

Preliminary Program Update for The Urbana Free Library

Introduction/Purpose

This Preliminary Program Update involved a review of operational issues at The Urbana Free Library (UFL) due to present facility constraints and an assessment of the site and building functional/space needs required to remedy the identified problems, allowing the library to reach its full potential over time. The process for determining needs has included the inspection of the existing site and building, the evaluation of prevailing conditions, and comparison of these against a previously completed program of space requirements, recognized professional standards and emerging trends for such facilities. In addition, library personnel in each departmental area were interviewed to elicit individual perspectives of problems needing solutions and observations of past, current and expected future operational and facility needs. Information from both The CUUATS UFL Parking and Transportation Study, dated May 10, 2013, and The UFL Strategic Plan for Services, dated May 14, 2013 also contributed to these findings. The purpose of the Preliminary Program Update is to provide a basis for the planning efforts of an ad hoc Library Campus Plan Committee, which is working on a revision to the 2004 Master Plan for the Library Block.

Summary of Existing Problems

It has been recognized that the originally programmed building area that was left undelivered due to the financial constraints of the 2005 project is the root cause of many of the operational difficulties currently experienced at UFL. Likewise, the size and configuration of the site available for the 2005 project presented its own set of challenges resulting in less than desirable public and staff accommodations relative to site access, parking, circulation and service to the building. The existing lack of appropriate site and building area is exacerbated by new needs including the UFL's increasing role as a community gathering and meeting place, the expansion of children's and teen's services and the maintenance of both traditional collections and new downloadable content with its associated technologies.

Examples of some of the site and building functional deficiencies existing today at the Urbana Free Library facilities are listed below:

SITE

- Significant lack of on-site patron and staff parking.
- Loading dock and drive underutilized and conflicts with patron vehicle exit. Most deliveries to building now along Elm Street.
- Book drop not attached to building and drop height issues for various vehicles.
- Site access/circulation rife with vehicle-vehicle and vehicle-pedestrian conflict.
- General lack of useable open/green space on site.
- Existing non-library structures/land on the library block limit options for site and building expansion.

BUILDING

- Lack of departmental functional space, severe in Adult, Children and Archives.
- Lack of departmental, Friends and general storage space throughout facility.
- Lack of program and meeting space throughout the facility.
- Lack of public toilets on ground and second floors.
- Lack of needed private offices for some departmental director level and other personnel.
- Lack of appropriately sized work stations for many staff throughout facility.
- Remote, inconvenient archival materials and general storage located at the Tepper building.
- Various temperature and humidity control problems, particularly at Archives.

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- Lack of adequate people/reader space throughout collection areas.
- Lack of appropriate space and location for café.
- Quiet vs. noisy area issues throughout facility, particular Teens in Adult.
- Functional use of non-assignable space such as storage, furniture or equipment located in corridors, stairwells and mechanical rooms.
- Lack of flexible space responsive to inevitable changes in function/technology due to 1918 building and 1975 additions.
- Significant check-out queue vs. cross circulation conflict at Circulation Desk.

Functional/Space Requirements

The following document provides a preliminary tabulation of the spaces found to be required for the various departmental and related functions involved at The Urbana Free Library. It should be noted that this Preliminary Program Update has undergone a series of reviews by departmental staff as a group during its development, which has resulted in a number of refinements and consensus.

Various professional standards have been applied to determine needed amounts of space by individual functional area with the minimum amount of space incorporated to accomplish specific purposes. The standards are driven by the dimensional requirements for such items as tables, chairs, desks, cabinets, computers, etc., and the space to move between them including ADA requirements. The purpose has been to establish environments that will properly accommodate the public and allow the UFL staff to perform their tasks efficiently and provide the level of service which is expected by the citizens of Urbana.

The format of the pages which follow is designed to display and reference several categories of information. The first is the identification of each function which generates the need for net square feet of space by individual components. The kinds of functions which generate the need for space are not only those that have personnel assigned to them, such as offices or workstations, but also equipment areas, storage of various kinds, etc. Information for both staff and net square feet of building area required is presented on an existing, current and projected need basis both by department and, after a building grossing factor adjustment, as a total gross building area required. Similarly, information for the net square feet of site and exterior support facilities required is presented on an existing, current and projected need basis and, after an allowance for open space and landscaping, as a total gross site and exterior support facilities area required. The differences between the total gross site and building area required and the existing site and building area are shown in red as deficiencies and represent the amount of additional site and building required to meet the updated needs.

The assumed planning horizon for discussions regarding projected need was 10 years in the future since the recent expansion is halfway through its projected lifespan. Note that very little difference between the current and projected need was identified. That is to say, the vast majority of facility deficiency was found to be current - needed now. At the time of any actual project implementation, additional detail, verification and review should be brought to this preliminary program assessment.

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Program/Space Name	Existing			Space Standards			Current Need			Projected Need			Remarks
	Quantity	Area		Area	RFR	C/GF	Quantity	Area		Quantity	Area		
	Staff/Occ	Units	NSF				Staff/Occ	Units	NSF	Staff/Occ	Units	NSF	
ADULT SERVICES													
Director of Adult Services Office	0	0	0	150		1.3	1	1	195	0	0	195	Private Office
Staff Work/Reference Area	0	0	0	80		1.3	4	6	624	0	0	624	Workstations with adjacent files/storage.
Service Desk(s)	0	0	0	60		1.3	0	2	156	0	0	156	First and second floors.
Collections (Includes circulation aisles)	0	0	0	0		1.0	7	0	0	0	0	0	
Adult Fiction	0	0	0	4565		1.0	0	1.5	6848	0	0	6848	Increase existing by 50%, all current need.
Adult Nonfiction	0	0	0	3255		1.0	0	1.5	4883	0	0	4883	Increase existing by 50%, all current need.
Teen	0	0	0	310		1.0	0	1.5	465	0	0	465	Increase existing by 50%, all current need.
Audio-Video	0	0	0	1270		1.0	0	2	2540	0	0	2540	Increase existing by 100% - may go away in 10 years.
Books on Disks	0	0	0	175		1.0	0	2	350	0	0	350	
General Reader Seating	0	0	0	1365		1.0	0	2	2730	0	0	2730	Increase existing by 100% including both adult and teen.
New Books	0	0	0	475		1.0	0	1	475	0	0	475	
Magazines	0	0	0	475		1.0	0	1	475	0	0	475	
Reading Room	0	0	0	505		1.0	0	1	505	0	0	505	
Quiet Reading Room	0	0	0	520		1.0	0	1	520	0	0	520	
Reference Desk	0	0	0	60		1.0	0	1	60	0	0	60	
Computer Lab Help Desk	0	0	0	60		1.0	0	1	60	0	0	60	
Computer Lab - Open	0	0	0	1665		1.0	0	1	1665	0	0	1665	
Computer Lab - Enclosed/Quiet	0	0	0	820		1.0	0	1	820	0	0	820	
Computer Lab Storage	0	0	0	130		1.0	0	1	130	0	0	130	
UFL Version of YOUmedia	0	0	0	1500		1.0	0	1	1500	0	0	1500	Estimated - to be confirmed w/future detailed programming
Hang Out Space	0	0	0	0		1.0	0	0	0	0	0	0	
Mess Around Space	0	0	0	0		1.0	0	0	0	0	0	0	
Geek Out Space	0	0	0	0		1.0	0	0	0	0	0	0	
Adult Services Storage	0	0	0	60		1.0	0	1	60	0	0	60	
	0	0	0	0		1.0	0	0	0	0	0	0	
	0	0	0	0		1.0	0	0	0	0	0	0	
Existing	12	0	16110			1.0	0	0	0	0	0	0	Future Staff: 5 FT, 1 PT, 6 hourly plus volunteers.
SUBTOTAL ADULT SERVICES	12	0	16110				12		25060	0		25060	8,950 total additional SF needed, representing a 36% deficiency.
CHILDREN'S SERVICES													
Director of Children's Services	0	0	0	150		1.3	1	1	195	0	0	195	Private office.
Staff Workroom	0	0	0	1060		1.3	5	1	1378	1	0	1378	
Staff Workroom Storage	0	0	0	160		1.0	0	1	160	0	0	160	
Group Reading	0	0	0	445		1.3	0	1	579	0	0	579	
Other Storage	0	0	0	0		1.0	0	0	0	0	0	0	Consolidate/locate storage close to need.
Children's Department Storage	0	0	0	95		1.3	0	1	124	0	0	124	Serving Auditorium 1, losing 1/2 of existing to teens.
Hall Closet	0	0	0	75		1.3	0	1	98	0	0	98	Outside of department and inconvenient.
Additional Needed	0	0	0	85		1.3	0	1	111	0	1	221	Increase existing by 100%, 1/2 current, 1/2 future need.
Large Meeting Room 1 (Auditorium)	0	0	0	0		1.0	0	0	0	0	0	0	Shared - included under Program-Meeting Rooms
Boys and Girls Single-Use Restrooms	0	0	0	178		1.4	0	1	240	0	0	240	Existing OK, both include changing tables.
Collections/Other Areas Children's Department	0	0	0	0		1.0	10	0	0	0	0	0	
Early Childhood	0	0	0	1340		1.0	0	1.5	2010	0	0.5	2680	Increase existing by 100%, 1/2 current, 1/2 future need.
AV	0	0	0	570		1.0	0	1	570	0	0	570	No increase required
Elementary Nonfiction	0	0	0	1320		1.0	0	1	1320	0	0.25	1650	Increase existing by 25%, all future need.
Elementary Fiction	0	0	0	670		1.0	0	1	670	0	0.25	838	Increase existing by 25 %, all future need.
New Books	0	0	0	380		1.0	0	1.5	570	0	0	570	Increase existing by 50%, all current need.
Kids Computers	0	0	0	160		1.0	0	1	160	0	0	160	No increase reqd., possible future reduction w/streaming.

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	Quantity		Area	Area	RFR	C/GF	Quantity		Area	Quantity		Area	
	Staff/Occ	Units	NSF				Staff/Occ	Units	NSF	Staff/Occ	Units	NSF	
Parents Computers	0	0	0	290		1.0	0	1	290	0	0	290	No increase reqd., possible future reduction w/streaming.
Question Desk	0	0	0	170		1.0	0	1	170	0	0	170	No increase required.
Reader Seating	0	0	0	1700		1.0	0	2	3400	0	0	3400	Increase existing by 100%, all current need.
Children's CDs and Books on Disks	0	0	0	115		1.0	0	2	230	0	0	230	
Exterior Courtyard/Play Area for Children's Department	0	0	0	0		1.0	0	0	0	0	0	0	Included in Site/Exterior Support Facilities below.
Story Time Room	0	0	0	870		1.3	0	1	1131	0	0	1131	Include sink, countertop and storage cabinets.
	0	0	0	0		1.0	0	0	0	0	0	0	
	0	0	0	0		1.0	0	0	0	0	0	0	
Existing	16	0	8925										Future Staff: 4 FT, 3 PT, 10 hourly plus volunteers.
SUBTOTAL CHILDREN'S SERVICES	16	0	8925				16		13404	1		14682	5,527 total additional SF needed, representing a 38% deficiency.

CHAMPAIGN COUNTY HISTORICAL ARCHIVES													
Director of Archives	0	0	0	150		1.3	1	1	195	0	0	195	Private office.
Staff Workstations	0	0	0	80		1.5	2	2	240	0	0	240	Larger work stations with extra countertop/shelves.
Accession Room	0	0	0	120		1.3	0	1	156	0	0	156	Adjoins or near to Director's office.
Processing Room	0	0	0	300		1.3	2	1	390	0	0	390	Includes shared workstations and extra tables/storage.
Archives Service Desk	0	0	0	80		1.3	2	1	104	0	0	104	Two-person desk.
Public Reading Room	0	0	0	1160		1.3	0	1	1508	0	0	1508	Increase existing by 25%.
Public Programming Room	0	0	0	0		1.0	0	0	0	0	0	0	Shared - included under Program-Meeting Rooms .
Display Cases for Exhibits	0	0	0	15		1.3	0	2	39	0	0	39	
Storage (Includes Storage at Tepper Bldg)	0	0	0	0		1.0	2	0	0	0	0	0	
Open Public Stack Area	0	0	0	880		1.3	0	1.25	1430	0	0	1430	Increase existing by 25%.
Closed/Compact Stacks	0	0	0	1400		1.3	0	1.36	2475	0	0.36	3130	Consolidate/increase exist by 500 SF both current and fut.
Cold Storage Room	0	0	0	225		1.3	0	1	293	0	0	293	For storage of print negatives.
	0	0	0	0		1.0	0	0	0	0	0	0	
	0	0	0	0		1.0	0	0	0	0	0	0	
Existing	9	0	3870										Future Staff: 3 FT, 1 PT, 5 hourly plus volunteers.
SUBTOTAL ARCHIVES	9	0	3870				9		6830	0		7485	3,615 total additional SF needed, representing a 48% deficiency.

CIRCULATION													
Director of Circulation Services Office	0	0	0	150		1.3	1	1	195	0	0	195	Private Office
Asst Director of Circulation Office	0	0	0	100		1.3	1	1	130	0	0	130	Private Office
Self Check Units	0	0	0	16		1.5	0	3	72	0	0	72	
7-Bin Return and Sorter System/Area	0	0	0	285		1.3	0	1	371	0	0	371	
Circulation "Desk"	0	0	0	0		1.3	6	0	0	0	0	0	
Standing Clerk Station	0	0	0	125		1.3	0	3	488	0	0	488	
Sitting Clerk Station	0	0	0	125		1.3	0	2	325	0	0	325	One sitting clerk station for OCLC/ILL
Info Desk	0	0	0	75		1.3	0	1	98	0	0	98	
Staff Work Area/Room	0	0	0	255		1.3	8	1	332	0	0	332	
Printer/Fax/Copier	0	0	0	60		1.3	0	1	78	0	0	78	
Storage Shelves	0	0	0	0		1.0	18	0	0	0	0	0	
Patron Hold Shelves	0	0	0	65		1.0	0	1	65	0	0	65	
Circulation Supplies, Problem and L&F Shelves	0	0	0	125		1.0	0	1	125	0	0	125	
Home Delivery Shelves	0	0	0	125		1.0	0	1	125	0	0	125	
Books on Disks	0	0	0	175		1.0	0	0	0	0	0	0	Move to Adult public side and increase by 100%.
Children's CDs and Books on Disk	0	0	0	115		1.0	0	0	0	0	0	0	Move to Children's public side and increase by 100%.
Magazine Back Issues	0	0	0	0		1.0	0	0	0	0	0	0	Not required anymore.
AV Storage	0	0	0	0		1.0	0	0	0	0	0	0	Move to Adult public side.

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	Quantity		Area	Area	RFR	C/GF	Quantity		Area	Quantity		Area	
	Staff/Occ	Units	NSF				Staff/Occ	Units	NSF	Staff/Occ	Units	NSF	
PAC Computers	0	0	0	6		1.0	0	6	36	0	0	36	
Return Bins - Wood	0	0	0	7		1.3	0	9	82	0	0	82	
Return Bins - Metal	0	0	0	7		1.3	0	2	18	0	0	18	
Sorting Carts	0	0	0	5		1.3	0	35	228	0	0	228	Possibly delete this space with sorter system purchase.
Flat Bed Carts	0	0	0	6		1.3	0	4	31	0	0	31	Possibly delete this space with sorter system purchase.
Donations Holding Area	0	0	0	20		1.3	0	1	26	0	0	26	
IHLS Delivery Stage Area	0	0	0	3		1.3	0	8	31	0	0	31	1 row of 8, 3 high for 24 total tubs.
Dumbwaiter	0	0	0	9		1.3	0	1	12	0	0	12	
Staff Lockers	0	0	0	0		1.0	0	0	0	0	0	0	Included in Storage Shelves area above.
Safe	0	0	0	0		1.0	0	0	0	0	0	0	Included in Director's Office above.
	0	0	0	0		1.0	0	0	0	0	0	0	
Existing	34	0	3500	0		1.0	0	0	0	0	0	0	Future Staff: 4 FT, 9 PT, 21 hourly plus minimal volunteers.
SUBTOTAL CIRCULATION	34	0	3500				34		2866	0		2866	Circulation can be reduced 634 SF, living in 18% less space

ACQUISITIONS													
Manager's Office	0	0	0	150		1.3	1	1	195	0	0	195	Private office including existing safe.
Staff Work Station	0	0	0	60		1.3	2	5	390	1	0	390	
Computer Work Stations	0	0	0	20		1.3	3	2	52	0	0	52	Computer work stations are shared.
Processing Stations	0	0	0	40		1.3	4	4	208	0	0	208	
Book Cart Staging Area	0	0	0	5		1.3	0	35	228	0	0	228	
Bookshelves	0	0	0	5		1.3	0	27	176	0	0	176	
Vertical Files	0	0	0	4		1.3	0	5	26	0	0	26	
Kitchenette	0	0	0	30		1.3	0	5	195	0	0	195	
Coat Rack	0	0	0	12		1.3	0	5	78	0	0	78	For 12 total staff.
Receiving/Sorting	0	0	0	80		1.3	0	1	104	0	0	104	
Recycle Bins	0	0	0	20		1.3	0	1	26	0	0	26	
Department Printer	0	0	0	12		1.3	0	1	16	0	0	16	
	0	0	0	0		1.0	0	0	0	0	0	0	
	0	0	0	0		1.0	0	0	0	0	0	0	
Existing	10	0	1341										Future Staff: 4 FT, 2 PT, 5 hourly plus volunteers.
SUBTOTAL ACQUISITIONS	10	0	1341				10		1693	1		1693	352 total additional SF needed, representing a 21% deficiency.

PROGRAM-MEETING ROOMS													
Large Meeting Room/Auditorium 1	0	0	0	1215		1.0	0	1	1215	0	0	1215	Existing.
Kitchenette	0	0	0	85		1.0	0	1	85	0	0	85	
Table and Chair Storage	0	0	0	160		1.0	0	1	160	0	0	160	
Larger Meeting Room/Auditorium 2	0	0	0	2040		1.0	0	1	2040	0	0	2040	Estimate - to be confirmed w/future detailed programming.
Coats	0	0	0	100		1.0	0	1	100	0	0	100	
Kitchenette	0	0	0	100		1.0	0	1	100	0	0	100	
Table and Chair Storage	0	0	0	200		1.0	0	1	200	0	0	200	
Study Rooms	0	0	0	120		1.0	0	6	720	0	0	720	For 4-6 people, 2 existing, desire 4 total, all current need.
Meeting Rooms	0	0	0	700		1.0	0	3	2100	0	0	2100	Desire 3 total.
Conference Room	0	0	0	280		1.0	0	1	280	0	0	280	10-person, dedicated to public.
	0	0	0	0		1.0	0	0	0	0	0	0	
	0	0	0	0		1.0	0	0	0	0	0	0	
Existing	0	0	1895										Future Staff: N/A
SUBTOTAL PROGRAM-MEETING ROOMS	0	0	1895				0		7000	0		7000	5105 total additional SF needed, representing a 73% deficiency.

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	Quantity		Area	Area	RFR	C/GF	Quantity		Area	Quantity		Area	
	Staff/Occ	Units	NSF				Staff/Occ	Units	NSF	Staff/Occ	Units	NSF	
FRIENDS OF THE LIBRARY													
Friends of the Library Shop	0	0	0	0		1.0	0	0	0	0	0	0	Shared use of loading dock and meeting room(s) for their receiving, sorting and sales activities.
Sales Counter or Desk	0	0	0	0		1.0	0	0	0	0	0	0	
Friends of the Library Storage	0	0	0	600		1.3	0	1	780	0	0	780	Increase existing storage area by 50%.
	0	0	0	0		1.0	0	0	0	0	0	0	
	0	0	0	0		1.0	0	0	0	0	0	0	
Existing	0	0	400										All volunteer staff.
SUBTOTAL FRIENDS OF THE LIBRARY	0	0	400				0		780	0		780	380 total additional SF needed, representing a 49% deficiency.
ADMINISTRATIVE SUITE													
Executive Director Office	0	0	0	265		1.0	1	1	265	0	0	265	Private office.
Associate Director's Office	0	0	0	175		1.0	1	1	175	1	1	350	Private office. Future Assoc Director for Grant Writer/Mktg
Office Manager Area	0	0	0	0		1.0	1	0	0	0	0	0	
Work Station	0	0	0	40		1.3	0	1	52	0	0	52	
Visitor Waiting	0	0	0	12		1.3	0	2	31	0	0	31	
Files	0	0	0	10		1.3	0	4	52	0	0	52	
Finance Clerk	0	0	0	0		1.0	0	0	0	1	0	0	
Work Station	0	0	0	40		1.3	0	0	0	0	1	52	
Files	0	0	0	12		1.3	0	0	0	0	4	62	
IT Manager Office	0	0	0			1.0	1	0	0	0	0	0	Private office w/work surface and storage.
Work Station	0	0	0	80		1.3	0	1	104	0	0	104	
Files/Cabinets Storage	0	0	0	10		1.3	0	8	104	0	0	104	
IT Tech Staff	0	0	0	42		1.3	0	0	0	2	2	109	
Conference Room	0	0	0	280		1.3	0	1	364	0	0	364	10-person, dedicated to staff.
Library Files and Records	0	0	0	130		1.3	0	1.25	211	0	0	211	Increase existing by 25%, all current.
Xerox/Office Supplies	0	0	0	195		1.3	0	1.25	317	0	0	317	Increase existing by 25%, all current.
	0	0	0	0		1.0	0	0	0	0	0	0	
Existing	4	0	1405										Future Staff: 5 FT, 3 PT, 0 hourly with no volunteers.
SUBTOTAL ADMINISTRATION	4	0	1405				4		1675	4		2074	669 total additional SF needed, representing a 32% deficiency.
STAFF AREA													
Staff Lunch Room	0	0	0	255		1.3	0	1	332	0	0	332	Noisy area.
Kitchenette	0	0	0	45		1.3	0	1	59	0	0	59	
Staff Lounge	0	0	0	160		1.3	0	1	208	0	0	208	New quiet area.
Computer Stations	0	0	0	20		1.3	0	1	26	0	0	26	
Staff M & F Single-Use Restrooms	0	0	0	90		1.4	0	1	126	0	0	126	
Staff Mail Boxes	0	0	0	8		1.3	0	1	10	0	0	10	
	0	0	0	0		1.0	0	0	0	0	0	0	
	0	0	0	0		1.0	0	0	0	0	0	0	
Existing	0	0	570	0		1.0	0	0	0	0	0	0	Future Staff: N/A
SUBTOTAL LOADING DOCK	0	0	570				0		760	0		760	190 SF total needed, representing a 25% deficiency.
GRAPHIC DESIGN													
Workroom and Storage	0	0	0	445		1.0	2	1	445	0	0	445	Adequate unless corridor is routed through storage area.
	0	0	0	0		1.0	0	0	0	0	0	0	
Existing	2	0	445			1.0	0	0	0	0	0	0	Future Staff: 2 PT.
SUBTOTAL GRAPHIC DESIGN	2	0	445				2		445	0		445	Existing Graphic Design space is adequate.

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	Quantity	Area		Area	RFR	C/GF	Quantity	Area		Quantity	Area		
	Staff/Occ	Units	NSF				Staff/Occ	Units	NSF	Staff/Occ	Units	NSF	
CAFÉ													
Serving	0	0	0	100		1.0	7	1	100	0	0	100	Prep, serve and store all happening in 119.
Storage and Prep	0	0	0	140		1.0	0	1	140	0	0	140	
Queue, Seating and Display	0	0	0	440		1.0	0	1	440	0	0	440	Table and chair and/or lounge seating some mag/books.
	0	0	0	0		1.0	0	0	0	0	0	0	
	0	0	0	0		1.0	0	0	0	0	0	0	
Existing	7	0	220			1.0	0	0	0	0	0	0	Staff: 0 FT, 0 PT, 7 hourly.
SUBTOTAL CAFÉ	7	0	220				7		680	0		680	460 total additional SF needed, representing a 68% deficiency.
LOADING DOCK													
Receiving Area	0	0	0	180		1.0	0	1	180	0	0	180	Not functioning as originally intended - most deliveries occur off Elm Street through north ramp/door. Garbage & recycle containers next to main entrance!
	0	0	0	0		1.0	0	0	0	0	0	0	
	0	0	0	0		1.0	0	0	0	0	0	0	
Existing	0	0	180			1.0	0	0	0	0	0	0	Future Staff: N/A
SUBTOTAL LOADING DOCK	0	0	180				0		180	0		180	Exist Receiving Area at Loading Dock is adequate/underutilized
BUILDING SERVICE/SUPPORT													
Mech/Water Service Room	0	0	0	215		1.3	0	1	280	0	0	280	
Custodial Office, Work and Supplies	0	0	0	75		1.3	0	2	195	0	0	195	1 exists, allow 1 additional for expansion.
Custodial Closets	0	0	0	40		1.3	0	6	312	0	0	312	3 undersized exist, allow 3 new for expansion.
Electrical Panel Room	0	0	0	190		1.3	0	2	494	0	0	494	1 exists, allow 1 additional for expansion.
Mechanical Room	0	0	0	235		1.3	0	2	611	0	0	611	1 exists, allow 1 additional for expansion.
Elevator Mech Room(s)	0	0	0	60		1.3	0	3	234	0	0	234	2 exist, allow 1 additional for expansion.
Elec/Telecom Closets	0	0	0	40		1.3	0	6	312	0	0	312	3 undersized exist, allow 3 new for expansion.
Computer Server Room	0	0	0	130		1.3	0	2	338	0	0	338	1 exists, allow 1 additional for expansion.
General Building Storage	0	0	0	650		1.0	0	1.5	975	0	0	975	Consolidate Tepper and increase by 50%.
	0	0	0	0		1.0	0	0	0	0	0	0	
	0	0	0	0		1.0	0	0	0	0	0	0	
Existing	0	0	1210			1.0	0	0	0	0	0	0	Future Staff: N/A
SUBTOTAL BUILDING SERVICE/SUPPORT	0	0	1210				0		3751	0		3751	2541 total additional SF needed, representing a 68% deficiency.
Public Rest Rooms													
Women's Multi-Fixture Main Level	0	0	0	325		1.4	0	1	455	0	0	455	Existing on main level.
Men's Multi-Fixture Main Level	0	0	0	325		1.4	0	1	455	0	0	455	Existing on main level.
Women's Multi-Fixture Ground and Second	0	0	0	198		1.4	0	2	554	0	0	554	Represents correction of current deficiency.
Men's Multi-Fixture Ground and Second Level	0	0	0	198		1.4	0	2	554	0	0	554	Represents correction of current deficiency.
Women's Multi-Fixture Ground and Second	0	0	0	198		1.4	0	2	554	0	0	554	Represents probable need for expansion.
Men's Multi-Fixture Ground and Second Level	0	0	0	198		1.4	0	2	554	0	0	554	Represents probable need for expansion.
	0	0	0	0		1.0	0	0	0	0	0	0	
	0	0	0	0		1.0	0	0	0	0	0	0	
Existing (includes single-use toilets near Acquisitions)	0	0	730	0		1.0	0	0	0	0	0	0	Future Staff: N/A
SUBTOTAL PUBLIC REST ROOMS	0	0	730				0		3128	0		3128	2398 total additional SF needed, representing a 77% deficiency.

Preliminary Program Update for The Urbana Free Library



Program/Space Name	Existing			Space Standards			Current Need			Projected Need			Remarks
	Quantity	Area		Area	RFR	C/GF	Quantity	Area		Quantity	Area		
	Staff/Occ	Units	NSF				Staff/Occ	Units	NSF	Staff/Occ	Units	NSF	

SUMMARY - BUILDING

TOTAL NET ASSIGNABLE BUILDING AREA	Existing Bldg	40801						68251	6	70583		
BUILDING GROSSING FACTOR @ 70% Efficient Bldg	Existing Bldg	14959	73%					29250		30250		
TOTAL BUILDING AREA REQUIRED - GSF	Existing Bldg	55760						97502		100833		
BUILDING AREA DEFICIENCY - GSF								41742		45073		45,073 total additional SF needed, representing a 45% deficiency.
								43%		45%		

SITE/EXTERIOR SUPPORT FACILITIES

Parking Spaces	0	0	0	0		1.0	0	0	0	0	0	0	Assumes surface parking.
Staff/Volunteer Parking - (29 Exist, Need 40)	0	0	0	350		1.0	0	40	14000	0	0	14000	29 Exist Staff/Volunteer spaces leased off-site.
Patron - (52 Exist, Need 120)	0	0	0	350		1.0	0	120	42000	0	0	42000	44 Exist in Green St. lot with 8 along exit alley.
After Hours Book Return	0	0	0	1000		1.0	0	1	1000	0	0	1000	Dedicated and properly sized for stacking and passing.
Bus Shelter	0	0	0	300		1.0	0	1	300	0	0	300	
Loading Dock Drive	0	0	0	1000		1.0	0	1	1000	0	0	1000	Dedicated and properly sized/sloped.
Bike Racks	0	0	0	17		1.0	0	25	425	0	0	425	Increase existing by 50%
Exterior Courtyard/Play Area for Children's Department	0	0	0	2250		1.0	0	1	2250	0	0	2250	New, secure and dedicated to Children's Dept, not shared.
	0	0	0	0		1.0	0	0	0	0	0	0	
	0	0	0	0		1.0	0	0	0	0	0	0	
Existing	0	0	28135	0		1.0	0	0	0	0	0	0	Future Staff: N/A
SUBTOTAL SITE/EXTERIOR SUPPORT FACILITIES	0	0	28135				0	60975	0	60975	0	60975	32,840 total additional SF needed, representing a 44% deficiency.

SUMMARY - SITE/EXTERIOR SUPPORT FACILITIES

TOTAL SITE/EXT SUPPORT FACILITIES	Existing		28135				0	60975	0	60975		60975	Exist excludes Tepper pkg, Marro and Auler properties.
SITE OPEN SPACE/LANDSCAPE ALLOWANCE @ 35%	Existing		15350	35%				32833		32833		32833	Project same open/landscape % for expansion as exists.
TOTAL SITE/EXT SUPPORT AREA REQD - GSF	Existing		43485	1.0 acre				93808		93808		93808	Represents 2.15 acres of need.
SITE/EXT SUPPORT AREA DEFICIENCY - GSF								50323		50323		50323	Represents a 1.16 acre deficiency for site area.
								54%		54%			

SUMMARY - BUILDING & SITE EXT SUPPORT FACILITIES

TOTAL BLDG & SITE/EXT SUPPORT AREA REQUIRED							SF	128207		129317		129317	Assumes exist building footprint plus 3-story expansion.
							Acres	2.94		2.97		2.97	Represents 2.92 acres of need for site and building.
TOTAL BLDG & SITE/EXT SUPPORT AREA DEFICIENCY							SF	64237		65347		65347	
							Acres	1.47		1.50		1.50	* Represents a 1.5 acre deficiency for site and building.

* Deficiency reduces to about 1 acre if Tepper parking, Marro and Auler properties become available.