECHNOLOGY GUIDELINES

The one constant in planning for public libraries is that library service in the future will be different from what it is today. Changes in customer needs, demand, media formats, and community demographics must be embraced to keep public libraries relevant in our society. Therefore we must ensure that the buildings we plan, design, and construct are flexible and adaptable to unforeseen changes in library service and materials.

Many libraries are going beyond providing access to the technology everyone expects to find like public computers and e-books. Many libraries are trying to acquire technology that is just out of reach to the common user typically because it is too new or too risky for most people to purchase. This includes items such as tablets, 3D printers, scanners, or cameras, virtual or augmented reality devices, and A/V recording studios. The focus of library technology has shifted to technology-rich environments that support sharing information through small group collaboration, multi-media production, large group conferencing, and the consumption of digital media in various formats.

Recent developments in mobile and wireless technologies, and user-friendly, “always on” network environments for patrons, staff, and the community have set the stage for learning, research, visualization, collaboration, and conference spaces with the latest in multimedia communications. Accommodating evolving technology over a long-term service plan typically involves combinations of the following:

- Database and asset management technologies
- Digital media storage and accessibility
- Media conversion systems to convert older media storage devices to current technology
- Self-check, automated materials handling, and other functional technologies
- Materials security and tracking systems
- Collaborative environments with reconfigurable furniture with power accessibility, computer labs, collaborative hubs, and breakout rooms for group interaction and file sharing
- Content creation and production spaces may include: video and audio production, graphic design labs, and editing stations, and creative equipment for physical items like 3D printers, sewing machines, etc.
- Technology in Meeting Rooms often includes projectors, screens, wireless networking, broadcast capabilities, video conferencing capabilities, distance learning capabilities, smart boards, input for devices such as DVD / BluRay players, laptops, iPads, and programmable configurations for window treatments and lighting.
- Replacing OPAC’s with interactive touch screen displays on end-panels
- Flexible mobile staff kiosks both to support or replace fixed service desks allowing staff members to move their positions, accommodate demographic shifts throughout the day, and provide a new level of customer interaction
- Flexible staff areas which easily allow staff to evolve from more traditional methods of materials processing into more technologically advanced methods over time
- User Technologies including network infrastructure to support all voice / data / video applications such as collaborative technologies, content creation and production systems, and specialized display technologies used to access digital information
- Immersive spaces such may include systems such as multi-touch interfaces, technology-enabled furniture, 3D immersive displays, holographic imaging, and interactive gaming

User technologies play a significant role in today’s libraries, reshaping the way patrons receive, process, and apply information as well as encouraging intellectual development and social interaction.
Building Program
Existing Conditions

CITY BLOCK DIAGRAM
Building Program
Existing Conditions

<table>
<thead>
<tr>
<th>FLOOR LEVEL</th>
<th>PUBLIC SF</th>
<th>STAFF SF</th>
<th>AUXILIARY SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASEMENT</td>
<td>5,110 sf</td>
<td>1,950 sf</td>
<td>14,870 sf</td>
</tr>
<tr>
<td>FIRST FLOOR</td>
<td>18,680 sf</td>
<td>5,510 sf</td>
<td>710 sf</td>
</tr>
<tr>
<td>SECOND FLOOR</td>
<td>18,880 sf</td>
<td>2,330 sf</td>
<td>290 sf</td>
</tr>
<tr>
<td>THIRD FLOOR</td>
<td>7,790 sf</td>
<td>6,060 sf</td>
<td>140 sf</td>
</tr>
<tr>
<td>FOURTH FLOOR</td>
<td>2,780 sf</td>
<td>7,800 sf</td>
<td>720 sf</td>
</tr>
<tr>
<td>TOTAL</td>
<td>53,240 sf</td>
<td>23,650 sf</td>
<td>16,730 sf</td>
</tr>
</tbody>
</table>

PUBLIC SPACE
STAFF SPACE
AUXILIARY SPACE
Building Program
Existing Conditions

FIRST LEVEL

- **FAADL**: 850 SF
- **ENTRY LOBBY**: 4,340 SF
- **LOADING DOCK / RECEIVING**: 860 SF
- **Staff R.R.**: 60 SF
- **PUBLIC R.R.**: 150 SF
- **STAFF**: 1,320 SF
- **CHILDREN'S**: 7,650 SF
- **TEEN**: 740 SF
- **A/V**: 1,500 SF
- **ART PRINTS**: 820 SF
- **"Lobbytorium" Tools Collection**: 2,780 SF
- **STO.**: 160 SF
- **Processing**: 3,230 SF
- **Public R.R.**: 150 SF

**Floors**

- **First Floor**: 5,110 SF
- **Second Floor**: 18,680 SF
- **Third Floor**: 18,880 SF
- **Fourth Floor**: 7,790 SF

**Auxiliary Space**

- **Basement**: 14,870 SF
- **First Floor**: 710 SF
- **Second Floor**: 290 SF
- **Third Floor**: 140 SF
- **Fourth Floor**: 720 SF

**Total**

- **Public**: 53,240 SF
- **Staff**: 23,650 SF
- **Auxiliary**: 16,730 SF
Building Program
Existing Conditions

SECOND LEVEL

PUBLIC SPACE
STAFF SPACE
AUXILIARY SPACE

<table>
<thead>
<tr>
<th>FLOOR LEVEL</th>
<th>PUBLIC SF</th>
<th>STAFF SF</th>
<th>AUXILIARY SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASEMENT</td>
<td>5,110 sf</td>
<td>1,950 sf</td>
<td>14,870 sf</td>
</tr>
<tr>
<td>FIRST FLOOR</td>
<td>18,680 sf</td>
<td>5,510 sf</td>
<td>710 sf</td>
</tr>
<tr>
<td>SECOND FLOOR</td>
<td>18,880 sf</td>
<td>2,330 sf</td>
<td>290 sf</td>
</tr>
<tr>
<td>THIRD FLOOR</td>
<td>7,790 sf</td>
<td>6,060 sf</td>
<td>140 sf</td>
</tr>
<tr>
<td>FOURTH FLOOR</td>
<td>2,780 sf</td>
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<td>720 sf</td>
</tr>
<tr>
<td>TOTAL</td>
<td>53,240 sf</td>
<td>23,650 sf</td>
<td>16,730 sf</td>
</tr>
</tbody>
</table>

SECOND LEVEL
Building Program
Existing Conditions
Building Program
Existing Conditions

FOURTH LEVEL

- HR / FINANCE / OUTREACH / STAFF LOUNGE: 3,550 SF
- ADMIN OFFICES: 2,030 SF
- MEETING ROOM: 630 SF
- KITCHEN: 90 SF
- MAINT: 90 SF
- POD CASTING: 300 SF
- R.R.: 130 SF

PUBLIC SPACE
- BASEMENT 5,110 sf
- FIRST FLOOR 18,680 sf
- SECOND FLOOR 18,880 sf
- THIRD FLOOR 7,790 sf
- FOURTH FLOOR 2,780 sf
- TOTAL 53,240 sf

STAFF SPACE
- BASEMENT 1,950 sf
- FIRST FLOOR 5,510 sf
- SECOND FLOOR 2,330 sf
- THIRD FLOOR 6,060 sf
- FOURTH FLOOR 7,800 sf
- TOTAL 23,850 sf

AUXILIARY SPACE
- BASEMENT 14,870 sf
- FIRST FLOOR 710 sf
- SECOND FLOOR 290 sf
- THIRD FLOOR 140 sf
- FOURTH FLOOR 720 sf
- TOTAL 16,730 sf
Building Program

Adjacency Diagrams - Concept “A”

The following Adjacency Diagrams are organized to demonstrate the ideal relationships between spaces. These are not intended to be site-specific as a site for the Downtown Library has not yet been defined. We anticipate that these diagrams will be modified as needed to fit whichever site is selected while maintaining the intent of these connections.

CITY BLOCK DIAGRAM
Building Program
Adjacency Diagrams - Concept “A”

LOWER LEVEL
2 FLOORS WITH BASEMENT
45,000 SQFT FOOTPRINT
Building Program

Adjacency Diagrams - Concept “A”

FIRST LEVEL
2 FLOORS WITH BASEMENT
45,000 SQFT FOOTPRINT
SECOND LEVEL
2 FLOORS WITH BASEMENT
45,000 SQFT FOOTPRINT
Building Program

Adjacency Diagrams - Concept “B”

CITY BLOCK DIAGRAM
Building Program
Adjacency Diagrams - Concept “B”

LOWER LEVEL
3 FLOORS WITH BASEMENT
30,000 SQFT FOOTPRINT

FIRST LEVEL
3 FLOORS WITH BASEMENT
30,000 SQFT FOOTPRINT
Building Program
Adjacency Diagrams - Concept “B”

SECOND LEVEL
3 FLOORS WITH BASEMENT
30,000 SQFT FOOTPRINT

THIRD LEVEL
3 FLOORS WITH BASEMENT
30,000 SQFT FOOTPRINT
Building Program
Adjacency Diagrams - Concept “C”

CITY BLOCK DIAGRAM
Building Program
Adjacency Diagrams - Concept “C”

LOWER LEVEL
5 FLOORS WITH BASEMENT
21,000 SQFT FOOTPRINT

FIRST LEVEL
5 FLOORS WITH BASEMENT
21,000 SQFT FOOTPRINT
Building Program
Adjacency Diagrams - Concept “C”

SECOND LEVEL
5 FLOORS WITH BASEMENT
21,000 SQFT FOOTPRINT

THIRD LEVEL
5 FLOORS WITH BASEMENT
21,000 SQFT FOOTPRINT
Building Program
Adjacency Diagrams - Concept “C”

FOURTH LEVEL
5 FLOORS WITH BASEMENT
21,000 SQFT FOOTPRINT

FIFTH LEVEL
5 FLOORS WITH BASEMENT
21,000 SQFT FOOTPRINT
The following table describes existing and proposed square footages for spaces that are important to the Downtown Library. This information was developed by examining the Library’s goals for the future in combination with what we are seeing in libraries around the world. The sizes of these spaces may fluctuate over time as user needs change but the overall proposed size of the library should remain relevant. Designing a building with inherent flexibility should be able to accommodate these changes in size, adjacency, function, service, etc.

<table>
<thead>
<tr>
<th>SPACE NAME</th>
<th>EXISTING SF</th>
<th>PROPOSED SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lobby <em>(includes check in / out, book drop, holds, self-checkout, and display)</em></td>
<td>4,340 SF</td>
<td>3,700 SF</td>
</tr>
<tr>
<td>Vertical Circulation <em>(includes main stair, egress stairs, and elevators)</em></td>
<td>5,710 SF</td>
<td>5,700 SF (1,425 SF / floor)</td>
</tr>
<tr>
<td>Cafe (Vendor-Operated) <em>(vending machines)</em></td>
<td>530 SF</td>
<td>1,100 SF</td>
</tr>
<tr>
<td>Large Meeting / Event Space (300+)</td>
<td>0 SF</td>
<td>4,050 SF</td>
</tr>
<tr>
<td>Storage Area</td>
<td>-</td>
<td>400 SF</td>
</tr>
<tr>
<td>Medium Meeting / Event Space (200+)</td>
<td>4,250 SF</td>
<td>5,400 SF (2@2,700 SF)</td>
</tr>
<tr>
<td>Storage</td>
<td>160 SF</td>
<td>300 SF (2@150 SF)</td>
</tr>
<tr>
<td>Lower Level</td>
<td>2,210 SF</td>
<td>-</td>
</tr>
<tr>
<td>Fourth Floor</td>
<td>2,150SF</td>
<td>-</td>
</tr>
<tr>
<td>Small Meeting / Conference Space (20+)</td>
<td>630 SF</td>
<td>940 SF (2@470 SF)</td>
</tr>
<tr>
<td>Study / Collaborative Spaces (enclosed)</td>
<td>990 SF</td>
<td>1,854 SF</td>
</tr>
<tr>
<td>Large Group Study (6-8 people)</td>
<td>880 SF</td>
<td>664 SF (4@166 SF each)</td>
</tr>
<tr>
<td>4 Person Study</td>
<td>0 SF</td>
<td>630 SF (6@105 SF each)</td>
</tr>
<tr>
<td>1-2 Person Study</td>
<td>110 SF</td>
<td>560 SF (8@70 SF each)</td>
</tr>
<tr>
<td>Equipment Ready Rooms</td>
<td>0 SF</td>
<td>420 SF (4@105 SF each)</td>
</tr>
<tr>
<td>Kids Area (includes collection)</td>
<td>7,650 SF</td>
<td>15,300 SF</td>
</tr>
<tr>
<td>Teen Area (includes collection)</td>
<td>740 SF</td>
<td>1,500 SF</td>
</tr>
<tr>
<td>Collections</td>
<td>15,740 SF</td>
<td>20,000 SF</td>
</tr>
<tr>
<td>Adult Fiction Collection</td>
<td>3,350 SF</td>
<td>-</td>
</tr>
</tbody>
</table>
## Building Program
### Proposed Square Footages

<table>
<thead>
<tr>
<th>SPACE NAME</th>
<th>EXISTING SF</th>
<th>PROPOSED SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Nonfiction Collections</td>
<td>4,920 SF</td>
<td>-</td>
</tr>
<tr>
<td>Reference &amp; Local History</td>
<td>1,400 SF</td>
<td>-</td>
</tr>
<tr>
<td>Periodicals</td>
<td>2,170 SF</td>
<td>-</td>
</tr>
<tr>
<td>Media Collections</td>
<td>2,260 SF</td>
<td>-</td>
</tr>
<tr>
<td>Tool Library</td>
<td>2,780 SF</td>
<td>-</td>
</tr>
<tr>
<td>Art Prints</td>
<td>820 SF</td>
<td>-</td>
</tr>
<tr>
<td>Archives</td>
<td>5,460 SF <em>(off-site)</em></td>
<td>6,000 SF</td>
</tr>
<tr>
<td>Reading Room</td>
<td>0 SF</td>
<td>1,000 SF</td>
</tr>
<tr>
<td>Adult Open Seating</td>
<td>10,000 SF</td>
<td>12,000 SF</td>
</tr>
<tr>
<td>Public Computers</td>
<td>1,360 SF</td>
<td>1,400 SF</td>
</tr>
<tr>
<td>Computer Training Lab</td>
<td>630 SF</td>
<td>700 SF</td>
</tr>
<tr>
<td>Podcast Studio &amp; Editing Suite</td>
<td>300 SF</td>
<td>400 SF</td>
</tr>
<tr>
<td>Secret Lab</td>
<td>2,080 SF</td>
<td>3,500 SF</td>
</tr>
<tr>
<td>Friends of the Library Book Shop</td>
<td>850 SF</td>
<td>1,000 SF</td>
</tr>
<tr>
<td>Exhibit Space</td>
<td>1,380 SF</td>
<td>1,500 SF</td>
</tr>
<tr>
<td>Staff Areas</td>
<td>23,730 SF</td>
<td>27,000 SF</td>
</tr>
<tr>
<td>Administration</td>
<td>2,030 SF</td>
<td>-</td>
</tr>
<tr>
<td>Finance</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Human Resources</td>
<td>3,550 F</td>
<td>-</td>
</tr>
<tr>
<td>Outreach</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Staff Lounge</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Events</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Desk Clerk Workstations</td>
<td>2,050 SF</td>
<td>-</td>
</tr>
<tr>
<td>Department Managers &amp; Supervisors</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
# Building Program

## Proposed Square Footages

<table>
<thead>
<tr>
<th>SPACE NAME</th>
<th>EXISTING SF</th>
<th>PROPOSED SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collections &amp; Acquisitions</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Production Librarians</td>
<td>3,040</td>
<td>-</td>
</tr>
<tr>
<td>Call Center Desk</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Marketing / Communications</td>
<td>1,830 SF</td>
<td>-</td>
</tr>
<tr>
<td>Production Staff</td>
<td>280 SF</td>
<td>-</td>
</tr>
<tr>
<td>Youth Specialists</td>
<td>1,320 SF</td>
<td>-</td>
</tr>
<tr>
<td>IT Operations</td>
<td>1,640 SF</td>
<td>-</td>
</tr>
<tr>
<td>Data Center</td>
<td>470 SF</td>
<td>-</td>
</tr>
<tr>
<td>Security</td>
<td>280 SF</td>
<td>-</td>
</tr>
<tr>
<td>Processing (including Tools)</td>
<td>4,610 SF</td>
<td>-</td>
</tr>
<tr>
<td>Loading Dock / Receiving</td>
<td>960 SF</td>
<td>-</td>
</tr>
<tr>
<td>Maintenance Office</td>
<td>1,670 SF</td>
<td>-</td>
</tr>
<tr>
<td>Staff Lactation Room</td>
<td>0 SF</td>
<td>180 SF</td>
</tr>
<tr>
<td>General Storage</td>
<td>7,930 SF</td>
<td>16,000 SF</td>
</tr>
<tr>
<td>Mechanical / Maintenance</td>
<td>7,680 SF</td>
<td>10,000 SF</td>
</tr>
<tr>
<td>Public Restrooms (gender specific)</td>
<td>1,120 SF</td>
<td>3,500 SF (700 SF each)</td>
</tr>
<tr>
<td>Family Restrooms (non-gender specific)</td>
<td>150 SF</td>
<td>160 SF (80 SF each)</td>
</tr>
<tr>
<td>Staff Restrooms</td>
<td>860 SF</td>
<td>800 SF (80 SF each)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>EXISTING SF</th>
<th>PROPOSED SF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subtotal</strong></td>
<td>99,290 SF</td>
<td>145,624 SF</td>
</tr>
<tr>
<td><strong>Net to Gross Factor</strong></td>
<td>11,695 SF</td>
<td>7,281 SF</td>
</tr>
<tr>
<td>(11.7% existing, 5% proposed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>110,985 SF</td>
<td>152,905 SF</td>
</tr>
</tbody>
</table>
Building Program
Cost Information

The following information is based on overall square footage costs for various building types. At this stage in the process, it is difficult to provide more detailed figures due to fluctuating construction and building material costs. The pricing information included herein is based on rates that are current to late 2018 / early 2019.

<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>LOCATION</th>
<th>BUILDING TYPE</th>
<th>FOOTPRINT</th>
<th># OF STORIES</th>
<th>TOTAL SIZE</th>
<th>BUDGET</th>
<th>COST / SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Tulsa City-County Library</td>
<td>Tulsa, OK</td>
<td>Expansion &amp; Renovation</td>
<td>29,000 SF</td>
<td>5 stories</td>
<td>145,391 SF (148,800 SF garage)</td>
<td>$53,500,000</td>
<td>$368</td>
</tr>
<tr>
<td>*Madison Public Library</td>
<td>Madison, WI</td>
<td>Expansion &amp; Renovation</td>
<td>30,000 SF</td>
<td>4 stories</td>
<td>120,000 SF</td>
<td>$30,000,000</td>
<td>$250</td>
</tr>
<tr>
<td>Cedar Rapids Public Library</td>
<td>Cedar Rapids, IA</td>
<td>New Construction</td>
<td>31,334 SF</td>
<td>3 stories + rooftop patio</td>
<td>94,000 SF</td>
<td>$49,000,000</td>
<td>$521</td>
</tr>
<tr>
<td>**Columbus Metropolitan Library</td>
<td>Columbus, OH</td>
<td>Renovation</td>
<td>76,667 SF</td>
<td>3 stories</td>
<td>230,000 SF</td>
<td>$35,000,000</td>
<td>$152</td>
</tr>
<tr>
<td>Wichita Central Library</td>
<td>Wichita, KS</td>
<td>New Construction</td>
<td>52,600 SF</td>
<td>2 stories</td>
<td>105,200 SF</td>
<td>$34,300,000</td>
<td>$326</td>
</tr>
<tr>
<td>***Austin Central Library</td>
<td>Austin, TX</td>
<td>New Construction</td>
<td>39,600 SF</td>
<td>5 stories</td>
<td>198,000 SF</td>
<td>$125,000,000</td>
<td>$631</td>
</tr>
<tr>
<td>Calgary Public Library</td>
<td>Calgary, Alberta</td>
<td>New Construction</td>
<td>60,000 SF</td>
<td>4 stories</td>
<td>240,000 SF</td>
<td>$189,000,000</td>
<td>$788</td>
</tr>
<tr>
<td>San Diego Central Library</td>
<td>San Diego, CA</td>
<td>New Construction</td>
<td>55,300 SF</td>
<td>9 stories</td>
<td>497,652 SF</td>
<td>$184,900,000</td>
<td>$372</td>
</tr>
<tr>
<td>Malletts Creek Branch Library (2004)</td>
<td>Ann Arbor, MI</td>
<td>New Construction</td>
<td>16,575 SF</td>
<td>1 story</td>
<td>16,575 SF</td>
<td>$7,126,000</td>
<td>$365</td>
</tr>
<tr>
<td>Traverwood Branch Library (2008)</td>
<td>Ann Arbor, MI</td>
<td>New Construction</td>
<td>16,500 SF</td>
<td>1 story</td>
<td>16,500 SF</td>
<td>$8,125,000</td>
<td>$493</td>
</tr>
<tr>
<td>Downtown Library</td>
<td>Ann Arbor, MI</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>150,000 SF</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

It is recommended that $60,000,000 ($400/SF) - $70,000,000 ($466/SF) be planned for as the total project budget for a new Downtown Ann Arbor Library in today's dollars.

- Inflation factors projected over the next few years are currently 3% annually.
- This cost includes hard construction costs, FF&E, but does not include soft costs like land acquisition, demolition, temporary space, preparation costs, fees, and misc. items.

*Denotes an expansion and renovation project instead of a new building
**No new square footage added, only renovation, and did not include the Carnegie portion of the building
***This budget includes land acquisition costs
Next Steps

BIG DECISIONS

• How can the selected site best accommodate our needs?
• Do any site utilities currently restrict design options?
• What are the parking and transit considerations of this site?
• How large can our building footprint be while still providing parking, green space, and overall site access? (This will help to inform how many floors will be needed to accommodate the proposed square footage)
• Should the building be designed to accommodate any tenants whether organizations, schools, businesses, or residential?
• How efficient is the building that can fit onto this site in terms of operations, staffing, and constructability?

TOOLS YOU MAY NEED

Site test fit diagrams can help when deliberating during site selection that can demonstrate options for how you can fit a building, parking, and green space on the site. These diagrams should also evaluate the possibility of having:

• A secure after-hours access to a large meeting room / event space. This area may also need access to storage, restrooms, and a kitchen
• The ability to open up meeting / event space to the outdoors adjacent to green space for overflow programs and large events during good weather. Consider proximity to parking lots for food truck or tour bus visits as well

Once a site is selected, massing studies can help you visualize how the size of the building will impact the skyline and views in downtown Ann Arbor. Massing studies can also help you evaluate options for the shape of the building and how it can interact with the site to define an entry, outdoor spaces, back of house staff areas, and the potential for future expansion.

The site test fit diagram phase and the massing studies can assist with preliminary project visualization prior to entering the schematic design phase. This is an effective approach to evaluating multiple sites without the expense of contracting a schematic design for each potential option.