



SPANISH FORK CITY

LIBRARY +

administration building

PROGRAM AND FEASIBILITY STUDY

FINAL DOCUMENT

01.08.2020



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COMMITTEE MEMBERS

The programming process included a number of key individuals who were essential in guiding decisions, balancing community concerns and reinforcing the project's vision.

STEERING COMMITTEE

SPANISH FORK CITY LIBRARY:

Pam Jackson - Library Director, Library Board Member

Suzanne Christensen - Spanish Fork City Library

Hailey Brierley - Spanish Fork City Library

Amy Baird - Library Board Member

Suzette Saxton - Library Board Member

SPANISH FORK CITY:

Steve Leifson - Mayor

Seth Perrins - City Manager

Tyler Jacobson - Assistant City Manager

Kent Clark - Finance Director

Scott Aylett - Public Information Officer

Jered Johnson - Engineering Manager

Bailey Anhder - Engineering Secretary

Travis Warren - Engineering Tech

Stacy Beck - City Council Member

Spanish Fork City retained the services of Blalock & Partners Architectural Design Studio for the feasibility, programming, public input and facility design process.

ARCHITECT:

Kevin Blalock, AIA - Principal

Brian Backe, AIA, LEED® GA - Senior Associate

Sean Baron, AIA, - Senior Associate

Kelly Garfield, AIA, - Associate



Blalock & Partners Architectural Design Studio
307 West 200 South, Suite 4003
Salt Lake City, UT 84101

ACKNOWLEDGEMENTS

The process would not have been as complete or as successful without the attention and involvement of the many residents and community participants. *THANK YOU to everyone for your support, ideas and enthusiasm!*



PROJECT SUMMARY

TASK DESCRIPTION

Spanish Fork City is in the process of determining the feasibility of constructing a new Library and City Administration Building to service its patrons and residents. The initial anticipated site was expected to be within the immediate two blocks to the East and West of Main St, with Center St and 100 South Streets bordering the north and south sides. As a starting point, the city directed the design team to assume around 40,000 square feet which would include space allotted for both the library and city administration offices.

The primary task for this programming effort was 3-fold;

- 1) Determine the feasibility of the program fitting within the available land identified, and evaluate the potential site locations
- 2) Confirm and validate the expected size of the project program, while reconciling this size with the available budget
- 3) Engage the community in a public outreach effort to help inform the spaces needed at the new library.

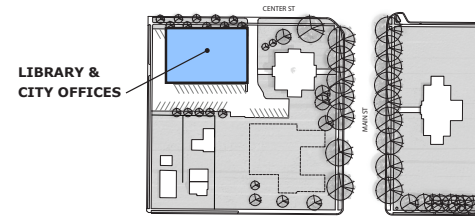
1) FEASIBILITY STUDY AND SITE SELECTION

The Library Design Team worked collaboratively with the Steering Committee and Community to evaluate the opportunities afforded by the potential site areas. The group discussed a variety of goals and driving forces for locating the new library and city administration building. Primary site drivers were established early in the design workshop meetings and included; creating a civic campus that responds to the prominent downtown location, providing sufficient parking, providing a high quality patron experience with elevated conveniences, including access to a drive up book drop. The public outreach process conducted reaffirmed these site drivers.

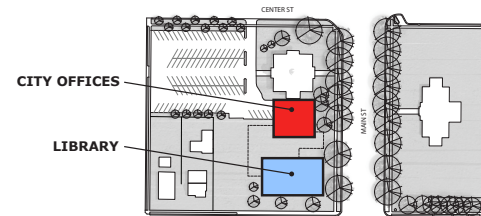
After evaluating a number of potential locations, it was determined that the ideal site would be at the Southeast corner of the block just south of the current City Administration Building. This location will allow the new library and city administration building to anchor the corner of 100 South and Main St and provide a civic counterpoint to the existing city administration building. Parking will

Alternative Site Configurations Evaluated

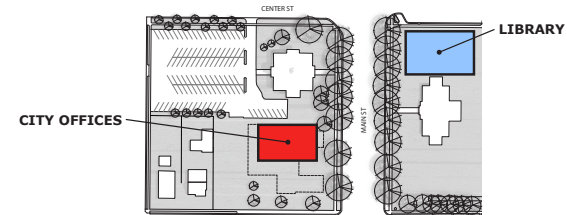
1 STANDALONE BUILDING ON CENTER ST.



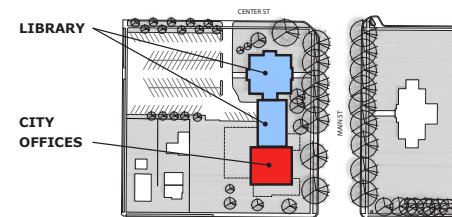
2 NEW CITY LIBRARY ON MAIN ST. & NEW CITY OFFICE ADDITION



3 NEW CITY OFFICE BUILDING ON MAIN ST. & NEW LIBRARY ADDITION



4 LIBRARY REPLACING THURBER SCHOOL & CONNECTED NEW CITY OFFICES



be provided to the west of the building footprint, maintaining the greenspace and reinforcing the civic edge along Main Street. The program for the new library and city administration building will occupy one new shared structure, with the majority of the library program components located towards the southern portion of the site and new city administration program towards the north in closer proximity to the existing city offices.

The feasibility study also involved looking into whether the library and new city offices occupy one shared structure or become independent stand alone buildings. In addition, the design team explored the idea of repurposing the existing city administration building as the new library with a possible addition. Due to concerns of cost of constructing separate buildings, as well as potential inadequacies of the existing Thurber School building being used as a library, the committee and design team ruled out these options and landed on the library and city administration building occupying one new, shared structure.

2) PROGRAM VALIDATION

The initial steps for confirmation of the size of the project were to identify spatial needs for both the Library and City Administration, taking into account current spatial conditions and plans for future growth. Detailed summaries and diagrams for each department and program component have been incorporated into this document.

In general, the program will provide space for a new Library as well as the Spanish Fork City Administration, with roughly 33,000 GSF dedicated to the library and 12,000 GSF for the Administration components. Using this building size, a series of conceptual site studies was generated and reviewed to evaluate two-story versus three-story configurations. These initial studies indicate that a three-story configuration is likely the best solution, due to limited site area and the need for on-grade parking. It is important to recognize that the Library still needs to present its own identity and character to the community and not become absorbed by the Administration Building as a part of a larger whole. The Library will

have a different patron base as well as different hours of operation. That is not to say that these two distinct components could not find shared or connected program space.

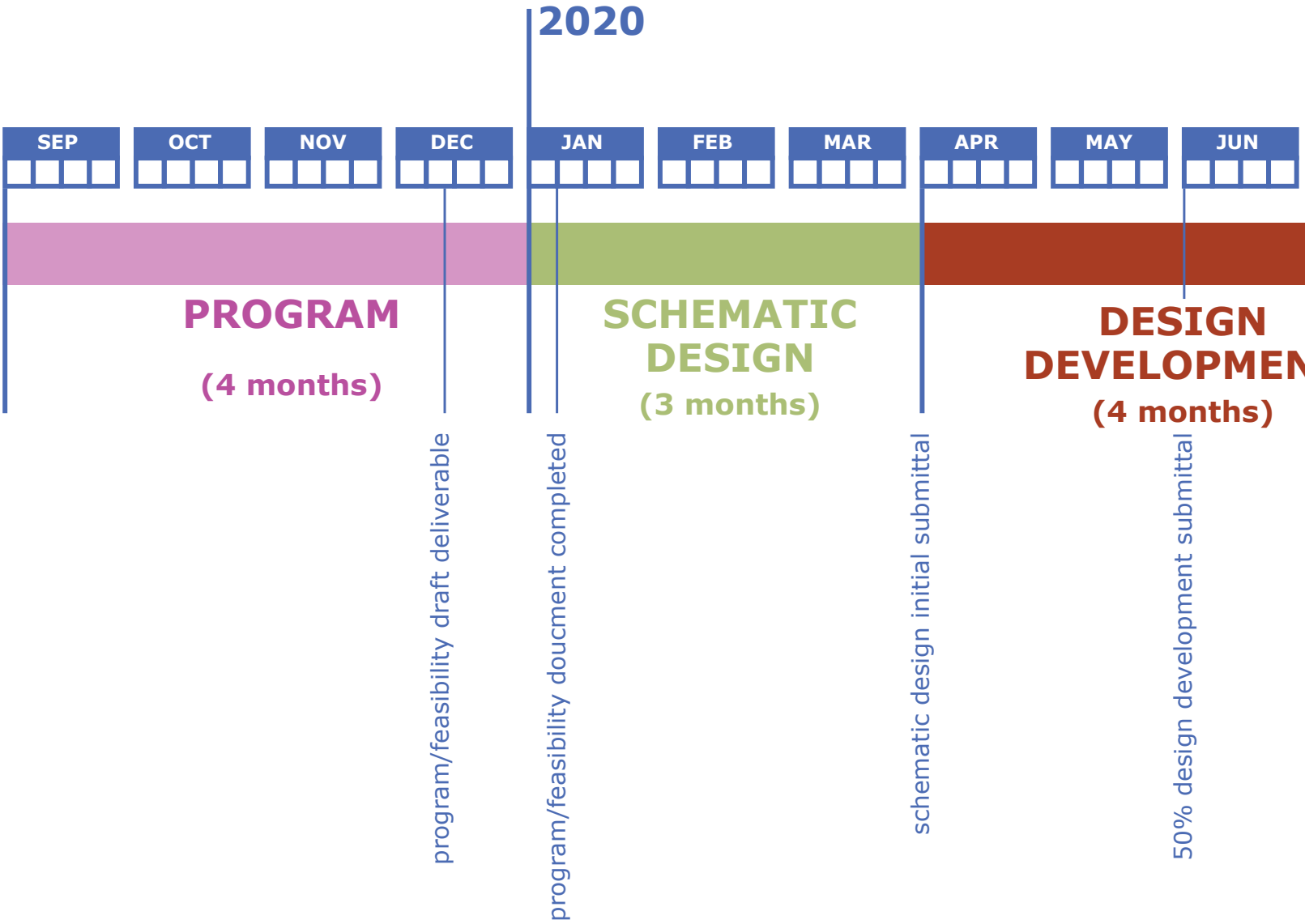
The City Administration component will provide office space for the Finance and Utility departments, as well as a new Council Chambers. Preliminary studies have shown the advantages and efficiencies gained with the Finance and Utility departments sharing one floor as there are a variety of common functions that the departments can take advantage of, including; a conference room, a staff break area, copy/work area, and building support spaces (restrooms, storage, etc).

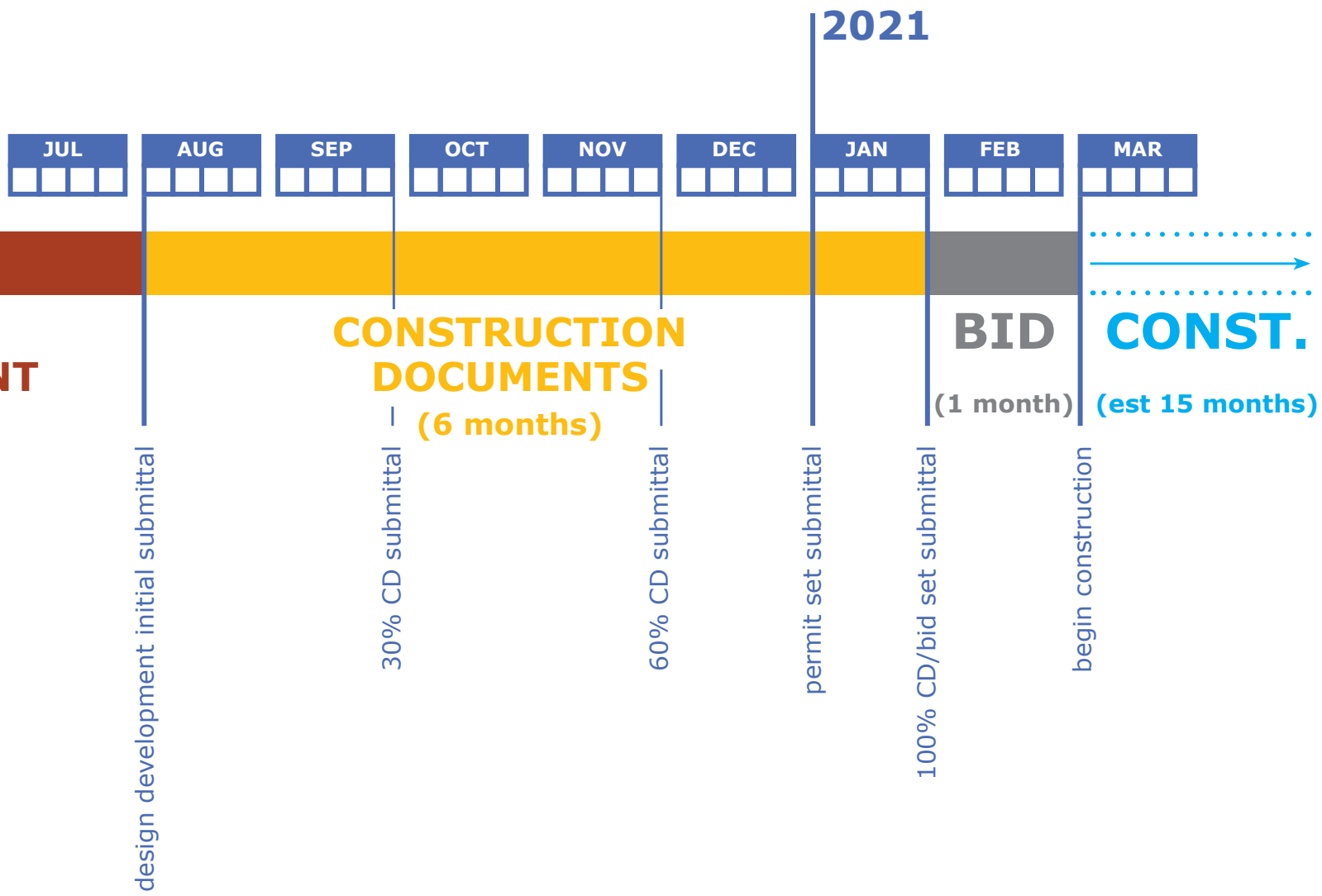
The idea of connecting to the existing City Administration building (Historic Thurber School) was explored in detail as part of the feasibility study, but at this point is lower in priority due to a number of reasons. Currently, Spanish Fork City is in the process of having a structural analysis performed for the existing building. The results of that study are still being determined, but there are concerns with the longevity of the structure and the potential for seismic upgrades needed. Additional concerns include allocating budget for a possible connection from the old to the new, the impact of a connection piece on a historically significant structure, and challenges with providing an opening thru the load bearing masonry and matching floor elevations. Budgeting is currently not allotted for a connection in the Opinion of Probable Cost.

3) COMMUNITY INVOLVEMENT

The feasibility study and programming process involved a public outreach component to solicit feedback and ideas from the community. The community members primarily focused on providing comments on library program aspects, but also offered opinions on the preferred location. In general the proposed location was very well received. A variety of methods were used to gauge the importance of new library program spaces, including surveys, budget & dot-polling exercises. The findings from these workshops will be described in further detail later in this document.

PROJECT SCHEDULE






OPINION OF PROBABLE COST

The project’s construction costs and budget for Furniture, Fixtures and Equipment (FF&E) is based off of current trends and costs experienced in recent library projects.

The construction budget is derived from a unit construction cost of \$365 / square foot. The design team evaluated construction costs of public libraries throughout the Intermountain West and nationwide over the past 10 years. These project budgets varied greatly, from \$280/sq.ft. to \$410/sq.ft., and were influenced substantially by size, location, site area, complexity and time of construction. As such, it is somewhat challenging to evaluate the Spanish Fork City Library project’s budget as an “apples-to-apples” comparison with other similar projects. However, the project budget is comparable to the 2018 National average, while factoring in a 2.5% annual escalation. **The current budget does not include line items for the following items; overhead utility relocation, property acquisition, costs for implementation of a physical connection to the Existing City Administration Building, or costs to remodel the Existing City Administration Building.**

BUDGET SUMMARY	
Estimated Construction Costs	\$17,852,225
Soft Costs - Fees for Construction	\$277,762
Soft Costs - Technology & FF&E	\$2,330,119
Soft Costs - A/E Fees	\$976,750
TOTALS	\$21,436,856

Spanish Fork City Library: Cost Study					
CURRENT PROJECT APPROACH					
	ITEM	QUANTITY	UNIT	UNIT COST	COST ESTIMATE
Construction Costs: Building					
	NEW CONSTRUCTION - BUILDING:	44,437	SF	\$ 365.00	\$ 16,219,505
Construction Costs: Site					
	NEW CONSTRUCTION - SITE WORK: Site development is app. 92,000 SF and includes hardscape, parking, landscape, site equipment, etc.	92,000	SF	\$ 8.50	\$ 782,000
	SOIL REMEDIATION: Allowance to cover potential soil export/import due to geotechnical concerns with liquifiable soil conditions.	1	LS	-	\$ 100,000
BASELINE CONSTRUCTION COSTS:					\$ 17,101,505
SUBTOTAL CONSTRUCTION COSTS:				\$	17,101,505
CONSTRUCTION CONTINGENCY			LS	\$	950,000
TOTAL CONSTRUCTION COSTS:				\$	18,051,505

SOFT COSTS: CONSTRUCTION FEES				
ITEM				COST ESTIMATE
Geotech Report				\$ -
Property / ALTA Survey				\$ -
Land Purchase				\$ 40,000
Building Permit Fees				\$ -
Fire Flow Analysis				\$ 2,500
Plan Review Fees				\$ -
Landscape / Irrigation Fee				\$ -
Utility Connection Fees (Spanish Fork Power)				\$ 60,000
Utility Connection Fees (gas / water / sewer)				\$ 12,000
Impact Fees - PUBLIC SAFETY (Parks, Police / Fire, etc.)				\$ 5,500
Impact Fees - ROADWAYS				\$ 5,500
Testing & Special Inspections (.5%)	0.5%			\$ 85,508
Printing / Advertising				\$ 4,500
Move Management				\$ 30,000
Data / Security				\$ 8,000
Environmental				\$ -
Public Art - 1%	1%			\$ -
Soft Costs - Construction Fees SUBTOTAL:				\$ 253,508
10% Soft Costs Contingency:				\$ 25,351
Soft Costs - Construction Fees TOTAL:				\$ 278,858

SOFT COSTS: TECHNOLOGY and FF&E ITEMS				
ITEM				COST ESTIMATE
FF&E:	44437	SF	\$ 26.00	\$ 1,155,362
SHELVING:	20000	SF	\$ 26.00	\$ 520,000
Induction points, Self-check, security gates, RFID system; Raised Access Flooring System				\$ 450,000
Soft Costs - FF&E Items SUBTOTAL:				\$ 2,125,362
10% Soft Costs Contingency:				\$ 212,536
Soft Costs - FF&E items TOTAL:				\$ 2,337,898

SOFT COSTS: PROFESSIONAL FEES				
ITEM				COST ESTIMATE
Architecture & Engineering Fees - DESIGN				\$ 968,750
Architecture & Engineering Fees - REIMBURSABLE EXPENSES				\$ 8,000
Architecture & Engineering Fees - CONTINGENCY				-
Soft Costs - A/E Fees Subtotal:				\$ 976,750
TOTAL ESTIMATED SOFT COSTS:				\$ 3,593,506
ITEM				COST ESTIMATE
Estimated Construction Costs				\$ 18,051,505
Soft Costs - Fees for Construction				\$ 278,858
Soft Costs - Technology / FF&E Items				\$ 2,337,898
Soft Costs - A/E Fees				\$ 976,750
TOTAL ESTIMATED PROJECT COSTS: CURRENT PROJECT APPROACH				\$ 21,645,011

ZONING DETERMINANTS

Site Zoning

The proposed location for the new Library and City Administration building is currently zoned as C-O Commercial Office and will require a re-zone to P-F Public Facilities. The information provided as part of the subsequent Zoning Determinants is based off of the P-F Public Facilities Zoning requirements.

15.3.16.160 E. Development Standards

1. The maximum height of any building or structure shall be limited to 65 feet.
2. Setbacks shall be as follows for all main buildings:
 - a. Front Yard, 20 feet.
 - b. Corner side yard, 20 feet.
 - c. Interior Side Yard, 10 feet.
 - d. Rear yard, 20 feet.

15.4.16.130 G. Landscaping, Buffering, Walls; Professional Office and Non-residential or Non-Commercial Uses:

1. Minimum of 20% on-site landscaping as a percentage of total site area
2. Parking lots shall include planter areas within the parking lot, with a minimum of 108 square feet of planter area for every 10 parking spaces. Required planter areas shall be individual islands of landscaping and shall be at least six (6) feet wide. Required planter areas shall include Shade Trees, as identified on the City's approved list of Shade Trees, with a maximum spacing of 30 feet.
3. Minimum of 15-foot-wide planter area adjacent to all public streets, which shall include trees with a maximum spacing of 30 feet. The planter area may be partially or completely within the street right-of-way area. The specific trees used shall be selected from the City's approved Shade Tree list. On streets included in the Shade Tree Master Plan, the trees selected shall include the mix of trees as prescribed by the Plan. Shade Trees must be planted within 30 feet of the public street curb; wherever possible, 50% of the required Shade Trees must be planted in the park strip.
4. Minimum of 10-foot-wide planter area where the site abuts a residential use or district. The planter area shall include trees with a maximum spacing of 30 feet. A six (6) foot Wall shall be constructed where the site abuts a residential district. Where the use of the adjacent property is residential but zoned Commercial Office, Commercial 1, Commercial 2, Commercial Downtown, Urban Village Commercial, Business Park or Shopping Center, a solid Fence (not chain link with slats or similar) may be constructed in place of the wall.
5. The total number of required trees and shrubs for every 1,000 square feet of required landscaping shall equal two (2) trees and 10 shrubs.
6. In cases where it is determined that utilizing tree species found in the approved Shade Tree List would adversely impact utility lines, the use of substitute tree species can be approved by the Community Development Director.

15.4.16.150 Solid Waste Receptacle Areas

Multi-family dwellings, and non-residential uses shall provide solid waste receptacle areas screened on three (3) sides with a masonry wall having a height at least one (1) foot above any receptacle or container. A steel site-obscuring gate at least six (6) feet in height is required. This requirement may be waived or modified by the DRC when it is determined that a "roll-out" residential style container is sufficient for the type of operation proposed, or, the screen wall requirement may be waived when solid waste receptacle areas are sufficiently screened or otherwise located within the project to not be visible by or adversely impact adjoining properties.

Parking Requirements

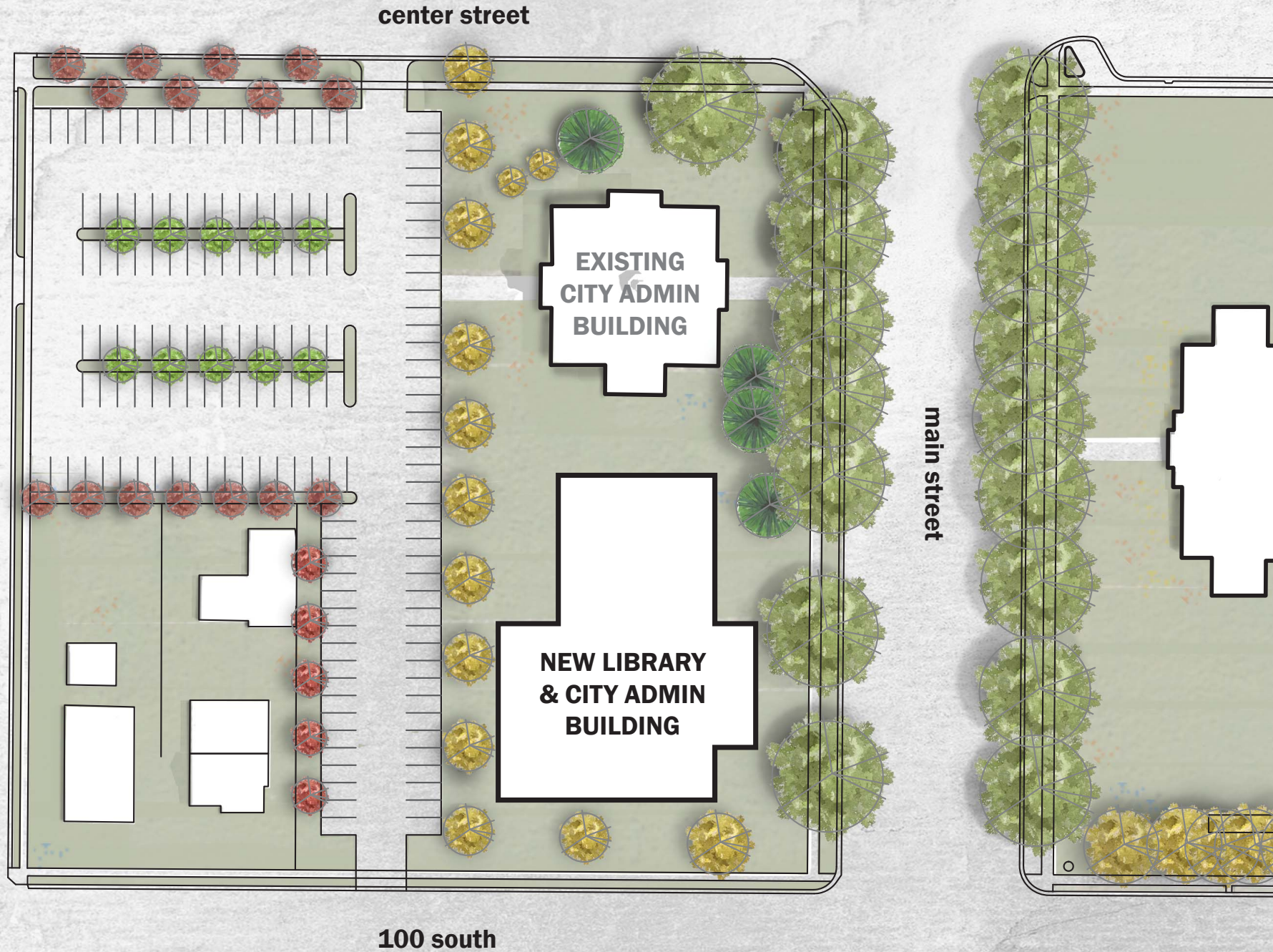
Parking for a Library Facility is actually undefined in the Spanish Fork City Zoning Code. Parking stall counts are provided for the entire City Admistration and Library Campus block, which includes stalls for the existing City Administration Building and are anticipated in ranges as follows;

Program Area	Parking Stall Count
City Administration Employees	50-55 Stalls
City Vehicles	11 Stalls
Library Staff	12-17 Stalls
Library & City Building Visitors	50-75 Stalls
Totals	123-148 Stalls

UDOT Right of Ways

Currently, 100 South Street, which borders the southern edge of the site, and Main St. which borders the eastern edge of the site are UDOT maintained roadways. Driveway distances and designs, curb and gutter sections, and sidewalks happening adjacent to this drive are subject to the requirements defined by UDOT standards and their approvals.

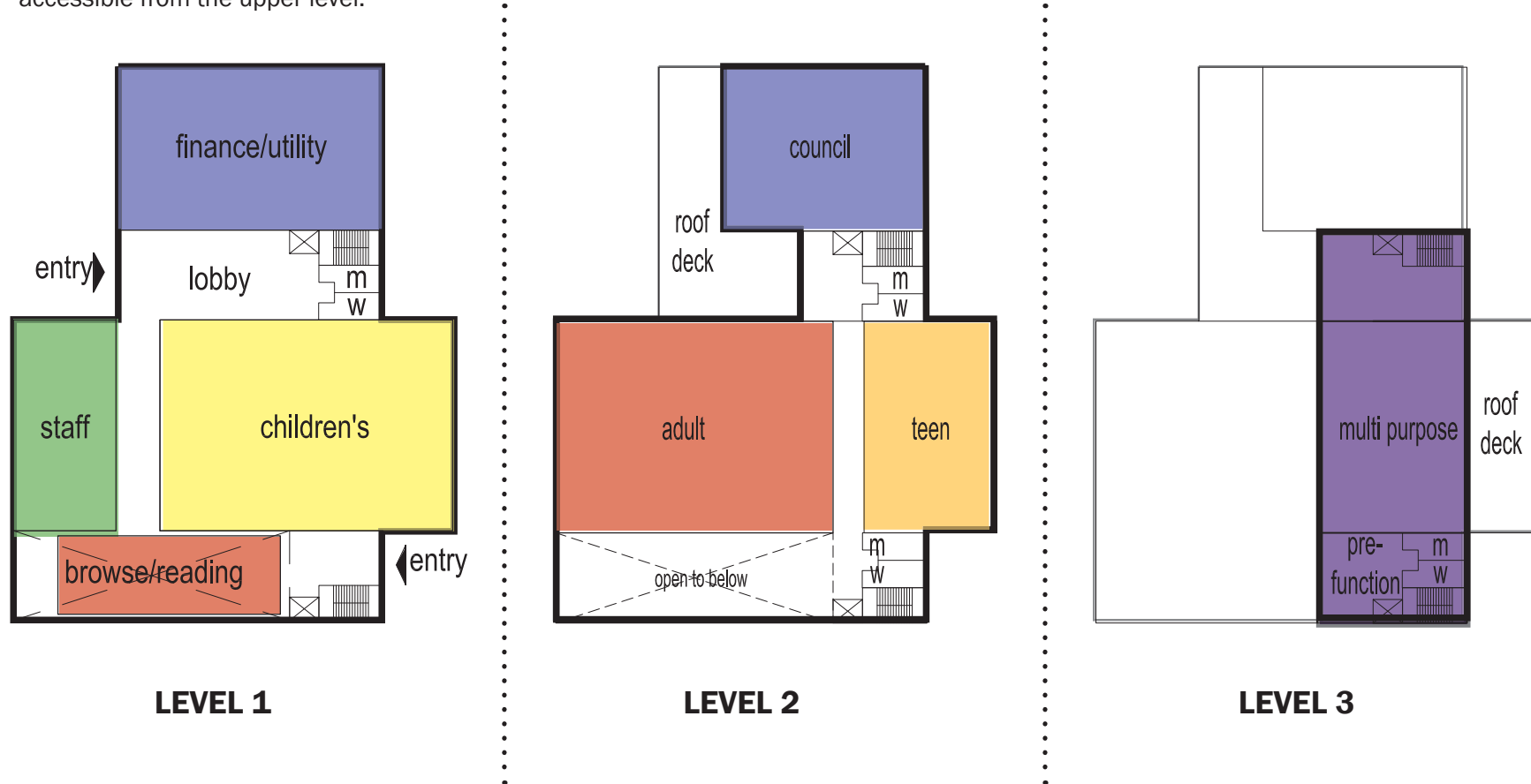
SITE PLAN STUDY



BUILDING STACKING DIAGRAMS

The stacking diagram example provided below illustrates general adjacencies and program relationships. An actual floor plan will be developed thru an iterative process during Schematic Design. The following items were discussed as general guidelines during the Feasibility and Programming process;

- Programming for the Library shall be provided towards the southern end of site to anchor the corner of 100 South and Main St, with the City Administration occurring towards the north, closer to the existing City Administration Building.
- Within the Library programming, the Children's Collection and Staff Areas make sense to be located on the ground floor, due to operational efficiencies and convenience to patrons.
- The Finance/Utility department needs to be accessible from the ground level to provide ease of access for citizens to visit.
- Multi-Purpose and Council Chambers spaces will inherently have higher ceilings; a location on upper floors allows flexibility in achieving a unique ceiling height.
- The Steering Committee and Community feedback indicates a strong desire for open, light filled spaces as well as exterior roof decks, accessible from the upper level.



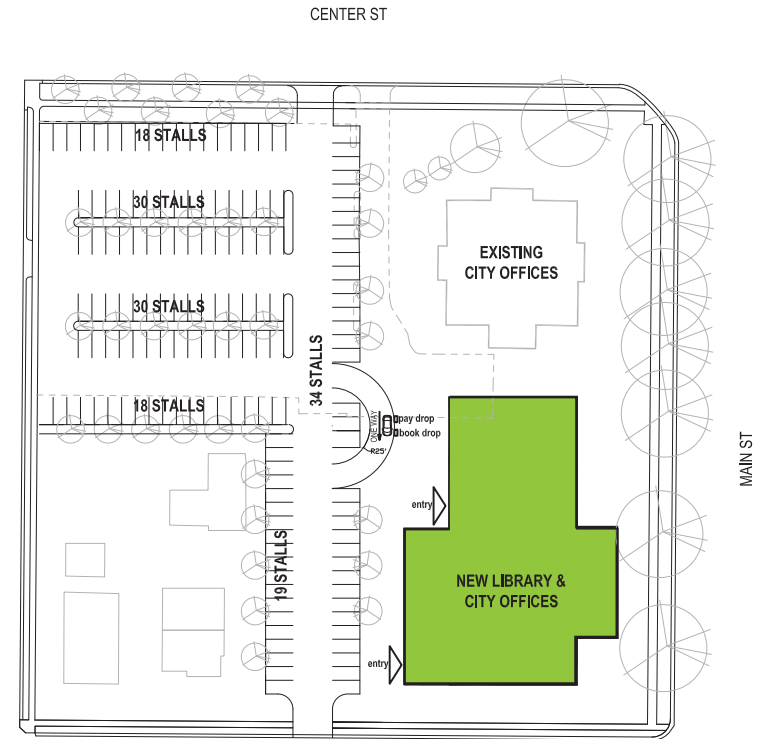
SITE PLAN STUDIES: BOOK DROP

Thru the feasibility process, the community and Steering Committee voiced the importance of a drive up book drop being incorporated into the design of the new Library. A number of configurations for the book drop were studied, along with the pros and cons of each option.

Some of the options discussed for the book drop include;

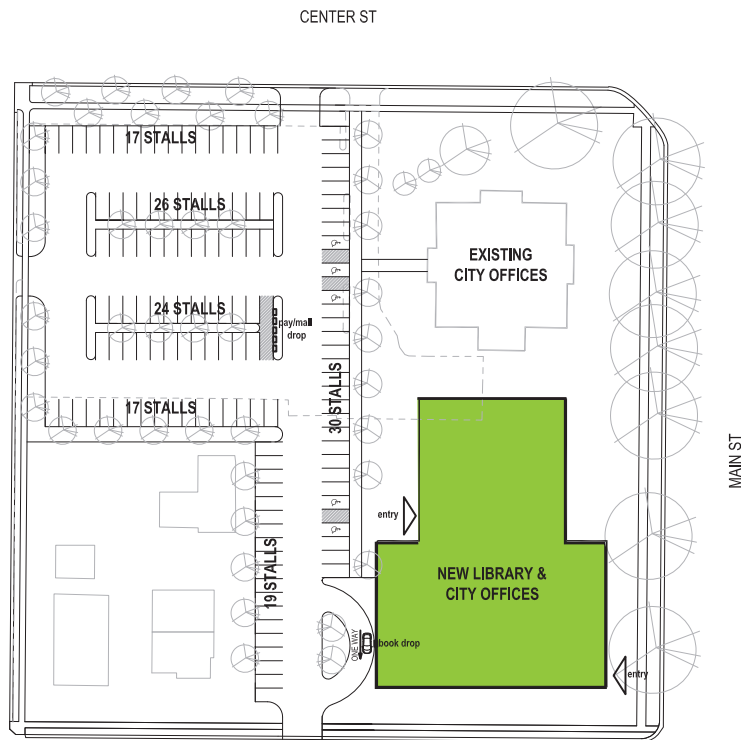
- **drive up book drop with induction on the building**
- **covered access to retrieve materials**
- **underground conveyance system**

Option A has been selected by the committee as the preferred option. This option provides a book drop as well as the greatest flexibility for the design of the facility, while preserving the most parking stalls. The idea of an underground conveyance system has been vetted and effectively ruled out as an option due to complexity, cost and maintenance. The book drop study will be evaluated concurrently with floor plan and massing studies during the Schematic Design Phase.



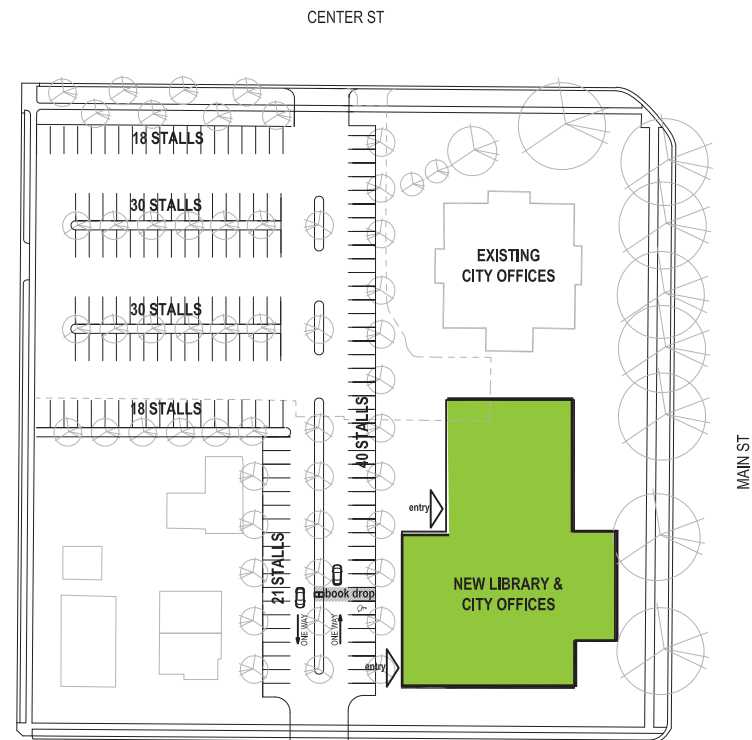
Option A: One Way Drive Near Center of Site;

This option provides for a comfortable separation between pedestrian entries and book drop location, but creates a separation between the Drop and Staff Areas. In lieu of underground conveyance, a direct route to the book drop, that is ideally sheltered from the elements would be preferred by the library staff.



Option B: Drive up Book Drop w/ Induction on Building;

This option would provide a drive up book drop with the ability to drop books into an on building induction system. There are concerns with traffic, and the location of a hardscaped area adjacent to a prominent side of the building and the reduction of parking stalls near an entry.



Option C: Drive up Book Drop w/ Induction on Building;

This option would provide a drive up book drop located along a central landscape island. There are concerns with traffic conflict with pedestrian access to the library. The idea of underground conveyance was brought up with this option as well.

PROGRAM SPACE SUMMARY

The Building Program is evolving with major spaces defined and preferred adjacencies established. The total building size, currently is at 44,165 gross square feet, with 32,383 square feet dedicated to the Library and 11,782 square feet dedicated to the City Administration . The current square footages are based off of conservative circulation factors, which are appropriate for the given uses. The design team will strive to find efficiency in floor plan studies in the Schematic Design phase and trim square footage while not compromising the function and experience of the space.

The actual size, spatial relationships and final adjacencies will be further studied and finalized in Schematic Design.

Spanish Fork City Library				
Department/Space	Comments	Qty	Size	Net SF
Adult				
General Collection				
Fiction	sf based off of 66" stack, 70% efficiency	1	1176	1,176
Non-Fiction	sf based off of 66" stack, 70% efficiency	1	714	714
	Sized for current 4208 Audio items and 7446			
AV Collection	Movies items, 80% efficiency	1	868	868
Browse / Display	throughout circulation & stand alone	5	50	250
Open Seating	multiple seating opportunities	8	220	1,760
Reference Collection		1	200	200
Periodicals	74" stack, 70% efficiency	1	140	140
Public Computers / Internet Stations		12	20	240
Small Group Study	2-4 people	3	80	240
Medium Group Study	6-8 people	3	120	360
Collection Satellites / Perch	spread throughout collection	3	40	120
OPAC		3	15	45
General Collection Size				6,113
Teen / Young Adult				
Y/A Collection	sized for 5772 current volumes + 30% growth	1	620	620
Soft Seating		1	400	400
Maker Space / STEAM/Craft	Combination of low-tech and high	1	450	450
Demo/Shared Kitchen Space		1	420	420
Gaming / Computer Stations		6	35	210
Teen / Young Adult Size				2,100
Children's				
Children's Collection	sized for 30954 current volumes + 30% growth, Top Browsers, movable stacks	1	4606	4,606
Soft Seating		1	800	800
Computer Stations		8	20	160
Children's Programming		1	670	670
Programming Storage		1	175	175
Craft Area		1	390	390
Children's Lib. Satellite / Perch		1	40	40
Children's play area	multiple areas for play and programs, nooks	1	200	200
Children's Library Size				7,041
General Public / Meeting				
Entry Vestibule		1	100	100
Lobby		1	400	400
Large Meeting Room - 200 ppl	possibly divisible; retractable seating?	1	2050	2,050
Large Meeting Sound / A/V Room		1	150	150

Large Conference Room	16-20 people	1	270	270
Meeting Room Storage		3	100	300
Self Check Out	stations near entry and spread throughout collection	6	10	60
Public / Meeting Size				3,330
Staff Areas				
Staff Entry		1	70	70
Staff Breakroom / Lounge	5 full time (add 1), 12 part time (add several)	1	320	320
Staff Restroom		1	56	56
Materials Handling	Sorter	1	460	460
Staff Work Area		1	360	360
Copy / Print / Production		1	100	100
Staff Area Storage / Supplies		1	75	75
Branch Director Office		1	200	200
Staff Office	1 currently, 2nd for future	2	110	220
IT Office		1	110	110
Main Desk		1	120	120
Reserves / Holds	1-sided, wall mounted, 74" tall 6 shelf unit	1	90	90
Staff Area Size				2,181
Building Support Areas				
Women's Restroom		2	155	310
Men's Restroom		2	155	310
Family / Children's Lib Restroom		1	56	56
Mechanical Room		1	600	600
Electrical Room		1	90	90
Server / Data / Comm. Room		1	120	120
Maintenance Closet		1	60	60
General Building Storage		1	120	120
Building Support Size				1,666
Vertical Circulation (if two story)				
Main Stair		1	380	380
Exit Stair		1	240	240
Elevator		1	80	80
Vertical Circulation Size				700
BUILDING TOTALS				
Total Net Square Footage:				23,131
Grossing / Efficiency Factor:		60%		9,252
TOTAL BUILDING SIZE:				32,383

Spanish Fork City Administration				
Department/Space	Comments	Qty	Size	Net SF
Council				
Council Chambers	Existing Chambers: 750sf	1	2200	2,200
Conference Room (15 people)		1	460	460
Council Size				2,660
Finance/Utility				
Large Office		2	200	400
Office		7	130	910
Teller Desks		4	75	300
Staff Desks		4	90	360
Conference Room 12- 15		1	430	430
Record Storage		1	150	150
Secure Storage	Card Reader access; space for safe	1	80	80
Finance Size				2,630
General Public				
Entry Vestibule		1	100	100
Consultation Room	Accessible from Lobby; space for meeting with citizens for private conversation	1	100	100
Lobby		1	400	400
Patron sign in for utilities		1	100	100
SFCN Demo area	Display monitor and cabinet	1	150	150
Public Size				850
Staff Areas				
Staff Breakroom / Lounge		1	250	250
Staff Restroom		2	70	140
Copy / Print / Production		1	100	100
Staff Area Storage / Supplies		1	100	100
Staff Area Size				590
Building Support Areas				
Women's Restroom		1	155	155
Men's Restroom		1	155	155
Family / Restroom		1	56	56
Mechanical Room		1	350	350
Electrical Room		1	90	90
Server / Data / Comm. Room		1	120	120
Maintenance Closet		1	60	60
Building Support Size				986
Vertical Circulation (if two story)				
Main Stair		1	380	380
Exit Stair		1	240	240
Elevator		1	80	80
Vertical Circulation Size				700
BUILDING TOTALS				
Total Net Square Footage:				8,416
Grossing / Efficiency Factor:		60%		3,366
TOTAL BUILDING SIZE:				11,782

INDIVIDUAL ROOM DIAGRAMS

The following pages illustrate the individual room or space diagrams required to be incorporated into the final solution. The development of each space will evolve with the actual layout of the Library. As such, there may be some advantage in overlapping functions or shared circulation and seating areas.

LIBRARY COLLECTIONS

There are several criteria that define the size of the Library Collection areas, that will need to be assessed and confirmed as the project progresses into Schematic Design. These criteria are;

- ①. Aisle widths are provided at 42" clear.
- ②. Shelving Efficiency Factor; currently the room diagrams incorporate a 70-80% shelf efficiency factor typically, which basically allows for a Collection Potential of 1.3X it's current size, or the ability to shelf books/media in a face-out orientation
- ③. Stack heights; currently the room diagrams are based off a 48" stack height in the Children's and A/V Collections, and 66" stack heights in all other collection areas

The aforementioned criteria have been selected to provide for an optimum patron experience, which will maximize sightlines, daylighting and the flexibility for future growth. These design decisions will need to be further evaluated relative to the size of the project and overall budget as the project continues to be developed into Schematic Design.

Adult Collection

AV Collection

Activities	Browsing / Searching
Adjacencies	
Collection Potential	11,654 x 1.2 = 13,984 - DVD, CD, Cassette, Books on Tape, Audio Cassette
Quantity	1
Proposed NSF	870

Plumbing

Technology

AV Requirements

Millwork/Cabinets

Furnishings

Shelving

Storage

Special
Requirements
and notes

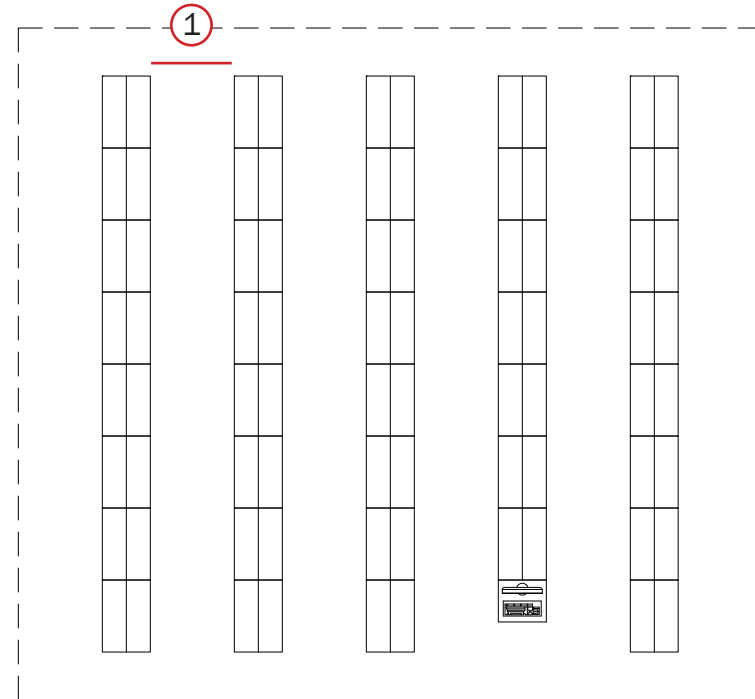
Electrical outlets

Display units

Near seating area

Specialty shelves to house collection; multi level

Some movable Stacks?



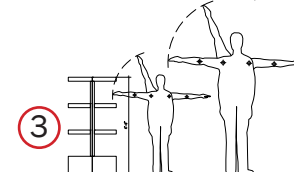
RECOMMENDED SHELVING
CURRENT COLLECTION SIZE = 4208 (audio) + 7446 (movies) = 11,654
48" tall stacks

Ave 3 shelves per stack
average items / lineal foot of shelf = 20

80% Shelf Efficiency
Units (items) per Stack = 3 (Shelves) x 3' (length) x 20 (items/ft) x .8
= 144 (items) per Stack

3'-6" clear aisle space

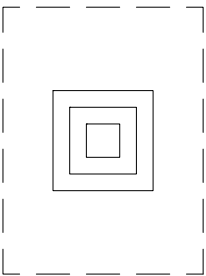
Stacks needed = 11,654/144 = 81 Stack Units Needed



Adult Collection

Browse / Display

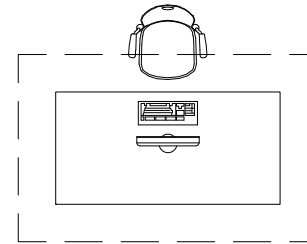
Activities	Display items, library related activities, seasonal, new items
Adjacencies	Throughout circulation or stand alone
Collection Potential	
Quantity	5 @ 50 NSF
Proposed NSF	250
<hr/>	
Plumbing	
Technology	Electrical outlets in close vicinity
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	Glass or wood (adjustable)
Storage	
Special Requirements and notes	



Adult Collection

Collection Satellites / Perch

Activities	Librarian assistance
Adjacencies	Spread throughout collection
Collection Potential	
Quantity	3 @ 40 NSF
Proposed NSF	120

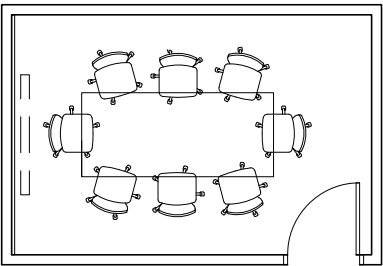


Plumbing	
Technology	Computer, data
AV Requirements	
Millwork/Cabinets	
Furnishings	Table and chair
Shelving	
Storage	
Special Requirements and notes	

Adult Collection

Medium Group Study

Activities	Group Study, library use 6-8 people
Adjacencies	Near lobby/restrooms, line of sight of staff
Collection Potential	
Quantity	3 @ 120 NSF
Proposed NSF	360
<hr/>	
Plumbing	
Technology	Multiple electrical outlets
AV Requirements	As needed for projector. Motorized screen, cable cubby in table. Floor box with power and data.
Millwork/Cabinets	
Furnishings	Table, 8 chairs, white board
Shelving	
Storage	
Special Requirements and notes	Glass wall (Exterior and Interior Partition)



Adult Collection

Fiction

Activities	Browsing
Adjacencies	Near other collections
Collection Potential	12,000x1.3 = 15,600
Quantity	1
Proposed NSF	1.176

Plumbing

Technology **OPAC stations**

AV Requirements

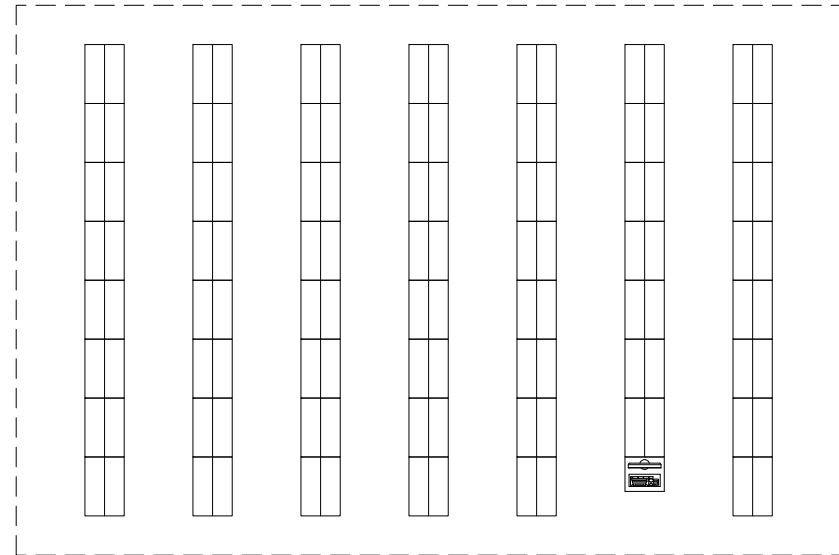
Millwork/Cabinets **Some display space**

Furnishings **Soft seating in close proximity**

Shelving

Storage

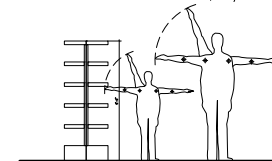
Special Requirements and notes
**-Fiction, paperbacks, graphic novels,
 -Satellites/Perch
 -Some movable Stacks?**



RECOMMENDED SHELVING
 CURRENT COLLECTION SIZE = 12,000
 66" tall stacks
 Ave 5 shelves per stack
 average units / lineal foot of shelf = 10
 70% Shelf Efficiency
 Units (Books) per Stack = 5 (Shelves) x 3' (length) x 10 (books/ft) x .7
 =105 (Books) per Stack

3'-6" clear aisle space

Stacks needed = 12,000/105 = 114 Stack Units Needed

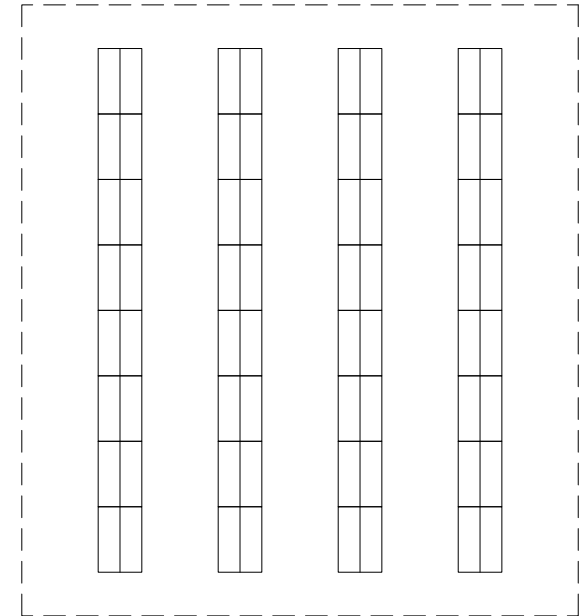


Adult Collection

Non-Fiction

Activities	Browsing
Adjacencies	
Collection Potential	6,737 x 1.3 = 8,758
Quantity	1
Proposed NSF	714

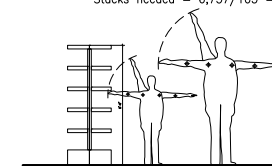
Plumbing	
Technology	OPAC stations
AV Requirements	
Millwork/Cabinets	
Furnishings	Tables, larger chairs for reading in close proximity
Shelving	Collection includes large print / oversized books
Storage	
Special Requirements and notes	-Satellites/Perch -Some movable Stacks?



RECOMMENDED SHELVING
 CURRENT COLLECTION SIZE = 6,737
 66" tall stacks
 Ave 5 shelves per stack
 average units / lineal foot of shelf = 10
 70% Shelf Efficiency
 Units (Books) per Stack = 5 (Shelves) x 3' (length) x 10 (books/ft) x .7
 =105 (Books) per Stack

3'-6" clear aisle space

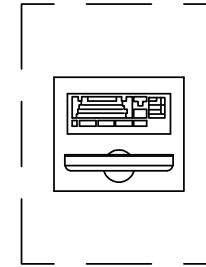
Stacks needed = 6,737/105 = 64 Stack Units Needed



Adult Collection

OPAC Station

Activities	Browsing and research
Adjacencies	At stack ends - locations TBD
Collection Potential	
Quantity	3 @ 15 NSF
Proposed NSF	45



Plumbing

Technology **Computer**

AV Requirements

Millwork/Cabinets **Depending on arrangement**

Furnishings

Shelving

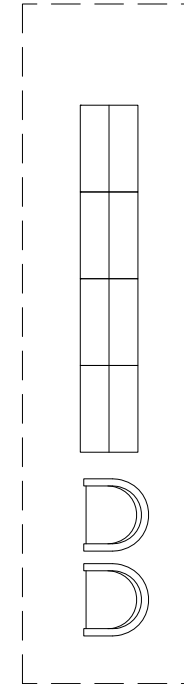
Storage

Special
Requirements
and notes

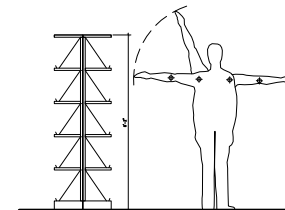
Adult Collection

Periodicals

Activities	Browsing and reading
Adjacencies	Near other collections, AV collection
Collection Potential	70 x 1.3 = 91 Periodicals
Quantity	1
Proposed NSF	140
<hr/>	
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	2-3 chairs
Shelving	Slanted shelving to display current magazines.
Storage	Storage for back issues built into shelving
Special Requirements and notes	Magazine covers, newspaper holders. Possibly make use of wall space



RECOMMENDED SHELVING
 74" tall units
 Ave 5 shelves per unit
 double sided stacks
 3'-6" clear aisle space
 average units / lineal foot of shelf = 1
 Units (Periodicals) per Stack = 5 (shelves) x 3'
 (length) x 1 (periodical/ft) x .7(70% Shelf
 Efficiency) = 10 periodicals per stack unit
 70/10 = 7 stack units needed

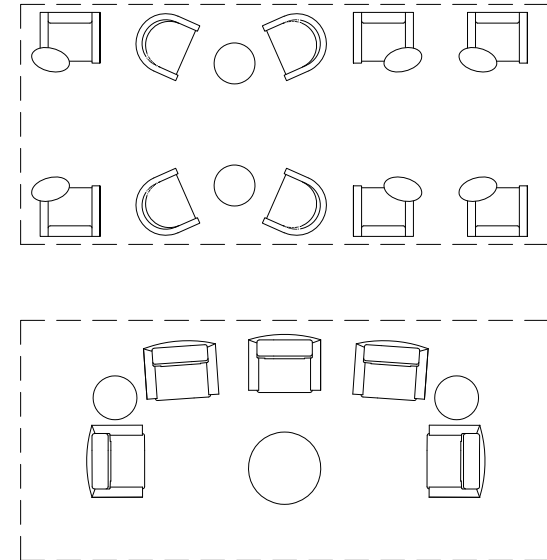


Adult Collection

Open Seating

Activities	Reading, studying
Adjacencies	Multiple seating opportunities - throughout library
Collection Potential	
Quantity	8 @ 220 NSF
Proposed NSF	1,760

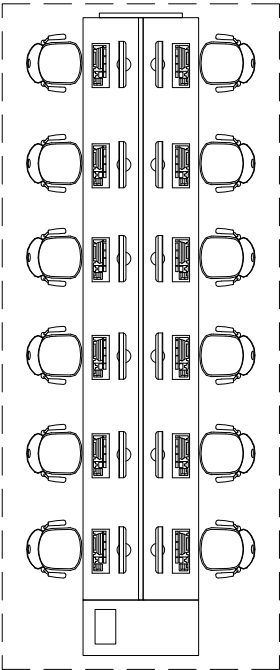
Plumbing	
Technology	charging
AV Requirements	
Millwork/Cabinets	
Furnishings	Large chairs, sofas, tables
Shelving	
Storage	
Special Requirements and notes	



Adult Collection

Public Computers / Internet Stations

Activities	Internet usage
Adjacencies	away from quiet reading areas
Collection Potential	
Quantity	12 @ 20 NSF
Proposed NSF	240
<hr/>	
Plumbing	
Technology	Computers, data and shared printers
AV Requirements	
Millwork/Cabinets	
Furnishings	Specialty desks or stations and chairs
Shelving	
Storage	
Special Requirements and notes	



Adult Collection

Flex Space/Adult Programming

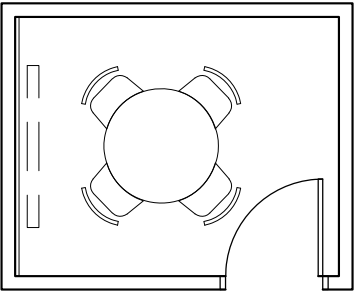
Activities	TBD
Adjacencies	Other collections, near seating options
Collection Potential	
Quantity	
Proposed NSF	200
<hr/>	
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	
Storage	
Special Requirements and notes	Space allotment will take the place of Reference Collection



Adult Collection

Small Group Study

Activities	Group study; library use
Adjacencies	Near lobby/restrooms, line of sight of staff
Collection Potential	
Quantity	3 @ 80 NSF
Proposed NSF	240
<hr/>	
Plumbing	
Technology	Multiple electrical outlets
AV Requirements	Cable cubby in table, floor box with power and data
Millwork/Cabinets	
Furnishings	Table, 4 chairs, whiteboard
Shelving	
Storage	
Special Requirements and notes	Consider glass wall

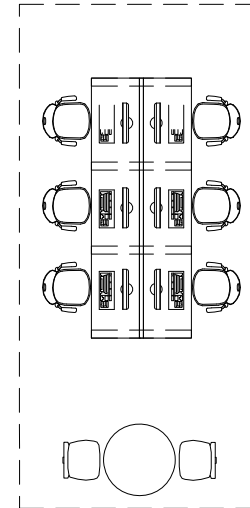


Teen Collection

Gaming / Computer Stations

Activities	Internet and gaming
Adjacencies	Teen Collection / Teen Soft Seating
Collection Potential	
Quantity	6 @ 35 NSF
Proposed NSF	210

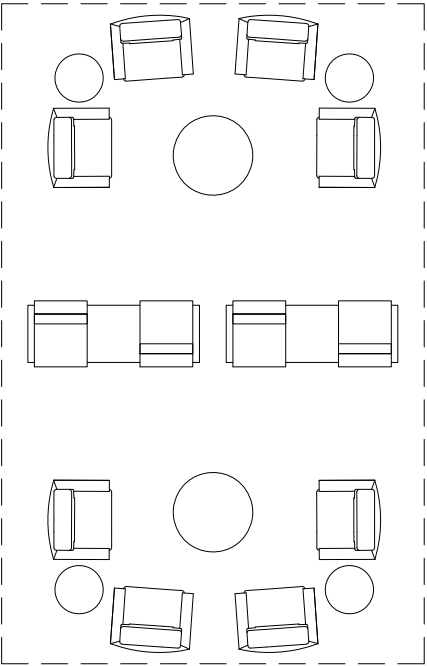
Plumbing	
Technology	Data; 6 computers
AV Requirements	
Millwork/Cabinets	
Furnishings	Tables and chairs
Shelving	
Storage	
Special Requirements and notes	



Teen Collection

Teen Soft Seating

Activities	Reading, studying
Adjacencies	Teen Collection
Collection Potential	
Quantity	1
Proposed NSF	400
<hr/>	
Plumbing	
Technology	Multiple electrical outlets, some integrated into furniture
AV Requirements	
Millwork/Cabinets	
Furnishings	Multiple soft seats and tables
Shelving	
Storage	
Special Requirements and notes	



Teen Collection

Teen Collection

Activities	Browsing
Adjacencies	Teen soft seating and gaming
Collection Potential	5,772 x 1.3 = 7,500
Quantity	1
Proposed NSF	620

Plumbing

Technology **OPAC station**

AV Requirements

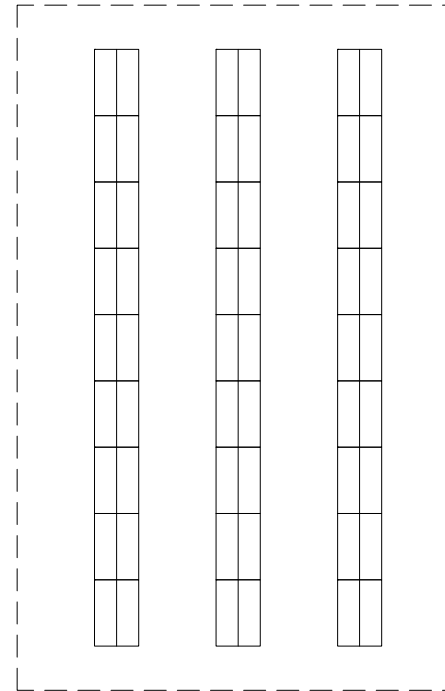
Millwork/Cabinets **Some display space**

Furnishings **Larger chairs in close proximity**

Shelving

Storage

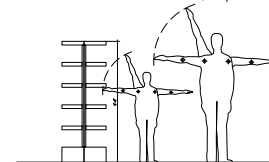
Special Requirements and notes **Some movable Stacks?**



RECOMMENDED SHELVING
CURRENT COLLECTION SIZE = 5,772
66" tall stacks
Ave 5 shelves per stack
average units / lineal foot of shelf = 10
70% Shelf Efficiency
Units (Books) per Stack = 5 (Shelves) x 3' (length) x 10 (books/ft) x .7
= 105 (Books) per Stack

3'-6" clear aisle space

Stacks needed = 5,772/105 = 55 Stack Units Needed

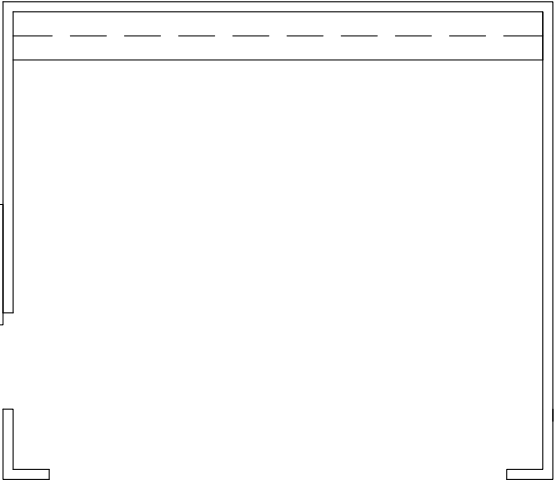


Teen Collection

Teen Programming

Activities	Teen Programs - physical activities, games
Adjacencies	Teen Collection. Teen Maker/Craft
Collection Potential	
Quantity	1
Proposed NSF	420
<hr/>	
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	Upper and lower cabinetry with countertop
Furnishings	
Shelving	
Storage	
Special Requirements and notes	Desired Function for Teen Programming will continue to be developed in Schematic Design

Potentially connected
to Teen Maker Space

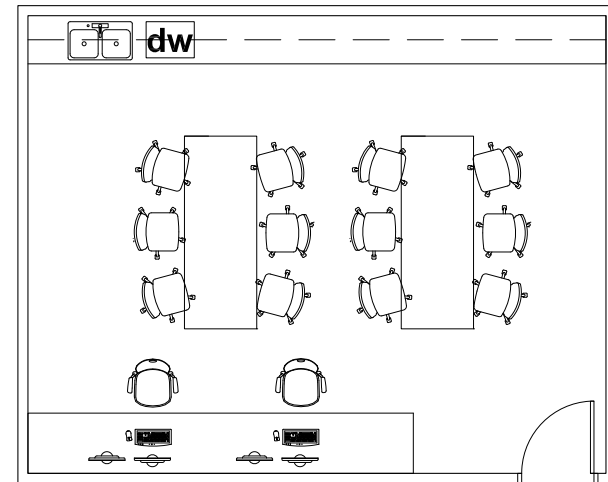


Teen Collection

Maker Space

Activities	Digital/Analog Crafts, Potential VR
Adjacencies	Teen Collection, Teen Programming
Collection Potential	
Quantity	1
Proposed NSF	450

Plumbing	Sink, dishwasher
Technology	Computers desks w/ space for laser cutter/3d printer
AV Requirements	
Millwork/Cabinets	Uppers, lowers, and counter
Furnishings	group tables and chairs
Shelving	
Storage	
Special Requirements and notes	



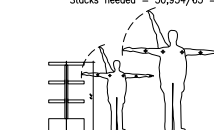
Children's Collection

Activities	Browsing
Adjacencies	Family restroom, story time, craft area
Collection Potential	30,954 x 1.3 = 40,240
Quantity	1
Proposed NSF	4,600
Plumbing	See craft area
Technology	OPAC stations, see children's computers
AV Requirements	
Millwork/Cabinets	
Furnishings	Parent and child appropriate seating
Shelving	Age appropriate; combination of heights
Storage	
Special Requirements and notes	-Appeal to all children ages (up to 12), in items -Some top browsers -Some movable Stacks?

Note; this diagram is meant to illustrate the collection size and not the intended layout. Intent is for layout to be broken up

RECOMMENDED SHELVING
CURRENT COLLECTION SIZE = 30,954
48" tall stacks
Ave 3 shelves per stack
average units / linear foot of shelf = 10
70% Shelf Efficiency
Units (Books) per Stack = 3 (Shelves) x 3' (length) x 10 (books/ft) x .7
=63 (Books) per Stack
3'-6" clear aisle space

Stacks needed = 30,954/63 = 492 Stack Units Needed

[illegible]

Children's Collection

Children's Satellite / Perch

Activities	Librarian assistance
Adjacencies	Children's Collection
Collection Potential	
Quantity	1
Proposed NSF	40

Plumbing

Technology **Computer, data**

AV Requirements

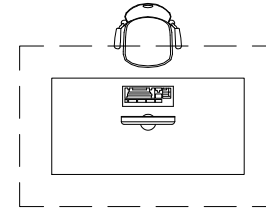
Millwork/Cabinets

Furnishings

Shelving

Storage

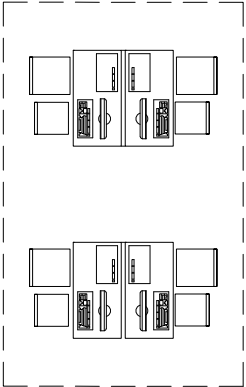
Special
Requirements
and notes



Children’s Collection

Children’s Computer Stations

Activities	Group study; library use
Adjacencies	Children’s Collection
Collection Potential	
Quantity	4 @ 40 NSF
Proposed NSF	160
<hr/>	
Plumbing	
Technology	Data, 4 computers. Possibly 2 for internet and 2 for OPAC, printing capabilities
AV Requirements	
Millwork/Cabinets	
Furnishings	Tables and chairs for parent and child
Shelving	
Storage	
Special Requirements and notes	

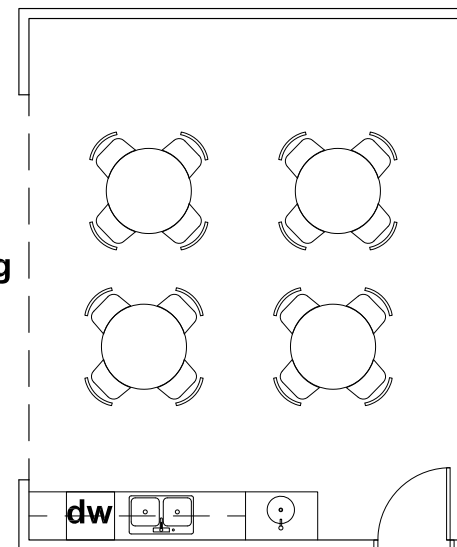


Children's Collection

Craft Area

Activities	Crafts, art
Adjacencies	Story hour, Children's collection
Collection Potential	
Quantity	1
Proposed NSF	390
Plumbing	Sink for craft activities and for hand washing (child height)
Technology	Electrical outlets at counter height
AV Requirements	
Millwork/Cabinets	Base and upper cabinets
Furnishings	Tables and chairs for craft making
Shelving	
Storage	Storage for craft items
Special Requirements and notes	

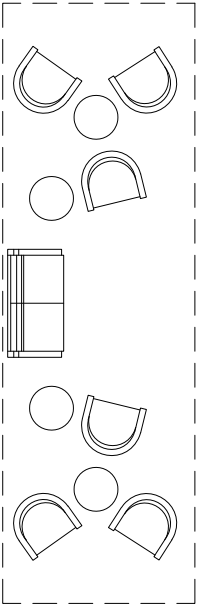
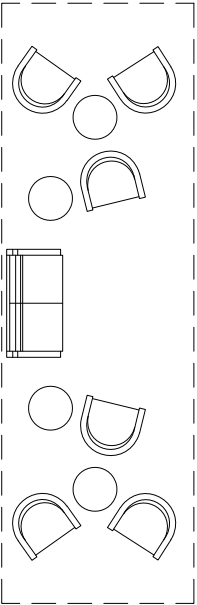
to kids programming



Children’s Collection

Children’s Soft Seating

Activities	Reading
Adjacencies	Children’s collection / Story Hour
Collection Potential	
Quantity	2 @ 200 NSF
Proposed NSF	400
<hr/>	
Plumbing	
Technology	Multiple electrical outlets
AV Requirements	
Millwork/Cabinets	
Furnishings	“Cozy nooks” + open, flexible seating
Shelving	
Storage	
Special Requirements and notes	Age appropriate seating for parent and child



Children's Collection

Story Hour

Activities	Story time
Adjacencies	Children's collection / Craft area
Collection Potential	
Quantity	1
Proposed NSF	670

Plumbing Washer/Dryer in puppet storage area

Technology

AV Requirements

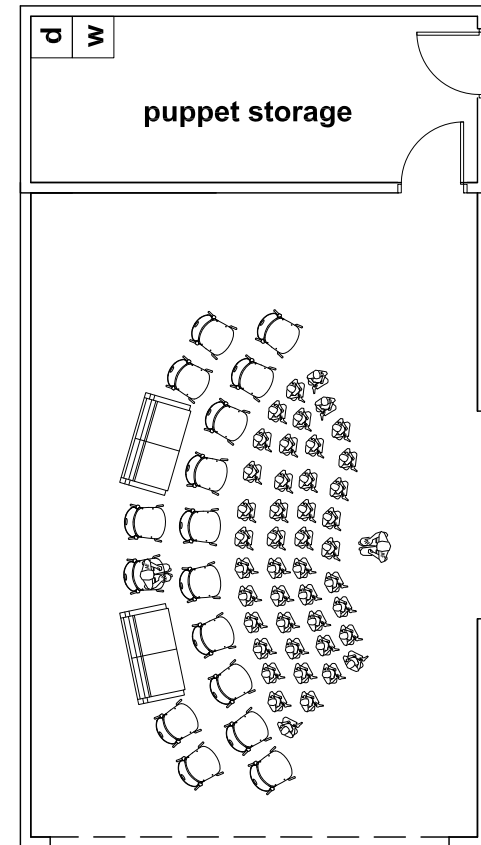
Millwork/Cabinets

Furnishings Soft seating, stackable chairs

Shelving

Storage

Special Requirements and notes Sized for 50+

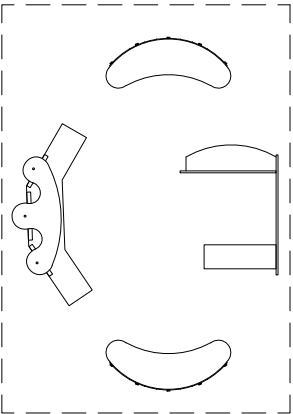


to kids craft space

Children’s Collection

Children’s Play Area - “Cozy Nooks”

Activities	Reading
Adjacencies	Children’s collection / Story Hour
Collection Potential	
Quantity	1
Proposed NSF	200
<hr/>	
Plumbing	
Technology	Multiple electrical outlets
AV Requirements	
Millwork/Cabinets	
Furnishings	“Cozy nooks” + open, flexible seating
Shelving	
Storage	
Special Requirements and notes	Age appropriate seating for parent and child



General Public/Meeting

Self Check Out



Activities	Checking out books
Adjacencies	Lobby / spread throughout collection
Collection Potential	
Quantity	6 @ 10 NSF
Proposed NSF	60

Plumbing

Technology 6 Computers, data

AV Requirements

Millwork/Cabinets For computers

Furnishings

Shelving

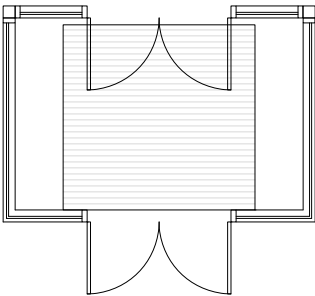
Storage

Special
Requirements
and notes

General Public/Meeting

Entry Vestibule

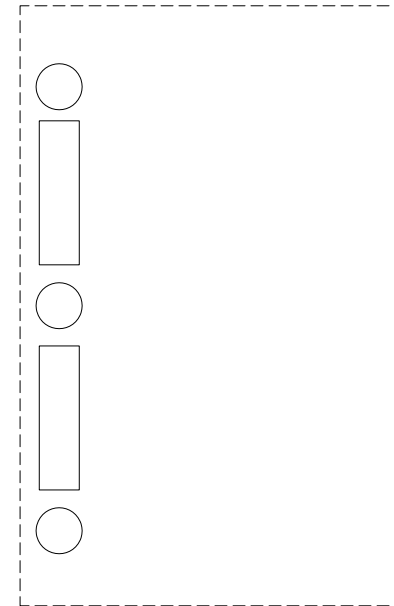
Activities	Main library entrance
Adjacencies	Lobby
Collection Potential	
Quantity	1
Proposed NSF	100
<hr/>	
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	
Storage	
Special Requirements and notes	Walk off carpet / mat. Pressurized for cold weather, ADA accessible doors



General Public/Meeting

Lobby

Activities	Library announcements, community bulletin board
Adjacencies	Front door, entry vestibule
Collection Potential	
Quantity	1
Proposed NSF	400
<hr/>	
Plumbing	Drinking fountain near restrooms
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	Chairs, benches for waiting
Shelving	Displays
Storage	
Special Requirements and notes	Gallery wall?

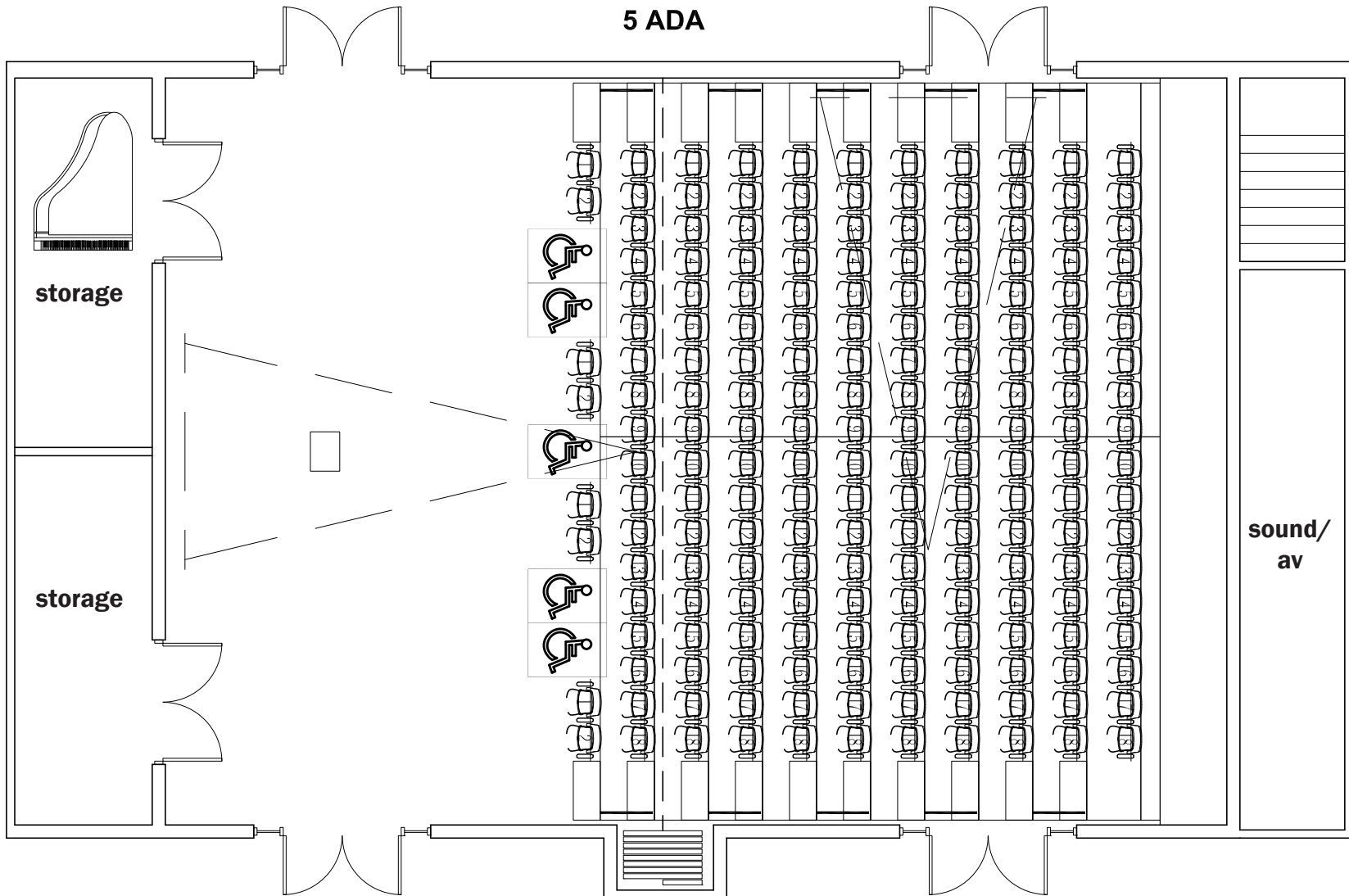


General Public/Meeting

Large Meeting Room

Activities	Library activities, community activities, recitals etc.
Adjacencies	Near lobby or vertical circulation
Collection Potential	
Quantity	1
Proposed NSF	2,500
<hr/>	
Plumbing	
Technology	Over head projectors, motorized screens, multiple electrical outlets at floor and walls, wireless access
AV Requirements	Sound / AV Room - projectors, sound system
Millwork/Cabinets	
Furnishings	Telescopic seating, operable partition wall, stackable tables and chairs
Shelving	
Storage	Meeting Room Storage; ~200 NSF
Special Requirements and notes	Multiple seating arrangements and room configurations. Sound proof, acoustics to enhance performances, egress requirements

LARGE MEETING ROOM
2052 SQ. FT.
188 SEATS
5 ADA

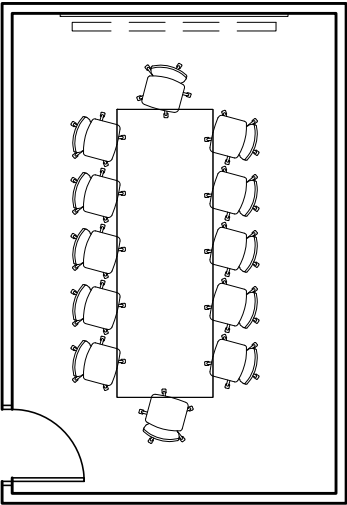


General Public/Meeting

Small Conference Room

Activities	Meetings, library use
Adjacencies	Near lobby/restrooms
Collection Potential	
Quantity	1
Proposed NSF	270

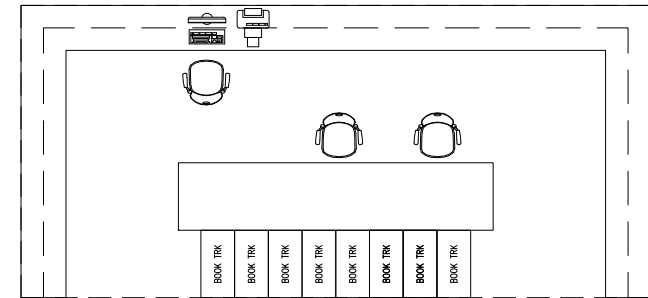
Plumbing	
Technology	Overhead projector, motorized screen, multiple electrical outlets
AV Requirements	
Millwork/Cabinets	Data, floor box, cable cubbies in table
Furnishings	Table and chairs for 12 people, white board
Shelving	
Storage	
Special Requirements and notes	Consider glass wall, motorized shade



Staff Areas

Staff Work Area

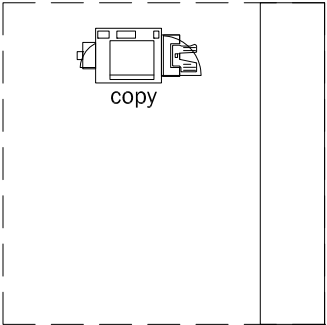
Activities	Scanning, sorting books
Adjacencies	Materials handling, main desk, staff areas
Collection Potential	
Quantity	1
Proposed NSF	360
<hr/>	
Plumbing	
Technology	1 computer station with scanner and receipt
AV Requirements	
Millwork/Cabinets	Upper, base and full height cabinets
Furnishings	Counter top at seating level for one computer, standing height countertop
Shelving	
Storage	Shelving for paper, books, office supplies
Special Requirements and notes	Direct access to materials handling



Staff Areas

Copy / Print / Production

Activities	Copy, print, production
Adjacencies	Staff areas
Collection Potential	
Quantity	1
Proposed NSF	100
<hr/>	
Plumbing	
Technology	Data for copy, fax, scan. Electrical outlets
AV Requirements	
Millwork/Cabinets	Possible base and upper cabinets for supplies
Furnishings	Copier, table
Shelving	
Storage	
Special Requirements and notes	No public access



Staff Areas

Main Desk

Activities	Check in, check out, patron registration, payments
Adjacencies	Lobby / collection, staff areas, materials handling
Collection Potential	
Quantity	1
Proposed NSF	120

Plumbing

Technology **2 computers**

AV Requirements

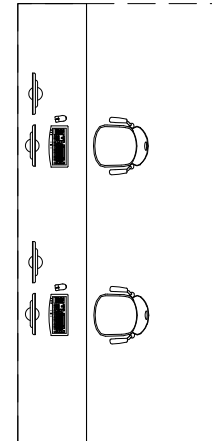
Millwork/Cabinets

Furnishings **Desk, 2 chairs**

Shelving

Storage

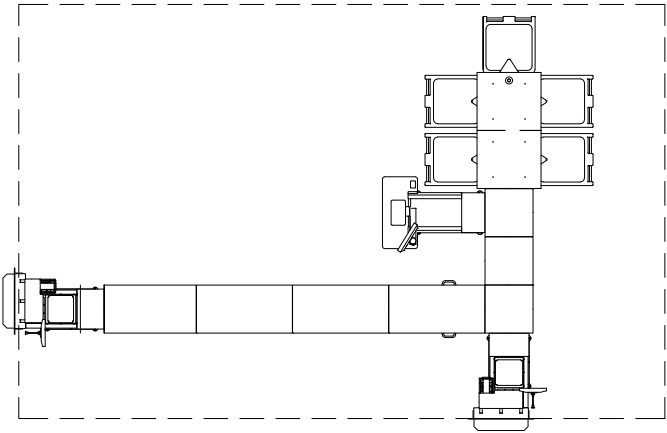
Special Requirements and notes **Payments received, book drop**



Staff Areas

Materials Handling

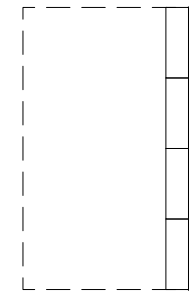
Activities	Meetings, library use
Adjacencies	Staff Work room, Lobby
Collection Potential	
Quantity	1
Proposed NSF	460
<hr/>	
Plumbing	
Technology	Automated 5-bin book sorter w/ (2) induction points, data, floor box, multiple electrical outlets
AV Requirements	
Millwork/Cabinets	
Furnishings	Book drop
Shelving	
Storage	For book carts
Special Requirements and notes	Consider glass wall



Staff Areas

Reserves / Holds

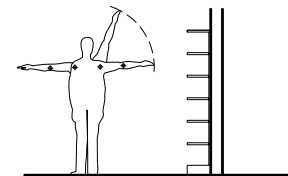
Activities	Store items on hold for patrons
Adjacencies	Main desk, staff areas, public
Collection Potential	
Quantity	1
Proposed NSF	90
<hr/>	
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	none currently, but could be millwork solution in lieu of shelves
Furnishings	
Shelving	12 inch deep for books
Storage	AV storage cabinets
Special Requirements and notes	currently shown 1-sided, wall mounted, mainly to maintain visibility from staff area. Currently shown to provide 72' of shelf space (existing library has 10')



RECOMMENDED SHELVING
 74" tall units
 Ave 6 shelves per unit
 single sided units
 3'-6" clear aisle space
 5 units
 average units / lineal foot of shelf = 10
 50% Shelf Efficiency
 Units (Books) per Stack = 6 (Shelves) x 3' (length) x
 10 (books/ft) x .5
 =90 (Books) per Stack

3'-6" clear aisle space

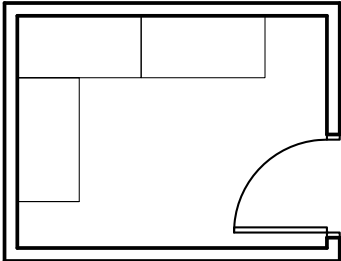
Stacks Provided = (4) x 90 per stack = 360 units



Staff Areas

Staff Area Storage / Supplies

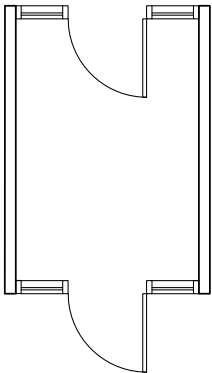
Activities	Storage
Adjacencies	Staff areas
Collection Potential	
Quantity	1
Proposed NSF	75
<hr/>	
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	Metal shelving for supplies
Storage	
Special Requirements and notes	



Staff Areas

Staff Entry

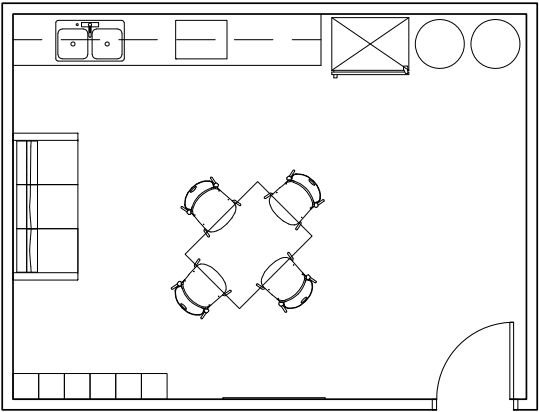
Activities	Private staff entrance
Adjacencies	Staff areas
Collection Potential	
Quantity	1
Proposed NSF	70
<hr/>	
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	
Storage	
Special Requirements and notes	-3'-4" doors, ADA doors. Consider walk off mat -Card Reader?



Staff Areas

Staff Lounge

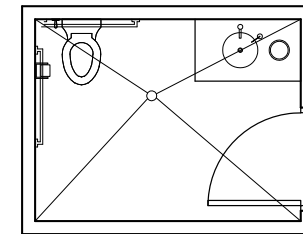
Activities	Breaks, lunch, food prep, dish washing
Adjacencies	Staff areas
Collection Potential	
Quantity	1
Proposed NSF	320
Plumbing	Sink, refrigerator, disposal
Technology	Electrical outlets at counter height for toaster, microwave etc.
AV Requirements	
Millwork/Cabinets	Upper and base cabinets with countertop
Furnishings	1 four-top table with chairs, 1 full size sofa, six lockers, microwave
Shelving	
Storage	Paper supplies, dishes, utensils, etc.
Special Requirements and notes	sound suppression, recycle bins



Staff Areas

Staff Restroom

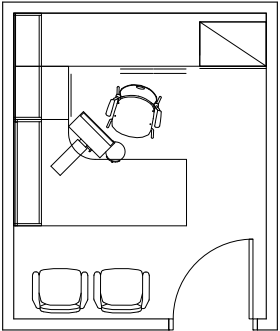
Activities	
Adjacencies	Staff areas
Collection Potential	
Quantity	1
Proposed NSF	56
<hr/>	
Plumbing	Sink, toilet
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	
Storage	
Special Requirements and notes	Tile, automatic faucets, sound proof for privacy



Staff Areas

Staff Office

Activities	Teen Manager Office, Children’s Collection Office, IT
Adjacencies	Staff areas
Collection Potential	
Quantity	3
Proposed NSF	320
<hr/>	
Plumbing	
Technology	Data, phone and computer. Multiple electrical outlets
AV Requirements	
Millwork/Cabinets	Bookcase
Furnishings	Desk, chair, 1-2 chairs for visitors
Shelving	
Storage	1 filing cabinet
Special Requirements and notes	

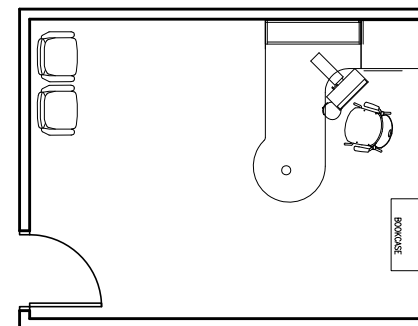


Staff Areas

Library Director Office

Activities	Computer use, phone conversations, administrative work
Adjacencies	Staff areas
Collection Potential	
Quantity	1
Proposed NSF	200

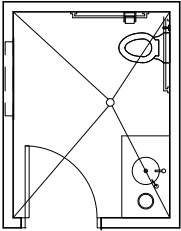
Plumbing	
Technology	Data, phone and computer. Multiple electrical outlets
AV Requirements	
Millwork/Cabinets	Bookcase
Furnishings	Desk, chair, 1-2 chairs for visitors
Shelving	
Storage	1 filing cabinet
Special Requirements and notes	



Building Support Areas

Family Restroom

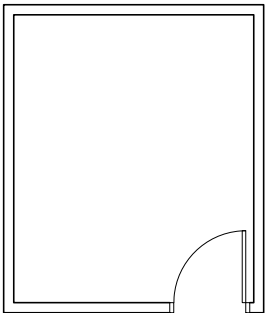
Activities	
Adjacencies	Children’s Library, Story time, craft area
Collection Potential	
Quantity	1
Proposed NSF	56
<hr/>	
Plumbing	Sink, toilet
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	Baby changing station
Shelving	
Storage	
Special Requirements and notes	Age appropriate fixtures, faucets ADA compiant and easy to use for yougsters



Building Support Areas

General Building Storage

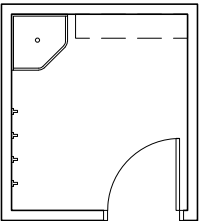
Activities	Storage of maintenance equipment, snow removal, supplies etc.
Adjacencies	Staff areas, Maintenance closet
Collection Potential	
Quantity	1
Proposed NSF	120
<hr/>	
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	Metal shelving
Storage	
Special Requirements and notes	



Building Support Areas

Maintenance Closet

Activities	
Adjacencies	Restrooms, General building storage
Collection Potential	
Quantity	1
Proposed NSF	60
<hr/>	
Plumbing	mop sink
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	Shelves to house cleaning supplies
Storage	Options for storing mops, brooms, buckets, vacuums etc.
Special Requirements and notes	



Building Support Areas

Mechanical Room

Activities

Adjacencies

Collection Potential

Quantity **1**

Proposed NSF **600**

Plumbing

Technology

AV Requirements

Millwork/Cabinets

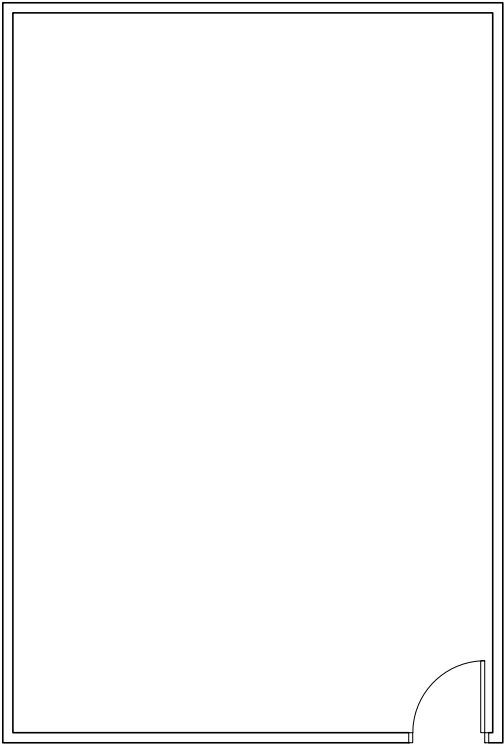
Furnishings

Shelving

Storage

Special
Requirements
and notes

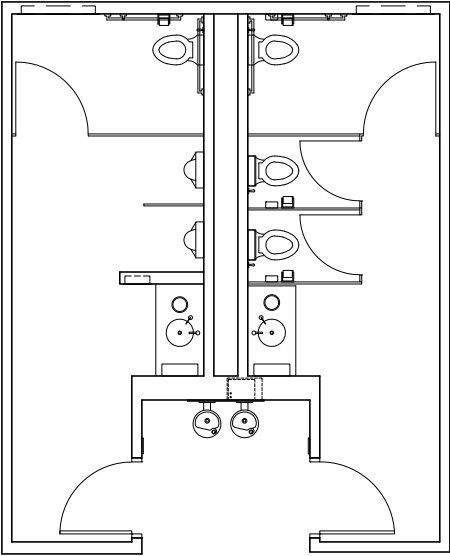
**Size/Qty dependent on Mechanical System.
Potential to combine with City Administration wing.**



Building Support Areas

Men’s / Women’s Restrooms

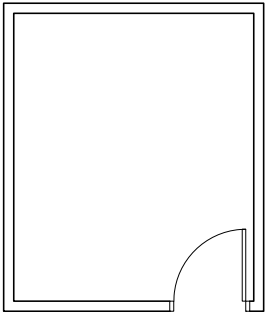
Activities	
Adjacencies	Lobby
Collection Potential	
Quantity	2 each @ 310 NSF
Proposed NSF	620
<hr/>	
Plumbing	Sinks, toilets
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	Baby changing station in each
Shelving	
Storage	
Special Requirements and notes	Durable, easy to clean



Building Support Areas

Server / Data / Comm. Room

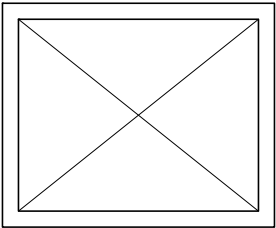
Activities	Store IT equipment
Adjacencies	
Collection Potential	
Quantity	1
Proposed NSF	120
<hr/>	
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	For equipment
Storage	
Special Requirements and notes	Properly ventilated to handle heat from equipment



Vertical Circulation

Elevator

Activities	
Adjacencies	Lobby
Collection Potential	
Quantity	1
Proposed NSF	80
<hr/>	
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	
Storage	
Special Requirements and notes	2 stop, possible elevator equipment room



Vertical Circulation

Exit Stair

Activities

Adjacencies

Collection Potential

Quantity **1**

Proposed NSF **240**

Plumbing

Technology

AV Requirements

Millwork/Cabinets

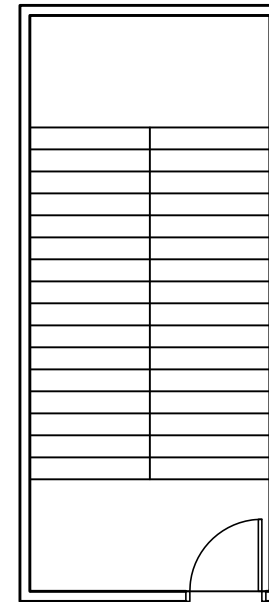
Furnishings

Shelving

Storage

Special
Requirements
and notes

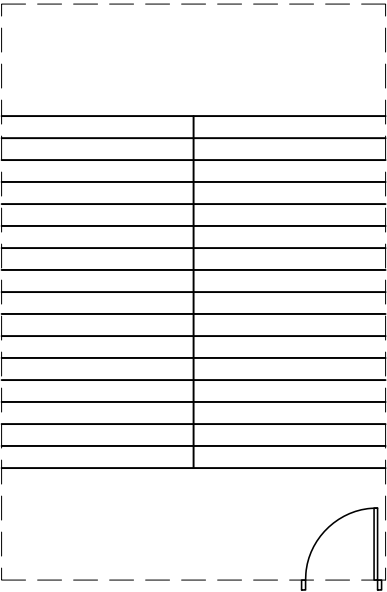
Discharge to exterior or rated corridor



Vertical Circulation

Main Stair

Activities	
Adjacencies	Lobby
Collection Potential	
Quantity	1
Proposed NSF	380
<hr/>	
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	
Storage	
Special Requirements and notes	Open Stair / Ceremonial



Building Support Areas

Electrical Room

Activities

Adjacencies

Collection Potential

Quantity **1**

Proposed NSF **90**

Plumbing

Technology

AV Requirements

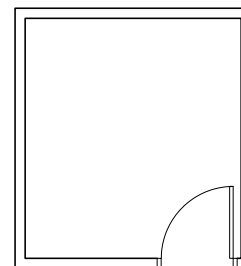
Millwork/Cabinets

Furnishings

Shelving

Storage

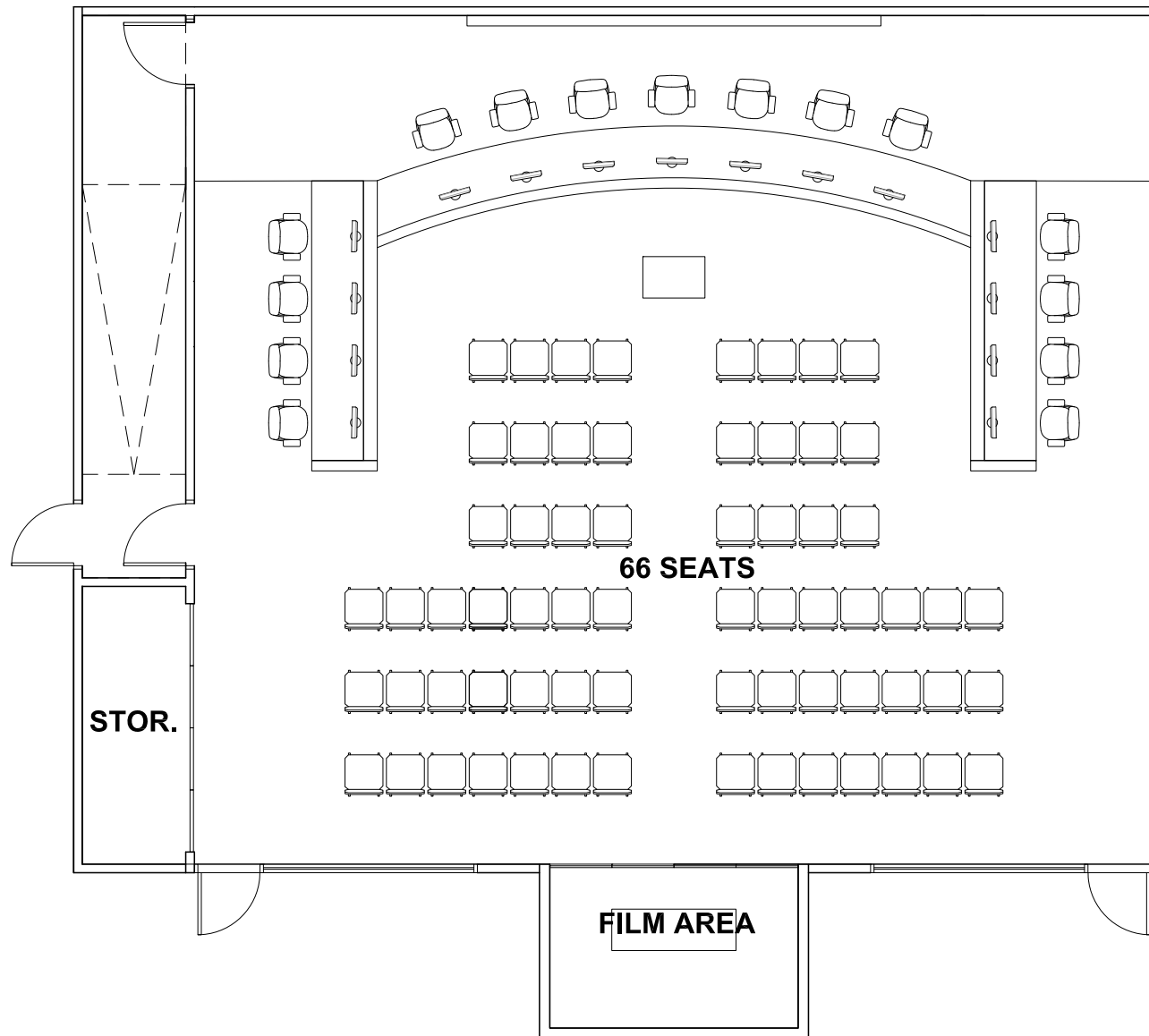
Special
Requirements
and notes



Council

Council Chambers

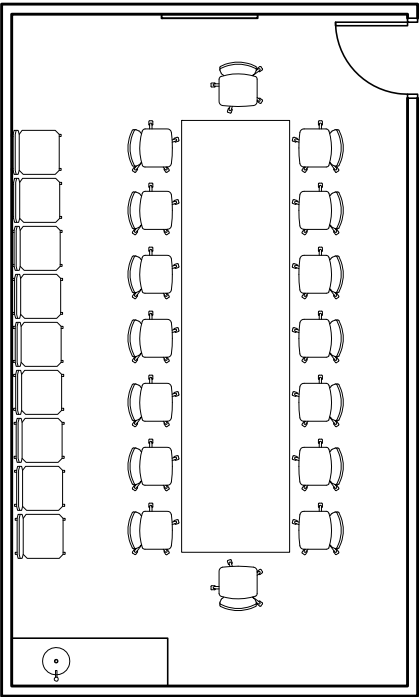
Activities	Council Meetings, Public Hearings
Adjacencies	Lobby, Conference Room, Restrooms
Quantity	1
Proposed NSF	2200
Plumbing	
Technology	computer stations - see A/V and Special Requirements
AV Requirements	microphones and monitors at dais seats, projection/monitor area behind dais and possibly on opposite wall
Millwork/Cabinets	podium, dais millwork
Furnishings	stackable seating for council floor, task chairs at dais
Shelving	
Storage	Closet for seating, etc.
Special Requirements and notes	A/V Film Area, CCTV located to filme entire space from all angles, computer stations and microphones at dais and podium tied to speaker system, projection/monitor area behind dais and potentially on opposite wall in lieu of monitors at dais seats.



Council

Conference Room

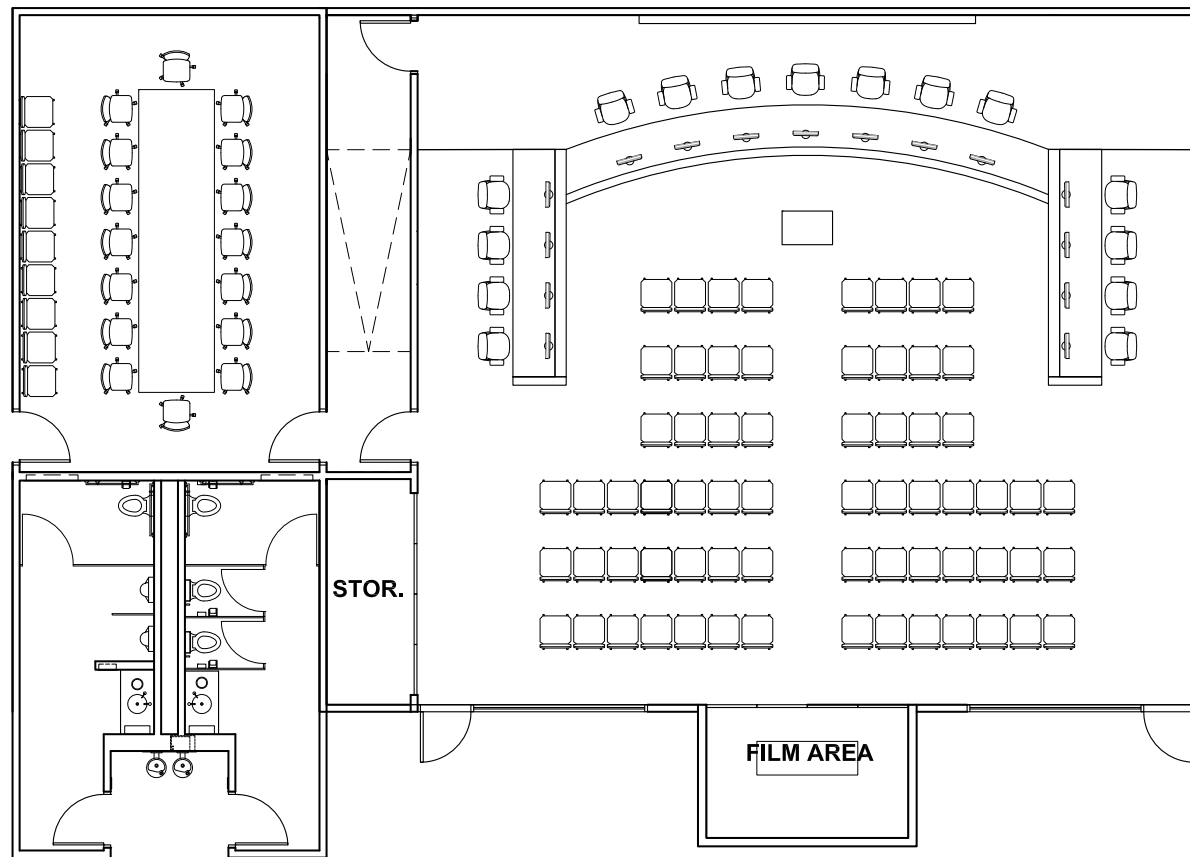
Activities	Council Meetings, Public Meetings?
Adjacencies	Lobby, Council Chambers, Restrooms
Quantity	1
Proposed NSF	460
Plumbing	sink
Technology	monitor with A/V connections at conference table
AV Requirements	
Millwork/Cabinets	counter with lower cabinetry and under counter refrigerator
Furnishings	conference table with seating for 16
Shelving	
Storage	monitors at dais seats
Special Requirements and notes	Accessible from Council Chambers. Available for Public Use?



Council

Department Diagram

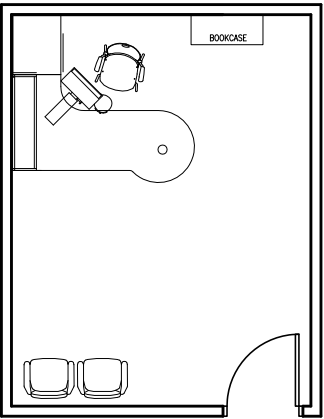
The layout diagram below represents one potential floor plan for the Council Area. The main intent of this layout is to show adjacencies and overall department organization. During the Schematic Design Phase of the project, this Programmatic floor plan will be further developed and refined to work with the placement next to other departments and spaces relative to the overall building design.



Finance/Utility

Large Office

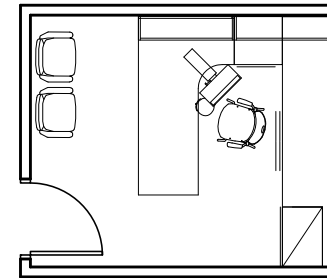
Activities	Single person private office - Treasurer & Finance Director
Adjacencies	Open office area, Copy/Print, Records, Restrooms
Quantity	2
Proposed NSF	200
Plumbing	
Technology	Computer & phone
AV Requirements	
Millwork/Cabinets	
Furnishings	1 task chair, 1 work station, 2 guest chairs
Shelving	located within workstation
Storage	located within workstation
Special Requirements and notes	



Finance/Utility

Medium Office

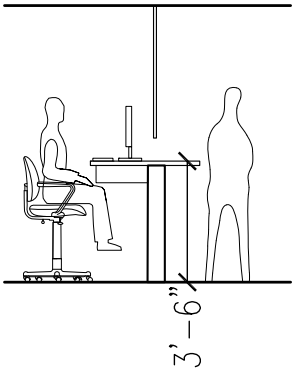
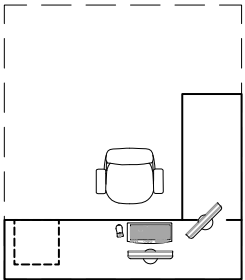
Activities	Single person private office - Senior Accountant, Accounts Payable Clerk, Utility Office Manager
Adjacencies	Open office area, Copy/Print, Records, Restrooms
Quantity	8
Proposed NSF	130
Plumbing	
Technology	Computer & phone
AV Requirements	
Millwork/Cabinets	
Furnishings	1 task chair, 1 work station, 2 guest chairs
Shelving	located within workstation
Storage	located within workstation
Special Requirements and notes	



Finance/Utility

Teller Desks

Activities	Single person teller station
Adjacencies	Lobby, Open office area, Copy/Print, Restrooms
Quantity	4
Proposed NSF	75
Plumbing	
Technology	Computer & phone, provide 2 monitors with rotatable arms
AV Requirements	
Millwork/Cabinets	Desk to be millwork solution counter with lower cabinetry
Furnishings	
Shelving	1 task chair, 1 work station, 2 guest chairs
Storage	located within workstation
Special Requirements and notes	Cash Register next to teller window, below counter Teller windows - fixed pane of glass with open area for conversation at bottom; monitor on swing arm

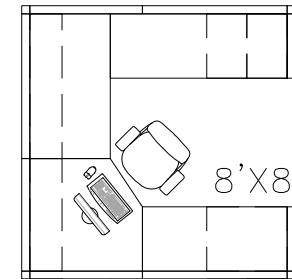


Teller Desk Section Diagram

Finance/Utility

Open Workstation

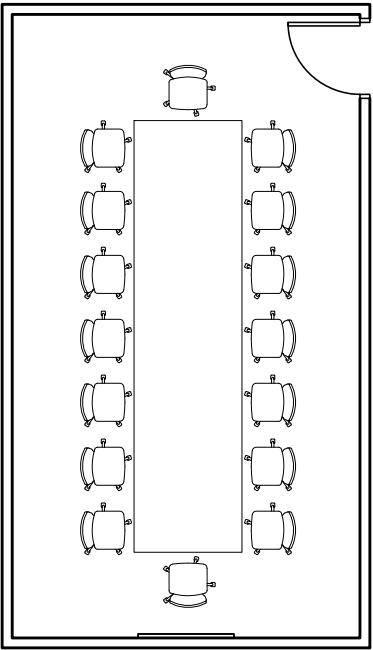
Activities	Single person workstation
Adjacencies	Private Offices, Copy/Print, Records, Restrooms
Quantity	4
Proposed NSF	90
Plumbing	
Technology	Computer & phone
AV Requirements	
Millwork/Cabinets	
Furnishings	1 task chair, 1 work station
Shelving	located within workstation
Storage	located within workstation
Special Requirements and notes	Workstations should have sightline to Teller Windows - provide glazing panels in workstation as required



Finance/Utility

Conference Room

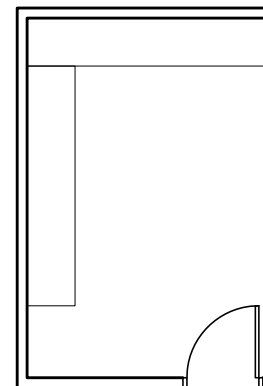
Activities	Finance/Utility department meetings
Adjacencies	Teller Windows, Open office area, Copy/Print, Restrooms
Quantity	1
Proposed NSF	380
Plumbing	
Technology	Monitor with A/V connections in conference table
AV Requirements	See Technology
Millwork/Cabinets	
Furnishings	Conference table and seating for 14-16
Shelving	
Storage	
Special Requirements and notes	Conference Room shall have visibility to Teller Windows



Finance/Utility

Records Storage

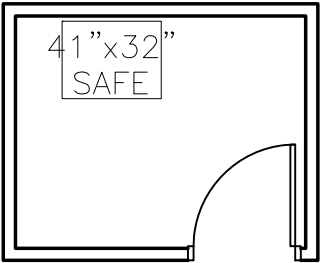
Activities	Hard Copy Record Storage
Adjacencies	Private Offices (Accounts Payable), Copy/Print, Open Offices
Quantity	1
Proposed NSF	150
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	Vertical/Lateral Files, 18 lineal feet provided
Storage	
Special Requirements and notes	



Finance/Utility

Secure Storage

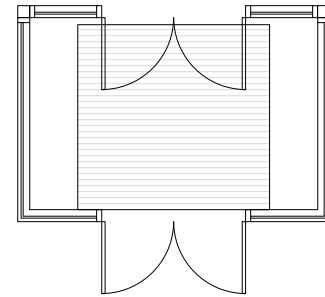
Activities	Safe Storage
Adjacencies	Teller Windows, Open office area, Private Offices
Quantity	1
Proposed NSF	80
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	
Storage	
Special Requirements and notes	Card reader shall be provided at door. Door width should accommodate safe (~42" door)



General Public

Entry Vestibule

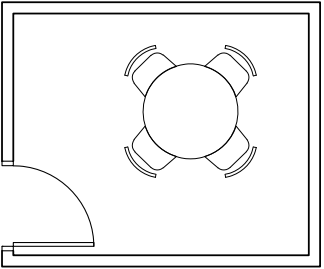
Activities	Main Public Entry into City Administration Area
Adjacencies	Lobby
Quantity	1
Proposed NSF	100
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	
Storage	
Special Requirements and notes	Walk off carpet, potential unit heater



General Public

Consultation Room

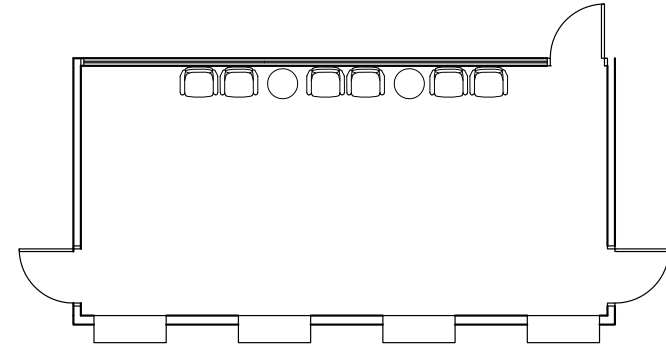
Activities	Private Patron Consultation
Adjacencies	Lobby, Teller Windows, SFCN Demo Area, Sign-in Computers, Restrooms
Quantity	1
Proposed NSF	100
Plumbing	
Technology	Monitor and connections for a computer with a/v compatibility to monitor.
AV Requirements	
Millwork/Cabinets	
Furnishings	Table with 4 chairs
Shelving	
Storage	
Special Requirements and notes	Consultation Room to be accessible from Finance/Utility Lobby



General Public

Lobby

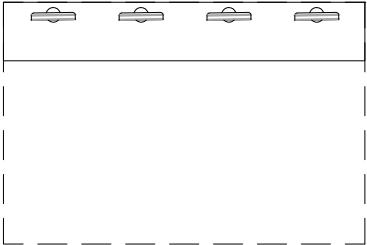
Activities	Citizen Sign-in, Bill Pay, Waiting
Adjacencies	Teller Windows, SFCN Demo Area, Sign-in Computers, Restrooms, Consultation Room
Quantity	1
Proposed NSF	400
Plumbing	
Technology	See Sign In and SFCN Demo Areas
AV Requirements	
Millwork/Cabinets	
Furnishings	6 soft seating chairs, 2 end tables
Shelving	
Storage	
Special Requirements and notes	Finance/Utility Lobby shall be a securable area; card readers shall be provided into Finance/Utility Area. Lobby area should have visibility into adjacent circulation common area.



General Public

Patron Sign In

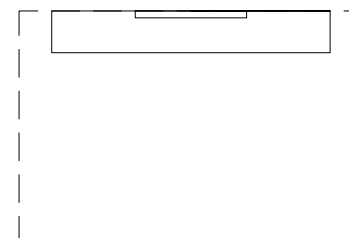
Activities	Patron Sign In & Bill Pay
Adjacencies	Lobby, Teller Windows, SFCN Demo Area
Quantity	1
Proposed NSF	120
Plumbing	
Technology	4 computer monitors
AV Requirements	
Millwork/Cabinets	Bar height counter
Furnishings	2-4 stools
Shelving	
Storage	
Special Requirements and notes	



General Public

SFCN Demo Area

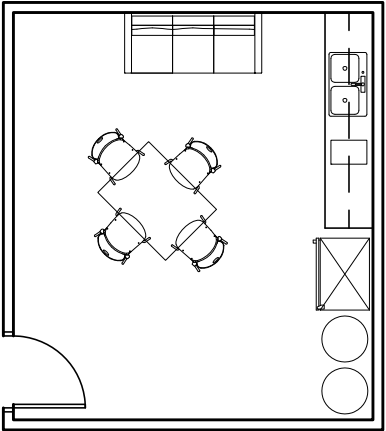
Activities	Demonstration Monitor for Spanish Fork Cable Network
Adjacencies	Lobby, Teller Windows, Patron Sign In
Quantity	1
Proposed NSF	150
Plumbing	
Technology	1 Monitor
AV Requirements	
Millwork/Cabinets	A/V cabinet
Furnishings	
Shelving	
Storage	
Special Requirements and notes	



Staff Areas

Break Room/Lounge

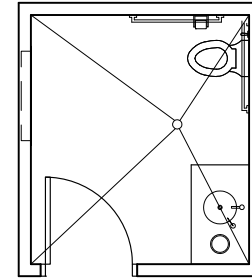
Activities	Staff Break area
Adjacencies	Teller Windows, Private Offices, Open Office Area
Quantity	1
Proposed NSF	250
Plumbing	sink, dishwasher, water line to fridge
Technology	
AV Requirements	
Millwork/Cabinets	Uppers, lowers and kitchen counter
Furnishings	Table with 4 chairs, lounge chairs, trash cans
Shelving	
Storage	
Special Requirements and notes	



Staff Areas

Staff Restroom

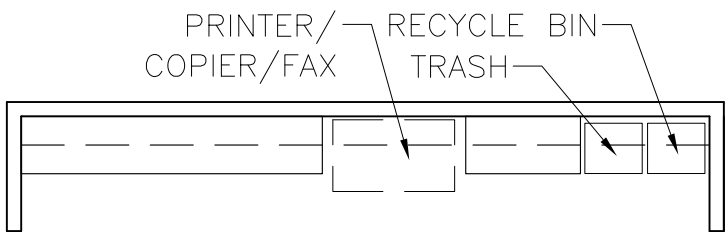
Activities	
Adjacencies	Private Office, Open Office Area, Teller Windows, Conference Room
Quantity	2
Proposed NSF	70
Plumbing	Wall Hung water closet, sink
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	RR accessories
Shelving	
Storage	
Special Requirements and notes	ADA compliant



Staff Areas

Copy/Print/Production

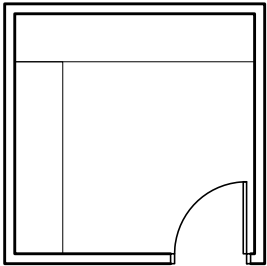
Activities	Printing/copying, mail receiving
Adjacencies	Teller Windows, Private Offices, Open Office Area
Quantity	1
Proposed NSF	100
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	Uppers, lowers
Furnishings	
Shelving	
Storage	
Special Requirements and notes	Power/Data receptacles for Printer/Copier. May need connections for a 2nd copier if space allows.



Staff Areas

Staff Area Storage

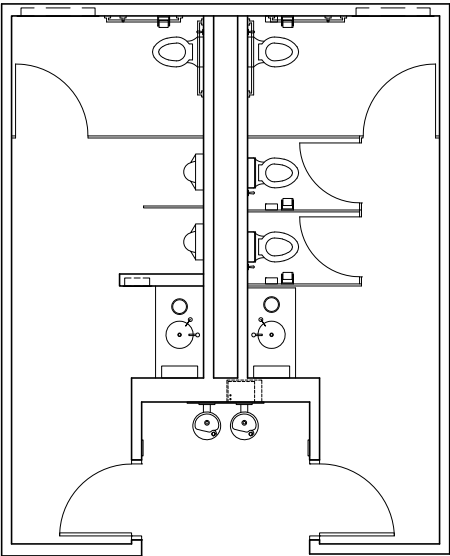
Activities	
Adjacencies	Private Office, Open Office Area, Teller Windows, Conference Room
Quantity	1
Proposed NSF	100
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	Metal Shelving for supplies storage
Storage	
Special Requirements and notes	



Building Support Areas

Restrooms

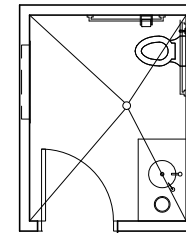
Activities	
Adjacencies	Lobby
Quantity	2
Proposed NSF	(2) @ 155 NSF = 310 SF
Plumbing	Water closets, lavatories, urinals, drinking fountains.
Technology	
AV Requirements	
Millwork/Cabinets	Counters at lavatories
Furnishings	
Shelving	
Storage	
Special Requirements and notes	Baby Changing Stations in each restroom. Fixture quantities to be verified thru Code Review.



Staff Areas

Family Restroom

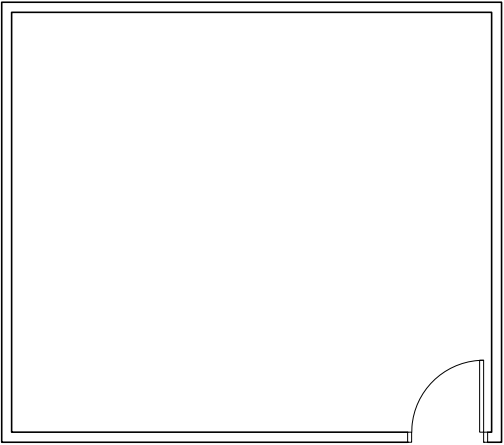
Activities	
Adjacencies	Lobby, Council Chambers
Quantity	1
Proposed NSF	56
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	
Storage	
Special Requirements and notes	Baby changing station



Building Support Areas

Mechanical Room

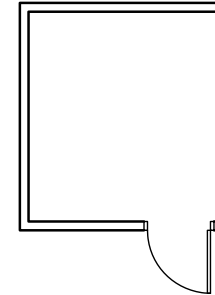
Activities	
Adjacencies	
Quantity	1
Proposed NSF	350
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	
Storage	
Special Requirements and notes	Mechanical systems to be determined during Schematic Design phase; mechanical rooms sizes to be verified once systems are selected.



Building Support Areas

Electrical Room

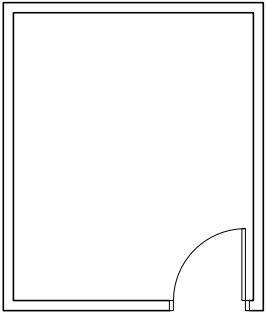
Activities	
Adjacencies	
Quantity	1
Proposed NSF	90
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	
Storage	
Special Requirements and notes	Door swing to be verified during Code Review and Amp service



Building Support Areas

Server/Data Room

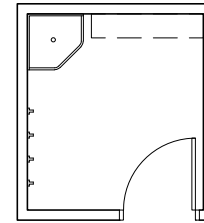
Activities	
Adjacencies	
Quantity	1
Proposed NSF	120
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	
Storage	
Special Requirements and notes	



Building Support Areas

Maintenance Closet

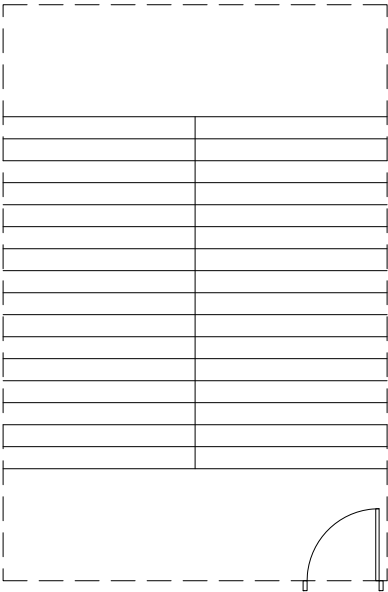
Activities	
Adjacencies	
Quantity	1
Proposed NSF	60
Plumbing	Mop Sink
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	Stainless steel shelving for cleaning supplies
Storage	Mop holders
Special Requirements and notes	



Vertical Circulation

Main Stair

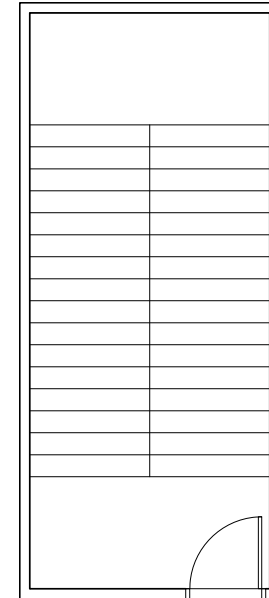
Activities	
Adjacencies	Lobby
Quantity	1
Proposed NSF	380
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	
Storage	
Special Requirements and notes	



Vertical Circulation

Exit Stair

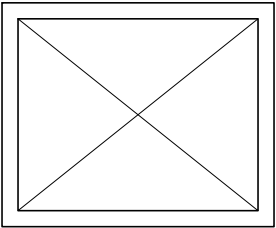
Activities	
Adjacencies	Lobby
Quantity	1
Proposed NSF	240
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	
Storage	
Special Requirements and notes	



Vertical Circulation

Elevator

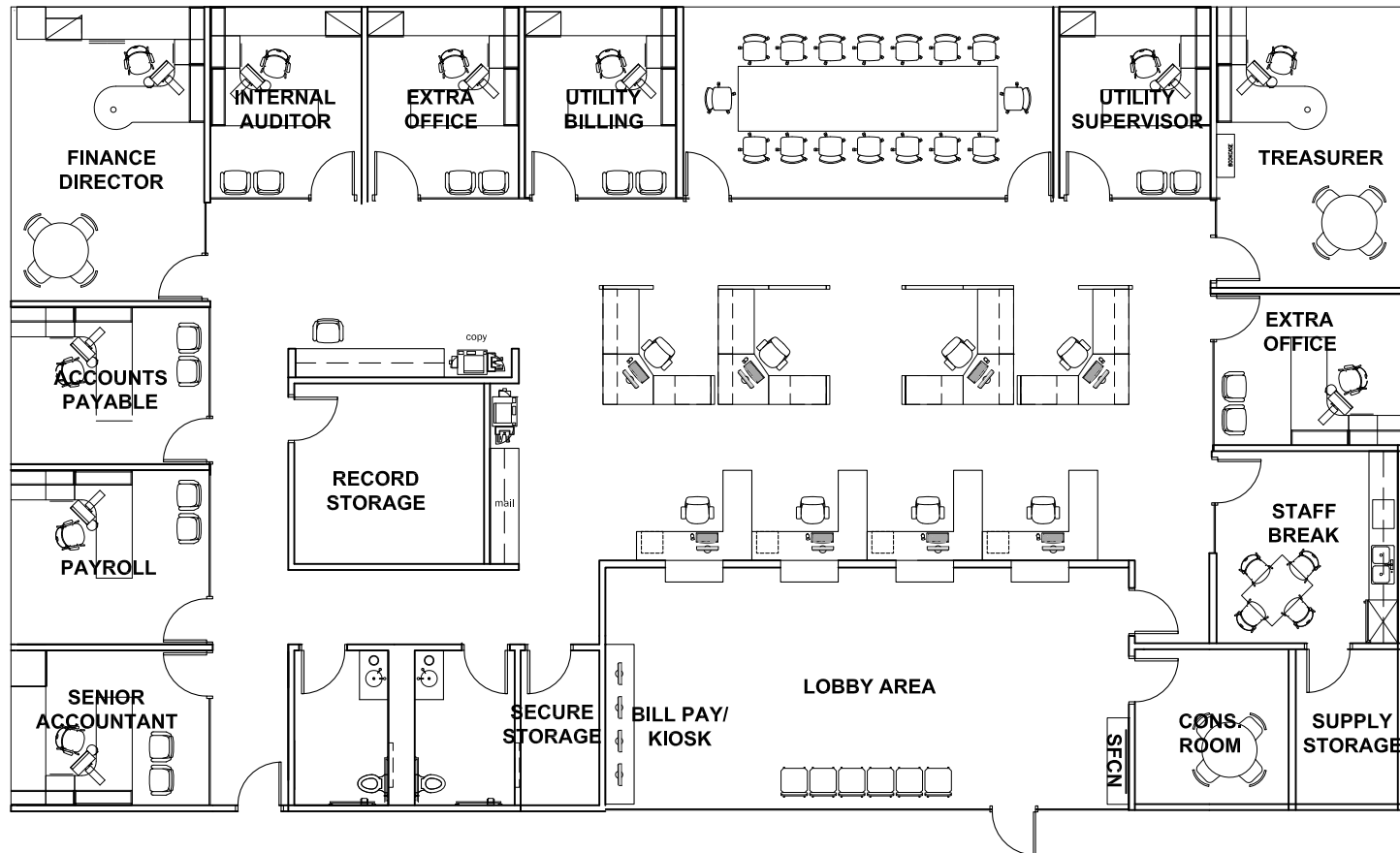
Activities	
Adjacencies	Lobby
Quantity	1
Proposed NSF	80
Plumbing	
Technology	
AV Requirements	
Millwork/Cabinets	
Furnishings	
Shelving	
Storage	
Special Requirements and notes	



Finance/Utility

Department Diagram

The layout diagram below represents one potential floor plan for the Finance and Utility Area. The main intent of this layout is to show adjacencies and overall department organization. During the Schematic Design Phase of the project, this Programmatic floor plan will be further developed and refined to work with the placement next to other departments and spaces relative to the overall building design.

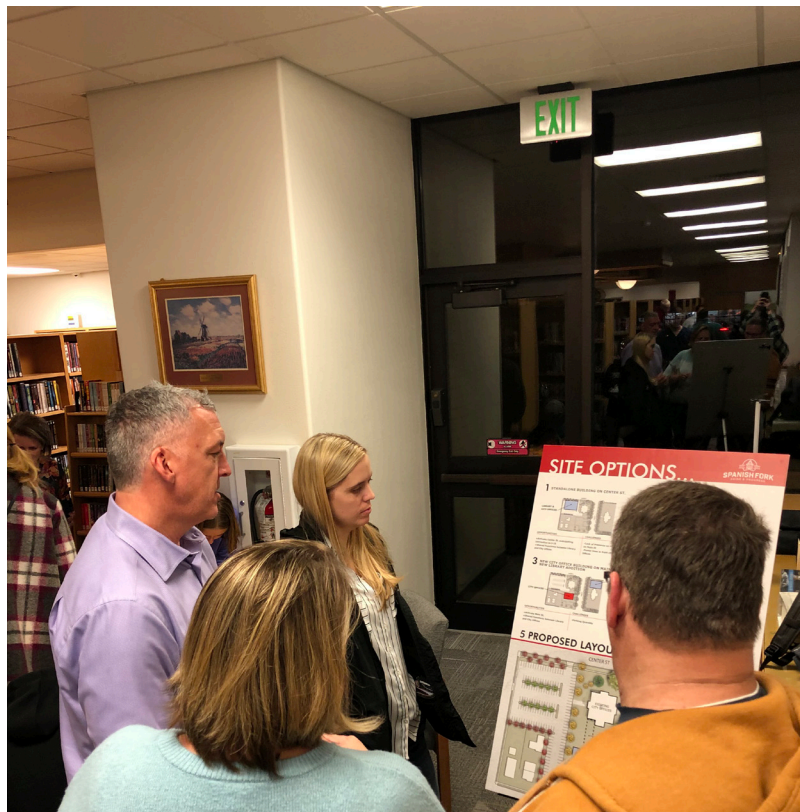


PUBLIC OUTREACH

During the programming and feasibility study phase, Blalock and Partners and the Steering Committee engaged in a public outreach event to help the community inform the design process and development of the Library component of the project as well as the location for the building footprint.

The event was held at the existing Spanish Fork Library and involved (3) main outreach “stations”, described below;

1. **Project Download & Site Selection:** the 1st Station was put together to provide a brief snapshot into the stage of the project, the necessary site components and potential locations where the project could be located.



2. **Budget Exercise:** the 2nd Station was an exercise developed to ascertain which spaces within the Library would a typical citizen allocate their funds if asked to spend a finite amount of money. The basic setup involved providing each participant with a set quantity of gumballs, each worth a certain amount of money, and a series of jars representing different spaces within the Library which they could deposit their money into. The findings from this Exercise helped to understand which spaces within the new Library held the most importance to the community and which were less relevant.

SPANISH FORK CITY LIBRARY



Budget Development Exercise

Imagine you're in charge of selecting which spaces will go into the Library and you only have limited money to spend on purchasing those spaces. **Each piece of candy equals 1\$. How would you spend your money?**

Select any combination of items to achieve your total.

**LARGE COMMUNITY
MEETING SPACE**

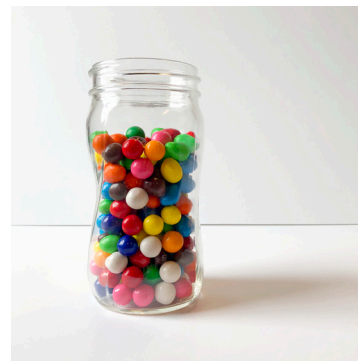




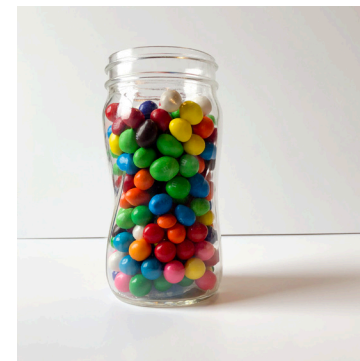
LARGE COMMUNITY MEETING SPACE



CAFE / LOUNGE / REFRESHMENT



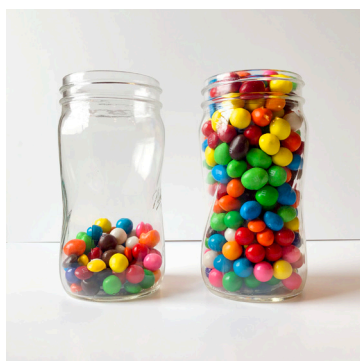
MULTIPLE SMALL GROUP STUDY



INTERACTIVE SPACES 13-17



OUTDOOR EVENT SPACE



INTERACTIVE SPACES 8-12



**DIGITAL CREATIVITY LAB /
MAKER SPACE /
CRAFT + TEXTILE + TOOLS**



INTERACTIVE SPACES 1-7

Budget Exercise (continued)

The images above depict the distribution of gumballs/dollars that the citizens allotted to the spaces provided. In general, the Interactive Spaces for 1-7, and 8-12 were deemed as very important spaces as well as a Maker Lab (digital and analog based). The spaces deemed as favored in this exercise were also reinforced in the results from other Exercises and Survey received.

PUBLIC OUTREACH

3. Dot Polling Exercise: The 3rd Station at the Public Outreach event involved a series of boards containing precedent images of other Libraries and examples of the primary spaces contained within them. Participants were given (4) green dots and (4) red dots and asked to place the green dots on images they liked and red dots on images they disliked. After placing the dots, participants were asked to provide rationale as to why they placed the dots where they did. The primary goal of this station was to help gauge the general feel and interior aesthetic that the community either gravitated towards or away from.

The image below is a sample from one of the boards which received a large response of predominantly green dots. Feedback provided from participants is highlighted adjacent to the image. In general, the most frequent comments received for images that were generally favorable included;

- **Ample Daylight**
- **Large amounts of glass**
- **Warm material palettes**
- **Colorful material palettes**
- **Connection to Outdoors**



“love all of the glass and the daylight”

“love the colors”

“like the amount of seating”

“like the open feel”

Dot Polling Exercise (continued)

The boards below show the array of red and green dots placed on the precedent images provided as part of the exercise.



PUBLIC OUTREACH

In addition to the Public Outreach Engagement Stations, citizens were given surveys in both hardcopy and digital format. The surveys aimed at collecting basic demographic information about the area residents, to help gain an understanding of who would be using the new library.

The survey questions requested information on preferred services and amenities, and the experience or “feel” of the library. Responses to the patron amenities requested, in no particular order, included;

- **more parking**
- **drive up drop box**
- **more space in Children’s Storytime Room**
- **quiet reading rooms**
- **comfortable chairs**

With regard to the type of feel or experience the physical library should convey;

- **Open**
- **Daylit**
- **Welcoming**
- **Warm**
- **Modern**
- **Light**
- **Spacious**

SPANISH FORK CITY LIBRARY

Public Survey

Thank you for taking the time to complete this short survey. Your input is valuable, and this is a great opportunity to influence the types of programs and activities offered by the library. The collected responses will be shared with the Committee and made public, however, any personal information will be kept confidential.

Personal Information (optional)

What is your age group?

- ☐ Under 21
- ☐ 21 - 30
- ☐ 31 - 40
- ☐ 41 - 50
- ☐ 51 - 60
- ☐ 61 and above

What is the size of your household?

Number of Adults _____ Number of Children _____

Which age groups are your children in? (mark all that apply)

- ☐ Preschool - Kindergarten
- ☐ Kindergarten - 5th Grade
- ☐ 5th Grade - 12th Grade

Do you have internet at home? Y / N

Would you like to receive project updates via email?

If so, please provide your email address:

Library Information

Do you use the library? Y / N

How often? _____

What brings you to the library? (mark top three reasons)

- ☐ Books / Reference Material
- ☐ Movies & Audio
- ☐ Computer Access / Internet
- ☐ Study
- ☐ Meeting Space
- ☐ Attend Events (adult)
- ☐ Attend Events (child)
- ☐ Event Space

Please take a moment to rank the potential Library Amenities below, in your order of preference, from 1-10 (10= the top preference):

- | | |
|---------------------------|----------------------------|
| ____ Outdoor Play Areas | ____ Children's Programs |
| ____ Open Meeting Space | ____ Computer Ed Classroom |
| ____ Public Computers | ____ Craft/Maker Space |
| ____ Quiet Study Areas | ____ Drive-up Book Drop |
| ____ Outdoor Reading Area | ____ Outdoor Event Space |
| ____ Dedicated Teen Area | ____ Café / Lounge |

(continued on other side...)



SPANISH FORK
PRIDE & PROGRESS

blalock
PARTNERS
architectural design studio

A “Budget Development” Exercise was also distributed to the community. This handout basically mirrored the Gumball Budget Exercise that was performed at the Outreach event, and asked the citizens to prioritize spaces within the library by allocating dollars to different spaces. Participants were limited to \$10, whereas a list of spaces was chosen from that totaled well over \$10, forcing the elimination of several of the spaces thru choosing.

Results were tabulated and averaged from all Exercises turned in. The following spaces were given the most priority, in order of how many times each space was selected across all surveys;

- **Increased Collection size (books and A/V)**
- **Interactive Spaces for children, Ages 1-7**
- **Public Parking**
- **Interactive Spaces for pre-teens, Ages 8-12**

SPANISH FORK CITY LIBRARY

Budget Development Exercise

Imagine you're in charge of selecting which spaces will go into the Library and you only have \$10 to spend on purchasing those spaces. How would you spend your \$10?

Select any combination of items to achieve a TOTAL of \$10

- ☐ \$4 LARGE COMMUNITY GATHERING SPACE (50+ PEOPLE)
- ☐ \$2 MEDIUM SIZE MEETING SPACES (10 - 20 PEOPLE)
- ☐ \$1 MULTIPLE STUDY ROOMS (1 - 4 PEOPLE)
- ☐ \$2 PUBLIC PARKING
- ☐ \$4 DIGITAL CREATIVITY LAB / MAKER SPACE / CRAFT + TEXTILE + TOOLS AREA
- ☐ \$1 INTERACTIVE SPACES FOR CHILDREN, AGES 1-7
- ☐ \$1 INTERACTIVE SPACES FOR PRE-TEENS, AGES 8-12
- ☐ \$1 INTERACTIVE SPACES FOR TEENS, AGES 13-17
- ☐ \$3 CAFE / LOUNGE / REFRESHMENT CENTER
- ☐ \$1 SUSTAINABLE, ENERGY EFFICIENT BUILDING
- ☐ \$1 OUTDOOR GREEN SPACE / PLAY AREAS
- ☐ \$2 INDOOR DEDICATED CHILDREN'S PLAY AREA
- ☐ \$2 OUTDOOR EVENT SPACE
- ☐ \$1 INCREASED COLLECTION SIZE (BOOKS + AUDIO/VISUAL)
- ☐ \$1 OTHER _____



