

NOTICE OF MEETING OF THE URBANA FREE LIBRARY BOARD



A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:00 p.m. on December 12, 2023, in the Lewis Auditorium of The Urbana Free Library, 210 West Green Street, Urbana, IL.

AGENDA

- 1.0 Call to Order**
- 2.0 Roll Call/Attendance**
- 3.0 Additions, Corrections, Modifications of the Agenda**
- 4.0 Approve the Agenda**
- 5.0 Public Comment**
- 6.0 Presentations**
 - 6.1 Draft Technology Plan
 - 6.2 FY24 Per Capita Grant Requirements. Presentations and discussion from *Serving Our Public*
 - 4.0 *Standards for Illinois Public Libraries.*
 - a. Chapter 3 – Personnel: Dawn Cassady
 - b. Chapter 4 – Access: Dawn Cassady
 - c. Chapter 5 – Building Infrastructure and Maintenance: Mike Hannan
 - d. Chapter 7 – Collection Management: Dawn Cassady
 - e. Chapter 12 – Technology: Leon Wilson
 - 6.3 Building Project & Building Plan updates: Dawn Cassady
- 7.0 Action Items (Consent Agenda)**

Board Meeting Minutes of November 14, 2023
Payroll for November 17, 2023; total \$117,200.15
Payroll for December 1, 2023; total \$114,980.32
Bills for November 17, 2023; total \$22,268.14
Bills for November 30, 2023; total \$27,506.31
Bills for December 8, 2023; total \$19,616.25
- 8.0 Action Items (Individual)**
 - 8.1 Resolution 2023-16 to Thank Brian Robertson for His Service
 - 8.2 Leave Policy
 - 8.3 Library Collection Management Policy
 - 8.4 Leave Time Available for COVID-19 Related Absences
 - 8.5 Retire 3D Printing Service Policy
- 9.0 Discussion Items**

Streaming and eBook services: Rob Bennett
- 10.0 Reports of the Liaison Officer**
 - 10.1 Friends of The Urbana Free Library
 - 10.2 The Urbana Free Library Foundation
 - 10.3 Illinois Heartland Library System
- 11.0 Administrative Report**
- 12.0 Board, and Committee Reports:** Executive Director evaluation process: Beth Scheid
- 13.0 Board President Report**
- 14.0 Unfinished Business**
- 15.0 New Business**
- 16.0 Adjournment**

The next regularly scheduled meeting of the Board of Trustees of The Urbana Free Library will be January 9, 2024, at 7:00 PM.

Persons with disabilities needing special services or accommodations for this meeting should contact the Library Administration at 217-367-4058 or administration@urbanafree.org.

Date: December 7, 2023

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: Director's Report for Board Meeting of December 12, 2023



VISION

Nurturing growth by sparking curiosity and fostering a sense of belonging.

MISSION

We encourage learning and enrich lives by providing access to diverse resources and programs.



We steward our physical and financial resources to serve evolving community needs that support growth and sustainability.

WE ARE A STRONG ORGANIZATION.

- The draft Building Program is included in the Board packet so that there is ample time to read it before the January Board meeting when architect Joe Huberty will attend via Zoom to discuss it. In February, the Board could vote to adopt the Building Program.
- Communications and Development Manager, Kirstin Gebhart, and Digital Media and Graphic Design Coordinator, Jennie Grace, had the opportunity to attend the Library Marketing and Communications Conference in Indianapolis from November 6 – 8. Jennie and Kirstin were able to attend sessions covering topics like web traffic acquisition, crisis communication, effective content management strategies, social media best practices, library signage and the Americans with Disabilities Act, and effective program promotion. They were fortunate to network with others in similar positions across the country and tour the Indianapolis Central Library which was built and renovated in the same years as our own building. Kirstin and Jennie have already been able to put into practice some of the things they learned and are collaborating with colleagues to implement some best practices in future plans across the Library.
- Rachel Fuller and Celeste Choate attended the Central Illinois Legislative Breakfast on November 29th and talked with Senator Paul Faraci. The Illinois Library Association's federal and state legislative priorities are included in the Board packet.



We learn about and respond to our community in order to create a welcoming environment that cultivates equity, mutual respect, and belonging.

WE WELCOME ALL.

- Library staff have begun providing library tours and orientation to every ESL student at Urbana Adult Education. Through a cooperative effort with UAE teachers, every student received assistance to apply for a card. These tours provided an overview of ESL resources (including digital services), study spaces, Library of Things and programs, especially Project READ. So far, over 40 students have toured the Library.



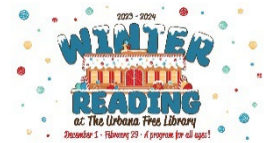
- Rick Fogarty gave an in-depth presentation to nearly 40 community members on the nuances of conducting Native American tribal genealogical research. He used real life examples from the census using his own family's genealogy. He discussed the changes in methods that took place throughout the history of the census, and how that had an effect on the representation of and data documenting Native Americans. Finally, he touched on genetic DNA testing and how it can be used in genealogy.



We connect people with tools and resources for learning, knowledge exchange, and personal growth that leads to greater fulfillment.

WE CONTRIBUTE TO A STRONG SOCIAL FABRIC.

- Winter Reading has begun and will last through February 29. Inspired by this year's gingerbread house theme, the children's area has been decorated with icing, candy decorations, and colorful paper gumdrops that children who sign up for the program can write their names on. There are challenges for all ages though so everyone can participate and can win up to two book prizes. By the end of the first day of the challenge, over 150 community members had already registered for Winter Reading.
- The University of Illinois Library has challenged the community to complete the world's largest jigsaw puzzle (60,000 pieces). From December until the puzzle is complete, The Urbana Free Library is a [host site](#) where community members can help put together the 60 sections that comprise the completed puzzle. Once completed this spring, the full puzzle will be displayed at the University Library.
- For Veteran's Day the Library hosted a reading by author/veteran John Milas that was attended by nearly 30 community members. His novel *Militia House* is a horror novel set on a military base in Afghanistan, and it has received high praise in the New York Times and Los Angeles Times. Milas, who used The Urbana Free Library as a child, said reading from his successful book in his former Library was like "coming full circle."



Look here for additional information and action item details that are outside of the scope of the strategic plan.

- Staff recommend approving the updated Leave Policy to comply with changes in Illinois laws.
 - The Family Bereavement Leave Act (820 ILCS 154/10) increases unpaid bereavement leave options for all employees.
 - Looking at it at the highest level, the Paid Leave for All Workers Act (820 ILCS 192) will allow all TUFL employees to accrue one hour of paid leave for every 40 hours worked. There are many details. A red-lined copy and a clean copy are both included the Board packet.

- Paid Leave for All Workers (PLAW) leave offers greater flexibility than vacation or sick time, as it can be taken more like Personal Leave in many instances.
- This is an unfunded mandate but fortunately, TUFL offers different kinds of leave and will reallocate current leave to comply with the law.
 - ❖ Hourly employees will no longer accrue sick leave but will accrue PLAW instead. All sick leave in employees' sick banks will remain there until is used by the employees.
 - ❖ Part-time and full-time employees will no longer accrue Personal Leave but will accrue PLAW instead. In addition, the vacation chart has been updated to reallocate 8 vacation hours per year to PLAW leave; and 8 sick leave hour per year will be reallocated to PLAW in order to meet the up to 40 hours/year of PLAW that the law requires. All personal leave in part-time and full-time employees' banks will be available to them until they use them. They will still accrue sick leave and vacation leave.
 - ❖ Section 4. l., which covers the Retirement Health Savings Plan (RHS), has been updated to show more clearly the percentage of funds returned by employees to the Library to fund the Library's investment in employees' RHS Plans. The percentages have not changed.
- The State of Illinois has issued draft Administrative Rules which dictate how the PLAW Act is implemented. The Rules are anticipated to be approved in March. Staff expect more changes before then and will let you know if they impact TUFL.
- As an example, this chart shows the reallocation of leave for a full-time employee at pay grades 23 – 29 who is at vacation step 1. The total number of leave hours is the same.

	Hours accrued per year	
	In December 2023	Beginning January 2024
FT employee at pay grades 23 - 29		
Personal leave	24	0
Paid Leave for All Workers (accrued at 1 hour accrued per 40 worked)	0	40
Sick leave	96	88
Vacation leave (Step 1)	80	72
Total leave accrued	200	200

- Staff recommend approving a small tweak to the Collection Management Policy to align exactly with Illinois Public Act 103-0100, which requires that the Library Board “adopts” the American Library Association’s Bill of Rights instead of “adheres to” it. This law goes into effect January 1, 2024, and libraries not in compliance will not be eligible to receive grants from Illinois.
- Staff recommend updating the Leave Time Available for COVID-19 Related Absences document to be responsive to current recommended practices.
- Staff recommend retiring the 3D Printing Service Policy, as it is no longer needed. The 3D printer has been in service for a period of years, and when repairs were needed recently, it was determined that the repairs were close to the cost of a new printer. Either way, it was determined that the low use of the service did not the return on the investment, and the service was discontinued. Patrons have the ability to access 3D printing in other ways in our community, and these have been communicated with staff.

Library Newsletters:

- The TUFL Times, December: <https://uflil.patronpoint.com/email/preview/86>
- The TUFL Times: Youth Edition, December: <https://uflil.patronpoint.com/email/preview/87>
- December Archives Newsletter: <https://uflil.patronpoint.com/email/preview/88>
- New USD #116 Cardholders: <https://uflil.patronpoint.com/email/preview/83>
- Winter Reading Announcement: <https://uflil.patronpoint.com/email/preview/89>
- Foundation Annual Campaign Solicitation: <https://uflil.patronpoint.com/email/preview/81>
- Giving Tuesday: <https://uflil.patronpoint.com/email/preview/84>

Other Library News:

- November 1, 2023, *Chambanamoms.com* – Champaign-Urbana Weekend Planner – Welcome, November <https://www.chambanamoms.com/2023/11/01/champaign-urbana-welcome-november/>
- November 3, 2023, *WCIA.com* – First of its kind; Urbana Free Library receiving Public Quantum Network <https://www.wcia.com/news/first-of-its-kind-urbana-free-library-receiving-public-quantum-network/>
- November 3, 2023, *WCIA Champaign* – First of its Kind: Urbana Free Library receiving Public Quantum Network <https://www.wcia.com/video/first-of-its-kind-urbana-free-library-receiving-public-quantum-network/9141079/>
- November 5, 2023, *WCIA.com* – U of I launches world’s first public quantum network at Urbana Free Library <https://www.wcia.com/news/u-of-i-launches-worlds-first-public-quantum-network-at-urbana-free-library/>
- November 7, 2023, *Smile Politely* – John Milas will discuss his book *The Militia House* at Urbana Free Library <https://www.smilepolitely.com/splog/john-milas-will-discuss-his-book-the-militia-house-at-urbana-free-library/>
- November 7, 2023, *Daily Illini* – UI launches world’s first publicly accessible quantum network <https://dailyillini.com/news-stories/science-technology/2023/11/07/illinois-quantum-network/>
- November 8, 2023, *Chambanamoms.com* – Champaign-Urbana Weekend Planner – It Has Begun... <https://www.chambanamoms.com/2023/11/08/champaign-urbana-it-has-begun/>
- November 10, 2023, *Smile Politely* – Weekender: November 10-12 <https://www.smilepolitely.com/culture/weekender-november-10-12/>
- November 10, 2023, *The News-Gazette* – Urbana Early Childhood School celebrates 50 years https://www.news-gazette.com/news/local/education/urbana-early-childhood-school-celebrates-50-years/article_c324163f-01e8-503a-b241-ea62029334a5.html
- November 11, 2023, *FOX Illinois* – U of I introduces secure Public Quantum Network: A leap towards hacker-proof internet communication <https://foxillinois.com/news/local/u-of-i-introduces-secure-public-quantum-network-a-leap-towards-hacker-proof-internet-communication>
- November 12, 2023, *The News-Gazette* – Obituary: Barbara Lou Roberts <https://www.legacy.com/us/obituaries/news-gazette/name/barbara-roberts-obituary?id=53572499>
- November 17, 2023, *Smile Politely* – Weekender: November 17-19 <https://www.smilepolitely.com/culture/weekender-november-17-19/>
- November 20, 2023, *Smile Politely* – Bringing quantum science from the lab to the library <https://www.smilepolitely.com/culture/bringing-quantum-science-from-the-lab-to-the-library/>
- November 27, 2023, *Smile Politely* – The Overture: November 26 – December 3 <https://www.smilepolitely.com/music/the-overture-november-26-december-3/>

Budget and current financial information are here: <http://urbanafreelibrary.org/your-right-know#fin>, with FY24 financial reports here: <https://urbanafreelibrary.org/about-us/your-right-to-know/financial-reports>.

Bank reconciliations for the last day of the month: July 2023 - June 2024						
	July	August	September	October	November	December
Illinois Funds account	\$ 216,906.99	\$ 217,911.90	\$ 218,899.07	\$ 219,927.40		
Busey Bank Cash accounts	\$ 2,943,480.37	\$ 3,147,582.21	\$ 4,212,416.00	\$ 3,925,611.70		
Busey Bank Web account	\$ 68,388.69	\$ 73,630.53	\$ 77,357.69	\$ 80,143.02		
Total	\$ 3,228,776.05	\$ 3,439,124.64	\$ 4,508,672.76	\$ 4,225,682.12	\$ -	\$ -



The Urbana Free Library Technology Plan

January 2024 – January 2025

Acknowledgments

The following *Technology Plan* has been aligned with The Urbana Free Library *Strategic Plan* adopted as of November 2023.

Many individuals participated in and contributed directly to the development of this *Technology Plan* document.

Stakeholders participated in group Tech Committee meetings and led departmental discussions to gather information for this year's *Technology Plan*.

Key contributors include:

Rebecca Brown – Office Manager

Kirstin Gebhart – Communications & Development Manager

Jordan Kahle – Patron Services Librarian

Katherine Majewski – Library Assistant 2-Patron Services

Ann Panthen – Library Assistant 2-Archives

Matthew Wetherbee – Library Assistant 1-Cataloging

Leon Wilson – Information Technology Manager

Esther Yi – Programming Librarian

A. Library Mission Statement

We encourage learning and enrich lives by providing access to diverse resources and programs.

B. Technology Vision Statement

The Urbana Free Library (TUFL) is committed to using technology to improve the quality, scope, and efficiency of Library services. The Library will continually review and adopt new technology to improve the Library experience of its patrons, increase access to information, and enhance employees' ability to perform their duties.

C. Timeline of Routine Responsibilities

Tech Committee:

An appointed group of staff members who represent the viewpoints and ideas of Library employees.

- Review unmet technology needs of staff and Library patrons.
- Review tech competencies for all staff and individual departments.

- Review software/hardware configurations of all public computers.
- Review equipment requests for public checkout, in-house public use, and programming.
- Review technology needs in light of developments at partnering agencies.
- Review Technology Plan progress and emerging technologies.
- Review and revise Technology Plan to forward to Administration and the Library Board in December.
- Post the Board-approved Technology Plan in January.

D. Budget

The Library will commit to a sufficient budget to acquire and maintain hardware, software, and professional development necessary for improved technology services to Library patrons and staff.

E. Progress on the 2023-2024 Technology Plan



We cultivate equity, mutual respect, and belonging by learning about and responding to our community.

WE WELCOME ALL.

- Used OPACs for patrons to sign themselves up for library cards leveraging Patron Point software.
- Partnered with UIUC Physics Department to provide the public with the first publicly available quantum computing network node.
- We were not able to allocate time to investigate the gaming cafe for youth, a tablet solution for Children’s Services, or a stand-alone kiosk for collecting patron feedback.



We connect people with tools and resources for learning and leading fruitful lives.

WE SPARK CURIOSITY.

- Increased our software offerings to include the entire Adobe CC Suite, 3D modeling, and rendering programs.
- Expanded our advertising capabilities by installing a high-resolution monitor on the second floor to showcase our promotions.
- We moved investigation of technology to enhance meeting rooms to next year’s plan.



We help our community thrive by creating connections and working with partners.

WE CONTRIBUTE TO A STRONG SOCIAL FABRIC.

- Enhanced our staff laptops to facilitate remote checkout and access to Polaris.
- Continued periodic staff cybersecurity testing and follow-up training to ensure staff can recognize emerging types of threats. Training programs are modified regularly to address any vulnerabilities identified by the testing and training.
- Purchased a new portable speaker and microphone for programming.
- We were not able to allocate time to Foundation Board training on reference databases.



We are mindful of the wide array of resources needed to serve evolving community needs and are transparent with our operations.

WE ARE A STRONG ORGANIZATION.

- Rolled out Teams, SharePoint, and other cloud-based resources to facilitate staff collaboration, enhance security, and increase flexibility.
- Reorganized Active Directory to follow best practices for our organization, which has increased security and allowed more efficient management of resources.
- We are still investigating the best way to enhance staff access in various parts of the building.
- We moved conversion to Voice-Over Internet Protocol (VOIP) phones to next year's plan.

F. Future Projects Being Explored

The following pages highlight starting points and exciting ideas for technology advancements under each of the strategic pillars over the next year. Decisions about whether to or how to execute them will be informed and shaped by the Strategic Plan and departmental activity plans.



We steward our physical and financial resources to serve evolving community needs that support growth and sustainability.

WE ARE A STRONG ORGANIZATION.

Activity 1: Developing a new inventory database.

- Investigate an inventory database for better inventory management.

Activity 2: Developing new WIKI.

- Investigate a new WIKI platform to meet the needs of the Library.

Activity 3: Enhancing Multi-Factor Authentication (MFA) for staff.

- Investigate new vendors for better MFA protections across the Library's tools.

Activity 4: Converting to Voice-Over Internet Protocol (VOIP) phones.

- Investigate vendors that can provide the service and meet the Library's specific needs.

Activity 5: Enhancing digital preservation.

- Investigate new software to improve the Archive's digital preservation management and automation, such as Preservica and ArchiveSpace.

Activity 6: Migrating to a new Incident Report Database.

- Update the Incident Report Database tool for better incident reporting management.



We learn about and respond to our community in order to create a welcoming environment that cultivates equity, mutual respect, and belonging.

WE WELCOME ALL.

Activity 1: Improving hotspot and Chromebook offerings.

- Investigate options to improve and replace our current hotspot and Chromebook offerings to patrons.

Activity 2: Implementing docking stations for the Adult Computer Lab.

- Attend software demos and evaluate capabilities in relation to Library needs.
- Investigate any concerns about this solution and also security configurations that would allow this solution to be possible.

Activity 3: Adding technology for study rooms.

- Investigate technology that would enhance the study rooms on the second floor.

Activity 4: Implementing improved streaming capabilities for online events.

- Investigate methods to improve programming staff's ability to host and stream events online.



We connect people with tools and resources for learning, knowledge exchange, and personal growth that leads to greater fulfillment.

WE CONTRIBUTE TO A STRONG SOCIAL FABRIC.

Activity 1: Increasing Internet speeds.

- Work with Volo to investigate the possibility of increased bandwidth to the Library.

Activity 2: Improving usability for the public in accessing the public quantum computing network.

- Work with the UIUC Physics Department to help improve patrons' use of the access terminal.

Activity 3: Adding technology to the auditorium.

- Work with vendors to investigate technology that would enhance the auditorium, such as a way to project wirelessly.

E. Conclusion

Since technology is constantly evolving, this plan will be considered a framework that will guide, but not limit, the Library's use of technology. The Tech Committee will review the progress of these goals annually. This plan will be in place from January 2024 until January 2025, when it will be updated.

GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

WARRANT L1117

PAY PERIOD 10/29/2023 to 11/11/2023

CHECK DATE 11/17/2023

YEAR 2024 PERIOD 5
 EXPENDITURE ENTRIES
 SHORT DESC PAY111723

GL EFF DATE 11/17/2023
 REFERENCE L1117
 REFERENCE2 8L1117

ORG	OBJECT	PROJECT
YEAR 2024	PERIOD	5
80280800	50110	
80280801	50210	
80280801	50220	
80280801	50251	
80280803	50110	
80280805	50110	
80280806	50110	
80280807	50110	
80280808	50110	
80280809	50110	

ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
		GL EFF DATE 11/17/2023
LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	16,159.81
LIBRARY CENTRALIZED COSTS	INSURANCE	9,154.35
LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	7,071.80
LIBRARY CENTRALIZED COSTS	IMRF & SURS	5,216.97
ARCHIVES	SALARY - REGULAR EMPLOYEE	8,072.78
LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,809.04
LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	15,691.64
LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	39,814.81
LIBRARY IT	SALARY - REGULAR EMPLOYEE	5,520.69
LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	8,688.26
FUND TOTALS		117,200.15
GRAND TOTALS		117,200.15

GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

WARRANT L12011

PAY PERIOD 11/12/2023 to 11/25/2023

CHECK DATE 12/01/2023

YEAR 2024 PERIOD 6
 EXPENDITURE ENTRIES
 SHORT DESC PAY120123

GL EFF DATE 12/01/2023
 REFERENCE L1201
 REFERENCE2 8L12011

ORG	OBJECT	PROJECT
YEAR 2024	PERIOD	6
80280800	50110	
80280801	50210	
80280801	50220	
80280801	50251	
80280803	50110	
80280805	50110	
80280806	50110	
80280807	50110	
80280808	50110	
80280809	50110	

ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
		GL EFF DATE 12/01/2023
LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	16,069.23
LIBRARY CENTRALIZED COSTS	INSURANCE	9,128.30
LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	6,915.25
LIBRARY CENTRALIZED COSTS	IMRF & SURS	5,199.86
ARCHIVES	SALARY - REGULAR EMPLOYEE	8,006.38
LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,048.23
LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	14,903.98
LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	39,500.14
LIBRARY IT	SALARY - REGULAR EMPLOYEE	5,520.69
LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	8,688.26
FUND TOTALS		114,980.32
GRAND TOTALS		114,980.32

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L111623 11/17/2023
 DUE DATE: 11/17/2023

CASH ACCOUNT: 802 10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
3125	ALLIANCE ENTERTAINMEN	0000		INV	11/16/2023	PLS75493284			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51806		A&Y PROG	DVD			28.44		
	2 80280802 51809		A&Y PROG	GAMES			477.90		
								506.34	
						CHECK TOTAL		506.34	
2943	AMAZON CAPITAL SERVIC	0000		INV	11/16/2023	1TP7-1JNK-16RR			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			36.10		
								36.10	
2943	AMAZON CAPITAL SERVIC	0000		INV	11/16/2023	16ML-JFFT-DJWM			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280809 51812 80102		LIBR COMM	LIBR SUPP			18.49		
								18.49	
						CHECK TOTAL		54.59	
1325	ARAMARK UNIFORM SERVI	0000		INV	11/16/2023	6130303600			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280805 52999		LIBR FAC	OTHER SVCS			86.38		
								86.38	
						CHECK TOTAL		86.38	
217	BAKER & TAYLOR LLC	0000		INV	11/16/2023	2037918041			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51801		A&Y PROG	LIBR BOOKS			1,816.92		
								1,816.92	
217	BAKER & TAYLOR LLC	0000		INV	11/16/2023	2037926636			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51801		A&Y PROG	LIBR BOOKS			387.45		
								387.45	
217	BAKER & TAYLOR LLC	0000		INV	11/16/2023	2037931464			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51801		A&Y PROG	LIBR BOOKS			1,019.58		
								1,019.58	
217	BAKER & TAYLOR LLC	0000		INV	11/16/2023	2037931511			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51801		A&Y PROG	LIBR BOOKS			265.47		

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L111623 11/17/2023
 DUE DATE: 11/17/2023

CASH ACCOUNT: 802		10100		CASH					
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
217	BAKER & TAYLOR LLC	0000	INV	11/16/2023	2037918548	265.47			
	ACCOUNT DETAIL				LINE AMOUNT				
1	80280802 51801	80103	A&Y PROG LIBR BOOKS			752.94			
						752.94			
217	BAKER & TAYLOR LLC	0000	INV	11/16/2023	5018623590				
	ACCOUNT DETAIL				LINE AMOUNT				
1	80280802 51801	80103	A&Y PROG LIBR BOOKS			43.97			
						43.97			
217	BAKER & TAYLOR LLC	0000	INV	11/16/2023	5018631237				
	ACCOUNT DETAIL				LINE AMOUNT				
1	80280802 51801	80103	A&Y PROG LIBR BOOKS			58.83			
						58.83			
217	BAKER & TAYLOR LLC	0000	INV	11/16/2023	2037931314				
	ACCOUNT DETAIL				LINE AMOUNT				
1	80280802 51801	80103	A&Y PROG LIBR BOOKS			556.18			
						556.18			
217	BAKER & TAYLOR LLC	0000	INV	11/16/2023	2037925948				
	ACCOUNT DETAIL				LINE AMOUNT				
1	80280802 51801		A&Y PROG LIBR BOOKS			18.97			
						18.97			
									CHECK TOTAL
									4,920.31
220	BRODART CO	0000	INV	11/16/2023	632788				
	ACCOUNT DETAIL				LINE AMOUNT				
1	80280806 51900		LIBR ACQ OTHER SUPP			185.68			
						185.68			
									CHECK TOTAL
									185.68
1311	CARLE FOUNDATION HOSP	0003	INV	11/16/2023	60684				
	ACCOUNT DETAIL				LINE AMOUNT				
1	80280801 52199		LIBR CTRL OTHER PROF			568.75			
						568.75			
									CHECK TOTAL
									568.75
2257	CFS - CUSTOM FACILITY	0000	INV	11/16/2023	2043				
	ACCOUNT DETAIL				LINE AMOUNT				
1	80280805 52201		LIBR FAC BLDG MAINT			810.00			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L111623 11/17/2023
 DUE DATE: 11/17/2023

CASH ACCOUNT: 802		10100		CASH					
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
					CHECK TOTAL	810.00			
						810.00			
1222	DAVE & HARRY LOCKSMIT	0000	INV	11/16/2023	52124				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280805 52201	LIBR FAC	BLDG MAINT			24.00			
					CHECK TOTAL	24.00			
						24.00			
20	DAVIS HOUK MECHANICAL	0000	INV	11/16/2023	S23DH125				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280805 52201	LIBR FAC	BLDG MAINT			918.50			
					CHECK TOTAL	918.50			
						918.50			
1873	DAWN CASSADY	0000	INV	11/16/2023	60689				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280800 52320	LIBR ADMIN	TRAVEL			198.33			
					CHECK TOTAL	198.33			
						198.33			
549	FIRST NATIONAL BANK O	0000	INV	11/16/2023	60670				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280800 52320	LIBR ADMIN	TRAVEL			150.00			
	2 80280805 52201	LIBR FAC	BLDG MAINT			91.75			
	3 80280809 51812 80103	LIBR COMM	LIBR SUPP			78.61			
	4 80280808 51500	LIBR IT	SHARED IT			66.08			
	5 80280801 52902	LIBR CTRL	POST PRINT			1,237.84			
	6 80280801 51900	LIBR CTRL	OTHER SUPP			2.79			
					CHECK TOTAL	1,627.07			
						1,627.07			
3196	KIRSTIN GEBHART	0000	INV	11/16/2023	60769				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280800 52320	LIBR ADMIN	TRAVEL			729.46			
					CHECK TOTAL	729.46			
						729.46			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L111623 11/17/2023
 DUE DATE: 11/17/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
2260	INGRAM INDUSTRIES INC	0000		INV	11/16/2023	78689929					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			448.59				
											448.59
2260	INGRAM INDUSTRIES INC	0000		INV	11/16/2023	78725616					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			430.78				
											430.78
											CHECK TOTAL
											879.37
1955	JENNIE GRACE	0000		INV	11/16/2023	60768					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280800 52320		LIBR ADMIN	TRAVEL			51.11				
											51.11
											CHECK TOTAL
											51.11
261	LAKESHORE LEARNING MA	0000		INV	11/16/2023	496235110823					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51802 80103		A&Y PROG	NEW COLL			104.65				
											104.65
											CHECK TOTAL
											104.65
3430	MANSFIELD POWER & GAS	0000		INV	11/16/2023	MNS249165					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52600		LIBR FAC	UTILITIES			1,571.43				
											1,571.43
											CHECK TOTAL
											1,571.43
2945	MICHAEL HANNAN	0000		INV	11/16/2023	60771					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT			254.17				
											254.17
											CHECK TOTAL
											254.17
268	MIDWEST TAPE	0000		INV	11/16/2023	504602774					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51804		A&Y PROG	AUDIOBOOKS			44.99				
	2 80280802 51806		A&Y PROG	DVD			361.32				

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L111623 11/17/2023
 DUE DATE: 11/17/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
268	MIDWEST TAPE	0000	INV	11/16/2023	504602327	406.31					
	ACCOUNT DETAIL				LINE AMOUNT						
	1	80280802 51807	80103	A&Y PROG	RECORDING	47.98					
	2	80280802 51806	80103	A&Y PROG	DVD	49.46					
						97.44					
					CHECK TOTAL	503.75					
54	OVERDRIVE INC	0000	INV	11/16/2023	01018CO23412152						
	ACCOUNT DETAIL				LINE AMOUNT						
	1	80280802 51811		A&Y PROG	DOWNLOAD	2,159.16					
					CHECK TOTAL	2,159.16					
283	QUILL CORPORATION	0000	INV	11/16/2023	35428012						
	ACCOUNT DETAIL				LINE AMOUNT						
	1	80280801 51900		LIBR CTRL	OTHER SUPP	164.54					
					CHECK TOTAL	164.54					
3467	RICHARD FOGARTY	0000	INV	11/16/2023	60764						
	ACCOUNT DETAIL				LINE AMOUNT						
	1	80280809 51812	80104	LIBR COMM	LIBR SUPP	100.00					
					CHECK TOTAL	100.00					
2354	SHADE SOLUTIONS INC	0000	INV	11/02/2023	235104						
	ACCOUNT DETAIL				LINE AMOUNT						
	1	80280805 52999		LIBR FAC	OTHER SVCS	428.35					
					CHECK TOTAL	428.35					
3409	STAPLES, INC.	0000	INV	11/16/2023	8072242901						
	ACCOUNT DETAIL				LINE AMOUNT						
	1	80280808 51900		LIBR IT	OTHER SUPP	1,322.49					
						1,322.49					

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L111623 11/17/2023
 DUE DATE: 11/17/2023

CASH ACCOUNT: 802 10100		CASH									
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
3409	STAPLES, INC.	0000		INV	11/16/2023	3549809460					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280808 51900		LIBR IT	OTHER SUPP		192.85					
							192.85				
						CHECK TOTAL	1,515.34				
2482	T-MOBILE USA INC.	0001		INV	11/16/2023	60711					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51802 80103	A&Y PROG	NEW COLL			1,412.54					
							1,412.54				
						CHECK TOTAL	1,412.54				
298	TEE JAY CENTRAL INC	0000		INV	11/16/2023	83830					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52999	LIBR FAC	OTHER SVCS			758.30					
							758.30				
						CHECK TOTAL	758.30				
1839	THE NEW YORK TIMES	0001		INV	11/16/2023	3595731D2344					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51803	A&Y PROG	LIBR PER			630.50					
							630.50				
						CHECK TOTAL	630.50				
1419	COMMUNITY UNIT SCHOOL	0000		INV	11/16/2023	60714					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51801	ARCHIVES	LIBR BOOKS			120.00					
							120.00				
						CHECK TOTAL	120.00				
1950	ZOOBEAN, INC.	0000		INV	11/16/2023	29960					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812 80103	LIBR COMM	LIBR SUPP			328.51					
	2 80280809 51812	LIBR COMM	LIBR SUPP			328.51					
	3 80280809 51812 80102	LIBR COMM	LIBR SUPP			328.50					
							985.52				
						CHECK TOTAL	985.52				

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L111623 11/17/2023
DUE DATE: 11/17/2023

CASH ACCOUNT: 802		10100	CASH							
VENDOR			REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
40	INVOICES				WARRANT TOTAL		22,268.14	22,268.14		
					CASH ACCOUNT BALANCE			3,221,051.25		

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: L111623 11/17/2023
 DUE DATE: 11/17/2023

FUND	ORG	LIBRARY	ACCOUNT		AMOUNT	AVLB BUDGET
802	80280800	LIBRARY ADMINISTRATIO	802-60-80-800-000-52320-	TRAVEL, EDUCATION AND	1,128.90	11,232.81
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-51900-	OTHER SUPPLIES	167.33	19,581.15
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-52199-	OTHER PROFESSIONAL SE	568.75	6,265.50
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-52902-	POSTAGE & PRINTING	1,237.84	3,318.46
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-	LIBRARY BOOKS	3,956.98	84,027.03
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-80103	LIBRARY BOOKS	1,878.80	31,116.54
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51802-80103	NEW COLLECTIONS	1,517.19	15,592.18
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51803-	LIBRARY PERIODICALS	630.50	1,887.33
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51804-	AUDIOBOOKS	44.99	1,504.19
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51806-	DVD'S	389.76	12,488.15
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51806-80103	DVD'S	49.46	2,333.92
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51807-80103	RECORDINGS	47.98	2,126.47
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51809-	GAMES	477.90	2,097.30
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51811-	DOWNLOADABLES	2,159.16	77,005.90
802	80280803	ARCHIVES	802-60-80-803-000-51801-	LIBRARY BOOKS	120.00	3,869.00
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52201-	BUILDING REPAIR & MAI	2,098.42	104,375.48
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52600-	UTILITIES	1,571.43	99,256.66
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52999-	OTHER CONTRACTUAL SER	1,273.03	47,679.93
802	80280806	LIBRARY ACQUISITIONS	802-60-80-806-000-51900-	OTHER SUPPLIES	185.68	23,490.74
802	80280808	LIBRARY IT	802-60-80-808-000-51500-	SHARED IT COSTS	66.08	105,541.26
802	80280808	LIBRARY IT	802-60-80-808-000-51900-	OTHER SUPPLIES	1,515.34	6,672.57
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPL	328.51	14,284.12
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-51812-80102	LIBRARY PROGRAM SUPPL	346.99	3,068.07
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPL	407.12	4,793.14
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-51812-80104	LIBRARY PROGRAM SUPPL	100.00	278.99

CASH ACCOUNT 802 10100 BALANCE 3,221,051.25

FUND TOTAL 22,268.14

WARRANT SUMMARY TOTAL	22,268.14
GRAND TOTAL	22,268.14

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1113023 11/30/2023
 DUE DATE: 11/30/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
3138	AFRO AMERICAN HISTORI	0000		INV	11/21/2023	60923					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER			60.00				
										60.00	
										CHECK TOTAL	60.00
3125	ALLIANCE ENTERTAINMEN	0000		INV	11/21/2023	PLS75905367					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51805		A&Y PROG	CD			149.53				
	2 80280802 51806		A&Y PROG	DVD			76.98				
	3 80280802 51809		A&Y PROG	GAMES			58.99				
										285.50	
3125	ALLIANCE ENTERTAINMEN	0000		INV	11/21/2023	PLS76283427					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG	DVD			51.47				
										51.47	
3125	ALLIANCE ENTERTAINMEN	0000		CRM	11/21/2023	cmRJB5152719a					
	ACCOUNT DETAIL					LINE AMOUNT					
	2 80280802 51809		A&Y PROG	GAMES			-238.95				
										-238.95	
3125	ALLIANCE ENTERTAINMEN	0000		CRM	11/21/2023	cmRJB5152719b					
	ACCOUNT DETAIL					LINE AMOUNT					
	2 80280802 51805		A&Y PROG	CD			-33.25				
										-33.25	
										CHECK TOTAL	64.77
2943	AMAZON CAPITAL SERVIC	0000		INV	11/21/2023	1YX1-3QKV-7R67					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51809		A&Y PROG	GAMES			44.94				
										44.94	
2943	AMAZON CAPITAL SERVIC	0000		INV	11/21/2023	1PJ1-3VKN-RDQL					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP			15.99				
										15.99	
2943	AMAZON CAPITAL SERVIC	0000		INV	11/21/2023	1QG9-P4YG-FNFM					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51802 80103		A&Y PROG	NEW COLL			7.89				
										7.89	

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1113023 11/30/2023
 DUE DATE: 11/30/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
2943	AMAZON CAPITAL SERVIC	0000		INV	11/21/2023	1PL3-MW46-11PH					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT			18.66				
											18.66
2943	AMAZON CAPITAL SERVIC	0000		INV	11/21/2023	16HR-KMVK-7MR1					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT			70.90				
											70.90
											158.38
						CHECK TOTAL					
1902	AMERICAN SOCIETY OF G	0000		INV	11/21/2023	60924					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER			25.00				
											25.00
											25.00
						CHECK TOTAL					
1317	AUGUSTANA COLLEGE	0000		INV	11/21/2023	60941					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER			30.00				
											30.00
											30.00
						CHECK TOTAL					
418	AWARDS LIMITED	0000		INV	11/21/2023	74322					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280807 52320		LIBR CIRC	TRAVEL			36.10				
											36.10
											36.10
						CHECK TOTAL					
217	BAKER & TAYLOR LLC	0000		INV	11/21/2023	2037939842					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			891.66				
											891.66
217	BAKER & TAYLOR LLC	0000		INV	11/21/2023	2037945299					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			1,363.18				
											1,363.18
											1,363.18

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1113023 11/30/2023
 DUE DATE: 11/30/2023

CASH ACCOUNT: 802		10100		CASH									
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK				
217	BAKER & TAYLOR LLC	0000		INV	11/21/2023	2037945323							
	ACCOUNT DETAIL					LINE AMOUNT							
	1 80280802 51801		A&Y PROG	LIBR BOOKS			120.22						
													120.22
217	BAKER & TAYLOR LLC	0000		INV	11/21/2023	2037938606							
	ACCOUNT DETAIL					LINE AMOUNT							
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			280.50						
													280.50
217	BAKER & TAYLOR LLC	0000		INV	11/21/2023	2037945089							
	ACCOUNT DETAIL					LINE AMOUNT							
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			225.88						
													225.88
217	BAKER & TAYLOR LLC	0000		INV	11/21/2023	5018643467							
	ACCOUNT DETAIL					LINE AMOUNT							
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			30.89						
													30.89
217	BAKER & TAYLOR LLC	0000		INV	11/21/2023	2037956330							
	ACCOUNT DETAIL					LINE AMOUNT							
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			199.75						
													199.75
217	BAKER & TAYLOR LLC	0000		INV	11/21/2023	5018652080							
	ACCOUNT DETAIL					LINE AMOUNT							
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			76.90						
													76.90
217	BAKER & TAYLOR LLC	0000		INV	11/21/2023	2037948756							
	ACCOUNT DETAIL					LINE AMOUNT							
	1 802 46290		LGEN FUND	OTHR REIMB			20.46						
													20.46
													CHECK TOTAL
													3,209.44
220	BRODART CO	0000		INV	11/21/2023	633223							
	ACCOUNT DETAIL					LINE AMOUNT							
	1 80280806 51900		LIBR ACQ	OTHER SUPP			598.80						
													598.80
													CHECK TOTAL
													598.80

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1113023 11/30/2023
 DUE DATE: 11/30/2023

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
2051	CAPITAL COMMUNICATION	0000		INV	11/21/2023	30464914				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280806 51900		LIBR ACQ	OTHER SUPP		302.11				
							302.11			
							CHECK TOTAL			302.11
2257	CFS - CUSTOM FACILITY	0000		INV	11/21/2023	2047				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52201		LIBR FAC	BLDG MAINT		837.00				
							837.00			
							CHECK TOTAL			837.00
2257	CFS - CUSTOM FACILITY	0000		INV	11/21/2023	2048				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52999		LIBR FAC	OTHER SVCS		5,633.33				
							5,633.33			
							CHECK TOTAL			5,633.33
3224	COLES COUNTY ILLINOIS	0000		INV	11/21/2023	60925				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER		16.00				
							16.00			
							CHECK TOTAL			16.00
3344	CONSTELLATION NEWENER	0001		INV	11/21/2023	66975907701				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52600		LIBR FAC	UTILITIES		8,093.91				
							8,093.91			
							CHECK TOTAL			8,093.91
1222	DAVE & HARRY LOCKSMIT	0000		INV	11/21/2023	52274				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52201		LIBR FAC	BLDG MAINT		6.00				
							6.00			
							CHECK TOTAL			6.00

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1113023 11/30/2023
 DUE DATE: 11/30/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
232	DEMCO INC	0002		INV	11/16/2023	7398078					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP		876.03					876.03
232	DEMCO INC	0002		INV	11/21/2023	7395728					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280806 51900		LIBR ACQ	OTHER SUPP		116.23					116.23
232	DEMCO INC	0002		INV	11/21/2023	7400922					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280806 51900		LIBR ACQ	OTHER SUPP		222.73					222.73
						CHECK TOTAL	1,214.99				
234	EBSCO INDUSTRIES INC	0000		INV	11/21/2023	1721323					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51803 80103	A&Y PROG	LIBR PER			453.10					453.10
						CHECK TOTAL	453.10				
236	EFFINGHAM COUNTY GENE	0000		INV	11/21/2023	60926					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803	ARCHIVES	LIBR PER			25.00					25.00
						CHECK TOTAL	25.00				
238	FARMER CITY GENEALOGI	0000		INV	11/21/2023	60927					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803	ARCHIVES	LIBR PER			15.00					15.00
						CHECK TOTAL	15.00				
242	GENEALOGY SOCIETY OF	0000		INV	11/21/2023	60999					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803	ARCHIVES	LIBR PER			35.00					35.00
						CHECK TOTAL	35.00				

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1113023 11/30/2023
 DUE DATE: 11/30/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
859	GIBBS TECHNOLOGY COMP	0000		INV	11/21/2023	2705806					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280808 52203		LIBR IT	MAINT AGRM		151.39					
							151.39				
						CHECK TOTAL	151.39				
3473	GUIDO ALEJANDRO SANCH	0000		INV	11/21/2023	61000					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812		LIBR COMM	LIBR SUPP		200.00					
							200.00				
						CHECK TOTAL	200.00				
2999	ILLIANA GENEALOGICAL	0000		INV	11/21/2023	61002					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER		35.00					
							35.00				
						CHECK TOTAL	35.00				
1264	ILLINOIS AMERICAN WAT	0001		INV	11/21/2023	61098					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52600		LIBR FAC	UTILITIES		25.94					
							25.94				
						CHECK TOTAL	25.94				
1264	ILLINOIS AMERICAN WAT	0001		INV	11/21/2023	61099					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52600		LIBR FAC	UTILITIES		63.58					
							63.58				
						CHECK TOTAL	63.58				
1264	ILLINOIS AMERICAN WAT	0001		INV	11/21/2023	61101					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52600		LIBR FAC	UTILITIES		363.46					
							363.46				
						CHECK TOTAL	363.46				

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1113023 11/30/2023
 DUE DATE: 11/30/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
246	ILLINOIS MENNONITE HI	0000		INV	11/21/2023	61001					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER			45.00				
										45.00	
										CHECK TOTAL	45.00
2954	ILLINOIS STATE GENEAL	0000		INV	11/21/2023	60929					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER			40.00				
										40.00	
										CHECK TOTAL	40.00
3225	ILLINOIS STATE HISTOR	0000		INV	11/21/2023	61003					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER			75.00				
										75.00	
										CHECK TOTAL	75.00
2260	INGRAM INDUSTRIES INC	0000		INV	11/21/2023	78736304					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			361.02				
										361.02	
2260	INGRAM INDUSTRIES INC	0000		INV	11/21/2023	78833388					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			257.42				
										257.42	
2260	INGRAM INDUSTRIES INC	0000		INV	11/21/2023	78962286					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 81080832 51801		ADULT GIFT	LIBR BOOKS			576.30				
	2 80280802 51801		A&Y PROG	LIBR BOOKS			191.92				
										768.22	
										CHECK TOTAL	1,386.66
64	IRISH GENEALOGICAL SO	0000		INV	11/21/2023	61006					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER			40.00				
										40.00	
										CHECK TOTAL	40.00

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1113023 11/30/2023
 DUE DATE: 11/30/2023

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
3007	KANKAKEE VALLEY GENEALOGY	0000		INV	11/21/2023	61005				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER			20.00			
										20.00
										CHECK TOTAL
										20.00
3413	LANGUAGE TESTING INSTITUTE	0000		INV	11/21/2023	L77722-IN				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280801 52904		LIBR CTRL	RECRUIT EX			189.00			
										189.00
										CHECK TOTAL
										189.00
1327	THE LIBRARY STORE	0000		INV	11/21/2023	662606				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280806 51900		LIBR ACQ	OTHER SUPP			352.93			
										352.93
										CHECK TOTAL
										352.93
3242	MCLEAN COUNTY GENEALOGY	0000		INV	11/21/2023	60930				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER			35.00			
										35.00
										CHECK TOTAL
										35.00
268	MIDWEST TAPE	0000		INV	11/21/2023	504623578				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			359.84			
										359.84
268	MIDWEST TAPE	0000		INV	11/21/2023	504617997				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51807 80103		A&Y PROG	RECORDING			58.67			
										58.67
268	MIDWEST TAPE	0000		INV	11/21/2023	504657594				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			431.06			
	2 80280802 51804		A&Y PROG	AUDIOBOOKS			31.99			
										463.05

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1113023 11/30/2023
 DUE DATE: 11/30/2023

CASH ACCOUNT: 802 10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
268	MIDWEST TAPE	0000		INV	11/21/2023	504647986			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51807	80103	A&Y PROG	RECORDING			63.97		
	2 80280802 51806	80103	A&Y PROG	DVD			74.95		
							138.92		
						CHECK TOTAL	1,020.48		
269	MONTGOMERY COUNTY GEN	0000		INV	11/21/2023	61019			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280803 51803		ARCHIVES	LIBR PER			20.00		
							20.00		
						CHECK TOTAL	20.00		
2991	MOULTRIE COUNTY HISTO	0000		INV	11/21/2023	60931			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280803 51803		ARCHIVES	LIBR PER			25.00		
							25.00		
						CHECK TOTAL	25.00		
279	OHIO GENEALOGICAL SOC	0000		INV	11/21/2023	61017			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280803 51803		ARCHIVES	LIBR PER			45.00		
							45.00		
						CHECK TOTAL	45.00		
9999	DeWitt County Genealo	0000		INV	11/21/2023	60943			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280803 51803		ARCHIVES	LIBR PER			25.00		
							25.00		
						CHECK TOTAL	25.00		
9999	Frankfort Area Geneal	0000		INV	11/21/2023	60942			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280803 51803		ARCHIVES	LIBR PER			20.00		
							20.00		
						CHECK TOTAL	20.00		

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1113023 11/30/2023
 DUE DATE: 11/30/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
9999	Fulton Co HS	0000		INV	11/21/2023	60944					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER		15.00					
							15.00				
							CHECK TOTAL				15.00
9999	Henry County GS	0000		INV	11/21/2023	61020					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER		20.00					
							20.00				
							CHECK TOTAL				20.00
9999	Iroquois County GS	0000		INV	11/21/2023	61018					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER		25.00					
							25.00				
							CHECK TOTAL				25.00
9999	Lance G. Holliday	0000		INV	11/21/2023	60911					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 802 44800		LGEN FUND	LIBR FEES		19.00					
							19.00				
							CHECK TOTAL				19.00
9999	PACA	0000		INV	11/21/2023	60945					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER		25.00					
							25.00				
							CHECK TOTAL				25.00
54	OVERDRIVE INC	0000		INV	11/21/2023	01018DA23418519					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51811		A&Y PROG	DOWNLOAD		108.75					
							108.75				
							CHECK TOTAL				108.75

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1113023 11/30/2023
 DUE DATE: 11/30/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
9980	PETTY CASH VENDOR	0000		INV	11/21/2023	60935					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 52902		LIBR CTRL	POST PRINT		3.30					
							3.30				
							CHECK TOTAL				3.30
42	PRESTO X LLC	0000		INV	11/21/2023	53347038					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52999		LIBR FAC	OTHER SVCS		77.07					
							77.07				
							CHECK TOTAL				77.07
42	PRESTO X LLC	0000		INV	11/21/2023	53347039					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52999		LIBR FAC	OTHER SVCS		77.07					
							77.07				
							CHECK TOTAL				154.14
283	QUILL CORPORATION	0000		INV	11/21/2023	35752388					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP		372.94					
							372.94				
							CHECK TOTAL				372.94
286	RANTOUL HISTORICAL SO	0000		INV	11/21/2023	60937					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER		10.00					
							10.00				
							CHECK TOTAL				10.00
1622	REPUBLIC SERVICES, IN	0001		INV	11/21/2023	0729-000669386					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52999		LIBR FAC	OTHER SVCS		678.37					
							678.37				
							CHECK TOTAL				678.37
2952	PAVLOV MEDIA INC	0000		INV	11/21/2023	INV33116					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280808 52999		LIBR IT	OTHER SVCS		800.00					
							800.00				
							CHECK TOTAL				800.00

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1113023 11/30/2023
 DUE DATE: 11/30/2023

CASH ACCOUNT: 802		10100		CASH					
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
					CHECK TOTAL	800.00			
131	SWEETWATER SOUND INC	0000	INV	11/21/2023	38450144				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280806 51900	LIBR ACQ	OTHER SUPP			59.99			
					CHECK TOTAL	59.99			
3030	THRYV INC	0000	INV	11/21/2023	610059199351				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280801 51900	LIBR CTRL	OTHER SUPP			197.45			
					CHECK TOTAL	197.45			
305	VERMILION COUNTY MUSE	0000	INV	11/21/2023	61023				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280803 51803	ARCHIVES	LIBR PER			25.00			
					CHECK TOTAL	25.00			
78	INVOICES				WARRANT TOTAL	27,506.31			
					CASH ACCOUNT BALANCE	3,119,702.68			

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: 1113023 11/30/2023
 DUE DATE: 11/30/2023

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802	802	LIBRARY GENERAL FUND 802-00-00-000-000-44800-	LIBRARY FEES 19.00	0.00
802	802	LIBRARY GENERAL FUND 802-00-00-000-000-46290-	OTHER REIMBURSEMENTS 20.46	0.00
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-51900-	OTHER SUPPLIES 1,462.41	18,994.77
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-52902-	POSTAGE & PRINTING 3.30	3,315.16
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-52904-	RECRUITING EXPENSES 189.00	311.00
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51801-	LIBRARY BOOKS 3,185.42	80,841.61
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51801-80103	LIBRARY BOOKS 813.92	30,302.62
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51802-80103	NEW COLLECTIONS 7.89	15,584.29
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51803-80103	LIBRARY PERIODICALS 453.10	46.90
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51804-	AUDIOBOOKS 31.99	1,472.20
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51805-	CD'S 116.28	1,068.57
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51806-	DVD'S 919.35	11,568.80
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51806-80103	DVD'S 74.95	2,258.97
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51807-80103	RECORDINGS 122.64	2,003.83
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51809-	GAMES -135.02	2,232.32
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51811-	DOWNLOADABLES 108.75	76,897.15
802	80280803	ARCHIVES 802-60-80-803-000-51803-	LIBRARY PERIODICALS 751.00	1,944.00
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAI 932.56	103,442.92
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES 8,546.89	90,709.77
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52999-	OTHER CONTRACTUAL SER 6,465.84	43,863.80
802	80280806	LIBRARY ACQUISITIONS 802-60-80-806-000-51900-	OTHER SUPPLIES 1,652.79	21,837.95
802	80280807	LIBRARY CIRCULATION 802-60-80-807-000-52320-	TRAVEL, EDUCATION AND 36.10	3,253.50
802	80280808	LIBRARY IT 802-60-80-808-000-52203-	MAINTENANCE AGREEMENT 151.39	3,167.72
802	80280808	LIBRARY IT 802-60-80-808-000-52999-	OTHER CONTRACTUAL SER 800.00	12,100.00
802	80280809	LIBRARY COMMUNITY ENG 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPL 200.00	14,084.12
			FUND TOTAL	26,930.01
CASH ACCOUNT 802 10100		BALANCE 3,119,702.68		
810	81080832	ADULT GIFTS 810-60-80-832-000-51801-	LIBRARY BOOKS 576.30	18,060.64
			FUND TOTAL	576.30
CASH ACCOUNT 802 10100		BALANCE 3,119,702.68		
			WARRANT SUMMARY TOTAL	27,506.31
			GRAND TOTAL	27,506.31

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1120723 12/08/2023
 DUE DATE: 12/08/2023

CASH ACCOUNT: 802		10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
2943	AMAZON CAPITAL SERVIC	0000		INV	12/07/2023	1CD9-MQG3-9DP7						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280809 51812	80103	LIBR COMM	LIBR SUPP			18.89					
												18.89
2943	AMAZON CAPITAL SERVIC	0000		INV	12/07/2023	1H7T-HY3V-6XMG						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280808 51500		LIBR IT	SHARED IT			294.59					
												294.59
2943	AMAZON CAPITAL SERVIC	0000		INV	12/07/2023	1PQ1-6MRV-7461						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			18.00					
												18.00
2943	AMAZON CAPITAL SERVIC	0000		INV	12/07/2023	1RD6-177V-L1Y6						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51802	80103	A&Y PROG	NEW COLL			48.60					
												48.60
2943	AMAZON CAPITAL SERVIC	0000		INV	12/07/2023	1V3L-GD9Q-4MWV						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280809 51812	80102	LIBR COMM	LIBR SUPP			22.99					
												22.99
2943	AMAZON CAPITAL SERVIC	0000		INV	12/07/2023	1YK9-CNDY-44TC						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51802	80103	A&Y PROG	NEW COLL			13.96					
												13.96
2943	AMAZON CAPITAL SERVIC	0000		INV	12/07/2023	14QK-LM93-PPKQ						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280809 51812	80103	LIBR COMM	LIBR SUPP			17.89					
												17.89
2943	AMAZON CAPITAL SERVIC	0000		INV	12/07/2023	17XF-H9HT-W36W						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280801 51900		LIBR CTRL	OTHER SUPP			11.87					
												11.87
												CHECK TOTAL
												446.79
96	AMEREN ILLINOIS COMPA	0000		INV	12/07/2023	61193						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280805 52600		LIBR FAC	UTILITIES			312.05					
												312.05

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1120723 12/08/2023
 DUE DATE: 12/08/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
					CHECK TOTAL	312.05					
96	AMEREN ILLINOIS COMPA	0000	INV	12/07/2023	61194						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280805 52600	LIBR FAC	UTILITIES			1,781.12					
					CHECK TOTAL	1,781.12					
217	BAKER & TAYLOR LLC	0000	INV	12/07/2023	2037958108						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280802 51801	A&Y PROG	LIBR BOOKS			1,592.86					
								1,592.86			
217	BAKER & TAYLOR LLC	0000	INV	12/07/2023	2037958732						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280802 51801	A&Y PROG	LIBR BOOKS			123.92					
								123.92			
217	BAKER & TAYLOR LLC	0000	INV	12/07/2023	2037958700						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280802 51801	A&Y PROG	LIBR BOOKS			1,073.35					
								1,073.35			
217	BAKER & TAYLOR LLC	0000	INV	12/07/2023	2037966191						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280802 51801	A&Y PROG	LIBR BOOKS			327.15					
								327.15			
217	BAKER & TAYLOR LLC	0000	INV	12/07/2023	2037961801						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280802 51801 80103	A&Y PROG	LIBR BOOKS			534.76					
								534.76			
217	BAKER & TAYLOR LLC	0000	INV	12/07/2023	2037958701						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 81080832 51801	ADULT GIFT	LIBR BOOKS			138.92					
								138.92			
217	BAKER & TAYLOR LLC	0000	INV	12/07/2023	2037955056						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280802 51801	A&Y PROG	LIBR BOOKS			142.14					
								142.14			
					CHECK TOTAL	3,933.10					

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1120723 12/08/2023
 DUE DATE: 12/08/2023

CASH ACCOUNT: 802		10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
232	DEMCO INC	0002		INV	12/07/2023	7406147						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280806 51900		LIBR ACQ	OTHER SUPP		119.30						
							119.30					
						CHECK TOTAL	119.30					
3251	FRENCH BOOKS ONLINE	0000		INV	12/07/2023	WS33527						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51801 80103	A&Y PROG	LIBR BOOKS			265.32						
							265.32					
						CHECK TOTAL	265.32					
2260	INGRAM INDUSTRIES INC	0000		INV	12/07/2023	79008572						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51801 80103	A&Y PROG	LIBR BOOKS			323.94						
							323.94					
						CHECK TOTAL	323.94					
1990	KANOPY INC.	0000		INV	12/07/2023	377365 – PPU						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51811	A&Y PROG	DOWNLOAD			1,336.00						
							1,336.00					
						CHECK TOTAL	1,336.00					
447	KONE INC	0000		INV	12/07/2023	871217114						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280805 52999	LIBR FAC	OTHER SVCS			2,023.68						
							2,023.68					
						CHECK TOTAL	2,023.68					
1928	LUCINDA STREHLOW	0000		INV	12/07/2023	61207						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280809 51812	LIBR COMM	LIBR SUPP			37.50						
	2 80280809 51812 80103	LIBR COMM	LIBR SUPP			37.50						
							75.00					
						CHECK TOTAL	75.00					

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1120723 12/08/2023
 DUE DATE: 12/08/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
3430	MANSFIELD POWER & GAS	0000		INV	12/07/2023	MNS251422					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52600		LIBR FAC	UTILITIES		2,619.82					
							2,619.82				
						CHECK TOTAL	2,619.82				
268	MIDWEST TAPE	0000		INV	12/07/2023	504720820hoopla					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51811		A&Y PROG	DOWNLOAD		5,409.18					
							5,409.18				
268	MIDWEST TAPE	0000		INV	12/07/2023	504700671					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51804		A&Y PROG	AUDIOBOOKS		44.99					
	2 80280802 51806		A&Y PROG	DVD		272.12					
							317.11				
268	MIDWEST TAPE	0000		INV	12/07/2023	504700672					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51804		A&Y PROG	AUDIOBOOKS		44.99					
	2 80280802 51806		A&Y PROG	DVD		162.68					
							207.67				
268	MIDWEST TAPE	0000		INV	12/07/2023	504700515					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806 80103		A&Y PROG	DVD		15.74					
							15.74				
268	MIDWEST TAPE	0000		INV	12/07/2023	504700516					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51807 80103		A&Y PROG	RECORDING		26.99					
							26.99				
						CHECK TOTAL	5,976.69				
54	OVERDRIVE INC	0000		INV	12/07/2023	01018CO23438916					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51811		A&Y PROG	DOWNLOAD		403.44					
							403.44				
						CHECK TOTAL	403.44				
30	INVOICES					WARRANT TOTAL	19,616.25			19,616.25	
						CASH ACCOUNT BALANCE				3,092,196.37	

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: 1120723 12/08/2023
 DUE DATE: 12/08/2023

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-51900-	OTHER SUPPLIES 11.87	18,982.90
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51801-	LIBRARY BOOKS 3,259.42	77,582.19
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51801-80103	LIBRARY BOOKS 1,142.02	29,160.60
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51802-80103	NEW COLLECTIONS 62.56	15,521.73
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51804-	AUDIOBOOKS 89.98	1,382.22
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51806-	DVD'S 434.80	11,134.00
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51806-80103	DVD'S 15.74	2,243.23
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51807-80103	RECORDINGS 26.99	1,976.84
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51811-	DOWNLOADABLES 7,148.62	69,748.53
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES 4,712.99	85,996.78
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52999-	OTHER CONTRACTUAL SER 2,023.68	41,840.12
802	80280806	LIBRARY ACQUISITIONS 802-60-80-806-000-51900-	OTHER SUPPLIES 119.30	21,718.65
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS 294.59	105,246.67
802	80280809	LIBRARY COMMUNITY ENG 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPL 37.50	14,046.62
802	80280809	LIBRARY COMMUNITY ENG 802-60-80-809-000-51812-80102	LIBRARY PROGRAM SUPPL 22.99	3,045.08
802	80280809	LIBRARY COMMUNITY ENG 802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPL 74.28	4,718.86
			FUND TOTAL	19,477.33
CASH ACCOUNT 802 10100		BALANCE 3,092,196.37		
810	81080832	ADULT GIFTS 810-60-80-832-000-51801-	LIBRARY BOOKS 138.92	17,921.72
			FUND TOTAL	138.92
CASH ACCOUNT 802 10100		BALANCE 3,092,196.37		
			WARRANT SUMMARY TOTAL	19,616.25
			GRAND TOTAL	19,616.25

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

ACCOUNTS FOR: 802 LIBRARY GENERAL FUND	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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802 LIBRARY GENERAL FUND

802 40100	-4,009,959.00	PROPERTY TAXES	0.00	-4,009,959.00	-2,627,363.49	0.00	-1,382,595.51	65.5%
802 40302	-204,990.00	PPRT	0.00	-204,990.00	-95,322.30	0.00	-109,667.70	46.5%
802 40309	-56,354.00	STATE PER CAPITA FOR LIBRARY	0.00	-56,354.00	-56,545.60	0.00	191.60	100.3%
802 41500	-40,280.00	GRANTS FROM LOCAL GOVERNMENTS	0.00	-40,280.00	0.00	0.00	-40,280.00	.0%
802 41700	-157,900.00	CITY OTHER CONTRIBUTION	0.00	-157,900.00	-54,362.28	0.00	-103,537.72	34.4%
802 44220	-33,350.00	FRANCHISE FEE	0.00	-33,350.00	-66,700.00	0.00	33,350.00	200.0%
802 44599	-1,000.00	OTHER SALES	0.00	-1,000.00	-592.65	0.00	-407.35	59.3%
802 44800	-50,300.00	LIBRARY FEES	0.00	-50,300.00	-24,996.53	0.00	-25,303.47	49.7%
802 45000	-700.00	INVESTMENT INCOME	0.00	-700.00	-4,224.32	0.00	3,524.32	603.5%
802 46290	-82,735.00	OTHER REIMBURSEMENTS	0.00	-82,735.00	0.00	0.00	-82,735.00	.0%
802 46300	-68,600.00	DONATIONS/CONTRIBUTIONS/GIFTS	-700.00	-69,300.00	-55,100.00	0.00	-14,200.00	79.5%
802 46900	-111,530.00	OTHER MISCELLANEOUS REVENUES	0.00	-111,530.00	-1,983.05	0.00	-109,546.95	1.8%
802 49803	-77,000.00	TRF FROM LIB RESERVE FUND	0.00	-77,000.00	0.00	0.00	-77,000.00	.0%
802 49820	-7,864.00	TRANSFER FROM LIBRARY BLDG FUN	0.00	-7,864.00	0.00	0.00	-7,864.00	.0%
TOTAL LIBRARY GENERAL FUND	-4,902,562.00		-700.00	-4,903,262.00	-2,987,190.22	0.00	-1,916,071.78	60.9%

80280800 LIBRARY ADMINISTRATION

80280800 50110	419,591.00	SALARY - REGULAR EMPLOYEES	0.00	419,591.00	169,164.43	0.00	250,426.57	40.3%
80280800 52320	16,522.00	TRAVEL, EDUCATION AND TRAINING	0.00	16,522.00	5,289.19	0.00	11,232.81	32.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06							
ACCOUNTS FOR:	802 LIBRARY GENERAL FUND						
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL LIBRARY ADMINISTRATION	436,113.00	0.00	436,113.00	174,453.62	0.00	261,659.38	40.0%
80280801 LIBRARY CENTRALIZED COSTS							
80280801 50210	279,060.00	0.00	279,060.00	100,030.27	0.00	179,029.73	35.8%
80280801 50220	197,234.00	0.00	197,234.00	72,410.87	0.00	124,823.13	36.7%
80280801 50240	41,621.00	0.00	41,621.00	12,963.71	0.00	28,657.29	31.1%
80280801 50251	157,900.00	0.00	157,900.00	54,362.28	0.00	103,537.72	34.4%
80280801 51900	43,462.00	0.00	43,462.00	24,479.10	0.00	18,982.90	56.3%
80280801 52101	5,500.00	0.00	5,500.00	1,110.00	0.00	4,390.00	20.2%
80280801 52199	28,472.00	0.00	28,472.00	22,206.50	0.00	6,265.50	78.0%
80280801 52721	16,000.00	0.00	16,000.00	9,742.78	0.00	6,257.22	60.9%
80280801 52902	6,400.00	0.00	6,400.00	3,084.84	0.00	3,315.16	48.2%
80280801 52904	500.00	0.00	500.00	189.00	0.00	311.00	37.8%
80280801 52907	300.00	0.00	300.00	80.00	0.00	220.00	26.7%
80280801 52999	47,570.00	0.00	47,570.00	4,007.78	0.00	43,562.22	8.4%
TOTAL LIBRARY CENTRALIZED COSTS	824,019.00	0.00	824,019.00	304,667.13	0.00	519,351.87	37.0%
80280802 ADULT & YOUTH SERVICES							
80280802 50110	0.00	0.00	0.00	48.21	0.00	-48.21	100.0%
80280802 51801	138,000.00	0.00	138,000.00	60,417.81	0.00	77,582.19	43.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

ACCOUNTS FOR:	802 LIBRARY GENERAL FUND	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
80280802 51801 80103	LIBRARY BOOKS	56,750.00	0.00	56,750.00	27,589.40	0.00	29,160.60	48.6%
80280802 51802 80103	NEW COLLECTIONS	25,200.00	0.00	25,200.00	9,678.27	0.00	15,521.73	38.4%
80280802 51803	LIBRARY PERIODICALS	10,500.00	0.00	10,500.00	8,612.67	0.00	1,887.33	82.0%
80280802 51803 80103	LIBRARY PERIODICALS	500.00	0.00	500.00	453.10	0.00	46.90	90.6%
80280802 51804	AUDIOBOOKS	2,300.00	0.00	2,300.00	917.78	0.00	1,382.22	39.9%
80280802 51805	CD'S	2,000.00	0.00	2,000.00	931.43	0.00	1,068.57	46.6%
80280802 51806	DVD'S	20,000.00	0.00	20,000.00	8,866.00	0.00	11,134.00	44.3%
80280802 51806 80103	DVD'S	3,800.00	0.00	3,800.00	1,556.77	0.00	2,243.23	41.0%
80280802 51807 80103	RECORDINGS	3,300.00	0.00	3,300.00	1,323.16	0.00	1,976.84	40.1%
80280802 51809	GAMES	4,000.00	0.00	4,000.00	1,767.68	0.00	2,232.32	44.2%
80280802 51811	DOWNLOADABLES	121,000.00	0.00	121,000.00	51,251.47	0.00	69,748.53	42.4%
80280802 52910	DATABASE CHARGES	43,730.00	0.00	43,730.00	27,181.36	0.00	16,548.64	62.2%
TOTAL ADULT & YOUTH SERVICES		431,080.00	0.00	431,080.00	200,595.11	0.00	230,484.89	46.5%

80280803 ARCHIVES

80280803 50110	SALARY - REGULAR EMPLOYEES	287,839.00	0.00	287,839.00	83,747.43	0.00	204,091.57	29.1%
80280803 51801	LIBRARY BOOKS	4,100.00	0.00	4,100.00	75.00	0.00	4,025.00	1.8%
80280803 51803	LIBRARY PERIODICALS	3,070.00	0.00	3,070.00	1,126.00	0.00	1,944.00	36.7%
80280803 51808	MICROFORM	16,531.00	0.00	16,531.00	0.00	0.00	16,531.00	.0%
80280803 52320	TRAVEL, EDUCATION AND TRAINING	1,800.00	0.00	1,800.00	30.00	0.00	1,770.00	1.7%
80280803 52910	DATABASE CHARGES	20,000.00	0.00	20,000.00	9,418.84	0.00	10,581.16	47.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06								
ACCOUNTS FOR:	802 LIBRARY GENERAL FUND							
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
80280803 52912	9,925.00	FACILITY RENTAL 0.00	9,925.00	4,455.00	0.00	5,470.00	44.9%	
TOTAL ARCHIVES	343,265.00	0.00	343,265.00	98,852.27	0.00	244,412.73	28.8%	
80280805 LIBRARY FACILITIES								
80280805 50110	43,405.00	SALARY - REGULAR EMPLOYEES 0.00	43,405.00	12,113.80	0.00	31,291.20	27.9%	
80280805 51410	2,000.00	SMALL TOOLS & EQUIPMENT 0.00	2,000.00	232.71	0.00	1,767.29	11.6%	
80280805 51420	60,000.00	OFFICE FURNITURE 0.00	60,000.00	399.98	0.00	59,600.02	.7%	
80280805 51900	3,900.00	OTHER SUPPLIES 0.00	3,900.00	105.98	0.00	3,794.02	2.7%	
80280805 52201	131,541.00	BUILDING REPAIR & MAINT 0.00	131,541.00	28,098.08	0.00	103,442.92	21.4%	
80280805 52202	1,000.00	EQUIPMENT REPAIR & MAINT 0.00	1,000.00	0.00	0.00	1,000.00	.0%	
80280805 52600	174,050.00	UTILITIES 0.00	174,050.00	88,053.22	0.00	85,996.78	50.6%	
80280805 52710	47,109.00	INSURANCE PREMIUM 0.00	47,109.00	42,726.00	0.00	4,383.00	90.7%	
80280805 52999	107,660.00	OTHER CONTRACTUAL SERVICES 0.00	107,660.00	65,819.88	0.00	41,840.12	61.1%	
80280805 53200	1,986,753.00	BUILDING 0.00	1,986,753.00	33,130.83	0.00	1,953,622.17	1.7%	
TOTAL LIBRARY FACILITIES	2,557,418.00	0.00	2,557,418.00	270,680.48	0.00	2,286,737.52	10.6%	
80280806 LIBRARY ACQUISITIONS								
80280806 50110	390,622.00	SALARY - REGULAR EMPLOYEES 0.00	390,622.00	159,993.73	0.00	230,628.27	41.0%	
80280806 51900	28,000.00	OTHER SUPPLIES 0.00	28,000.00	6,281.35	0.00	21,718.65	22.4%	
80280806 52320	1,000.00	TRAVEL, EDUCATION AND TRAINING 0.00	1,000.00	0.00	0.00	1,000.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06							
ACCOUNTS FOR: 802 LIBRARY GENERAL FUND							
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL LIBRARY ACQUISITIONS	419,622.00	0.00	419,622.00	166,275.08	0.00	253,346.92	39.6%
80280807 LIBRARY CIRCULATION							
80280807 50110	1,169,489.00	0.00	1,169,489.00	411,518.60	0.00	757,970.40	35.2%
80280807 52320	3,642.00	0.00	3,642.00	388.50	0.00	3,253.50	10.7%
TOTAL LIBRARY CIRCULATION	1,173,131.00	0.00	1,173,131.00	411,907.10	0.00	761,223.90	35.1%
80280808 LIBRARY IT							
80280808 50110	142,382.00	0.00	142,382.00	56,409.17	0.00	85,972.83	39.6%
80280808 51500	133,490.00	0.00	133,490.00	28,243.33	0.00	105,246.67	21.2%
80280808 51900	12,650.00	0.00	12,650.00	5,977.43	0.00	6,672.57	47.3%
80280808 52203	6,434.00	0.00	6,434.00	3,266.28	0.00	3,167.72	50.8%
80280808 52320	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	.0%
80280808 52600	2,484.00	0.00	2,484.00	1,000.00	0.00	1,484.00	40.3%
80280808 52999	17,700.00	0.00	17,700.00	5,600.00	0.00	12,100.00	31.6%
TOTAL LIBRARY IT	316,640.00	0.00	316,640.00	100,496.21	0.00	216,143.79	31.7%
80280809 LIBRARY COMMUNITY ENGAGEMENT							
80280809 50110	283,231.00	0.00	283,231.00	90,356.87	0.00	192,874.13	31.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

ACCOUNTS FOR: 802 LIBRARY GENERAL FUND		TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP							
80280809 51812	LIBRARY PROGRAM SUPPLIES						
19,350.00		0.00	19,350.00	5,303.38	0.00	14,046.62	27.4%
80280809 51812 80102	LIBRARY PROGRAM SUPPLIES						
4,400.00		0.00	4,400.00	1,354.92	0.00	3,045.08	30.8%
80280809 51812 80103	LIBRARY PROGRAM SUPPLIES						
5,400.00		700.00	6,100.00	1,381.14	0.00	4,718.86	22.6%
80280809 51812 80104	LIBRARY PROGRAM SUPPLIES						
800.00		0.00	800.00	521.01	0.00	278.99	65.1%
80280809 52199	OTHER PROFESSIONAL SERVICES						
21,700.00		0.00	21,700.00	8,658.30	0.00	13,041.70	39.9%
80280809 52320	TRAVEL, EDUCATION AND TRAINING						
500.00		0.00	500.00	500.00	0.00	0.00	100.0%
80280809 52909	ADV/MKTING/PUBLIC EDUCATION						
14,440.00		0.00	14,440.00	2,982.04	0.00	11,457.96	20.7%
TOTAL LIBRARY COMMUNITY ENGAGEMENT							
349,821.00		700.00	350,521.00	111,057.66	0.00	239,463.34	31.7%
80280851 MERCHANDISE SALES							
80280851 51810	LIBRARY RESALE PURCHASES						
3,195.00		0.00	3,195.00	322.00	0.00	2,873.00	10.1%
TOTAL MERCHANDISE SALES							
3,195.00		0.00	3,195.00	322.00	0.00	2,873.00	10.1%
TOTAL LIBRARY GENERAL FUND							
1,951,742.00		0.00	1,951,742.00	-1,147,883.56	0.00	3,099,625.56	-58.8%
TOTAL REVENUES							
-4,902,562.00		-700.00	-4,903,262.00	-2,987,190.22	0.00	-1,916,071.78	
TOTAL EXPENSES							
6,854,304.00		700.00	6,855,004.00	1,839,306.66	0.00	5,015,697.34	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

ACCOUNTS FOR: 803 LIBRARY SPECIAL RESERVE FUND	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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80380860 RESERVED FUNDS

80380860 59802	77,000.00	TFR TO LIBRARY OPERATING FUND 0.00	77,000.00	0.00	0.00	77,000.00	.0%
TOTAL RESERVED FUNDS	77,000.00	0.00	77,000.00	0.00	0.00	77,000.00	.0%
TOTAL LIBRARY SPECIAL RESERVE FUND	77,000.00	0.00	77,000.00	0.00	0.00	77,000.00	.0%
TOTAL EXPENSES	77,000.00	0.00	77,000.00	0.00	0.00	77,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06							
ACCOUNTS FOR: 810 LIBRARY TRUST FUND							
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
810 LIBRARY TRUST FUND							
810 46300		DONATIONS/CONTRIBUTIONS/GIFTS					
	-23,850.00	0.00	-23,850.00	-13,414.66	0.00	-10,435.34	56.2%
TOTAL LIBRARY TRUST FUND	-23,850.00	0.00	-23,850.00	-13,414.66	0.00	-10,435.34	56.2%
81080831 ADMIN GIFTS							
81080831 51420		OFFICE FURNITURE					
	60,000.00	0.00	60,000.00	0.00	0.00	60,000.00	.0%
81080831 51900		OTHER SUPPLIES					
	600.00	0.00	600.00	0.00	0.00	600.00	.0%
81080831 51990		OTHER LIBRARY MATERIALS					
	500.00	0.00	500.00	168.42	0.00	331.58	33.7%
81080831 53200		BUILDING					
	300,500.00	0.00	300,500.00	118,928.75	0.00	181,571.25	39.6%
TOTAL ADMIN GIFTS	361,600.00	0.00	361,600.00	119,097.17	0.00	242,502.83	32.9%
81080832 ADULT GIFTS							
81080832 51801		LIBRARY BOOKS					
	19,500.00	0.00	19,500.00	1,578.28	0.00	17,921.72	8.1%
TOTAL ADULT GIFTS	19,500.00	0.00	19,500.00	1,578.28	0.00	17,921.72	8.1%
81080833 CHILDREN'S GIFTS							
81080833 51801		LIBRARY BOOKS					
	12,150.00	0.00	12,150.00	781.39	0.00	11,368.61	6.4%
81080833 52801		LIBRARY CHILDREN PROGRAMS					
	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06								
ACCOUNTS FOR: 810 LIBRARY TRUST FUND								
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
81080833 52803	9,100.00	LIBRARY CHILDREN PROGRAMS 0.00	9,100.00	0.00	0.00	9,100.00	.0%	
TOTAL CHILDREN'S GIFTS	24,250.00	0.00	24,250.00	781.39	0.00	23,468.61	3.2%	
81080834 ARCHIVES GIFTS								
81080834 51801	3,150.00	LIBRARY BOOKS 0.00	3,150.00	0.00	0.00	3,150.00	.0%	
81080834 51990	250.00	OTHER LIBRARY MATERIALS 0.00	250.00	0.00	0.00	250.00	.0%	
81080834 52804	4,000.00	LIBRARY ARCHIVES PROGRAMS 0.00	4,000.00	0.00	0.00	4,000.00	.0%	
TOTAL ARCHIVES GIFTS	7,400.00	0.00	7,400.00	0.00	0.00	7,400.00	.0%	
TOTAL LIBRARY TRUST FUND	388,900.00	0.00	388,900.00	108,042.18	0.00	280,857.82	27.8%	
TOTAL REVENUES	-23,850.00	0.00	-23,850.00	-13,414.66	0.00	-10,435.34		
TOTAL EXPENSES	412,750.00	0.00	412,750.00	121,456.84	0.00	291,293.16		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06								
ACCOUNTS FOR: 820 LIBRARY BUILDING FUND								
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
82080852 BUILDING COSTS								
82080852 52999		OTHER CONTRACTUAL SERVICES						
	1,500.00	0.00	1,500.00	728.46	0.00	771.54	48.6%	
82080852 59802		TFR TO LIBRARY GENERAL FUND						
	7,864.00	0.00	7,864.00	0.00	0.00	7,864.00	.0%	
TOTAL BUILDING COSTS								
	9,364.00	0.00	9,364.00	728.46	0.00	8,635.54	7.8%	
TOTAL LIBRARY BUILDING FUND								
	9,364.00	0.00	9,364.00	728.46	0.00	8,635.54	7.8%	
TOTAL EXPENSES								
	9,364.00	0.00	9,364.00	728.46	0.00	8,635.54		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
	GRAND TOTAL						
2,427,006.00	0.00	2,427,006.00	-1,039,112.92	0.00	3,466,118.92	-42.8%	

** END OF REPORT - Generated by Tina Carrington **

**BOARD OF TRUSTEES OF
THE URBANA FREE LIBRARY
RESOLUTION NO. 2023-16**

RESOLUTION TO THANK BRIAN ROBERTSON FOR HIS SERVICE

WHEREAS, beginning in 1998, Brian Robertson has diligently served the Urbana community by working at The Urbana Free Library as a Circulation Clerk, Cataloging Clerk, Acquisitions Manager, and Collections Manager; and

WHEREAS, the Library has thrived and expanded, with Brian playing a role in that success; and

WHEREAS, over the years, Brian has enhanced Library services by

- ❖ providing excellent customer service at the Circulation Desk;
- ❖ quickly learning copy cataloging and getting AV items out on the shelves much faster;
- ❖ working closely with the reference departments to build a stronger and easier to find AV collection;
- ❖ launching and promoting the vinyl collection and Library of Things; and

WHEREAS, Brian has proven to be an invaluable asset to the Library by

- ❖ working with a variety of software programs to understand, trouble shoot, and teach other staff;
- ❖ brainstorming and problem-solving multitudes of issues as they arose;
- ❖ assisting with moving the AV collections from behind the desk to out on the floor to provide better patron access;
- ❖ hanging miles of plastic sheeting to protect staff at the beginning of the pandemic;
- ❖ helping staff navigate the reorganized work flow of the front-of-the-house and back-of-the-house model; and
- ❖ being a source of institutional knowledge for new and experienced staff as a result of his longevity and work in different departments; and

WHEREAS, Brian has earned the admiration and respect of his colleagues for his helpfulness, knowledge, dedication, enthusiasm, hard work, flexibility, sense of humor, out-of-the-box thinking; and

WHEREAS, Brian has decided to resign;

Now therefore, be it resolved that The Urbana Free Library Board of Trustees, Urbana, Illinois, does hereby extend to Brian its sincere thanks and appreciation for a job well done; and wishes him a most rewarding and enjoyable next phase of life.

Ayes: _____

Abstains: _____

Nays: _____

Absent: _____

RESOLUTION DECLARED ADOPTED.

President

Secretary/Secretary *pro tempore*

LEAVE

1. GENERAL POLICY ON VACATION AND LEAVE

The general policy of the Library is to provide staff with leave from work as appropriate both to the needs of the Library for continuous staff service and to the personal needs of the individual staff member.

Except for the federal Family and Medical Leave Act, which is described below, for all other leave with and without pay, “near relative” shall mean a spouse or any person bearing the same relationship to the employee’s spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, parent-in-law, child-in-law, or any person with whom they have a relationship in loco parentis.

In addition, the Library recognizes that unmarried staff members may have relationships that are in many ways the equivalent of relationships between married spouses. The Library includes the partners in such relationships in the definition of a “near relative.”

The effective functioning of the Library requires the continuous presence of its staff. Staff members who are consistently unable—for whatever reason—to function within the limits of prescribed leave will be rated as “unsatisfactory” in performance ratings and may be dismissed from the Library.

All leave must be taken or paid out in quarter-hour increments.

2. PAID HOLIDAYS FOR FULL-TIME AND PART-TIME EMPLOYEES

a. Paid Holiday Benefit

Full-time and part-time staff members of The Urbana Free Library are entitled to up to 10.5 paid holidays annually.

b. Paid Holidays

All adjustments in working hours as a result of holidays must be made with the approval of supervisors and should be made during the pay period in which the holiday week falls except under unusual circumstances.

Full day holidays include:

- New Year’s Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Half-day holidays include Easter, the Sunday before Memorial Day, and the Sunday before Labor Day.

LEAVE

c. Pro-Rated Holidays for Part-Time Staff

The total time that a full-time employee receives for holidays is 10.5 days. Part-time employees working between half and full time receive proportionate time. Part-time employees do not receive additional paid holiday leave for additional, "hourly" hours worked.

3. PAID VACATION FOR FULL-TIME AND PART-TIME EMPLOYEES

a. Paid Vacation for Full-Time and Part-Time Staff

Annual paid vacation is granted only to full-time and part-time employees. The amount of vacation allowance varies according to pay grade, longevity, and full-time/part-time status of the employee. Employees who move to a higher pay grade but lower wage step will continue to accrue and advance from their current vacation step until they reach vacation Step 10.

b. Amount of Paid Vacation Time

PAY GRADES (positions 20 hrs/wk and above)	BASE hours	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	summary
Pay Grade 36 - Exec Dir	152	152	152	152	152	152	160	168	176	184	192	152 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 30 - 35	112	120	128	136	144	152	160	168	176	184	192	112 hour vac base, longevity to 192 hours (steps 1-10)
Pay grade 14 - 29	72	80	88	96	104	112	120	128	136	144	152	72 hour vac base, longevity to 152 hours (steps 1-10)

PAY GRADES (positions 20-40 hrs/wk)	BASE hours	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	summary
Pay Grade 36 - Exec Dir	160	160	160	160	160	160	168	176	184	192	200	160 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 30 - 35	120	128	136	144	152	160	168	176	184	192	200	120 hour vac base, longevity to 200 hours (steps 1-10)
Pay grade 14 - 29	80	88	96	104	112	120	128	136	144	152	160	80 hour vac base, longevity to 160 hours (steps 1-10)

c. Crediting of Paid Vacation Time

Vacation leave, measured in hourly allotments, is credited to each eligible employee during each biweekly pay period. Vacation leave is determined by multiplying the staff member's normal allotment of vacation leave per hour worked by the number of hours worked during the pay period. Hourly work done in positions other than an employee's part-time position does not qualify for additional vacation leave.

d. Maximum Accrual of Paid Vacation Time

The annual vacation allotment is the maximum that may be accrued, unless, because of Library scheduling, an employee is unable to avoid accruing excess vacation time, or because an employee, with the written approval of the Executive Director, is accruing excess vacation time for a specific planned absence.

e. Working for the Library While Taking Vacation Leave from the Library

Employees doing both part-time and hourly work may not elect to take vacation time from their part-time jobs in order to do additional hourly work, nor may they be compensated in cash for unused vacation time except at the termination of employment.

f. Scheduling Vacation Time

All vacation times must be arranged in advance with the supervisor concerned. The Library tries to approve the vacation times requested by individual staff members, but it reserves the right to insure that vacations are taken at times convenient to the Library. Supervisors are specifically instructed not to grant employees vacations that will leave units too short-staffed to function effectively.

LEAVE

Holidays falling within a vacation period do not count as vacation days.

Each scheduled hour of work missed is an hour of vacation taken.

g. Taking Vacation in Excess of Accrued Amounts

The Library's Executive Director may, under special circumstances, approve an employee's carrying a small negative balance of accumulated vacation leave. Normally this occurs only under a pre-employment agreement, when a new employee has a prior vacation commitment that requires more time off than can be accumulated by the time the vacation begins. If such an employee leaves the Library with a negative balance of accumulated vacation leave, the appropriate amount is deducted from the employee's final paycheck.

h. Payment for Unused Vacation Leave

Accrued vacation time is paid at separation from employment, provided that the employee was not dismissed during the six-month probationary period, if applicable.

4. PAID SICK LEAVE FOR EMPLOYEES

Beginning January 1, 2024, sick leave will not be accrued by hourly employees. Hourly employees may continue to use sick leave already accrued before January 1, 2024.

a. Purpose of Paid Sick Leave

The Library provides sick leave for that sole purpose, not as a benefit to be taken as a matter of course. The use of sick leave is therefore limited to cases of actual illness and to other limited purposes as provided in these policies.

b. Amount of Paid Sick Leave

All full-time employees are credited with a total of ~~88~~96 hours of sick leave annually. Part-time and hourly employees are credited with sick leave in proportion to the percentage of full-time work they perform.

c. Crediting of Paid Sick Leave

Sick leave, measured in hourly allotments, is credited to each employee during each biweekly pay period.

Sick leave is determined by multiplying the staff member's normal allotment of sick leave per hour worked by the number of hours worked during the pay period. Hourly work done in positions other than an employee's part-time position does not qualify for additional sick leave.

d. Maximum Accumulation of Paid Sick Leave

Sick leave may be accumulated by full-time employees to the maximum stipulated by IMRF rules and proportionately by part-time employees, on the basis of their regularly-scheduled part-time hours. **Before January 1, 2024, H**hourly employees may accumulate sick leave to a maximum of 38 hours.

LEAVE

e. Uses of Paid Sick Leave

Sick leave may be used for trips to the doctor for medical treatments when time cannot be arranged outside the working schedule. Each scheduled hour of work missed is an hour of sick leave taken.

When staff members are taking sick leave, they should notify their supervisors as soon as possible, and before their scheduled work times.

Sick leave may also be used to provide personal care for “covered family members.” “Personal care” includes the following:

- Activities to ensure that near relatives’ basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, for near relatives who are unable to meet those needs themselves; or
- Being physically present to provide emotional support to near relatives with serious health conditions who are receiving inpatient or home care.

“Covered family member” means an employee’s child, stepchild, spouse, domestic partner, sibling, parent or parent-in-law, grandchild, grandparent, or stepparent.

Sick leave also may be used as additional parental leave by ~~benefited staff~~ those employees who are eligible for such leave. Use of sick leave for this purpose may be for a period of up to 28 consecutive calendar days after paid parental leave is exhausted during the first 12 months following a birth or adoption of a child. It may not, however, be used for child care. If birth complications occur, or if an adopted child is not healthy, the 90-day limit may be extended. See Section VI-E-5 for information about paid parental leave for benefited staff.

The use of sick leave to help care for other family or household members who are not considered “covered family members” must be approved by the Executive Director, who will make decisions on the basis of extreme need.

Sick leave may also be used for bereavement leave, as specified in Section VI-E-6.

f. Taking Sick Leave in Excess of Accrued Amounts

During the first six months of employment, a full-time employee who has not yet had the opportunity to build up sick leave may carry a negative balance of up to ~~24~~ 48 hours of sick leave. A part-time or hourly employee may carry a proportionate negative balance. If an employee leaves the Library with a negative sick leave balance, the appropriate amount is deducted from the employee’s final paycheck.

After the initial six months, staff members are expected not to be in arrears in sick leave.

g. Use of Other Paid Leave in Lieu of Sick Leave

If a full- or part-time staff member has continuous need of sick leave above the level provided for by the Library, this leave is deducted from other leave banks in an order to be determined by Library Administration.

LEAVE

h. Maximum Sick Leave

With the exception of cases of parental leave, extensive personal illnesses, or care of immediate family members with serious health conditions, the Library expects all full- or part-time staff to limit total time off for illness and vacation to the combined total of annual sick leave, personal leave, and vacation leave.

i. Required Evidence of Illness

No employee who has been absent for more than five consecutive days due to illness, injury, or health condition of the employee or covered family member shall return to work without first submitting a certificate signed by a licensed health care provider confirming the illness, injury, or health condition of the employee or covered family member.

j. Unused Sick Leave

Accrued sick leave is not paid out at separation from employment. However, under IMRF rules, up to 1,920 hours of accumulated sick leave is credited to a full- or part-time employee's longevity at the time of retirement for the purpose of calculating retirement benefits.

k. Disability Pay

IMRF disability pay is available to full- or part-time employees in accordance with IMRF rules.

l. Retirement Health Savings Plan

Employees who are participating in the Library's Retirement Health Savings (RHS) Plan through the City of Urbana Vantage Care RHS Plan receive the full allotment of sick leave, but return a portion of their accrual accumulations each pay period in exchange for the Library's contribution to their RHS accounts. For the coming fiscal year, full-time employees who have a sick leave balance of

- full-time employees who have a sick leave balance of 300-399 hours on July 1 return 20% 1.67 hours/month (20/96 of their accrual each pay-period allotment) for the coming fiscal year.
- Those with a sick leave balance of 400-499 hours on July 1 return 2.5 hours/month (30/96 of 30% of their accrual each pay-period. their pay-period allotment) for the coming fiscal year. Those with
- 500 or more hours of sick leave balance on July 1 return 40% of their accrual 3.33 hours/month (40/96 of their each pay-period allotment) for the coming fiscal year.

Part-time employees receive and return pro-rated amounts.

5. PAID PARENTAL LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES**a. Purpose of Paid Parental Leave**

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child(ren). The Library will provide up to 8 weeks of paid parental leave to full-time staff following the birth of an employee's child or the placement of a child with an employee in connection with adoption not connected to a marriage. Part-time employees are provided paid parental leave in proportion to the percentage of full-time work they perform as part-time employees. Paid parental leave will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. Once paid parental leave time is exhausted, employees will be required to use their accrued sick time

LEAVE

and vacation time. In this way, any paid time and any unpaid time will run concurrent with FMLA and be counted toward the 12-week allotment. In addition, employees will not receive more than 8 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame.

b. Eligibility

Full- and part-time employees who work an average of no fewer than 20 hours/week and who have worked for the Library for at least one year prior to using the benefit are eligible for paid parental leave. The leave begins with the birth or placement of the child(ren). The Executive Director may grant an earlier start as the conditions of the pregnancy or adoption warrant. The Leave must end within the 12 months immediately following the birth or adoption. Paid parental leave may be taken intermittently with approval from the Executive Director.

Unused paid parental leave may not be carried over to a time period following the 12 months after the birth or placement of the child(ren), and there is no payment of unused parental leave upon termination of employment.

c. Benefits

The Library will continue to pay its portion of the cost of the employee's standard health insurance premium for employees who subscribe to health insurance through the Library while an employee is on paid parental leave. The employee must continue to pay their portion of the benefits. Contribution payments must be submitted by the first of the month in which coverage takes effect. Failure to make payments for more than 30 days may result in termination of coverage(s). In addition, if an employee does not return after parental leave, they must reimburse the Library for the employer portion of benefits paid during the leave. Paid parental leave cannot be used for child care.

d. Requesting the Leave

If the need for parental leave is foreseeable, the employee must submit a leave request in writing to their supervisor and the Office Manager at least 30 days prior to the start of the leave in the form of a proposed schedule of leave to be taken. Where the need for leave is not foreseeable, the employee must submit a leave request in writing to their supervisor and the Office Manager as soon as practicable in the form of a proposed schedule of leave to be taken.

e. When Both Parents Are Eligible Employees

Paid parental leave may be taken concurrently, consecutively, or intermittently within 12 months of the birth or placement of the child(ren). Each eligible parent is entitled to 8 weeks of paid parental leave.

6. PAID BEREAVEMENT LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES

Full-time and part-time employees are entitled to up to 3 consecutive working days of paid bereavement leave following the death of near relatives or persons in their households. These employees are also entitled to up to 7 days of leave with pay (taken from their accumulated sick leave). If less closely related persons have died, or if employees wish more time with pay, they have the option of taking the time from their personal leave or vacation with the approval of their supervisors. The Library will be as generous as possible, while providing continuous staff service, in allowing unscheduled use of vacation, or leave

LEAVE

without pay (Section VI-E-12-e) under these circumstances. The Library reserves the right to require documentation of the funeral or service.

7. PAID JURY DUTY LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES

The Library will not request exemption from jury duty for its staff members, unless, in rare cases, schedule difficulties should make it advisable for the Library to ask that the staff member be excused.

Full-time and part-time staff members who are called for jury duty or as witnesses are entitled to leave with pay for such duty. Employees will turn over to the Library all jury pay and work in the Library any portion of their regular work weeks not spent on jury duty. Employees may retain any mileage payments for jury duty.

8. PAID EDUCATION LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES

Education leave with pay is granted to Library employees taking courses or workshops or attending conferences at the request of the Library. The time granted may include the time spent at the class or workshop or conference, plus travel time.

If employees wish to take courses of their own choosing, the Library will do its best to rearrange work schedules to make this possible, particularly when the courses are relevant to the employees' work at the Library. With the approval of their supervisors, employees may use their accumulated vacation time for their classes. The Library reserves the right, however, to deny employees time off to take classes if the resulting changes in schedules would work a serious hardship on the Library or on other employees of the Library.

9. PAID PERSONAL LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES

Personal leave will not be accrued by any employees beginning January 1, 2024. Staff will have the opportunity to use any accrued Personal Leave while employed by the Library.

a. Amount of Paid Personal Leave

Personal leave in the amount of 24 hours per year is granted to each full-time employee. Part-time employees are granted prorated amounts of personal leave on the basis of their regularly scheduled part-time hours. Additional personal leave is credited to these employees at the end of each pay period if they do additional, hourly work in their part-time positions. Hourly work done in positions other than an employee's part-time position does not qualify for additional personal leave. Personal leave may be accumulated by full-time employees to a maximum of 24 hours and proportionately by part-time employees, on the basis of their regularly-scheduled part-time hours.

b. Crediting of Paid Personal Leave

Personal leave, measured in hourly allotments, is credited to each eligible employee during each biweekly pay period. Personal leave is determined by multiplying the staff member's normal allotment of personal leave per hour worked by the number hours worked during the pay period. Hourly work done in positions other than an employee's part-time position does not qualify for additional personal leave.

LEAVE

c. Taking Paid Personal Leave

Personal leave may be taken for any reason and is completely at the discretion of the individual staff member. However, staff members still must notify their supervisor of their intention to take personal leave prior to taking it.

d. Unused Personal Leave

Accrued personal leave is not paid out at separation from employment.

10. LEAVE OF ABSENCE WITHOUT PAY FOR FULL-TIME AND PART-TIME EMPLOYEES**a. About Leave Without Pay**

Full-time and part-time employees may be granted, at the discretion of the Executive Director, leave of absence without pay. Under leave without pay, the Library allows employees to take a greater amount of leave than they are entitled to under vacation, sick leave, parental leave, and personal leave. During these extended absences, the Library holds jobs open for employees, potentially replacing them with temporary employees until they return. Leave without pay is intended for major purposes only. Routine illness, travel, etc., are expected to be covered by leave with pay.

b. Limits on Leave Without Pay

The Library limits leave without pay to very specific situations, each of which is discussed in detail below.

c. Leave Without Pay May Be Granted on the Following Basis**i. Use of accumulated leave with pay**

Employees must exhaust all applicable leave with pay before requesting leave without pay.

ii. Accumulation of paid leave in anticipation of absences

Employees planning extensive absence from work—including professional activities, education, or travel—are expected to accumulate leave to reduce the total time off without pay as much as possible. As a general rule, when leave without pay has been scheduled, vacations of more than a couple of days will not be approved in the three months preceding leave.

iii. Advance arrangement for time of leave

With the exception of leave without pay for parental leave, extensive personal illness, or care of immediate family members with serious health conditions, all approved leave without pay is granted for specific limited times agreed upon in advance. The Library's limits on the duration of leave without pay are listed below. No leave—except as otherwise provided by law—may be taken for a period of more than one year. In many cases the Library has shorter limits. Employees may not return briefly to work and then reapply for voluntary leave without pay in order to extend their leave beyond the specified time limit.

LEAVE

iv. Temporary, unpaid reductions in hours

As a general rule, requests by full-time and part-time staff to reduce hours on a temporary basis, particularly in the case of administrative and supervisory personnel, are not granted, except in the case of parental leave, or for extensive personal illnesses or for care of immediate family members who have serious health conditions.

v. Family Medical Leave Act compliance

The Urbana Free Library is committed to ensuring full compliance with the Family and Medical Leave Act (FMLA) of 1993. The Library reserves the right to designate FMLA leave as appropriate to any eligible employee. To be eligible for FMLA, an employee must have worked for the Library for at least one year and have completed 1,250 hours over the 12 months prior to the commencement of the leave. The FMLA entitles eligible employees to take up to 12 weeks of paid or unpaid, job-protected leave in a 12-month period calculated as the 12-month period measured forward from the first date the employee takes FMLA leave for the following reasons:

- The birth or placement of a child for adoption or foster care.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- To take medical leave when the employee is unable to work because of their own serious health condition.

When a full-time and part-time benefitted employee is absent due to an FMLA-qualifying event, the Library continues to pay that employee's standard health insurance premium for employees who subscribe to health insurance through the Library.

[Please see the Family Medical Leave of Absence Procedure for detailed guidance on the administration of this benefit. The Library reserves the right to modify this policy and the procedure to comply with federal, state, or local law.]

The military family leave provisions of the Family and Medical Leave Act (FMLA) entitle eligible employees of covered employers to take FMLA leave for any "qualifying exigency" arising from the foreign deployment of the employee's spouse, child, or parent with the Armed Forces, or to care for a servicemember with a serious injury or illness if the employee is the servicemember's spouse, child, parent, or next of kin.

[Please see the Family Military Leave Procedure for detailed guidance on the administration of this benefit. The Library reserves the right to modify this policy and the procedure to comply with federal, state, or local law].

Leave for other purposes not covered by the FMLA—including professional activities, education, and travel—is given at the complete discretion of the Executive Director.

vi. Wage increases for employees on leave without pay

Employees who are absent six months or more on leave without pay are not eligible for step increases in wages during the year following their return with the exception of employees

LEAVE

participating in military service. Employees absent less than six months are eligible for step increases.

d. Leave Without Pay May Be Granted for the Following Purposes

i. Parental leave

Parental leave without pay is granted for a period of up to 4 work weeks beyond the 8 work weeks of paid parental leave for full- and part-time staff (see Section VI-E-5) within the first 12 months following the date of birth or adoption. Benefited staff must use up accumulated sick leave, vacation leave, and personal leave before taking parental leave without pay. For births without complications, with healthy mothers and babies, total leave is limited to 12 work weeks. If health issues occur during this period, additional leave may be taken.

ii. Extensive personal illness

iii. Care of immediate family members who have serious health conditions

iv. Professional activities

Once vacation leave and personal leave have been exhausted, leave without pay may be granted for teaching, exchanges with librarians from other libraries, consulting, professional writing, or similar professional purposes.

Leave without pay for professional activities is given at the discretion of the Executive Director.

v. Education

The Library does not provide leave without pay for employees who are earning degrees unrelated to their current, full-time or part-time responsibilities at the Library, or who are taking courses in preparation for leaving the Library.

Leave without pay for education to improve an employee's performance on their current, full-time or part-time job may be granted, once vacation leave and personal leave have been exhausted.

Leave without pay for education is given at the discretion of the Executive Director. If this leave is taken at the specific request of the Library, requirements concerning the prior exhaustion of vacation leave and personal leave may be waived at the discretion of the Executive Director.

vi. Temporary active military duty

Staff members who are in the military reserve corps and are ordered to temporary active duty are granted leave in order to comply with the military situation. Wage adjustments are made to assure employees of income equal to their Library wages for periods up to 60 days of training or duty required by the United States Armed Forces. The Library will follow provisions outlined in the Illinois Service Member Employment and Reemployment Rights Act (330 ILCS 61/1-1 et seq.).

vii. Travel

LEAVE

The Library generally does not grant leave without pay for travel, unless involuntary hardship for staff members is involved.

All requests for travel leave without pay must be submitted to the Executive Director, who will decide on individual requests as they occur. For this reason, travel leave must be requested formally at least three months in advance.

Under no circumstances will leave without pay for travel be approved for a period longer than one month greater than the total required time away from the community, or for a period of longer than one year.

- viii. Unpaid Bereavement is the same as for hourly employees.
See Section VI-E-12-e.

11. PAID BEREAVEMENT LEAVE FOR HOURLY EMPLOYEES

Hourly employees are entitled to up to 3 consecutive working days of paid bereavement leave following the death of near relatives or persons in their households. See Section VI-E-12-e for unpaid bereavement leave. The Library reserves the right to require documentation of the funeral or service.

12. LEAVE OF ABSENCE WITHOUT PAY FOR HOURLY EMPLOYEES

a. Intent of Leave Without Pay for Hourly Employees

In determining whether to grant leave without pay to hourly employees, the Library is guided in general by the policy imposed on full-time or part-time staff members in comparable positions.

b. Requesting Leave Without Pay

All extensive leaves of absence without pay for hourly employees—with the exception of leave for illness or death—must be requested in writing as early as possible, using a form provided by the Library. Although the Library will attempt to grant all reasonable leave requests, as outlined in this policy, no hourly job can be held open indefinitely.

Because of the nature of hourly employment, it may not be possible to grant leave and guarantee immediate reinstatement of all hours upon the employees' return. Details will be worked out between employees and their supervisors, consulting with the Executive Director.

c. Vacation

Hourly staff are entitled to take vacation without pay. All vacation times must be arranged in advance with the supervisor concerned. The Library tries to approve the vacation times requested by individual staff members, but it reserves the right to insure vacations are taken at times convenient to the Library. Supervisors are specifically instructed not to grant employees vacations that will leave units too short-staffed to function effectively. Longer absences than those granted to full-time or part-time staff members in comparable positions should not be expected.

d. Illness

LEAVE

Hourly staff are granted sick leave without pay as needed beyond the paid sick leave outlined in Section VI-E-4, but continuous or repeated absences will force the Library permanently to reduce scheduled hours or dismiss the employee. The Library will make exceptions for hourly staff who are pregnant and may need continuous or repeated absences due to the pregnancy.

e. Bereavement

Leave is arranged with supervisors. A minimum of 14 consecutive calendar days without pay is guaranteed staff members in the case of the death of a near relative or person in the employee's household, loss of a pregnancy, failed adoption, failed surrogacy, failed fertility treatments, negative fertility diagnosis, and stillbirth. ~~The Library reserves the right to require documentation of the circumstances.~~ The unpaid bereavement leave must occur within 60 days of the death of a near relative or person in the employee's household or the date on which the leave related to a pregnancy loss, failed adoption, unsuccessful reproductive procedure, or other diagnosis or event impacting fertility and pregnancy occurs.

~~This unpaid bereavement leave does not grant additional leave outside of an eligible staff member's 12 weeks of FMLA. Employees must provide at least 48 hours' notice prior to taking the leave, when practicable. The Library reserves the right to require documentation of the circumstances. An employee whose child has died by suicide or homicide is eligible for six weeks of continuous unpaid leave or intermittent leave taken in increments of no less than four hours within one year of the loss.~~

~~These unpaid bereavement leave options do not grant additional leave outside of an eligible staff member's 12 weeks of FMLA. Employees must provide at least 48 hours' notice prior to taking the unpaid bereavement leave, when practicable. The Library reserves the right to require reasonable documentation of the circumstances.~~

f. Jury Duty

The Library does not usually request jury duty exemptions for hourly staff members. As far as possible, the Library rearranges the schedules of hourly staff members called for jury duty to enable them to maintain their normal hours while serving on juries. If staff members are unable to maintain their normal hours, they may take leave without pay until their jury duty is over.

g. Education

The Library does its best to arrange schedules to suit the needs of hourly employees taking classes, but the needs of the Library and of other employees must be taken into account, and it may be impossible for staff members to take the classes they want.

h. Parental Leave

Parental leave without pay is granted to hourly staff members for a period of up to 56 consecutive calendar days following birth or adoption.

i. Leave for Temporary Active Military Service

Hourly staff members who are in the military reserve corps and are ordered to temporary active duty are granted leave without pay in order to comply with the military situation.

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j. Travel

The Library generally does not grant leave without pay to hourly staff for travel beyond that authorized in Section VI-E-12-c. Individual decisions are made on a case-by-case basis, following the guidelines in Section VI-E-10-d-vii concerning extreme hardship.

13. REARRANGEMENT OF WORK SCHEDULES FOR OBSERVANCE OF RELIGIOUS HOLIDAYS

Employees who wish to observe religious holidays not covered above are asked to notify their supervisors as early as possible, so that supervisors can rearrange work schedules as needed. This time off for religious holidays is provided by rearranging work schedules, and not by additional holiday leave with pay.

14. PAID LEAVE FOR ALL WORKERS**a. Accrual Method**

All employees are eligible to earn one (1) hour of paid leave for every 40 hours worked with accrual capped at 40 hours of paid leave per 12-month period. The 12-month "accrual period" is as follows:

The Employer will award paid leave for all workers time on the fiscal year, which runs July 1 through June 30. Staff already employed at the Library on January 1, 2024, will be able to accrue and use time in the second half of FY24 from January 1, 2024, through June 30, 2024. The Library will then award paid leave time as employees earn it. For employees starting after the year begins, accrual begins on the actual start date. Once the employee reaches 40 hours of paid leave time, the employee will stop accruing leave during that fiscal year.

b. Notice of Leave

If the use of paid leave is foreseeable, the employee must give the Library at least seven (7) days' notice of the planned leave in accordance with the Library's procedure for requesting time off. Failure to provide such notice may be grounds for delay or denial of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon as practicable and, absent unusual circumstances, in accordance with the Library's normal leave procedures.

c. Use of Paid Leave

Paid leave may be used starting on January 1, 2024. Each scheduled hour of work missed is an hour of Paid Leave for Workers taken

Employees may use their paid leave for any reason. Employees are not required to provide their Employer with a reason for the leave nor are they required to provide documentation or certification in support of the leave.

However, there may be times when Employer is unable to grant a request for time off under this policy, for example, to meet the operational needs of the business, to maintain required staffing levels, to meet customer/client/seasonal demands, and/or to ensure that safety objectives are met. In the event an employee's request is denied for one of these reasons, employees can: 1) check to see if their request is covered under another Employer policy or, 2) re-submit their request for an alternative date.

LEAVE

c. Carryover

Employees may carryover any accrued but unused paid leave (up to what the State law allows) to the following accrual period, but may not use more than 40 hours of paid leave per accrual period regardless of any carryover. Employees who have access to 40 hours of leave either through accrual or carryover or both, will not accrue additional time until they fall below the 40-hour mark.

Payment of Leave

Paid leave will be paid at the employee's base pay rate at the time the leave is taken, or the required minimum wage, whichever is higher. Paid leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses. Employees will not be paid any accrued but unused paid leave upon termination of employment.

15. DISAGREEMENTS

In the case of disagreements over the use of vacation and leave, and the allowance of leave without pay, the decision of the Executive Director is final.

This policy is subject to change at any time and in accordance with applicable law, or at the discretion of the Library Board.

Adopted May 11, 1981

Revised March 8, 1994, November 11, 2014; June 9, 2015;

May 10, 2016; December 13, 2016; May 8, 2018; July 10, 2018; January 14, 2020; April 14, 2020; May 12, 2020;

July 13, 2021; November 9, 2021, January 11, 2022; May 10, 2022; December 13, 2022; May 9, 2023;

[December 12, 2023](#)

LEAVE

1. GENERAL POLICY ON VACATION AND LEAVE

The general policy of the Library is to provide staff with leave from work as appropriate both to the needs of the Library for continuous staff service and to the personal needs of the individual staff member.

Except for the federal Family and Medical Leave Act, which is described below, for all other leave with and without pay, “near relative” shall mean a spouse or any person bearing the same relationship to the employee’s spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, parent-in-law, child-in-law, or any person with whom they have a relationship in loco parentis.

In addition, the Library recognizes that unmarried staff members may have relationships that are in many ways the equivalent of relationships between married spouses. The Library includes the partners in such relationships in the definition of a “near relative.”

The effective functioning of the Library requires the continuous presence of its staff. Staff members who are consistently unable—for whatever reason—to function within the limits of prescribed leave will be rated as “unsatisfactory” in performance ratings and may be dismissed from the Library.

All leave must be taken or paid out in quarter-hour increments.

2. PAID HOLIDAYS FOR FULL-TIME AND PART-TIME EMPLOYEES

a. Paid Holiday Benefit

Full-time and part-time staff members of The Urbana Free Library are entitled to up to 10.5 paid holidays annually.

b. Paid Holidays

All adjustments in working hours as a result of holidays must be made with the approval of supervisors and should be made during the pay period in which the holiday week falls except under unusual circumstances.

Full day holidays include:

- New Year’s Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Half-day holidays include Easter, the Sunday before Memorial Day, and the Sunday before Labor Day.

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c. Pro-Rated Holidays for Part-Time Staff

The total time that a full-time employee receives for holidays is 10.5 days. Part-time employees working between half and full time receive proportionate time. Part-time employees do not receive additional paid holiday leave for additional, "hourly" hours worked.

3. PAID VACATION FOR FULL-TIME AND PART-TIME EMPLOYEES

a. Paid Vacation for Full-Time and Part-Time Staff

Annual paid vacation is granted only to full-time and part-time employees. The amount of vacation allowance varies according to pay grade, longevity, and full-time/part-time status of the employee. Employees who move to a higher pay grade but lower wage step will continue to accrue and advance from their current vacation step until they reach vacation Step 10.

b. Amount of Paid Vacation Time

PAY GRADES (positions 20 hrs/wk and above)	BASE hours	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	summary
Pay Grade 36 - Exec Dir	152	152	152	152	152	152	160	168	176	184	192	152 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 30 - 35	112	120	128	136	144	152	160	168	176	184	192	112 hour vac base, longevity to 192 hours (steps 1-10)
Pay grade 14 - 29	72	80	88	96	104	112	120	128	136	144	152	72 hour vac base, longevity to 152 hours (steps 1-10)

c. Crediting of Paid Vacation Time

Vacation leave, measured in hourly allotments, is credited to each eligible employee during each biweekly pay period. Vacation leave is determined by multiplying the staff member's normal allotment of vacation leave per hour worked by the number of hours worked during the pay period. Hourly work done in positions other than an employee's part-time position does not qualify for additional vacation leave.

d. Maximum Accrual of Paid Vacation Time

The annual vacation allotment is the maximum that may be accrued, unless, because of Library scheduling, an employee is unable to avoid accruing excess vacation time, or because an employee, with the written approval of the Executive Director, is accruing excess vacation time for a specific planned absence.

e. Working for the Library While Taking Vacation Leave from the Library

Employees doing both part-time and hourly work may not elect to take vacation time from their part-time jobs in order to do additional hourly work, nor may they be compensated in cash for unused vacation time except at the termination of employment.

f. Scheduling Vacation Time

All vacation times must be arranged in advance with the supervisor concerned. The Library tries to approve the vacation times requested by individual staff members, but it reserves the right to insure that vacations are taken at times convenient to the Library. Supervisors are specifically instructed not to grant employees vacations that will leave units too short-staffed to function effectively.

Holidays falling within a vacation period do not count as vacation days.

Each scheduled hour of work missed is an hour of vacation taken.

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g. Taking Vacation in Excess of Accrued Amounts

The Library's Executive Director may, under special circumstances, approve an employee's carrying a small negative balance of accumulated vacation leave. Normally this occurs only under a pre-employment agreement, when a new employee has a prior vacation commitment that requires more time off than can be accumulated by the time the vacation begins. If such an employee leaves the Library with a negative balance of accumulated vacation leave, the appropriate amount is deducted from the employee's final paycheck.

h. Payment for Unused Vacation Leave

Accrued vacation time is paid at separation from employment, provided that the employee was not dismissed during the six-month probationary period, if applicable.

4. PAID SICK LEAVE FOR EMPLOYEES

Beginning January 1, 2024, sick leave will not be accrued by hourly employees. Hourly employees may continue to use sick leave already accrued before January 1, 2024.

a. Purpose of Paid Sick Leave

The Library provides sick leave for that sole purpose, not as a benefit to be taken as a matter of course. The use of sick leave is therefore limited to cases of actual illness and to other limited purposes as provided in these policies.

b. Amount of Paid Sick Leave

All full-time employees are credited with a total of 88 hours of sick leave annually. Part-time and hourly employees are credited with sick leave in proportion to the percentage of full-time work they perform.

c. Crediting of Paid Sick Leave

Sick leave, measured in hourly allotments, is credited to each employee during each biweekly pay period.

Sick leave is determined by multiplying the staff member's normal allotment of sick leave per hour worked by the number of hours worked during the pay period. Hourly work done in positions other than an employee's part-time position does not qualify for additional sick leave.

d. Maximum Accumulation of Paid Sick Leave

Sick leave may be accumulated by full-time employees to the maximum stipulated by IMRF rules and proportionately by part-time employees, on the basis of their regularly-scheduled part-time hours. Before January 1, 2024, hourly employees may accumulate sick leave to a maximum of 38 hours.

e. Uses of Paid Sick Leave

Sick leave may be used for trips to the doctor for medical treatments when time cannot be arranged outside the working schedule. Each scheduled hour of work missed is an hour of sick leave taken.

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When staff members are taking sick leave, they should notify their supervisors as soon as possible, and before their scheduled work times.

Sick leave may also be used to provide personal care for “covered family members.” “Personal care” includes the following:

- Activities to ensure that near relatives’ basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, for near relatives who are unable to meet those needs themselves; or
- Being physically present to provide emotional support to near relatives with serious health conditions who are receiving inpatient or home care.

“Covered family member” means an employee's child, stepchild, spouse, domestic partner, sibling, parent or parent-in-law, grandchild, grandparent, or stepparent.

Sick leave also may be used as additional parental leave by those employees who are eligible for such leave. Use of sick leave for this purpose may be for a period of up to 28 consecutive calendar days after paid parental leave is exhausted during the first 12 months following a birth or adoption of a child. It may not, however, be used for child care. If birth complications occur, or if an adopted child is not healthy, the 90-day limit may be extended. See Section VI-E-5 for information about paid parental leave for benefited staff.

The use of sick leave to help care for other family or household members who are not considered “covered family members” must be approved by the Executive Director, who will make decisions on the basis of extreme need.

Sick leave may also be used for bereavement leave, as specified in Section VI-E-6.

f. Taking Sick Leave in Excess of Accrued Amounts

During the first six months of employment, a full-time employee who has not yet had the opportunity to build up sick leave may carry a negative balance of up to 24 hours of sick leave. A part-time or hourly employee may carry a proportionate negative balance. If an employee leaves the Library with a negative sick leave balance, the appropriate amount is deducted from the employee’s final paycheck.

After the initial six months, staff members are expected not to be in arrears in sick leave.

g. Use of Other Paid Leave in Lieu of Sick Leave

If a full- or part-time staff member has continuous need of sick leave above the level provided for by the Library, this leave is deducted from other leave banks in an order to be determined by Library Administration.

h. Maximum Sick Leave

With the exception of cases of parental leave, extensive personal illnesses, or care of immediate family members with serious health conditions, the Library expects all full- or part-time staff to limit total time off for illness and vacation to the combined total of annual sick leave, personal leave, and vacation leave.

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i. Required Evidence of Illness

No employee who has been absent for more than five consecutive days due to illness, injury, or health condition of the employee or covered family member shall return to work without first submitting a certificate signed by a licensed health care provider confirming the illness, injury, or health condition of the employee or covered family member.

j. Unused Sick Leave

Accrued sick leave is not paid out at separation from employment. However, under IMRF rules, up to 1,920 hours of accumulated sick leave is credited to a full- or part-time employee's longevity at the time of retirement for the purpose of calculating retirement benefits.

k. Disability Pay

IMRF disability pay is available to full- or part-time employees in accordance with IMRF rules.

l. Retirement Health Savings Plan

Employees who are participating in the Library's Retirement Health Savings (RHS) Plan through the City of Urbana Vantage Care RHS Plan receive the full allotment of sick leave, but return a portion of their accrual each pay period in exchange for the Library's contribution to their RHS accounts. For the coming fiscal year, full-time employees who have a sick leave balance of

- 300-399 hours on July 1 return 20% of their accrual each pay-period.
- 400-499 hours on July 1 return 30% of their accrual each pay-period.
- 500 or more hours of sick leave balance on July 1 return 40% of their accrual each pay-period.

Part-time employees receive and return pro-rated amounts.

5. PAID PARENTAL LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES**a. Purpose of Paid Parental Leave**

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child(ren). The Library will provide up to 8 weeks of paid parental leave to full-time staff following the birth of an employee's child or the placement of a child with an employee in connection with adoption not connected to a marriage. Part-time employees are provided paid parental leave in proportion to the percentage of full-time work they perform as part-time employees. Paid parental leave will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. Once paid parental leave time is exhausted, employees will be required to use their accrued sick time and vacation time. In this way, any paid time and any unpaid time will run concurrent with FMLA and be counted toward the 12-week allotment. In addition, employees will not receive more than 8 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame.

b. Eligibility

Full- and part-time employees who work an average of no fewer than 20 hours/week and who have worked for the Library for at least one year prior to using the benefit are eligible for paid parental leave. The leave begins with the birth or placement of the child(ren). The Executive Director may grant an earlier start as the conditions of the pregnancy or adoption warrant. The Leave must end within the

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12 months immediately following the birth or adoption. Paid parental leave may be taken intermittently with approval from the Executive Director.

Unused paid parental leave may not be carried over to a time period following the 12 months after the birth or placement of the child(ren), and there is no payment of unused parental leave upon termination of employment.

c. **Benefits**

The Library will continue to pay its portion of the cost of the employee's standard health insurance premium for employees who subscribe to health insurance through the Library while an employee is on paid parental leave. The employee must continue to pay their portion of the benefits. Contribution payments must be submitted by the first of the month in which coverage takes effect. Failure to make payments for more than 30 days may result in termination of coverage(s). In addition, if an employee does not return after parental leave, they must reimburse the Library for the employer portion of benefits paid during the leave. Paid parental leave cannot be used for child care.

d. **Requesting the Leave**

If the need for parental leave is foreseeable, the employee must submit a leave request in writing to their supervisor and the Office Manager at least 30 days prior to the start of the leave in the form of a proposed schedule of leave to be taken. Where the need for leave is not foreseeable, the employee must submit a leave request in writing to their supervisor and the Office Manager as soon as practicable in the form of a proposed schedule of leave to be taken.

e. **When Both Parents Are Eligible Employees**

Paid parental leave may be taken concurrently, consecutively, or intermittently within 12 months of the birth or placement of the child(ren). Each eligible parent is entitled to 8 weeks of paid parental leave.

6. **PAID BEREAVEMENT LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES**

Full-time and part-time employees are entitled to up to 3 consecutive working days of paid bereavement leave following the death of near relatives or persons in their households. These employees are also entitled to up to 7 days of leave with pay (taken from their accumulated sick leave). If less closely related persons have died, or if employees wish more time with pay, they have the option of taking the time from their personal leave or vacation with the approval of their supervisors. The Library will be as generous as possible, while providing continuous staff service, in allowing unscheduled use of vacation, or leave without pay (Section VI-E-12-e) under these circumstances. The Library reserves the right to require documentation of the funeral or service.

7. **PAID JURY DUTY LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES**

The Library will not request exemption from jury duty for its staff members, unless, in rare cases, schedule difficulties should make it advisable for the Library to ask that the staff member be excused.

Full-time and part-time staff members who are called for jury duty or as witnesses are entitled to leave with pay for such duty. Employees will turn over to the Library all jury pay and work in the Library any

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portion of their regular work weeks not spent on jury duty. Employees may retain any mileage payments for jury duty.

8. PAID EDUCATION LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES

Education leave with pay is granted to Library employees taking courses or workshops or attending conferences at the request of the Library. The time granted may include the time spent at the class or workshop or conference, plus travel time.

If employees wish to take courses of their own choosing, the Library will do its best to rearrange work schedules to make this possible, particularly when the courses are relevant to the employees' work at the Library. With the approval of their supervisors, employees may use their accumulated vacation time for their classes. The Library reserves the right, however, to deny employees time off to take classes if the resulting changes in schedules would work a serious hardship on the Library or on other employees of the Library.

9. PAID PERSONAL LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES

Personal leave will not be accrued by any employees beginning January 1, 2024. Staff will have the opportunity to use any accrued Personal Leave while employed by the Library.

a. Amount of Paid Personal Leave

Personal leave in the amount of 24 hours per year is granted to each full-time employee. Part-time employees are granted prorated amounts of personal leave on the basis of their regularly scheduled part-time hours. Additional personal leave is credited to these employees at the end of each pay period if they do additional, hourly work in their part-time positions. Hourly work done in positions other than an employee's part-time position does not qualify for additional personal leave. Personal leave may be accumulated by full-time employees to a maximum of 24 hours and proportionately by part-time employees, on the basis of their regularly-scheduled part-time hours.

b. Crediting of Paid Personal Leave

Personal leave, measured in hourly allotments, is credited to each eligible employee during each biweekly pay period. Personal leave is determined by multiplying the staff member's normal allotment of personal leave per hour worked by the number hours worked during the pay period. Hourly work done in positions other than an employee's part-time position does not qualify for additional personal leave.

c. Taking Paid Personal Leave

Personal leave may be taken for any reason and is completely at the discretion of the individual staff member. However, staff members still must notify their supervisor of their intention to take personal leave prior to taking it.

d. Unused Personal Leave

Accrued personal leave is not paid out at separation from employment.

10. LEAVE OF ABSENCE WITHOUT PAY FOR FULL-TIME AND PART-TIME EMPLOYEES

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a. About Leave Without Pay

Full-time and part-time employees may be granted, at the discretion of the Executive Director, leave of absence without pay. Under leave without pay, the Library allows employees to take a greater amount of leave than they are entitled to under vacation, sick leave, parental leave, and personal leave. During these extended absences, the Library holds jobs open for employees, potentially replacing them with temporary employees until they return. Leave without pay is intended for major purposes only. Routine illness, travel, etc., are expected to be covered by leave with pay.

b. Limits on Leave Without Pay

The Library limits leave without pay to very specific situations, each of which is discussed in detail below.

c. Leave Without Pay May Be Granted on the Following Basis**i. Use of accumulated leave with pay**

Employees must exhaust all applicable leave with pay before requesting leave without pay.

ii. Accumulation of paid leave in anticipation of absences

Employees planning extensive absence from work—including professional activities, education, or travel—are expected to accumulate leave to reduce the total time off without pay as much as possible. As a general rule, when leave without pay has been scheduled, vacations of more than a couple of days will not be approved in the three months preceding leave.

iii. Advance arrangement for time of leave

With the exception of leave without pay for parental leave, extensive personal illness, or care of immediate family members with serious health conditions, all approved leave without pay is granted for specific limited times agreed upon in advance. The Library's limits on the duration of leave without pay are listed below. No leave—except as otherwise provided by law—may be taken for a period of more than one year. In many cases the Library has shorter limits. Employees may not return briefly to work and then reapply for voluntary leave without pay in order to extend their leave beyond the specified time limit.

iv. Temporary, unpaid reductions in hours

As a general rule, requests by full-time and part-time staff to reduce hours on a temporary basis, particularly in the case of administrative and supervisory personnel, are not granted, except in the case of parental leave, or for extensive personal illnesses or for care of immediate family members who have serious health conditions.

v. Family Medical Leave Act compliance

The Urbana Free Library is committed to ensuring full compliance with the Family and Medical Leave Act (FMLA) of 1993. The Library reserves the right to designate FMLA leave as appropriate to any eligible employee. To be eligible for FMLA, an employee must have worked for the Library for at least one year and have completed 1,250 hours over the 12 months prior to the commencement of the leave. The FMLA entitles eligible employees to take up to 12 weeks of paid

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or unpaid, job-protected leave in a 12-month period calculated as the 12-month period measured forward from the first date the employee takes FMLA leave for the following reasons:

- The birth or placement of a child for adoption or foster care.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- To take medical leave when the employee is unable to work because of their own serious health condition.

When a full-time and part-time benefitted employee is absent due to an FMLA-qualifying event, the Library continues to pay that employee's standard health insurance premium for employees who subscribe to health insurance through the Library.

[Please see the Family Medical Leave of Absence Procedure for detailed guidance on the administration of this benefit. The Library reserves the right to modify this policy and the procedure to comply with federal, state, or local law.]

The military family leave provisions of the Family and Medical Leave Act (FMLA) entitle eligible employees of covered employers to take FMLA leave for any "qualifying exigency" arising from the foreign deployment of the employee's spouse, child, or parent with the Armed Forces, or to care for a servicemember with a serious injury or illness if the employee is the servicemember's spouse, child, parent, or next of kin.

[Please see the Family Military Leave Procedure for detailed guidance on the administration of this benefit. The Library reserves the right to modify this policy and the procedure to comply with federal, state, or local law].

Leave for other purposes not covered by the FMLA—including professional activities, education, and travel—is given at the complete discretion of the Executive Director.

vi. Wage increases for employees on leave without pay

Employees who are absent six months or more on leave without pay are not eligible for step increases in wages during the year following their return with the exception of employees participating in military service. Employees absent less than six months are eligible for step increases.

d. Leave Without Pay May Be Granted for the Following Purposes

i. Parental leave

Parental leave without pay is granted for a period of up to 4 work weeks beyond the 8 work weeks of paid parental leave for full- and part-time staff (see Section VI-E-5) within the first 12 months following the date of birth or adoption. Benefitted staff must use up accumulated sick leave, vacation leave, and personal leave before taking parental leave without pay. For births without complications, with healthy mothers and babies, total leave is limited to 12 work weeks. If health issues occur during this period, additional leave may be taken.

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ii. Extensive personal illness

iii. Care of immediate family members who have serious health conditions

iv. Professional activities

Once vacation leave and personal leave have been exhausted, leave without pay may be granted for teaching, exchanges with librarians from other libraries, consulting, professional writing, or similar professional purposes.

Leave without pay for professional activities is given at the discretion of the Executive Director.

v. Education

The Library does not provide leave without pay for employees who are earning degrees unrelated to their current, full-time or part-time responsibilities at the Library, or who are taking courses in preparation for leaving the Library.

Leave without pay for education to improve an employee's performance on their current, full-time or part-time job may be granted, once vacation leave and personal leave have been exhausted.

Leave without pay for education is given at the discretion of the Executive Director. If this leave is taken at the specific request of the Library, requirements concerning the prior exhaustion of vacation leave and personal leave may be waived at the discretion of the Executive Director.

vi. Temporary active military duty

Staff members who are in the military reserve corps and are ordered to temporary active duty are granted leave in order to comply with the military situation. Wage adjustments are made to assure employees of income equal to their Library wages for periods up to 60 days of training or duty required by the United States Armed Forces. The Library will follow provisions outlined in the Illinois Service Member Employment and Reemployment Rights Act (330 ILCS 61/1-1 et seq.).

vii. Travel

The Library generally does not grant leave without pay for travel, unless involuntary hardship for staff members is involved.

All requests for travel leave without pay must be submitted to the Executive Director, who will decide on individual requests as they occur. For this reason, travel leave must be requested formally at least three months in advance.

Under no circumstances will leave without pay for travel be approved for a period longer than one month greater than the total required time away from the community, or for a period of longer than one year.

viii. Unpaid Bereavement is the same as for hourly employees.

See Section VI-E-12-e.

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11. PAID BEREAVEMENT LEAVE FOR HOURLY EMPLOYEES

Hourly employees are entitled to up to 3 consecutive working days of paid bereavement leave following the death of near relatives or persons in their households. See Section VI-E-12-e for unpaid bereavement leave. The Library reserves the right to require documentation of the funeral or service.

12. LEAVE OF ABSENCE WITHOUT PAY FOR HOURLY EMPLOYEES**a. Intent of Leave Without Pay for Hourly Employees**

In determining whether to grant leave without pay to hourly employees, the Library is guided in general by the policy imposed on full-time or part-time staff members in comparable positions.

b. Requesting Leave Without Pay

All extensive leaves of absence without pay for hourly employees—with the exception of leave for illness or death—must be requested in writing as early as possible, using a form provided by the Library. Although the Library will attempt to grant all reasonable leave requests, as outlined in this policy, no hourly job can be held open indefinitely.

Because of the nature of hourly employment, it may not be possible to grant leave and guarantee immediate reinstatement of all hours upon the employees' return. Details will be worked out between employees and their supervisors, consulting with the Executive Director.

c. Vacation

Hourly staff are entitled to take vacation without pay. All vacation times must be arranged in advance with the supervisor concerned. The Library tries to approve the vacation times requested by individual staff members, but it reserves the right to insure vacations are taken at times convenient to the Library. Supervisors are specifically instructed not to grant employees vacations that will leave units too short-staffed to function effectively. Longer absences than those granted to full-time or part-time staff members in comparable positions should not be expected.

d. Illness

Hourly staff are granted sick leave without pay as needed beyond the paid sick leave outlined in Section VI-E-4, but continuous or repeated absences will force the Library permanently to reduce scheduled hours or dismiss the employee. The Library will make exceptions for hourly staff who are pregnant and may need continuous or repeated absences due to the pregnancy.

e. Bereavement

Leave is arranged with supervisors. A minimum of 14 consecutive calendar days without pay is guaranteed staff members in the case of the death of a near relative or person in the employee's household, loss of a pregnancy, failed adoption, failed surrogacy, failed fertility treatments, negative fertility diagnosis, and stillbirth. The unpaid bereavement leave must occur within 60 days of the death of a near relative or person in the employee's household or the date on which the leave related to a pregnancy loss, failed adoption, unsuccessful reproductive procedure, or other diagnosis or event impacting fertility and pregnancy occurs.

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An employee whose child has died by suicide or homicide is eligible for six weeks of continuous unpaid leave or intermittent leave taken in increments of no less than four hours within one year of the loss.

These unpaid bereavement leave options do not grant additional leave outside of an eligible staff member's 12 weeks of FMLA. Employees must provide at least 48 hours' notice prior to taking the unpaid bereavement leave, when practicable. The Library reserves the right to require reasonable documentation of the circumstances.

f. Jury Duty

The Library does not usually request jury duty exemptions for hourly staff members. As far as possible, the Library rearranges the schedules of hourly staff members called for jury duty to enable them to maintain their normal hours while serving on juries. If staff members are unable to maintain their normal hours, they may take leave without pay until their jury duty is over.

g. Education

The Library does its best to arrange schedules to suit the needs of hourly employees taking classes, but the needs of the Library and of other employees must be taken into account, and it may be impossible for staff members to take the classes they want.

h. Parental Leave

Parental leave without pay is granted to hourly staff members for a period of up to 56 consecutive calendar days following birth or adoption.

i. Leave for Temporary Active Military Service

Hourly staff members who are in the military reserve corps and are ordered to temporary active duty are granted leave without pay in order to comply with the military situation.

j. Travel

The Library generally does not grant leave without pay to hourly staff for travel beyond that authorized in Section VI-E-12-c. Individual decisions are made on a case-by-case basis, following the guidelines in Section VI-E-10-d-vii concerning extreme hardship.

13. REARRANGEMENT OF WORK SCHEDULES FOR OBSERVANCE OF RELIGIOUS HOLIDAYS

Employees who wish to observe religious holidays not covered above are asked to notify their supervisors as early as possible, so that supervisors can rearrange work schedules as needed. This time off for religious holidays is provided by rearranging work schedules, and not by additional holiday leave with pay.

14. PAID LEAVE FOR ALL WORKERS

a. Accrual Method

All employees are eligible to earn one (1) hour of paid leave for every 40 hours worked with accrual capped at 40 hours of paid leave per 12-month period. The 12-month "accrual period" is as follows:

LEAVE

The Employer will award paid leave for all workers time on the fiscal year, which runs July 1 through June 30. Staff already employed at the Library on January 1, 2024, will be able to accrue and use time in the second half of FY24 from January 1, 2024, through June 30, 2024. The Library will then award paid leave time as employees earn it. For employees starting after the year begins, accrual begins on the actual start date. Once the employee reaches 40 hours of paid leave time, the employee will stop accruing leave during that fiscal year.

b. Notice of Leave

If the use of paid leave is foreseeable, the employee must give the Library at least seven (7) days' notice of the planned leave in accordance with the Library's procedure for requesting time off. Failure to provide such notice may be grounds for delay or denial of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon as practicable and, absent unusual circumstances, in accordance with the Library's normal leave procedures.

c. Use of Paid Leave

Paid leave may be used starting on January 1, 2024. Each scheduled hour of work missed is an hour of Paid Leave for Workers taken

Employees may use their paid leave for any reason. Employees are not required to provide their Employer with a reason for the leave nor are they required to provide documentation or certification in support of the leave.

However, there may be times when Employer is unable to grant a request for time off under this policy, for example, to meet the operational needs of the business, to maintain required staffing levels, to meet customer/client/seasonal demands, and/or to ensure that safety objectives are met. In the event an employee's request is denied for one of these reasons, employees can: 1) check to see if their request is covered under another Employer policy or, 2) re-submit their request for an alternative date.

c. Carryover

Employees may carryover any accrued but unused paid leave (up to what the State law allows) to the following accrual period, but may not use more than 40 hours of paid leave per accrual period regardless of any carryover. Employees who have access to 40 hours of leave either through accrual or carryover or both, will not accrue additional time until they fall below the 40-hour mark.

Payment of Leave

Paid leave will be paid at the employee's base pay rate at the time the leave is taken, or the required minimum wage, whichever is higher. Paid leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses. Employees will not be paid any accrued but unused paid leave upon termination of employment.

15. DISAGREEMENTS

In the case of disagreements over the use of vacation and leave, and the allowance of leave without pay, the decision of the Executive Director is final.

LEAVE

This policy is subject to change at any time and in accordance with applicable law, or at the discretion of the Library Board.

Adopted May 11, 1981

Revised March 8, 1994, November 11, 2014; June 9, 2015;

May 10, 2016; December 13, 2016; May 8, 2018; July 10, 2018; January 14, 2020; April 14, 2020; May 12, 2020;

July 13, 2021; November 9, 2021, January 11, 2022; May 10, 2022; December 13, 2022; May 9, 2023;

December 12, 2023

DRAFT

LIBRARY COLLECTION MANAGEMENT

1. GENERAL INTENT

This Library Collection Management Policy is intended to provide guidance for the evaluation and selection of materials collected for the benefit of the Library users.

Within the limits of budget and defined scope, the Library's intent is an active collection that balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning styles, educational levels, and recreational interests.

2. CLIENTELE

The Library seeks to anticipate and meet the needs of its primary clientele, the residents of the City of Urbana. The Library also considers the needs of area students, faculty, and staff from Urbana School District #116, University of Illinois, Parkland College, and homeschoolers, although it does not provide direct curriculum support.

3. COLLECTION MANAGEMENT RESPONSIBILITY

The Executive Director has overall responsibility for collection management, which is delegated to staff under the general supervision of the respective department head(s). In all aspects of collection management, Library staff are expected to exercise professional judgment and to set aside personal agenda and bias.

4. COLLECTION MANAGEMENT PRIORITIES

The Library collection is intended to reflect community interests and to support educational, civic, and cultural activities within the community. Library staff welcome suggestions and requests for purchase from Library users.

The Library purchases current materials in a timely manner and sufficient copies of individual popular titles to reasonably meet the demands of Library users. Library staff monitor circulation and requests for holds as an indication of user demand.

A number of factors are considered before materials are withdrawn from the collection. Except in areas where dated materials are subject to inaccuracies, Library staff do not withdraw materials from the collection solely on the basis of age of the materials; rather, withdrawal of materials from the general collection is conducted primarily on the basis of the relevance of materials to the Library Collection Management Policy.

The Library gives special consideration to works of local authors and local recording artists, as well as works with local settings, provided such works are created for a popular audience.

The Library supports a variety of audiovisual and digital formats, although actual formats may change over time. The Library withdraws formats when use substantially declines. Additional

LIBRARY COLLECTION MANAGEMENT

media that are appropriate and cost effective will be considered if the funds are available to sustain a collection.

Materials in languages other than English are selected on the basis of community demographics and interests.

5. GIFTS AND DONATIONS

Gifts of books or other materials are accepted by the Library with the understanding that they will be judged on the same basis as materials considered for purchase. Generally, gift materials that are not added to the Library collection are included in the Friends of The Urbana Free Library book sales or passed on to other appropriate agencies.

The Library reserves the right to determine the placement and conditions of use concerning any gift that it accepts. Proffered gifts that include restrictions or limitations must be specifically approved by the department manager and the Executive Director.

The Library accepts monetary gifts intended for the purchase of Library materials when the donors' intentions and the Library's collection objectives are consistent.

6. RELATIONSHIPS WITH OTHER LIBRARIES

The Urbana Free Library is a member of a regional library system and has access to the collections of other libraries through state and national interlibrary loan networks. The Library uses interlibrary loan to supplement its own collection and to extend its ability to meet the requests of Library users.

7. POLICY REVIEW

The Library Collection Management Policy will be reviewed biennially and revised as necessary to meet new and differing areas of community interest as well as new formats.

8. AMERICAN LIBRARY ASSOCIATION POLICY STATEMENTS

The Library adopts the American Library Association's Library Bill of Rights, Statement on Labeling and Rating Systems, Freedom to Read Statement, and Freedom to View Statement. Copies of these documents are available at <http://www.ala.org>.

9. REQUESTS FOR RECONSIDERATION

Materials are not withdrawn from the Library collection due to their controversial nature; the objections of individuals or groups; or their unpopular portrayal of events, institutions, or citizens. No item is considered for removal from the collection until a written request on the Library's Request for Reconsideration form has been submitted.

LIBRARY COLLECTION MANAGEMENT

The Urbana Free Library's cardholders or those who reside in the Library's taxing district may object to selected Library materials by completing a Request for Reconsideration form. To submit a reconsideration form, the person must have read, viewed, listened to, or used the material. Once a completed form is received by the Library's Executive Director, a thoughtful, deliberative process for reconsideration of the Library materials identified by the Library patron will begin. The person will be informed of the objectives of the process, the timeline, the review structure, and the opportunity for appeal in accordance with the Request for Reconsideration procedure.

Adopted May 11, 1981

Revised November 12, 2013; November 10, 2015;
November 14, 2017; August 13, 2019; August 10, 2021;
September 12, 2023; December 12, 2023

DRAFT

The Urbana Free Library: Leave Time Available for COVID-19 Related Absences

Library Paid Leave Related to COVID-19 (i.e., COVID Leave): To provide a safety net for employees affected by COVID-19, the Library will provide paid leave for employees who are unable to work (and unable to work remotely) based on what the employee was scheduled to work during the time they were impacted.

Library Paid Leave Related to COVID-19 is available to employees in the following circumstances:

1. Employee has tested positive for COVID-19 or is experiencing COVID-19 symptoms and seeking a diagnosis.
2. Employee is needed to care for a household or family member who has tested positive for COVID-19 or is experiencing COVID-19 symptoms. This applies to individuals for which the employee is entitled to use sick leave under applicable policies.
3. The Library, at its sole discretion, determines that the employee should not report to work due to concerns about possible exposure to COVID-19.
4. Employee cannot schedule COVID-19 vaccine appointment outside of work time or experiences side effects after receiving the COVID-19 vaccine.
5. Eligible employee is caring for their child whose school or place of care is closed or whose child care provider is unavailable for reasons related to COVID-19.

Employees are not required to use their own accrued leave prior to being eligible for this benefit. Library Paid Leave Related to COVID-19 is not available for instances of quarantine.

For reasons #1 - #4: The employee is paid at 100% of the employee's normal rate of pay. For reason #5, employees taking leave shall be paid at 2/3 their regular rate, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

Please note: HR may require documentation from an employee who is utilizing this leave.

~~12/13/22~~Retired 12/12/23

3D PRINTING SERVICE

The Urbana Free Library provides technological resources to help meet the informational, educational, and recreational needs of its patrons; to that end, 3D printing will be made available to all users of the Library. This policy establishes how the 3D printing service may be utilized.

1. SERVICE USAGE

The Library offers a 3D printing service to the public to create three-dimensional objects from digital computer files.

Equipment utilized under this service will be operated by Library staff only.

Procedures are set by Library administration.

The Library reserves the right to refuse any print request.

2. LIMITATIONS

The Library's 3D printer cannot be used to create items that are:

- a. Prohibited by local, state, or federal law.
- b. Unsafe, harmful, dangerous, or that pose a threat to the well-being of others.
- c. Sexual, lewd, or otherwise offensive to a reasonable person's sensibilities.
- d. Weapons, weapons parts, weapons accessories, weapons facsimiles, or any other objects that can reasonably be considered as weapons.
- e. In violation of another's intellectual property rights (i.e., content that is subject to copyright, patent, or trademark protection).

3. COPYRIGHT

U.S. Copyright Law (Title 17, U.S. Code) and the Digital Millennium Copyright Act of 1998 prohibit the unauthorized reproduction or distribution of copyrighted material, except as permitted by the principle of "fair use." The Library expressly disclaims any liability or responsibility resulting from reproduction or distribution of copyrighted content by any method in any format. Staff assistance with the use of Library equipment does not imply copyright permission. The user is responsible for copyright compliance and assumes any liability for copyright violation.

Adopted August 8, 2017

Revised August 13, 2019; December 13, 2022

~~12/13/22~~Retired 12/12/23

3D PRINTING SERVICE

Retired December 12, 2023



A Program of Spaces for the Expansion and Renovation of The Urbana Free Library

Issued: December 8, 2023 for Library Board review.

D R A F T 2 0 2 3 . 4

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A Program of Spaces for the
Expansion and Renovation of
The Urbana Free Library

Part 1

Purpose, Context & Summaries

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Part 1 Purpose, Context & Summaries

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Part 4 References

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Dawn Cassady, Associate Director
Rachel Fuller, Associate Director
Brian Robertson, Collections Manager

Summary

Despite its many excellent features, The Urbana Free Library has several weaknesses. Most of these weaknesses are the result of an overly small building, constructed in many phases, and constrained by a long narrow site.

The 2005 Library building was in general adequately large when it opened, but it soon became too small because of repeated cutting of the original building program, which was reduced from over 90,000 square feet to 75,000 square feet and then again to 50,000 square feet. Major deficiencies include:

- Insufficient space for readers.
- insufficient separate space for teens.
- Insufficient space for children and their families.
- Insufficient space for new collections, a hallmark of The Urbana Free Library.
- Too few program rooms for public use.
- Only two study rooms.
- Inadequate staff facilities.

This lack of space is further complicated by the building's geometry.

The linear nature of the building requires extensive space be devoted to linking the functional spaces. These paths have to navigate the multiple levels of the building and weave between multiple structural columns and bearing walls. This is an inefficient arrangement and one that leads to convoluted paths for patrons to get to their intended destinations. Rooms are particularly inflexible in the 1918 section of the building, where many interior walls are bearing walls and cannot be opened up. Supervising the five historic east rooms can be challenging.

During the 2005 expansion, spaces for Library staff were fitted in where the building had available spaces rather than where the spaces were ideally located with regard to the rest of the building. The size of staff workrooms also depended on available spaces, and some departments have better staff workspaces than others. This has hampered collaboration and limited efficient use of staff time.

There are a number of accessibility challenges in the building including elevator size and location; ramp length, width and slope; and aisle width in many collection areas.

There are a number of quality issues with the existing space. Most notable are:

Frustratingly low levels of natural light. As a result of attempts to match the original 1918 architecture, the 1975 and 2005 additions to the Library the amount of natural light is severely limited and falls far short of what most patrons and staff expect.

Low ceilings hamper functionality at the ground and second floors of the 1918 and 1975 buildings that are nearly impossible to change. Where possible, the areas with low ceilings were used for staff workspaces during the 2005 expansion.

Lack of network jacks and power receptacles limit the ability to use spaces and new technologies flexibly.

Insufficiently independent air conditioning in the server room, network closets, and the Champaign County Historical Archives. The Archives collections, like all collections of rare materials, also require careful control over temperature and relative humidity.

All of these, plus a review by staff of community-specific service needs and broader patterns in emerging library services, provided a framework for this program. Overall calculations acknowledge realities of site constraints and realistic funding potential. The result is a roadmap for the Library to use in testing the fit of the programmed spaces on the site, calculating probable costs, identifying funding, and beginning design work when appropriate. Key elements of this program include:

Increased space to present curated collections, in particular at the entry area.

Increased space for seating to promote patron satisfaction, support multi-tasking and use of patron-supplied technology, and increase utilization rate of seating.

Increased space per person in Teens and Youth Services in support of family and student groups.

Provision of a new Auditorium. This space is larger than the existing, seats more, moves support functions out of the seating space, is located closer to the building entry, and frees the existing Auditorium for use as a Maker Space and medium size multi-purpose room. The program provides adequate space for arrival and informal greeting and gathering before and after programs and also functions as a gallery/display space.

Reconfiguration of the existing Auditorium into a Maker Space / Multi-Purpose Room with pathways to Teen and Youth Services via appropriately scaled corridors and lobbies.

Increased study room / small group activity room count from 2 to 10. This includes the 2 spaces in Youth Services and 8 new rooms in Adult Services.

Consolidated and expanded collections and resource space for the Champaign County Historical Archives including moving 808 sf from the Mall and 1,502 sf from the Tepper Building into the Library and adding 7,000 square feet. Overall growth is from 5,078 sf to 12,240 square feet.

Allocation of Staff space based on actual current operations needs and organizational structure. Space is defined based on job tasks and responsibilities. Non-existent support spaces, such as receiving, are added, and undersized spaces (most staff workrooms) are right-sized.

The major public and staff space allocations are summarized in the following table.

	Area (sf)			
	Program	Existing	Change	% Change
Entries, Checkout, & Amenities	3,746	1,566	2,181	139%
Multi-Purpose Rooms	5,858	2,480	3,378	136%
Adult Services	19,764	10,886	8,878	82%
Teen Services	1,121	659	462	70%
Children's Services	8,684	7,012	1,672	24%
Champaign County Historical Archives	12,238	5,078	7,160	141%
Adult & Teen Services Staff Zone	1,059	555	504	91%
Children's Services Staff Zone	1,284	1,092	192	18%
Lending Services Staff Zone	1,991	1,991	0	0%
Acquisition Services Staff Zone	1,075	403	672	167%
Community Engagement Staff Zone	920	394	526	134%
Administration Staff Zone	2,958	1,190	1,768	149%
Information Technology Staff Zone	559	414	145	35%
Friends of the Library	1,306	481	825	172%
Support Services	5,606	1,957	3,649	186%
Departmental Totals	68,167	36,157	32,010	89%
Net to Gross Areas	23,870	22,743	1,127	5%
Building Gross Area	92,036	58,900	33,136	56%

The significant area increases are tallied after considerable discussion related to making full use of existing spaces where possible and giving serious consideration to how multi-functional spaces could be used to address different patron needs at different times of day. An example is converting the existing Auditorium to a Maker Space / Multi-Purpose Room. Its existing location, ceiling height, and adjacencies makes it a logical home for both maker-focused activities and large youth services events. Its current use demonstrates its on-going potential as a meeting room. Its primary limitation, available floor area and low ceilings, are critical in determining that this space cannot be enlarged to function as a meeting space sized to meet community needs. Thus a New Auditorium is included in the program with specific floor space, support facilities, ceiling height, and location requirements to meet the community's needs.

As an end result, the program shows essentially doubling the amount of area devoted to assignable space. The overall increase is 57% of the existing space. This greater efficiency is a result of new construction being more efficient than the historic portions of the building, and leveraging existing spaces (stairs, elevators, restrooms) in support of the additional functional areas. This calculation will be tested in the planning and design phases of the project. The actual area required for all elements of the program will require some adjustment as specific accommodations of the existing building structure are made. The end result will still be a building that takes advantage of the existing infrastructure to support a major increase in useable space.

END OF SECTION.

Purpose

This Program of Spaces for the Expansion and Renovation of The Urbana Free Library is intended to guide the architect selected by the Library's Board of Trustees in the remodeling and/or expansion of the Library's current building or the construction of a new building.

The program includes input from the Library's Board of Trustees, staff, Foundation Board, Friends Board, and local citizens.

The assumption is that the current building will be renovated and/or expanded, but the spaces described in the program are also intended to be compatible with a new building.

The Library occupies an historic building constructed in 1918 and expanded in 1975 and 2005. As a result of its historic original building and two expansion projects, the Library is a complex structure.

This program enumerates all the spaces to be included in the Library building, including their sizes, contents, physical characteristics, and adjacencies.

The program also includes basic information on effective library design, including lighting, shelving, furnishings, and other topics.

Deviations from this program are permissible as part of an ongoing collaboration with the Library's team. Variations are in fact expected as the idealized arrangements presented in this program are nested within the parameters of existing building geometry, nature of fixed building structure or mechanical equipment, and the project budget. Both the Library and the consulting team are encouraged to explore creative ways to make the most of the available space in a way that maximizes adaptability and effective delivery of traditional and emerging services. Some areas will need more review and modification to find the right balance of uses.

Having said that, this program is one in a multi-year series of planning steps that articulates considerable thought at multiple levels of Library staff and trustees. Modifications may be needed but should only occur via formal approval from the Library Board and Administration.

END OF SECTION.

The Urbana Free Library

The Urbana Free Library serves the city of Urbana, the county seat of Champaign County, Illinois. The Library was founded in 1874 and is one of the oldest of the over 600 public libraries in the state of Illinois. Unlike many Illinois public libraries, The Urbana Free Library is a city library rather than a separate library taxing jurisdiction. The 2020 census population of Urbana is 38,336.

The Library's name is historic. At the time The Urbana Free Library was founded, almost all public libraries in Illinois were privately owned and charged membership fees. The Urbana Library Association, founded in 1872, was converted to a tax-supported public library 18 months later. The new name was intended to emphasize that The Urbana Free Library was now available freely to all taxpayers. It still is.

Urbana is best known as the home of the University of Illinois, which was founded in 1857 as Illinois' land grant university and now has about 50,000 students. The Library maintains a close working relationship with the university's School of Information Sciences, which is the top-rated school in its field in the United States. The Library works closely with other local agencies, including the Champaign Public Library and the Champaign County Historical Museum. Champaign County towns whose citizens make heavy use of The Urbana Free Library include Champaign, Mahomet, Rantoul, and Savoy, but citizens of many other towns in the Champaign County area use the Library's services.

"The Urbana Free Library Archives" was founded by Urbana Free Library staff member Nelle Carpenter in 1956. The department's title was later altered to "The Champaign County Historical Archives" to clarify the scope of the collection, which is an intensively comprehensive collection on the history and genealogy of Champaign County. The Archives maintains strong collections on the counties that surround Champaign County, basic historical materials on all 102 Illinois counties, and nationwide materials on genealogy.

Because the collection of the Archives is retained permanently and does not circulate, it is always on the shelves, so provision of sufficient long-term collection storage space is extremely important.

END OF SECTION.

The Urbana Free Library Building

The Urbana Free Library was constructed in 1918 and expanded in 1975 and 2005. The building was designed by Joseph Royer, the dominant Urbana architect of the day.

Between the Library's founding in 1874 and the completion of the first building in 1918, the Library occupied a variety of spaces, including rooms above stores in downtown Urbana and spaces on the second floor of the Urbana City Hall, which stood diagonally opposite the Urbana Post Office on a site now part of the current Urbana parking deck space.

The Library was not constructed with Carnegie funds, which were generally available from 1889 through 1915. Instead, the primary gift came from Mary Busey, who donated funds for the construction of the Library in memory of her husband, Samuel T. Busey. Samuel Busey's portrait hangs in the southeast reading room of the current Library and may need to remain on display somewhere in the expanded or new building.

One possible result of local funding is that the 1918 building is more solidly constructed than many Carnegie buildings of the same era. Instead of brick walls and wooden floor joists, for example, the original Urbana Library has exterior walls made of brick sheathed in limestone and floors made of concrete. The only part of the Library constructed of wood is the roof system over the historic east reading rooms.

The 1918 Library had a main floor and basement in the front and a three-deck book stack unit in the rear. In the 1975 expansion, the upper deck of the stacks was replaced with a concrete second floor. The architects of the 1975 expansion matched the massing of the 1918 building, but the result was low ceilings in the new second floor of the 1975 addition.

The 1975 expansion enlarged the Library from about 12,000 square feet to about 25,000 square feet.

In 2005 the building was expanded again, enlarging the building from about 25,000 to 50,000 square feet. To provide better ceiling heights, the ground floor was set about two feet below that of the 1975 addition, and the ceiling of the second floor was raised. The exterior walls of the 1975 and 2005 additions were designed to conceal that the roofs of the two additions are of significantly different heights.

To accommodate expansions, the history of The Urbana Free Library is one of continuing property acquisitions. Starting about 1960, the Library and City purchased a number of separate pieces of property on the Library block and the block to the south as those properties came on the market. On the Library block, the only piece of property that does not belong to the Library and City is a single house on Cedar Street.

END OF SECTION.

Strengths of the Current Building

1. Excellent location in downtown Urbana

The Library is located on a convenient site on a city block in downtown Urbana.

2. Handsome design

The Urbana Free Library building is attractive and popular with local residents, who like its traditional classical revival design.

The 1975 addition was a glass box with extremely dark glass. It was never popular with Urbana citizens. In the 2005 expansion, the glass exterior was replaced with cut limestone and clear glass windows, matching the appearance of the 1918 building.

The historic front reading rooms of the 1918 building are welcoming. Their high ceilings make them more open and elegant than the more practical spaces in the rest of the building.

3. Good lighting

The Library is well lighted, with most public areas illuminated by reflected uplighting, which is by far the best way to light libraries but adds the challenge of cleaning out dead bugs.

However, lighting in areas with low ceilings (including the basements and second floors of the 1918 and 1975 buildings) is less effective than lighting in areas with ten-foot ceilings.

As with almost all library buildings, fixtures in the areas with high ceilings (the east and south entry halls and the four main floor reading rooms in the 1918 building) require professional cleaning and servicing.

The Library has nearly converted nearly all of its light fixtures from fluorescent to LEDs (light emitting diodes), which are extremely efficient and low maintenance. The quality of light from LEDs varies greatly, but the best have very good colors.

The worst possible natural light for libraries comes from the west, and the best orientation for library buildings is consequently east-west rather than north-south. The current Library has no west windows, since the west wall was designed to be removed when the next expansion took place.

4. High-quality shelving

The Library has heavy-duty cantilever steel shelving, which is the standard of the industry. It should outlast the building. The manufacturer is Estey.

The compact shelving in the Archives was manufactured by Space Saver. Shelving is moved by hand cranks rather than by electric motors, saving significant expenditures for maintenance.

5. On-site parking

The Library has a parking lot outside its front entrance. The lot will not be large enough to meet the needs of an expanded Library, particularly because the addition of program rooms will lead to large crowd surges in the Library when all rooms are in use at the same time.

6. Excellent maintenance

Although many finishes in the Library are showing wear, the building appears to be in sound condition.

7. Well-designed restrooms

The Library's restrooms are in good locations and are functionally designed.

The main first-floor public restrooms are outside the Library security gates, nearly eliminating problems with users taking materials that haven't been checked out into restrooms. The entrances to restrooms are extremely visible, and the use of zigzag airport-style entries means that users are not forced to use potentially dirty door handles and that supervision of restrooms is improved.

The children's restrooms have stalls rather than locking doors, eliminating the many problems the Library had in the past with vandalism in single-user children's restrooms.

The program room has access to separate restrooms in addition to the main restrooms on the first floor.

The staff restrooms do not lead directly to the staff lunchroom. One of the most common and offensive errors in library design is restroom entrances directly adjacent to lunch tables.

There is not a publicly accessible restroom on the second floor. That is a weakness for sure.

8. Exterior book returns

The Library maintains drive-through book return bins near the main south entrance.

Incendiaries in book returns are one of the main sources of library fires, and by keeping the returns away from the building the Library eliminates this possible danger.

However, the Library's book return bins also lead to a number of problems, as enumerated in the section on "Weaknesses."

9. Good security

Given the complexity of the building, the Library has good security.

Children's Services is not a passageway to any other part of the Library.

The only access to the 1975 building that did not involve climbing stairs led through Children's Services, and the Library had frequent problems with unaccompanied adults hanging around the department. Creating a Children's space that was not a passageway and that was separated from the rest of the Library by a glass wall and doors eliminated the problem.

When Library users were surveyed, several mentioned that they liked the separate location of Children's Services.

The Library has an extensive video security system, with a large number of cameras in Children's Services.

10. Effective display areas

By designing its own display areas the Library has avoided ill-considered equipment that has caused serious problems in many libraries.

Among other things, with the exception of the small cases for children's collections, all display equipment in the Library is movable furniture or blank wall space.

11. Single, centrally located lending desk

The lending desk is the first thing that Library users encounter when they enter the Library through its main entrance and pass through the security gates. In Library surveys, users often mention that they like this location. However, its large size makes it inflexible and hinders staff from moving freely to help patrons.

12. Auditorium with extensive storage space

The Library auditorium has three large storage closets, which are essential to allow a variety of uses without piling unused furniture around the edge of the room. Unfortunately, the auditorium could use additional

13. Children's Services is a single, wide-open space

The department occupies the entire ground floor of the 2005 addition, about 10,000 square feet.

14. Expansion space on the block

The Library and City own buildings at the west end of the Library block, but there may not be enough space to house all required Library expansion.

END OF SECTION.

Weaknesses of the Current Building

Despite its many excellent features, The Urbana Free Library has several weaknesses. Most of these weaknesses are the result of an overly small building, constructed in many phases, and constrained by a long narrow site.

1. The Library building is too small everywhere

The 2005 Library building was in general adequately large when it opened, but it soon became too small because of repeated cutting of the original building program, which was reduced from over 90,000 square feet to 75,000 square feet and then again to 50,000 square feet.

Since expansion of the Library will require several years, by the time the work begins crowding will be more extreme.

The current Library is about 50,000 gross square feet, which is slightly over one square foot per capita. Many current public libraries are two square feet per capita.

2. Insufficient space for readers

In surveys, many users note the lack of sufficient seating.

3. No separate space for teens

The Library has a small area in Adult Services designated for teens, but it consists only of two booths and some book shelving squeezed into a small area near the Library's main lending desk.

The Library badly needs spaces for teens that feel like spaces for teens.

Things are complicated because adults make regular use of Teen collections.

4. Insufficient space for children and their families

Seating in the Children's Services area for both younger and older children, and for their families, is too small.

5. Insufficient space for new collections

One of the major hallmarks of The Urbana Free Library is its extensive collections.

The Library has added collections for which it does not have adequate storage space, particularly the "Library of Things," which includes items such as a wide variety of musical instruments that cannot be stored on standard shelving.

Ideally, the Library would be able to keep the top and bottom shelves in Adult Services unused, greatly increasing accessibility. However, very few libraries with good collections can afford the necessary floor space.

Some libraries purchase bottom shelves that tilt upward slightly, making it easier for users to read spine labels that are close to the floor. These sloped shelves are available to fit the Library's Estey shelving.

6. Too few program rooms for public use

The Library has only one medium-sized program room ("auditorium") and one very small conference room. To meet the needs of the community, the Library needs more program rooms. In addition, both existing rooms are much too small.

7. Only two study rooms

The Library's Adult Services area currently has only two study rooms, although public demand calls for more. Study rooms are small rooms seating four to eight people and designed to be used for tutoring, private study, small group meetings, collaborative projects, and similar purposes. They have been very heavily used in other public libraries, and Urbana's two rooms are in constant use.

To provide for both user safety and Library staff oversight, study rooms provide audio privacy but have glass walls. Because study rooms are often very crowded, they need unusually good ventilation and temperature control.

8. Complex floor plan

Because the current Library was constructed in three phases, its internal arrangements can be complex. Room arrangements could often be improved, but hoping to make the Library as simple in layout as a completely new building is unrealistic.

Rooms are particularly inflexible in the 1918 section of the building, where many interior walls are bearing walls and cannot be opened up. Supervising the five historic east rooms can be challenging.

As the Library continues to be expanded to the west it will become proportionately longer and narrower. Public libraries are ideally fairly square.

9. Inadequate staff facilities

During the 2005 expansion, spaces for Library staff were fitted in where the building had available spaces rather than where the spaces were ideally located with regard to the rest of the building.

The size of staff workrooms also depended on available spaces, and some departments have better staff workspaces than others.

The Library staff lunchroom is less than ideal. It is windowless and small, and the architects of the 2005 addition failed to provide a ventilation fan to carry away cooking odors.

10. Open exterior staircase leading to the lower level

The staff staircase from the south terrace to the lower level is not enclosed. The storm drain at the bottom of the stairs clogs occasionally, resulting in rainwater flooding staff areas of the lower level. No areas below grade level should ever be open to the outside world. The much shallower ramp on the north side of the building might also cause drainage problems, but it has not done so at this time.

11. Areas where accessibility could be improved

The cars of both elevators are too small for gurneys.

The ramp that leads down to the lower floor level in Children's Services is narrow and has a very tight 180-degree turn. It could easily be enlarged during the remodeling and expansion project.

Ideally, the main floor of the Library would be at grade level, enabling users to simply walk in, but this feature appears impossible with the current building. Most well-designed new libraries built after the passage of the Americans with Disabilities Act in 1990 have main floors at grade level.

Users have often asked why the lobby elevator does not lead directly to all floors.

The bookstack aisles are narrower than ideal, the result of a large collection and severely limited expansion in the 2005 addition.

12. Built-in furniture

Teen Services and Children's Services have built-in booths that are inflexible and occasionally lead to poor user behavior. If the Library continues to maintain booths after the next expansion, they should be movable furniture with separate tables and benches.

The window seats on the north side of Children's Services are pleasant and heavily used, but they could easily be replaced by benches. (Some libraries have installed benches with storage space beneath, which usually turned out to cause serious problems.)

13. Exterior HVAC equipment that is difficult to reach

The staircase at the northwest corner of the building leads to a corner of the roof rather than directly to the HVAC penthouse. The roofs of the 1918 and 1975 sections of the building have lower roofs accessible only by exterior staircases on the roof.

14. HVAC penthouses that are visible from the street

The Library's air-handling equipment is visible from the street, to the unhappiness of some taxpayers.

15. Insufficient storage

Like many libraries, The Urbana Free Library does not have enough storage space.

16. Delicate architectural details from the 2005 expansion that are hard to maintain

The Library has a number of decorative design details that are hard to maintain and consequently tend to look shabby. Among these are:

The ornamental column bases on the first floor, which are constantly coming apart and are beginning to look battered.

As in many libraries, dark-colored paint on some walls in heavily traveled areas. The paint chips easily, showing the white plaster beneath.

Wooden side rails on staircases, which are looking battered.

17. Limited natural light

As a result of attempts to match the original 1918 architecture, the 1975 and 2005 additions to the Library the amount of natural light is severely limited and falls far short of what most patrons and staff expect.

18. Unsatisfactory exterior book returns

The Library's external book returns consist of four bins in a drive-through on the south side of the building. The bins are exposed to the weather, making it particularly difficult for staff to empty the bins when it is cold or rainy.

As with all drive-up book return systems, matching the heights of the return slots to the heights of car windows is a major problem. The slots of the bins at the Urbana library are suitable for fairly tall vehicles but too high for sedans and sports cars.

Library users who are on foot and attempt to return books to the bins must stand in a busy driveway to do so. The main advantage of external book return bins is protection from fire. A number of libraries have been badly damaged by incendiaries in book returns. However, with construction of fire-resistant closet walls for receiving bins plus the use of modern fire-suppression systems, the risk of fire is greatly reduced.

19. No separate space for the Maker Space

The Library now maintains an extremely popular makerspace for teenage users, but the makerspace shares the Library auditorium with many other uses. As a result, the makerspace has to be set up and taken down several times a week. Because the lab has a large variety of electronic equipment, setting up and taking down require the time of a highly skilled staff.

20. Low ceilings

The ground and second floors of the 1918 and 1975 buildings have low ceilings that are nearly impossible to change. Where possible, the areas with low ceilings were used for staff workspaces during the 2005 expansion.

21. Lack of network jacks throughout the building

Lack of network jacks limits the ability to use spaces and new technologies flexibly.

22. Insufficiently independent air conditioning in the server room, network closets, and the Champaign County Historical Archives

Server rooms require lower temperatures and carefully controlled relative humidity.

The Archives collections, like all collections of rare materials, also require careful control over temperature and relative humidity.

END OF SECTION.

Planning Around the Existing Building & Site

The process of identifying critical space needs balanced a review of service needs, traditional and emerging service use patterns, community expectations, and core library planning principles.

These are addressed within the context of the existing building which, as noted above, is a series of additions and renovations to a 1918 facility. The result is a long and narrow building on a long and narrow site with a large amount of space devoted to structure, stairs, and other fixed elements. The remaining portions of the site identified as an expansion zone will make the building longer and will require additional stairs and elevators to provide access and emergency egress.

This site and building geometry have provided pragmatic planning parameters that have guided the prioritization of possible space allocations.

The existing space efficiency of the 1918 building is acknowledged as different from subsequent additions.

The designated expansion zone is taken as the limit of horizontal expansion.

A limit of four floors of new construction in the west addition is defined as a limit for planning purposes.

Floor	West Addition	Existing Building		Total
	New	New	Existing	
3	6,300	3,000	2,900	12,200
2	7,100		15,900	23,000
1	7,100		20,500	27,600
G	7,100		19,600	26,700
	27,600	3,000	58,900	89,500

For the purposes of the program, the limit to available space is set at just under 90,000 gross square feet.

Existing structure, chases, stairs, perimeter walls, mechanical spaces, and restrooms are recognized as being less efficient than anticipated in typical area calculations.

Allowances for new structure, chases, stairs, perimeter walls, mechanical spaces, and restrooms in the proposed addition are derived from measurements of diagrammatic plans and typical area calculations.

Subtracting the existing and proposed net to gross allowances from the presumed limit yields an allowable assignable area total of..... 68,167 sf.

The summary of how this space is allocated is in section..... **Functional Area Summary**

Changes between the current space allocations and this program are in section..... **Change Summary**

END OF SECTION.

Functional Area Summary

This section forms an overview of proposed space allocations within the building. Room data is provided in detail for each department or zone listed. Allocations are organized into public zones and staff zones. Some functional groups have spaces allocated in each zone.

Summary of Spaces					Preliminary allocation by level				
	% of Departmental Total		Departmental Area		G	1	2	3	
Entries, Checkout, & Amenities	5.5%	14.1%	75.4%	51,410	3,746	411	3,083	253	0
Multi-Purpose Rooms	8.6%				5,858	2,898	2,960	0	0
Adult Services	29.0%	29.0%			19,764	0	9,856	9,908	0
Teen Services	1.6%	1.6%			1,121	0	1,121	0	0
Children's Services	12.7%	12.7%			8,684	8,684	0	0	0
Champaign County Historical Archives	18.0%	18.0%			12,238	0	0	7,568	4,670
Adult & Teen Services Staff Zone	1.6%	14.4%	24.6%	16,757	1,059	0	0	1,059	0
Children's Services Staff Zone	1.9%				1,284	1,284	0	0	0
Lending Services Staff Zone	2.9%				1,991	0	1,991	0	0
Acquisition Services Staff Zone	1.6%				1,075	1,075	0	0	0
Community Engagement Staff Zone	1.3%				920	0	920	0	0
Administration Staff Zone	4.3%				2,958	2,958	0	0	0
Information Technology Staff Zone	0.8%				559	752	0	175	0
Friends of the Library	1.9%				1,306	1,306	0	0	0
Support Services	8.2%				8.2%	5,606	0	5,219	73
Departmental Totals	100%	100%	100%	68,167	19,367	25,150	19,035	4,985	
	74.1% of the gross area is assignable space								
	55.9% of the gross area is assignable public space								
Net to Gross Areas			25.9%	35.0%	23,870	6,778	5,859	4,435	6,798
Building Gross Area	Programmed				92,036	26,145	31,008	23,469	11,783
	Maximum Theoretical Available Area				89,500	26,700	27,600	23,000	12,200
	Unallocated				-2,536	555	-3,408	-469	418

Key Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor
PSP = Public Service Point

Functional Area Summary

	ASF	DSF	G	1	2	3
Public Zone		51,410	11,993	17,020	17,728	4,670
Entries, Checkout, & Amenities		3,746				
SOUTH ENTRY ZONE						
South Entry Lobby - Building Entry	373		373			
South Entry Lobby - Upper Lobby	410			410		
PSP - Lending Services	750			750		
Held Books	97			97		
Friends of the Library Sale Area	69			69		
EAST ENTRY ZONE						
East Entry Lobby	755			755		
Gallery/Exhibition Area	721			721		
FLEXIBLE						
Second Floor Arrival, Gallery/Exhibition Areas	230				230	
Department Assignable	3,405		373	2,802	230	0
Department Non-Assignable	341		38	281	23	0
Department Total	3,746		411	3,083	253	0
	ASF	DSF	G	1	2	3
Multi-Purpose Rooms		5,858				
New Auditorium Lobby	1,050			1,050		
New Auditorium	1,910			1,910		
Maker Space	1,805		1,805			
Department Assignable	5,325		2,365	2,960	0	0
Department Non-Assignable	533		533			
Department Total	5,858		2,898	2,960	0	0
	ASF	DSF	G	1	2	3
Adult Services		19,764				
AS General Patron Seating	3,175			3,175		
AS Print Collections	2,512			2,512		
AS Large Print Collection	212			212		
Adult International Languages	32			32		
AS Current Periodicals	206			206		
AS Study Rooms	1,440			1,440		
AS Quiet Reading Room	560			560		
AS Audio Visual Collections	823			823		
AS Open Computing Lab	800				800	
Department Assignable	17,967		0	8,960	9,007	0
Department Non-Assignable	1,797		0	896	901	0
Department Total	19,764		0	9,856	9,908	0

Functional Area Summary

	ASF	DSF		G	1	2	3
Teen Services		1,121					
Teen Collection & Seating	1,019				1,019		
Department Assignable	1,019			0	1,019	0	0
Department Non-Assignable	102			0	102	0	0
Department Total	1,121			0	1,121	0	0

	ASF	DSF		G	1	2	3
Children's Services		8,684					
PSP - Children's Services	491			491			
CS General Seating	932			932			
CS Print Collections	5,288			5,288			
CS Audio Visual Collections	247			247			
CS Megan's Room & Special Features	626			626			
CS Computer Area	190			190			
CS Study Rooms	120			120			
Department Assignable	7,894			7,894	0	0	0
Department Non-Assignable	790			790	0	0	0
Department Total	8,684			8,684	0	0	0

	ASF	DSF		G	1	2	3
Champaign County Historical Archives		12,238					
CCHA Reference Desk	160					160	
CCHA Seating	1,200					1,200	
CCHA Open Collections	4,226					4,226	
CCHA Closed Collections	2,349						2,349
CCHA Computers, Copiers, & Microfilm	167					167	
CCHA Program Room	920					920	
CCHA Displays	200					200	
CCHA Staff & Manager's Workrooms	1,764						1,764
CCHA Storage	138					138	
Department Assignable	11,124					7,011	4,113
Department Non-Assignable	557					557	
Department Non-Assignable	557						557
Department Total	12,238			0	0	7,568	4,670

Functional Area Summary

	ASF	DSF		G	1	2	3
Staff Zone		16,757		7,374	8,130	1,307	315

	ASF	DSF		G	1	2	3
Adult & Teen Services Staff Zone		1,059					
Adult, Teen Services, & Safety Workrooms	908					908	
Adult & Teen Services Storage	100					100	
Department Assignable	1,008			0	0	1,008	0
Department Non-Assignable	51			0	0	51	0
Department Total	1,059			0	0	1,059	0

	ASF	DSF		G	1	2	3
Children's Services Staff Zone		1,284					
Children's Services Staff Workroom	930			930			
Children's Services Storage Room	292			292			
Department Assignable	1,222			1,222	0	0	0
Department Non-Assignable	62			62	0	0	0
Department Total	1,284			1,284	0	0	0

	ASF	DSF		G	1	2	3
Lending Services Staff Zone		1,991					
Lending Services Workroom - South	924				924		
Lending Services Workrooms - North	972				972		
Department Assignable	1,896			0	1,896	0	0
Department Non-Assignable	95			0	95	0	0
Department Total	1,991			0	1,991	0	0

	ASF	DSF		G	1	2	3
Acquisition Services Staff Zone		1,075					
Acquisition Services Workroom	977			977			
Department Assignable	977			977	0	0	0
Department Non-Assignable	98			98			
Department Total	1,075			1,075	0	0	0

Functional Area Summary

	ASF	DSF		G	1	2	3
Community Engagement Staff Zone	920						
Community Engagement Workrooms	836				836		
Department Assignable				0	836	0	0
Department Non-Assignable					84		
Department Total				0	920	0	0

	ASF	DSF		G	1	2	3
Information Technology Staff Zone	559						
Information Technology Services Workrooms	508			508			
Department Assignable	508			683	0	175	0
Department Non-Assignable	51			69	0	0	0
Department Total	559			752	0	175	0

	ASF	DSF		G	1	2	3
Friends of the Library	1,306						
FOTL Workroom	787			787			
FOTL Book Sale Storage	400			400			
Department Assignable	1,187			1,187	0	0	0
Department Non-Assignable	119			119			
Department Total	1,306			1,306	0	0	0

Functional Area Summary

	ASF	DSF		G	1	2	3
Administration Staff Zone	2,958						
Reception / Office Manager Workroom	220			220			
Executive Director Workroom	255			255			
Associate Directors' Workroom	180			180			
Shared Equipment	218			218			
Library Assistant 2 - Administration Workroom	128			128			
Human Resources Workroom	249			249			
Future Staff Workroom	201			201			
Central Supply Room	490			490			
Staff Conference Room	488			488			
Secure Records Storage	144			144			
Department Assignable	2,572			2,572	0	0	0
Department Non-Assignable	386			386			
Department Total	2,958			2,958	0	0	0

	ASF	DSF		G	1	2	3
Support Services	5,606						
Staff Entry	180				180		
Staff Lunchroom	622				622		
Staff Breakroom	242						242
Lactation/First Aid	140				140		
General Building Storage	2,900				2,900		
Facilities Management Workroom	433				433		
Custodial Closet G	106				106		
Custodial Closet 1	73				73		
Custodial Closet 2	73					73	
Custodial Closet 3	73						73
Loading Dock	256				256		
Department Assignable	5,096			0	4,709	73	315
Department Non-Assignable	510				510		
Department Total	5,606			0	5,219	73	315

Functional Area Summary

				ASF	DSF		G	1	2	3
Net to Gross Allocations				23,870			6,778	5,859	4,435	6,798
Elevators							599	599	401	200
E1	Existing	South					201	201	201	
E2	Existing	East					198	198		
E3	Programmed	West					200	200	200	200
Equipment Rooms							1,407	11	0	4,160
Elevator Equipment Rooms										
E1	Existing	South					70			
E2	Existing	East					70			
E3	Programmed	West					70			
HVAC	Existing						235			2,760
	New									1,400
Water Service							220			
Fire Protection							100			
Electrical Service	Existing						227	11		
	New						280			
Telecomm	Existing						65			
	New						70			
Stairs & Ramps							2,115	2,485	2,105	1,060
S1	Existing	Northwest					530	530	530	530
S2	Existing	Center					515	515	515	
S3	Existing	East					230	230		
S4	Existing	Adult Services (West)						530	530	
S5	Existing	Entry						150		
S6	Programmed	Expansion					530	530	530	530
SC	Existing	Children's					120			
RC	Existing Ramp	Children's					190			
Exterior Walls	Existing			5,541			1,468	1,385	1,168	
	Programmed						380	380	380	380

Functional Area Summary

	PEOPLE	G	1	2	3
Restrooms	1,559	385	820	226	128

	PEOPLE		WC	U	L	DF
	594	F	15	0	15	
	594	M	15	0	15	
Fixture Population - Occupied Area: 98,451	People: 1,188		30		30	
	Counts: Existing:	F	9		8	
		M	9		8	
			18		16	
	Additional:		12		14	

		G	1	2	3
	Area: Existing:	257	692	98	
	Additional:	128	128	128	128
Chases	Included as allowance	239	2	0	832
Columns	Included as allowance	185	177	155	38

END OF SECTION.

Change Summary

This section is a comparison of the programmed space needs to the current space allocations in the existing building.

Summary of Spaces	Program			Existing			Δ	Note	
	% of Dept Total		Departmental Area		Departmental Area				
Entries, Checkout, & Amenities	5.5%	14.1%	51,410	3,746	27,681	1,566	139%	86%	
Multi-Purpose Rooms	8.6%			5,858		2,480	136%		
Adult Services	29.0%			19,764		10,886	82%		
Teen Services	1.6%			1,121		659	70%		
Children's Services	12.7%			8,684		7,012	24%		
Champaign County Historical Archives	18.0%			12,238		5,078	141%		1
Adult & Teen Services Staff Zone	1.6%	14.4%	16,757	1,059	8,477	555	91%	98%	
Children's Services Staff Zone	1.9%			1,284		1,092	18%		
Lending Services Staff Zone	2.9%			1,991		1,991	0%		
Acquisition Services Staff Zone	1.6%			1,075		403	167%		
Community Engagement Staff Zone	1.3%			920		394	134%		
Administration Staff Zone	4.3%			2,958		1,190	149%		
Information Technology Staff Zone	0.8%			559		414	35%		
Friends of the Library	1.9%			1,306		481	172%		2
Support Services	8.2%			5,606		1,957	186%		3
Departmental Totals	100%	100%	68,167	36,157	89%				
	74.1%	of the gross area is assignable space							
	55.9%	of the gross area is assignable public space							
Net to Gross Areas			23,870		22,743				
Building Gross Area	Programmed		92,036		58,900				
	Maximum Theoretical Available Area		89,500		58,900				
	Unallocated		-2,536						

- Note
- 1 Area calculations include CCHA space in Mall (808 sf) and Tepper Building (1,502 sf).
 - 2 Existing FOTL spaces do not include areas behind the Lending Desk that have recently been converted to staff use
 - 3 Area calculations include storage space in Marro (1,000 sf) and Tepper Building (500 sf).

Key Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

Collection Summary

Note: Nearly all collection codes are separate shelving areas within each area. For example, all items in the Mystery collection are separate from the Fiction collection, but one collection begins right where the other ends (i.e. they are adjacent but not interfiled).

Collection Name	VOL/LF	% Typically Circulating	Current Collection Count	Future Collection Count	Change	Notes
Collection Totals			272,656	271,480	-0.43%	
Adult Print Collections			140,584	140,591		
Adult Biography	10	3%	4,140	4,140	0%	
Adult Board Games	2	40%	263	270	3%	
Adult Fiction	10	7%	67,870	67,870	0%	
Adult Graphic Novels	15	10%	5,580	5,580	0%	
Adult International Languages	12	4%	560	560	0%	
Adult Large Print	11	5%	3,430	3,430	0%	
Adult Library of Things	4	24%	200	200	0%	
Adult Magazines	1	0%	101	101	0%	
Adult Non-Fiction	12	7%	57,990	57,990	0%	
Adult Reference	15	0%	450	450	0%	
Adult Media Collections			46,460	41,910		
Adult NF DVDs	30	6%	4,690	4,690	0%	
Vinyl Recordings	30	34%	480	960	100%	
Adult Entertainment DVDs	30	20%	18,980	18,980	0%	
Adult Music CDs	30	4%	17,550	14,040	-20%	
Adult Books on Disc	30	4%	4,360	2,840	-35%	
Video Games	30	32%	400	400	0%	Actual storage at Lending
Special Collections - Stored in Staff Areas						
No Collection Scheduled	12	0%	0	0	0%	
Professional Collection - J	12	0%	540	540	0%	
Holds/Reserves - Part of Other Collections - Identified for space allocation purposes only.						
Entry-Recent Returns	10					
Entry-Reserves/Holds	9		670	1,000	49.25%	

Collection Summary

Note: Nearly all collection codes are separate shelving areas within each area. For example, all items in the Mystery collection are separate from the Fiction collection, but one collection begins right where the other ends (i.e. they are adjacent but not interfiled).

Collection Name	VOL/LF	% Typically Circulating	Current Collection Count	Future Collection Count	Change	Notes
Juvenile Media Collections			8,220	7,914		
J NF DVD	30	4%	1,040	1,040	0%	
J Entertainment DVD	30	9%	4,490	4,490	0%	
J Music CD	30	1%	1,160	1,160	0%	
J Books on Disc	30	2%	1,530	1,224	-20%	
Juvenile Print Collections			67,572	71,245		
J Big Books	20	3%	32	40	25%	
J Easy to Read	20	6%	4,580	4,810	5%	
J First Chapter	15	5%	4,200	4,410	5%	
J Picture Book	20	6%	15,790	16,580	5%	
J Parent Collection	12	5%	550	580	5%	
J Large Print	15	5%	55	60	9%	
J Fiction	15	5%	10,500	11,030	5%	
J Graphic Novel	30	12%	4,140	4,560	10%	
J Magazines	1	0%	5	5	0%	
J Non-Fiction	18	3%	23,920	25,120	5%	
J Fire Truck	18	20%	150	150	0%	
J Board Books	18	9%	2,960	3,110	5%	
J VOX	8	16%	300	400	33%	
J Library of Things	4	43%	390	390	0%	
Teen Collections			9,820	9,820		
Young Adult	12	8%	9,820	9,820	0%	
END OF SECTION.						

Seating Summary

Seat count is a primary indicator of the focus of space use in a building. The seat summary provides a sense of the overall balance of space allocations. Seat allocations include convenience seats as part of the entry paths, maximum practical meeting and program rooms seating, and typical activity room seating (maximum occupancy in these spaces could be higher depending on the nature of the activity).

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
Entries, Checkout, & Amenities	0	0	0	0	0	0	0	0	0	0	0	0	0
Multi-Purpose Rooms	188	0	0	0	0	0	0	0	150	0	0	0	38
Adult Services	211	138	19	0	0	70	9	40	0	48	8	25	0
Teen Services	16	16	0	0	0	0	0	16	0	0	0	0	0
Children's Services	85	30	4	0	0	4	2	20	0	4	0	7	44
Champaign County Historical A	96	48	0	0	0	0	0	48	48	0	0	0	0
	596	232	23	0	0	74	11	124	198	52	8	32	82
Percentage of total seating	100%	39%							33%	9%		5%	14%

	General Seats	Multi-Purpose Room Seats	Activity / Study Seats	Technology Seats	Maker / Active Learning Seats
Multi-Purpose Rooms	0	150	0	0	38
Adults	138	0	48	25	0
Teens	16	0	0	0	0
Children	30	0	4	7	44
CCHA	48	48	0	0	0
Total	232	198	52	32	82

END OF SECTION.

A Program of Spaces for the
Expansion and Renovation of
The Urbana Free Library

Part 2

Library Space Requirements

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An Entry is the first impression of the building. It must be uncluttered, inviting and easily understood by a wide range of patrons and first-time visitors to the Library. It is the focus of basic account-related member services, including registration and checking out of materials. It is the first and largest crossroad within the building and must offer clear connections to the highest trafficked portions of the building as well as those other service and collection zones more removed from the most active zones.

This is also the last interior space to be visited by a patron. The outbound experience is a lasting impression and should be positive. Checkout should be apparent, support queuing, and allow for staff assistance to patrons who are having trouble with or learning the system. The path to non-secure zone spaces, exterior amenities, the street, and the parking should be intuitive, safe, and inviting.

There is a corresponding staff zone that is as key to the effective operation of the facility as the public zone is to the overall patron experience.

Summary of Assignable Spaces		Programmed						
ZONE	SPACE	FLOOR	G	1	2	3	AREA (SF)	
SOUTH ENTRY ZONE								
PUBLIC	South Entry Lobby - Building Entry	G	373				373	
PUBLIC	South Entry Lobby - Upper Lobby	1		410			410	
PUBLIC	PSP - Lending Services	1		750			750	
PUBLIC	Held Books	1		97			97	
PUBLIC	Friends of the Library Sale Area	1		69			69	
EAST ENTRY ZONE								
PUBLIC	East Entry Lobby	1		755			755	
PUBLIC	Gallery/Exhibition Area	1		721			721	
FLEXIBLE								
PUBLIC	Second Floor Arrival, Gallery/Exhibition Areas	2			230		230	
Department Assignable			373	2,802	230	0	3,405	
Department Non-Assignable			10%	38	281	23	0	341
Department Total			411	3,083	253	0	3,746	

Key Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor
 PSP = Public Service Point

	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
			General Reader Seats		Seats at X person tables (T), booths (B)				P	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
Entries, Checkout, & Amenities	0	0	0	0	0	0	0	0	0	0	0	0	0

South Entry Lobby - Building Entry	0 seats	0 PACs	0 computers	373 SF
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Function & Design Issues

General Considerations

- 1 Most libraries should have only one public entry. The location of this building suggests that multiple entry points are more appropriate/ required. These points should, as much as possible, bring patrons and visitors together at a single or limited number of arrival points. Consider how this/these arrival points are arranged with respect to the building security system and theft detection system.
- 2 Locate the entrance as conveniently as possible to parking, bicycle racks, pedestrian paths, and transit stops.
- 3 The public restrooms and meeting rooms should be intuitively and conveniently accessible from the lobby. From the South Entry Lobby, access to the meeting rooms (Community Room) is via the stairs or elevator. Arrange the lobby to allow controlled access to and from the restrooms and meeting rooms outside normal library hours of operation.
- 4 Climate-controlled vestibules and airlocks to moderate transition from the exterior to the library. Arrange doors and airlocks to accommodate large groups moving in and out of the building at peak times.
- 5 Allow sufficient space to provide for general orientation, determine routes to various service points, and comprehend the general arrangement of the building. This orientation should include direct visual connection to stairs and elevators serving adjacent levels. Provide adequate space to navigate the security system.
- 6 Provide a sense of openness and spaciousness.
- 7 At least one member of the staff should have direct line of sight through the lobby to the entry doors and visual control over the entry, the meeting room doors, and the restroom doors.
- 8 Except for the security gates, the furnishings and displays or other equipment in this area should be mobile as the Library anticipates frequent rearrangement of the space throughout the year.
- 9 This is the public's first opportunity to engage with the Library's services. New and featured book display should be incorporated in some impactful way.

TUFL Specific Considerations

The existing building does a good job of addressing many of these considerations. Other aspects of entry should be improved if possible within budget and site constraints.

- 1 **Public entry to the Library**
For effective access for patrons with disabilities, the main entry vestibule will be on two levels as in the current Library, one space at street level and the second space at the level of the Library's main floor. The connection between street level and the main floor will be by both stairs and elevator.
- 2 **Restrooms**
The restrooms should continue to be on the main floor outside the Library security gates to prevent patrons from bringing into the main restrooms Library materials that have not been checked out.
- 3 **Security gates**
The Library's security gates will continue to be between the main floor of the vestibule and the rest of the main floor.

- 4 Outside waiting area
An exterior shelter to allow people to stand outside the Library without being soaked by rain. Bench for people waiting to be picked up.
- 5 Accessibility
The designers will strive to make the Library entrance as accessible as possible to patrons with disabilities. Staircase railings will be at two heights to accommodate both adults and children. Steps will have anti-slip surfaces, and the edges of steps will be extremely visible to people walking downstairs. Curb cuts in sidewalks outside the entrance will have non-slip surfaces.
- 6 Book return slots
The Library has reinstated use of the book return slots in the current south entry vestibule. Material handling and ease of patron access/use should be reviewed as part of the design process.
- 7 Pickup Lockers
The Library will reevaluate the pickup lockers in the current entry vestibule, since leaving the vestibule unlocked when the rest of the Library is closed represents a serious security issue. As a result of this problem, the lockers have never been used. Although weatherproof lockers were not available at the time the 2005 addition was planned, they are currently available.

For library buildings as large as Urbana’s, the heaviest use of pickup lockers appears to be from patrons who don’t want to come into the Library rather than from patrons who want after-hours access. Many of these people want to pick up books without bringing their passengers into the Library, and for this reason a parking space needs to be located directly adjacent to the pickup lockers.

Placement

The Library is considering reorganizing the entry and overall patron access. If the Library maintains its current entry system, all patrons will enter through the vestibule, travel to the main floor, pass through the security gates, and then go to the rest of the Library. The Library is considering use of the existing elevator to allow patrons direct access to any floor. This option will require studies of possible security systems and staffing. The design team will need to consider variations on these approaches in the reorganization of the entry area.

Adjacencies

Primary Parking, Entry Plaza, Upper Lobby, Elevator, Main Entry Stairs
Secondary Restrooms

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Airlock/Vestibule		1	120	120
Orientation Area - Secondary	Waiting Area.	1	100	100
Exhibit - Wall mounted	Commemorative Displays.	1	25	25
Pickup Lockers	After Hours Pick-Up in Lobby.	1	45	45

Storage Room - Medium	Outreach Services storage of tent(s), folding tables (4) and chairs (2), an outreach cart, and anything else we might purchase in the future. It's easiest for staff that this be located near the entrance so heavy tents and tables aren't being transported between floors.	1	75	75
Depressible Book Bins	Interior Material Return at Exterior Wall.	0	30	0
Display-Bulletins		1	8	8
				373

Furniture	Qty	units provide	0	seats total	Area	
					Unit SF	SF
Seating-Bench	0	units provide	0	seats total	15	
				0		0

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Finishes Heavy duty. Bright walls and ceilings for maximum light distribution.
 Extremely water-resistant floor, such as anti-slip ceramic tile with very dark grout.
 Slippery when wet, terrazzo and smooth-glazed ceramic tile will not be used for the vestibule floor.
 Walk-off flooring in the vestibule floor to limit tracking of water and slush into the Library.

Signage Hours of operation, rules of use, and general facility signage.
 Emergency contact information.

Display Video Display: Digital sign by the main entrance. The sign will list Library events only rather than general community events.
 Wall space for plaques commemorating the construction of the building, both new plaques and those from the original 1918 building and the 1975 and 2005 additions.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Quick response heating and cooling to buffer against heat gain, heat loss, unwanted breezes.
Power	To support cleaning and maintenance operations.
Data	Support displays, wireless access for Entry Plaza and waiting areas.
Lighting	Substantial levels of illumination. Warm, welcoming lighting to make the Library attractive to people approaching the building after dark. Although vestibule lighting is not often needed for reading, vestibules with well-lighted walls and ceilings are far more welcoming to patrons. The light fixtures selected will have opaque centers to conceal the presence of dead bugs. They will probably be too high to be serviced by Library staff.
Security	Access Control and Emergency Contact Systems should be reviewed with Library and City. Video surveillance is required.
Other	People counter placed to count all people entering or leaving the building.

South Entry Lobby - Upper Lobby	0 seats	0 PACs	0 computers	410 SF
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Function & Design Issues

This is a continuation of the South Entry. It is reached by a main stair and elevator and connects the Building Entry Lobby to the primary public restrooms, material return slots, and entry into the secure area of the building. As such it should feel part of the arrival/welcoming experience and introduce patrons to the featured services available within.

Allow sufficient space to provide for general orientation, determine routes to various service points, and comprehend the general arrangement of the building. This orientation should include direct visual connection to stairs and elevator serving adjacent levels. Provide adequate space to navigate the security system.

Except for the security gates, the furnishings and displays or other equipment in this area should be mobile as the Library anticipates frequent rearrangement of the space throughout the year.

At least one member of the staff should have direct line of sight into the lobby to the entry doors and visual control over the entry and the restroom entrances.

Provide a sense of openness and spaciousness.

This is the public's first opportunity to engage with the Library's services. Featured services should be visible in some impactful way.

Adjacencies

Primary	PSP - Lending Services	Lending Services Workrooms - North
Secondary	Elevator, Stair	Custodial Closet 1
	Multi-Purpose Rooms	

Special Use Spaces

	Notes	Qty	Area		
			Unit SF	SF	
Airlock/Vestibule	In Building Entry.	0	120	0	
Orientation Area - Primary	First Floor - in bound allowance.	1	150	150	
Orientation Area - Primary	First Floor - out bound allowance.	1	150	150	
Theft Detection Zone		1	60	60	
Literature Racks		1	20	20	
Exhibit - Wall mounted	Commemorative Displays.	1	25	25	
Video Display		1	5	5	
				410	

Collections

	Collection Size			Shelving Typology						Area	
	Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per section)	Area required based on density factor
None											1.15
										0	0

Furniture					Area	
	Qty				Unit SF	SF
Seating-Lounge	0	units provide	0	seats total	40	
						0
						0

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty. Bright walls and ceilings for maximum light distribution.

Extremely water-resistant floor, such as anti-slip ceramic tile with very dark grout.

Slippery when wet, terrazzo and smooth-glazed ceramic tile will not be used for the vestibule floor.

Signage Hours of operation, rules of use, and general facility signage.

Emergency contact information.

Video Display: Digital sign by the main entrance. The sign will list Library events only rather than general community events.

Additional space for plaques, memorials, recognitions.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Quick response heating and cooling to buffer against heat gain, heat loss, unwanted breezes.
Power	To support cleaning and maintenance operations.
Data	Integrate inventory control system with material return slots to adjacent Staff Workroom.
Lighting	Substantial levels of illumination. Warm, welcoming lighting to make the Library attractive to people approaching the building after dark. Although vestibule lighting is not often needed for reading, vestibules with well-lighted walls and ceilings are far more welcoming to patrons. The light fixtures selected will have opaque centers to conceal the presence of dead bugs. They will probably be too high to be serviced by Library staff.
Security	Access Control and Emergency Contact Systems should be reviewed with Library and City. Video surveillance is required.
	Theft Detection System antennae. Coordinate locations with manufacturer to maximize effectiveness of sensors.
Other	

PSP - Lending Services	0 seats	0 PACs	0 computers	750 SF
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Function & Design Issues

The traditional Circulation Desk is replaced with a service point to facilitate welcome, way-finding, registration, payment of fines, reservations and other account management functions for in-bound patrons and support patron use of the checkout-kiosks.

Specific functions include:

- Greeting patrons as they arrive at the Library.
- Issuing library cards.
- Checking out books and other materials.
- Answering patron questions on a wide range of issues.
- Registering patrons for Library events.
- Supervising the public entrance to the Library and the security gates.
- Conducting financial transactions and selling Library merchandise.
- Providing curbside pickup service for patrons who are unable to enter the Library.

Placement

Recognizing the limitations imposed by the building's geometry, the desk will be placed to provide the staff with maximum oversight of the main floor of the Library.

Features and equipment

- Readily visible, accessible and welcoming.
- Provided as a convenience in the entry area for those with mobility issues, those waiting for others to arrive or complete their library transactions, and to supplement the consultation seating provided in support of the registration functions of the PSP.
- Form varies based on Library's functional requirements and aesthetic preference. The desk will be modular and designed to be reconfigured or relocated when necessary. Unlike the current desk, it will not have a continuous top and will not be curved.
- The "welcoming/account" functions should not be the first thing encountered but should be easily visible and off to one side of the primary travel path.
- The "checkout" component should have line-of-sight connection and easy access to the nearby checkout kiosks. The intent of the Library is to have a vast majority of checkout completed by the public at kiosks. Patrons needing assistance should be apparent to the staff at the Public Service Point. Staff at this desk will move to a checkout kiosk to assist members who cannot or prefer not to use the checkout kiosks.
- Arrange the PSP to back up to the workroom.
- There will be a minimum of two exits from behind the desk, so that staff members cannot be trapped there, but there will be floor space available if the Library needs additional exits from behind the PSP.
- Provide space in front of the desk for Library patrons to wait to be served and for other Library patrons to comfortably pass by the PSP and people waiting to be served.

Adjacencies

Primary	South Entry Lobby - Upper Lobby Children's Services	Lending Services Workrooms - North
Secondary	East Entry Lobby	

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
PSP Staff Outpost	Lending: Small, light-weight presence to assist patrons, support others at checkout kiosks and aid in orientation. Stand-up height (adjustable) and ADA-height sections needed. Consider height-adjustable surfaces. Provide leg room at all locations.	2	60	120
PSP Staff Outpost	Reference: Small, light-weight presence to assist patrons, support others at checkout kiosks and aid in orientation. Stand-up height (adjustable) and ADA-height sections needed. Consider height-adjustable surfaces. Provide leg room at all locations.	1	60	60
Orientation Area - Primary	Arrival at crossroads of paths from South Entry Lobby and the primary east-west axis running through the First Floor.	1	150	150
Orientation Area - Secondary	Just some moving around space to make it all work - PSP specific.	1	100	100
PSP Credenza	Stores incidental items needed for patron service.	0	50	0
Storage-Shelving Unit	Stores incidental items needed for patron service.	0	9	0
Checkout Kiosk	These are the 2 near Marketplace. Others include 1 at Stair to 2nd Floor and 1 in Children's Services.	2	50	100
Checkout Kiosk Queue	Assume 3 people queuing at each kiosk.	12	10	120
Orientation Area - Secondary	Just some moving around space to make it all work - General area.	1	100	100
				750

Seating

	Qty				Area	
					Unit SF	SF
Seating-Consultation	0	units provide	0	seats total	0	
						0

Furniture

Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

All workstations will have smooth frontage with toe kicks and matching toe kicks on their Library patron sides.

Each lending workstation will be 60 inches wide. The workstation for standing staff will be 40 inches high, while the accessible workstation for seated staff will be 30 inches high. Tops will be 30 inches deep, with an additional eight or nine feet behind the desk for equipment and for staff to pass back and forth.

The insides of workstations will be open to allow new inserts holding lending equipment to be constructed as equipment changes.

The seated-height workstation will meet all applicable ADA and Illinois accessibility codes.

As much as possible, cable management will conceal wiring from Library patrons to prevent children from tugging at computer wires.

Desktop space for a telephone, keyboard, computer monitor arm, RFID pad, receipt printer, credit card reader, and other equipment required, in addition to space required to slide books back and forth and to stack books when a single patron has a large number of books.

Drawers for cash, for keyboards, and for miscellaneous equipment. Drawers will have double-extension, ball-bearing hardware. The insides of drawers will be light-colored to make it possible to see objects in the drawers.

Counting the desktops, lending desk units will be seven feet from the front to any shelving or other furniture behind the desk. This number is based on two feet for the desktop, and five feet of walking space.

The reference staff workstation will be eight feet wide and 30 inches deep. The height will be adjustable. It will have desktop space for a computer, receipt printer, laser printer, and drawers for notary supplies. As with other service desks, all drawers will have double-extension hardware and light interiors.

Desktop surfaces will be of a medium hue, neither very dark nor very light, both of which cause major eyestrain.

Equipment

Checkout Kiosks

PSP Workstations telephone, keyboard, computer monitor arm, RFID pad, receipt printer, credit card reader, and other equipment required

Finishes

Heavy duty High-traffic flooring, acoustic control is important.

Signage

Self-service aspect should be clear to patrons with a hierarchy of signage from basic wayfinding to specific instructions on self-check process.

Coming Events sign - digital

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**.

HVAC

Power

Data

Lighting

Security

Other

Special Equipment

	Item	Width	Depth	Height	Data connection?	Voltage	Amperage	Type	New	Existing
1	CASH REGISTER									
2	CREDIT CARD MACHINE, shared between two stations									
3	BAR CODE SCANNER									
4	COMPUTER									
5	RFID PAD									
6	RECEIPT PRINTERS									
7										
8										
9										

Held Books	0 seats	0 PACs	0 computers	97 SF
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Function & Design Issues

- Shelving for Holds
- Shopping bags
- Ample floor space to ease access

Placement

Clearly visible from the entrance but out of the primary flow of members entering or leaving the building.
Near or in the Marketplace.

Adjacencies

Primary Entry vestibule, PSP-Member Services, Checkout Kiosks
Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Video Display		1	5	5
				5

Collections

	Collection Size			Shelving Typology					Area		
	Collection Size	% typically in circulation	# of volumes to store	Rate (vo//lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per section)	Area required based on density factor
	Entry-Reserves/Holds	1,200	0%	1,200	12	72	6	0.75	162	8	10.00
									8	92	

Seating

	Qty	units provide	0	seats total	Area	
					Unit SF	SF
Seating-Bench	0	units provide	0	seats total	0	
						0

Furniture

Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

- Equipment** Coordinate specifics during design phase.
- Finishes** Heavy duty High-traffic flooring, acoustic control is important.
- Signage** Self-service aspect should be clear to patrons, post copyright protocols near copy center.
Clearly sign Holds or Reserves.

Display

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure
Fire Protection
Plumbing
HVAC
Power
Data
Lighting
Security
Other

Friends of the Library Sale Area	0 seats	0 PACs	0 computers	69 SF
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Function & Design Issues

The sale area is developed as a retail space with contemporary display techniques and a browsing-friendly atmosphere. Attractive retail-style display of a wide variety of giftware, used books, media, and similar items. Self-service beverages if there is no cafe or no easy access to refreshments as part of mixed-use development. Sales occur at **PSP - Lending Services**

Placement

Part of the overall public arrival zone associated with main entry (South Entry) but decidedly a secondary element. High visibility

Adjacencies

Primary PSP - Lending Services South Entry Lobby - Upper Lobby
 Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Workstation-Desk/Linear	Workstation/display	0	40	0
Orientation Area - Secondary	Moving around space	0	100	0

0

Sales Area Shelving

	Collection Size			Shelving Typology						Area	
	Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per section)	Area required based on density factor
No Collection Scheduled	864	0%	864	12	72	6	0.75	162	6	10.00	69
									6		69

1.15

Furniture

Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment

Coordinate specifics during design phase.

Finishes

Heavy duty High-traffic flooring, acoustic control is important.

Signage

Coordinate specifics during design phase.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Ventilation, high occupancy level, aging materials require frequent air exchanges.
Power	
Data	
Lighting	Display lighting at key points.
Security	Lockable zone.
Other	Shelving is a mix of merchandising and capacity strategies to make the most of the available area.

East Entry Lobby	0 seats	0 PACs	0 computers	755 SF
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Function & Design Issues

General Considerations

Most libraries should have only one public entry. The location of this building suggests that multiple entry points are more appropriate/ required. These points should, as much as possible, bring patrons and visitors together at a single or limited number of arrival points. Consider how this/these arrival points are arranged with respect to the building security system and theft detection system.

Allow sufficient space to provide for general orientation, determine routes to various service points, and comprehend the general arrangement of the building. This orientation should include direct visual connection to stairs and elevator serving adjacent levels. Provide adequate space to navigate the security system.

This is the public's first opportunity to engage with the Library's services. New Book display should be incorporated in some impactful way. It can be a small area, mobile, lots of face-out display.

Provide a sense of openness and spaciousness.

At least one member of the staff should have direct line of sight through the lobby to the entry doors and visual control over the entry, the meeting room doors, and the restroom entrances.

Except for the security gates, the furnishings and displays or other equipment in this area should be mobile as the Library anticipates frequent rearrangement of the space throughout the year.

TUFL Specific Issues

The existing building does a good job of addressing many of these considerations. Other aspects of entry should be improved if possible within budget and site constraints.

Maintain the existing entry as an iconic and functional entry to the building and access to the east porches.

Climate-controlled vestibules and airlocks to moderate transition from the exterior to the Library should be studied. This may not be feasible given the configuration of the interior spaces. Arrange doors and airlocks to accommodate large groups moving in and out of the building at peak times.

Adjacencies

Primary	Public Service Point - Adult Services	
Secondary	Elevator, Stair	South Entry Lobby - Upper Lobby

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Airlock/Vestibule		1	120	120
Orientation Area - Primary		1	150	150
Theft Detection Zone		1	60	60
Literature Racks		1	20	20
Checkout Kiosk		0	50	0
Checkout Kiosk Queue		0	10	0
Workstation-Outpost		0	60	0
Exhibit - 3D	Could be seating, collection, exhibit or other use.	5	80	400
Video Display		1	5	5
				755

Furniture

	Qty				Area	
					Unit SF	SF
Seating-Bench	0	units provide	0	seats total	0	
Seating-Lounge	0	units provide	0	seats total	0	
Seating-Other	0	units provide	0	seats total	0	
				0	0	

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.

Entry zone floors and walls should be durable and easy to clean.

Signage Hours of operation and general facility signage on or near door.

Instructions regarding donated materials and library material return.

Coming Events - digital

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure

Fire Protection

Plumbing

HVAC Airlock vestibule requires special consideration.

Power To support cleaning and maintenance operations.

Data

Lighting

Security Surveillance cameras; inner and outer doors controlled separately.

Other

Gallery/Exhibition Area	4 seats	721 SF
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Function & Design Issues

This is a key element in expanding the Library's ability to attract traveling exhibitions or displays of artistic, scientific, or other educational merit to the community. Potential exhibit sources include the Smithsonian Institution. Guidelines for traveling exhibits should be used in determining the detailed design requirements for this space.

Supplemented by Secondary exhibits scattered throughout the building (typically 80 sf each) and other "found" display space throughout the building.

Provide ample viewing and movement space to support small groups.

Provide ability to support display of tall elements. A high floor-to-ceiling or a two-story space should be discussed with the Library. This may be a multi-purpose/large meeting room.

Direct sunlight is NOT to shine on exhibition panels or walls. Consider shading or filtering of light.

Preferably not a hallway or, if necessary, a hallway wide enough to allow movement in a zone distinct from a viewing zone.

Positioned to afford good sightlines from staff in adjacent departments is helpful, although not required. Situated so it can be easily walked-through by a staff person or security every half-hour (for monitoring/security) while an exhibition is in place.

Close to, or accessible from, a freight elevator / loading dock with delivery access. An alternate may be a simple direct path from loading areas to exhibit areas. Door height and width should be considered as part of this evaluation.

Placement

This area is intended for a combination of three-dimensional and flat art or other display. This space could be located at any of a number of "crossroads" within the building. The goal is to maximize visibility while allowing a measure of protection from accidental damage due to high volumes of traffic moving through the building.

As an alternative to a single, larger Gallery/Exhibition area, a set of smaller spaces of similar characteristics (visible but out of the primary movement paths) can be provided.

On occasion, the Community Room, or part thereof, can function as a home for a traveling exhibit or special exhibition.

Adjacencies

Primary May be located away from Entry Zone.

Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Exhibit - 3D	Space should be arranged to support display of one or two large elements or a series of smaller displays.	6	80	480
Exhibit - Wall mounted		6	25	150
Storage Room - Medium	Display hardware, stands, easels, etc.	1	75	75
				705

Seating

	Qty			Area	
				Unit SF	SF
Seating-Bench	2	units provide	4	seats total	16
				4	16

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes High-traffic flooring, acoustic control is important.

Signage Maintain building standard.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	Capable of supporting point loads of display systems and distributed loads of heavy exhibits.
Fire Protection	
Plumbing	
HVAC	Building standard. Displays or exhibits requiring special environments will be housed in environmentally controlled display cases.
Power	Extensive, capable of supporting power or data-driven interactive display units.
Data	Extensive, capable of supporting data-driven interactive display units.
Lighting	Adjustable, suitable for exhibits of light-sensitive materials.
Security	Extensive coverage by video surveillance system.
Other	

Second Floor Arrival, Gallery/Exhibition Areas

230 SF

Function & Design Issues

This is a continuation of the path of the Main Stair and connects the South Entry Lobby to the public service areas of the second floor. As such it should feel part of the arrival/welcoming experience and introduce patrons to the featured services available upon arrival.

Allow sufficient space to provide for general orientation, determine routes to various service points, and comprehend the general arrangement of the building. This orientation should include direct visual connection to stairs and elevator serving adjacent levels. Provide adequate space to navigate the security system.

Provide a sense of openness and spaciousness.

At least one member of the staff should have direct line of sight into the lobby to the entry doors and visual control over the entry and the restroom entrances.

Furnishings and displays or other equipment in this area should be mobile as the Library anticipates frequent rearrangement of the space throughout the year.

This is the public's first opportunity to engage with the Library's 2nd Floor services. Featured services should be visible in some impactful way.

Specific functional needs will vary but should anticipate to:

- Support traveling exhibits.

- Supplement other "found" display space throughout the building.

- Provide ample viewing and movement space to support small groups.

- Provide space to orient a member to adjacent spaces.

Adjacencies

Primary

Public Service Point - Adult Services

Champaign County Historical Archives

Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Orientation Area - Primary		1	150	150
Exhibit - 3D	Space should be arranged to support display of one or two.	1	80	80
Exhibit - Wall mounted	"Found" wall space.	0	25	0
Storage Room - Small	Display hardware, stands, easels, etc.	0	36	0

230

	Qty			Area	
				Unit SF	SF
Seating-Bench	0	units provide	0	seats total	0
				0	0

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.

Signage Typical room signage. Coming Events - digital.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	
Power	Extensive, capable of supporting power or data-driven interactive display units.
Data	Extensive, capable of supporting data-driven interactive display units.
Lighting	Adjustable, suitable for exhibits of light-sensitive materials.
Security	Extensive coverage by video surveillance system.
Other	

END OF SECTION.

Multi-Purpose Rooms

5,858 sf

These spaces support the programs, events, and other gatherings that are a major component of library services.

These spaces are to be prominent and support easy, programmed use as well as unstructured or casual access.

Operation outside of normal hours is required. Specifics should be discussed with the Library. The program rooms and a group of restrooms will be directly accessible from the main entry vestibule, allowing the rest of the Library to be locked while programs are in progress. However, this arrangement may not be possible with the current building.

These may be as part of the entry or exhibit zone (if centralized) or they may be arranged as one or more destination spaces to anchor pathways through the building. If configured as a destination space, access is required to restrooms and egress paths.

The rooms should be constructed with flat floors to support a wide array of simultaneous events. All multi-purpose rooms will be simple rectangles.

Some ability to open the multi-purpose room or rooms to the exterior and to the interior of the Library is desired to support overflow crowds, major community events, and use as exhibit space. OR Access to program rooms will be from inside the Library. There will be no direct exterior access to or from program rooms.

Summary of Assignable Spaces		Programmed					AREA (SF)
ZONE	SPACE	FLOOR	G	1	2	3	
PUBLIC	New Auditorium Lobby	1		1,050			1,050
PUBLIC	New Auditorium	1		1,910			1,910
PUBLIC	Maker Space Lobby	G	560				560
PUBLIC	Maker Space	G	1,805				1,805
Department Assignable			2,365	2,960	0	0	5,325
Department Non-Assignable		10%	G	533			533
Department Total			2,898	2,960	0	0	5,858

Key Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

By virtue of being multi-purpose, the community rooms can support a variety of seating arrangements, summarized in the following tables.

New Auditorium

150 seats at	10 sf per seat	meeting style	1,500 sf
100 seats at	15 sf per seat	seats at training tables	1,500 sf
60 seats at	25 sf per seat	seats at banquet tables	1,500 sf
214 seats at	7 sf per seat	code minimum, standing room	1,500 sf

Maker Space**Use as Medium Multi-Purpose Room**

80 seats at	10 sf per seat	meeting style	800 sf
53 seats at	15 sf per seat	seats at training tables	800 sf
32 seats at	25 sf per seat	seats at banquet tables	800 sf
114 seats at	7 sf per seat	code minimum, standing room	800 sf

Use as Maker Space

38 seats at	various activity stations in Maker Space Configuration		
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SECTION CONTINUES ON NEXT PAGE.

New Auditorium Lobby 1,050 SF

Function & Design Issues

This is space dedicated to the gathering of people in advance of or following an event in one of the multi-purpose spaces. Readily visible, accessible, and welcoming to all visitors and patrons.
 Support patrons who arrive early or late to events, waiting.
 Scattered casual seating, though not specifically scheduled, should be considered.
 Support access before or after normal hours of operation.
 Space for a variety of artistic, historical, scientific, cultural, and/or educational displays.

Adjacencies

Primary New Auditorium
 Secondary Public Restrooms

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Pre-Event Space	Calculated at 7 sf/person form 1/2 of maximum occupancy	150	7	1,050
				1,050

Equipment Coordinate specifics during design phase.
Finishes Heavy duty.
Signage Typical room signage.
 Digital signage system.
Display Wall space for display of various materials.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Zoned to align with Multi-Purpose Rooms, Entry Lobbies.
Power	Floor and wall receptacles to support displays, registration, exhibits; maintenance functions.
Data	Accessible to users - above work surface, not at floor level.
Lighting	Supportive of general use, exhibits, gallery functions.
Security	Access Control (?) Secured from other portions of the Library by means of coiling grills or similar devices, attractive, easy to open or close, supportive of egress in panic conditions.
Other	Separate zone on paging system. People will keep their coats with them. No coat management system/accommodation is needed.

New Auditorium	150 seats	1,910	SF
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Function & Design Issues

- Readily visible, accessible, and welcoming.
- Support patrons who arrive early or late to events.
- Support access before or after normal hours of operation.
- Access to the exterior if possible to support programming efforts.
- Flat floor.
- Full and normal compliment of smart-technology presentation equipment.

Adjacencies

- Primary New Auditorium Lobby
- Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Storage Room - Tables/Chairs	Tables, chairs, accessible without passing through program; located in separate room	2	120	240
Kitchenette		1	80	80
Podium		1	25	25
Stage	Program rooms will not have stages.	0	200	0
Operable partition stacking area	Program rooms will NOT have movable room divider walls.	0	16	0
Operable partition aisle space	Program rooms will NOT have movable room divider walls.	0	150	0
Meeting Rm Craft Storage		1	40	40
Equipment Rack - Media		1	25	25
Light/Sound Lock		0	100	0
				410

Seating

	Qty	units provide	seats total	Area	
				Unit SF	SF
Seating-Meeting	150	units provide	150 seats total	10	1,500
				150	1,500

Furniture	Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.
Chairs	Lightweight chairs on casters or lightweight stackable chairs. Chairs will be selected for comfort and appearance from samples provided by vendors.
Tables	Tables will be on locking casters with tops that flip vertically for storage. Tables will be large enough to seat two people on each side.
Equipment	
Projection	<p>Ceiling-mounted digital projector. The general contractor will provide a bracket and power for the projector, while the Library will purchase its own projector.</p> <p>Power-driven screen with key switch.</p> <p>Speaker system. This is in support of speech and A/V. Musicians are expected to bring their own equipment.</p> <p>Lectern with separable microphone, connected to the speaker system.</p> <p>Wall-mounted projection and speaker controls.</p> <p>Assisted listening system.</p>
Kitchenettes	<p>Alcove work areas rather than separate rooms.</p> <p>Apartment-sized refrigerators on their own circuits.</p> <p>Adult-height (ADA compliant) counters with deep sinks and gooseneck faucets, providing enough clearance for deep containers to be filled.</p> <p>Locking cabinets and drawers. Drawers will have ball-bearing, double-extension hardware. Locks will enable the cabinets and drawers to be used to store the Library's hospitality supplies.</p> <p>Power-driven vent.</p> <p>Kitchenettes will have NO STOVES or other cooking equipment.</p>
Finishes	Heavy duty.
Ceilings	<p>Ceilings will provide clearance for lighting that enables people to see projected images over the heads of people sitting in front of them, and to make the height of the ceiling proportionate to the size of the room.</p> <p>Acoustic tile ceilings.</p> <p>The ceilings will NOT have perimeter soffits. If a more finished look is needed, rooms will stylistically appropriate enhancements that maintain access to plenum, preserve acoustic control, and do not interfere with light distribution patterns.</p>
Walls/Acoustics	<p>To prevent annoying echoes, the back walls of program rooms will have durable acoustic surfaces.</p> <p>All program room walls will continue past suspended acoustic ceilings to the undersides of the roof or of the floors above.</p>
Signage	<p>Typical room signage.</p> <p>Digital signage system.</p>
Display	Wall space for displays of various materials.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	Clear span of seating and presenter area.
Fire Protection	
Plumbing	Sinks, plaster traps.
HVAC	Zoned to align with Multi-Purpose Rooms, Entry Lobbies. Power-driven vent.
Power	<p>Floor and wall receptacles to support displays, registration, exhibits; maintenance functions. Open counter space with outlets every 18 inches supplied by a minimum of four separate 20-amp electrical circuits, in addition to any power supplies for the refrigerator. Power-driven vent.</p> <p>Outlets will be located every six to eight feet on all perimeter walls. All outlets will be tamper resistant (child-proof).</p> <p>Floor outlets on a grid of 10 x 10 feet or less, if the large program room is on a new floor slab. Outlets will be tamper resistant. Care will be taken to be sure the floor outlets align and are not twisted relative to each other or the room. In areas with existing floors, adding floor outlets may be prohibitively expensive, but they will be included with all new floors.</p>
Data	<p>Accessible to users - above work surface, not at floor level.</p> <p>Wall-mounted phone with access code for outside calls.</p>
Lighting	<p>Supportive of general use, exhibits, gallery functions.</p> <p>Lighting by means of pendant LED uplight fixtures as used in the rest of the Library building. (Care will be taken to be sure that no light fixtures interfere with the projection beams from the ceiling-mounted projectors.)</p> <p>Fixtures will be designed to be dimmable. As listed elsewhere, lighting will have a color temperature of between 3000 and 3500K and a CRI of not less than 90.</p> <p>The fixtures at the front of the room will be switched separately, to allow the front of the room to be lighter or darker than the rest of the room.</p> <p>There will be no recessed downlights, except perhaps where the pendant fixtures would interfere with the projector beam. In particular, there will be no perimeter soffits with recessed downlights.</p> <p>Lights will be switched with standard switches that are easy for users to understand. There will be no preset "scenarios" or "scenes."</p> <p>External windows will have blackout shades to avoid daylight from interfering with projected images. There will be no windows at the front of the rooms.</p>
Security	Access Control (?) Secured from other portions of the Library by means of coiling grills or similar devices, attractive, easy to open or close, supportive of egress in panic conditions.
Other	<p>Separate zone on paging system.</p> <p>If the program rooms have windows, there will be no windows at the front of the rooms. All program room windows will have light-blocking shades.</p>

Special Equipment

Item	Width	Depth	Height	Data connection?	Voltage	Amperage	Type	New	Existing
Projection									
AV Screen									
Sound amplification									
Assisted listening									

Maker Space Lobby 560 SF

Function & Design Issues

This is space dedicated to the gathering of people in advance of or following an event in one of the multi-purpose spaces. Readily visible, accessible and welcoming to all visitors and patrons.
 Support patrons who arrive early or late to events, waiting.
 Scattered casual seating, though not specifically scheduled, should be considered.
 Support access before or after normal hours of operation.
 Space for a variety of artistic, historical, scientific, cultural, and/or educational displays.

Adjacencies

Primary Maker Space
 Secondary Public Restrooms

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Pre-Event Space	Calculated at 7 sf/person form 1/2 of maximum occupancy	80	7	560
				560

- Furniture** Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.
- Equipment** Coordinate specifics during design phase.
- Finishes** Heavy duty
- Signage** Typical room signage.
Digital signage system.
- Display** Wall space for display of various materials.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
HVAC	Zoned to align with Multi-Purpose Rooms, Entry Lobbies.
Power	Floor and wall receptacles to support displays, registration, exhibits; maintenance functions.
Data	Accessible to users - above work surface, not at floor level.
Lighting	Supportive of general use, exhibits, gallery functions.
Security	Access Control (?) Secured from other portions of the Library by means of coiling grills or similar devices, attractive, easy to open or close, supportive of egress in panic conditions.
Other	Separate zone on paging system.

Maker Space	38 seats	1,805	SF
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Function & Design Issues

- Readily visible, accessible, and welcoming.
- Support patrons who arrive early or late to events.
- Support access before or after normal hours of operation.
- Access to the exterior if possible to support programming efforts.
- Flat floor.
- Full and normal compliment of smart-technology presentation equipment.

Adjacencies

- Primary Maker Space Lobby
- Secondary Teen Services

Special Use Spaces - Primary Use as Maker Space

	Notes	Qty	Area	
			Unit SF	SF
Meeting Rm Chair Storage	Tables, chairs accessible without passing through program	2	100	200
Kitchenette	Existing space, updated	1	80	80
Storage Room - Medium	Craft supplies	2	75	150
Equipment Rack - Media		1	25	25
Workstation-Outpost		1	60	60
Activity Rm: 1 -2 persons	Recording studio	1	60	60
Activity Rm: 1 -2 persons	Recording studio	0	60	0
Activity Station	General, laptop capable	20	25	500
Gaming Station		4	25	100
Network-Printer	3D printer	4	20	80
Network-Printer-Large Format	3D printer	1	30	30
Activity Station	Vinyl cutter	1	25	25
Activity Station	Sewing machines	4	25	100
Activity Station	Laptop computers	4	25	100
Activity Station	Drawing tables	4	25	100
Open Floor Area	Green screen and related open space	1	40	40
Network-Printer	3D printer	4	20	80
Workstation-Assembly Table	3D printer	1	75	75

Yellow highlighted spaces are included in occupant count **38** 1,805

Special Use Spaces - Secondary Use as Medium Multi-Purpose Room

	Notes	Qty	Area	
			Unit SF	SF
Storage Room - Tables/Chairs	Tables, chairs accessible without passing through program.	1	120	120
Kitchenette		1	80	80
Podium		1	25	25
Meeting Rm Craft Storage		1	40	40
Equipment Rack - Media		1	25	25
Operable partition stacking area		0	16	0
Operable partition aisle space		0	150	0
Light/Sound Lock		0	100	0
				290

Seating - Secondary Use as Medium Multi-Purpose Room

	Qty				Area	
					Unit SF	SF
Seating-Meeting	80	units provide	80	seats total	10	800
						80
						800

- Furniture** Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.
- Equipment** Coordinate specifics during design.
- Projection** Ceiling-mounted digital projector. The general contractor will provide a bracket and power for the projector, while the Library will purchase its own projector.
 Power-driven screen with key switch.
 Speaker system. This is in support of speech and A/V. Musicians are expected to bring their own equipment.
 Lectern with separable microphone, connected to the speaker system.
 Wall-mounted projection and speaker controls.
 Assisted listening system.
- Finishes** Heavy Duty. High-traffic flooring, acoustic control is important.
- Signage** Digital signage system
- Display**

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	Clear span of seating and presenter area.
Fire Protection	
Plumbing	Sinks, plaster traps.
HVAC	Zoned to align with Multi-Purpose Rooms, Entry Lobbies. Power-driven vent.
Power	Floor and wall receptacles to support displays, registration, exhibits; maintenance functions. Open counter space with outlets every 18 inches supplied by a minimum of four separate 20-amp electrical circuits, in addition to any power supplies for the refrigerator. Power-driven vent.
	Outlets will be located every six to eight feet on all perimeter walls. All outlets will be tamper resistant (child-proof).
	Floor outlets on a grid of 10 x 10 feet or less, if the large program room is on a new floor slab. Outlets will be tamper resistant. Care will be taken to be sure the floor outlets align and are not twisted relative to each other or the room. In areas with existing floors, adding floor outlets may be prohibitively expensive, but they will be included with all new floors.
Data	Accessible to users - above work surface, not at floor level. Wall-mounted phone with access code for outside calls.
Lighting	Supportive of general use, exhibits, gallery functions. Lighting by means of pendant LED upright fixtures as used in the rest of the Library building. (Care will be taken to be sure that no light fixtures interfere with the projection beams from the ceiling-mounted projectors.) Fixtures will be designed to be dimmable. As listed elsewhere, lighting will have a color temperature of between 3000 and 3500K and a CRI of not less than 90. The fixtures at the front of the room will be switched separately, to allow the front of the room to be lighter or darker than the rest of the room. There will be no recessed downlights, except perhaps where the pendant fixtures would interfere with the projector beam. In particular, there will be no perimeter soffits with recessed downlights. Lights will be switched with standard switches that are easy for users to understand. There will be no preset "scenarios" or "scenes." External windows will have blackout shades to avoid daylight from interfering with projected images. There will be no windows at the front of the rooms.
Security	Access Control (?) Secured from other portions of the Library by means of coiling grills or similar devices, attractive, easy to open or close, supportive of egress in panic conditions.
Other	Separate zone on paging system. People will keep their coats with them. No coat management system/accommodation is needed. If the program rooms have windows, there will be no windows at the front of the rooms. All program room windows will have light-blocking shades.

END OF SECTION.

The Adult Services zone provides space for the adult print collections, and various quieter patron activities.

The collection areas feature significant marketplace and other display techniques to support browsing, discovery, discernment, and fulfillment.

A portion of the "size/geometry" allowance for the building should be allocated to this area to support the preferred arrangement of genre-focused print collections and to support a browser-friendly arrangement. A balance of capacity and browsing is desired. Nearly all collection codes are separate shelving areas within each area. For example, all items in the Mystery collection are separate from the Fiction collection BUT one collection begins right where the other ends (i.e. they are adjacent but not interfiled).

The quieter spaces include small group study/activity rooms and the Quiet Reading Room and open seating. While spaces are use primarily for reading into the building, the spaces and furniture are flexible and will support special programs and events.

Summary of Assignable Spaces				Programmed					
ZONE	SPACE		FLOOR	P	1	2	3	AREA (SF)	
PUBLIC	Public Service Point - Adult Services	0 seats	2			637		637	
COLLECTIONS ZONE									
PUBLIC	AS General Patron Seating	121 seats	1		3,175			3,175	
PUBLIC	AS Print Collections	13,558 volumes	0 seats						
	Marketplace		1		2,512			2,512	
	General Stack Areas		2			7,570		7,570	
PUBLIC	AS Large Print Collection	3,430 volumes	0 seats	1	212			212	
PUBLIC	Adult International Languages	560 volumes	0 seats	1	32			32	
PUBLIC	AS Current Periodicals	101 titles	0 seats	1	206			206	
PUBLIC	AS Study Rooms	48 seats	1		1,440			1,440	
PUBLIC	AS Quiet Reading Room	17 seats	1		560			560	
PUBLIC	AS Audio Visual Collections	41,910 items	0 seats	1	823			823	
		59,559 physical items							
HANDS-ON LEARNING ZONE									
PUBLIC	AS Open Computing Lab	20	2			800		800	
PUBLIC	AS Classroom/CCHA Program Room	Located in CCHA							
Department Assignable					0	8,960	9,007	0	17,967
Department Non-Assignable		10%			0	896	901	0	1,797
Department Total		206			0	9,856	9,908	0	19,764

Key Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor
 PSP = Public Service Point

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
Adult Services	211	138	19	0	0	70	9	40	0	48	8	25	0

Public Service Point - Adult Services 0 seats 3 PACs 0 computers 637 SF

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
Public Service Point - Adult Services	0	0	0	0	0	0	0	0	0	0	3	0	0

Function & Design Issues

- Readily visible, accessible, and welcoming.
- Support patrons in their use of full range of Adult Services.
 - Registrations.
 - Answering telephone.
 - Interlibrary loan requests.
 - General patron assistance including wayfinding and finding materials.
 - Assisting patrons with computer use, providing observation of behavior at computer area.
 - Storage of various materials, handouts.
- Form varies based on Library preference. Consideration should be given to mobile, modular units capable of supporting staff and patron views of data.
- Line-of-sight connection to Entry area(s), restrooms, and screens of adult computer workstations.
- Designed to be relocated as needed. No element of the desk will be permanently installed.
- The arrangement of desk components will make clear which areas within the desk are for Library staff only.

Placement

All patrons entering or leaving the 2nd Floor Adult Services Area should pass near this service point upon arriving on this floor. Given the configuration of the building, the specific location may need adjusting depending on whether departments are moved or additional stairs or elevators are part of the expansion/renovation.

Adjacencies

- Primary
 - AS Open Computing Lab
 - AS Classroom/Classroom
 - AS Study Rooms
 - South Entry Lobby - Upper Lobby
 - AS Audio Visual Collections

Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
PSP Staff Outpost		3	60	180
Workstation-Back Counter	TDD, fax, telephone. Positioned as a workstation to provide view of patrons approaching the desk. Public side of the counter will have cash drawer for fines and fees (located to discourage would-be miscreants from reaching over the counter.	1	40	40
Orientation Area - Secondary	Just some moving around space to make it all work - PSP specific.	1	100	100
Bookcart	Near desk for processing of materials by staff or pages.	2	8	16
Computer-OPAC-Central		3	35	105
PSP Tablet/Laptop Cart	Vending device or recharging cart in support of loaning devices to patrons in the building.	1	36	36
Computer-Short Term	Online registration forms/sign-up; consider reuse of existing 3-in-1 unit.	1	35	35
Checkout Kiosk		1	50	50
Checkout Kiosk Queue		3	10	30
Storage-Shelving Unit	Supplies: Seasonally have summer reading supplies. Outside of that all current supplies are stored in drawers built into the desk. Things like new cards, electronic cords to check out, interlibrary loan paperwork, etc.	1	9	9
Photocopy Center	System printer for computer workstations. Pay station.	0	75	0
Photocopy Center	Separate from printer: Color, Scanning, Pay station.	0	75	0

601

Collections

													1.15		
Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology				Area			
Aisle width, feet	3.5	4.0	4.0	4.0	Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
Area, Single face, square feet	10.5	11.4	13.3	13.3	144	0%	144	10	42	2	80%	48	3.0	10.5	36
Reference															

3

36

Seating					Area	
	Qty				Unit SF	SF
Seating-Consultation	0	units provide	0	seats total	0	
					0	0

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Service Desk Service desk with chairs for up to two staff members plus one volunteer. The volunteer will probably be present only at times of peak use, such as registration for summer reading.

The service desk will be height adjustable to permit access by patrons and staff in compliance with Illinois Accessibility Code.

The desk will be a rectangle, with storage units at the back side of the desk, including the equivalent of three single-faced, 30-inch shelving units for ready reference, binders, handouts, and other materials, plus two legal-sized file drawers. Drawers will have full-suspension hardware.

The desk will be modular and movable. It will have no curved components, no matching soffit, and no special ceiling-mounted lights. It will have two exits, so that staff cannot be trapped behind the desk.

All three workstations at the desk will have wiring for telephones and computers, but the volunteer workstation will probably not have this equipment. The workstations will share a common printer.

Desktop space for displaying a variety of Library brochures, including program announcements.

Open space on top of the desk for users to fill out forms for Library programs and other special events.

Emergency alarm buttons at all workstations.

Extensive provision of electrical outlets.

Secure storage for laptops for use by patrons, plus other items, in a ten-foot long, 30-inch high cabinet on wheels, located behind the desk.

Finishes Heavy duty.

Signage Typical room signage. Coming Events - digital.

Display Coming Events - digital.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
HVAC	
Power	
Data	
Lighting	There will be no soffit over the desk and no recessed downlights for illumination of the desktop. General room lighting will be bright enough to provide work lighting at the desk.
Security	Panic button, easy access, unobtrusive, impossible to confuse with other buttons. For staff safety, there will be a minimum of two ways out from behind both the reference desk and the work counter.
Millwork	Use furniture in lieu of millwork.

AS General Patron Seating 121 seats 0 PACs 0 computers 3,175 SF

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	3P T	4P T					
AS General Patron Seating	121	121	10	0	0	62	9	40	0	0	0	0	0

Function & Design Issues

Several formal and informal inviting and comfortable seating groups located throughout Adult area.

Provide a variety of environments. Where possible, tables will be placed by windows, since users like sunlight and books do not. Details of the physical relationships between seating and shelving will be developed by staff and architects during the design process.

Mix of lounge and table seating, grouped and individual.

Furnishings should be mobile to allow members and staff extensive flexibility in shaping the space to their needs.

Allow ample space between seats. Armchairs will not be fitted closely together. They can be alone or in pairs separated by an end table with electrical outlets.

Most table and chair arrangements will accommodate a maximum of two users.

When sofas and armchairs are grouped, they will also be provided with end tables and coffee tables with lamps.

Lounge chairs should only be in highly visible areas in primarily open spaces (i.e. not on the perimeter).

Comfy chairs in more secluded areas have not done well at the Library.

All reading areas to be fully equipped with power and either data ports or robust Wi-Fi access.

Adjacencies

Primary COLLECTIONS ZONE

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Display case		0	50	0
				0

Collections

Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology				Area			
					Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
Aisle width, feet	3.5	4.0	4.0	4.0											
Area, Single face, square feet	10.5	11.4	13.3	13.3											
No Collection Scheduled					0	0%	0	12	72	6	80%	173	0.0	10.5	0
												0	0		

Seating	Qty				Area		
					Unit SF	SF	
Seating-Table-2P	31	Individual or grouped in pairs to approximate 4-person tables	units provide	62	seats total	50	1,550
Seating-Lounge	10		units provide	10	seats total	40	400
Seating-Table-3P	3		units provide	9	seats total	75	225
Seating-Table-4P	10		units provide	40	seats total	100	1,000
				121			3,175

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

If reading tables are adjacent to shelves, the ends of the tables without chairs will face the shelving, to prevent users seated at the tables from blocking access to shelving when they push their chairs back.

Table tops will be 29 inches high with 27 inches of leg clearance to meet all accessibility codes.

Tables The tables will have tops a minimum of 3 x 5 feet. As with the Parsons Design tables in the current Library, neither the sides nor ends of tables will have aprons or have beams connecting their legs. Tables will meet accessibility requirements on all four sides.

All tables with electrical outlets will be engineered to allow tables to be relocated easily and their built-in table-top outlets connected to different floor or wall outlets while meeting all electrical codes.

Table tops will be of heavy-duty laminates, with edge banding if necessary to prevent chipping. Top colors will be a medium hue, neither very dark nor very light.

Side chairs for tables will be of molded plastic and washable. Chairs will have casters on either two or four legs. If chairs have arms, they will be low enough to allow chairs to be slid under tables. Chairs will be designed so they can be stored upside down on tables while the building is being cleaned.

Chairs Armchairs will generally be in pairs, separated by end tables with electrical outlets. Upholstery and padding will be fire rated. Arms will be wood, and foam padding will be limited where suitable. Armchairs will be high enough for users to exit easily. Armchairs will have washable arms for easy maintenance.

The department will have absolutely no sofas or other soft seating designed for group use.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty. Acoustic control should be maximized.

Signage Typical room signage. Rules of conduct.

Display Picture rails where possible.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure

Fire Protection

Plumbing

HVAC

Power	Access to electrical power will be provided for all reading tables and armchairs. Limited access to electrical power has been a problem in the Library’s historic east reading rooms. Accessible to patrons - above work surface, not at floor level. Provide a large number of floor outlets. Each table will have a top-mounted or end-mounted quad electrical outlet. All outlets will be tamper resistant (child-proof). Power cords to tables will be easy to unplug to allow tables to be relocated. To meet electrical codes, power cords to outlets may require circuit breakers.
Data	Wireless.
Lighting	
Security	Video surveillance camera.
Other	

AS Print Collections	13,558 items	0 seats	5 PACs	5 computers	2,723	SF
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Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating								Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL	
			Lounge	Other	1P T	2P T	2P B	4P T						
AS Print Collections	5	0	0	0	0	0	0	0	0	0	5	5	0	

Function & Design Issues

- Display of new and featured materials in a Marketplace.
- Display of the Fiction and Non-Fiction collections not housed in Marketplace.
- Include end panel and other display opportunities as possible with existing shelving components.

Adjacencies - Marketplace

- Primary Marketplace is ideally located at nearest practical point after entering into the secure portion of the Library, and along the major path to other primary destinations.
- Secondary Other "mini-marketplaces" can be introduced at entries into subcollections such as fiction and non-fiction.

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Computer-Short Term	PAC	5	35	175
Atlas/folio case		1	36	36
				211

Seating See AS General Patron Seating

	Qty	units provide	seats total	Area	
				Unit SF	SF
Seating-Lounge	0	units provide	0 seats total	40	
Seating-Table-2P	0	units provide	0 seats total	50	
				0	0

Collections Note: Unless listed otherwise, this section assumes all shelving to be set at a height of **84** inches 1.15

Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology					Area		
					Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
Aisle width, feet	3.5	4.0	4.0	4.0											
Area, Single face, square feet	10.5	11.4	13.3	13.3											
Adult Biography			90%		3,726	3%	3,614	10	84	7	80%	168	22	10.5	264
Adult Board Games			100%		270	40%	162	2	84	7	80%	34	5	10.5	60
Adult Fiction			90%		61,083	7%	56,807	10	84	7	80%	168	339	10.5	4,074
Adult Graphic Novels			90%		5,022	10%	4,520	15	84	7	80%	252	18	10.5	216
Adult Library of Things			100%		200	24%	152	4	84	7	80%	67	3	10.5	36
Adult Non-Fiction			90%		52,191	7%	48,538	12	84	7	80%	202	241	10.5	2,896
Adult Reference			100%		450	0%	450	15	84	7	80%	252	2	10.5	24
					122,942	7%	114,243						630		7,570

MARKETPLACE				Assumes	4	times the typical circulation rate.									
Adult Non-Fiction	10%	5,799	28%	4,175	4	60	5	80%	46	92	10.5	1,106			
Adult Biography	10%	414	12%	364	4	60	5	80%	48	8	10.5	96			
Adult Fiction	10%	6,787	28%	4,887	4	60	5	80%	48	102	10.5	1,226			
Adult Graphic Novels	10%	558	40%	335	4	60	5	80%	48	7	10.5	84			
		13,558	28%	9,761						209		2,512			

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.

Signage Collection signage

Display

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure
Fire Protection
Plumbing
HVAC
Power
Data
Lighting
Security
Other

AS Large Print Collection	3,430 items	0 seats	0 PACs	0 computers	212	SF
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Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
AS Large Print Collection	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

Special subset of adult collections.
Distinct presence.

Adjacencies

Primary Entry level.
Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Computer-Short Term	PAC	0	35	0
Exhibit - 3D		0	80	0
				0

Collections

Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology					Area			
					Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor	
Aisle width, feet	3.5	4.0	4.0	4.0												
Area, Single face, square feet	10.5	11.4	13.3	13.3												
Adult Large Print					3,430	5%	3,259	11	84	7	80%	185	17.6	10.5	212	
														18	212	

Seating See AS General Patron Seating

	Qty	units provide	seats total	Area	
				Unit SF	SF
Seating-Lounge	0	units provide	0	40	
Seating-Bench	0	units provide	0	15	
				0	0

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.

Signage Collection signage.

Display

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure

Fire Protection

Plumbing

HVAC

Power

Data

Lighting

Security

Other

Adult International Languages	560 items	0 seats	0 PACs	0 computers	32	SF
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Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
Adult International Languages	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

- Special subset of adult collections.
- Highlights print and non-print formats.
- Distinct identity is desired.

Adjacencies

- Primary
- Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Exhibit - 3D		0	80	0
				0

Collections

Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology					Area			
					Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor	
Aisle width, feet	3.5	4.0	4.0	4.0												
Area, Single face, square feet	10.5	11.4	13.3	13.3												
Adult International Languages					560	4%	538	12	84	7	80%	202	2.7	10.5	32	
														3	32	

Seating See AS General Patron Seating

	Qty	units provide	seats total	Area	
				Unit SF	SF
Seating-Lounge	0	units provide	0	40	
Seating-Bench	0	units provide	0	15	
				0	0

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment

Finishes Heavy duty.

Signage Collection signage.

Display

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure
Fire Protection
Plumbing
HVAC
Power
Data
Lighting
Security
Other

AS Current Periodicals	101 titles	0 seats	0 PACs	0 computers	206	SF
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Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating								Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL	
			Lounge	Other	1P T	2P T	2P B	4P T						
AS Current Periodicals	0	0	0	0	0	0	0	0	0	0	0	0	0	

Function & Design Issues

Display of the Magazine and Newspaper collections.
 Back files as possible within space allocation.

Adjacencies

Primary	AS Quiet Reading Room	AS Print Collections
Secondary		

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Computer-Short Term	PAC	0	35	0
Exhibit - 3D		1	80	80
				80

Collections

Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology					Area		
					Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
Aisle width, feet	3.5	4.0	4.0	4.0											
Area, Single face, square feet	10.5	11.4	13.3	13.3											
Adult Magazines					101	0%	101	1	66P	4	80%	10	10.5	10.5	126
													11		126

Seating	See AS General Patron Seating				Area	
	Qty				Unit SF	SF
Seating-Booth, 2 person	0	units provide	0	seats total	60	
Seating-Lounge	0	units provide	0	seats total	40	
Seating-Table-2P	0	units provide	0	seats total	50	
			0			0

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.

Signage Collection signage.

Display

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure
Fire Protection
Plumbing
HVAC
Power
Data
Lighting
Security
Other

AS Study Rooms 48 seats 0 PACs 0 computers 1,440 SF

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
AS Study Rooms	48	0	0	0	0	0	0	0	0	48	0	0	0

Function & Design Issues

Support individual or small group activities. Uses for study rooms will include quiet study, tutoring, work groups, small group meetings, private work, interviews, student project groups, collaboration spaces, test taking, noisy computer use, Provide acoustic separation from other spaces. Study rooms will be designed to prevent the transmission of noise while remaining easy for Library staff to supervise the rooms as well as possible.

Provide ample technology in support of a variety of room uses.

Collaborative technology may be considered for one or more of the spaces.

Transparent walls, high levels of supervision. Study rooms will have glass walls to protect occupants and to allow Library staff to supervise the rooms. Windows will be about six feet high, starting about a foot above floor level and continuing to a height of about seven feet from the floor. The solid walls of study rooms will be opposite the entry doors.

Placement

Where people in the rooms can be seen by Library staff. Study rooms will have glass walls instead of windows on three sides to allow staff control and to provide safety for Library users. If a study room is tucked in a corner of a reading room, it may have glass walls on two sides only.

Study rooms can be laid out like beads on a chain, separated by glass walls. In this case, a staff member standing at the end of one study room will be able to see the activity in all study rooms in that row.

Adjacencies

Primary	Public Service Point - Adult Services
Secondary	

Special Use Spaces

	Notes	Qty	Area		
			Unit SF	SF	
Activity Rm: 1 -2 persons	1 seats at 30 sf / person / room :	0 persons.	0	60	0
Activity Rm: 4 persons	4 seats at 30 sf / person / room :	16 persons.	4	120	480
Activity Rm: 6 persons	6 seats at 30 sf / person / room :	0 persons.	0	180	0
Activity Rm: 8 persons	8 seats at 30 sf / person / room :	32 persons.	4	240	960
Activity Rm: 10 persons	10 seats at 30 sf / person / room :	0 persons.	0	300	0
			8		1,440

Collections

												1.15			
Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology				Area			
Aisle width, feet	3.5	4.0	4.0	4.0	Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
Area, Single face, square feet	10.5	11.4	13.3	13.3											
No Collection Scheduled					0	0%	0	12	72AV	8	80%	230	0.0	10.5	0
													0		0

Furniture

Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Each four-person room will be large enough for a rectangular table with chairs on two sides only. Eight-person rooms will have two four-person tables placed end to end.

As with reading tables in the Adult Services area, all study room tables will be fully accessible on at least three sides to users with disabilities.

Equipment

Coordinate specifics during design phase.

Finishes

Heavy duty. Vandal-resistant. Acoustic control should be maximized.

Signage

Typical room signage. Rules of conduct.

Display

Each room will have a tech wall at the end of the room opposite the entry door. The wall will have space for a wall-mounted computer, a whiteboard, or other equipment.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Each room will have a separate thermostat and separate forced-air ventilation. Thermostats will be electronic and designed not to be reset by room occupants. Rooms will have carbon dioxide detectors. Because they can crowd a large number of people into very small spaces, study rooms need excellent HVAC systems. To control noise between rooms, air supplies and returns will be separately ducted, and walls between rooms will continue past the ceilings to the bottom of the roof.
Power	Accessible to patrons - above work surface, not at floor level. Rooms will have electrical and data outlets for computer use, plus two data jacks in each room for future enhancements and staff needs. Ideally, one end of the table in each room will be against the wall without windows. Electrical outlets will be above table-top height, so that patrons do not have to crawl under tables to plug in their computers. Electrical outlets will be quad boxes to permit more than two computers to be plugged in simultaneously. Electrical outlets will be tamper resistant.
Data	Wireless.
Lighting	Illumination will be 60 foot-candles. Patrons will not be able to turn lights off and on in study rooms.
Security	Controlled access. Review requirements with Library.
Other	

AS Quiet Reading Room	17 seats	0 PACs	0 computers	560 SF
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Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
AS Quiet Reading Room	17	17	9	0	0	8	0	0	0	0	0	0	0

Function & Design Issues

- Promote use of reading, study without distraction.
- Mix of lounge and table seating, grouped and individual.
- Separate from other areas of the building.
- Transparent walls, high levels of supervision without causing visual distraction.
- Some of the art collection could potentially hang in this room, items to be secured with hanging locks at the least.
- Lots of natural light; consider placement of art to avoid deterioration by UV radiation.
- Consider a variety of short-duration, special events for this space.

Adjacencies

- Primary
- Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Display case		0	50	0
Display rack - wall mounted		0	9	0
				0

Collections

Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology					Area		
					Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
Aisle width, feet	3.5	4.0	4.0	4.0											
Area, Single face, square feet	10.5	11.4	13.3	13.3											
No Collection Scheduled					0	0%	0	12	72AV	8	80%	230	0.0	10.5	0
														0	0

Seating					Area	
	Qty				Unit SF	SF
Seating-Table-2P	4	units provide	8	seats total	50	200
Seating-Lounge	9	units provide	9	seats total	40	360
			17			560

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty. Acoustic control should be maximized.

Signage Typical room signage. Rules of conduct.

Display Picture rails where possible.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure

Fire Protection

Plumbing

HVAC Each room will have a separate thermostat and separate forced-air ventilation. Thermostats will be electronic and designed not to be reset by room occupants. Rooms will have carbon dioxide detectors. Because they can crowd a large number of people into very small spaces, study rooms need excellent HVAC systems. To control noise between rooms, air supplies and returns will be separately ducted, and walls between rooms will continue past the ceilings to the bottom of the roof.

Power Accessible to patrons - above work surface, not at floor level. Provision of enough electrical outlets for all reasonable furniture arrangements. Access to electrical power will be provided for all reading tables and armchairs. Limited access to electrical power has been a problem in the Library’s historic east reading rooms. Accessible to patrons - above work surface, not at floor level. Provide a large number of floor outlets. Each table will have a top-mounted or end-mounted quad electrical outlet. All outlets will be tamper resistant (child-proof). Power cords to tables will be easy to unplug to allow tables to be relocated. To meet electrical codes, power cords to outlets may require circuit breakers.

Data Wireless.

Lighting Feature lighting for display elements.

Security Lockable room. Video surveillance camera.

Other

AS Audio Visual Collections	41,910 items	0 seats	0 PACs	0 computers	823	SF
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Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
AS Audio Visual Collections	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

Display of the A/V collection. Note: Display is of place holder cases that are exchanged at the Lending Dsk for the media. Include end panel and other display opportunities.

Placement

As close as possible to main entry to support "grab and go" aspect of the collection.

Adjacencies

Primary	South Entry Lobby - U East Entry Lobby	Public Service Point - Adult Services
Secondary		

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Computer-Short Term	PAC	0	35	0
Exhibit - 3D		0	80	0

0

Seating

	Qty				Area	
					Unit SF	SF
Seating-Booth, 2 person	0	units provide	0	seats total	60	
Seating-Lounge	0	units provide	0	seats total	40	

0

0

Collections

1.15

Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology				Area			
					Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/o base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
Aisle width, feet	3.5	4.0	4.0	4.0											
Area, Single face, square feet	10.5	11.4	13.3	13.3											
Adult NF DVDs					4,690	6%	4,409	30	60AV	6	80%	432	10.2	10.5	123
Vinyl Recordings					960	34%	634	30	60AV	6	80%	432	1.5	10.5	18
Adult Entertainment DVDs					18,980	20%	15,184	30	72AV	8	80%	576	26.4	10.5	317
Adult Music CDs					14,040	4%	13,478	30	72AV	8	80%	576	23.4	10.5	281
Adult Books on Disc					2,840	4%	2,726	30	60AV	6	80%	432	6.3	10.5	76
Video Games					400	32%	272	30	60AV	6	80%	432	0.6	10.5	8
					41,910	12%	36,703						68		823

Collection subcategories might include:

FEATURE FILMS: Action, Comedy, Drama, International, Horror, Musicals, Science Fiction, War, Westerns

NON-FICTION: Documentary, Educational, Health & Fitness, Live Performance, Sports, Travel

CHILDREN'S: Animated (not movies), Educational, Family, TV, Pre-school

TELEVISION:

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.

Signage Typical room signage. Rules of conduct. Copyright law.

Display

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure
Fire Protection
Plumbing
HVAC
Power
Data
Lighting
Security
Other

AS Open Computing Lab	20 seats	0 PACs	20 computers	800	SF
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Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
AS Open Computing Lab	20	0	0	0	0	0	0	0	0	0	0	20	0

Function & Design Issues

Hard-wired computer workstations with table-top space for note taking, open books, etc.
 All computers and the printer will be accessible to users with disabilities.

Adjacencies

Primary Public Service Point - Adult Services AS Classroom/CCHA Program Room
 Secondary

Special Use Spaces

	Notes	Qty	Area		
			Unit SF	SF	
Computer-Short Term	Under 2 hours of use or "not research focused"	20	35	700	
Network-Public Printer At PSP	Print/Copy/Scan, pay station, paper cutter, locked supplies	1	60	60	
Circulation Space	10%	1	40	40	
				800	

Collections

Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology				Area			
					Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
Aisle width, feet	3.5	4.0	4.0	4.0											
Area, Single face, square feet	10.5	11.4	13.3	13.3											
No Collection Scheduled					0	0%	0	12	72	6	80%	173	0.0	10.5	0
													0	0	

1.15

800

Seating					Area	
	Qty				Unit SF	SF
Seating-Other	0	units provide	0	seats total	30	
Seating-Lounge	0	units provide	0	seats total	40	
			0			0

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

All seating in the computer lab and classroom will be of molded plastic with casters.

Equipment Coordinate specifics during design phase.
Computers will print to a public printer equipped with software designed to require patrons to pay for their print orders before printing. The printer will have a table where patrons can place items to be printed and copies they have prepared.

Finishes Heavy duty. Vandal-resistant.

Signage Typical room signage. Rules of conduct. Copyright law.

Display

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	
Power	Accessible to patrons - above work surface, not at floor level.
Data	Wireless.
Lighting	
Security	Controlled access. Review requirements with Library.
Other	Acknowledge territoriality at grouped workstations - provide dividers.

END OF SECTION.

Teen Services

1,121 SF

The Teen Services zone provides the primary collections, services, and activity spaces used by teens.

Teen Services will include collections and seating for middle-school and high-school students.

While teens use many of the other services offered in the building, this is a space for "teen only" or "teen focused" activity and needs a physical expression of this identity and separateness from other services. One of the challenges to the architects will be to create a teen space that is clearly for teens but does not become dated quickly. Some teen areas are painfully out of date even before they first open.

Teen Services will be highly visible from a service desk, but still separate enough to give teens a sense of their own space. It is anticipated that this will not be a separate, dedicated Teen Services desk but rather one of the other Public Service Points on the floor. This assumption should be tested during the design phase.

Teen Services will be adjacent to the Adult Services rather than to the Children's Services area.

Because many adults and children read materials intended for teens, access by adults and children to the Teen Services collection will not be limited by service hours or placement.

The space will be extremely flexible, with as few items built in as possible. The current diner-style booths will be removed and replaced with reading tables and chairs.

Summary of Assignable Spaces					Programmed				
ZONE	SPACE			FLOOR	G	1	2	3	AREA (SF)
<i>PUBLIC</i>	Teen Collection & Seating	9,820	items	16	1	1,019			1,019
Department Assignable					0	1,019	0	0	1,019
Department Non-Assignable					10%	0	102	0	102
Department Total					0	1,121	0	0	1,121

Key Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor
 PSP = Public Service Point

	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
			General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P TB	2P T	2P B	4P T					
Teen Services	16	16	0	0	0	0	0	16	0	0	0	0	0

Teen Collection & Seating 9,820 items 16 seats 0 PACs 0 computers 1,019 SF

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating								Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL	
			Lounge	Other	1P TB	2P T	2P B	4P TB						
Teen Collection & Seating	16	16	0	0	0	0	0	0	16	0	0	0	0	0

Function & Design Issues

Accessible to non-teens.

Display of the Teen Services collection. Include end panel and other display opportunities (slat wall).

Other teen collections are to be clearly within the teen zone to establish the desired identity and comfort level for these patrons. Consider using the shelving arrangement to make this demarcation.

Seating in several informal, inviting and comfortable seating groups located throughout the area. Some seating groups should include tables and chairs. Most table and chair arrangements will accommodate a maximum of four users. Some seating should be individual in nature. All reading areas to be fully equipped with power and either data ports or robust Wi-Fi access.

Adjacencies

Primary

Secondary Maker Space

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Exhibit - 3D		1	80	80
				80

Collections

Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology					Area		
					Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
Aisle width, feet	3.5	4.0	4.0	4.0											
Area, Single face, square feet	10.5	11.4	13.3	13.3											
Young Adult					9,820	8%	9,034	12	84	7	80%	202	44.8	10.5	539
					9,820	8%	9,034					45		539	

Seating	Qty				Area	
					Unit SF	SF
Seating-Table-1P	0	units provide	0	seats total	30	
Seating-Table-2P	0	units provide	0	seats total	50	
Seating-Table-4P	4	units provide	16	seats total	100	400
Seating-Lounge	0	units provide	0	seats total	40	
			16			400

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.

Signage Typical room signage. Coming Events - digital.

Display Picture rail.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	
Power	Accessible to patrons - above work surface, not at floor level.
Data	
Lighting	
Security	
Other	

END OF SECTION.

The Children's Services zone provides the primary collections, services and activity spaces used by children birth to about 12 years of age / sixth grade and their caregivers. This includes space allocations for emergent literacy and other hands-on activities. The Children's Services Media Collections (movies, music, other mixed media other than realia and other kits) are located in this part of the building, rather than being grouped with the Adult media.

For security purposes, the Children's Services area will not be a passageway to other areas of the Library.

To control noise while providing security for children, the Children's Services area will be separated from the rest of the main Library area by a glass wall.

Collections and seating for younger children will be grouped together, as will collections and seating for older children. Areas for use by all children will be located between the areas for younger and older children.

The Children's Services area will have a double door providing direct access to the Library's medium program room (Multi-Purpose Room 2), where the majority of children's programs will take place. The doors will be arranged so that the door to Children's Services can be locked with a double-cylinder lock while Multi-Purpose Room 2 still meets all applicable codes.

If the current access hallway to the department is retained, the lighting will be brighter than it is now.

If the current access ramp is retained, it will be wider and have a larger space for patrons to turn around.

This area requires restrooms dedicated to the use of Children and their caregivers. The restrooms have requirements that are described in **Part 3 General Requirements**.

Summary of Assignable Spaces				Programmed				
ZONE	SPACE		FLOOR	G	1	2	3	AREA (SF)
PUBLIC	PSP - Children's Services	0 seats	G	491				491
PUBLIC	CS General Seating	30 seats	G	932				932
PUBLIC	CS Print Collections	71,185 items	G	5,288				5,288
PUBLIC	CS Audio Visual Collections	7,914 items	G	247				247
PUBLIC	CS Megan's Room & Special Features	44 seats	G	626				626
PUBLIC	CS Computer Area	7 seats	G	190				190
PUBLIC	CS Study Rooms	4 seats	G	120				120
		85 seats						
Department Assignable		79,099 items	7 PCs	7,894	0	0	0	7,894
Department Non-Assignable		10%		790	0	0	0	790
Department Total				8,684	0	0	0	8,684

Key Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

PSP = Public Service Point

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
Children's Services	85	30	4	0	0	4	2	20	0	4	0	7	44

PSP - Children's Services 0 seats 0 PACs 0 computers 491 SF

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
PSP - Children's Services	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

The Library will have a service desk designed to provide service to children and their parents and other caregivers and to supervise the Children’s Services area. The desk will be staffed at all times the Library is open. It will be visible, accessible, Staff at the desk will provide information, reader guidance, assistance with the use of Library equipment and collections, etc.

Form varies based on Library preference. Consideration should be given to mobile, modular units capable of supporting staff and patron views of data.

Placement

Library staff and volunteers at the Children’s Services desk should have the best possible oversight of the Children’s Services area of the Library.

The desk will face the entrance to the Children’s Services area and be reasonably close to the Children’s Services staff workroom.

Line-of-sight connection to Entry area(s), restrooms, and screens of adult computer workstations.

Adjacencies

Primary Entry to Children's Services Restrooms CS Computer Area
 CS Megan's Room & Special Features CS Print Collections

Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
PSP Staff Outpost		3	60	180
File-Lateral-2Drawer		1	12	12
Bookcart		3	8	24
Self-Check		1	35	35
Self-Check Queue		3	10	30
Computer-OPAC-Central		2	35	70
Workstation-Back Counter	TDD, fax, telephone. Positioned as a workstation to provide view of patrons approaching the desk. Staff side of the counter will have cash drawer for fines and fees (located to discourage children from reaching over the counter).	1	40	40
Storage-Shelving Unit	Part of desk, back counter.	0	9	0

Orientation Area - Secondary	Just some moving around space to make it all work - PSP specific.	1	100	100
				491

Collections

					Collection Size							Shelving Typology				Area	
Type of shelf	Typical	Browse	Bins	Media	Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor		
Aisle width, feet	3.5	4.0	4.0	4.0													
Area, Single face, square feet	10.5	11.4	13.3	13.3													
No Collection Scheduled					0	0%	0	12	48	3	80%	86	0.0	10.5	0		
														0	0		

Seating

				Area	
Qty				Unit SF	SF
0	units provide	0	seats total	20	
					0

Furniture

Service desk with chairs for up to two staff members plus one volunteer. The volunteer will probably be present only at times of peak use, such as registration for summer reading.

The service desk will be 30 inches high, so that children and seated staff members can see each other directly.

The desk will be a rectangle, with storage units at the back side of the desk, including the equivalent of three single-faced, 30-inch shelving units for ready reference, binders, handouts, and other materials, plus two legal-sized file drawers. Drawers will have full-suspension hardware.

The desk will be modular and movable. It will have no curved components, no matching soffit, and no special ceiling-mounted lights. It will have two exits, so that staff cannot be trapped behind the desk.

All three workstations at the desk will have wiring for telephones and computers, but the volunteer workstation will probably not have this equipment. The workstations will share a common printer.

Desktop space for displaying a variety of Library brochures, including program announcements.

Open space on top of the desk for users to fill out forms for Library programs and other special events.

Emergency alarm buttons at all workstations.

Extensive provision of electrical outlets.

Equipment

A locking storage unit for loaner laptops, headphones, and other equipment.
 One self-check unit.
 OPACs for public use.

Finishes Heavy duty.

Signage

Display Coming Events - digital.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	
Power	Extensive provision of electrical outlets. Accessible to patrons - above work surface, not at floor level.
Data	
Lighting	
Security	Panic button, easy access, unobtrusive, impossible to confuse with other buttons. For staff safety, there will be a minimum of two ways out from behind both the reference desk and the work counter.
Other	

CS General Seating	30 seats	0 PACs	0 computers	932 SF
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Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
CS General Seating	30	30	4	0	0	4	2	20	0	0	0	0	0

Function & Design Issues

Although defined as a separate zone, the seating areas are to be arranged in a manner that allows patrons easy access to various collections and learning environments.

Two distinct reading and activity zones are needed:

- Younger Children Ages from infancy to first grade or age 7.
- Older Children Ages from second through sixth grade or ages 8 through 12.

Younger Children

- Seating and floor are for toddlers and infants as well as their parents or adult guardians.
- Floor space for very small children.
- Toddler-sized tables and chairs.
- Oversized lounge seats for parents and adult guardians to sit with toddlers and infants.
- Armchairs for parents and adult guardians to sit with toddlers and infants.
- Children’s furnishings will be designed for easy rearrangement. This flexibility calls for a large number of floor outlets.

Older Children

- Seating and floor are for older children as well as their parents or adult guardians.
- Play/exploration elements. See: CS Megan's Room & Special Features
- Child-sized tables and chairs.
- Oversized lounge seats for parents and adult guardians to sit with older children.
- Armchairs for parents and adult guardians to sit with older children.
- Floor space for older children.
- Adult-sized tables and chairs.
- Furnishings should be mobile to allow patrons some flexibility in shaping the space to their needs.
- Allow ample space between seats.
- All reading areas to be fully equipped with power and either data ports or robust Wi-Fi access.

Special Use Spaces	Notes	Qty	Area	
			Unit SF	SF
Display case		1	50	50
Display rack - wall mounted		1	9	9
Stroller Parking		4	8	32
				91

Collections		See CS Print Collections												1.15	
Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology				Area			
Aisle width, feet	3.5	4.0	4.0	4.0	Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
Area, Single face, square feet	10.5	11.4	13.3	13.3											
No Collection Scheduled					0	0	0	12	72AV	8	1	230	0	10	0
													0	0	

Seating		Qty				Area	
						Unit SF	SF
Seating-Lounge	Oversized for parent and child	4	units provide	4	seats total	40	160
Seating-Lounge		2	units provide	2	seats total	40	80
Seating-Booth, 4 person		3	units provide	12	seats total	100	300
Seating-Table-4P	Toddler sized	2	units provide	8	seats total	100	200
Seating-Table-2P		2	units provide	4	seats total	50	100
Seating-Table-1P		2	units provide	2	seats total	30	60
Seating-Bench		1	units provide	2	seats total	15	15
Seating-Footstool	Puff or Ottoman	2	units provide	2	seats total	8	16
				36			900

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty. Acoustic control should be maximized.

Signage Typical room signage. Rules of conduct.

Display Picture rails where possible.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	
Power	Accessible to patrons - above work surface, not at floor level.
Data	Wireless.
Lighting	Feature lighting for display elements.
Security	
Other	

CS Print Collections	71,185 items	0 seats	1 PACs	0 computers	5,288 SF
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Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
CS Print Collections	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

Although defined as a separate zone, The CS Print Collections are to be arranged in a manner that allows patrons easy access to various seating and learning environments.

Two distinct collection zones are needed:

- Younger Children Ages from infancy to first grade or age 7.
- Older Children Ages from second through sixth grade or ages 8 through 12.

Younger Children

Ages from infancy to first grade or age 7.
 This zone consists of a progression of collections:
 Board Books → Picture Books → Easy Readers → Chapter Books → Tweens
 See CS1 group in Collections table below and in Collections Summary section.

Older Children

Ages from second through sixth grade or ages 8 through 12.
 This zone consists of a progression of graphic novels, fiction, and non-fiction.
 World languages are a feature.
 See CS2 group in Collections table below and in Collections Summary section.

Adjacencies

Primary	PSP - Children's Services	CS General Seating	CS Megan's Room & Special Features
Secondary	CS Audio Visual Collections		

Special Use Spaces

		Area		
		Qty	Unit SF	SF
Computer-Short Term	PAC at front of Older Children's Collection	1	35	35
Computer-OPAC-Remote	PAC in stacks	2	20	40
Exhibit - 3D		1	80	80

Collections

1.15

Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology					Area		
					Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
Aisle width, feet	3.5	4.0	4.0	4.0											
Area, Single face, square feet	10.5	11.4	13.3	13.3											
Younger Children															
J Big Books					40	3%	39	20	48	3	80%	144	0.3	10.5	3
J Board Books					3,110	9%	2,830	18	48 BIN	3	80%	130	21.8	13.3	334
J Easy to Read					4,810	6%	4,521	20	48 BIN	3	80%	144	31.4	13.3	480
J Fire Truck					150	20%	120	18	48 BIN	3	80%	130	0.9	13.3	14
J Picture Book					16,580	6%	15,585	20	48 BIN	3	80%	144	108.2	13.3	1,655
J VOX					400	16%	336	8	48	3	80%	58	5.8	10.5	70
168															
Older Children															
J Fiction					11,030	5%	10,479	15	66	5	80%	180	58.2	10.5	700
J First Chapter					4,410	5%	4,190	15	66	5	80%	180	23.3	10.5	280
J Graphic Novel					4,560	12%	4,013	30	66	5	80%	360	11.1	10.5	134
J Library of Things					390	43%	222	4	66	5	80%	48	4.6	10.5	56
J Magazines					5	0%	5	1	66	5	80%	12	0.4	10.5	5
J Non-Fiction					25,120	3%	24,366	18	66	5	80%	216	112.8	10.5	1,356
J Parent Collection					580	5%	551	12	66	5	80%	144	3.8	10.5	46
214															
					71,185	6%	67,257						383		5,133

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.

Signage Typical room signage.

Display Coming Events - digital.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	
Power	Collections areas shift over time. The collections area should be planned with an in-slab or underslab network of floor boxes that support reconfiguration of collection spaces to future, technology dependent uses.
Data	
Lighting	
Security	
Other	

CS Audio Visual Collections	7,914 items	0 seats	0 PACs	0 computers	247 SF
-----------------------------	-------------	---------	--------	-------------	--------

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
			General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
CS Audio Visual Collections	0	0	0	0	0	0	0	0	0	0	0	0	0

Location

As close as possible to departmental entry to support "grab and go" collection and support patrons accessing the infants & toddlers as well as the older children's services.

Function & Design Issues

Display of the A/V collection.

Include end panel and other display opportunities.

Mobility of furnishings may be important depending on location with respect to programming spaces.

Adjacencies

Primary PSP - Children's Services Entry into Children's Services area
 Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Computer-Short Term	PAC	0	35	0
Exhibit - 3D		0	80	0
				0

Seating See CS Print Collections

	Qty	units provide	seats total	Area	
				Unit SF	SF
Seating-Booth, 2 person	0	units provide	0 seats total	60	
Seating-Lounge	0	units provide	0 seats total	40	
Seating-Bench	0	units provide	0 seats total	15	
				0	0

Collections

1.15

<i>Type of shelf</i>	<i>Typical</i>	<i>Browse</i>	<i>Bins</i>	<i>Media</i>	Collection Size			Shelving Typology				Area			
					Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
<i>Aisle width, feet</i>	3.5	4.0	4.0	4.0											
<i>Area, Single face, square feet</i>	10.5	11.4	13.3	13.3											
J NF DVD					1,040	4%	998	30	66	5	80%	360	2.8	10.5	33
J Entertainment DVD					4,490	9%	4,086	30	66	5	80%	360	11.3	10.5	136
J Music CD					1,160	1%	1,148	30	66	5	80%	360	3.2	10.5	38
J Books on Disc					1,224	2%	1,200	30	66	5	80%	360	3.3	10.5	40
					7,914	6%	7,432						21		247

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.

Signage Typical room signage.

Display Coming Events - digital.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure
Fire Protection
Plumbing
HVAC
Power
Data
Lighting
Security
Other

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure
Fire Protection
Plumbing
Structure
Fire Protection
Plumbing
HVAC
Power
Data
Lighting
Security
Other

CS Computer Area 7 seats 0 PACs 7 computers 190 SF

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
CS Computer Area	7	0	0	0	0	0	0	0	0	0	0	7	0

Function & Design Issues

The Library envisions the computer zone to be split into separate younger and older age zones.
 The younger children will use the instructional gaming devices and tablets dispensed from the PSP.
 The computer locations should support two patrons per machine to accommodate parent and child or friends sharing use.

Adjacencies

Primary PSP - Children's Services
 Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Computer-Long Term	with 2 seats each	1	40	40
Computer-Short Term		6	25	150
Exhibit - 3D		0	80	0
				190

Other Seating See CS General Seating

	Qty	units provide	seats total	Area	
				Unit SF	SF
Seating-Booth, 2 person	0	units provide	0	60	
Seating-Lounge	0	units provide	0	40	
				0	0

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.

Signage Typical room signage.

Display Coming Events - digital.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure
Fire Protection
Plumbing
HVAC
Power
Data
Lighting
Security
Other

CS Study Rooms 4 seats 0 PACs 0 computers 120 SF

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
CS Study Rooms	4	0	0	0	0	0	0	0	0	4	0	0	0

Function & Design Issues

Support individual or small group activities. Uses for study rooms will include quiet study, tutoring, work groups, small group meetings, private work, interviews, student project groups, collaboration spaces, test taking, noisy computer use, etc.

Provide acoustic separation from other spaces. Study rooms will be designed to prevent the transmission of noise while remaining easy for Library staff to supervise the rooms as well as possible.

Provide ample technology in support of a variety of room uses.

Collaborative technology may be considered for one or more of the spaces.

Transparent walls, high levels of supervision. Study rooms will have glass walls to protect occupants and to allow Library staff to supervise the rooms. Windows will be about six feet high, starting about a foot above floor level and continuing to a height of about seven feet from the floor. The solid walls of study rooms will be opposite the entry doors.

Adjacencies

Primary PSP - Children's Services
 Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Activity Rm: 4 persons	Supervised visits, tutoring, study 4 seats at 30 sf per person = 4 persons.	1	120	120
Activity Rm: 4 persons	Low Sensory Room 2 seats at 30 sf per person = 0 persons.	0	120	0
		4		120

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Each four-person room will be large enough for a rectangular table with chairs on two sides only.

All study room tables will be fully accessible on at least three sides to users with disabilities.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty. Vandal-resistant. Acoustic control should be maximized.

Signage Typical room signage. Rules of conduct.

Display Each room will have a tech wall at the end of the room opposite the entry door. The wall will have space for a wall-mounted computer, a whiteboard, or other equipment.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Each room will have a separate thermostat and separate forced-air ventilation. Thermostats will be electronic and designed not to be reset by room occupants. Rooms will have carbon dioxide detectors. Because they can crowd a large number of people into very small spaces, study rooms need excellent HVAC systems. To control noise between rooms, air supplies and returns will be separately ducted, and walls between rooms will continue past the ceilings to the bottom of the structure above.
Power	Accessible to patrons - above work surface, not at floor level. Rooms will have electrical and data outlets for computer use, plus two data jacks in each room for future enhancements and staff needs. Ideally, one end of the table in each room will be against the wall without windows. Electrical outlets will be above table-top height, so that patrons do not have to crawl under tables to plug in their computers. Electrical outlets will be quad boxes to permit more than two computers to be plugged in simultaneously. Electrical outlets will be tamper resistant.
Data	Wireless.
Lighting	Illumination will be 60 foot-candles. Patrons will not be able to turn lights off and on in study rooms.
Security	Controlled access. Review requirements with Library.
Other	

END OF SECTION.

The Champaign County Historical Archives maintains a research-level collection on the history and genealogy of Champaign County, Illinois. The Archives collects secondary materials on the history of Illinois, as well as genealogical materials that document the migration routes to the communities that comprise Champaign County. The Archives incorporates the collections of the Urbana Municipal Documents Center.

Archives spaces will be designed to limit damage to the collection as much as possible. While books and other materials in the rest of the Library can be purchased on the new or used book markets, the majority of Archives’ collections are unique and irreplaceable. SERIOUS CONSIDERATION SHOULD BE GIVEN TO PROTECTION OF THESE MATERIALS. Depending on the location of these spaces, such consideration may include:

Tornado-resistant roof.

Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.

Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.

Above-grade location (including storage) to eliminate potential for flood damage.

Archives spaces will be designed to accommodate many years of growth.

Summary of Assignable Spaces			Programmed					AREA (SF)
ZONE	SPACE	FLOOR	G	1	2	3		
PUBLIC ZONE								
<i>PUBLIC</i>	CCHA Reference Desk	0 seats	2		160		160	
<i>PUBLIC</i>	CCHA Seating	48 seats	2		1,200		1,200	
<i>PUBLIC</i>	CCHA Open Collections	0 seats	2		4,226		4,226	
<i>PUBLIC</i>	CCHA Closed Collections	0 seats	3			2,349	2,349	
<i>PUBLIC</i>	CCHA Computers, Copiers, & Microfilm	0 seats	2		167		167	
<i>PUBLIC</i>	CCHA Program Room	0 seats	2		920		920	
<i>PUBLIC</i>	CCHA Displays	0 seats	2		200		200	
STAFF ZONE								
<i>STAFF</i>	CCHA Staff & Manager's Workrooms	0 seats	3			1,764	1,764	
<i>STAFF</i>	CCHA Storage	0 seats	2		138		138	
Department Assignable					7,011	4,113	11,124	
Department Non-Assignable		5%	2		557		557	
Department Non-Assignable		5%	3			557	557	
Department Total		48	0	0	7,568	4,670	12,238	

Key Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

PSP = Public Service Point

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places			
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL	
			Lounge	Other	1P T	2P T	2P B	4P T						
Champaign County Historical Archives	80	48	0	0	0	0	0	0	48	0	0	0	0	32

CCHA Reference Desk 0 seats 0 PACs 0 computers 160 SF

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
CCHA Reference Desk	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

- Readily visible, accessible, and welcoming.
- Support patrons in their use of full range of Archives' services.
 - Registrations.
 - Answering telephone.
 - Interlibrary loan requests.
 - General patron assistance including wayfinding and finding materials.
 - Assisting patrons with computer use, providing observation of behavior at computer area.
 - Storage of various materials, handouts.
- Form varies based on Library preference. Consideration should be given to mobile, modular units capable of supporting staff and patron views of data.
- Line-of-sight connection to Entry area(s), restrooms, and screens of adult computer workstations.
- Designed to be relocated as needed. No element of the desk will be permanently installed.
- The arrangement of desk components will make clear which areas within the desk are for Library staff only.
- The service desk will be height adjustable to permit access by patrons and staff in compliance with Illinois Accessibility Code.

Adjacencies

- Primary Entry into CCHA spaces CCHA Displays CCHA Storage
- Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
PSP Staff Outpost		2	60	120
Workstation-Back Counter	TDD, fax, telephone. Positioned as a workstation to provide view of patrons approaching the desk. Public side of the counter will have cash drawer for sales of publications and collection of patron fees, including a cash drawer and a credit card reader.	1	40	40
Orientation Area - Secondary	Just some moving around space to make it all work - PSP specific.	0	100	0

160

Collections				See CCHA Open Collections								1.15		
Type of shelf	Compact	Minimum	Typical	Collection Size				Shelving Typology				Area		
Aisle width, feet	0.2	3.0	3.5	Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
Area, Single face, square feet	4.1	9.5	10.5											
No Collections				0	0%	0	10	84	7	80%	168	0.0	10.5	0
												0		0

Seating	Qty				Area	
	Unit	provide	seats total	Unit SF	SF	
Seating-Consultation	0	units provide	0	20		
			0		0	

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Medium duty.

Signage Typical room signage.

Display Coming Events - digital.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.
Plumbing	
HVAC	Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.
Power	
Data	
Lighting	There will be no soffit over the desk and no recessed downlights for illumination of the desktop. General room lighting will be bright enough to provide work lighting at the desk.
Security	Panic button, easy access, unobtrusive, impossible to confuse with other buttons. For staff safety, there will be a minimum of two ways out from behind both the reference desk and the work counter.
Other	Use furniture in lieu of millwork.

CCHA Seating 48 seats 0 PACs 0 computers 1,200 SF

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places			
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL	
			Lounge	Other	1P T	2P T	3P T	4P T						
CCHA Seating	48	48	0	0	0	0	0	0	48	0	0	0	0	0

Function & Design Issues

In a central area of the Archives. Seating will not be scattered among shelving. Tables will be visible to Archives staff seated at the reference desk.

Placement of tables will allow them to be rearranged as needed.

The Archives will have no soft seating.

Personal property lockers. Lockers will be designed to be emptied each day when the Archives closes, to prevent the lockers from being used for long-term personal storage. The design and placement of lockers will make clear that they are for the use of Archives users, not the general public, and for same-day storage only.

All reading areas to be fully equipped with power and either data ports or robust Wi-Fi access.

If possible, north light for reading.

Adjacencies

Primary CCHA Reference Desk CCHA Open Collections

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Lockers-Archive 2/unit		6	5	30
				30

Collections

See CCHA Open Collections

1.15

Type of shelf	Compact	Minimum	Typical	Collection Size				Shelving Typology				Area		
				Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
Aisle width, feet	0.2	3.0	3.5											
Area, Single face, square feet	4.1	9.5	10.5											
No Collection Scheduled				0	0%	0	12	84	7	80%	202	0.0	10.5	0
												0	0	

Seating					Area	
	Qty				Unit SF	SF
Seating-Table-4P	12	units provide	48	seats total	100	1,200
			48			1,200

- Furniture** Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.
- Tables**

If reading tables are adjacent to shelves, the ends of the tables without chairs will face the shelving, to prevent users seated at the tables from blocking access to shelving when they push their chairs back.

Table tops will be 29 inches high with 27 inches of leg clearance to meet all accessibility codes.

The tables will have tops a minimum of 3 x 5 feet. As with the Parsons Design tables in the current Library, neither the sides nor ends of tables will have aprons or have beams connecting their legs. Tables will meet accessibility requirements on all four sides.

All tables with electrical outlets will be engineered to allow tables to be relocated easily and their built-in table-top outlets connected to different floor or wall outlets while meeting all electrical codes.

Table tops will be of heavy-duty laminates, with edge banding if necessary to prevent chipping. Top colors will be a medium hue, neither very dark nor very light.
- Chairs**

Side chairs for tables will be of molded plastic and washable. Chairs will have casters on either two or four legs. If chairs have arms, they will be low enough to allow chairs to be slid under tables. Chairs will be designed so they can be stored upside down on tables while the building is being cleaned.

The department will have absolutely no sofas or other soft seating designed for group use.
- Equipment** Coordinate specifics during design phase.
- Finishes** Medium duty. Acoustic control should be maximized.
- Signage** Typical room signage. Rules of conduct.
- Display** Picture rails where possible.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.
Plumbing	
HVAC	Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.
Power	Access to electrical power will be provided for all reading tables and armchairs. Accessible to patrons - above work surface, not at floor level. Provide a large number of floor outlets. Each table will have a top-mounted or end-mounted quad electrical outlet. All outlets will be tamper resistant (child-proof). Power cords to tables will be easy to unplug to allow tables to be relocated. To meet electrical codes, power cords to outlets may require circuit breakers.

Data	Wireless.
Lighting	
Security	Video surveillance camera.
Other	

CCHA Open Collections 0 seats 0 PACs 0 computers 4,226 SF

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
CCHA Open Collections	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

Storage of a wide range of materials suitable for general public access, including books, magazines, microforms, maps, and material in filing cabinets.

Adjacencies

Primary CCHA Reference Desk CCHA Seating
 Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
File-Lateral-5Drawer		20	12	240
Flat File	5 drawer units, stacked 4 to each base, 20 drawers total	20	40	800
Microform storage cabinet		10	18	180
Circulation Space		10%	1	122
				1,342

Seating See CCHA Seating

	Qty	Units provide	Seats total	Area	
				Unit SF	SF
Seating-Lounge	0	units provide	0	40	
Seating-Table-2P	0	units provide	0	50	
				0	0

Collections Note: Unless listed otherwise, this section assumes all shelving to be set at a height of **84** inches 1.15

Type of shelf	Compact	Minimum	Typical	Collection Size				Shelving Typology				Area		
				Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
Aisle width, feet	0.2	3.0	3.5											
Area, Single face, square feet	5.0	9.5	10.5											
Archives				-	0%	-	-	84	7	90%	0	240.0	10.5	2,884
												240	2,884	

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Medium duty.

Signage Coming Events - digital.

Display Picture rail.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure

Fire Protection Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.

Plumbing

HVAC Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.

Power

Data

Lighting

Security

Other

CCHA Closed Collections	-	0 seats	0 PACs	0 computers	2,349	SF
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Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
CCHA Closed Collections	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

Storage of Archives materials that are delicate, irreplaceable, full of loose papers, or otherwise unsuitable for open public access, perhaps in one or more locked backroom areas.

Adjacencies

Primary CCHA Reference Desk
 Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
File-Lateral-5Drawer		60	12	720
File-Lateral-5Drawer		10	12	120
Microform storage cabinet	Microfiche.	3	18	54
Vault	Vault for storing valuable parts of the collection. Currently some items suitable for storage in a vault are in safety deposit boxes in local banks. "Vault" means a solidly built, fire-resistant locked room, not a bank vault.	1	75	75
Circulation Space		10%	0	97

969

Collections

Type of shelf	Compact	Minimum	Typical	Collection Size				Shelving Typology				Area		
				Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
Aisle width, feet	0.2	3.0	3.5											
Area, Single face, square feet	5.0	9.5	10.5											
Archives	Compact	-	0%	-	-	84	7	90%	0	240.0	5.0	1,380		
Archives		-	0%	-	-	84	7	90%	0	50.0	10.5	0		
										290		1,380		

Seating	See CCHA Seating				Area	
		Qty			Unit SF	SF
Seating-Lounge		0	units provide	0	seats total	40
Seating-Bench		0	units provide	0	seats total	15
				0		0

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.
 Compact shelving consisting of 240 double-faced, 84-inch units, probably selected to match the current Space Saver shelving in the Archives storeroom. Individual units will be three feet wide and about 30 inches deep.
 Shelving will be hand-cranked rather than motor-driven. Access to shelving mechanisms will be from the fronts of the end panels, not from the backs, so that books and shelves do not need to be removed for access to the
 The shelving layout will provide at least one permanently open aisle for every ten rows of shelves. Rows of shelves will not be more than six units long.
 Due to the carriages under the shelving, movable shelving is higher than fixed shelving, which will affect placement of light fixtures and fire suppression equipment.

Finishes Medium duty.

Signage

Display

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.
Plumbing	
HVAC	Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.
Power	
Data	
Lighting	
Security	
Other	

CCHA Computers, Copiers, & Microfilm 0 seats 0 PACs 0 computers 167 SF

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
CCHA Computers, Copiers, & Mic	0	0	0	0	0	0	0	0	0	0	0	0	0

Adjacencies

Primary CCHA Reference Desk
 Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Photocopy Center		1	75	75
Network-Printer		1	20	20
Scanner		1	36	36
Scanner	Map Scanner	1	36	36
Circulation Space		10%	0	17

167

Collections

See CCHA Open Collections

1.15

Type of shelf Aisle width, feet Area, Single face, square feet	Compact 0.2 4.1	Minimum 3.0 9.5	Typical 3.5 10.5	Collection Size			Shelving Typology				Area			
				Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
No Collection Scheduled				0	0%	0	12	84	7	80%	202	0.0	10.5	0

0 0

Seating See CCHA Seating

	Qty	units provide	0	seats total	Area	
					Unit SF	SF
Seating-Lounge	0				40	

0 0

Furniture

Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment

Coordinate specifics during design phase.

Finishes Medium duty.

Signage Typical room signage. Coming Events - digital.

Display Picture rail.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.
Plumbing	
HVAC	Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.
Power	
Data	
Lighting	
Security	
Other	

CCHA Program Room	0 seats	0 PACs	0 computers	920 SF
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Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating								Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL	
			Lounge	Other	1P T	2P T	2P B	4P T						
CCHA Program Room	32	0	0	0	0	0	0	0	0	0	0	0	32	

Function & Design Issues

- Public programs needing convenient access to Archives materials.
- University classes, which meet frequently in the Archives.
- Meetings of groups not affiliated with the Archives.
- For security purposes, not accessible through the Archives.

Adjacencies

- Primary CCHA Reference Desk CCHA Staff & Manager's Workrooms
- Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Meeting Rm "Stage"Area	Speaker's area.	1	120	120
Storage Room - Medium	Locking storeroom for Archives equipment.	0	75	0
				120

Collections

See CCHA Open Collections

1.15

Type of shelf	Compact	Minimum	Typical	Collection Size			Shelving Typology					Area		
				Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
Aisle width, feet	0.2	3.0	3.5											
Area, Single face, square feet	4.1	9.5	10.5											
No Collection Scheduled				0	0%	0	12	84	7	80%	202	0.0	10.5	0
												0	0	

Seating

	Qty	Description	Area		
			Unit SF	SF	
Seating-Table-2P-Training	16	units provide 32 seats total	50	800	
				32	800

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Medium duty.

Signage Typical room signage. Coming Events - digital. Rules of conduct.

Display Picture rail.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure

Fire Protection Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.

Plumbing

HVAC Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.

Power

Data

Lighting

Security

Other

CCHA Displays 0 seats 0 PACs 0 computers 200 SF

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
CCHA Displays	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

Something similar to the current display case that is located directly outside the entrance to the Archives.

Twelve feet of wall space for permanent displays in the Archives, including the Bowman map of Urbana and West Urbana, the Bowman map of Champaign County, and various birds-eye views.

Twelve feet of wall space for temporary displays.

Flat glass-top display cabinet, about 3 x 5 feet, for documents and books.

Flat-screen TV.

Adjacencies

Primary Entry into CCHA
 Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Exhibit - 3D		0	80	0
Exhibit - Wall mounted	Temporary	1	40	40
Exhibit - Wall mounted	Permanent	1	40	40
Display table		1	75	75
Display case	Vertical	1	30	30
Video Display		1	15	15
		0	5	200

Collections

See CCHA Open Collections

Type of shelf	Compact	Minimum	Typical	Collection Size			Shelving Typology				Area			
				Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
Aisle width, feet	0.2	3.0	3.5											
Area, Single face, square feet	4.1	9.5	10.5											
No Collection Scheduled				0	0%	0	12	84	7	80%	202	0.0	10.5	0
												0	0	

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.

Signage Typical room signage. Coming Events - digital.

Display Picture rail.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure

Fire Protection Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.

Plumbing

HVAC Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.

Power

Data

Lighting

Security

Other

CCHA Staff & Manager's Workrooms 1,764 SF

Function & Design Issues

This zone is described for CCHA staff.

Support focused work efforts on collection development, program development, promotional materials, and handouts.

Includes space for

- Current full-time staff
- Current part-time staff
- Volunteers

Adjacencies

- Primary Public Area of CCHA
- Secondary

Furniture & Special Use Spaces

	#	Function	Notes	Qty	Area	
					Unit SF	SF
STAFF WORKROOM						
Workstation-L			<i>area includes 2D file below and wall mounted shelving above, 2 bookcarts.</i>	10	0	0
Storage-Shelving Unit			<i>Central, supports all workstations 3 each</i>	30	9	255
Workstation-Table-Small			<i>Small Document Repair</i>	6	40	240
Workstation-Table-Large			<i>Large Document Repair</i>	1	75	75
Storage-Shelving Unit			<i>Donations, 84" high</i>	12	9	102
Workstation-Table-Large			<i>Donations processing</i>	6	75	450
Sink-Counter-8 LF				1	40	40
Storage-Industrial				10	16	160
Photocopy Center - Workroom				1	30	30
Seating-Table-8P				1	200	200
Coat Rack - Work Room				1	16	16
Coat Rack - Work Room				1	16	16
MANAGER'S WORKROOM						
Office - Manager + Conference			<i>Desk, 2 visitor's chairs, 2 filing cabinets, 2 shelving units, 4 place worktable</i>	1	180	180

1,764

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Medium duty.

Signage Typical room signage.

Display Whiteboards, bulletin boards for the room. Additional whiteboards and bulletin boards are included in workstation

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure

Fire Protection Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.

Plumbing

HVAC Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.

Power

Data

Lighting

Security Access control. Access control. Offices are secured from the rest of the Workroom Suite.

Other

CCHA Storage	0 seats	0 PACs	0 computers	138	SF
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Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Train'g Maker ActiveL
			Lounge	Other	1P T	2P T	2P B	4P T					
CCHA Storage	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

Storage for equipment not in use.

Storage for packing boxes and other shipping material.

Placement

Where it fits.

Adjacencies

Primary

Secondary CCHA Staff & Manager's Workrooms

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Storage-Shelving Unit		3	9	26
File-Lateral-5Drawer		1	12	12
Storage-Open Floor -Very Large		1	100	100

138

Seating

	Qty				Area	
					Unit SF	SF
Seating-Table-1P	0	units provide	0	seats total	30	

0

0

Collections

Type of shelf	Compact	Minimum	Typical	Collection Size			Shelving Typology				Area			
				Collection Size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/o base shelf	shelf capacity factor	Capacity, single face section	# of SF sections req'd	Select Density Factor (sf req'd per SF section)	Area required based on density factor
Aisle width, feet	0.2	3.0	3.5										1.15	
Area, Single face, square feet	4.1	9.5	10.5											
No Collection Scheduled				0	0%	0	12	84	7	80%	202	0.0	10.5	0
												0		0

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Medium duty.

Signage Typical room signage.

Display

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.
Plumbing	
HVAC	Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.
Power	
Data	
Lighting	
Security	
Other	

END OF SECTION.

Lending Services Staff Zone

1,991 SF

The Lending Services spaces contain the various work spaces and equipment that support material lending via walk-in, drive-up, outreach, and interlibrary loans.

Public spaces related to the circulation functions are described in the Entries section.

Public service points, self-check devices, security gates, etc.

Summary of Assignable Spaces		Programmed					
ZONE	SPACE	FLOOR	G	1	2	3	AREA (SF)
STAFF	Lending Services Workroom - South	1		924			924
STAFF	Lending Services Workrooms - North	1		972			972
Department Assignable			0	1,896	0	0	1,896
Department Non-Assignable 5%			0	95	0	0	95
Department Total			0	1,991	0	0	1,991

Key Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

PSP = Public Service Point

Lending Services Workroom - South

924 SF

Function & Design Issues

Storage for collections that are kept behind the service desk for security, including non-print materials and large objects that are part of the “Library of Things.”

Off-desk workspaces for library assistants. Answering incoming phone calls.

Space for receiving and sending interlibrary loans. Processing incoming and outgoing US mail.

Handling deliveries to schools and home delivery.

Receiving and checking in returned materials, handling unconventional loan items, such as the “Library of Things.”

Managing lost and found. Recharging Nooks, Chromebooks, VOX, etc. Cleaning circulating toys.

Placement

Away from public view.

Adjacencies

Primary South Entry Lobby - Upper Lobby PSP - Lending Services
 Secondary Lending Services Workrooms - North

Furniture & Special Use Spaces

MATERIAL RETURN ZONE

	Notes	Qty	Area	
			Unit SF	SF
Safe		1	8	8
Shredder		1	8	8
Bookcart		12	8	96
Depressible Book Bins	Material return slots.	2	30	60
Storage-Open Floor -Very Large	Book bin staging area in support of material return slots.	1	100	100
Workstation-Desk/Linear	Work counter for general process, needs PC, barcode scanner, full RFID staff set-up, area includes 2D file and overhead shelving unit, coat hook; space for carts on both sides of staff stool; height-adjustable workstation; these are workstations 4 and 5 from Work Station Zone.	2	40	80
Photocopy Center - Workroom	Overdue Notices, and other support of Circ and OTR staff.	1	30	30
Storage-Shelving Unit	Reserved materials, LoT, Book Club, etc. 72" H, SF.	5	9	43
Storage-Shelving Unit	Processing, LoT, ILL, etc. 72" H, SF, arranged in DF ranges.	24	9	204
Lockers-4/unit	Pages etc., 12x12x12 with space for boots underneath.	7	5	35

WORK STATION ZONE	#	Function	Notes	Qty	Area	
					Unit SF	SF
Workstation-Desk/Linear	1, 2	Check-In	Needs PC, barcode scanner, full RFID staff set-up, area includes 2D file and overhead shelving unit, coat hook; space for 2 carts on both sides of staff stool; height-adjustable workstation.	2	40	80
Workstation-Desk/Linear	3	General Processing	Area includes 2D file below and wall-mounted shelving above, 2 bookcarts.	1	40	40
Workstation-Desk/Linear	4, 5		Area includes 2D file and overhead shelving unit, coat hook; space for carts on both sides of staff chair; height-adjustable workstation.	1	40	40
Workstation-Desk/Linear	6	Resource Librarian	Included above in Work Room Zone.	0	40	0
Workroom - Small, Enclosed: Bug Room			Includes space for Bug Oven	1	100	100

924

Furniture Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment Coordinate specifics during design phase.

Finishes Medium duty.

Signage Typical room signage.

Display Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	Access control. Access control. Offices are secured from the rest of the Workroom Suite.
Other	

Lending Services Workrooms - North

972 SF

Function & Design Issues

Support of Lending Services team and other staff functions.

Placement

Arranged to be near the Lending Services public service points but out of the way of primary public activities at the entry into the public areas from the south entrance into the building.

Adjacencies

Primary Lending Services Workroom - South

Furniture & Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Office - Manager + Conference	Associate Director, a separate, enclosed room.	1	180	180
Office - Manager + Conference	Patron Services Manager, a separate, enclosed room.	1	180	180
Office - Manager + Conference	Collections Manager, a separate, enclosed room.	1	180	180
Storage Room - Small		1	36	36
Seating-Table-4P	Teaming, projects.	2	100	200
Storage-Shelving Unit	Professional collection, miscellany.	4	9	34
Circulation Space		20%	1	162
				972

Furniture Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment Coordinate specifics during design phase.

Finishes Medium duty.

Signage Typical room signage.

Display Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	Access control. Access control. Offices are secured from the rest of the Workroom Suite.
Other	

END OF SECTION.

Work areas include a general purpose workroom for focused work without interruption on projects such as developing and coordinating classes, events, and outreach activities; extended or group projects; meetings of the departmental teams.

All workspaces will be accessible, or designed to be rearranged to be accessible.

Staff is to consider location of work zones and gauge the balance between work area proximity to public spaces served and proximity to other staff work areas (flexibility, shared culture, efficient use of space, shared resources).

Program is premised on semi-shared staff work zone concept. Workrooms are adjacent to areas served and grouped together.

Summary of Assignable Spaces		Programmed					
ZONE	SPACE	FLOOR	P	1	2	3	AREA (SF)
<i>STAFF</i>	Adult, Teen Services, & Safety Workrooms	2			908		908
<i>STAFF</i>	Adult & Teen Services Storage	2			100		100
Department Assignable			0	0	1,008	0	1,008
Department Non-Assignable		5%	0	0	51	0	51
Department Total			0	0	1,059	0	1,059

Key Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor
 PSP = Public Service Point

Adult, Teen Services, & Safety Workrooms

908 SF

Function & Design Issues

This zone is described for Adult Services inclusive of Teen Services.

Support focused work efforts on collection development, program development, promotional materials and handouts.

Includes space for

Current full time staff, Current part time staff, and LA1-Collections

Windows with Venetian blinds to public area of Adult and Teen Services and to the workroom of the department head.

Pleasant acoustics to enable a group of people to share a room without seriously disturbing one another.

Placement

Consider a location where the workroom can provide supplementary oversight not duplicated by the Adult Services reference desk and the main lending desk.

Adjacencies

Primary Public Area of Adult Services Adult & Teen Services Storage
 Secondary

Furniture & Special Use Spaces

ADULT & TEEN SERVICES WORKROOM

	#	Function	Notes	Qty	Area	
					Unit SF	SF
Workstation-L	1		Height adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	1	70	70
Workstation-L	2		Height adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	1	70	60
Workstation-L	3		Height adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	1	70	70
Workstation-L	4		Height adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	1	70	70
Workstation-L	5		Height adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	1	70	70
Workstation-L	6		Height adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	1	70	70
Seating-Table-6P		Group projects	2 tables to accommodate group meetings.	2	150	300
Sink-Counter-8 LF				1	40	40
Coat Rack				1	20	20
Photocopy Center - Workroom				1	30	30

ASSOCIATE DIRECTOR'S OFFICE				
Office - Manager	Safety, enclosed room	1	108	108
				908

- Furniture** Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
- Equipment** Coordinate specifics during design phase.
- Finishes** Medium duty.
- Signage** Typical room signage.
- Display** Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	Sink, deep, large, with goose neck faucet.
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	Access control. Offices are secured from the rest of the Workroom Suite.
Other	

Adult & Teen Services Storage 100 SF

Function & Design Issues

Space to accommodate a mixture of open space and shelving. Storerooms are a great place to repurpose unmatched shelvi

Adjacencies

Primary Adult, Teen Services, & Safety Workrooms
 Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Storage Room - Departmental		1	100	100
				100

Furniture Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevaces.

Equipment Coordinate specifics during design phase.

Finishes Medium duty.

Signage Typical room signage.

Display Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	Sink, deep, large, with goose neck faucet.
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	
Other	

END OF SECTION.

Work areas include a general purpose workroom for focused work without interruption on projects such as developing and coordinating classes, events, and outreach activities; extended or group projects; meetings of the departmental teams.

Staff is to consider location of work zones and gauge the balance between work area proximity to public spaces served and proximity to other staff work areas (flexibility, shared culture, efficient use of space, shared resources).

Program is premised on semi-shared staff work zone concept. Workrooms are adjacent to areas served and grouped together.

Summary of Assignable Spaces		Programmed					
ZONE	SPACE	FLOOR	G	1	2	3	AREA (SF)
STAFF	Children's Services Staff Workroom	G	930				930
STAFF	Children's Services Storage Room	G	292				292
Department Assignable			1,222	0	0	0	1,222
Department Non-Assignable			62	0	0	0	62
Department Total			1,284	0	0	0	1,284

Key Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor
 PSP = Public Service Point

Children's Services Staff Zone

1,284 SF

Children's Services Staff Workroom

930 SF

Function & Design Issues

This zone is described for Children's Services staff.

Support focused work efforts on collection development, program development, promotional materials and handouts.

Includes space for

Current full time staff, Current part time staff, and LA1-Collections

Adjacencies

Primary Public Area of Children's Services Children's Services Storage Room

Furniture & Special Use Spaces

	#	Function	Notes	Qty	Area	
					Unit SF	SF
Workstation-L	1		Height adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	1	70	70
Workstation-L	2		Height adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	1	70	60
Workstation-L	3		Height adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	1	70	70
Workstation-L	4		Height adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	1	70	70
Workstation-L	5		Height adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	1	70	70
Workstation-L	6		Height adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	1	70	70
Seating-Table-6P		Group projects	2 tables to accommodate group meetings.	2	150	300
Sink-Counter-8 LF				1	40	40
Storage-Shelving Unit		700 item Professional Collection		5	9	43
Coat Rack				1	20	20
Washing Machine			Washer/dryer stack unit.	1	12	12
Storage Room - Medium			Outreach storage, separate from Community Engagement, separate from Entry storage areas for Outreach	1	75	75
Photocopy Center - Workroom				1	30	30

930

Furniture Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment Coordinate specifics during design phase.

Finishes Medium duty.

Signage Typical room signage.

Display Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	Sink, deep, large, with goose neck faucet.
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	Access control. Access control. Offices are secured from the rest of the Workroom Suite.
Other	Need for acoustic separation and a degree of privacy given the sensitive nature of the work effort.

Children's Services Staff Zone	1,284	SF
Children's Services Storage Room	292	SF

Function & Design Issues

Seasonal storage of general supplies, storytime materials, summer reading materials, and various displays.

Adjacencies

Primary Children's Services Staff Workroom
 Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Storage Room - Departmental		1	100	100
Storage-Industrial	Deeper than standard bookshelf type storage.	12	16	192
				292

- Furniture** Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
- Equipment** Coordinate specifics during design phase.
- Finishes** Medium duty.
- Signage** Typical room signage.
- Display** Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	Sink, deep, large, with goose neck faucet.
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	Access control. Access control. Offices are secured from the rest of the Workroom Suite.
Other	

END OF SECTION.

Acquisition Services Staff Zone

1,075 SF

This is workspace for the staff members responsible for maintenance of the Library’s collections, including ordering, receiving, cataloging, and physical maintenance of books and other materials.

The Acquisitions Manager will have a separate workroom.

Space is required for the storage of new books and other materials awaiting processing, books and other materials awaiting repair, older books and other materials awaiting discard, supplies for book preparation and repair, and other supplies.

With the exception of the sink, all furniture in the workroom will be completely movable.

Large numbers of wall and floor outlets will be provided so that equipment can be plugged in wherever it is moved.

Lighting will be all-purpose uplighting, with all areas of the room evenly lit.

Summary of Assignable Spaces		Programmed					
ZONE	SPACE	FLOOR	G	1	2	3	AREA (SF)
<i>STAFF</i>	Acquisition Services Workroom	G	977				977
Department Assignable			977	0	0	0	977
Department Non-Assignable		10%	G	98			98
Department Total			1,075	0	0	0	1,075

Key Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

PSP = Public Service Point

Acquisition Services Workroom 977 SF

Function & Design Issues

Workspace for the staff members responsible for maintenance of the Library’s collections, including ordering, receiving, cataloging, and physical maintenance of books and other materials. Only the Collections Manager will have a separate workroom.

Storage for new books and other materials awaiting processing, books and other materials awaiting repair, older books and other materials awaiting discard, supplies for book preparation and repair, and other supplies.

Extreme flexibility. With the exception of the sink, all furniture in the workroom will be completely movable. Large numbers of wall and floor outlets will be provided so that equipment can be plugged in wherever it is moved. Lighting will be all-purpose uplighting, with all areas of the room evenly lit.

The Acquisitions Department will be secure and not serve as a necessary passageway between other areas of the Library.

Adjacencies

Primary Receiving
 Secondary

Furniture & Special Use Spaces

ACQUISITION SERVICES WORKROOM

	#	Function	Notes	Qty	Area	
					Unit SF	SF
Workstation-L	1 to 4	Cataloging	Height adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	4	70	280
Workstation-Desk/Linear, Large	5, 6, 7	Processing	Height adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	3	90	270
Workstation-Desk/Linear, Large	8	Library of Things	Height adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts. Provide 2 stools.	1	70	70
Storage-Shelving Unit		Library of Things	Library of Things storage: The storage should have lots of large and small cubbies and banks of drawers similar to a card catalog to accommodate all the big and small parts associated with the Library of Things.	1	12	12
Storage-Shelving Unit			84" with hanging rods.	2	12	24
Sink-Counter-8 LF				1	40	40
Workstation-Table-Small			Disc cleaning station. Locate near sink.	1	40	40
File-Lateral-5Drawer				1	12	12
Storage-Shelving Unit				5	9	43
Workstation-Table-Small			Central work table.	1	40	40
Lockers-4/unit				2	5	10
Coat Rack - Work Room				1	16	16
Workstation-Table-Small			Papercutter.	1	40	40
Network-Printer			Shared equipment.	1	20	20
Storage Cabinet			Shared equipment.	1	45	45

Acquisition Services Staff Zone

1,075 SF

Photocopy - Desktop	Shared equipment.	1	15	15
ACQUISITION SERVICES MANAGER'S OFFICE				
Office - Manager + Conference	Located in Lending Services	0	180	0

977

- Furniture** Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
- Equipment** Coordinate specifics during design phase.
- Finishes** Medium duty.
- Signage** Typical room signage.
- Display** Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	Sink, deep, large, with goose neck faucet.
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	Lighting will be all-purpose uplighting, with all areas of the room evenly lit.
Security	Access control.
Other	

END OF SECTION.

Administration Staff Zone

2,958 SF

The Administrative Suite contains the various oversight and strategic management functions of the Library.

Special needs for privacy and secure storage of sensitive personnel and financial files are critical.

Normal support spaces, conference room, and the like are provided to meet the needs of the staff. These spaces may need to be arranged to make the spaces available to invited members of the public on rare occasions.

Most visitors to the floor will be other staff.

Board meetings will be held at the Community Rooms on the Second Floor.

Non-assignable spaces on this floor include staff restrooms, elevator, egress stairs.

Summary of Assignable Spaces		Programmed					AREA (SF)
ZONE	SPACE	FLOOR	G	1	2	3	
STAFF	Reception / Office Manager Workroom	G	220				220
STAFF	Executive Director Workroom	G	255				255
STAFF	Associate Directors' Workroom	G	180				180
STAFF	Shared Equipment	G	218				218
STAFF	Library Assistant 2 - Administration Workroom	G	128				128
STAFF	Human Resources Workroom	G	249				249
STAFF	Future Staff Workroom	G	201				201
STAFF	Central Supply Room	G	490				490
STAFF	Staff Conference Room	G	488				488
STAFF	Secure Records Storage	G	144				144
Department Assignable			2,572	0	0	0	2,572
Department Non-Assignable		15%	G	386			386
Department Total			2,958	0	0	0	2,958

Key Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor
PSP = Public Service Point

Reception / Office Manager Workroom 220 SF

Function & Design Issues

Workspace for Library Office Manager. Due to its small size, the reception area needs to be combined with other functions.
 Space for people visiting the Administration workrooms.
 Supports the entire administrative team and much of the Library staff. Shared resources of printing and storage are located here.

- Reception
- Document copying, collating, publishing
- Storage of related supplies

Connecting the Administration workrooms.

Placement

Accessible from outside the Administration workrooms.
 Public access, while limited, is conducted by a staff member: There is no need for a secondary level of reception.

Features

Welcoming to visitors. Consider large window to corridor or lobby leading to the Administrative Suite.
 Wall space for Library awards and images of the building and staff.
 Ideally, natural light.

Adjacencies

Primary	Executive Director Workroom	Associate Directors' Workroom
	Staff Conference Room	
Secondary	Central Supply Room	Secure Records Storage

Furniture & Special Use Spaces

			Area	
	Notes	Qty	Unit SF	SF
ARRIVAL ZONE				
Seating-Other	Visitor waiting.	2	30	60
Coat Rack	Visitors.	1	20	20
WORK ZONE				
Workstation-L	Height adjustable workstation. Includes 2D file below, wall-mounted shelving.	1	60	60
Workstation-Table-Small	With 2 chairs.	1	40	40
Workstation-Back Counter	4 file drawers for shared forms/files/etc. - can be under counter storage; fax machine?, related supplies; layout space related to copy center.	1	40	40

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220

- Furniture** Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
- Equipment** Coordinate specifics during design phase.
- Finishes** Medium duty.
- Signage** Typical room signage.
- Display** Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	Administrative suite is secured from rest of building. Access control.
Other	Need for acoustic separation and a degree of privacy given the sensitive nature of the work effort.

Executive Director Workroom 255 SF

Function & Design Issues

- Supports the Executive Director in daily individual and administrative team tasks.
- Welcomes visitors to the Library.
- Space for the Executive Director to meet with small groups, such as Library Board committees, local citizens, vendors, or Library staff.
- Natural light and borrowed light from the adjacent corridor are important considerations.
- Acoustic privacy is paramount!
- Windows (with blinds) and a door will connect the Executive Director’s workroom to the other Administration staff

Placement

- Near the other Administration staff workrooms.
- The Executive Director’s workroom will not be a passageway to any other room.

Adjacencies

- Primary Reception / Office Manager Workroom Associate Directors' Workroom
- Secondary Staff Conference Room

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Workstation-U+	Includes files below and wall-mounted shelving above.	1	100	100
Seating-Table-6P	Conference - table, round, and chairs.	1	150	150
Video Display	Presentation to/with donors, department managers.	1	5	5
Coat Closet - Office		0	20	0

255

- Furniture** Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
- Equipment** Coordinate specifics during design phase.
A/V to support previewing of various materials, collaboration, presentations.
- Finishes** Medium duty.
- Signage** Typical room signage.
- Display** Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.

Lighting	
Security	Access control.
Other	Need for acoustic separation and a degree of privacy given the sensitive nature of the work effort.

Associate Directors' Workroom 180 SF

Function & Design Issues

Supports the Associate Director. This is one of two spaces serving two Associate Directors. The other is in the Lending Services Workroom.
 Small conferences.
 Natural light and borrowed light from the adjacent corridor are important considerations.
 Acoustic privacy is paramount!
 Windows (with blinds) and a door will connect the Associate Directors' workrooms to the other Administration workrooms.

Placement

Near the other Administration staff workrooms.
 The workrooms will not be passageways to any other room.

Adjacencies

Primary Reception / Office Manager Workroom Executive Director Workroom
 Secondary Staff Conference Room

Furniture & Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Office - Manager + Conference	Associate Director Office, a separate, enclosed room.	1	180	180

180

- Furniture** Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
- Equipment** Coordinate specifics during design phase.
A/V to support previewing of various materials, collaboration, presentations.
- Finishes** Medium duty.
- Signage** Typical room signage.
- Display** Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	Access control.
Other	Need for acoustic separation and a degree of privacy given the sensitive nature of the work effort.

Shared Equipment 218 SF

Function & Design Issues

Supports the Office Manager and LA2-Administration.
 Space for equipment shared by all Administration staff.

Adjacencies

Primary Reception / Office Manager Workroom
 Secondary Office Manager's Storage Room

Furniture & Special Use Spaces

	Notes	Area		
		Qty	Unit SF	SF
Workstation-Assembly Table		1	75	75
Sink-Counter-8 LF		1	40	40
Shredder		1	8	8
Photocopy Center		1	75	75
Refrigerator		1	20	20

218

- Furniture** Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
- Equipment** Coordinate specifics during design phase.
- Finishes** Medium duty.
- Signage** Typical room signage.
- Display** Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	
Other	

Library Assistant 2 - Administration-Workroom 128 SF

Function & Design Issues

Workroom for LA2-Administration.

Placement

Near the other Administration staff workrooms.
The workroom will not be a passageway to any other room.

Adjacencies

Primary Reception / Office Manager Workroom
Secondary Central Supply Room Secure Records Storage

Furniture & Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Workstation-L		1	60	60
File-Lateral-5Drawer		5	12	60
Safe		1	8	8

128

- Furniture** Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
- Equipment** Coordinate specifics during design phase.
- Finishes** Medium duty.
- Signage** Typical room signage.
- Display** Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	Access control.
Other	Need for acoustic separation and a degree of privacy given the sensitive nature of the work effort.

Human Resources Workroom 249 SF

Function & Design Issues

Supports the Human Resources Manager.
 Secure records storage.
 Natural light is an important consideration. Visual privacy from adjacent corridor is paramount! Consider a clerestory along corridor wall to balance needs for light and privacy.
 Acoustic privacy is paramount!

Placement

Locate office within administrative zone to provide reasonably private approach by staff while maintaining connection to remainder of administrative team.

Adjacencies

Primary Reception / Office Manager Workroom
 Secondary

Furniture & Special Use Spaces

		Area		
	Notes	Qty	Unit SF	SF
Workstation-U		1	80	80
Seating-Table-4P	Conference - table, round, and chairs.	1	100	100
Storage-Shelving Unit	Records storage.	1	9	9
File-Lateral-5Drawer	Records storage.	5	12	60

249

- Furniture** Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
- Equipment** Coordinate specifics during design phase.
- Finishes** Medium duty.
- Signage** Typical room signage.
- Display** Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	Access control.
Other	

Future Staff Workroom 201 SF

Function & Design Issues

Workroom for a position not yet created.
 Natural light is an important consideration. Visual privacy from adjacent corridor is paramount!
 Acoustic privacy is paramount!

Placement

Locate office within administrative zone to provide reasonably private approach by staff while maintaining connection to remainder of administrative team.

Adjacencies

Primary Associate Directors' Workroom
 Secondary

Furniture & Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Workstation-U		1	80	80
Seating-Table-4P	Conference - table, round, and chairs.	1	100	100
Storage-Shelving Unit	Records storage.	1	9	9
File-Lateral-5Drawer	Records storage.	1	12	12

201

- Furniture** Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
- Equipment** Coordinate specifics during design phase.
- Finishes** Medium duty.
- Signage** Typical room signage.
- Display** Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	Access control.
Other	Acoustic privacy is paramount!

Central Supply Room 490 SF

Function & Design Issues

Secure storage of Library supplies.
 Storage of Library printed material, such as letterheads, and Library souvenirs such as tee shirts, imprinted mugs, and tote bags.
 Everyday supplies will also be stored in individual Library departments.

Placement

Accessible from the Administration offices.
 The supply room will not serve as a corridor to any other part of the Library.

Adjacencies

Primary Library Assistant 2 - Administration Workroom
 Secondary

Furniture & Special Use Spaces

	Notes	Area		
		Qty	Unit SF	SF
Storage-Shelving Unit		10	9	85
Storage Cabinet		9	45	405

490

- Furniture** Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
- Equipment** Coordinate specifics during design phase.
- Finishes** Medium duty.
- Signage** Typical room signage.
- Display** Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	
Data	
Lighting	
Security	Access control.
Other	

Staff Conference Room 488 SF

Function & Design Issues

Supports meetings of managers, board committees, donors, press, departmental teams, auditors, and staff committees. Access by staff attending meetings should be able to bypass the reception area to avoid disruption of staff working there. This room may need to be reconfigured. Flexibility of furnishings and ability to store items not in use is essential.

Placement

Accessible both from the Administration offices and from a hallway outside of the Administration office group.

Adjacencies

Primary Reception / Office Manager Workroom Executive Director Workroom
 Secondary

Furniture & Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Seating-Table-2P	Modular to seat 18 at conference tables.	9	50	450
Podium	Presenter area.	1	25	25
Seating-Meeting	Additional seating area beyond table.	0	10	0
Video Display	Support virtual conferencing.	1	5	5
Display-Whiteboard		1	8	8

488

- Furniture** Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
- Equipment** Coordinate specifics during design phase.
 A/V to support previewing of various materials, collaboration, presentations.
- Finishes** Medium duty. Acoustic control finishes are required.
- Signage** Typical room signage.
- Display** Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	High-end AV capabilities. Accessible to users - above work surface, not at floor level.
Data	High-end AV capabilities. Accessible to users - above work surface, not at floor level.
Lighting	Multi-zone scene controls, but nothing cumbersome. Support use of video conferencing.
Security	This room is secured from the rest of the Administrative Suite.
Other	Need for acoustic separation and a degree of privacy given the active nature of the work effort.

Secure Records Storage 144 SF

Function & Design Issues

Secured, limited access room for mandated storage of confidential information.
 Storage specified is a place holder. Reuse of existing mis-matched or vertical files can be considered.
 Staff is comfortable considering a high-density shelving option.
 The architect will make sure that the shape of the room allows storage of the listed items and will indicate specific placement of filing cabinets and shelving units on the schematic design for the Library.

Placement

In the group of Administration offices.

Adjacencies

Primary Library Assistant 2 - Administration Workroom
 Secondary

Furniture & Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
File-Lateral-5Drawer	Would hold files currently in Admin - on wall outside of current supply area and in cabinets on the south side of LA2-Admin's desk.	12	12	144
				144

- Furniture** Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
- Equipment** Coordinate specifics during design phase.
- Finishes** Medium duty.
- Signage** Typical room signage.
- Display** Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	
Data	
Lighting	
Security	Access control.
Other	

Community Engagement Staff Zone

920 SF

Workrooms for all Community Engagement staff including separate rooms for the Communications & Development Manager and the Programming & Outreach Manager.

Staff depends on a variety of digital and analog equipment to support their efforts.

There are Community Engagement spaces in support of Outreach located at the building entry and in the Children's Services Workroom.

Summary of Assignable Spaces		Programmed					AREA (SF)	
ZONE	SPACE	FLOOR	G	1	2	3		
<i>STAFF</i>	Community Engagement Workrooms	1		836			836	
Department Assignable				0	836	0	0	836
Department Non-Assignable		10%	1	84			84	
Department Total				0	920	0	0	920

Key Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor
 PSP = Public Service Point

Community Engagement Workrooms 836 SF

Function & Design Issues

Workrooms for all Community Engagement staff including separate rooms for the Communications & Development Manager and the Programming & Outreach Manager.

An allowance of space is made for various pieces of graphics production equipment.

Adjacencies

Primary

Secondary

Furniture & Special Use Spaces

WORKSTATION ZONE	#	Notes	Qty	Area	
				Unit SF	SF
Workstation-L	1	Height adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	1	60	60
Workstation-L	2	Height adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	1	60	60
Workstation-L	3	Height adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	1	60	60
Workstation-L	4	Height adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	1	60	60
Graphics - Folding Machine			1	12	12
Graphics - Laminator - Cart			1	20	20
Graphics - Paper Cutter - Floor standing			1	12	12
Graphics Station		Drafting.	1	25	25
Sink-Counter-10 LF		With hood.	1	50	50
Workstation-Table-Small		With 2 chairs.	1	40	40
Storage-Shelving Unit			10	9	85
Storage Room - Small			1	36	36
Scanner		Large format with color-printing function.	1	36	36
Flat File		4 units of 5 drawers each stacked on 1 base.	1	40	40
OFFICE ZONE					
Office - Manager, Large		Communications & Development Manager. A separate, enclosed room.	1	120	120
Office - Manager, Large		Programming & Outreach Manager. A separate, enclosed room.	1	120	120

836

- Furniture** Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
- Equipment** Coordinate specifics during design phase.
- Finishes** Medium duty.
- Signage** Typical room signage.
- Display** Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level. Dedicated circuits as appropriate.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	Access control. Offices are secured from the rest of the Workroom Suite.
Other	

END OF SECTION.

This space is described in its ideal configuration. The program intent is to adapt the existing space as needed. This needs to be confirmed in the design phase. While mobility of furnishings is needed to support changes in work flow, a more cohesive approach to work surfaces should replace the current hodge-podge.

Summary of Assignable Spaces		Programmed					
ZONE	SPACE	FLOOR	G	1	2	3	AREA (SF)
STAFF	FOTL Workroom	G	787				787
STAFF	FOTL Book Sale Storage	G	400				400
STAFF	FOTL Online Sales Project	G	464				464
Department Assignable			1,187	0	0	0	1,187
Department Non-Assignable		10%	G 119				119
Department Total			1,306	0	0	0	1,306

Key Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor
 PSP = Public Service Point

FOTL Workroom

787 SF

Function & Design Issues

Books are received in this space, discarded if judged to be totally unsalable, sorted by subject and format as necessary for Friends book sales, packed in boxes ready for placement on book sale tables, and then transferred to an adjacent storage closet.

Adjacencies

Primary Loading Dock or at least on the same floor
 Secondary Staff Elevator

Furniture & Special Use Spaces

The workstations should be less about cubicles and more about a very open floor plan with room for carts to move around and be surrounding the Friends volunteers. Anywhere there are cabinets it would be good to add under-cabinet lighting.

WORKSTATION ZONE	Notes	Qty	Area	
			Unit SF	SF
Workstation-Table-Small	Materials queuing - incoming.	8	40	320
Workstation-L	Materials queuing - outgoing.	1	60	60
Storage-Open Floor -Small	Flattened cartons.	1	24	24
Storage Cabinet		2	45	90
File-Lateral-5Drawer		1	12	12
Storage-Open Floor -Very Large	Newly received books.	0.75	100	75
Storage-Open Floor -Large	Sorted books.	0.5	60	30
Coat Rack - Work Room		1	16	16
Bookcart		10	8	80
Storage-Open Floor -Medium	Parking for 4 small platform dollies.	1	40	40
Storage-Open Floor -Medium	Recycling bins: Four large 96-gallon bins on wheels for books to be discarded, including access space for volunteers dumping books and for custodial staff rolling bins out to dumpsters.	1	40	40

787

- Furniture** Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
- Equipment** Coordinate specifics during design phase.
- Finishes** Medium duty.
- Signage** Typical room signage.
- Display** Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	
Other	

FOTL Book Sale Storage 400 SF

Function & Design Issues

Storage for books that have been sorted and are ready for book sales.

Adjacencies

Primary FOTL Workroom

Secondary

Furniture & Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Storage-Open Floor -Very Large		1	400	400
				400

Equipment

Finishes Medium duty.

Signage Typical room signage.

Display

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	
Other	

FOTL Online Sales Project **464 SF**

Function & Design Issues

Sales of materials that are worth substantially more than regular book sale materials.

Adjacencies

Primary FOTL Workroom

Secondary

Furniture & Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Workstation-L		2	60	120
File-Lateral-5Drawer		2	12	24
Storage-Shelving Unit		32	10	320
				464

Furniture Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment Coordinate specifics during design phase.

Finishes Medium duty.

Signage Typical room signage.

Display Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	
Other	

END OF SECTION.

Information Technology Staff Zone

559 sf

The Information Technology Suite contains the various work spaces and equipment rooms related to setup and maintenance of multiple building systems including data, voice, media, and various building systems such as security, lighting, and HVAC control.

All functions are critical. Access is to be tightly controlled.

Summary of Assignable Spaces		Programmed					
ZONE	SPACE	FLOOR	G	1	2	3	AREA (SF)
STAFF	Information Technology Services Workrooms	G	508				508
STAFF	Intermediate Distribution Frame	2			50		50
STAFF	Main Distribution Frame	2			125		125
STAFF	Intermediate Distribution Frame	G	50				50
STAFF	Main Distribution Frame	G	125				125

Department Assignable		683	0	175	0	508
Department Non-Assignable	10%	69	0	0	0	51
Department Total		752	0	175	0	559

Key Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor
 PSP = Public Service Point

Information Technology Services Workrooms 938 SF

Function & Design Issues

The main limitation is the requirement that no data may travel more than 300 feet (100 meters) without boosting. This limitation leads to information technology locations being central and to the provision of various network closets for data handling.

Preferably with natural light.

Setup, repair, and testing of equipment, as well as preparation for large scale rollouts (requiring a staging area).

Office for IT Manager.

Adjacencies

Primary Where things fit.

Secondary

Furniture & Special Use Spaces

IT WORKROOM		Notes	Qty	Area	
				Unit SF	SF
Workstation-Table-Small	1	Height-adjustable	1	40	40
Workstation-Table-Small	2	Height-adjustable	1	40	40
Workstation-Table-Small	3	Height-adjustable	1	40	40
Equipment Rack - Servers		Testing rack.	1	25	25
Seating-Table-4P			2	100	200
Storage-Industrial			4	16	64
Storage-Open Floor -Small		Incoming and decommissioned hardware.	1	24	24
Storage Room - Medium			1	75	75
Intermediate Distribution Frame			2	50	100
Main Distribution Frame			2	125	250
Workstation-Assembly Table		General Use	1	40	40
MANAGER'S WORKROOM					
Office - Manager + Conference		IT Manager. Separate, enclosed room.	1	40	40

938

Furniture Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment A/V to support previewing of various materials, collaboration, presentations.
Printing/copying/scanning equipment.

Finishes Heavy duty.

Signage Typical room signage. Authorized Entry Only.

Display Whiteboards, bulletin boards for the Room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	Raised flooring.
Fire Protection	
Plumbing	
HVAC	Dedicated HVAC equipment, including separate temperature and humidity monitoring. Server rooms and network closets will be kept cooler than the rest of the Library and require high-grade humidity control.
Power	Accessible to users - above work surface, not at floor level. Extensive power at all work surfaces. Consider overhead or under-floor power to open storage areas.
Data	Accessible to users - above work surface, not at floor level. Wire management equipment based on cable
Lighting	
Security	Access control. Offices are secured from the rest of the Workroom Suite.
Other	Need for acoustic separation and a degree of privacy given the focused nature of the work effort.

END OF SECTION.

These spaces serve the entire facility.

Staff entry related functions are grouped here but may be dispersed throughout the building if necessary. Adjacency requirements are noted below.

Natural light is preferred for the Staff Lunchroom.

The storage needs that are not met by the departmental storage allocations found elsewhere are listed here as various rooms. Adjacency preferences are noted below but building configuration may dictate other adjacencies.

Summary of Assignable Spaces		Programmed					
ZONE	SPACE	FLOOR	G	1	2	3	AREA (SF)
STAFF	Staff Entry	1		180			180
STAFF	Staff Lunchroom	1		622			622
STAFF	Staff Breakroom	3				242	242
STAFF	Lactation/First Aid	1		140			140
STAFF	General Building Storage	1		2,900			2,900
STAFF	Facilities Management Workroom	1		433			433
STAFF	Custodial Closet G	1		106			106
STAFF	Custodial Closet 1	1		73			73
STAFF	Custodial Closet 2	2			73		73
STAFF	Custodial Closet 3	3				73	73
STAFF	Loading Dock	1		256			256
Department Assignable			0	4,709	73	315	5,096
Department Non-Assignable		10%	1	510			510
Department Total			0	5,219	73	315	5,606

Key Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor
 PSP = Public Service Point

Staff Entry 180 SF

Function & Design Issues

Entry, airlock, and other amenities to support arriving and departing staff. Consideration of staff safety, especially early arrivals and late departures, is essential.

Secure bike storage for staff.

Near staff parking, if available.

Safe, well lit area. Clearly visible. Arranged so as to avoid confusion with public entrances.

Adjacencies

Primary Staff parking. Public sidewalk. Public transit stop if available.

Secondary Staff elevator.

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Airlock/Vestibule	Bench, ADA compliance space, recycling container.	1	120	90
Storage Room - Large	Bicycle storage area for staff. Secure room with wall mounted bicycle hooks. Bench. Bicycle repair equipment.	1	120	90

180

Furniture This is a high wear and tear area. Furniture has to be heavy duty, hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all furniture and equipment not just washable arms. Items should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes High-traffic flooring. Walk-off mat.
Wall protection in Bicycle Storage Room.

Signage Room signage. "Staff Only" signs.

Display Bulletin board for Bicycle Storage Room.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	Consider floor drain in vestibule.
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Include power in Bicycle Storage Room for recharging electric bikes.
Data	
Lighting	
Security	Access control. Alarm control panel.
Other	

Staff Lunchroom	622	SF
-----------------	-----	----

Function & Design Issues

The space is for the convenience of staff during scheduled meals and work breaks. The space is intended to provide a mental break from the rigors of the work environment.

There is no intent to accommodate on-site cooking. This space anticipates warming function and incidental food storage. The room is intended to accommodate a small number of staff at any one time and is not envisioned as an "all staff" or "departmental" meeting space.

A small Staff Break Room is provided on the 2nd Floor for short breaks.

Staff restrooms should be located near but not in the Lunchroom. See **Part 3 General Requirements** for restroom

Location

Locate in space as available given functional requirements of other primary public and staff spaces.

Locate with at least one intervening floor between the Staff Lunchroom and the Staff Breakroom.

Adjacencies

Primary Staff Entry Staff Stair and Stair Staff Restrooms
 Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Seating-Table-4P		4	100	400
Seating-Lounge		1	40	40
Sink-Counter-8 LF	Dishwasher.	1	40	40
Sink-Counter-8 LF	Microwaves (2).	1	40	40
Workstation-Back Counter	Staff Mail Boxes .	1	40	40
Refrigerator	With ice dispenser.	1	20	20
Vending		1	20	20
Display-Bulletins	Required Notifications.	1	8	8
Display-Bulletins	General Staff Notices.	1	8	8
Recycling container		1	6	6

622

- Furniture** Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
- Equipment** Coordinate specifics during design phase.
 2 microwaves.
- Finishes** Heavy duty. High-traffic flooring. Acoustic control is important.
- Signage** Typical room signage.
- Display** Whiteboards, bulletin boards for the Room.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure

Fire Protection

Plumbing Sink, deep, large, with goose neck faucet.

HVAC Setbacks to match typical office hours with overrides for special use.

Exhaust for cooking odors.

Plumbing Water to ice maker in refrigerator.

Power Kitchen-related equipment, extra outlets for crockpots, etc. Dedicated circuits as needed.

Accessible to users - above work surface, not at floor level.

Data Accessible to users - above work surface, not at floor level.

Lighting

Security Access control.

Other

Staff Breakroom 242 SF

Function & Design Issues

The space is for the convenience of staff during scheduled meals and work breaks. The space is intended to provide a mental break from the rigors of the work environment.

Location

Space as available given functional requirements of other primary public and staff spaces.

Locate with at least one intervening floor between the Large Staff Lunchroom and the Small Staff Lunchroom.

Adjacencies

Primary

Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Seating-Table-4P		1	100	100
Seating-Lounge		1	40	40
Sink-Counter-8 LF	Microwaves (1)	1	40	40
Refrigerator		1	20	20
Vending		1	20	20
Display-Bulletins	Required Notifications	1	8	8
Display-Bulletins	General Staff Notices	1	8	8
Recycling container		1	6	6

242

Furniture Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment Coordinate specifics during design phase.

Microwave.

Finishes Heavy duty. High-traffic flooring. Acoustic control is important.

Signage Typical room signage.

Display Whiteboards, bulletin boards for the Room.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure

Fire Protection

Plumbing Sink, deep, large, with goose neck faucet.

HVAC Setbacks to match typical office hours with overrides for special use.

Exhaust for cooking odors.

Plumbing Water to ice maker in refrigerator.

Power Kitchen-related equipment, extra outlets for crockpots, etc. Dedicated circuits as needed.

	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	Access control.
Other	

Lactation/First Aid 140 SF

Function & Design Issues

- A space for mothers.
- Quiet, private, properly equipped. Not a restroom stall.
- A small table with a light on it as an alternative to turning on the overhead light.

Adjacencies

- Primary Staff Break Rooms.
- Secondary Staff Restrooms.

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Seating-Lounge		1	40	40
Seating-Sofa		1	50	50
Sink-Counter-4 LF		1	20	20
Seating-Table-1P	Computer	1	30	30
Refrigerator- Under counter		1	0	0

140

- Furniture** Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
- Equipment** Coordinate specifics during design phase.
- Finishes** Medium duty.
- Signage** Typical room signage.
- Display** Whiteboards, bulletin boards for the room.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	A small table with a light on it as an alternative to turning on the overhead light.
Security	Access control.
Other	

General Building Storage 2,900 SF

Function & Design Issues

Storage is essential to proper operation of the Library. Storage should be purposeful, located where most effective, appropriately proportioned, and secure. This section includes storage requirements for:

- Supplies Storage Storage of bulk purchases of maintenance supplies
- Miscellaneous Storage Seasonal decorations, shipping materials, computer boxes, staging for shipping and receiving, etc.
- Attic Stock Storage Storage space for extra furniture, carpet, etc.
- Maintenance Storage Ladders, materials, tools, parts.

Departmental storage is provided as identified in other sections and is not included in this General Building Storage.

- Administration Staff Zone Vital records, office supplies.
- Lending Services Staff Zone Office supplies, shipping supplies, processing supplies.
- Friends of the Library Sale materials.
- Information Technology Staff Zone Parts.
- Acquisition Services Staff Zone Supplies.
- Entries, Checkout, & Amenities Outreach storage.
- Children's Services Staff Zone Programming supplies.

Adjacencies

- Primary Receiving Staff Elevator Loading Dock
- Secondary

Special Use Spaces

	Notes	Qty	Area		
			Unit SF	SF	
Storage-Open Floor -Large	Supplies Storage	1	250	250	
Storage-Open Floor -Large	Miscellaneous Storage	1	250	250	
Storage-Open Floor -Large	Attic Stock Storage	1	250	250	
Storage-Open Floor -Large	Room for 200 boxes of books, assume stacked 4 boxes high.	1	450	450	
Storage-Open Floor -Large	Maintenance Storage	1	250	250	
Storage-Open Floor -Large	Marro Building Replacement	1	1,000	1,000	
Storage-Open Floor -Large	Tepper Building Replacement	1	450	450	
				2,900	

- Furniture** Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
- Equipment** Coordinate specifics during design phase.
- Finishes** Heavy duty. Include wall protection.
- Signage** Typical room signage.
- Display** Whiteboards, bulletin boards for the room.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure

Fire Protection

Plumbing

HVAC Setbacks to match typical office hours with overrides for special use.

Power Accessible to users - above work surface, not at floor level.

Data Accessible to users - above work surface, not at floor level.

Lighting

Security Access control.

Other

Facilities Management Workroom 433 SF

Function & Design Issues

Storage for basic facilities management equipment and custodial supplies.
 Work space for completing minor facilities projects.

Adjacencies

Primary Receiving Staff Elevator Children's Services
 Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Sink-Counter-8 LF		1	40	40
Storage-Open Floor -Large		1	60	60
Storage-Industrial		4	16	64
Storage-Shelving Unit		4	9	34
Workstation-Assembly Table	Workbench, 8' long.	1	75	75
Workstation-Open Floor	Repair zone.	1	100	100
Workstation-L	Facility Manager Workstation.	1	60	60

433

- Furniture** Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
- Equipment** Coordinate specifics during design phase.
- Finishes** Heavy duty.
- Signage** Typical room signage.
- Display** Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	Sink, deep, large, with goose neck faucet.
HVAC	Setbacks to match typical office hours with overrides for special use. Exhaust for various equipment.
Power	Accessible to users - above work surface, not at floor level. Ample electrical outlets.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	Access control.
Other	

Custodial Closet G 106 SF

Function & Design Issues

Space for processing supplies and equipment: custodial cart, vacuum, daily cleaning supplies, and all of the paper products.

Adjacencies

Primary Ground Floor Supplies Storage Children's Services
 Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Sink-Floor		1	40	40
Storage-Open Floor -Medium	Custodial cart, vacuum.	1	40	40
Storage-Shelving Unit	Daily cleaning supplies and all of the paper products.	3	9	26

106

Furniture Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.

Signage Typical room signage.

Display

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	Sink-Floor
HVAC	Setbacks to match typical office hours with overrides for special use. Exhaust appropriate to chemical storage.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	Access control.
Other	

Custodial Closet 1 73 SF

Function & Design Issues

Space for processing supplies and equipment: custodial cart, vacuum, daily cleaning supplies, and all of the paper products.

Adjacencies

Primary First Floor
 Secondary

Special Use Spaces

			Area	
	Notes	Qty	Unit SF	SF
Sink-Floor	Mini version.	1	40	40
Storage-Open Floor -Small	Custodial cart, vacuum.	1	24	24
Storage-Shelving Unit	Daily cleaning supplies and all of the paper products; on shelves above sink and equipment floor space.	1	9	9

73

Furniture Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.

Signage Typical room signage.

Display

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	Sink-Floor
HVAC	Setbacks to match typical office hours with overrides for special use. Exhaust appropriate to chemical storage.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	Access control.
Other	

Custodial Closet 2 73 SF

Function & Design Issues

Space for processing supplies and equipment: custodial cart, vacuum, daily cleaning supplies, and all of the paper products.

Adjacencies

Primary Second Floor
 Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Sink-Floor	Mini version.	1	40	40
Storage-Open Floor -Small	Custodial cart, vacuum.	1	24	24
Storage-Shelving Unit	Daily cleaning supplies and all of the paper products; on shelves above sink and equipment floor space.	1	9	9
73				

Furniture Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.

Signage Typical room signage.

Display

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	Sink-Floor
HVAC	Setbacks to match typical office hours with overrides for special use. Exhaust appropriate to chemical storage.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	Access control.
Other	

Custodial Closet 3 73 SF

Function & Design Issues

Space for processing supplies and equipment: custodial cart, vacuum, daily cleaning supplies, and all of the paper products.

Adjacencies

Primary Third Floor
 Secondary

Special Use Spaces

	Notes	Qty	Area	
			Unit SF	SF
Sink-Floor	Mini version.	1	40	40
Storage-Open Floor -Small	Custodial cart, vacuum.	1	24	24
Storage-Shelving Unit	Daily cleaning supplies and all of the paper products; on shelves above sink and equipment floor space.	1	9	9
73				

Furniture Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.

Signage Typical room signage.

Display

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	Sink-Floor
HVAC	Setbacks to match typical office hours with overrides for special use. Exhaust appropriate to chemical storage.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	Access control.
Other	

Loading Dock 256 SF

Function & Design Issues

Shielded, protected, and well-signed exterior service entry to support:
 all incoming deliveries..... equipment, USPS, UPS, ILL
 a variety of outgoing shipments..... equipment, USPS, UPS, ILL, recycling, book recycling
 Airlock with double doors for large deliveries.
 Path from double doors to various storage and work areas.
 Path to exterior of building for pickup of recycling and trash.
 Exterior raised dock platform suitable for typical and regular demands. Consider dock leveler.

Adjacencies

Primary General Building Storage
 Secondary

Special Use Spaces

			Area	
	Notes	Qty	Unit SF	SF
Storage-Open Floor -Small	Large Book Recycling Bins	7	24	168
Storage-Open Floor -Small	General recycling/trash bins, 82 gallon, wheeled	2	24	48
Storage-Open Floor -Medium	Recycling	1	40	40
				256

Equipment

Finishes Heavy duty.
Signage Typical room signage.
Display Whiteboards, bulletin boards for the room.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	
Fire Protection	
Plumbing	
HVAC	Setbacks to match typical office hours with overrides for special use. Exhaust appropriate to chemical storage.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	
Security	Access control; doorbell with light that goes on in a few areas when it rings and the light shuts off when someone opens the door.

END OF SECTION.

A Program of Spaces for the
Expansion and Renovation of
The Urbana Free Library

Part 3

General Requirements

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Planning Principles

Flexibility

Regardless of the care taken in planning, it's impossible to predict specific space usage in libraries for decades to come. For that reason, all spaces and furniture will be as flexible as possible.

Electrical outlets and data connections will be provided "everywhere".

Lighting will be multi-purpose, equally compatible with user seating, shelving, computers, and staff service desks without alteration.

There will be no soffits inside the Library, including both perimeter soffits in large rooms and soffits over service desks. In particular, there will be no ornamental soffits with recessed downlights. (The 1975 building has soffits that enclose air ducts, which may be impossible to eliminate.)

There will be no architecturally mounted task lighting.

With the exception of counters with sinks and of compact shelving, no furnishings or shelving will be permanently mounted. Furnishings and service desks will all be modular and installed on top of carpet or tile flooring. Work surfaces in staff workrooms will all be movable.

Partitions that are not required by the building program will not be installed.

There will be no movable walls or movable partitions, both of which tend to cause major problems.

Expandability

Eventually, almost all libraries run out of space. The designers of this project will show how the expanded building can be further enlarged at a later time. This flexibility will be particularly important if the size of the final building is cut significantly below the size described in this building program.

Operating Costs

The planners of the expanded Library building will strive to find ways to limit operating costs without cutting the quality of Library service. For most libraries, by far the greatest operating cost is staffing. Staffing costs represent over half of the total operating budgets of many public libraries. Costs can be limited by paying constant attention to staff sight lines through architectural design in such areas as:

Avoiding building complexity wherever possible.

Maintaining a simple, rectangular building design.

Limiting the number of public entrances, all of which need to be staffed.

Providing service desks that all combine public service and staff oversight.

Severely limiting the number of staff workrooms that have no oversight or staff service functions.

Avoiding all partitions that are not required for functional purposes.

Avoiding cozy and private spaces for Library users.

Providing glass windows in walls where user privacy is not required.

Providing locks for all public rooms such as program rooms, classrooms, and study rooms that are used only for special events. Rooms need to be locked at all times when not in use.

Using airport-style (zigzag) entrances to all public restrooms.

Blocking sound only where it is essential to do so for Library services.

Providing video cameras in hidden corners of the Library.

Providing delayed egress alarms on exit doors, especially in children's areas.

Dysfunctional Designs

A number of popular architectural design concepts have proved to cause major problems in library buildings. None of these concepts are essential to good architectural design, and none will be employed in The Urbana Free Library.

Windows There will be absolutely no skylights or monitor structures. If the Library has clearstory windows, they will all face straight north. (A “monitor” is a raised section of roof with glass on all four sides. Monitors cause very serious problems with glare from uncontrolled sunlight and should never be used in libraries.)

Windows (such as monitor windows) set into roofs facing any direction except straight north. Windows of this type are a common source of serious glare problems in libraries. All external glass that faces any direction except straight north will have adjustable shades. Small windows will have small shades.

Esoteric window glass that cannot be easily replaced (for example, glass with custom etched patterns).

Lighting Recessed downlights (can lights). In particular, there will be no perimeter soffits with recessed downlights. Structurally mounted task lighting.

Troffer lighting, except in furnace rooms, staff hallways, and similar backroom areas.

Soffits of any kind, particularly perimeter soffits and matching soffits over service desks. Crown molding will be used in lieu of perimeter soffits.

Exterior Entries at below grade level. The south staff entry stairs to the Library basement will be enclosed to prevent further flooding of the Library, and it may be a good idea to enclose the north entry ramp as well.

Screen porches.

Courtyards.

Atria of any kind.

Reading terraces, unless they are accessed from outside the building’s security gates.

Interior Glass walls by floor, stair, or landing edges, including glass sides on staircases.

Balconies or suspended walkways.

Interior water features of any kind.

Non-rectangular interior spaces. Library shelving and equipment fits best in rectangular spaces.

Curved or diagonal or serpentine walls.

Inflexible service desks. Service desks will be modular and capable of easy relocation. They will not have matching soffits.

Movable room dividers, particularly in program rooms.

Stairs Unessential ramps or steps for any purpose. To the greatest degree possible, all public floors will be accessible

Railings that can be climbed like ladders.

Monumental or architecturally exciting staircases.

No staircases will be curved.

No staircase will continue more than a dozen steps without changing direction.

The edges of steps will be extremely visible to people walking downstairs.

All handrails will meet current ADA specifications and be made of brushed stainless steel.

All individual steps will be rectangular and completely flat with no upturns or cutouts at their ends.

The side panels of staircases will not be transparent.

Staircases will not be designed to provide exciting views.

No staircases will be “floating,” and no staircases will have open spaces beneath.

No railings will be designed to be climbed like ladders.

All risers between steps will be solid and opaque.

No staircases will be tapered; and individual runs of steps will have constant widths from top to bottom.

Whenever possible, public staircases will be located adjacent to elevators.

Openings around staircases will be designed to limit sound transmission between floors.

Areas overlooking staircases will have opaque barriers a minimum of 42 inches high, or higher if required by

There will be no place in the building where people can look down more than one floor.

Hand grabs, such as those on doorways, not made of brushed stainless steel.

Open areas, including large openings around staircases that can conduct unwanted sound between floors.

Security Study rooms without glass walls on as many sides as the building permits. Small windows are not a substitute for

Finishes Dark-colored ceilings.

END OF SECTION.

Accessibility

ADA & Illinois Accessibility Code

With the exception of mechanical penthouses, all Library spaces will be designed to be accessible to users and staff with disabilities. All spaces will meet applicable requirements in the Americans with Disabilities Act and the Illinois Disabilities Code.

In addition to people with disabilities cited in accessibility codes, the Library building will be welcoming to people with acrophobia, diminished vision, problems with dizziness, worries about personal security, concerns about children's safety, fears about lack of sanitation, and other everyday concerns. Amongst other factors, the design team is to be aware of the Libraries concerns regarding ramps, stairs, transparent rails or floors, atria, and lighting.

There will be no decorative ramps, and there will be no exterior ramps except those designed for freight

Any ramps will be wide enough for wheelchairs to pass in opposite directions, including at corners.

Staircases will meet all applicable accessibility codes. They will also be designed to be as comfortable as possible for people with acrophobia or uncertain footing. There will be no glass railings, open or transparent risers, railings that can be climbed like ladders, non-rectangular steps, steps with lead edges that cannot be seen by people walking downstairs, and staircases too narrow for people to pass in opposite directions.

In the case of balconies, no railings will be transparent or be able to be climbed like ladders, and there will be no situations where users or staff are forced to walk close to railings overlooking lower areas of the Library.

There will be no atriums (which can cause serious problems for people with acrophobia) or skylights (which can cause serious problems for people with limited vision).

There will be no transparent floors and no floors made of gratings.

Lighting will be reflected off ceilings to provide even illumination and create as little blinding glare as possible.

END OF SECTION.

Structure

There are a number of library-specific structural considerations in the planning of the structure of an addition. The Library notes the following as being of particular import:

All floors in the building will be engineered to hold a minimum of 150 pounds live load per square foot, including floors not initially intended to support books.

All floors in the Archives will be designed to support compact shelving, with limitations on deflection to prevent shelving units from rolling on their own.

Microfiche cabinets need floors supporting 300 pounds live load per square foot. The Library may have some microfiche cabinets in the Archives, but there may not be enough fiche to become an issue.

Floor, roof and wall assemblies will be sufficiently strong to protect people from tornados. Lateral and uplift loads from tornados and other straight line windstorms are a concern. A storm shelter is required in some form in the building.

Seismic loads should be considered for both the building and the contents, in particular shelving.

END OF SECTION.

Restrooms

Restrooms are an essential component of both public and staff zones of the building. Careful planning is needed to convenience, safety, control, and ease of maintenance. As the size of the building is increased, additional restrooms will be needed. These should, when practical and desirable, take advantage of existing restroom locations and existing piping. Any deficiencies in current restrooms should be addressed as part of the renovation/expansion. Modifications to the quantity and type of restroom to meet state and local requirements as well as the Library's commitment to inclusivity should be made part of the renovation/expansion project.

Existing Restrooms

The Library currently enjoys restrooms that are, for the most part, in good locations and functionally designed.

The main first-floor public restrooms are outside the Library security gates, nearly eliminating problems with users taking materials that haven't been checked out into restrooms. The entrances to restrooms are extremely visible, and the use of zigzag airport-style entries means that users are not forced to use potentially dirty door handles and that supervision of restrooms is improved.

The children's restrooms have stalls rather than locking doors, eliminating the many problems the Library had in the past with vandalism in single-user children's restrooms.

The program room has access to separate restrooms in addition to the main restrooms on the first floor.

The staff restrooms do not lead directly to the staff lunchroom. One of the most common and offensive errors in library design is restroom entrances directly adjacent to lunch tables.

Restroom Locations

- Entry** The restrooms should continue to be on the main floor outside the Library security gates to prevent users from bringing into the main restrooms Library materials that have not been checked out.
- Children's Services** The Library will have three family restrooms accessible directly from the Children's Services area. The restrooms will be accessible directly from the Children's Services area to discourage their use by general adult Library users. The restrooms will not be available for use when the Children's Services area of the Library is closed.
- Multi-Purpose Rooms** If possible, some or all of the multi-purpose rooms, will have access to necessary restrooms that are accessible when the Library is closed. This level of access is fairly easy to accomplish with new construction, but it may be difficult or impossible in the case of The Urbana Free Library due to limits imposed by the existing building and the great importance of preventing multi-purpose room users from entering the rest of the Library when the Library is closed.
- Under Illinois codes, the addition of program rooms will almost certainly lead to a need for larger toilet facilities. Following these codes may involve larger general public toilets rather than separate restrooms for each program room.
- A restroom will be located directly outside the entrance to Multi-Purpose Room 2 (used for Storytime and other Children's Services programs) because children frequently need nearly instant access to restrooms.
- A restroom will be located directly outside the entrance to Multi-Purpose Room 2 (used for Storytime and other Children's Services programs) because children frequently need nearly instant access to restrooms.
- If possible, public restrooms for adults will be placed to make it impossible to carry Library materials into restrooms without first passing through security, as in the current Library.

Public Restroom Requirements

The number of restrooms in the Library will probably be determined at the time the building is designed. Final choices will be affected by building codes at the time of construction and the design of the expanded building. At an absolute minimum, the Library will require general public restrooms, children’s restrooms, and staff restrooms.

The current Library has no public restrooms on the second floor and no staff restrooms on the first floor or the ground floor, which may be insufficient in the future.

The placement and design of the Library’s current public restrooms was strongly affected by extensive past security problems.

Restroom fixtures will be sufficient in number and arrangement to meet the requirements of the Illinois Plumbing Code and the Illinois Accessibility Code.

Locations

The existing main restrooms and the existing main single-user restroom will likely be retained in a renovation. They should remain accessible from the multi-purpose rooms when the rest of the Library is closed.

Function & Design Issues

Public restrooms should be arranged so that entrances will be visible to Library staff at public service points.

Single user restrooms will be laid out so that no fixtures or mirrors or toilet stalls are visible when the restroom doors are open. Multi-user restrooms will be configured so that no fixtures or mirrors or toilet stalls are visible through the airport style entry.

At least one toilet stall in each restroom will be accessible per the ADA and the Illinois Accessibility Code.

Non-accessible stalls will be a minimum of 42 inches wide, and the door swings will clear the fronts of the toilets by at least 18 inches.

Ideally, restrooms will have zigzag entrances or doors will swing outwards, so that users who have just washed their hands do not have to grab dirty door handles. Otherwise, restrooms with doors will have floor space for wastebaskets by the doors.

Finishes Surfaces to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Accessories	Towel dispensers will be operated by electric eyes. If paper towel dispensers have built-in waste containers, these tend to fill up extremely rapidly, and the restrooms will therefore have floor space for additional wastebaskets. Although hand dryers are easier to maintain due to the absence of paper towel debris, airborne infections such as COVID-19 may strongly discourage forced-air drying. If hand dryers are used they will be designed to limit airborne infections. All restrooms will have baby-changing tables, with space for diaper pails beneath. The changing tables will not be inside accessible stalls. All accessible stalls will have fold-down child seats. Single-user restrooms will have wall-mounted, fold-down child seats. Wall-mounted soap dispensers. These dispensers will be placed over the sinks so that excess soap drips on the sinks rather than the floor.
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Toilet paper dispensers will be secure to combat theft of toilet paper.

Finishes Heavy duty.
Anti-slip ceramic tile floors with dark grout.
Ceramic tile walls.
Toilet stall surfaces designed to discourage graffiti.

Signage Typical room signage. Health notifications

Display

Engineering

Other typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	Top-floor restrooms will be engineered to be tornado-resistant, since there are no strong floors above them.
Fire Protection	
Plumbing	Floor drains. Punch listing will include checking all restrooms to be sure that water poured anywhere on the floors flows toward the floor drains. Toilets will be floor mounted. Toilet bases will be rectangular. The backs of the toilets will be against walls to make cleaning easier. All toilets will have flush valves. If toilets are operated by electric eyes there will be prominently visible push-button overrides. Sinks will be strong enough to bear the weight of a large adult. Sink drains will have quick-release joints for easy cleaning. Sinks faucets will be operated by electric eyes. Restroom fixtures will not be used as mop basins. The custodial facilities elsewhere in the Library will include a mop basin on every floor, as required by the Illinois Plumbing Code
HVAC	Ventilation to meet or exceed code requirements.
Power	
Data	
Lighting	Illinois codes require occupancy sensors to operate restroom lights. Lights will be operated by the motion of the restroom doors or by people approaching restroom entrances. Users will NOT be required to grope their way into dark restrooms in order to turn on the lights. Sensors will detect the presence of people in all of the toilet stalls so that lights never turn off when any stall is occupied.
Security	Lockable rooms. Supervision as noted above. Security cameras at entry to rooms.
Other	

Staff Restroom Requirements

The number of restrooms in the Library will be determined at the time the building is designed. Final choices will be affected by building codes at the time of construction and the design of the expanded building. At an absolute minimum, the Library will require staff restrooms in areas of high staff activity levels and no more than one floor away from any staff workroom.

Restrooms for use exclusively by Library staff.

Restroom fixtures will be sufficient in number and arrangement to meet the requirements of the Illinois Plumbing Code and the Illinois Accessibility Code.

Locations

Accessible from a staff hallway, not from a public area of the Library.

The staff restrooms will NOT be accessible directly from the staff lunchroom, since Library staff will eat lunch there.

Function & Design Issues

Restrooms will be laid out so that no fixtures or mirrors or toilet stalls are visible when the restroom doors are open.

If the restrooms have motion-detector lighting, the lighting will be activated by the motion of the door opening and not require users to grope their way into dark rooms.

Wall-mounted paper towel dispensers.

Sanitary supply dispenser.

Equipment

Accessories	Wall-mounted paper towel dispensers. Towel dispensers will be operated by electric eyes.
	Wall-mounted soap dispensers and mirrors. The dispensers will be designed for easy replacement and will be placed over the sinks so that excess soap drips on the sinks rather than the floor.
	Sanitary supply dispenser.

Finishes

- Heavy duty.
- Anti-slip ceramic tile floors with dark grout.
- Ceramic tile walls.
- Toilet stall surfaces designed to discourage graffiti.

Signage

Typical room signage. Health notifications

Display

Engineering

Other typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	Top-floor restrooms will be engineered to be tornado-resistant, since there are no strong
Fire	
Plumbing	Floor drains. Punch listing will include checking all restrooms to be sure that water poured anywhere on the floors flows toward the floor drains.
	Wall-mounted flush-valve toilets.

HVAC	Ventilation to meet or exceed code requirements.
Power	
Data	
Lighting	Illinois codes require occupancy sensors to operate restroom lights. Lights will be operated by the motion of the restroom doors or by people approaching restroom entrances. Users will NOT be required to grope their way into dark restrooms in order to turn on the lights. Sensors will detect the presence of people in all of the toilet stalls so that lights never turn off when any stall is occupied.
Security	Lockable rooms. Supervision as noted above. Security cameras at entry to rooms.
Other	

END OF SECTION.

Energy Conservation

The Urbana Free Library will be designed to conserve energy as well as possible given the needs of a modern library. Particular needs are for comfortable temperatures, humidity control, illumination that is bright enough for reading and does not turn off automatically, and fresh and uncontaminated air.

Sustainability Initiatives

The Library's architects and engineers will explore energy-saving options, including, but not limited to, geothermal energy, solar energy, green roofs, heat exchanging in HVAC systems, etc.

The walls of the original 1918 building are not insulated, and the windows are single-pane glass. Improvements are important, but the Illinois Historical Preservation Agency has specified that changes made will not alter the external appearance of the building, including window muntin widths.

Planning for the new or expanded Library building will not employ the LEED system.

END OF SECTION.

Heating, Ventilating, and Air Conditioning

General Requirements

The Library's HVAC system does not have to be complex, but it is essential that relative humidity be controlled at all times. A maximum of 50 percent relative humidity is a good target. Night setbacks must not lead to higher relative humidity levels.

Ideally, relative humidity will not be below 20 or 30 percent. The designers will try to make sure that the building can maintain humidity levels of this type during the winter, although maintaining relative humidity of at least 20 percent can be difficult in older structures.

It's important that the program rooms be separately zoned because they will tend to be either empty or packed with people. The program room heating, ventilating, and air conditioning systems will have carbon dioxide detectors.

All ductwork must be above the ceilings. A few libraries have ducts installed under concrete floor slabs. Almost inevitably, these ducts fill with water, and the ducts need to be pumped out. It also raises the possibility of Legionnaire's disease. Underfloor ducts can also lead to floor-mounted grills, which cause problems with furniture placement.

The architects and engineers will review methods of saving energy, including possible use of geothermal energy, but the Library will not seek LEED evaluation or certification.

All rooms will have separate thermostats. Using a single thermostat for two or more rooms almost inevitably leads to problems, with the room without a thermostat either uncomfortably warm or cold.

The Library currently has a mixture of pneumatic and electric thermostats. The architects and engineers should review converting the entire building to one standard design.

1918 Exterior Wall Assembly

The 1918 portion of the building is uninsulated, and possible remedies will be explored during the design phase. The single-pane windows in the historic east rooms can be converted to double-pane windows, but to respect the historic nature of the building, muntins between panes will need to be steel rather than aluminum.

COVID Considerations

The current problems posed by COVID-19 may call for a review of the Library's HVAC system, with attention to improved air circulation, air purification, and other ways of maintaining a healthy environment.

Underfloor and Underslab Ducts

The Library will have no ABSOLUTELY NO under-slab air ducts and no plenum floors that do not have concrete floor panels.

END OF SECTION.

Power & Data

Because of the proliferation of computers, laptops, tablets, and similar equipment, libraries need electrical outlets everywhere, plus efficient and powerful data systems. Very few libraries have enough outlets.

In the expanded Library, all reader seats will have convenient electrical outlets, and there will be outlets compatible with long-term relocation of seating.

The tops or ends of all study and reading tables will have electrical outlets.

Walls will have electrical outlets at least every six feet. Side-by-side doors will have outlets between them.

All floors will have completely flush combined electrical outlets and data connections on a grid no larger than 10 x 10 feet. Outlets will be located everywhere, regardless of initial plans for the spaces involved. Wireless data supplies often work well, but demand sometimes exceeds their capacity; library records such as lending records may not be secure on wireless connections.

All electrical outlets in public areas of the Library will be tamper resistant (child-proof) in Adult areas as well as Children's areas.

Floor outlets will be installed in such a way that they align perfectly. They will be parallel to adjacent walls and not twisted. Particular attention will be paid to the provision of a sufficient number of separate electrical circuits. Each kitchenette, for example, will have an absolute minimum of five separate 20-amp electrical circuits, so that a variety of coffee makers, microwave ovens, and other equipment can be operated simultaneously. Equipment in the "Bug Room" needs extensive electrical power.

All breakers in power panels will be in logical places. In the current Library, some breakers are in unusual places, the result of having too many circuits for some adjacent power panels.

All electrical outlets and fixtures will have internal labels indicating the locations of breakers. Markings will be on both switch and outlet bodies, since switch plates can be moved from box to box during repainting jobs.

All hallways and storage closets will have light fixtures, light switches, and electrical outlets.

For aesthetic reasons, wire mold will not be used in any area of the Library accessible to the public.

Cable trays will be provided for data wiring.

The Library will have a telephone and intercom system designed to support telephone sets in a wide variety of locations, as listed in this program.

The intercom will include a PA system with speakers in all occupied rooms of the Library, including restrooms, storerooms, and staff work areas. The PA system will be used for closing announcements and for emergency announcements, typically lost children or approaching storms. Access to the PA system will be by means of staff telephones.

Due to use of VOIP, each staff workstation will require two data jacks.

END OF SECTION.

Natural Lighting

Some of the best natural light in the Library is in the historic front rooms, which have large windows made possible by high ceilings. Light in the rest of the building can be dim. Some of this dimness is due to the lower ceilings in the rest of the building and the architects of the 2005 expansion working to match the historic architecture of the 1918 building. The Library strongly desires an increase in the amount of natural light in as much of the building as consistent with the architectural character of the building and basic lighting design principles.

The design team is reminded of a number of basic lighting design principles:

Regardless of the sizes of panes, all windows that face any direction except straight north will have movable, white, perforated vinyl roller blinds or Venetian blinds that enable all glass surfaces to be completely covered.

There will be absolutely no high windows that face any direction except straight north unless they have easily adjustable blinds, including monitor structures, clearstories, and windows set into sloping ceilings.

All windows will have sills low enough to allow seated readers to see the world outside.

Number, size, and location of windows should consider ways to minimize glare.

There will be no skylights.

Artificial Lighting

General Approach

The Library will be lit with pendant 100-percent uplight LED fixtures in all public areas and staff work areas. This lighting requires minimum ceiling heights of ten feet, with higher ceilings in the program rooms. All public areas and staff work areas will have ceilings at least ten feet high, and program rooms will have ceilings twelve feet high.

At the time this program was written, the Library was in the process of converting all of its fixtures from fluorescent to LED illumination. Some fluorescent fixtures may remain in the Library at the time of expansion, but no new fluorescent fixtures will be purchased.

Uplighting leads to lower glare and far more even light distribution than downlighting. It is far more accessible for users with vision problems than with other forms of lighting.

All lighting will have a minimum CRI (color rendering index) of at least 90.

In general, libraries like lighting with full distribution of wavelengths and greater concentration at the warm end of the spectrum. While incandescent lamps meet this qualification, they are too inefficient for library use.

All lamps will have the same color temperature. Libraries typically like lighting with a color temperature of about 3000K to 3500K. (Unmatched lamps are particularly visible with uplighting, where the different colors are visible on the ceiling.)

All occupied areas of the building will have a minimum illumination level of 60 foot-candles at table top and 18 foot-candles on the vertical spines of books on the bottom shelves of bookstacks.

All lighting will be multifunction lighting, equally suitable for book shelving, reading areas, staff workstations, and computers. Relocating furnishings will not require relocating lighting.

With the possible exception of illumination of display cases and wall-mounted artwork, there will be no spotlights anywhere in the Library.

The Library will have no incandescent lamps, which are extremely inefficient, have short lives, and often lead to unpleasant glare.

Fixtures

LED fixtures will be designed for easy lamp and power-supply replacement.

No actual LEDs will be visible to Library users from any viewing angle.

Light fixtures will be set end-to-end. As much as possible, rows of fixtures will be perpendicular to book aisles.

Controls

With the exception of program room lighting and other lighting that users are expected to control themselves, all light switches will be in parts of the building limited to Library staff, such as areas behind the main service desk, in staff workrooms, etc.

Lighting controls will be simple. There will be no “scenes” or “scenarios.”

At this time, state and national codes such as the IECC encourage the use of motion detectors for lighting. Libraries find these at best an extreme nuisance and at worst a genuinely major problem. They will be used in The Urbana Free Library only when there is absolutely no other legal choice. In particular, they will not be used in large, open spaces in the Adult, Teen, and Children’s Services areas.

Where codes accept no alternatives whatsoever, and motion detectors must be used, motion detectors will be positioned so that the motion of entry doors activates the detectors. Library users and staff will UNDER NO CIRCUMSTANCES be forced to grope their way into dark rooms to activate motion detectors. This particular problem has occurred in restrooms and staff workrooms in some libraries.

Motion detectors in restrooms will detect motion in all stalls.

Motion detectors sometimes force staff and users to walk several feet into dark rooms before the lights turn on. These situations will not occur at The Urbana Free Library, where any lights controlled by motion detectors will turn on before people enter rooms.

Maintenance

All lamps will be visible to maintenance staff. The Library currently has some fluorescent lamps hidden in soffits, requiring maintenance staff to reach into apertures blindly to change lamps. These light fixtures will be eliminated in the expanded building.

As much as possible, the Library will avoid lamps that require tall ladders to change, but some are probably inevitable due to high ceilings.

Unacceptable lighting concepts

There will be absolutely no:

- Recessed downlights (can lights) used for any purpose in any part of the building, including can lights in perimeter soffits or in soffits over service desks.

- Lighting with a CRI of less than 90.

- Light sources with a color temperature of over 3500.

- Lighting with a color temperature different from that in the primary uplight fixtures.

- Incandescent lighting, including quartz halogen lighting.

- Highly direct lighting.

- Lighting intended to create “sparkle.”

Troffers in areas not intended for hallways or storerooms. ("Troffers" are fixtures that are flush with suspended ceilings. Because of their spacing, they lead to uneven illumination, particularly with objects above desk height.)

Compact fluorescent lamps.

Fixtures with direct light, except for spotlights illuminating displays. Curved fluorescent tubes or other cold cathode fluorescent lighting.

Except in entryways, light fixtures that cannot be reached from a ten-foot stepladder.

Motion-detector lighting in reading rooms or other public areas.

Motion-detector lighting in any part of the Library that requires users to enter dark rooms in order to activate the lighting. The movement of entry doors will activate lighting.

Fixtures with small-cell parabolic lenses.

Light fixtures where dead bugs are visible.

END OF SECTION.

Safety & Security

The Library will make careful use of open sightlines and interior glass to make it as easy as possible for the Library staff to supervise the building. All staff workstations will have views of public areas of the Library. Workrooms will be positioned to enable windows to face as many public areas as possible. Staff at all service desks will have exceptionally good direct oversight of nearby areas.

Partitions between areas of single departments of the Library will be glass, including any walls separating individual study rooms.

Shelving will be positioned to allow staff at the service desk to see down book aisles as well as possible. All shelving aisles will be parallel and parallel to the walls of the building.

All service desks will have space for at least two staff members who will be routinely visible. To make this possible, all public service desks will have space for back room work to enable staff at the desks to keep busy between public need for staff assistance.

To improve the ability of the staff to greet arriving patrons and to improve staff oversight of the building, staff work counters behind service desks will face the fronts of desks rather than the walls behind. Work counters behind some service desks are essential because public use of all libraries is irregular, and Library staff members need a place they can work on projects while waiting for the next patrons.

There will be no places where people can be trapped. The main service desk and departmental reference desks will each have at least two exits. Similarly, no shelving aisles will have dead ends. Where suitable, workrooms will have two doors.

The Library will review the suitability of pre-action or non-aqueous fire suppression systems, particularly in the Archives and in Information Technology areas. The Library currently has a wet pipe system, except for the Archives, which has a pre-action system. Of the collections in the Library, the only irreplaceable materials are in the Archives.

All emergency exits will be alarmed.

The Library will have an intrusion alarm system that provides automatic alarm transmission to local emergency services.

The Library will have a Knox box for use by emergency services.

Each individual staff workstation will have a panic alarm button linked to local emergency services. Panic buttons will be recessed in alarm housings to limit accidental alarms. Having one button per workstation rather than one button per desk is important, since this arrangement enables staff members to push buttons unobtrusively.

The Library will have a PA system with speakers in all separate rooms, including restrooms. The primary functions of the PA system will be for closing announcements, storm alerts, and lost child announcements. It will be possible for staff to turn off the speakers in the program rooms when making announcements.

The Library will have CO (carbon monoxide) and radon detectors.

The Library will have smoke detectors linked to an internal alarm system and to local emergency services.

The Library will have emergency lighting as called for in building codes. All public areas of the building will have low-level lighting that is illuminated at all times and that provides enough light for people to walk through the spaces.

The Library will have a video security system.

Annunciators for fire detectors and other detectors will be located in the main entry vestibule.

Keypads for controlling the Library's intrusion alarm system will be by exit doors.

END OF SECTION.

Acoustics

Spaces in the Library will be designed to be as quiet as possible.

With the exception of the historic front rooms, ceilings will all have acoustic tile to provide sound control and allow easy access to equipment above ceiling level.

Except where durability, moisture, or cleaning are issues, all floors will be carpeted with carpet tile.

Partitions between rooms (such as study rooms) where sound transfer might be a problem will continue past the suspended ceiling to the bottom of the roof or floor above.

Inherently noisy rooms, including those with glass walls, such as the Library's current quiet reading room, may require sound-absorbing wall panels.

There will be no curved walls.

There will be no unnecessarily wide openings between floors.

The back walls of program rooms will have sound-absorbing surfaces.

The Library may wish to hire an acoustical consulting firm to review the plans for the expanded building.

END OF SECTION.

Finishes

Floor coverings will be a mixture of ceramic tile, carpet tile, and synthetic tile. Carpet tile will be patterned to conceal wear and dust, but without curving patterns that lead to vertigo. Generous attic stocks of all floor coverings will be provided, along with suitable storage space.

Carpet tile will not exude formaldehyde or any other unpleasant chemicals that have characterized sick building syndrome.

All ceramic tile will have an anti-slip surface and dark grout.

Although it is very durable, terrazzo flooring is dangerously slippery when wet, and it will not be used anywhere in the Library.

On staircases, the edges of the steps will be extremely visible to people walking downstairs.

END OF SECTION.

Furnishings

General

Library furniture will be designed for attractiveness, durability, accessibility, ease of maintenance, and safety.

IN PUBLIC AREAS OF THE BUILDING, Upholstery and padding has to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy to clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Seating

No components of seating will be made of chipboard.

The padding for upholstered furniture will not be made of polyurethane foam.

Some side chairs and program room chairs may be made of molded plastic.

Libraries often install casters on side chairs, particularly for use in reading rooms and areas with public computer workstations.

Soft seating (armchairs) is available in a wide variety of styles. Seating with wooden arms will wear far better than seating with upholstered arms. Because of problems with cleanliness and flammability in soft seating, the Library will keep padding in furniture to the minimum required for user comfort.

The Library will have no rocking chairs, and Adult and Teen Services will have no sofas or loveseats.

Before purchasing any seating that is not selected specifically to exactly match current seating, the Library will try out proposed new seating for comfort.

Tables

To the highest degree possible, all reading tables will be designed for accessibility. Like most of the tables in the current Library, new tables will be Parsons Design-style tables with no aprons and no beams connecting their legs on any of the four sides. Clearances under tables, including the ends, will be a minimum of 27 inches on all four sides to comply with accessibility codes, and table heights will be 29 inches.

All tables will have electrical outlets easily accessible to users. Outlets will be either on the centers of the tables or at one end. Cords supplying power to table outlets will plug into any available floor or wall outlet. To comply with electrical codes, each connecting cord will have a circuit breaker to eliminate any need for permanent electrical connections. All outlets on tables will be tamper resistant (child-proof).

The Library will decide whether or not it wants casters on tables.

All table tops will have lumber cores and heavy-duty laminates on both surfaces of their tops. The Library's current Buckstaff tables do not require edge banding to protect the laminate tabletops from chipping, and the Library expects future tables to be of equal quality.

Chipboard will not be used in any furniture in the Library, including, in particular, all table tops.

Side chairs for tables will be designed to slide under tables or be placed upside down on top of tables while floors are cleaned. New side chairs will have casters on their front legs or on all four legs.

Tables will also be movable to allow grouping for special needs. However, when tables have electrical outlets, users will not be able to simply drag them about.

Program room tables will be on casters and have tops that flip up vertically for storage, and program room chairs will be lightweight and stackable.

Computer Workstations

All computer workstations will be at seated height and be on tables accessible to people with disabilities.

Some libraries try to place workstations where the screens can be seen by Library staff.

Some libraries place workstations at 90 degrees to the wall, so that users sit with one shoulder to the wall rather than with their backs to all passers-by, which appears to be a more comfortable arrangement from a psychological point of view.

Other libraries place computer workstations back-to-back in rows.

Placing workstations near service desks is common because users frequently need assistance.

Office Furniture

The library will use standard, heavy-duty, steel office furniture.

To the greatest degree possible, all office furniture will be of the same design and color to allow unobtrusive long-term rearrangement of furniture. There will be no special colors for various groups of furnishings.

As far as possible, the physical design of new office furniture will match the best of the Library's current furniture.

Filing cabinets will be either two drawers or five drawers high. All drawers will be full suspension and legal width. Unless otherwise noted, all files will be vertical files rather than horizontal files.

Desks may be individual desks or L-shaped desks or components of office system workstations.

Many staff members may prefer desks with adjustable heights.

Shelving

All shelving will be steel cantilever shelving, selected to match the Library's current Estey brand fixed shelving or Space Saver brand compact shelving. Since high-quality shelving is powder-painted and difficult to repaint, the Library will purchase all shelving in colors already in use.

Shelving in decorator colors has proven to be painfully inflexible in libraries, and The Urbana Free Library will have shelving to match the shelving now in the Library.

The Library's Adult Services shelving has 39-inch aisles. Although legal, these aisles are narrower than ideal, where disability codes recommend a minimum of 42 inches. The expanded Library should have 42-inch aisles, but whether aisle widths in the Library can be changed depends on the degree to which the spacing of building support columns makes wider aisle widths possible without leading to columns in the middle of aisles.

Cross aisles will be provided every seven or fewer units.

There will be absolutely no curved shelving used for any purpose whatsoever.

Diagonal shelving can sometimes be used to improve visibility, but it takes more space than shelving in rows parallel to the building.

There will be absolutely no shelving laid out in radiating patterns. Radiating shelving has been tried in libraries and has a dismal reputation.

To eliminate the possibility of users having to force their way past each other to reach the end of stack aisles, or anyone being trapped in a stack aisle, no stack aisles in areas open to the public will have dead ends.

Compact shelving will be used only in areas limited to Library staff. Since the Library does not plan to have shelving areas closed to Library users in Adult Services, Teen Services, and Children's Services, the only compact shelving will be in the Archives or perhaps in storage areas.

Shelving specifications include:

Heights (excluding display units)

Adult and teen books, games, Library of Things: 84 inches

Adult and teen reference, newspapers, magazines, and AV: 60 inches

Children's books and magazines: 60 inches

Children's picture books, easy readers, games/toys, and AV: 48 inches

Depths

Non-fiction and picture books: Eleven inches (nominal twelve inches).

All other materials: Nine inches (nominal ten inches), with eleven-inch base shelves.

Vertical shelf spacing

Adult fiction will have seven shelves vertically. Most Adult non-fiction will have six shelves, and art

Teen books and other materials will be on shelves that follow the same standards as adult books.

Juvenile books for older children ("J books"), reference books, and magazines will be on 60-inch shelving. Juvenile fiction will have five shelves vertically and Juvenile non-fiction four shelves. Magazines will have four tilting shelves on each side of each unit.

End panels

Shelving will have end panels to match those currently in use in the Library. End panels will have solid oak edge banding and solid oak blocks at the bottom. Construction specifications for the end panels in the 2005 building are on file at the Library.

Stack end card holders are 8 1/2" x 11".

End panels on rows of shelving will include slat wall sections to allow representative books to be displayed on plastic hangers. Slots in slat wall will have metal edges to prevent chipping.

Flip bins

Children's picture books will be stored in flip bins to allow children to see the fronts of the books as well as the spines. Because picture books have very thin spines, picture books packed solidly on shelves have very little appeal to children. Converting to flip bins, where users can see all the book covers without pulling the books off shelves, leads to vastly higher use of the materials.

Because a wide variety of flip bins are available, this program simply allocates ten books per square foot for storage of picture books in flip bins.

Flip bins will also be used for vinyl records and for CDs in the Adult Services area. Perhaps a mix of spine out AND flip bins for CDs?

Millwork / Cabinetry

Custom-built cabinetry in the Library MAY include reference desks, book display shelving and bins, display cases, kitchenettes in the staff lunchroom and the Library auditoriums, and counters with sinks in Library workrooms.

The design team should consider furniture-based solutions for reference desks, book display shelving and bins, and some display cases as much as practical.

All cabinetry will be constructed of solid wood or furniture-grade plywood. There will be no chipboard or similar delicate materials used in any Library cabinetry.

All countertops will be made of durable materials, not laminates.

All countertops will be in medium hues, neither very dark nor very light, both of which have proved to cause serious eyestrain in libraries.

All drawers will have ball-bearing, double-extension hardware.

Cabinets below countertops will have pull-out drawers as specified in the program for specific areas.

All cabinets and drawers in auditorium kitchenettes will lock to allow storage of Library hospitality equipment.

All drawers and cabinets will have light interiors to allow objects inside to be easily seen.

All drawer and door handles will be rods to allow easy grips.

All service desks will have toe kicks on the sides faced by Library users and staff.

All desks will have at least 27 inches of free vertical knee space for Library staff.

All sinks will be made of stainless steel. All sinks will have deep drains. There will be no shallow "bar sinks" anywhere in the Library.

No item of cabinetry will be curved.

All cabinetry will be modular and designed for easy disassembly and relocation or rearrangement. No cabinetry will have soffits.

Lighting over cabinetry will be general purpose to allow easy rearrangement and the lowest possible glare. There will be no recessed downlights or ornamental light fixtures.

Modular units will have wire management systems as described for specific units in their groups. Locations of wire management for all units in a single group will be identical to allow easy rearrangement of units and reinstallation of wiring.

Each modular unit will be finished at both ends to allow easy rearrangement.

The interiors of all standing-height counter units will be open to allow construction of new inside cabinetry to hold new equipment as lending and other systems change.

END OF SECTION.

A Program of Spaces for the
Expansion and Renovation of
The Urbana Free Library

Part 4

References

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Unit Area Tables

Default unit areas are used in the baseline area calculations. These are intentionally non-specific to allow refinement by the Library and design team and to allow for shifts in functional demands over time. Deviation from the baseline area allocations should be limited, intentional, and assessed in light of accessibility requirements, interpersonal distancing expectations, healthy work environments, and ability to support future rearrangement of spaces.

Item	Unit Area	Zone
Circulation Space	40	0
Lactation Station	36	0
Stroller Parking	8	0
Activity Rm: 1 -2 persons	60	Activity RM
Activity Rm: 10 persons	300	Activity RM
Activity Rm: 4 persons	120	Activity RM
Activity Rm: 6 persons	180	Activity RM
Activity Rm: 8 persons	240	Activity RM
Dishwasher	8	Appliance
Refrigerator	20	Appliance
Refrigerator- Under counter	0	Appliance
Washing Machine	12	Appliance
Workstation-Table-	8	Appliance
Lockers-Archive 2/unit	5	Archive
Seating-Table-Large-Archive	100	Archive
Vault	75	Archive
Workstation-Table-Large	75	Archive
Workstation-Table-Small	40	Archive
Typewriter - public use station	35	Computer
Photocopy - Desktop	15	Copier
Photocopy Center	75	Copier
Photocopy Center - Workroom	30	Copier
Display case	50	Display
Display rack - free standing	20	Display
Display rack - wall mounted	9	Display
Display spinner	42	Display
Display table	80	Display
Display-Bulletins	8	Display
Display-Events	8	Display
Display-Whiteboard	8	Display
Shopping Basket	25	Display
Airlock/Vestibule	120	Entry
Coat Rack	20	Entry
Exhibit - 3D	80	Entry
Exhibit - Wall mounted	25	Entry
Pickup Lockers	45	Entry
Literature Racks	20	Entry
Orientation Area - Primary	150	Entry
Orientation Area - Secondary	100	Entry
Theft Detection Zone	60	Entry

Item	Unit Area	Zone
Vending	20	Entry
Video Display	5	Entry
You are Here Kiosk	30	Entry
Graphics - Folding Machine	12	Graphics
Graphics - Laminator - Cart	20	Graphics
Graphics - Laminator - Counter	8	Graphics
Graphics - Paper Cutter - Floor sta	12	Graphics
Graphics Station	25	Graphics
AMH - base	120	Lending
AMH - bin	40	Lending
AMH - extra induction	80	Lending
AMH - staged bins	15	Lending
AMH - transfer bins	15	Lending
AMH - transfer bins, small	10	Lending
Bookcart	8	Lending
Cash Register	10	Lending
Checkout Kiosk	50	Lending
Checkout Kiosk Queue	10	Lending
Depressible Book Bins	30	Lending
Drive-Up Window	50	Lending
Exterior Holds Lockers	50	Lending
Self-Check	35	Lending
Self-Check Queue	10	Lending
Lockers-Public 4/unit 18" x 18"	6	Lobby
Sink-Floor	40	Maintenance
Kitchenette	80	Meeting
Light/Sound Lock	100	Meeting
Meeting Rm "Stage"Area	120	Meeting
Meeting Rm Buffet Area	40	Meeting
Meeting Rm Chair Storage	100	Meeting
Meeting Rm Craft Storage	40	Meeting
Operable partition aisle space	150	Meeting
Operable partition stacking area	16	Meeting
Podium	25	Meeting
Stage	200	Meeting
Storage Room - Tables/Chairs	120	Meeting
Microfiche reader printer - large	40	Microform
Microfiche reader printer - mediui	36	Microform
Microfilm reader printer - large	40	Microform
Microform storage cabinet	18	Microform

Unit Area Tables

Default unit areas are used in the baseline area calculations. These are intentionally non-specific to allow refinement by the Library and design team and to allow for shifts in functional demands over time. Deviation from the baseline area allocations should be limited, intentional, and assessed in light of accessibility requirements, interpersonal distancing expectations, healthy work environments, and ability to support future rearrangement of spaces.

Item	Unit Area	Zone
Atlas/folio case	36	Misc
CD-ROM station	45	Misc
Dictionary stand	25	Misc
Directory	25	Misc
Index table	150	Misc
Listening station - individual	40	Misc
Recycling container	6	Misc
Computer-Long Term	64	Network
Computer-Mid Term	48	Network
Computer-OPAC	25	Network
Computer-OPAC-Central	35	Network
Computer-OPAC-Remote	20	Network
Computer-Short Term	35	Network
Equipment Rack - BAS	25	Network
Equipment Rack - Future	25	Network
Equipment Rack - Media	25	Network
Equipment Rack - Phones	25	Network
Equipment Rack - Security	25	Network
Equipment Rack - Servers	25	Network
Equipment Rack - Switches	25	Network
Equipment Rack - UPS	25	Network
Gaming (console/monitor/stand),	48	Network
Intermediate Distribution Frame	50	Network
Main Distribution Frame	125	Network
Maker Station	64	Network
Network-Printer	20	Network
Network-Printer-Large Format	30	Network
Network-Printer-Large Format	30	Network
Network-Public Printer	60	Network
Open Floor Area: VR Space	48	Network
Parking Payment Kiosk	50	Parking
Activity Station	25	Play
Gaming Station	25	Play
Maker Station	25	Play
Open Floor Area	40	Play
Play Area	100	Play
YS Active - 3d Games (1 kids +)	150	Play
YS Active - Brio Tables (2 kids)	35	Play
YS Active - Digital (2 kids)	72	Play
YS Active - Digital (2 kids)-large	120	Play

Item	Unit Area	Zone
YS Active - Dress Up Costumes	72	Play
YS Active - Game Room M (3 kids)	120	Play
YS Active - Imagination Playgroun	40	Play
YS Active - Imagination Playgroun	250	Play
YS Active - Indoor Playground (10'	370	Play
YS Active - Kiosk (3 kids)	64	Play
YS Active - Lego Room (3 kids)	80	Play
YS Active - Lego Table (2 kids)	30	Play
YS Active - Light Bright (3 kids)	120	Play
YS Active - Magnet Wall (3 kids)	75	Play
YS Active - Media Lab M (3 kids)	120	Play
YS Active - Puppet Theater	72	Play
YS Active - Real Play (2 kids)	50	Play
YS Active - Megan's Room	400	Play
PSP Credenza	50	PSP
PSP Staff Outpost	60	PSP
PSP Tablet/Laptop Cart	36	PSP
Public Service Point	110	PSP
Recycling Bin - Large	40	Receiving
Van - Deliveries	400	Receiving
Workstation-Large Equipment	50	Receiving
Seating - Side chair	30	Seating
Seating, 1 person at Computer or I	0	Seating
Seating-Bench	15	Seating
Seating-Booth, 2 person	60	Seating
Seating-Booth, 4 person	100	Seating
Seating-Consultation	20	Seating
Seating-Footstool	8	Seating
Seating-Lounge	40	Seating
Seating-Meeting	10	Seating
Seating-Other	30	Seating
Seating-Side chair	15	Seating
Seating-Sofa	50	Seating
Seating-Table-10P	250	Seating
Seating-Table-16P, Modular	480	Seating
Seating-Table-1P	30	Seating
Seating-Table-1P-Carrel	35	Seating
Seating-Table-2P	50	Seating
Seating-Table-2P-Training	50	Seating
Seating-Table-3P	75	Seating

Shelving Environment Typologies

Stack Height	# of Shelves including base	# of Shelves excluding base
42	2	2
42 BIN	2	2
48	3	2
48AV	4	3
48 BIN	3	2
60	5	4
60AV	6	5
72AV	8	7
66P	4	3
66	5	4
72	6	5
72PB	8	7
84	7	6
84PB	9	8

Aisle Descriptor	Rounded sf/SF Section	Aisle width, feet
Compact	5.0	0.2
Minimal	9.5	3.0
Typical	10.5	3.5
Bins	11.4	4.0
Browse	13.3	4.0
Media	13.3	4.0

	Compact	Minimum	Typical	Browse	Bins	Media	
Stack Width	LF	2.0	2.0	2.0	2.0	3.0	3.0
Aisle Width	LF	0.2	3.0	3.5	4.0	4.0	4.0
Range Width	LF	2.2	5.0	5.5	6.0	7.0	7.0
Range Length	LF	15.0	15.0	15.0	15.0	15.0	15.0
Cross Aisle	LF	4.0	4.0	4.0	4.0	4.0	4.0
Range Length + Aisle Width	LF	19.0	19.0	19.0	19.0	19.0	19.0
Area	SF	41.2	95.0	104.5	114.0	133.0	133.0
Single face section in double face range		10.0	10.0	10.0	10.0	10.0	10.0
Area / single face section	SF	4.1	9.5	10.5	11.4	13.3	13.3
Area / double face section	SF	8.2	19.0	20.9	22.8	26.6	26.6

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

ACCOUNTS FOR: 802 LIBRARY GENERAL FUND	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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802 LIBRARY GENERAL FUND

802 40100	-4,009,959.00	PROPERTY TAXES	0.00	-4,009,959.00	-2,627,363.49	0.00	-1,382,595.51	65.5%
802 40302	-204,990.00	PPRT	0.00	-204,990.00	-95,322.30	0.00	-109,667.70	46.5%
802 40309	-56,354.00	STATE PER CAPITA FOR LIBRARY	0.00	-56,354.00	-56,545.60	0.00	191.60	100.3%
802 41500	-40,280.00	GRANTS FROM LOCAL GOVERNMENTS	0.00	-40,280.00	0.00	0.00	-40,280.00	.0%
802 41700	-157,900.00	CITY OTHER CONTRIBUTION	0.00	-157,900.00	-54,362.28	0.00	-103,537.72	34.4%
802 44220	-33,350.00	FRANCHISE FEE	0.00	-33,350.00	-66,700.00	0.00	33,350.00	200.0%
802 44599	-1,000.00	OTHER SALES	0.00	-1,000.00	-592.65	0.00	-407.35	59.3%
802 44800	-50,300.00	LIBRARY FEES	0.00	-50,300.00	-24,996.53	0.00	-25,303.47	49.7%
802 45000	-700.00	INVESTMENT INCOME	0.00	-700.00	-4,224.32	0.00	3,524.32	603.5%
802 46290	-82,735.00	OTHER REIMBURSEMENTS	0.00	-82,735.00	0.00	0.00	-82,735.00	.0%
802 46300	-68,600.00	DONATIONS/CONTRIBUTIONS/GIFTS	-700.00	-69,300.00	-55,100.00	0.00	-14,200.00	79.5%
802 46900	-111,530.00	OTHER MISCELLANEOUS REVENUES	0.00	-111,530.00	-1,983.05	0.00	-109,546.95	1.8%
802 49803	-77,000.00	TRF FROM LIB RESERVE FUND	0.00	-77,000.00	0.00	0.00	-77,000.00	.0%
802 49820	-7,864.00	TRANSFER FROM LIBRARY BLDG FUN	0.00	-7,864.00	0.00	0.00	-7,864.00	.0%
TOTAL LIBRARY GENERAL FUND	-4,902,562.00		-700.00	-4,903,262.00	-2,987,190.22	0.00	-1,916,071.78	60.9%

80280800 LIBRARY ADMINISTRATION

80280800 50110	419,591.00	SALARY - REGULAR EMPLOYEES	0.00	419,591.00	169,164.43	0.00	250,426.57	40.3%
80280800 52320	16,522.00	TRAVEL, EDUCATION AND TRAINING	0.00	16,522.00	5,289.19	0.00	11,232.81	32.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06							
ACCOUNTS FOR: 802 LIBRARY GENERAL FUND	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL LIBRARY ADMINISTRATION	436,113.00	0.00	436,113.00	174,453.62	0.00	261,659.38	40.0%
80280801 LIBRARY CENTRALIZED COSTS							
80280801 50210	279,060.00	0.00	279,060.00	100,030.27	0.00	179,029.73	35.8%
80280801 50220	197,234.00	0.00	197,234.00	72,410.87	0.00	124,823.13	36.7%
80280801 50240	41,621.00	0.00	41,621.00	12,963.71	0.00	28,657.29	31.1%
80280801 50251	157,900.00	0.00	157,900.00	54,362.28	0.00	103,537.72	34.4%
80280801 51900	43,462.00	0.00	43,462.00	24,479.10	0.00	18,982.90	56.3%
80280801 52101	5,500.00	0.00	5,500.00	1,110.00	0.00	4,390.00	20.2%
80280801 52199	28,472.00	0.00	28,472.00	22,206.50	0.00	6,265.50	78.0%
80280801 52721	16,000.00	0.00	16,000.00	9,742.78	0.00	6,257.22	60.9%
80280801 52902	6,400.00	0.00	6,400.00	3,084.84	0.00	3,315.16	48.2%
80280801 52904	500.00	0.00	500.00	189.00	0.00	311.00	37.8%
80280801 52907	300.00	0.00	300.00	80.00	0.00	220.00	26.7%
80280801 52999	47,570.00	0.00	47,570.00	4,007.78	0.00	43,562.22	8.4%
TOTAL LIBRARY CENTRALIZED COSTS	824,019.00	0.00	824,019.00	304,667.13	0.00	519,351.87	37.0%
80280802 ADULT & YOUTH SERVICES							
80280802 50110	0.00	0.00	0.00	48.21	0.00	-48.21	100.0%
80280802 51801	138,000.00	0.00	138,000.00	60,417.81	0.00	77,582.19	43.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

ACCOUNTS FOR:	802 LIBRARY GENERAL FUND	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
80280802 51801 80103	LIBRARY BOOKS	56,750.00	0.00	56,750.00	27,589.40	0.00	29,160.60	48.6%
80280802 51802 80103	NEW COLLECTIONS	25,200.00	0.00	25,200.00	9,678.27	0.00	15,521.73	38.4%
80280802 51803	LIBRARY PERIODICALS	10,500.00	0.00	10,500.00	8,612.67	0.00	1,887.33	82.0%
80280802 51803 80103	LIBRARY PERIODICALS	500.00	0.00	500.00	453.10	0.00	46.90	90.6%
80280802 51804	AUDIOBOOKS	2,300.00	0.00	2,300.00	917.78	0.00	1,382.22	39.9%
80280802 51805	CD'S	2,000.00	0.00	2,000.00	931.43	0.00	1,068.57	46.6%
80280802 51806	DVD'S	20,000.00	0.00	20,000.00	8,866.00	0.00	11,134.00	44.3%
80280802 51806 80103	DVD'S	3,800.00	0.00	3,800.00	1,556.77	0.00	2,243.23	41.0%
80280802 51807 80103	RECORDINGS	3,300.00	0.00	3,300.00	1,323.16	0.00	1,976.84	40.1%
80280802 51809	GAMES	4,000.00	0.00	4,000.00	1,767.68	0.00	2,232.32	44.2%
80280802 51811	DOWNLOADABLES	121,000.00	0.00	121,000.00	51,251.47	0.00	69,748.53	42.4%
80280802 52910	DATABASE CHARGES	43,730.00	0.00	43,730.00	27,181.36	0.00	16,548.64	62.2%
TOTAL ADULT & YOUTH SERVICES			0.00	431,080.00	200,595.11	0.00	230,484.89	46.5%

80280803 ARCHIVES

80280803 50110	SALARY - REGULAR EMPLOYEES	287,839.00	0.00	287,839.00	83,747.43	0.00	204,091.57	29.1%
80280803 51801	LIBRARY BOOKS	4,100.00	0.00	4,100.00	75.00	0.00	4,025.00	1.8%
80280803 51803	LIBRARY PERIODICALS	3,070.00	0.00	3,070.00	1,126.00	0.00	1,944.00	36.7%
80280803 51808	MICROFORM	16,531.00	0.00	16,531.00	0.00	0.00	16,531.00	.0%
80280803 52320	TRAVEL, EDUCATION AND TRAINING	1,800.00	0.00	1,800.00	30.00	0.00	1,770.00	1.7%
80280803 52910	DATABASE CHARGES	20,000.00	0.00	20,000.00	9,418.84	0.00	10,581.16	47.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06								
ACCOUNTS FOR:	802 LIBRARY GENERAL FUND							
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
80280803 52912	9,925.00	FACILITY RENTAL 0.00	9,925.00	4,455.00	0.00	5,470.00	44.9%	
TOTAL ARCHIVES	343,265.00	0.00	343,265.00	98,852.27	0.00	244,412.73	28.8%	
80280805 LIBRARY FACILITIES								
80280805 50110	43,405.00	SALARY - REGULAR EMPLOYEES 0.00	43,405.00	12,113.80	0.00	31,291.20	27.9%	
80280805 51410	2,000.00	SMALL TOOLS & EQUIPMENT 0.00	2,000.00	232.71	0.00	1,767.29	11.6%	
80280805 51420	60,000.00	OFFICE FURNITURE 0.00	60,000.00	399.98	0.00	59,600.02	.7%	
80280805 51900	3,900.00	OTHER SUPPLIES 0.00	3,900.00	105.98	0.00	3,794.02	2.7%	
80280805 52201	131,541.00	BUILDING REPAIR & MAINT 0.00	131,541.00	28,098.08	0.00	103,442.92	21.4%	
80280805 52202	1,000.00	EQUIPMENT REPAIR & MAINT 0.00	1,000.00	0.00	0.00	1,000.00	.0%	
80280805 52600	174,050.00	UTILITIES 0.00	174,050.00	88,053.22	0.00	85,996.78	50.6%	
80280805 52710	47,109.00	INSURANCE PREMIUM 0.00	47,109.00	42,726.00	0.00	4,383.00	90.7%	
80280805 52999	107,660.00	OTHER CONTRACTUAL SERVICES 0.00	107,660.00	65,819.88	0.00	41,840.12	61.1%	
80280805 53200	1,986,753.00	BUILDING 0.00	1,986,753.00	33,130.83	0.00	1,953,622.17	1.7%	
TOTAL LIBRARY FACILITIES	2,557,418.00	0.00	2,557,418.00	270,680.48	0.00	2,286,737.52	10.6%	
80280806 LIBRARY ACQUISITIONS								
80280806 50110	390,622.00	SALARY - REGULAR EMPLOYEES 0.00	390,622.00	159,993.73	0.00	230,628.27	41.0%	
80280806 51900	28,000.00	OTHER SUPPLIES 0.00	28,000.00	6,281.35	0.00	21,718.65	22.4%	
80280806 52320	1,000.00	TRAVEL, EDUCATION AND TRAINING 0.00	1,000.00	0.00	0.00	1,000.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06							
ACCOUNTS FOR: 802 LIBRARY GENERAL FUND							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
TOTAL LIBRARY ACQUISITIONS							
419,622.00	0.00	419,622.00	166,275.08	0.00	253,346.92	39.6%	
80280807 LIBRARY CIRCULATION							
80280807 50110 SALARY - REGULAR EMPLOYEES							
1,169,489.00	0.00	1,169,489.00	411,518.60	0.00	757,970.40	35.2%	
80280807 52320 TRAVEL, EDUCATION AND TRAINING							
3,642.00	0.00	3,642.00	388.50	0.00	3,253.50	10.7%	
TOTAL LIBRARY CIRCULATION							
1,173,131.00	0.00	1,173,131.00	411,907.10	0.00	761,223.90	35.1%	
80280808 LIBRARY IT							
80280808 50110 SALARY - REGULAR EMPLOYEES							
142,382.00	0.00	142,382.00	56,409.17	0.00	85,972.83	39.6%	
80280808 51500 SHARED IT COSTS							
133,490.00	0.00	133,490.00	28,243.33	0.00	105,246.67	21.2%	
80280808 51900 OTHER SUPPLIES							
12,650.00	0.00	12,650.00	5,977.43	0.00	6,672.57	47.3%	
80280808 52203 MAINTENANCE AGREEMENTS							
6,434.00	0.00	6,434.00	3,266.28	0.00	3,167.72	50.8%	
80280808 52320 TRAVEL, EDUCATION AND TRAINING							
1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	.0%	
80280808 52600 UTILITIES							
2,484.00	0.00	2,484.00	1,000.00	0.00	1,484.00	40.3%	
80280808 52999 OTHER CONTRACTUAL SERVICES							
17,700.00	0.00	17,700.00	5,600.00	0.00	12,100.00	31.6%	
TOTAL LIBRARY IT							
316,640.00	0.00	316,640.00	100,496.21	0.00	216,143.79	31.7%	
80280809 LIBRARY COMMUNITY ENGAGEMENT							
80280809 50110 SALARY - REGULAR EMPLOYEES							
283,231.00	0.00	283,231.00	90,356.87	0.00	192,874.13	31.9%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

ACCOUNTS FOR: 802 LIBRARY GENERAL FUND		TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP							
80280809 51812	LIBRARY PROGRAM SUPPLIES						
19,350.00		0.00	19,350.00	5,303.38	0.00	14,046.62	27.4%
80280809 51812 80102	LIBRARY PROGRAM SUPPLIES						
4,400.00		0.00	4,400.00	1,354.92	0.00	3,045.08	30.8%
80280809 51812 80103	LIBRARY PROGRAM SUPPLIES						
5,400.00		700.00	6,100.00	1,381.14	0.00	4,718.86	22.6%
80280809 51812 80104	LIBRARY PROGRAM SUPPLIES						
800.00		0.00	800.00	521.01	0.00	278.99	65.1%
80280809 52199	OTHER PROFESSIONAL SERVICES						
21,700.00		0.00	21,700.00	8,658.30	0.00	13,041.70	39.9%
80280809 52320	TRAVEL, EDUCATION AND TRAINING						
500.00		0.00	500.00	500.00	0.00	0.00	100.0%
80280809 52909	ADV/MKTING/PUBLIC EDUCATION						
14,440.00		0.00	14,440.00	2,982.04	0.00	11,457.96	20.7%
TOTAL LIBRARY COMMUNITY ENGAGEMENT							
349,821.00		700.00	350,521.00	111,057.66	0.00	239,463.34	31.7%
80280851 MERCHANDISE SALES							
80280851 51810	LIBRARY RESALE PURCHASES						
3,195.00		0.00	3,195.00	322.00	0.00	2,873.00	10.1%
TOTAL MERCHANDISE SALES							
3,195.00		0.00	3,195.00	322.00	0.00	2,873.00	10.1%
TOTAL LIBRARY GENERAL FUND							
1,951,742.00		0.00	1,951,742.00	-1,147,883.56	0.00	3,099,625.56	-58.8%
TOTAL REVENUES							
-4,902,562.00		-700.00	-4,903,262.00	-2,987,190.22	0.00	-1,916,071.78	
TOTAL EXPENSES							
6,854,304.00		700.00	6,855,004.00	1,839,306.66	0.00	5,015,697.34	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

ACCOUNTS FOR: 803 LIBRARY SPECIAL RESERVE FUND	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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80380860 RESERVED FUNDS

80380860 59802	77,000.00	TFR TO LIBRARY OPERATING FUND 0.00	77,000.00	0.00	0.00	77,000.00	.0%
TOTAL RESERVED FUNDS	77,000.00	0.00	77,000.00	0.00	0.00	77,000.00	.0%
TOTAL LIBRARY SPECIAL RESERVE FUND	77,000.00	0.00	77,000.00	0.00	0.00	77,000.00	.0%
TOTAL EXPENSES	77,000.00	0.00	77,000.00	0.00	0.00	77,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06							
ACCOUNTS FOR: 810 LIBRARY TRUST FUND							
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
810 LIBRARY TRUST FUND							
810 46300		DONATIONS/CONTRIBUTIONS/GIFTS					
	-23,850.00	0.00	-23,850.00	-13,414.66	0.00	-10,435.34	56.2%
TOTAL LIBRARY TRUST FUND	-23,850.00	0.00	-23,850.00	-13,414.66	0.00	-10,435.34	56.2%
81080831 ADMIN GIFTS							
81080831 51420		OFFICE FURNITURE					
	60,000.00	0.00	60,000.00	0.00	0.00	60,000.00	.0%
81080831 51900		OTHER SUPPLIES					
	600.00	0.00	600.00	0.00	0.00	600.00	.0%
81080831 51990		OTHER LIBRARY MATERIALS					
	500.00	0.00	500.00	168.42	0.00	331.58	33.7%
81080831 53200		BUILDING					
	300,500.00	0.00	300,500.00	118,928.75	0.00	181,571.25	39.6%
TOTAL ADMIN GIFTS	361,600.00	0.00	361,600.00	119,097.17	0.00	242,502.83	32.9%
81080832 ADULT GIFTS							
81080832 51801		LIBRARY BOOKS					
	19,500.00	0.00	19,500.00	1,578.28	0.00	17,921.72	8.1%
TOTAL ADULT GIFTS	19,500.00	0.00	19,500.00	1,578.28	0.00	17,921.72	8.1%
81080833 CHILDREN'S GIFTS							
81080833 51801		LIBRARY BOOKS					
	12,150.00	0.00	12,150.00	781.39	0.00	11,368.61	6.4%
81080833 52801		LIBRARY CHILDREN PROGRAMS					
	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06								
ACCOUNTS FOR: 810 LIBRARY TRUST FUND								
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
81080833 52803	9,100.00	LIBRARY CHILDREN PROGRAMS 0.00	9,100.00	0.00	0.00	9,100.00	.0%	
TOTAL CHILDREN'S GIFTS	24,250.00	0.00	24,250.00	781.39	0.00	23,468.61	3.2%	
81080834 ARCHIVES GIFTS								
81080834 51801	3,150.00	LIBRARY BOOKS 0.00	3,150.00	0.00	0.00	3,150.00	.0%	
81080834 51990	250.00	OTHER LIBRARY MATERIALS 0.00	250.00	0.00	0.00	250.00	.0%	
81080834 52804	4,000.00	LIBRARY ARCHIVES PROGRAMS 0.00	4,000.00	0.00	0.00	4,000.00	.0%	
TOTAL ARCHIVES GIFTS	7,400.00	0.00	7,400.00	0.00	0.00	7,400.00	.0%	
TOTAL LIBRARY TRUST FUND	388,900.00	0.00	388,900.00	108,042.18	0.00	280,857.82	27.8%	
TOTAL REVENUES	-23,850.00	0.00	-23,850.00	-13,414.66	0.00	-10,435.34		
TOTAL EXPENSES	412,750.00	0.00	412,750.00	121,456.84	0.00	291,293.16		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06								
ACCOUNTS FOR: 820 LIBRARY BUILDING FUND								
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
82080852 BUILDING COSTS								
82080852 52999		OTHER CONTRACTUAL SERVICES						
	1,500.00	0.00	1,500.00	728.46	0.00	771.54	48.6%	
82080852 59802		TFR TO LIBRARY GENERAL FUND						
	7,864.00	0.00	7,864.00	0.00	0.00	7,864.00	.0%	
TOTAL BUILDING COSTS								
	9,364.00	0.00	9,364.00	728.46	0.00	8,635.54	7.8%	
TOTAL LIBRARY BUILDING FUND								
	9,364.00	0.00	9,364.00	728.46	0.00	8,635.54	7.8%	
TOTAL EXPENSES								
	9,364.00	0.00	9,364.00	728.46	0.00	8,635.54		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
	GRAND TOTAL						
2,427,006.00	0.00	2,427,006.00	-1,039,112.92	0.00	3,466,118.92	-42.8%	

** END OF REPORT - Generated by Tina Carrington **