



**Appleton
Public Library**



Appleton Public Library Building Program

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Engberg Anderson

Master Planning

Overall Process

In June of 2009, Engberg Anderson, along with George Lawson Library Planning and Harwood Engineering, completed a Program Design Study for the Appleton Public Library. Elements of that study included an assessment of the existing building, a program for a renovated or new library, diagrams that translated that program both into a renovation and expansion of the existing facility, and a prototype of a new building on a site bounded by an equivalent city block (using the existing site to represent this option). That study was presented to the City and formed the basis for ongoing discussions in the years that have followed.

Over the past year, beginning in April of 2012 and continuing into 2013, the Appleton Public Library completed a strategic plan entitled APL 150, looking ahead to 2047, their sesquicentennial year. It represented an ambitious vision for the future of library service to the citizens of Appleton and opened the door to imagining a facility that would meet those goals. Following the completion of this thorough document, the City has committed funds to begin the design of an expanded or new facility in downtown Appleton in the coming years.

The building program that follows is the first step in revisiting the 2009 study, reevaluating the collected data in that document, in light of both the insights from the recent APL 150 report as well as changes in service-delivery models, collection usage and trends, and advances in library technology. The updated building program and overall direction are somewhat different than that developed five years earlier, and more accurately reflect the will of the community and goals of the Library Board and City of Appleton.

The next step in the master planning process is to use the space requirements identified in the building program to gauge the suitability of specific library site opportunities identified in downtown Appleton. Sites that are adequately sized to support the library building will be analyzed in greater detail and rated in a systematic process until three preferred sites emerge. Those three sites as well as the current library site will undergo even more detailed scrutiny, including draft floor plans and site diagrams. These designs are based on the needs identified in the following documents and will be used as the basis for deciding whether to remodel and expand the existing library or proceed to select a new site. After the Library Board determines whether to remodel and expand or build new, the design team will begin the task of developing a full concept design for the library, including floor plans, furnishing layouts and exterior elevations of the building.

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Guide to the Building Program

The building program document is a description in words and numbers of the service and operational requirements for the proposed library building. The program serves as the library's written instructions to the architect in beginning the design process. The program is concerned with how the building is to function rather than how it will look.

The architect will want to review the program with the library and consultant to insure a complete understanding of project requirements. Revisions may arise from that review. It is also possible that the library will revise its program requirements during the course of schematic design based on additional information, budget considerations, and/or new understandings resulting from the graphical representation of spaces. It is important that any revisions to the program be explicitly approved by the Library Board.

The estimated space requirements of the building program will be tested by the architect. The preparation of schematic plans including furnishing layouts should be the final arbiter of space requirements for the building.

The building program includes numerous sections grouped in three broad divisions:

Program Divisions

1. Program Overview

These sections provide overarching issues for the project and summary data. The Space and Seating Summary offers a quick summary of all space allocations.

2. Functional Area Descriptions

These sections provide the detailed description and requirements for each functional area of the building.

3. General Design Considerations

These are common library design requirements that should be considered in any library building project.

Program Overview

Specific Design Considerations

In researching the program document a group of issues that affect the project across programmatic lines was identified. For this reason these issues are called to the planning team's specific attention.

Customer Power – Provide power receptacles with both three-prong and USB ports for customer use at all public study and casual seats and at other convenient locations throughout the building.

Raised Floor – Explore the provision of plenum flooring in part or all of the building to facilitate the ubiquitous provision of power and data.

Sound Control – The architect is to provide treatments throughout the building to minimize distracting noise.

Daylighting - Provide as much natural light as possible to patron seating and staff work areas.

Public Art - Please identify locations for the display of public art.

Security – A building security system including a digital video camera system is required. Consult with staff to identify specific locations and requirements. A digital proximity key-pass system for exterior doors and to all staff areas is required.

Pallet Path – Provide a pathway capable of supporting the passage of a loaded pallet jack to all major areas of the library, storerooms, and key operational installations.

Hearing Loop – Hearing Loop capability is to be provided in all appropriate program rooms and all service desks

Wireless Environment - The architects and their consultants are to take all appropriate actions necessary to make the building a welcoming environment for wireless applications. Provide power at all appropriate public seating to support customer use of laptop computers and other devices.

ADA and Accessibility - Libraries have a number of specific requirements detailed in the Americans with Disabilities Act beyond those requirements common to all public buildings. The building should meet both the letter and the spirit of those requirements.

LEED – The minimum project goal is to implement systems and practices that would permit LEED Silver certification.

Ergonomics - The architect is requested to seek ergonomic, people friendly solutions in selecting furnishings, fixtures, and finishes. Furnishings should allow for comfortably situated keyboards, monitors, and accessories; floor treatments at public service desks should reflect the many hours staff spends on their feet; light sources should reduce monitor glare.

Furnishings - Moveable furniture is preferred in every instance over fixed counters and cabinets. The only exceptions are for furniture with plumbing such as sinks. Staff workstations or stands should be adjustable.

Circulation Control and Theft Detection – The library utilizes RFID technology and wishes to expand automated return/check-in/sort systems. The design and configuration of building exits, the circulation desk, check-in stations, return chutes, and selfcheck station locations should all anticipate utilization of these systems.

RFID Compliant – Furnishings in proximity to RFID equipment must be constructed of a material that does not interfere with RFID technology.

Shelving - In every instance shelving is to provide a slanted base shelf to allow customers to more easily view the items on the bottom shelf. Removable back-stops are desired for every shelf. Shelves should be at a height that is appropriate for the user groups and allows for sight lines and natural light. Tall shelving should be only utilized in low-traffic collections (ex. historical archives).

Storm Shelter - The architect is to identify an area of the building to provide shelter for building occupants in case of severe weather.

Recycling – Provide both trash and recycling receptacles throughout the public and support areas of the library. Provide inside storage for recycling.

Electrical System – Evaluate the implementation of an emergency generator system. Provide lightning protection for the building. Provide child safe outlets in all public spaces.

Expandability - The architect should identify during the schematic design process a scheme that will allow for a future expansion of the facility. If future growth is based on a vertical expansion plan, the facility must provide for future elevator requirements in the initial construction.

Space, User Seating, and Public Technology Summary

Programmatic Area	Square Feet	Table Seating	Casual Seating	Public Technology Stations	Other Seating
Exterior Book/ Media Return	30				
Entry / Vestibule	Unassigned				
Restrooms	Unassigned				
Program Rooms	12,480				150, 36, 22, 35, 35, 300
Customer Service Point and Information Desk Area	3,240			8 selfchecks	
Materials Management Returns Area	2,050				
New Materials and Topical Display	560			1 catalog station	4 benches
Media Services	3,038			6 technology stations 2 catalog station	4 benches
Creation Demonstration Center	900				36
Teen Services	2,817	24	8	1 catalog station 10 computer stations 1 game station	25
Reference Services	5,912	74	0	5 catalog stations 3 microform R/P	
Nonfiction	9,144	48	0	30 computer stations 4 catalog stations	
Adult Fiction, Genre, Large Print, Special Collections	8,780	12	12	30 computer stations 3 catalog stations	
Periodicals and Quiet Reading Area	1,886	16	18	10 computer stations	
Children's Services	17,575	50	39	2 selfcheck stations 7 catalog stations 35 computer stations 1 game station	225
Network Services	825	224	77		
Materials Management Technical Services	1,440				
Community Engagement Offices	3,915				22
Receiving / Staff Entry	820				

Programmatic Area	Square Feet	Table Seating	Casual Seating	Public Technology Stations	Other Seating
Staff Room Area	880				
Building Services	710				
Custodial Closets	535				
General Storeroom	2,060				
OWLS	4,885				25
Net Program	84,482				
Unassigned Space 30% of Gross	36,206				
Gross Space Requirement	120,688	224	77	6 technology stations 10 selfcheck stations 23 catalog stations 105 computer stations 2 game stations 3 microform stations	150, 36, 22, 35, 35, 300 36, 25, 225, 22,25

Note: This space summary does not include any co-located Parks and Recreation space

Relationship of Library Spaces

As a guide, the following core relationships are provided. Relationships within the individual spaces are described in the body of the narrative descriptions.

Building Area	Primary Relationship	Secondary Relationship
Exterior Material Return	Materials Mgmt. Returns Area	
Entry / Vestibule	Restrooms Program Rooms Customer Service Point	Holds Selfchecks
Restrooms Public Family Staff Other	Entry, Meeting Rooms, Vert. Circ Core Children's Shared Zone Staff Room, Workrooms Auditorium Green Room	
Program Rooms	Entry Restrooms	
Customer Service Point and Information Desk Area	Holds, Selfchecks, Entry, Media	
Materials Management Returns Area	Entry, Return Slots	Customer Service Point
New Materials and Topical Display	Customer Service Point Media, Fiction	
Media Collections	Entry, Information Desk	Customer Service Point
Creation Demonstration Center	Media Lab, Teens	
Teen Services	Media Lab	Within view of Children's
Reference Services	Nonfiction	
Nonfiction	Reference	
Adult Fiction, Genre, Large Print, Special Collections	New Books Information Desk	
Periodicals and Quiet Reading Area	Reference , Nonfiction	
Children's Services	flexible	
Network Services	Flexible – pallet path	OWLS network room
Materials Management Technical Services	Receiving Returns	OWLS

Continued

Relationship of Library Spaces

Building Area	Primary Relationship	Secondary Relationship
Community Engagement Offices	Visible to the Public Reference	
Receiving/Staff Entry	OWLS Technical Services Building Services	Storeroom
Staff Room Area	Staff Entry	
Building Services	Receiving	Storeroom
Custodial Closets	Entry Restrooms	
General Storeroom	Receiving Building Services	
OWLS	Receiving APL Network Services APL Program Rooms	
Parks and Recreation	To be determined	

Collection Size and Capacity Summary

Collections	Existing Holdings	Projected Holdings in Volumes	% on Shelf	Number of Items to Shelve	Shelving Capacity
New Books Topical Display					
New Books	4,198	3,828	34%	1,302	1,302
Topical Display	In other counts	In other counts	100%	In other counts	240
Subtotal	4,198	3,828		1,302	1,542
Media Collections					
Book on disc	6,075	3,000	78%	2,340	2,400
CDs	19,879	16,000	90%	14,400	14,400
CDs – oversize	62	0	76%	0	0
Described video	19	0	95%	0	0
Playaway	423	0	69%	0	0
Videos	23,156	18,500	73%	13,505	13,505
Videos oversize	51	0	92%	0	0
Subtotal	49,665	37,500		30,245	30,305
Teen Collections					
New Books	343	312	54%	169	180
YA Audiobook	161	80	92%	74	120
YA Fiction	6,362	5,700	81%	4,617	4,680
YA Manga	1,346	1,200	79%	948	960
YA Graphic Novels	773	700	79%	553	600
YA Large Print	217	0	94%	0	0
YA Book on Disc	489	250	87%	218	24
YA Videogames	409	0	29%	0	0
YA Playaways	124	0	85%	0	0
YA Rapid Reads	203	180	98%	176	240
Current Periodicals	9 Titles	9 Titles		9 Titles	9 Titles
Back Issues	1 Year	1 Year		1 Year	1 Year
Subtotal	10,427	8,422		6,755	6,804
Adult Fiction Collections					
Fiction	37,876	34,200	93%	31,806	31,824
Mystery	9,874	8,900	88%	7,832	7,960
Romance	6,903	6,300	88%	5,544	5,616
Science Fiction	7,466	6,700	93%	6,231	6,336
Western	1,844	1,600	96%	1,536	1,584
Graphic Novels	212	4,000	85%	3,400	3,456
Large print	4,423	4,000	85%	3,400	3,456
Subtotal	68,598	65,700		59,749	60,232

Collection Size and Capacity Summary

Collections	Existing Holdings	Projected Holdings in Volumes	% on Shelf	Number of Items to Shelve	Shelving Capacity
Adult Special					
Adult Special Easy Reader	923	700	99	693	700
Adult Special Hmong (+1 Mag. Title)	981	1,500	92	1,380	1,400
Adult Special World Languages	918	8,000	96	7,680	7,700
Subtotal	2,822	10,200		9,753	9,800
Adult Nonfiction					
Nonfiction	75,156	67,500	91	61,425	61,440
Subtotal	75,156	67,500		61,425	61,440
Adult Current Periodicals					
Number of Magazine Titles	338 Titles	338 Titles	100	338 Titles	338 Titles
Number of Newspaper Titles	14 Titles	14 Titles	100	14 Titles	14 Titles
Reference					
Ready reference	200	50	100	50	50
Reference (includes former. Index table)	3,029	1,000	100	1,000	1,000
Business Collection	25	0	100	0	0
Career Collections	54	0	100	0	0
Subtotal	3,308	1,050		1,050	1,050
Wisconsin Collection – Open Stacks					
Wisconsin Collection (circ'ing)	3,169	8,000	96	7,680	7,680
Wisconsin Reference (incl. Wisc. Hall)	9,351	10,000	100	10,000	10,080
Wisconsin Atlas Case	37	0	100	0	0
Wisconsin Current Periodicals	12 Titles	12 Titles		12 Titles	12 Titles
Wisconsin Back Issues	Multi-Year	Multi-Year		Multi-Year	Multi-Year
Wisconsin Map File (cases shown elsewhere)	704	1,000	100	1,000	1,000
Wisconsin Pamphlets (cases shown elsewhere)	2,120	0	100	0	0
Subtotal	15,381	19,000		18,680	18,760
Wisconsin Collection – Closed Stacks					
Wisconsin Storage	976	2,000	100	2,000	2,000
Wisconsin PCB Collection	16	16	100	16	16
Subtotal	992	2,016		2,016	2,016

Collection Size and Capacity Summary

Collections	Existing Holdings	Projected Holdings in Volumes	% on Shelf	Number of Items to Shelve	Shelving Capacity
Children's Collections					
Shared Collections					
New Books	2,043	1,860	36	670	740
Topical Display	In other counts	In other counts	100	In other counts	240
Reference	211	0	100	0	0
Book on Disc	1,814	900	83	747	800
CDs	2,212	1,700	93	1,581	1,680
DVD, Fiction	7,229	5,800	66	3,828	4,000
Videogames	351	0	43	0	0
Playaways	456	0	73	0	0
Current Periodicals	29 Titles	29Titles	100	29Titles	36 Titles
Back Issues	1 Year	1 Year	100	1 Year	1 Year
Subtotal	14,316	10,860		6,826	7,460
Child Special					
Special Spanish	2,108	4,000	96	3,840	3,840
Special Visual Impairment	27	0	89	0	240
Special World Languages	571	4,000	82	3,280	3,360
Subtotal	2,706	8,000		7,120	7,440
Parent-Teacher Collections					
Big Book	129	0	92	0	0
Teacher Collection	545	1,000	90	900	960
Parent Collection	490	500	87	435	480
Current Periodicals	11 Titles	11 Titles	100	11 Titles	12 Titles
Back Issues	1 Year	1 Year	100	1 Year	1 Year
Subtotal	1164	1,500		1,335	1,440
Early Childhood Collections					
Board Book	2,129	4,000	57	2,280	2,304
Picture Book	16,142	16,100	76	12,236	12,240
Subtotal	18,271	20,100		14,516	14,544
Bridge Collections					
Early Chapter Books	2,513	2,500	69	1,725	1,800
Early Readers	7,769	7,800	68	5,304	5,400
Subtotal	10,282	10,300		7,029	7,200
J Collections					
Fiction	10,377	13,000	83	10,790	10,800
Paperback	3,030	0	81	0	0
Graphic Novel	2,414	4,000	72	2,880	2,880
Nonfiction	33,123	20,000	89	17,800	17,800
Subtotal	48,944	37,000		31,470	31,480
Public Collections Grand Total	326,230	302,376		259,271	261,513

Shelving and Display Summary

All adult shelving:
All shelving:

Base shelf included in the shelving summary table but not used.
Provide a backstop band.

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
New, Display, and Paperbacks							
New Books	22	66"	4	10"		display shelves – review layout with design team	330
Display					4	confer with staff and consultant	160
Total	22				4		480
Young Adult							
New Books	3	66"	4	10"		display shelves - confer with staff / consultant	36
YA Audiobook	1	66"	5	10"		slanted, slotted shelves	12
YA Fiction	39	66"	5	10"			468
YA Manga	8	66"	5	10"			96
YA Graphic Novels	5	66"	5	10"			60
YA Book on Disc	2	66"	5	10"			24
YA Rapid Reads	2	66"	5	10"			24
Periodicals	1	66"	4	10"		MagBoxes	12
Total	61						732
Media Collections							
Book on disc	24	66"	5	6"		slanted, slotted shelves	288
CDs	60	66"	5	12"		bin shelves	720
Videos (DVDs)	135	66"	5	6"		Zig zag shelves	1,620
Total	219						2,628
Adult Fiction – include 4 display shelves per df range							
Fiction	231	84"	7	10"			2,772
Mysteries	56	84"	7	10"			672
Romance	40	84"	7	10"			480
Science Fiction	45	84"	7	10"			540
Westerns	12	84"	7	10"			144
Graphic Novels	25	84"	7	10"			300
Large Print	38	66"	5	10"			456
Total	447						5,364

Shelving and Display Summary

Collection	Number of Single-Face Sections	Height	Number of Shelves per Section	Shelf Depth	Other Storage Units	Notes	Square Feet
Periodicals							
Current Magazines And Newspapers	41	66"	4	12"		MagBoxes (+ 25 for BI's)	492
Back Issue Newspapers	7	84"	8	12"			84
Total	48						576
Adult Special							
Special Easy Reader	7	66"	5	10"			84
Special Hmong (+1 Mag. Title)	14	66"	5	10"			168
Special World Language	77	66"	5	10"			924
Total	98						1,176
Adult Nonfiction - include 4 display shelves per df range							
Nonfiction	532	84"	6	10"			6,384
Total	532						6,384
Reference							
Ready reference	0					Included in service desks	0
Reference	10	66"	3	12"			120
Total	10						120
Wisconsin Collections							
Public Access Room							
Wisconsin Collection (circ'ing)	64	84"	6	12"			768
Wisconsin Reference (includes Wisc. Hall)	84	84"	6	12"			1,008
Wisconsin Current Periodicals	2	84"	6	12"			24
Wisconsin Back Issues	6	84"	6	12"			72
Wisconsin Map File	0					(cases shown elsewhere)	0
Subtotal	156						1,872
Closed Stack Room							
Wisconsin Storage, PCB, and Other Materials	20	84"	6	12"			240
Subtotal	20						240
Total	170						2,040

Shelving and Display Summary

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Number of Other Storage Units	Notes	Square Feet
Children's							
Shared Collections							
New Books	12	60"	4	10"		display shelves - confer with staff / consultant	144
Display					4	confer with staff and consultant	160
Book on Disc	8	60"	4	6"		slanted, slotted shelves	96
CDs	7	60"	4	10"		bin shelves (don't use base shelf)	84
DVD, Fiction	40	60"	4	10"		Zig-zag shelves	480
Magazines	3	60"	4	10"		Mag Boxes	36
Spanish	32	60"	4	10"			384
World Languages	28	60"	4	10"			336
LBPH	2	60"	4	10"			24
Total	132				4		1,744
Young Child Zone							
Board Books	32	48"	2	12"		Face-out, pull-out shelves	384
Picture Books	68	48"	3	12"			816
Total	100						1,200
Parent-Teacher Zone							
Teacher Collection	8	60"	4	10"			96
Parent Collection	4	60"	4	10"			48
Current Magazines	1	60"	4	10"		MagBoxes	12
Total	13						156
Bridge Zone							
Early Chapter Bks.	12	60"	4	12"			144
Early Readers	36	60"	4	12"			432
Total	48						576
Tween Zone							
Fiction	90	60"	4	10"			1,080
Graphic Novel	24	60"	4	10"			288
Nonfiction	148	60"	4	10"			1,776
Total	262						3,144

Functional Area Descriptions

Parking and Exterior Site Features

Parking

The number of parking stalls is to be determined as part of the architectural planning phase in coordination with the City's downtown parking analysis.

Handicapped parking provisions are to be made per code requirements.

Vehicle Circulation Issues

- drop-off/pick-up lane at the front entry
- path for driver's side book return
- identify a location for delivery parking
- path for entry to loading dock

Entry Area(s)

- The area is to be designed to minimize loitering issues and encourage patrons to move through the space to their destination.
- lighted flag pole
- racks for 30 bicycles or what is required for LEED certification
- staff bicycles are stored in the receiving room area or an externally locked area
- trash receptacles
- cigarette receptacles at an appropriate distance from the entry and in compliance with all other regulations

Event Display

A digital display at the entry is needed to promote upcoming library programs, events, services, announce hours of service, and the like.

Public Art

Relocate existing exterior statuary to appropriate locations. Incorporate memory materials of locally significant artifacts developed into public art pieces.

Site Landscaping and Lighting

Attractive but easily maintained plantings are desired. Lighting is required for public and staff safety at the public entry, site margins, and at the staff entry.

Refuse / Recycling

A screened enclosure is needed for an 8 cubic foot trash and recycling receptacles. 16 bins for recyclable materials are held inside until set out in this area each week for collection.

Signage: Building Sign, Event Display Digital sign, loading dock

Exterior Book/Media Returns

30 Square Feet

Function and Design Issues

The library desires a driver's side, drive-up return, sheltered from the weather. 1 return slot is required. The height of the return is to anticipate both SUVs and small sedans.

The library also requires a walk-up return located in the entry area.

Both returns should be located as near as possible to the materials return/check-in area and linked to the automated return equipment.

Signage: Materials Return
Directional signage to guide customers to return location

Adjacencies: Primary: Materials Management Returns Area

Entry / Vestibule

Square Feet: Unassigned

Function and Design Issues

The entry serves both the library and meeting rooms. This area provides a welcoming portal for the public while minimizing loitering.

Provide for:

- on-demand door openers
- people-counter
- walk-off system for shoe soil
- dedication plaque and digital donor recognition system for wall
- 2 digital signs – one for meeting room listings and one for marketing library services
- janitorial closet with mop sink
- power and data
- 1 interior return slot that conveys materials to the automated return system may be located in this area (this is in addition to the drive-up and walk-up exterior returns)
- treatments to minimize distracting noise

Signage - illuminated exterior name of library
interior book/media return
dedication and donor plaques

Adjacencies: Primary: Customer Service Point, Program Rooms, Restrooms

Secondary: Holds, Self-Checks

Restrooms

Square Feet: Unassigned

Function and Design Issues

- 3 public restrooms (men, women, assisted/family) on each public floor. The main floor set of restrooms is also to serve both the library proper and the meeting rooms.
- 2 family restrooms are to be located in the Children's section.
- 1 single-occupant restroom with auditorium green room.
- Women's and men's staff restrooms are provided in staff areas on each floor

Restrooms should provide:

- Provide door-less, airport style entries to all public restrooms.
- The number of women's fixtures should reflect the high percentage of library users that are female
- Package shelves by sinks
- Automatic fixtures for toilets, urinals, lights, and hand blowers
- Stalls should be spacious, well lit, and include coat hook and package shelf
- Changing tables in all public restrooms
- Sanitary product dispensers and disposal fixtures
- Soap dispensers to be located above the sink
- Tile floors and walls – explore anti-graffiti finishes
- Floor drain
- Access panels to all valves located in wall cavities
- The Children's restrooms are to provide an adult sized toilet and two sinks, one at adult height, one at child height. These restrooms should be visible from the Children's public service desk.
- Provide a drinking fountain near, but not immediately adjacent to, the restrooms.

Nursing Room

A nursing/comfort room in the Children's department is to include a comfortable chair for mother and infant and a second chair for a toddler sibling.

Staff Shower

A staff shower is to be provided in the staff room area for LEED certification.

Signage: per ADA requirements

Adjacencies:

Public:	Lobby, Meeting Rooms (more stalls near meeting rooms), vertical circulation core
Children's	Shared Zone
Staff	Staff Room, workrooms
Other	Auditorium Green Room

Program Rooms

12,480 square feet

Function and Design Issues

Program rooms provide space for library and community sponsored programming. The rooms should be able to operate independently from the library proper, allowing community sponsored events to start before and run past normal library operating hours. When the library is closed the program room should have access to restrooms, drinking fountain, and other common amenities.

Pre-Function Space (1,500 square feet)

Space is needed for persons attending programs at the library to gather prior to the beginning of activities and during breaks in the programming. This space may also be used for reception style functions.

The Pre-Function Space also serves as a very visible venue for rotating art displays. Provide

- hanging system
- track lighting
- display cases to be seen from all sides (on casters)
- a flexible design to allow for different types of art

Confer with staff and consultant to further define this space. Security for displayed items and acoustical control are concerns to be addressed.

Support Elements (530 square feet)

The following features are to be shared and independently accessible to all of the program rooms.

- warming kitchen with counter (with many electrical receptacles), 2 full size refrigerators, 2 microwaves, deep sinks with crane neck to fill coffee urns, oven, dishwasher, cupboards
- keyed pantry for library programming food stuffs with 2 sections of deep shelving
- closet(s) for nesting tables, stacking chairs, 2 lecterns, portable staging, dollies, and programming accessories
- media systems closet (keyed) with room for 3 server racks
 - allow 150 square feet – area is included in support elements total
 - allow the racks to stand free from the wall to allow cable servicing
 - controlled electrical and HVAC service
 - independent cooling system
 - independent fire suppression system
 - confer with staff during design development for specific environmental and electrical requirements

General Purpose Program Room (2,000 square feet)

The room should seat 150 people in rows of chairs or 75 at tables and be rectangular in shape with a level floor. The walls should be of a material and color to permit projection. Rigid demountable partitions with pocket doors are to allow the room to be divided into 2 portions for concurrent activities. All programmatic capabilities are to be available to all portions of the room. This may require duplication of features in some circumstances. Plenum partitioning is required above a dropped ceiling for sound suppression when the room is divided.

The room should provide a wide range of media and technology support. The architects and their electrical or media consultant are requested to carefully explore these requirements with the library staff and library

consultant. Identify how these features are to be supported in each component of the room.

- telephone, data, power, cable television outlets at frequent wall and flush floor locations
- easy-to-use media systems controls via a wall-mounted computer pad that is intuitive for patrons
- public address system
- ceiling mounted projection screens
- ceiling mounted digital projector
- sound and video presentation capabilities
- media control closet
- lighting controlled to allow for different levels and zones of illumination
- portable staging
- hearing loop

Conference Room A (460 square feet)

A room is needed to seat 12 at a conference table. Also provide seating for up to 10 visitors. A presentation board with screen, ceiling mounted digital projector, service counter with above and below cupboards, clock, and coat rack are required. Convenience outlets to enable small media presentations, data outlets, and a telephone should be provided.

- Installed room video, audio systems
- easy-to-use media systems controls via a wall-mounted computer pad that is intuitive for patrons

Conference Room B (785 square feet)

A room is needed to seat 25 at a conference table. Also provide seating for up to 10 visitors. A presentation board with screen, ceiling mounted digital projector, service counter with above and below cupboards, clock, and coat rack are required. Convenience outlets to enable small media presentations, data outlets, and a telephone should be provided.

- Installed room video, audio systems
- easy-to-use media systems controls via a wall-mounted computer pad that is intuitive for patrons

Conference Room C (785 square feet)

A room is needed to seat 25 with configurable tables. Also provide seating for up to 10 visitors. A presentation board with screen, ceiling mounted digital projector, service counter with above and below cupboards, clock, and coat rack are required. Convenience outlets to enable small media presentations, data outlets, and a telephone should be provided.

- Installed room video, audio systems
- easy-to-use media systems controls via a wall-mounted computer pad that is intuitive for patrons

Lecture hall (6,420 square feet plus additional as required to integrate in schematic plan)

A sloped floor, fixed seating auditorium is to seat 300. Provide ADA accessible wheelchair seating per code requirements. The architect and their consultants are to discuss detailed media, data, telecommunications, and lighting requirements with the client in the design development phase. Lighting is to be controlled but complex theatrical lighting is not required.

General requirements:

- grand piano with off-stage storage
- sound and projection systems
- acoustics for performance of music is important
- hearing loop
- lighting system
- comfortable seating with tablet arms
- automated system for blinds, screens, etc. that lets the system be more flexible for different needs

Key space components include:

- Lobby storage 40 square feet
- Sound and Light Lock Vestibules 200 square feet
- 300 seats, including ADA requirements 3,000 square feet
- Stage 1,200 square feet
- Stage Wings 600 square feet
- Media control room 250 square feet
- Backstage storeroom 350 square feet
- Dressing rooms (2) 480 square feet
- Restrooms, 2 single occupant 100 square feet
- Green Room 200 square feet

Signage: digital posting of room schedule at entry of each room and room division
venue for posting of library policies inside of each room

Adjacencies Primary: Entry or a location that can be accessible before and after library operating hours, Restrooms

Customer Service Point and Information Desk Area

3,240 square feet

Function and Design Issues

This area includes a diverse collection of customer service features which are provided on the public floor near the service desks.

Theft Detection Panels (40 square feet)

- Locate the RFID based theft detection gates so that the Public Services staff may have a clear view of those passing through the panels.

Building Directory (40 square feet)

- obvious to all entering the building and in a location to allow customers to have a general view of the building interior

Copy/Business Center (160 square feet)

- parking payment kiosk
- change machine
- 1 photocopier with sorting table
- space for the seasonal display of tax forms
- keyed cupboards or closet with shelving for the storage of copying supplies and handouts
- wall-mounted literature racks
- tackable wall surface

Self-Checks (320 square feet)

- 8 self-check circulation stations on 4 two-station stands located on the path of customers as they near the building exit
- provide space on the stands for materials to be set down on either side of the self-check equipment
- provide attractive bins to recycle media security cases
- provide waste baskets

Self-Serve Reserves (600 square feet)

- 50 sections of 66" shelving for patron reserves, locate near the self-check stations

Mobility Devices (50 square feet)

- screened storage space for 2 wheelchairs and 2 walkers

Customer Service Point (300 square feet)

This service point has two small, flexible staffed stations, one at standing height and one at ADA height. Each station should provide

- computer
- monitor, adjustable to allow customer viewing
- keyboard, adjustable
- RFID scanner
- receipt printer
- task chair or wheeled stool
- telephone
- single, shared cash register
- shield backs of equipment/cabling
- under-counter cable management system
- digital signature pad
- barcode scanner
- four-drawer lateral file shared by both stations

When considering the design of this area it is important to note the need to control clutter. Station should provide shielding of all cabling and equipment. A fully integrated design that pulls together all of the pieces that make up the desk area is desired. Pass-throughs should allow the easy and immediate movement of staff from behind the desk to the public floor. Floor treatment should reflect long hours spent by staff standing behind the desk. Provide quick, easy access to the workroom where missing pieces, damaged items, and lost and found items are located.

Information Desk (250 square feet)

The small and flexible Information Desk should be visible from the entrance with clear large signage as “Information.” This desk has two staff stations at seated height. Each station is to include:

- computer
- monitor, adjustable to allow customer viewing
- keyboard, adjustable
- RFID scanner
- receipt printer
- task chair or wheeled stool
- telephone
- shield backs of equipment/cabling
- under-counter cable management system
- digital signature pad
- barcode scanner

Staff Workroom (1,480 square feet)

- 2 offices to include a workstation, task chair, computer, telephone, 2 side chairs, bulletin board, 1 section of shelving, 1 four-drawer file, and room for a book cart. Each office is to include two doors, one to the public floor, and one to the workroom.
- 1 collaboration space with white board, 6 place table, power, data, and telecommunications receptacles.
- 8 staff workstations each with task chair, computer, telephone, drawers and shelves.
- 1 shared staff workstation with 2 computers, 2 chairs, telephone, drawers and shelves.
- Allow for quick, easy staff access to the public floor.
- Shared features:

<ul style="list-style-type: none"> • 1 standing-height work counter • 2 LAN printers • 3 free-standing, keyed supply cabinets • Individual lockers for 15 sub staff members • 2 standing stations with RFID pad, barcode scanner, receipt printer • 4 sections of shelving • 30 staff mail boxes 	<ul style="list-style-type: none"> • 2 bulletin boards • recycling and trash receptacles • safe • clock • coat rack • shredder • letter folder
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Signage Customer Service, Information, Self-Checks

Adjacencies Primary: Entrance, Media

Materials Management Returns Area

2,050 square feet

Function and Design Issues

This area supports the checking-in and sorting of returned materials. Conveyor belts for the 2 walk-up returns slot and the 1 drive-up return slot all terminate at the automated material handling device within this space. This is to be a separate room to reduce noise and clutter from the staff workstations. Provide a clear path to the public floor for the movement of materials.

- an automated return installation with 25 bin capacity (800 sf)
- AMH should be visible to the public from the interior walk-up return slot
- mitigate any noise considerations with acoustical treatments
- 4 standing-height check-in stations. Each station should provide space for a computer, RFID scanner, receipt printer, barcode scanner, cubby for personal items, and a wheeled stool.
- standing-height counter (5' x 3') for sorting newspapers with storage above and 4 adjacent tall closed storage cabinets, and space for a wireless telephone dock
- 2 bulletin boards
- 60 book carts for sorting of returned materials adjacent to the check-in stations
- counter with sink, cabinets, under counter refrigerator, and space for a disk refinisher
- 4 OWLS book carts.
- coat rack for volunteers/staff with room for 20 coats
- 12 parcel lockers for purses
- 1 office to include a workstation, task chair, computer, telephone, 1 side chair, a four-place project table, bulletin board, 1 section of shelving, 1 four-drawer file, and room for a book cart.
- clock

Signage Materials Management Workroom

Adjacencies Primary: Entrance, Public Return Slots
 Secondary: Customer Service Point

New Materials and Topical Displays

560 square feet

Function and Design Issues

The area includes high demand adult materials primarily intended for browsing. A marketing approach for this collection is key, with face-out shelving.

- collection shelving specifically for face-out marketing
- collection shelving to display media, staff picks, etc.
- 1 catalog station
- 4 browser benches

Signage: New Materials, Information venue at each catalog station

Adjacencies: Primary: Customer Service Point, Self-Checks, Media, Fiction
 Secondary:

Collection Shelving

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
New Books	22	66"	4	10"		display shelves – review layout with design team	330
Display					4	confer with staff and consultant	160
Total	22				4		480

Media Services

3,038 square feet

Function and Design Issues

This area provides for the display and browsing of the adult media collections.

- collection shelving specifically designed for media
- 2 catalog stations
- browser benches per schematic plan
- **Digital Media Lab**
 - Small audio studio with sound proofing
 - 6 or more computers with tables on wheels
 - Glazed room

Adjacencies for Media: Primary: Entrance, Information Desk, Customer Service Point
Secondary:

Signage: Each collection area, Range guides
Information venue at each catalog station

Collection Shelving

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Book on disc	24	66"	5	6"		slanted, slotted shelves	288
CDs	60	66"	5	12"		bin shelves	720
Videos (DVDs)	135	66"	5	6"		Zig zag shelves	1,620
Total	219						2,628

Creation Demonstration Center

900 square feet

This space offers members of the community an opportunity to learn, create, and engage with others. It is a flexible workshop that houses a changing array of equipment and furnishings to support a wide range of disciplines and activities. One day the space may be given over to technical creations with circuits, displays, and software. The next day a ceramics studio may inhabit the space.

The room requires a robust infrastructure – data, telecommunications, plumbing, venting, controlled lighting, media presentation. The furnishings must be adaptable, moveable, and storable. The room should be heavily glazed and the entry should be able to open widely to invite in the curious. Confer at greater length with staff to more completely capture their vision for this space and to identify appropriate furnishings and equipment.

- Moveable tables and chairs (6 six-place tables and 36 chairs)
- Resilient flooring
- Table / chair storage
- Counter with sink
- Walls with write-on surfaces
- Ceiling mounted digital projector
- Retractable screen
- Controlled lighting
- Easy-to-use media systems controls via a wall-mounted computer pad that is intuitive for patrons
- Large storage closet for tables, chairs, program equipment

Signage: Room name to be determined
Digital display to headline changing functions, schedule

Adjacencies: Primary: Media Lab, Teens
Secondary:

Teen Services

2,817 square feet

Function and Design Issues

The Teen area should be a separate zone with glass walls or partial walls so that the space may advertise itself as well as allow the customers to both see and be seen.

- mobile desk with work station for teen librarian
- collection shelving with some designed for merchandising the collection
- 1 catalog station
- 1 game station on a mobile rack/cart
- 6 computers and 4 tablets tethered
- 4 visually engaging four-place collaboration booths (wheeled)
- 8 comfortable seating pieces
- 2 study rooms, seating 4, with flat panel monitors with patron inputs, power
- art display with hanging system
- telephone, data, power, cable television outlets at frequent wall and flush floor locations
- program space to seat 25 within the room, achieved in part by pushing back wheeled furnishings:
 - support features to include:
 - secured counter with sink and refrigerator for programming needs
 - lighting controlled to allow for different levels and zones of illumination
 - closet for table/chair storage (4 tables + 16 chairs)
 - craft storage closet with 6 sections of shelving with space for a craft staging table
- entire space designed for sound containment
- durable, forgiving floor surface

Signage: Teens, Changeable information placard at each computer workstation

Adjacencies: Primary: Media lab, Creation Demonstration Center
 Secondary: Sight-line to children's to point tweens/teens to the teen section as they grow

Collection Shelving

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
New Books	3	66"	4	10"		display shelves - confer with staff / consultant	36
YA Audiobook	1	66"	5	10"		slanted, slotted shelves	12
YA Fiction	39	66"	5	10"			468
YA Manga	8	66"	5	10"			96
YA Graphic Novels	5	66"	5	10"			60
YA Book on Disc	2	66"	5	10"			24
YA Rapid Reads	2	66"	5	10"			24
Periodicals	1	66"	4	10"		MagBoxes	12
Total	61						732

Fiction, Genre, Large Print, and Special Collections

8,780 square feet

Design and Layout Issues

This area provides for the public's active browsing and reading while using the fiction and special collections. Computing resources are provided for digital searching and surfing.

Fiction, Genre, Large Print, Adult Graphic Novels, and LBPH Materials (5,904 square feet)

- collection shelving with face-out display shelving incorporated in the shelving
- end cap displays with access to catalogs and for promotional opportunities
- browser benches and 12 lounge chairs among the collections
- 3 public catalog stations

Public Computing (1,320 square feet)

- 30 public computers / tethered tablets in groups of 2 and 3 interspersed with seating in breaks in the shelving ranges
- computing support area with reservations, print release stations, and printer/copier.

Easy Reader Collection (184 square feet)

- collection shelving
- 2 two-place tables

Hmong Collection (308 square feet)

- collection shelving
- display space
- 2 two-place tables

World Languages Collection (1,064 square feet)

- collection shelving
- display space
- 2 two-place tables

Signage: Sign each collection, range guides, information venue at each computer and catalog station

Adjacencies: Primary: New Books/Display, Information Desk
Secondary:

Collection Shelving

Collection	Number of Single-Face Sections	Height	Number of Shelves per Section	Shelf Depth	Other Storage Units	Notes	Square Feet
Adult Special							
Special Easy Reader	7	66"	5	10"			84
Special Hmong (+1 Mag. Title)	14	66"	5	10"			168
Special World Language	77	66"	5	10"			924
Total	98						1,176
Adult Fiction – include 4 display shelves per df range							
Fiction	231	84"	7	10"			2,772
Mysteries	56	84"	7	10"			672
Romance	40	84"	7	10"			480
Science Fiction	45	84"	7	10"			540
Westerns	12	84"	7	10"			144
Graphic Novels	25	84"	7	10"			300
Large Print	38	66"	5	10"			456
Total	447						5,364

Reference Services

5,912 square feet

Function and Design Issues

The reference collections offer customers specific pieces of information and overviews of areas of knowledge. Staff at the reference desk assists the public in person and by telephone, in locating materials or information in all adult collections.

Reference Kiosks (250 square feet)

- 2 single staff kiosks, small and flexible, 1 at stool height, 1 at ADA height, each with:
 - computer
 - telephone
 - ready reference shelving
 - LAN printer
 - controls for study room door strikes
 - easy egress for staff to get to public floor
 - RFID pads
 - barcode scanner
 - receipt printer
 - hearing loop

Seating, Study Rooms, and Reference Collection (1,760 square feet)

- general reference collection shelving
- 1 public catalog station
- 8 study carrels with translucent dividers
- 6 two-place glazed study rooms with flat panel monitor for patron input
- 3 four-place glazed study rooms with flat panel monitor for patron input
- 3 eight-place glazed study rooms with flat panel monitor for patron input
- display fixture to highlight topically important materials
- clock

Wisconsin Collections (4,022 square feet)

Local history and genealogical materials are provided to patrons in an identifiable area of the reference department defined by signage, architectural detail, and/or the layout of furnishings. Items that are either irreplaceable or in fragile physical condition are to be kept in nonpublic spaces. The area is to include:

Public Floor Area (subtotal: 3,610 square feet)

- collection shelving
- 5 display cases that are well-lit
- 4 four-place tables
- 2 study carrels
- 1 catalog station
- 3 microform reader/printer/computer stations in a controlled lighting environment
- 12 microform files
- 18 five-drawer files
- 3 15-drawer flat files
- 1 standing map flip file

Closed Stack Area (subtotal: 412 square feet)

- 20 sections of deep collection shelving
- 1 sorting table /chair

Signage: Reference, Wisconsin Collection, each study room, range guides

Adjacencies: Primary: Nonfiction
 Secondary:

Collection Shelving

Collection	Number of Single-Face Sections	Height	Number of Shelves per Section	Shelf Depth	Other Storage Units	Notes	Square Feet
Reference							
Ready reference	0		Included in service desks				0
Reference	10	66"	3	12"			120
Total	10						120
Wisconsin Collections							
Public Access Room							
Wisconsin Collection (circ'ing)	64	84"	6	12"			768
Wisconsin Reference (includes Wisc. Hall)	84	84"	6	12"			1,008
Wisconsin Current Periodicals	2	84"	6	12"			24
Wisconsin Back Issues	6	84"	6	12"			
Wisconsin Map File	0		(cases shown elsewhere)				0
Subtotal	156						1,872
Closed Stack Room							
Wisconsin Storage, PCB, and Other Materials	20	84"	6	12"			240
Subtotal	20						240
Total	170						2,040

Periodicals and Quiet Reading Area

1,886 square feet

Design and Layout Issues

This area provides for the public's reflective reading and quiet study while using the periodical collection.

The design of this space should encourage customers to treat it as a quieter portion of the library.

- current year collection shelving
- back-issue collection shelving
- 1 catalog station
- feature element
- 8 two-place tables
- 18 lounge chairs with laptop arms
- 10 tablets tethered for access to Zinio collection
- computing support area with reservations, print release stations, and printer/copier

Signage: Sign each collection, range guides

Adjacencies: Primary: Reference, Nonfiction
Secondary:

Collection Shelving

Collection	Number of Single-Face Sections	Height	Number of Shelves per Section	Shelf Depth	Other Storage Units	Notes	Square Feet
Periodicals							
Current Magazines and Newspapers	41	66"	4	12"		MagBoxes (+ 25 for BI's)	492
Back Issue Newspapers	7	84"	8	12"			84
Total	48						576

Nonfiction

9,144 square feet

Design and Layout Issues

This area provides for the public's reflective reading and quiet study while using the nonfiction collection and public computers.

Nonfiction (7,824 square feet)

- collection shelving
- 12 two-place tables
- 6 four-place tables
- 4 public catalog stations at range ends
- end caps for catalog and promotion
- display shelving throughout collection shelving

Public Computing (1,320 square feet)

- 30 public computers / tethered tablets in groups of 2 and 3 interspersed with seating in breaks in the shelving ranges
- computing support area with reservations, print release stations, and printer/copier

Neighborhooding

Strategically locate the shelving range breaks for seating and public computers to highlight important collection segments with signage and other marketing techniques to create focused Neighborhoods of high-demand resources.

Signage: Sign each collection, range guides, information venue at each computer and catalog station

Adjacencies: Primary: Reference
Secondary:

Collection Shelving

Collection	Number of Single-Face Sections	Height	Number of Shelves per Section	Shelf Depth	Other Storage Units	Notes	Square Feet
Adult Nonfiction - include 4 display shelves per df range							
Nonfiction	532	84"	6	10"			6,384
Total	532						6,384

Children's Services

17,575 square feet + unassigned restroom space

Function and Design Issues

The children's section provides the collections and services designed for library users from birth through early middle school as well as parents, teachers, and other caregivers. The children's staff provides reader's advisory, reference, check-out, library card management, programming services, and outreach sought by these users. The workroom provides space for the completion of other off-desk duties: program and outreach preparation, staff meetings and collaboration, and houses office collections.

Locate the Children's section in an area with the potential for future growth, either internally or externally.

The children's section should have an engaging and dynamic entry portal experience to welcome children from birth to sixth grade to the area. The entry should be attractive to a wide range of ages. Sound separation from the rest of the library is important. The seating and collections are to be grouped in five major areas; Entry, Parent/Teacher, Early Childhood (birth to 5), Bridge (K-2nd grade), and Tween (3rd-6th grade).

Entry Zone (3,884 square feet)

- Public Service Desk
 - 2 seated staff stations at a small and flexible desk, each with computer, telephone, pencil/box/file drawers
 - 1 mobile staff desk with computer for high demand periods that will be stored during periods of normal demand
 - LAN printer/copier
 - room for 3 book carts
 - display / storage piece (wheeled) for summer reading program incentives
 - 2 receipt printers
 - 2 RFID pads
 - 2 signature pads
 - 2 barcode scanners
 - security camera monitor
 - space for six bins stacked 3 high (teacher Packs)
- flat panel monitor for program information and other information
- 3 self-check stations
- feature element – intriguing center piece to enliven and engage the library experience
- art display wall
- child-friendly wheeled display case
- collection shelving to merchandise new materials and themed book displays
- 4 four-place tables
- 4 public catalog stations
- 2 brochure racks – one for library services and one for external children's services
- 3 family restrooms with diaper changing stations and with child and adult sized toilets and sinks
- 2 drinking fountains – one at child height; one at adult height
- 15 public computer stations
- custodial closet if no other one is available nearby
- 2 glassed-in parent / child computer labs with adult computer, 1 iPad and toys
- clock

Early Childhood Area (2,795 square feet)

This area serves babies, toddlers, and children up to age 5, with their parents or caregivers. While this is one area, there are four major zones. Reading, playing, technology, and activity center all which encourage parent engagement with children.

- **General (1,420 sf)**
 - 1 catalog station
 - feature element to capture the imagination of the young children – hands on tactile installation
 - collection shelving – arrange shelving or building features to enclose area to reduce toddler wandering
 - nursing room/comfort room
- **Reading Zone (225 sf)**
 - 3 casual parent and child seat-and-a-half seats to encourages parents reading to children
 - cozy reading nooks, caves or cubbies for children and parents to crawl in
- **Play Zone (Social noisy area) (700 sf)**
 - small puppet theater, dress up and storage
 - wall manipulatives, puzzles and other manipulative pieces
 - 5 small tables/chairs for games and puzzle activity with storage/display of same
 - Soft play area for babies and toddlers
 - Space for stroller parking
 - 3 upholstered benches where parents may socialize, supervise, and engage with children
 - Toy collection stored in wheeled bins that pull out from under benches (not parent benches)
 - Circulating toy closet with half-door and 5 sections of shelving (2 narrow and 3 deep) for adult access
- **Technology Zone (300 sf)**
 - 6 iPads (tethered) that encourage child learning and engagement
 - 12 chairs (6 adult and 6 child) and 6 tables appropriate for this use
- **Activity Zone (150 sf)**
 - 3 child-sized project tables each with 2 chairs (1 child, 1 adult) for crafts, coloring, etc.
 - Wipe-able floor

The Parent/Teacher Area (256 square feet)

- adjoins Early Childhood Area
- collection shelving and display end caps
- brochure rack (wall or shelf mounted)
- 2 casual seats for parent and child

The Bridge Area (1,266 square feet) for early readers, away from toddlers

- collection shelving with display end caps
- 1 catalog station
- 6 iPads in pods
- reading loft
- 4 child size lounge chairs
- 2 casual seats for parents to assist with reading
- 1 game table with game storage and checkers top

The Tween Area (4,294 square feet)

- collection shelving and display end caps
- 1 catalog station
- 8 lounge chairs with outlets
- 4 two-place study tables
- 1 game table and game storage
- 1 flat panel digital gaming station with 4 hassock seats
- 6 computers or devices
- 2 study rooms with seating for 4

Children's Program Room (3,360 square feet)

The room should be divisible in half and seat 225 children on the floor and concurrently provide room for 9 tables for craft activities.

- Small table with NO chairs to be used for making name tags outside program doors
- cubbies and pegs for coat and backpack storage
- a built-in, in-wall puppet theater with storage in the behind wall area
- narrow viewing windows on all entrance doors
- 1 music keyboard
- telephones, data and power, at frequent wall and flush floor locations
- ceiling mounted digital projector and sound system that works in both rooms together or separately
- ceiling mounted projection screens
- lighting controlled to allow for different levels and zones of illumination
- cupboards, counters, and sinks in each room with child step-ups
- large closets in each room segment for the storage of tables, chairs, programming toys, and supplies; one of the closets should include the puppet stage opening

Children's Staff Room (1,270 square feet)

- 8 staff workstations each with task chair, computers, telephones, drawers and shelves and space for a cart, and coat hanger.
- 1 staff workstation with printer, RFID pad, barcode scanner, scanner, computer, telephone
- section head office to include a workstation, task chair, computer, telephone, project table with 3 chairs, bulletin board, white board, 2 sections of closed shelving and 2 sections of open shelving, and 1 four-drawer lateral file, 1 cart, and 2 three drawer files
- 8 sections of shelving
- 15 lockers for sub staff and coat rack
- 1 four-drawer file
- LAN printer/copier/scanner unit
- 1 bulletin board
- 1 white board
- counter with deep utility sink
- 20 staff mail boxes with closed storage for office supplies underneath
- 3 book carts
- floor space for storage of 2 stacks of teacher tubs
- clock
- collaboration room with 8 place table, white board, flat panel monitor. Locate at the edge of the space with door to both the workroom and public space.
- very large island project table with drawers underneath for storage

Storeroom (450 square feet)

This should be adjacent to the Children’s Services staff room and accessible from the program spaces if possible.

- 12 sections of cantilevered library shelving, 12”
- 10 sections of deep industrial shelving
- 1 15 drawer flat file
- 1 four-drawer file
- 80 square feet of open floor space for carts / large objects such as the summer reading program incentive storage/display cart

Signage:

- Children’s, public service desk, collections, range guides,
- a changeable signage venue at each computer and media station,
- program rooms, staff room
- digital posting of program schedules at entry of each program room division

Adjacencies: Primary: Flexible

Collection Shelving

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Number of Other Storage Units	Notes	Square Feet
Shared Collections							
New Books	12	60”	4	10”		display shelves - confer with staff / consultant	144
Display					4	confer with staff and consultant	160
Book on Disc	8	60”	4	6”		slanted, slotted shelves	96
CDs	7	60”	4	10”		bin shelves (don't use base shelf)	84
DVD, Fiction	40	60”	4	10”		Zig-zag shelves	480
Magazines	3	60”	4	10”		Mag Boxes	36
Spanish	32	60”	4	10”			384
World Languages	28	60”	4	10”			336
LBPH	2	60”	4	10”			24
Total	132				4		1,744
Young Child Zone							
Board Books	32	48”	2	12”		Face-out, pull-out shelves	384
Picture Books	68	48”	3	12”			816
Total	100						1,200

Collection shelving continued

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Number of Other Storage Units	Notes	Square Feet
Parent-Teacher Zone							
Teacher Collection	8	60"	4	10"			96
Parent Collection	4	60"	4	10"			48
Current Magazines	1	60"	4	10"		MagBoxes	12
Total	13						156
Bridge Zone							
Early Chapter Bks.	12	60"	4	12"			144
Early Readers	36	60"	4	12"			432
Total	48						576
Tween Zone							
Fiction	90	60"	4	10"			1,080
Graphic Novel	24	60"	4	10"			288
Nonfiction	148	60"	4	10"			1,776
Total	262						3,144

Network Services

825 square feet

Function and Design Issues

This space provides an optimum environment for all library digital network equipment and work space for the staff that operates, maintains, and provides training for those library networks. Glazing should allow staff to view the network equipment.

Staff Stations (480 square feet)

- **1 standing height, walk-around, 8 foot long equipment implementation station** – a large worktable for the simultaneous preparation of computer systems, printers, and other equipment with data and power at the working height. Provide 5 sections of cantilevered shelving adjacent.
- **2 staff workstations** –with task chairs, 2 computers, telephone, and an additional work surface
- **Office** - An office for the section supervisor is to include a workstation, task chair, computer, telephone, side chair, project table with 4 chairs, bulletin board, 2 sections of shelving, and 1 three-drawer stacked file, clock

Shared Equipment (165 square feet)

- 1 LAN printer
- white board / bulletin board
- 3 sections of 24" industrial shelving
- 2 equipment carts
- 60 square feet of open floor space for boxed deliveries

Server Room (120 square feet)

- work station with task chair, telephone, and computer
- 4 digital equipment racks, allow the racks to stand free from the wall to allow cable servicing
- controlled electrical and HVAC service
- independent cooling system
- independent fire suppression system
- confer with staff during design development for specific environmental and electrical requirements
- locate the server room adjacent to OWLS server room
- security camera system with workstation
- building alarm systems processors
- include several 20 amp outlets

Communications Room (50 square feet)

- independent access
- 1 rack and patch panel, allow the rack to stand free from the wall to allow cable servicing
- cable television service

Storage Closet (140 square feet)

- storage for equipment wiring, PC storage, etc. on 4 sections of 4 foot wide, four-post shelving

Signage: review with staff

Adjacencies: Primary: OWLS Network Room, On Pallet Path

Materials Management Technical Services

1,440 square feet

Function and Design Issues

The workroom provides space for section staff to plan and to complete the intellectual and physical preparation of materials for the library's collections. A flexible space is needed to allow for future reconfiguration.

- 1 large, standing-height **mail/receiving workstation** with departmental mail boxes
- 8 **staff workstations** each with task chair, computer, scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.
- 3 **processing workstations** with task chair and a working quantity of supplies (such as book jackets on pull-out shelves, glue, tape, media containers) stored convenient to the work surface.
- Provide space for 20 book carts
- 1 **section supervisor office** to include a workstation, task chair, computer, telephone, side chair, project table with 8 chairs, bulletin board, 3 sections of shelving, and 1 four-drawer file.
- **Shared workroom equipment**
 - 3 sections of shelving
 - 2 free-standing supply cabinets
 - 3 lateral files
 - clock
 - counter with sink and storage cupboards with buffer machine

Signage:

Adjacencies: Primary: Receiving, Returns
Secondary: OWLS

Community Engagement Offices

3,915 square feet

Function and Design Issues

Offices including Community Partnerships, Library Administration and Friends of Appleton Public Library

Conference Room (460 square feet)

Provide a conference room to seat 12 at a conference table along with seating for up to 10 visitors. Locate at the edge of the Community Engagement space with doors to both the public space and the office space to allow convenient use for both internal and mixed use activities. Provide a presentation board with screen, ceiling mounted digital projector, service counter with sink and above and below cupboards, clock, and coat rack. Convenience outlets to enable small media presentations, data outlets, and a telephone should be provided. Installed media capabilities are to include room video, audio and voting system with easy-to-use media systems controls via a wall-mounted computer pad that is intuitive for those using the room.

Outer Office (225 square feet)

- 4 visitor chairs with end tables and display area for literature
- coat closet
- clock
- Reception / Administrative Assistant desk with task chair, 2 computers, telephone, scanner, printer, remote door security buzzer, extended counter space , 2 overhead storage areas
- 1 four-drawer lateral files with overhead storage area
- 1 small three-drawer filing section
- 1 four-drawer fire-proof file

Copy / File Center (410 square feet)

- 1 LAN printer/copier/fax and sorting table
- 1 work table island station
- counter with cabinets
- 10 four-drawer lateral files
- 16 mail boxes
- 1 ten-drawer flat file on base

Supply Room (180 square feet)

- 16 sections of deep shelving

Kitchenette (80 square feet)

- counter with sink, microwave, coffee maker, and cabinets
- full sized refrigerator

Library Administrative Offices (1,240 square feet)

- **2 Shared workstations** each with task chair, computer, telephone; pedestal drawers and files.
- **1 volunteer coordinator workstation** with task chair, computer, telephone; pedestal drawers and files, two side chairs, 1 section of shelving, and room to accommodate 1 work table with chair.
- **Business Manager's office** to include a workstation, task chair, computer, telephone, project table with 4 chairs, 2 overhead storage areas, bulletin board, white board, , safe, 3 two-drawer lateral files, 1 three-drawer file cabinet, and 2 five-drawer files.
- **Marketing Assistant's office** to include a workstation, task chair, computer, telephone, project table with 4 chairs, bulletin board, white board, 2 storage cabinets, 1 three-drawer storage, large work surface, specialized high-quality / large format printer, and 1 four-drawer lateral file. Adjacent to copy file center.
- **Assistant Director's office** to include a workstation, task chair, computer, telephone, 2 side chairs, bulletin board, and 1 four-drawer file.
- **Director's office** should provide a workstation to accommodate a computer, printer, telephone, and project table with 4 chairs. The office also includes a credenza, 2 four-drawer lateral files, and presentation board.
- **Shared meeting space** with 6 place table for the Director and Assistant Director. Locate the room between the two offices with communicating doors and a third door to the common Administrative Office space. Include a flat panel monitor, white board, and other meeting room amenities.

Community Partnerships Workroom (1,000 square feet)

- 1 clerk workstation with task chair, computer, telephone; pedestal drawers and files, and room to accommodate 1 book truck
- 6 staff workstations each with task chair, computer, telephone, side chair, book cart, file, and 1 section of shelving
- Section supervisor office with workstation, task chair, computer, telephone, project table with 4 chairs, white board, 4 sections of shelving
- 5 sections of shelving
- 4 four-drawer lateral files
- white board and bulletin boards
- clock
- 10 staff mail boxes
- supply room with 6 sections of 12" shelving, 4 file cabinets, and 2 keyed supply cabinets

Friends Office (320 square feet)

- executive director's workstation with task chair, computer, telephone, pedestal drawers, side chair
- 2 workstations each with task chair, computer, telephone; pedestal drawers and files
- project table with 4 chairs
- bulletin board
- 2 sections of shelving
- 1 four-drawer file

Signage: Community Engagement: Library Administration Community Partnerships, Friends of
Appleton Public Library

Adjacencies Primary: visible access to public
Secondary: Reference

Receiving/Staff Entry

820 square feet

Function and Design Issues

Exterior doors, a **3'0 passage door and an overhead door**, provide access for delivery services with an unobstructed passage to the receiving room. The receiving area is to be well lit and sheltered from the elements. The passage door will also serve as the staff entry.

- dock leveler immediately within the overhead door.
- exterior call box or buzzer for delivery staff
- electronic key scanner for staff entry
- closed-circuit camera and monitor to provide views of those requesting entry.
- security and fire alarm system annunciation panels
- a receiving room area with:
 - double-blind set-up for secure delivery by trusted agents
 - 7 sections of industrial shelving
 - 80 square feet of floor space for boxes
 - room for 2 two wheeled trucks, 1 four-wheeled truck, and a pallet jack
 - 16 recycling tubs
 - 10 staff bicycles
 - salt, shovel, broom, ladder
 - 8 flat book trucks
- staff/Support Elevator – large enough to handle pallet sized loads
- small snow blower
- gasoline storage

A path adequate for a pallet to pass should lead from the receiving area to the staff/support elevator and to the main floor of the library. Other locations to include on a pallet path include the Network Systems Room, Store Room, OWLS, and Building Services.

Signage: Deliveries, Staff Entry

Adjacencies Primary: Building Services, OWLS, Technical Services, Returns
Secondary: Storeroom

Building Services

710 square feet

Function and Design Issues

This space provides for building services office and work space, equipment, cleaning supplies, shelving parts, and building supplies.

Staff Workroom (140 square feet)

- **directly adjacent to Receiving with glassed wall to dock area**
- 2 staff workstations with computers, telephone, chairs
- 1 four-drawer lateral file
- bulletin board
- white board

Project Room (210 square feet)

- work bench with tool peg board
- other equipment
- 5 sets of industrial shelving
- review other requirements

Cleaning Agent Storeroom (360 square feet)

- mop sink
- mop buckets
- 1 cleaning cart
- floor scrubber
- carpet scrubber
- vacuum cleaners
- hanger strip for brooms and mops
- 5 sections of industrial shelving
- stackable washer and dryer

Signage: Building Services

Adjacencies Primary: Receiving
Secondary: Storeroom

Custodial Closets

535 square feet

Design and Layout Issues

Custodial closets provide storage for the custodial service supplies and equipment.

There should be a library custodial closet per floor near each set of public restrooms plus 1 in the lobby. Each closet is to include:

Library's Custodial Closets: 3 closets at 140 each (420 square feet)

- 1 section of industrial shelving
- trash cart
- vacuum
- wheeled mop bucket
- mop sink
- open floor space for storage of equipment/supplies
- ladder
- a sealed concrete floor

Cleaning Service Custodial Closet (115 square feet)

- primary adjacency to Receiving/Staff Entrance
- 3 sets of industrial shelving
- 2 janitorial carts
- 2 garbage cans

Signage: Custodial

Adjacencies Primary: Restrooms, Entry

Staff Room Area

880 square feet + unassigned restroom space

Function and Design Issues

These spaces provide for the personal needs of staff.

Staff Room (800 square feet)

- counter with above and below cupboards
- sink with disposal and spray nozzle
- 1 large refrigerator with ice maker
- microwave
- 4 four-place tables
- 4 lounge chairs
- 2 couches
- 2 bulletin boards
- occasional tables/lamps
- telephone
- television
- 2 computers with task chairs
- dishwasher
- full length mirror

Staff Restrooms - described earlier in the program document - the restrooms should not open to the staff room proper

Showers (80 square feet) – two single occupant showers with bench, hooks, and cubbies for staff kit storage, as appropriate for LEED certification. (may be deleted if Parks and Rec space is co-located)

Signage: Staff Room

Adjacencies Primary: Staff Entry
Secondary:

General Storeroom

2,060 square feet

Function and Design Issues

This space provides space for clean storage of book sale inventory, building supplies, equipment, parts, shelving parts, seasonal displays, and other items not needed for current use.

General Library Storage (1,200 square feet)

- 40 sections of shelving for general storage
- 2 worktables
- wall telephone
- open floor space for stored furniture, shelving parts, seasonal display materials

Digital Equipment Storage (60 square feet)

- 5 sections of shelving for surplus digital equipment

Book Sale Storage (800 square feet)

- 50 sections of shelving
- 2 worktables
- 4 recycling tubs

Signage: Storeroom

Adjacencies Primary: Building Services, Receiving
Secondary:

OWLS

4,885 square feet + unassigned

Function and Design Issues

An independent exterior OWLS entry to provide 24/7 access is requested (site and budget dependent). Provide a pallet path connection to the APL receiving dock.

Outer Office (230 square feet)

- 4 visitor chairs with end tables and display area for literature
- coat closet
- clock
- Reception / Administrative Assistant desk with task chair, computer, telephone, printer, extended counter space, 1 four-drawer lateral file, 1 two-drawer fire-rated file

Offices and Workroom (1,460 square feet)

- **4 workstations** each with task chair, computer, telephone; pedestal drawers and files, and room to accommodate 1 book truck
- **6 offices** with workstation, task chair, computer, telephone, side chair, bulletin board, 2 sections of shelving
- **Director's office** should provide a workstation with computer, printer, telephone, and 2 side chairs, credenza, 2 four-drawer lateral files, a project table with 4 chairs, presentation board, and coat closet

IT Area (540 square feet)

- **Computer Network Manager's office** includes a workstation with task chair, computer, telephone, side chair, bulletin board, white board, 2 sections of shelving, and 1 three-drawer file, clock. Locate next to server room with window view of servers.
- **1 standing height, walk-around, large equipment implementation station** –for the preparation of computer systems, printers, and other equipment with data and power at the working height. Provide 3 sections of shelving adjacent.
- **computer lab stations** for learning / testing of programs and systems by staff and guests to include 5 computer stations with 2 task chairs and a printer (84 sf allowance).
- **Server Room**
 - 2 digital equipment racks, allow the racks to stand free from the wall to allow cable servicing
 - controlled electrical and HVAC service
 - independent cooling system + back-up cooling system
 - independent fire suppression system
 - confer with staff during design development for specific environmental and electrical requirements
 - 3 sections of shelving
 - Plenum (raised) floor system

Program Room (610 square feet)

The room should seat 30 people in rows of chairs or 25 at tables and be rectangular in shape with a level floor. The room should provide a wide range of media and technology. The architects and their electrical or media consultant are requested to carefully explore these requirements with the library staff and library consultant.

- telephone, data, power at frequent wall and flush floor locations
- ceiling mounted projection screen
- ceiling mounted digital projection
- sound system
- lighting controlled to allow for different levels and zones of illumination
- service counter for refreshments
- coat rack with parcel shelf
- storage for folding tables, stacking chairs, lectern, dollies and programming accessories

Copy / Production Center (605 square feet)

- combines 2 existing rooms
- 2 LAN printer/copiers
- 3 work tables
- die cut equipment and storage
- paper cutter
- paper folder
- laminator
- counter with cabinets
- 6 sections of shelving

Mail and Sorting Area (380 square feet)

- 1 very large mail station for the receipt incoming mail / parcels and the preparation of out-going mail and parcels with postal meter and scale
- 7 sections of deep four-post shelving
- 4 four wheel, flatbed carts
- 6 stacks of nested delivery tubs

Staff Room (380 square feet)

- counter with above and below cupboards
- sink with disposal and spray nozzle
- 1 large refrigerator with ice maker
- Microwave
- Coffee maker and teapot
- 2 four-place tables
- 3 lounge chairs
- 2 bulletin boards
- occasional tables/lamps
- telephone
- full length mirror

Staff Restrooms (120 square feet)

- 2 single-occupant restrooms

Storeroom (550 square feet)

- 20 sections of cantilevered library shelving
- 6 sections of deep four-post shelving for case paper storage
- 6 file cabinets or equivalent
- 4 stacks of tubs
- 80 square feet open floor space for large objects and moveable equipment

Adjacencies Primary: Receiving
 Secondary: APL Network Services, APL Meeting Rooms

Parks and Recreation Spaces

Specific Design Requirements

In researching the program document a group of issues that affect the project across programmatic lines was identified. For this reason these issues are called to the planning team's specific attention.

- All areas to have a clock, drinking fountain, motion sensor lighting, recycle and waste receptacles.
- The Parks and Recreation portion of the building should be able to operate independently from the library, allowing community sponsored events to start before and run past normal library operating hours.
- Wi-Fi throughout facility. Provide power with both three-prong and USB receptacles at convenient locations for customer use.
- Deliveries will enter through the main entrance to this area. Removable mullions are required for double-leafed doors to allow the passage of large objects.

Space Requirement Summary

Note – this space is not included in the library space summary at the beginning of the document.

Programmatic Area	Square Feet
Entry / Welcome / Reception	1,045
Staff Office	250
Staff Changing Area / Lockers	455
Public Changing Rooms	600
Studio 1 A & B	1,890
Multi-Purpose Room 1	2,330
Multi-Purpose Room 2	1,280
Multi-Purpose Room 3	1,360
Custodial Closet	100
General Storeroom	260
Net Program	9,570
Unassigned Space 30% of Gross	4,101
Gross Space Requirement	13,671

Entry / Welcome/Reception Area

1,045 Square Feet

Function and Design

Locate this space at the front, exterior portion of building as this will be the entry point into the recreation portion of the facility.

Vestibule Entry (unassigned space)

The entry serves both the library and meeting rooms. This area provides a welcoming portal for the public while minimizing loitering. Provide for:

- on-demand door openers
- people-counter
- walk-off system for shoe soil
- dedication plaque and digital donor recognition system for wall
- power and data

Customer Seating (745 square feet)

This area provides parents/caregivers a place to wait while participant is in class, the area for on-site registration, and participants waiting for class or rides. 6 comfortable seating pieces, 2 side tables

- Television
- 2 benches (or window seats)
- 16 additional chairs and tables to accommodate (could be high rise table and chairs and standard table and chairs intermixed)
- Data outlets for public use
- 2 display cases and brochure racks (one for City use, one for children's books for siblings)
- 2-2 horizontal wall mounted file/document holders
- Kiosk with capabilities for 1 computer to access department website for registration and program information (could be part of welcome desk area)
- 1 play structure for children to climb on
- 1 child size table with 4 chairs

Welcome/Reception Desk (250 square feet)

When considering the design of the welcome/reception desk note the need to be able to answer calls, work with customers who want to register for programs and the ability to do this at eye level. The desk could be a half circle with a cut-out to provide customers to sit and talk with the customer service staff about programs, etc. This person will have access to the staff office for additional support when staff is on-site.

- Computer / Keyboard
- Cash drawer/register
- Task chair
- 2 task chairs for those customers being helped at the desk
- Phone
- 4-lockable 2 drawer vertical file cabinets
- 2-lockable 3' horizontal file cabinet
- Printer/Color copier combo w/fax/scan capabilities
- 1-72" lockable vertical storage cabinet

Restrooms (unassigned – subject to occupancy load calculation)

Each restroom should provide:

- Automatic fixture for toilets, lights and hand blowers
- Stalls should be spacious, well lit, and include coat hook
- Changing table
- A wall-mounted child holder
- Sanitary product dispensers and disposal fixtures
- Soap dispenser and toilet paper dispenser to match other city facilities
- Floor drain

Custodial Closet (50 square feet)

- Mop sink
- Wheeled mop bucket
- 1-3' section of industrial shelving for paper supplies
- Station above faucet of mop sink for pre-set chemical dispenser for cleaning
- Broom
- Mop
- Dust pan

Entry and Welcome Desk

Square Feet:

Frequency of use: Sunday - Saturday

Flooring: Carpet or VCT

Ceiling Height:

Lighting: Sensor by movement

Signage: Welcome/reception desk*, 2 family restrooms*, 1 custodial closet*,

Customer Seating

Square Feet: Unknown

Frequency of use: Sunday - Saturday

Flooring: Carpet

Ceiling Height: Unknown

Lighting: Sensor by movement

Signage: Welcome/Reception Desk

Restrooms

Square Feet: Unknown

Frequency of use: Sunday - Saturday

Flooring: Tile

Ceiling Height: 8'

Lighting: Sensor by movement

Signage: Family Restroom

Custodial Closet

Square Feet: Approx. 50

Frequency of use: Sunday - Saturday

Flooring: Sealed concrete

Ceiling Height:

Lighting: Sensor by movement

Signage: Custodial Closet

On-site Parks and Recreation Staff Workspace

Square Feet: Approx. 250

Function and Design

Workspace (210 square feet)

- Located behind the welcome desk in separate room with door.
- 2 workstations
- 2 - task chairs
- 2 computers –one for each workstation
- laptop plug-in for one workstation
- 2 phones
- Safe
- Small circular meeting table with 4 chairs
- 2-2 drawer vertical files per workstation
- fabric bulletin board, above desk shelving for each work station

Server Room (40 square feet)

- 2 digital equipment racks, allow the racks to stand free from the wall to allow cable servicing
- controlled electrical and HVAC service
- independent cooling system
- independent fire suppression system
- confer with staff during design development for specific environmental and electrical requirements
- security camera
- building alarm systems processors

Square Feet: Unknown

Frequency of use: Sunday - Saturday

Flooring: Carpet

Ceiling Height: 8'

Lighting: Sensor by movement

Signage: Staff

Adjacencies: Staff changing area

Staff Changing Area/Lockers

455 square feet

Design and Function

Provide space for instructors to get ready for classes, (i.e. change into required work uniform, eat dinner between classes, etc), small staff meetings. Access from staff office as well as external access.

- 1-single occupant restroom for all staff
- 1-single occupant private area within room for staff to change privately
- 2 – 3'x6'x15" extra wide standard double tier lockers (16 lockers total)
- 1 storage cabinet with 2 horizontal files on bottom (approx. 6' x 3')
- 1 – small round table w/4 chairs to with it
- full length mirror to go on the backside of the door
- Kitchenette – counter with sink, with above and below cupboards, above counter microwave, compact refrigerator
- 5 – triple wall files
- staff showers

Square Feet: unknown

Frequency of use: Sunday - Saturday

Flooring: VCT

Ceiling Height:

Lighting: Sensor by movement

Signage: Staff

Public Changing Rooms / Restrooms

600 square feet

Function and Design

Provide one men's and one women's public changing area/restroom for participants to change into appropriate clothing for class they are participating in.

- Two changing stalls with lockable partition doors per men's and women's
- Two toilet stalls in women's
- One toilet stall and one urinal in men's
- Automatic fixtures for toilets, urinals, lights and hand blowers
- Stalls should be spacious, well lit, and include coat hook
- Changing table in men's and women's
- A wall-mounted child holder in each stall
- Sanitary product dispensers and disposal fixtures in women's
- Soap dispenser and toilet paper dispenser to match other city facilities
- Floor drain

Square Feet: unknown

Frequency of use: Sunday - Saturday

Flooring: VCT

Ceiling Height: 9'

Lighting: Sensor by movement

Signage: Restrooms

Studio 1A & 1B

1,890 Square Feet

Function and Design

The multi-purpose room provides space for recreation and community sponsored programming. (Interior rooms preferred.)

Studios (1,800 square feet, 900 sf each)

- 1 large room that can be turned into 2 separate rooms
 - Sound proof room divider
 - 2- Sound systems (iPod, CD, Cassette) needed for both 1A and 1B
 - 2 walls in each 1A and 1B to have ballet barre
 - mirrors along one wall (required in 1A & 1B)
 - 1 – single occupant family restroom (required in 1A & 1B)
 - 28 cubby shelving unit to be housed along wall outside of the studios in the hallway
 - Closest space in Studio 1B*
- *see function below

Storage Closet (90 square feet)

- Provides storage for both Studios 1A and 1B, including one 8'x3' storage cabinet.
- Suggested size 80-90 square feet.

Frequency of use: Sunday - Saturday

Flooring: Wood – ability to withstand tap, fitness classes – sprung?

Ceiling Height: 12'

Lighting: Sensor by movement and lighting controlled to allow for different levels and zones of illumination

Signage: Studio 1A, Studio 1B

Adjacencies Primary: Hallway w/benches

Multi-Purpose Room 1

2,390 Square Feet

Function and Design

The multi-purpose room provides space for recreation and community sponsored programming.

Multi-Purpose Room (2,000 square feet)

- Sound system (iPod, CD, Cassette)
- 16 cubby shelving unit to be housed along wall outside of the room in the hallway
- Wall mounts for youth basketball hoops (specific to parent/child sport classes)
- TRX wall mounts for 9 TRX straps
- Coat rack with hangers
- 2-closets within room*

Storage Closet #1 (250 square feet)

Space to accommodate the following (currently have these items in inventory):

- 16 stability balls on PVC storage rack
- BOSU storage rack for up to 14 BOSU Balance Trainers
- Wall mounts for Versa Tubes (40)
- Shelving or space for Yoga mats/blocks
- 2 rolling carts holding 6 each 4'x6' mats
- Dog house roller
- 2-4' balance beams
- 4'x8' 8" thick landing mat
- 4'Wx6'L Downhill wedge mat
- 20 sets of dumbbells (would want a rack, currently in baskets)

Storage Closet #2 (80 square feet)

Space to accommodate the following:

- Wall mount hanger for the mountable basketball hoops
- Wall mounted ball holder for basketballs
- Hooks for ball bags, hula hoops, etc.
- Shelving for miscellaneous supplies
- Approx. 8'x3' plastic storage unit

Frequency of use: Sunday - Saturday

Flooring: Wood - multipurpose

Ceiling Height: 13'8"

Lighting: Sensor by movement and lighting controlled to allow for different levels and zones of illumination

Signage: Multi-Purpose Room 1

Adjacencies Primary: Hallway w/benches

Multi-Purpose Room 2

1,280 Square Feet

Function and Design

The multi-purpose room provides space for recreation and community sponsored programming.

Multi-Purpose Room (1,000 square feet)

- The room should provide a wide range of media and technology support including telephone, data, power, cable television outlets
- 1 – single occupant family restroom within room
- 16 cubby shelving unit to be housed inside the multi-purpose room
- Utility counter space (approx. 6') with deep basin sink and above and below cupboards
- Coat rack with hangers
- Storage Closet*
- Preferred exterior wall with windows

Storage Closet (220 square feet)

- 4-8' tables on a cart, 20 stackable chairs on a cart
- Space for five 8'x3' storage cabinets (currently have in inventory)
- Shelving for miscellaneous supplies

Family Restroom (60 square feet)

- Automatic fixture for toilet, lights and hand blower
- Stall should be spacious, well lit, and include coat hook
- Changing table
- A wall-mounted child holder
- Sanitary product dispensers and disposal fixtures
- Soap dispenser and toilet paper dispenser to match other city facilities
- Floor drain

Frequency of use: Sunday - Saturday

Flooring: VCT

Ceiling Height: 9'

Lighting: Sensor by movement and lighting controlled to allow for different levels and zones of illumination

Signage: Multi-Purpose Room 2

Multi-Purpose Room 3

1,360 Square Feet

Function and Design

The multi-purpose room provides space for recreation and community sponsored programming.

Multi-Purpose Room (1,000 square feet)

The room should provide a wide range of media and technology support including the following:

- Telephone, data, power, cable television outlets
- Ceiling mounted projection screens
- Ceiling mounted digital projector
- Sound and video presentation capabilities
- Media control closet

Also include:

- Coat rack with hangers
- Platform stage on one end of the room (possibly in a cove to save room space)
- Kitchenette (approx. 11' in length) – counter with above and below cupboards, sink with disposal and spray nozzle, above counter microwave, full size refrigerator
- Storage Closet*
- Preferred exterior wall with windows

Storage Closet (60 square feet)

- 4-8' tables on a cart, 20 stackable chairs on a cart
- Space for two 8'x3' storage cabinets
- Shelving for miscellaneous supplies

Frequency of use: Sunday - Saturday

Flooring: VCT

Ceiling Height: 9'

Lighting: Sensor by movement and lighting controlled to allow for different levels and zones of illumination

Signage: Multi-Purpose Room 3

Custodial Closet/Maintenance Room

100 Square Feet

Function and Design

Custodial closet will provide storage for the custodial service supplies and equipment.

Closet should include:

- Mop sink
- Wheeled mop bucket
- 1-3' section of industrial shelving for paper supplies
- Station above faucet of mop sink for pre-set chemical dispenser for cleaning
- Hanger strip for brooms, mops and dust pans
- Vacuum cleaner
- Floor scrubber
- Cleaning cart

Frequency of use: Sunday - Saturday

Flooring: Sealed concrete

Ceiling Height: 9'

Lighting: Sensor by movement

Signage: Custodial Closet

General Storeroom

260 square feet

Function and Design Issues

This space provides space for clean storage of building supplies, equipment, parts, seasonal displays, and other items not needed for current use.

- 8 sections of shelving
- 1 worktable
- wall telephone
- open floor space for stored furniture, shelving parts, seasonal display materials

Signage: Storeroom

Adjacencies Primary: none
Secondary:

General Building Design Considerations

Important Note – See also the general design issues identified by the City appended at the end of this section.

This section provides recommendations regarding specific design considerations, building components, and equipment requirements.

- The public library provides an array of services to a varied constituency. The library service paradigm and service methods can be expected to change with some frequency, now and in the future. An open, flexible structure that can respond to changing needs is very important.
- Public libraries in urban settings are utilizing creative ways with layout and design of facility and services to minimize potentially disruptive areas. The building's design should incorporate the best elements of urban design that are appropriate for the Appleton community.
- Public libraries also present a number of very specific programmatic requirements. Building design must respond to these needs to allow effective, efficient operation of the library.
- The public library is a significant and permanent representation of a community's values. The building's design should engender a sense of permanence and pride. A warm atmosphere should invite the public to enter and feel at ease using the services and resources provided.
- The public library serves as a resource for organizations and businesses in the community. The building's design should provide spaces such as study rooms and meeting rooms for use by these organizations, embodying the library's support for businesses and nonprofits.
- Even though aesthetics are very important, the actual function of the facility must be the overriding consideration. Programmatic needs and operational costs must be a constant concern. Durability and ease of maintenance justify a higher initial investment to reduce ongoing operational costs.
- The building and its furnishings shall comply with all applicable codes, laws, ordinances and other legal requirements. Particular attention should be called to the Americans with Disabilities Act, which has very specific requirements and general requirements applicable to public libraries.

Exterior Issues

Aesthetics

The building should reflect the community's sensibilities and be compatible with the context of its location. The building should serve as a teaching building and provide appropriate amenities based on funding and final design.

Public Access

The entrance should be highly visible from all approaches. Approaches should be provided for users arriving by automobile or motorcycle, bicycle, by foot, and for drop-off traffic. Curb cuts must be provided from parking areas and public streets. A ground-level entrance assures ease of access for all users and facilitates staff functions.

Parking

There will be parking for public and staff provided either onsite or adjacent determined through the City's downtown parking analysis. There should be signed designation of handicapped parking as required by code. The parking lot should be included in the landscape plan. Green space with trees and other plantings should be used to relieve an otherwise unbroken sea of concrete and vehicles. Racks for bicycles will be provided near the entrance. Racks should be located so as not to impede pedestrian traffic. A drop-off area, set back from traffic flow, should provide for the short term parking of two vehicles.

A method to provide library card users a limited amount of free daily access authenticated with their library card should be pursued.

Landscaping

The landscape plan should provide a pleasant setting for the building. The plan should be simple in layout and in the number of varieties specified. All plant varieties are to be hardy and requiring a minimum of care. Approaches to the building and the parking lot should be an integral part of the landscape plan.

Landscaping should incorporate LEED certification and educational opportunities.

Stones, gravel, or other hard, loose materials are not acceptable. Low maintenance-ground cover is preferred to grass. Beds of flowers are not appropriate because of the care required. The landscape plan should provide for the screening of exterior mechanical and refuse areas.

Exterior Signage

Consistent with local ordinances and requirements, provide an illuminated sign to announce the library's presence and a lighted hours of operation/message board at the building entrance. Signs should be provided to identify the book and media returns. All signage will be designed by the architect with final approval by library staff, or under the firm's direction for inclusion in the general contract.

Provide locations for prominent banners or other temporary signage in highly visible locations to promote library services and programs.

Exterior Materials

All exterior building materials should have a permanent or durable finish as to not require frequent painting, staining, or other maintenance. The use of wood should be kept to a minimum.

Exterior Lighting

The parking lot, public entrance, staff entrance, service and emergency exits should be well lit at dusk and at night. All exterior lighting should be controlled by photocells. Fixtures specified should use long-life lamps. Any bollard lamps employed should be vandal-resistant and parts should be available locally or through a regional distributor.

Utility Outlets

Keyed outlets for water and electricity should be located on all sides of the building. Hose bibs should be self-draining.

Security

The landscape, building, and lighting plans should seek to reduce vandalism and to enhance the personal safety of public and staff. Cameras on all sides of the building with multiple exterior cameras at entrances are required.

Interior Issues

Design Structure

The building should be designed on the module principle consistent with 42" shelving aisles. The bay must be as large as the budget allows and must reflect the three foot standard library shelving module. Some program areas such as the entrance area or meeting room may call for bays different from the standard module.

No interior load-bearing walls will be accepted. Interior walls must allow for flexibility in the future configuration of services. When necessary, interior columns should be placed for minimum interference with circulation, visibility, and furnishing layouts. All floors must be capable of supporting fully-loaded 92" high book stacks. Minimum floor loading must provide for 150 pounds per square foot.

Lighting

Lighting levels in public libraries are a significant issue that must be systematically addressed by the architect. A considered combination of controlled natural lighting and artificial lighting should provide appropriate, glare free illumination for the standing browser and seated reader. Special care is to be taken to prevent veiled reflection or glare in areas where monitors or microform equipment is in use.

Lighting levels should be as follows:

Public study areas - 30 to 40 foot candles measured horizontally at desk top level. Ambient lighting may be augmented by task lighting where appropriate.

Public service counters/desks - 50 foot candles measured horizontally at work surface.

Shelving ranges - 6 foot candles minimum measured vertically at 12" off the floor and 30 foot candles maximum measured vertically at any height to achieve approximately a 5 - 1 maximum to minimum ratio across the entire stack face.

Microfilm, video viewing areas – review with library staff.

Staff workrooms/offices - 50 foot candles average measured horizontally at desk height.

Conference or study rooms - 30 to 40 foot candles measured horizontally at desk top level.

Large meeting rooms - 40 foot candles average with all lights on, separate controls for lighting of podium area at front of room. Lighting should be controlled or switchable to produce 2 foot candles for note taking during media presentations. Note-taking light should not spill onto projection screen or monitors.

Fluorescent fixtures with electronic ballasts should be used for ambient lighting. Metal halide or high pressure sodium lamps should be used with caution because of their poor color rendering and consistency, warm-up time, and potential for glare. Occupancy sensors should be considered for infrequently used spaces. Special effect lighting is only appropriate for display areas. The variety of fixtures and lamps must be kept to a minimum to simplify the supply, inventory, and maintenance processes. Incandescent fixtures are only appropriate for closets and similar applications.

Fixture layout in the public areas should whenever possible, provide the required lighting level regardless of shelving or seating arrangements. Independence of lighting levels and furnishing layouts is a desired goal. Ease of lamp replacement is important. All fixtures should be easily accessible using ladders.

Twenty-four hour path lighting should be provided in all major areas of the building. Emergency lighting is to be provided in all areas of the building to meet or exceed code requirements. A master switching panel is to be located in the staff areas of the public service desk or workroom. Use of circuit breakers for this purpose is not appropriate. Each major area of the building is to be separately controlled and the controls permanently labeled. A master switch should provide that the entire building's lights may be switched with ease. Individual rooms must have switched lighting.

Electrical Service

The number and location of all electrical outlets will be reviewed with the library planning team to determine adequacy. Adequate electrical service will be provided for both present and future configurations of equipment. Evenly spaced runs of wall, counter, and floor outlets should be provided in work rooms, public service desk areas, media areas, and catalog areas to create maximum flexibility. Flush, capped floor outlets are to be provided in a grid that enables planned deployment of equipment as well as flexibility for future needs.

Electrical service to the systems room for digital equipment closet should be provided from a grounded, independent breaker panel. Uninterrupted power supply equipment will be provided as necessary by the library.

Architects should review with the library planning team to identify equipment that may require special fixtures or power requirements. Theft detection system electrical service and wiring conduit should be provided at the circulation desks and the entrance/lobby.

All supply and breaker panels shall be permanently labeled. Breaker panels shall be keyed.

Heating/Ventilation/Air-conditioning

Adequate heating and air conditioning with proper control is essential, with particular attention to quiet operation. Controls, vent locations and other mechanical elements must not conflict with the complete flexibility of the furnishing layout. Review all locations with the library planning team.

Thermostats must provide zoned control for all public areas and independent control for individual rooms. Thermostats in public areas must be secure from tampering. Special attention should be paid to small rooms such as study rooms or computer and media labs.

No license shall be required to operate any of the mechanical equipment. All equipment, panels, pumps, and supply piping shall be permanently labeled. All mechanical service, hardware, and mechanical equipment should be locally available.

Entrances

All public entrances are to offer no barrier to those with disabilities. On-demand door openers shall be provided. All public entries will be able to be supervised from a single point of control.

Doors

All exterior doorways should have an overhang with proper drainage to keep snow and rain from the immediate area. They should be at ground level, with flush thresholds, and present no obstacle to wheeled carts. All interior doors should be at least 36" wide. Closer, kick-plates, and hold-back hardware for all doors should be reviewed with the library planning team. All passage doors shall have a lite for safety.

Windows

Window location must not affect layout and use of shelving, furniture, and equipment.

Selected windows in all public and staff areas should open to allow ventilation in the event of mechanical failure. Window hardware should allow only staff operation. Windows should be located if possible to admit winter sun and be shaded from the summer sun. Glare from sunlight is to be avoided.

Window lites should be non-glare or tinted and should be insulated or triple glazed. All frames should include a thermal break design.

Materials/Finishes/Colors

Public libraries are high traffic buildings and, like other public buildings, subject to some abuse. Libraries also have little money for maintenance and replacement. Because of this dichotomy the materials and finishes selected during construction should emphasize durability, long life, and low maintenance. Any higher initial costs may be justified by the reduction in operating costs as well as the aesthetics.

A holistic approach should be used in selecting colors used in the building to include building fixtures, furnishings, carpeting, and all other surfaces. This is most easily accomplished by including the project's interior designer in all of these discussions. All materials, finishes, and colors selected must be reviewed by the library planning team.

Doors, counter fronts, outside corners, and so on will take a beating and should be protected by caps, moldings, plates, or other hardware.

Counter tops receive significant wear and should be surfaced with extremely durable materials.

Children will climb on, knock over, run into, or pull down any furnishings and fixtures to which they have access. Stability and rounded corners are required characteristics in furnishings and fixtures.

Carpeting should be used in the entire building except in the entry, restrooms, specialized program spaces, mechanical and store rooms, custodial areas, and any extremely high traffic areas.

Carpet specified should be a high quality, commercial grade of high density. Carpet for computer rooms should be anti-static. Materials and colors should be selected for low maintenance and the ability to mask soiling. Carpet should be glued to slab or raised floor. If carpet tiles are used the adhesive employed should allow lifting and replacement of tiles.

Examples of appropriate floor coverings for non-carpeted areas:

- Entrance, restrooms – resilient surfaces
- Custodial, storage, mechanical, receiving, garage- sealed concrete
- Storage closets, service corridors - resilient tile

Telephone

Telephone service to the building and its terminating block should be located in an area suitable for maintenance by the City of Appleton Information Technology Department and their contracted service providers. Two duplex electrical outlets should be provided at this location. The library may select and acquire a telephone system processor and telephone sets separately but all internal wiring for telephone service throughout the building is to be included in the general contract. The architect must review with the library planning team locations specified for telephone service.

Public Address

A public address system will serve all areas of the building, both public and staff accessible through the telephone system.

Local Computer Systems

Network Systems Room

- A closet will be provided to house central computing equipment. It will be sized to provide room for a network equipment rack(s) on each floor, centrally located, appropriate in size to house patch panels and hubs or switches defined by the number of planned computer installations in the building
- It will be located with consideration to cabling requirements
- This closet will be placed on a separate, grounded electrical circuit
- It will have cable management equipment to control cable from entry point to patch panel
- The closet will have a locking door, appropriate ventilation and lighting
- It will be composed of non-conductive materials
- It should be environmentally controlled so as not to exceed a temperature of 80 degrees Fahrenheit, and humidity level of 60%. Supply air to the closet should be filtered.

Cabling Backbone

- Multi Mode Fiber Optic Cable (FDDI) will be used as a "Backbone" to connect installations on multiple floors of one building, in connected buildings, or when cable runs exceed 300 feet.

Cabling

- Category 6 (minimum), unshielded twisted pair (UTP) cabling shall be used. Plenum cable will be provided as needed based on construction characteristics of the planned building.
- Cabling will be warranted for 10 years from installation
- All cable troughs or other support will provide for cable to be supported by permanently attached supports at intervals close enough to ensure no visible sag. All equipment attached to walls must be secured properly.
- Cabling will be terminated in the Communications closet at a patch panel.
 - Patch panel will be flat faced with RJ-45 Cat6 jacks and will support at least a 25% increase in connections to have room for growth.
 - Patch panels will be provided in multiples of 24, to support the number of cable drops specified in building plan + 20% to allow for expansion
- Cabling will be terminated in wall-mounted plates with space for numbering of outlets.
- Floor mounted outlets will be terminated in such a way as to be flush to the floor with cover or gate to shield plug from kicking or other damage
- Outlets to be terminated in pre-wired furnishings will be done to the specification of the furnishing manufacturer
- Cable terminations and Patch Panel terminations will be numbered in a consistent way. The workstation terminations will be color-coded using orange to indicate a data outlet.

- 2 copies of a cable map showing locations and number of each cable drop will be provided at completion of the project
- Cables will be tested to meet the Gigabit over Ethernet standard. Documentation of all tests will be provided at the completion of the project.

Emergency Systems

A comprehensive security system should provide detectors on all external doors and motion detectors in strategic internal locations. The system should be tied to the Police or security service panel as appropriate. An external arm/disarm control should be located at the staff entrance. The main system panel should be able to indicate which device or zone has been tripped.

A fire alarm system should be provided and tied to the Fire Department's panel if possible. Product of combustion and heat sensing devices should be located as appropriate. The main panel should be located in the circulation staff area and be able to indicate which device or zone has been tripped.

Emergency exit doors should be equipped with either exit alarms or electromagnet devices that hold the doors closed except when released by the fire alarm's activation or when specifically overridden. The electromagnets can be wired not only to the fire alarm system but also to the burglar alarm panel so that the panel's zone bypass switches can be used to switch the electromagnets as well.

Signage/Graphics

Signage should be utilized throughout the building to provide direction and to identify major service areas, individual offices, and specific functions or features. Digital signage should be incorporated for the general building directory, promotion of services and programs and for meeting room schedules. Signage for each shelving range is also included in the project's scope. The signage should be attractive, legible, and an integral part of the interior design. Signage selected should allow the signage to be serviced or produced locally. Stack signage should be able to be modified on site. Library staff gets final approval on all signage to ensure compatibility with branding.

Clocks

Clocks should be provided in all general staff workrooms, staff room, meeting room, and in general public areas as necessary for easy visibility. A central clock system is required.

Furnishings

The architect should work with the library planning team to determine the type and quantities of existing furnishings that may be used in the new facility, especially workrooms and storage areas. Moveable furniture is preferred. Service desks and areas utilizing RFID technology should minimize the use of metal to avoid interference with RFID signals.

Shelving

Customer ability to find materials can be determined in great part by the shelving that organizes and displays the collection, by the layout and appearance of the shelving itself. Shelving may represent the largest expenditure the library will make for equipment or furnishings. The architect should work with the library planning team to determine the type and quantities of existing shelving that may be used in the new facility to minimize costs.

Shelves should be at a height that is appropriate for the user groups and allows for sight lines and natural light. Tall shelving should be only utilized in low-traffic collections (ex. historical archives).

Sway-braced or welded metal frames with wood end panels are recommended. Back-stop bands are always required when appropriate. Canopy tops should only be installed in situations where there are views of shelving from above or structurally required.

Shelving Layout

Shelving must be arranged to provide the public a logical sequence and flow for each collection. Shelving must be arranged to provide staff at the primary and children's public service desks a clear line of sight and the maximum visual supervision of aisles in the shelving layout. This is to aid both patron assistance and security.

Shelving should be located in the areas least desirable for human habitation.

Shelving ranges should be at least 15 feet in length (5 sections) and no more than 21 feet in length (7 sections). Double faced, free-standing ranges are preferred over single-faced, wall-mounted shelving in public areas. Single-faced shelving is most useful in an office or workroom setting. Main aisles should be 60 inches wide and side aisles 42 inches in width.

Millwork

Custom millwork should be kept to a minimum. Standard furniture and furnishings available in modular units should be used whenever possible to enable response to changing service needs and future expansion.

Storage cabinets and counters in staff workrooms should be free-standing and modular. They should be able to be moved without major disruption to the walls whenever possible.

Furniture

Furniture selection should emphasize durability and maintenance as well as appearance. Strength of construction and the ability to replace components should be a prime consideration. Standard, stock items should be specified.

Budget permitting, a small inventory of replacement parts and materials should be included in the specifications. It is helpful to provide this additional stock so that replacements will be from the dye lots or manufacturing runs. The following items and amounts are recommended:

Wall Coverings	3 percent
Ceiling Tile	3 percent
Carpet	3 percent
Vinyl Tile	3 percent
Wall Base Trim	3 percent
Ceramic Tile	3 percent
Paint	5 percent

Table and chairs should be of durable, commercial-grade construction. Upholstery that can be removed on site is advantageous.

Furniture in the public areas should be easily cleanable. Computer chairs should be constructed of hard surfaces and easily cleaned.

Partitions used in office landscaping should be standard, modular units rather than custom units.

Moveable furniture and equipment must be equipped with carpet casters.

The library planning team should be allowed to inspect and evaluate furnishing selections prior to approval.

Equipment

The library will independently acquire through its own purchasing procedures media, circulation, computer and office equipment and these costs are part of the total project budget. The architect will be responsible for the provision of the necessary space, power, cable pathways, and related furniture.

Locks

Physical keys should be minimized and locks should be compatible with an automated security system that allows customized access points for individuals based on their roles and necessary building access.

A zoned master and grand master keying system, as simple as possible, should be developed in consultation with the library planning team. A key case and key management system should be provided.

Display Fixtures

Public bulletin boards for display of public notices should be flush-mounted Brochure racks should be flush-mounted or recessed, wall mounted units.

General Design Issues of the City

Lighting Controls – In addition, to natural daylighting to ensure the facility has automated controls to adjust light levels in conjunction with natural light levels. Ensure facility lighting is fully programmable.

Lighting – Utilize LED lighting where feasible.

Roof – If budget allows, plan for a green roof. Roof should be usable for activities and function as a learning center for sustainability.

Clocks – To be electronic clock system with all clocks as part of one system.

Parks & Recreation Spaces – Parks and Recreation Spaces are identified in this document without discussion elsewhere in the document. This is by design at this early stage in the process. It will be important that features such as signage, access from the library, etc. be reviewed and included in the design process as the project moves forward.

Security Keying – Keying is to utilize a secure keying system. Current standard is Primus Everest system.

Replacement Inventory – Increase carpeting replacement inventory from 3% to 5%. In general storage there needs to be a space to store this type of inventory including bulbs, ceiling tiles, paint, carpeting, etc. This area does not need to be a room, just a fenced in area with shelving.

Maintenance Room – This room can be separate or combined elsewhere, but a room needs to exist to house the computer(s) that control the building automation systems for HVAC, Lighting, security, etc. This is often overlooked and these computers end up in an unsuitable area.

Custodial Closets – Located conveniently on each floor and in each large area for staff and the cleaning crew to efficiently access. Outlets placed accordingly so all areas can be reached within the length of a standard vacuum cord.

Energy Tracker – Include a kiosk that measures the effectiveness of being LEED Silver for public education.

Emergency Power – Provide a natural gas generator capable of handling the critical loads as identified by the Library and Facilities Management.

HVAC Humidity Control – Provide a well-controlled humidification system.

HVAC Systems – As noted in the program, utilize raised flooring and in-floor heating, especially in high ceiling areas.

Restrooms - Include electric hand dryers.

Noise Control – To be considered throughout the facility. May include materials used for flooring, furniture, walls, insulation, etc.

Piping – All piping to be clearly labeled.