NEEDS ASSESSMENT and
SPACE RECONFIGURATION PLAN

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Needs Assessment and Space Reconfiguration Plan

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Introduction and Executive Summary

In October of 2014, Addison Public Library commissioned Williams Architects (WA) to perform a Needs Assessment and Space Reconfiguration Plan for the existing Library facility located at Four Friendship Plaza in Addison, IL. This Report represents the final written deliverable to the Addison Public Library Board of Trustees.

From November of 2014 through February of 2015, the WA team conducted a Needs Assessment to identify issues and concerns with the current Library building, furnishings, and equipment. A cursory assessment of existing conditions was performed to identify items requiring repair and/or replacement. Current and projected demographic information regarding the Library’s service area were analyzed. Our team evaluated the Library’s circulation data in an effort to determine trends in circulation patterns and their effects on space needs, and Library staff provided valuable data and observations regarding usage patterns of the building at differing times of day. These objective assessment processes were complemented by a “connection” process that involved interviews with Library staff members and the Board of Trustees. Together, these assessment and connection outcomes resulted in a series of recommendations for improvements to the existing building, furniture, and equipment. As part of the process, Library administration asked the WA team to provide an analysis of estimated remaining service life for major building components and ranges of estimated replacement costs for these items for long-range planning and budgeting purposes. This analysis is included as an Appendix to this Final Report.

Once these recommendations were shared with Library staff members and the Library Board, our team presented several options to the Library for addressing the recommendations. Over a series of meetings with Library staff, the WA team developed and refined a plan for reorganization and renovation of selected areas of the library’s two public service floors. Staff assigned priorities to each of the improvement items identified as part of the plan. Preliminary estimates of construction and furniture cost were developed in conjunction with these plans.

The reorganization/renovation plans were presented to the Library Board of Trustees in April 2015, and a decision was made to move forward with a renovation project to implement the plan at that time.

The Williams Architects Team truly appreciates this opportunity to be of service to the Addison Public Library. Please do not hesitate to contact us with any questions regarding the contents of this Needs Assessment and Space Reconfiguration Plan.
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PART 1 -
NEEDS ASSESSMENT
ASSESS:
Facility and Furniture Assessment

The WA team toured the Library with Mary Medjo Me Zengue and Greg Czajkowski on November 19, 2014 in an effort to understand and evaluate the existing conditions of the building and furnishings. In general, the building and furniture are very well maintained, with some signs of wear in heavily used areas. Areas of concern noted during our evaluation process can be summarized as follows:

Building Site:
No major issues of concern were noted with respect to condition of site elements. Some minor cracking of sidewalks was observed, which has been repaired. Since the Library shares parking with the adjacent Addison Village Hall, parking is sometimes difficult to find when municipal traffic court is in session at Village Hall. The exterior drive-up book drop is difficult to use for some patrons as a result of the limited turning space available on-site to access the driveway to the book drops.

Building Exterior:
Exterior masonry, fiber cement panels, and glazing are all in good condition. Some efflorescence was observed near the wall cap at the third floor green roof, but does not appear to be of a serious nature. Some of the structural silicone sealant at the exterior curtain walls is stained, likely due to a chemical reaction with the spacer blocks beyond. This is merely an aesthetic issue, and does not appear to have compromised the integrity of the sealants.

Building Interior:
Overall, the facility interior is in very good condition. Carpet in the main meeting room and high-traffic areas is showing moderate to severe wear, and is in need of replacement. The finish on the floor box cover plates is severely deteriorated throughout the building in public areas. Damage to walls and corners typically seen in many library buildings is mostly absent at this facility due in large part to careful staff and extensive use of corner guards.

Building Systems:
Mechanical systems mostly appear to be functioning as intended, with some concerns regarding the performance of exhaust fans in first floor public restrooms. With the exception of instances of freezing pipes at the northwest corner of the facility which appear to be related to accidental use of exterior hose bibbs on warm days before freezing temperatures, no issues appear to be present with the building plumbing systems. Roof drain pipes do not appear to have been insulated per the original building’s specification requirements.
Building Systems (continued):
The building has many different types of light fixtures requiring many different lamp types, some of which are difficult to access. The library has begun a program of replacement of incandescent and metal halide lamps with LED lamps, which is lowering energy costs and extending lamp life. Although floor boxes provide power to many locations in public areas and building electrical capacity is more than adequate, more power locations are necessary to meet patron demands.

Furnishings:
Lounge seating and booth seating throughout the facility show severe wear and are in need of replacement, even after some have been re-upholstered. Many meeting room chairs show moderate to severe wear and staining from frequent use. Although “case good” pieces like OPAC and self-check stations are in good condition, they are large in scale and consume space that could be used for additional patron amenities.
Demographics

As a municipal library, the Addison Public Library serves the Village of Addison population of 36,942 as of the 2010 census. As Addison is essentially “landlocked”, large population growth over the next twenty years is not anticipated.

Children 18 and under currently represent 29% of the total population in Addison, with adults 19-54 representing 50% of the total population and adults 55 and over representing 21 percent of the total population. The median age of Addison residents is 33.7, four years younger than the U.S. median. These statistics indicate that needs for children and teens are likely to increase over the coming years. 77.5 percent of households are considered to be “family households”, indicating that more than one person lives in 77.5 percent of the households in Addison.

Addison’s median household income of approximately $59,000 exceeds the state median of $54,000, but is considerably lower than DuPage County’s median household income of approximately $80,000. Indeed, Addison’s median household income is one of the lowest in the surrounding area.

With regard to level of education, 22 percent of Addison residents have not completed high school, a relatively high percentage compared to the 14 percent national average.

Addison is becoming a more diverse community with each passing year. As of the 2010 census, 40.1 percent of Addison residents are of Hispanic ethnicity, and 52 percent speak a language other than English at home.

All of these demographic findings are consistent with population segments that rely heavily on public library services and offerings, particularly with regard to technology. With a younger than average median age and a high percentage of 18 and under residents, need for services for youth and teens will almost certainly continue to increase in coming years. The high percentage of non-native English speakers in the community also suggests a high need for foreign language collections and services as well as resources to help learn the English language.
Trends In Library Service and Design

With increased use of the Internet for research and finding information and the advent of electronic devices such as the Amazon Kindle for reading, many question the need for expanded and enhanced library services and library buildings in their communities. Indeed, many libraries have struggled to assert their purpose and value to the community in recent years when attempting to win voter approval for operating tax increases or construction of new facilities.

However, data from multiple state and national sources indicate that library use is alive and well throughout the country. Although demand for some print materials – particularly adult non-fiction and reference materials – is generally decreasing throughout the country, steady circulation figures are generally seen in adult fiction collections, and circulation is generally increasing for teen and children’s fiction and foreign language materials in communities with significant teen and child populations. Demand for most audio-visual materials remains steady at libraries throughout the country, and is increasing in communities with aging and lower-income populations.

America’s public libraries are evolving from a holding place for books and information to a place where people of all walks of life create new content, connect with others, and consume media and technology. Typical program offerings at most libraries have grown well beyond childrens’ story time programs, and many libraries are in need of additional flexible room space for these program offerings. Spaces for small to medium-size groups for study and meeting purposes are growing in popularity. Not only is demand for access to computers and the Internet increasing at most libraries, but patrons increasingly are requesting assistance with their own mobile devices from library staff. Finally, more and more libraries are providing facilities and equipment for content creation – video and sound editing, sewing, crafting, and even 3D printing are becoming part of many public libraries’ offerings to patrons.

Changes in library service are also extending to staff work areas and practices. Many libraries are choosing to eschew staff workstations and offices for all but supervisory and administrative staff, instead outfitting staff with tablets and encouraging them to be more active, providing patron service not from a desk but by walking around and meeting patrons. As a result, staff desks and service points are shrinking, allowing space to be recovered for other functions.
ASSESS:
Circulation and Usage Analysis

Addison Public Library staff provided the WA team with year-to-date and three past years of circulation data for all circulating materials within the building for our use in analyzing trends and patterns in circulation of materials. Our team also analyzed several years of data provided by the Addison Public Library as part of its annual Illinois Public Libraries Annual Report as another point of reference in analyzing circulation patterns.

Circulation Analysis – Year-To-Date Data

APL Materials Management staff provided the WA team with year-to-date circulation data for each of the five sections of the Library’s collection; adult books, adult A/V, teen, children’s books, and children’s A/V. Each category of material within each of these five sections has a calculated “# of circulations to total items ratio”. The average of these figures for each of the library’s collections are as follows:

<table>
<thead>
<tr>
<th>Collection</th>
<th># of Circs / Total Items Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average</td>
<td>Average</td>
</tr>
<tr>
<td>Adult Books</td>
<td>0.438</td>
</tr>
<tr>
<td>Adult A/V</td>
<td>2.992</td>
</tr>
<tr>
<td>Teen</td>
<td>1.489</td>
</tr>
<tr>
<td>Children’s Books</td>
<td>1.026</td>
</tr>
<tr>
<td>Children’s A/V</td>
<td>4.044</td>
</tr>
</tbody>
</table>

These figures provide a useful benchmark to determine which categories within each collection are circulating more or less than average. In Adult Books, most non-fiction, Italian, Albanian, science fiction, and fantasy collections circulate far less than average, while Polish, graphic novels, manga, and Lucky Day collections circulate far more than average. In Adult A/V, books on CD, playaways, non-fiction A/V, and music CDs circulate far less than average, while DVD features, Blu-Ray collections, and video games circulate far more than average. Teen collections do not show any categories of materials with circulation far below average, while manga circulation is far above average. In Children’s Books, all non-fiction categories circulate far below average, while Spanish, series, readers, and board books circulate far above average. Finally, in Children’s A/V, music CD’s, non-fiction DVD’s, books on CD, and puppets circulate far below average, while DVD features, Blu-Ray, totes, and video games circulate far above average.
Circulation Analysis - Trends

Although an understanding of what portions of the Library’s collection are in demand is useful knowledge, this information alone does not provide much insight as to circulation trends over time, which in turn provides clues regarding space needs. If, for example, a clear upward trend in circulation over several years is evident in a particular collection, a reasonable conclusion would be that more space will be needed in the future to accommodate that collection. The opposite would also be true.

Based on the data provided by APL staff, we reach the following conclusions:

- Non-fiction collections in Adult Books are steadily decreasing in circulation, and are being reduced in size by APL staff.
- Fiction collections in Adult Books are maintaining relatively steady circulation overall. APL staff has reduced the overall collection size, presumably due to older materials that no longer circulate well.
- Blu-Ray, Feature DVD, and video game collections in Adult A/V are increasing in circulation, and are increasing in size.
- Books on CD are decreasing in circulation, and the collection is decreasing in size.
- Teen collections are generally increasing in circulation, and the collections are increasing in size.
- Non-fiction collections in Children’s Books are decreasing in circulation and are being reduced in size by APL staff, though not at the rate observed in Adult Books.
- Other collections in Children’s Books are maintaining relatively steady circulation overall and generally maintaining the existing collection size.
- In Children’s A/V, every section has increased in size over the past three years, yet circulation has only increased in Feature DVD and Blu-Ray collections.

Based on the data provided to us, it appears that the Library is generally responding very well to changes in circulation patterns, reducing sizes of collections in response to decreased circulation and increasing collection sizes that are clearly increasing in circulation.
Usage Analysis

APL staff provided the WA team with comprehensive observation data regarding how and when various areas of the Library facility are used throughout the day, including detailed counts of patrons on an hourly basis over a period of several days. WA staff also visited the Library at various times of day to observe usage and utilization patterns. Based on our observations and the information provided, we reach the following conclusions:

- Peak usage in Adult Services occurs between 2:30 and 7:30 PM on weekdays, with extremely heavy after-school use between 3:00 and 5:00 PM by middle school students from the school across the street.
- Peak usage in Children’s Services occurs in “waves”, with highest usage between 10:30 AM and noon, 1:30 and 4:00 PM, and 6:00 and 8:00 PM.
- Study rooms are in constant demand, almost always occupied whenever the Library is open.
- Patrons gravitate towards booths and lounge seating before tables and chairs. The booths on both levels are so popular with patrons that adults sometimes use the booths in Children’s Services.
- Public access computers are heavily used at almost all times of day.
- The explosive growth in the Library’s program offerings has led to high utilization of the main meeting room and the children’s program rooms. The demand for program and meeting space has caused many programs to be held in the Quiet Reading Room and third floor Board Room, spaces that were not originally designed for these functions.
- As a result of program and meeting space needs, Library staff has become very creative with regards to finding space for their own meetings. Many of the meetings held with WA staff during the course of the Needs Assessment process were held around a ping-pong table in the Public Relations Coordinator office.
- Some spaces within the Library building are underutilized. The alcove adjacent to the meeting room entrance on the main floor, space next to the gathering area in the Children’s Library, and area in front of the elevator at the second floor are not used for seating, meetings/group functions, or collections.
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CONNECT:  
Staff Input

WA staff interviewed four groups of Library staff as well as Library Director Mary Medjo Me Zengue in an effort to understand the facility-related challenges that staff and patrons face in the course of daily operation. Staff shared many comments in response to questions regarding space needs, design and layout of the existing facility, usage patterns, and program offerings. The following is a summary of feedback received from staff groups and the Library Director.

Children’s Services:

- Generally not enough seating in department.
- Service desk is too large and difficult to move around.
- Furniture is heavy and hard to move.
- Mobile technology changes how people use space. People need help with their own mobile devices.
- Computers for multiple age groups would be ideal.
- Child care during ESL programs for adults is being requested by patrons.
- Parents want to sit with their children while using the Library.
- Booths are used more than tables.
- Non-fiction collections consume a lot of space.

Adult & Teen Services:

- Teens are too close to current service desk.
- More computer help and help with patron-owned devices is necessary.
- Staff members are not immediately visible upon entering the department.
- Teen and adult use of the public computer area sometimes creates noise issues and conflicts.
- Not enough quiet space and seating throughout.
- Larger tables with 4-6 seats tend to be used by single patrons.
- Gaming is exceptionally popular.
- Phone and personal device chargers are frequently requested by patrons.
- Study rooms are always full.
- Paperback spinners are not used much.
- Self-checkout stations on this level would help patrons and relieve pressure on the Guest Services desk on the main level.
IT / Materials Management / Public Relations Staff:

- Program offerings have increased dramatically over the past few years.
- There is a lack of a consistent presence to help patrons with use of their own digital devices.
- Severe lack of space for programs and meetings.
- Everyone wants everything now!
- No space at Guest Services desk for circulating laptops.
- Security and storage of video games is a concern.
- More programs and services for entire families are being requested.
- Smaller, movable service points would be ideal for teens and technology uses.
- A larger creative studio is needed to meet demand.

Library Director:

- The library building was programmed and planned based on age groups, but Addison residents tend to use the library as a family.
- More space for meetings and programs is necessary.
- The hours immediately after school lets out are challenging due to the number of teens in the building.
- Since the Board Room is now sometimes used for programming, patrons sometimes attempt to use the employee break room.
- Demand for ESL programs is extremely high; the library can’t meet current demand.
- More efficient/attractive ways of showcasing and circulating new materials are needed.
CONNECT: Board Input

WA staff interviewed members of the Addison Public Library Board of Trustees on January 15 in an effort to understand the Board’s perception of the facility and potential improvements. Trustees shared many comments in response to questions regarding space needs, design and layout of the existing facility, usage patterns, and program offerings. The following is a summary of feedback received from the Board of Trustees.

Strengths of the Library:

- Wonderful, welcoming staff.
- A newer, attractive, functional building.
- Exceptional program offerings.
- Relatively stable funding compared to many libraries.
- Good physical and online accessibility.
- Good support for the Library in the community.
- Good working relationship with Village of Addison.

Challenges In Serving Patrons:

- Not enough space for teens.
- Meeting/study rooms are at a premium.
- Serving patrons who speak languages other than English.
- Reaching out to residents who don’t use the Library.

Challenges Related to Technology:

- Patron needs for help with their mobile devices are creating new, unanticipated demands on staff.
- More places/spaces to charge mobile devices are necessary.
- Demand for circulating devices and video games brings accompanying security concerns.

Program /Outreach Offerings:

- Community is asking for more ESL and GED prep classes.
- More outreach to the business/industrial community is needed.
Changes In Collections:

- Library staff does a good job of increasing and reducing collection sizes as needed to meet patron demand.
- Patrons can use interlibrary loan services to obtain harder-to-find materials; APL doesn’t need to have everything in our building.

Offerings / Features Of Other Libraries:

- More face-out presentation of materials (particularly new materials and A/V) is ideal.
- Introducing a greeter as seen at some other buildings would be more welcoming to patrons and provide another set of eyes when Guest Services staff is busy.

Configuration / Features of Existing Building:

- Drive-up book drops are difficult to access for some vehicles.
- The quiet reading room ended up being more sterile and contemporary than hoped for.
- A public stair extending to the third floor would have made the administration level more accessible.

Other Comments:

- The Phase 2 expansion of the building is still something that the Board believes in accomplishing at some point in the future.
- We see the Library as a community center and gathering place.
- We want to be sustainable in the architectural and furniture improvements we make.
- We want to stay abreast of trends in library service and implement those trends in a way that makes sense for our patrons.
NEEDS SUMMARY — FINDINGS & RECOMMENDATIONS

From all of the objective assessment processes and Library Staff and Board interviews conducted by the WA team, a clear picture of the Library’s current and future facility needs began to emerge. The following are our team’s findings and recommendations as a result of the Needs Assessment process:

Some finishes require replacement due to different and/or much more frequent use than originally anticipated.
Consider replacing carpet in elevator, main meeting room, and board room with a more flexible material.

Much of the Library’s lounge and “soft” seating is worn, damaged, or stained.
Assess furniture for re-upholstery, repair, or replacement.

Staff service points do not allow staff to respond well to new and different needs that couldn’t have been foreseen during planning.
Re-design service points (desks) to better allow for current and future use patterns; investigate re-use of existing materials and components that are in good condition.

Much more patron service effort and time is devoted to addressing technology issues with patron-owned devices.
Create a “help desk” (a la Apple “Genius Bar”) for patron assistance with library computers and patron-owned devices.

More seating, social, and meeting/program space is needed, especially for family use (throughout the building)
Evaluate circulation data to determine which collections can be reduced in size to accommodate these needs.

More flexible space for teen use, gaming, classes/instruction, and “creative studio” is needed.
Evaluate circulation data to determine which Adult Services collections can be reduced in size to accommodate these needs. Renovate/reorganize area around existing creative studio and computer classroom to accommodate these needs.
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PART 2 - SPACE RECONFIGURATION PLAN
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Introduction

Based on the findings and recommendations presented as part of the Needs Assessment process, the WA team then embarked on a preliminary planning exercise to develop a scope of work and conceptual layout for renovations and improvements that would address the recommendations made. Through a series of several meetings with Library staff, our team developed a conceptual Reconfiguration Plan for the two main levels of the Library. Preliminary cost ranges for each component of the Reconfiguration Plan were developed, and Library staff assigned priorities to each recommended renovation item for the Board’s understanding in the event that the entire plan cannot be implemented.

The following pages include the Reconfiguration Plans for both public service levels of the building and preliminary estimates of construction cost for each item recommended as part of the Reconfiguration Plans.
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Space Reconfiguration Plans
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Second Floor Furniture Plan - Collection Reconfiguration - Final

- New Signage Throughout
- New Lounge Seating Throughout
Preliminary Cost Estimates – Space Reconfiguration Plan
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Low Range</th>
<th>High Range</th>
<th>Comments / Scope of Work</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.02 Café counter with power outlets at window</td>
<td>$7,500.00</td>
<td>$10,000.00</td>
<td>20 linear feet @ $300/lf + power</td>
<td>1</td>
</tr>
<tr>
<td>1.03 Enclose pay phone area for new conference room</td>
<td>$15,000.00</td>
<td>$18,000.00</td>
<td>new aluminum door &amp; sidelight frame, wall construction, duplex receptacle</td>
<td>2</td>
</tr>
<tr>
<td>1.04 New Guest Services Desk</td>
<td>$20,000.00</td>
<td>$25,000.00</td>
<td>Re-work power/data, lighting, and soffits</td>
<td>2</td>
</tr>
<tr>
<td>1.05 Guest Services Office Renovation</td>
<td>$45,000.00</td>
<td>$55,000.00</td>
<td>Expand workroom into northeast corner of Children's Library; add door out of area</td>
<td>2</td>
</tr>
<tr>
<td>1.07 Acoustic Treatment Above Meeting Room Ceiling</td>
<td>$12,000.00</td>
<td>$15,000.00</td>
<td>3000 sf applied spray insulation @$4-5/sf</td>
<td>3</td>
</tr>
<tr>
<td>1.08 New Children's Library Desk</td>
<td>$22,500.00</td>
<td>$27,500.00</td>
<td>In-floor power/data; re-work lighting &amp; ceiling above desk; new carpeting at center of department</td>
<td>2</td>
</tr>
<tr>
<td>1.09 New Children's Library Study Rooms</td>
<td>$15,000.00</td>
<td>$18,000.00</td>
<td>200 sf @ $90-100/sf. Includes doors/windows similar to Adult Services study rooms</td>
<td>3</td>
</tr>
<tr>
<td>1.10 Enlarged Children's Computer/Tablet Area</td>
<td>$20,000.00</td>
<td>$25,000.00</td>
<td>Includes new carpeting, ceiling/lighting re-work, re-location of in-floor power</td>
<td>2</td>
</tr>
<tr>
<td>1.11 New Study Seating Area</td>
<td>$5,000.00</td>
<td>$7,500.00</td>
<td>Additional in-floor power as required for new furniture</td>
<td>2</td>
</tr>
<tr>
<td>1.12 New Parent &amp; Child Seating Area</td>
<td>$10,000.00</td>
<td>$15,000.00</td>
<td>Includes new lighting, additional power as required for new furniture</td>
<td>2</td>
</tr>
<tr>
<td>3.01 New Quiet Study Area &amp; Program Room at Existing Quiet Reading Room</td>
<td>$30,000.00</td>
<td>$40,000.00</td>
<td>New sliding mall-front doors &amp; glazing; new flooring, lighting</td>
<td>1</td>
</tr>
<tr>
<td>3.02 New Quiet Reading Room at Existing NE Corner</td>
<td>$40,000.00</td>
<td>$50,000.00</td>
<td>New aluminum storefront framing &amp; glazing; minor HVAC re-work</td>
<td>2</td>
</tr>
<tr>
<td>3.03 New Conference Room</td>
<td>$15,000.00</td>
<td>$18,000.00</td>
<td>new aluminum door &amp; sidelight frame, wall construction, duplex receptacle</td>
<td>1</td>
</tr>
<tr>
<td>3.04 Divide Large Study Room into 2 smaller rooms</td>
<td>$10,000.00</td>
<td>$15,000.00</td>
<td>new wall, door, &amp; sidelight frame to match existing; new window between rooms</td>
<td>1</td>
</tr>
<tr>
<td>3.05 New Adult Services Desk</td>
<td>$15,000.00</td>
<td>$20,000.00</td>
<td>In-floor power/data; re-work lighting &amp; ceiling above desk.</td>
<td>1</td>
</tr>
<tr>
<td>3.06 New Tech Help/Copy &amp; Print Area</td>
<td>$15,000.00</td>
<td>$20,000.00</td>
<td>New in-floor power/data; new lighting</td>
<td>1</td>
</tr>
<tr>
<td>3.07 New Periodicals/Lounge Seating Area</td>
<td>$15,000.00</td>
<td>$20,000.00</td>
<td>New in-floor power/data; new lighting</td>
<td>2</td>
</tr>
<tr>
<td>3.08 New Media Lab</td>
<td>$55,000.00</td>
<td>$65,000.00</td>
<td>New wall construction, second door, storage closet, re-work lighting</td>
<td>1</td>
</tr>
<tr>
<td>3.09 New Creative Studio Soundproofing</td>
<td>$15,000.00</td>
<td>$20,000.00</td>
<td>New wall acoustic treatment; new door and frame</td>
<td>3</td>
</tr>
<tr>
<td>3.10 New YA Area</td>
<td>$200,000.00</td>
<td>$235,000.00</td>
<td>New lighting, demountable walls, additional power/data</td>
<td>1</td>
</tr>
<tr>
<td>3.11 New Office On Second Floor (adjacent to AS office)</td>
<td>$12,000.00</td>
<td>$15,000.00</td>
<td>New wall construction; ceiling re-work; Re-use existing door/frame &amp; light fixtures from study room.</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal, Construction $594,000.00 $734,000.00
Multiplier for 10% Contingency, 10% GC/CM OH&P 1.20 1.20
Total, Construction $712,800.00 $880,800.00
## Category 2 - Furniture

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Low Range</th>
<th>High Range</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.02</td>
<td>New café counter and furniture</td>
<td>$2,400.00</td>
<td>$4,000.00</td>
<td>8 stools</td>
</tr>
<tr>
<td>2.03</td>
<td>New lower level conference room and furniture</td>
<td>$5,500.00</td>
<td>$7,000.00</td>
<td>(2) square tables, 8 chairs</td>
</tr>
<tr>
<td>2.04</td>
<td>New Guest Services Desk</td>
<td>$45,000.00</td>
<td>$60,000.00</td>
<td>new modular desk, task chairs, self-check stations (including 1 for 2nd floor), miscellaneous furniture</td>
</tr>
<tr>
<td>2.05</td>
<td>Expanded Guest Services Office</td>
<td>$15,000.00</td>
<td>$20,000.00</td>
<td>new workstations, task chairs</td>
</tr>
<tr>
<td>2.07</td>
<td>Acoustic Treatment at Meeting Room</td>
<td>$ -</td>
<td>$ -</td>
<td>No new furniture required</td>
</tr>
<tr>
<td>2.08</td>
<td>New Children's Library Desk</td>
<td>$40,000.00</td>
<td>$55,000.00</td>
<td></td>
</tr>
<tr>
<td>2.09</td>
<td>New Children's Library Study Rooms</td>
<td>$5,500.00</td>
<td>$7,000.00</td>
<td>rectangular table, 4 chairs per study room</td>
</tr>
<tr>
<td>2.10</td>
<td>New Computer/Tablet Area</td>
<td>$25,000.00</td>
<td>$30,000.00</td>
<td>New computer furniture, seating, tables/chairs</td>
</tr>
<tr>
<td>2.11</td>
<td>New Study Seating Area</td>
<td>$25,000.00</td>
<td>$30,000.00</td>
<td>New tables/chairs w/power, lounge seating w/ side tables</td>
</tr>
<tr>
<td>2.12</td>
<td>New Parent/Child Seating Area</td>
<td>$15,000.00</td>
<td>$20,000.00</td>
<td>New tables/chairs w/power, lounge seating w/ side tables</td>
</tr>
<tr>
<td>2.14</td>
<td>Replacement Lounge Seating &amp; Side Tables</td>
<td>$20,000.00</td>
<td>$25,000.00</td>
<td>16-18 lounge seats and 8-9 side tables</td>
</tr>
<tr>
<td>2.15</td>
<td>New Children's AV Shelving</td>
<td>$30,000.00</td>
<td>$35,000.00</td>
<td></td>
</tr>
<tr>
<td>2.16</td>
<td>New Children's New Books Shelving</td>
<td>$7,500.00</td>
<td>$10,000.00</td>
<td></td>
</tr>
<tr>
<td>4.01</td>
<td>New Quiet Study Area &amp; Program Room at Existing Quiet Reading Room</td>
<td>$30,000.00</td>
<td>$35,000.00</td>
<td>New tables/chairs w/power, lounge seating w/ side tables</td>
</tr>
<tr>
<td>4.02</td>
<td>New 2nd Floor Quiet Reading Room at Existing NE Corner</td>
<td>$10,000.00</td>
<td>$15,000.00</td>
<td>some re-use of existing furniture; new tables w/ power</td>
</tr>
<tr>
<td>4.03</td>
<td>New 2nd Floor Conference Room</td>
<td>$5,500.00</td>
<td>$7,000.00</td>
<td>(2) square tables, 8 chairs</td>
</tr>
<tr>
<td>4.04</td>
<td>Divide Large Study Room into 2 smaller rooms</td>
<td>$4,000.00</td>
<td>$5,500.00</td>
<td>rectangular table, 2 chairs per study room</td>
</tr>
<tr>
<td>4.05</td>
<td>New Adult Services Desk</td>
<td>$40,000.00</td>
<td>$55,000.00</td>
<td>new modular desk, task chairs, miscellaneous furniture</td>
</tr>
<tr>
<td>4.06</td>
<td>New Tech Help/Copy &amp; Print Area</td>
<td>$30,000.00</td>
<td>$40,000.00</td>
<td>new lounge seating with side tables, new periodicals shelving</td>
</tr>
<tr>
<td>4.07</td>
<td>New Periodicals/Lounge Seating Area</td>
<td>$20,000.00</td>
<td>$25,000.00</td>
<td>12 new tables with casters &amp; cord management, 24 new chairs with casters</td>
</tr>
<tr>
<td>4.08</td>
<td>New Digital Studio &amp; Furniture</td>
<td>$20,000.00</td>
<td>$25,000.00</td>
<td></td>
</tr>
<tr>
<td>4.09</td>
<td>New Creative Studio Soundproofing</td>
<td>$ -</td>
<td>$ -</td>
<td>No new furniture required</td>
</tr>
<tr>
<td>4.10</td>
<td>New YA Area &amp; Furniture</td>
<td>$150,000.00</td>
<td>$200,000.00</td>
<td>New lounge seating, tables, chairs, display shelving</td>
</tr>
<tr>
<td>4.11</td>
<td>New 2nd Floor Office &amp; Furniture</td>
<td>$12,000.00</td>
<td>$15,000.00</td>
<td>New systems furniture workstation, task chair, guest chairs</td>
</tr>
<tr>
<td>4.12</td>
<td>AS - Replacement Lounge Seating &amp; Side Tables</td>
<td>$20,000.00</td>
<td>$25,000.00</td>
<td>16-18 lounge seats and 8-9 side tables</td>
</tr>
<tr>
<td>4.13</td>
<td>New Adult New Books Shelving</td>
<td>$20,000.00</td>
<td>$25,000.00</td>
<td></td>
</tr>
<tr>
<td>4.14</td>
<td>New Adult AV Shelving</td>
<td>$50,000.00</td>
<td>$60,000.00</td>
<td>1</td>
</tr>
<tr>
<td>5.01</td>
<td>New Board Room Tables</td>
<td>$5,000.00</td>
<td>$7,500.00</td>
<td>8-8 tables with casters &amp; cord management</td>
</tr>
<tr>
<td>6.01</td>
<td>New Signage Throughout Building</td>
<td>$40,000.00</td>
<td>$60,000.00</td>
<td></td>
</tr>
</tbody>
</table>

| Subtotal, Furniture | $692,400.00 | $903,000.00 |
| Multiplier for 10% Contingency | 1.10 | 1.10 |
| Total, Furniture | $761,640.00 | $993,300.00 |
| Total, Furniture + Construction | $1,474,440.00 | $1,874,100.00 |
Next Steps

Should the Library Board of Trustees decide to move forward with the improvements outlined in this Needs Assessment and Space Reconfiguration Plan, we anticipate the following next steps and approximate durations of each step:

Engage Architect/Design Team... 1 month
Design Phase... 3 months
Construction Documents... 3 months
Bidding/Permitting... 2 months
Construction... 5 – 6 months

The improvements described in this study are anticipated to take place while the Library is open to the public. We highly recommend that the Library engage the services of a qualified Construction Manager to assist with the entire project upon moving forward with these efforts. The Construction Manager will develop a comprehensive phasing plan for the work that will minimize public and staff inconvenience while also minimizing the duration of overall construction. A qualified Construction Manager will also be of invaluable assistance during the design phase in reviewing the Architect’s design drawings for cost and constructability concerns, and providing on-site supervision throughout the construction process.

Since beginning this process, the WA team has been engaged by the Addison Public Library to perform architectural services for the improvements described in this document. Our goal is to accomplish design and construction documents for bidding in late Fall of 2015, with construction occurring through May of 2016.

In conclusion, we truly appreciate this opportunity to be of continued service to the Addison Public Library and its patrons. Please don’t hesitate to contact us with any questions you may have regarding the contents of this document.
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Appendix A –
Expected Remaining Service Life
of Major Facility Components
Addison Public Library Needs Assessment & Reconfiguration Plan

Expected Remaining Service Life & Order of Magnitude Estimated Replacement Costs of Major Building Components

As of May 2015

Life spans below represent typical service life of items observed in similar condition. Items not mentioned are presumed to have a remaining service life greater than 20 years. Cost ranges are expressed in 2015 dollars and will need to be escalated to the time of replacement for capital planning purposes. All conditions are subject to change based on usage, wear, and environmental factors. Some items may require professional design assistance; costs for same are not included. Annual inspection of each item and corresponding updates to this list are recommended.

**SITE AND LANDSCAPE ITEMS:**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Estimated Remaining Service Life</th>
<th>Low Cost Range</th>
<th>High Cost Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sidewalks</td>
<td>10 years</td>
<td>$ 25,000.00</td>
<td>$ 35,000.00</td>
</tr>
<tr>
<td>Concrete ramps</td>
<td>5-10 years</td>
<td>$ 10,000.00</td>
<td>$ 15,000.00</td>
</tr>
<tr>
<td>Site lighting, parking lot</td>
<td>5-10 years</td>
<td>$ 25,000.00</td>
<td>$ 30,000.00</td>
</tr>
<tr>
<td>Site lighting, pedestrian &amp; building-mounted</td>
<td>5-10 years</td>
<td>$ 10,000.00</td>
<td>$ 15,000.00</td>
</tr>
</tbody>
</table>

**BUILDING EXTERIOR AND STRUCTURE ITEMS:**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Estimated Remaining Service Life</th>
<th>Low Cost Range</th>
<th>High Cost Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior curtain wall, structural silicone glazing</td>
<td>3 years (should be re-sealed every 10 years)</td>
<td>$ 75,000.00</td>
<td>$ 100,000.00</td>
</tr>
<tr>
<td>Exterior brick and cast stone</td>
<td>Life of building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exterior doors (primary entrance)</td>
<td>5-10 years</td>
<td>$ 25,000.00</td>
<td>$ 35,000.00</td>
</tr>
<tr>
<td>Exterior doors (secondary, non-entrance)</td>
<td>10-15 years</td>
<td>$ 15,000.00</td>
<td>$ 20,000.00</td>
</tr>
<tr>
<td>Roofing (green roof)</td>
<td>20 years</td>
<td>$ 180,000.00</td>
<td>$ 210,000.00</td>
</tr>
<tr>
<td>Roofing (rest of building)</td>
<td>20 years</td>
<td>$ 300,000.00</td>
<td>$ 350,000.00</td>
</tr>
<tr>
<td>Automatic door operators, building entrance</td>
<td>5 years</td>
<td>$ 15,000.00</td>
<td>$ 17,500.00</td>
</tr>
<tr>
<td>Fiber cement panels</td>
<td>Life of building</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Addison Public Library Needs Assessment & Reconfiguration Plan

Expected Remaining Service Life & Order of Magnitude Estimated Replacement Costs of Major Building Components

As of May 2015

Life spans below represent typical service life of items observed in similar condition. Items not mentioned are presumed to have a remaining service life greater than 20 years. Cost ranges are expressed in 2015 dollars and will need to be escalated to the time of replacement for capital planning purposes. All conditions are subject to change based on usage, wear, and environmental factors. Some items may require professional design assistance; costs for same are not included. Annual inspection of each item and corresponding updates to this list are recommended.

### BUILDING INTERIOR:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Estimated Remaining Service Life</th>
<th>Low Cost Range</th>
<th>High Cost Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flooring, Lobby/Circulation</td>
<td>Life of building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpeting, Children's Library</td>
<td>10 years (5 years at high traffic areas)</td>
<td>$ 85,000.00</td>
<td>$ 95,000.00</td>
</tr>
<tr>
<td>Carpeting, Adult Services</td>
<td>10 years (5 years at high traffic areas)</td>
<td>$ 120,000.00</td>
<td>$ 140,000.00</td>
</tr>
<tr>
<td>Carpeting, Administration</td>
<td>10 years</td>
<td>$ 60,000.00</td>
<td>$ 70,000.00</td>
</tr>
<tr>
<td>Flooring, Children's Program Room</td>
<td>5-10 years</td>
<td>$ 16,000.00</td>
<td>$ 20,000.00</td>
</tr>
<tr>
<td>Flooring, Main Meeting Room</td>
<td>10-15 years (just replaced)</td>
<td>$ 16,000.00</td>
<td>$ 18,000.00</td>
</tr>
<tr>
<td>Bamboo flooring, second floor</td>
<td>10 years</td>
<td>$ 15,000.00</td>
<td>$ 18,000.00</td>
</tr>
<tr>
<td>Cork flooring, second floor</td>
<td>10 years</td>
<td>$ 20,000.00</td>
<td>$ 25,000.00</td>
</tr>
<tr>
<td>Restrooms, toilet partitions</td>
<td>10 years</td>
<td>$ 32,000.00</td>
<td>$ 35,000.00</td>
</tr>
<tr>
<td>Restrooms, wall and floor tile</td>
<td>10-15 years</td>
<td>$ 85,000.00</td>
<td>$ 110,000.00</td>
</tr>
<tr>
<td>Restrooms, toilet accessories and hand dryers</td>
<td>5 years</td>
<td>$ 5,000.00</td>
<td>$ 8,000.00</td>
</tr>
<tr>
<td>Restrooms, plumbing fixtures</td>
<td>&gt;10 years</td>
<td>$ 45,000.00</td>
<td>$ 60,000.00</td>
</tr>
<tr>
<td>Elevators</td>
<td>20 years</td>
<td>$ 250,000.00</td>
<td>$ 325,000.00</td>
</tr>
<tr>
<td>Ceiling tile</td>
<td>20 years</td>
<td>$ 120,000.00</td>
<td>$ 150,000.00</td>
</tr>
</tbody>
</table>
### Mechanical/Electrical/Plumbing:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Estimated Remaining Service Life</th>
<th>Low Cost Range</th>
<th>High Cost Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air handling units</td>
<td>20 years</td>
<td>$375,000.00</td>
<td>$480,000.00</td>
</tr>
<tr>
<td>Boilers</td>
<td>&gt;20 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chiller</td>
<td>&gt;20 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinet unit heaters</td>
<td>15 years</td>
<td>$7,500.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Sidewalk ice melt system (includes concrete replacement)</td>
<td>15 years</td>
<td>$100,000.00</td>
<td>$120,000.00</td>
</tr>
<tr>
<td>Exhaust fans (toilet rooms)</td>
<td>5-10 years</td>
<td>$10,000.00</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>Main electrical switchgear</td>
<td>&gt;20 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical receptacles</td>
<td>&gt;20 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical floor box covers</td>
<td>5-10 years</td>
<td>$15,000.00</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Light fixtures (linear pendant)</td>
<td>20 years</td>
<td>$225,000.00</td>
<td>$275,000.00</td>
</tr>
<tr>
<td>Light fixtures (recessed)</td>
<td>15-20 years</td>
<td>$50,000.00</td>
<td>$75,000.00</td>
</tr>
<tr>
<td>Light fixtures (decorative)</td>
<td>5-10 years</td>
<td>$40,000.00</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>Domestic hot water heaters</td>
<td>10-15 years</td>
<td>$10,000.00</td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>
Appendix B – Meeting Minutes
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MINUTES OF MEETING

PROJECT: Addison Public Library
Space Needs Assessment & Reconfiguration Plan

PROJECT NO.: 2014-072

DATE / TIME / PLACE: 29 October 2014, 10:30 AM – APL 2nd Floor Meeting Room

PURPOSE OF MEETING: Needs Assessment Kickoff

PRESENT:
Mary Medjo Me Zengue, Library Director
Mary Marshall, Asst. Director/Children’s Services Head
Uma Mirmira, Adult Services Head
Diane Ludwig, Guest Services Head
Brooke Sievers, Materials Management Head
Yabin Liu, Information Technology Head
John Kokoris, PR Coordinator
Greg Czajkowski, Maintenance Head
Andy Dogan, Williams Architects (WA)

COPIES TO:
Carrie Kotera, Stacy Snapp, Isela Catania – WA File

PREPARED BY: Andy Dogan, WA

DATE PREPARED: 30 October 2014

NOTE: These minutes shall be considered an accurate account of the above meeting unless corrections or additions are communicated to Williams Architects within ten (10) days of the date prepared.

ITEMS DISCUSSED:

1) All attendees introduced themselves and briefly expressed their hopes, goals, and concerns regarding the Needs Assessment and Reconfiguration Plan process, as follows:
   - Gain more and better usable space, and be able to better analyze/manage the collections and circulation.
   - Gain more flexibility in how spaces can be used.
   - Guest Services and Lobby spaces should be overhauled to better serve patrons and increase efficiency.
   - More seating everywhere, particularly in the Children’s Library.
   - Current desks/service points are too large.
   - More space for teens is needed.
   - Be able to better adapt to change and new functions/requirements as they develop in the future.
- Become easier to maintain the building. (Conversion of stairway lamps to LED was cited as an example)
- Reduce number of desktop computers and increase number of laptops and tablets, allowing space to be re-claimed for other uses.
- Expand existing Creative Studio into a Maker Space with 3D printers and other creation tools.
- Balance the goals and desires of all departments – “give everybody what they want and need”

2) Andy/WA outlined the process that the Williams team would use to conduct the Needs Assessment and Reconfiguration Plan process, as follows:
   a) **Assess:** Conduct a walk-through of the Library with administrative staff to document and observe existing conditions of the building and furnishings.
   b) **Connect:** Conduct focus group meetings with APL departments to discuss needs in more detail.
      (The results of the Assess and Connect phases will be distilled into a draft Needs Assessment document, which will be presented to APL staff and Board for review and comment)
   c) **Envision:** Develop alternative strategies and concepts to address issues identified in the Assess and Connect phases of the process. As preferred strategies and concepts are identified, preliminary costs will be developed for same.
   d) **Prioritize:** Based on preliminary cost information for preferred strategies and concepts, assign priorities to same.
   e) **Plan:** Outline a process and timeline for implementation of preferred strategies and concepts given available funding and priorities identified.
      (The results of the Envision, Prioritize, and Plan phases will be distilled into a Library Reconfiguration Plan document, which will be presented to APL staff and Board for review and comment)
   f) **Implement:** Proceed with construction documents, bidding, and construction/installation for preferred strategies and concepts according to the timeline established in the Plan phase.

3) Andy/WA briefly discussed the WA staff members who would be working on the project and their roles in the process. Andy will remain involved throughout the process as the Library’s main point of contact, and will attend all meetings.

4) APL provided WA with a flash drive containing existing drawings and other project information, as well as printed existing furniture drawings and specifications. WA will scan and save printed information and return to APL as soon as possible.

5) APL asked if this process could incorporate projected replacement costs and timeframes for major items such as mechanical equipment and roofs. WA will incorporate approximate costs and timeframes for major items such as mechanical equipment, roofing, and lighting into the overall planning process.

6) Overall timeframe for the process was discussed. WA hopes to complete a draft of the Needs Assessment component by mid-December for review and discussion at the December Library Board meeting. The exact Envision/Prioritize/Plan phase timeframe is yet to be determined because the timing and scope of those components will only become known following the Needs Assessment process, but WA anticipates that the overall process should be complete by April 2015 at the present time.
7) Next steps were discussed, as follows:

   a) The Facility Assessment Walk-Through with APL administrative staff is scheduled for **Wednesday, November 19 at 9:00 AM**. The entire WA team will be in attendance for this process.

   b) Staff focus group meetings will be held on **Monday, November 24** beginning at **9:30 AM**. One-hour meetings will be scheduled with each department to review and discuss needs in further detail. APL will determine the order of meetings based on staff schedules.

   **End of Minutes of Meeting**
MINUTES OF MEETING

PROJECT: Addison Public Library  
Space Needs Assessment & Reconfiguration Plan

PROJECT NO.: 2014-072

DATE / TIME / PLACE: 5 February 2015, 9:30 AM – APL PR Office

PURPOSE OF MEETING: Space Reconfiguration Initial Concept Review

PRESENT: Mary Medjo Me Zengue, Library Director  
Mary Marshall, Asst. Director/Children’s Services Head  
Uma Mirmira, Adult Services Head  
Diane Ludwig, Guest Services Head  
Brooke Sievers, Materials Management Head  
Yabin Liu, Information Technology Head  
John Kokoris, PR Coordinator  
Andy Dogan, Williams Architects (WA)

COPIES TO: Carrie Kotera, Stacy Snapp, Isela Catania – WA File

PREPARED BY: Andy Dogan, WA

DATE PREPARED: 6 February 2015

NOTE: These minutes shall be considered an accurate account of the above meeting unless corrections or additions are communicated to Williams Architects within ten (10) days of the date prepared.

ITEMS DISCUSSED:

1) WA distributed an updated Needs Assessment Summary that incorporated comments from the Board Workshop held in January and reviewed the general recommendations and strategies contained within.

2) Reconfiguration plan options were discussed, as follows:

- Regardless of options or strategy selected, WA recommends the following improvements as part of a reconfiguration/renovation effort:
  i) Replacement of (and addition of) lounge seating.
  ii) Replacement of / augmentation of building signage system.
  iii) Replacement of booths and tables.
  iv) Acoustical treatment above the ceiling of the main meeting room to better attenuate sound between the meeting room and other sections of the Library.
  v) Replacement of carpeting in the main meeting room with a high-quality luxury vinyl tile product (with a wood plank or stone tile look).
• The following reconfigurations/improvements are suggested for the Library entrance and Guest Services area:

i) Locate vending machines in café area along west wall near current Friends Book Sale area. Friends Book Sale materials can be either moved to the self-service holds area underneath the main stair or removed. APL to review this item with the Friends group.

ii) Enclosure of the “pay phone” area next to the man meeting room entrance to create a small meeting/conference room. The room would have at least a partial glass wall to maintain control and a sense of openness.

iii) Addition of a café counter with pop-up power outlets along the north window wall in the café.

iv) Replacement of the existing Guest Services desk. The desk will be situated closer to the entrance door and “pushed out” into the lobby to engage the existing column that currently creates sightline issues. The desk area will be accessed both from roughly its current entrance location and a new location near the café.

v) Expansion/reconfiguration of the Guest Services area to accommodate storage of additional “secured” circulating items. It is not yet known how much additional space will be needed to accomplish these objectives, but WA may explore expanding Guest Services into the existing Children’s Library if workable.

vi) Smaller self-check stations to allow for more space for other items/displays.

vii) Aforementioned flooring replacement and acoustical upgrades in the main meeting room.

• The team discussed two options for reconfiguration of the Children’s Library. Outcomes of this discussion were as follows:

i) A new information desk will be situated closer to the entrance to the department.

ii) Two new small study rooms will be added near the existing story/study room. The rooms will have windows similar to study rooms on the upper level.

iii) Public access computers will be located along the wall of the new study rooms. The “technology zone” will be expanded to allow for more seating and parent/child activity.

iv) A family seating area will be created in the area to the east of the existing play area.

v) Collections will be re-located per the proposed diagrams. Existing booths on the east side of the department will be eliminated.

vi) An additional light fixture will be added on the wall above the west side of the play area to address insufficient illumination in that area at night.

• The team discussed two options for reconfiguration of the second floor. Outcomes of this discussion were as follows:

i) The re-organization of the second floor will create “quiet” and “social” zones roughly corresponding to the north and south halves of the floor, respectively.

ii) A new information desk will be situated closer to the top of the stairs. A second “tech desk” will be added and is proposed to be on the other side of the existing public computer area. Public computers are proposed to be reconfigured to allow for better control from the new tech desk and better access to the new tech desk from the entrance to the department. Existing copier/printers will be moved next to the new tech desk.
iii) The existing enclosed computer lab will be expanded to become a multi-purpose maker space, with the existing creative studio turned back into storage. The room will be equipped with mobile tables and chairs to allow for use as a computer classroom (with laptops), additional public computer space (with laptops), or as a maker space with “creation carts”. The room will be well positioned near the new tech desk to allow for control and support of the new space.

iv) Doors/windows to the existing quiet reading room are proposed to be removed to open up the space to the rest of the library for additional lounge and study seating. A new quiet reading room is proposed to be created in the northeast corner of the space.

v) The existing large study room will be reconfigured to create two smaller study rooms. A conference/study room for 4-8 people will be created adjacent to the stair on the north side of the department.

vi) A new, expanded teen/YA space will be created in the southwest corner of the department. Various strategies were discussed for controlling sound from this area, including demountable/movable walls that would allow for future reconfiguration as needed without need for renovation. WA presented images of similar products used in other libraries, and will continue to explore possible products and configurations further.

- The team discussed third floor reconfiguration needs. A third floor “elevator lobby” to enhance security in the materials management department is not deemed necessary. A keypad lock is recommended for the staff break room to discourage public use of the space.

3) Next steps were discussed, as follows:

- Library staff will review and comment on the proposed diagrams over the next few days, providing feedback to WA early during the week of 2/9/15. PDF files of the proposed re-organization concepts will be e-mailed to APL following the meeting.
- A follow-up meeting is scheduled for Thursday, February 12 at 9:30 AM to review updated re-organization concepts and diagrams based on Library feedback. Following that meeting, the process will shift to developing more detail regarding the layout of each space and the scope and cost of new construction and furnishings required in preparation for a March 17 Board presentation.

End of Minutes of Meeting
ITEMS DISCUSSED:

1) WA reviewed current re-organization sketches with APL staff. Required number of A/V shelving units to accommodate collection sizes in both Children’s Services and Adult Services varies greatly with desired height of units; pros and cons of taller units vs. sightline issues were discussed. APL to advise WA on desired A/V shelving height for Children’s and Adult Services so WA plans can be updated accordingly.

2) The number of A/V shelving units required for video games will vary depending on the type of case/sleeve selected for video games. APL to advise WA on desired direction so WA plans can be updated accordingly.
3) WA and APL staff conducted a prioritization exercise, assigning a priority level to each of the individual improvement items contemplated as part of this process. WA will update the cost estimates developed to date with this information for presentation at the March 17 Board meeting.

4) Next steps were discussed, as follows:

- WA will be presenting the current reconfiguration plan, scope, and estimated costs at a Board workshop on Tuesday, March 17 at 6:30 PM.
- The next meeting with Library staff is scheduled for Tuesday, March 31 at 9:30 AM. The intent is to present an updated plan incorporating Board feedback from the March 17 workshop, suggested layouts based on APL A/V unit height preferences, and suggested layouts based on APL gaming case/sleeve preferences.

End of Minutes of Meeting
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