

Logan City Public Library

Facility Needs Assessment

December 15, 2017



Prepared for City of Logan Public Library:

Library Program Team:

Name | Position

- Karen Clark | Library Director
- Craig Petersen | Mayor
- Joseph Anderson | Assistant Director/Adult Nonfiction & Reference Librarian
- Becky Smith | Children's Librarian
- Melanie Liechty | Systems Administration Librarian
- Natalie Gregory | Patron Technology Librarian
- Laura Nelson | Young Adult & Patron Services (Circulation/Technical Services) Librarian
- Jason Cornelius | Adult Fiction & Special Collection Librarian
- Noelle Call | Library Board Chair
- Robert Schmidt | Library Board Member
- JaDene Denniston | Library Board Member
- Tom Jensen | City Council Representative
- Holly Daines | City Council Member

Team:

HACKER

Architect

- David Keltner AIA | Design Principal
- Laura Klinger AIA | Project Manger



PENNY HUMMEL

Consulting

Library Consultant

- Penny Hummel | Library Programmer

design west | architects

Architect

- Blake Wright | Principal in Charge
- Kent Craven | Project Manager



Technology Consultant

- Carson Block | Library Technology

TODD JOHNSON

Consulting

- Todd Johnson | Urban Design Liason

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VISION CARDS EXERCISE RESPONSE

“How should the new building feel?”

Community +
Staff Cohesiveness



For everyone

Friendship

Community



Diversity

Support

Peaceful

Welcoming



Colorful

No end

Fluid



Happiness



Freedom!



Cutting edge

Sustainability

Joy!

Celebration



Opportunity

Nature



Working together

Scary but fun

High Tech



Riding wave
of technology

Community Involvement

I. Executive Summary

The Logan Public Library is an essential educational, informational and cultural asset to the Logan UT community, offering 21st century technology as well as traditional library services.

An amalgam of six buildings dating back to the 1930s, the facility was renovated into a combined city hall and library in the 1980s. In 2009, following the construction of a new city hall, the library assumed use of the entire building. Given its complicated history, the current facility suffers from many deficiencies. Its layout is highly inefficient and includes much unusable space, including an inaccessible second floor. The building's windows, roof and mechanical system are all failing. Inadequate spaces for public programming and teens restrict the library's ability to serve the community, and the overall layout is confusing to patrons.

In response to these issues, the City of Logan began planning efforts towards a new Logan library and community center in 2017, engaging the services of the Portland, OR architectural firm, Hacker, and local architects, Design West, to develop a program and design for a new library. The consultants analyzed community demographics, reviewed library usage patterns, conducted focus groups with library staff and stakeholders, solicited community input and compared current service levels with best planning practices in the library industry.

The space recommendations that result indicate the need for the following:

- 224 lounge and table seats for public use (there are currently 158);
- Expanded and redesigned areas for specific collections or activities:
 - Teen-space
 - Spanish language materials
- 63 public access computers, including 12 laptops;
- Increased programming/meeting room capacity: a dividable 200-seat meeting room, an 18-seat Creation Space/Media Lab, a 15-seat board room, and a 10-seat conference room;
- Three 4-person study rooms, and four 2-person study rooms.
- A 150-seat auditorium with a projection booth.

This study outlines the service components needed by Logan residents now and in the future in a revitalized new library and community center.



Existing Logan Library, UT

II. Methodology

In March 2017, the City of Logan issued an RFP for the design of a new Logan City Library/Community Center and Plaza. The city selected the architectural firms Hacker and Design West for this project, with library facilities consultant Penny Hummel and library IT consultant Carson Block as part of the team. On August 18, 2017, Hacker architect Laura Klinger and Penny Hummel met with city and library leadership to tour the building, observe operations and discuss initial priorities for the new library. The following themes emerged from this discussion:

- Addressing the outdated and chaotic qualities of the current building;
- Expanding designated areas and opportunities for programming;
- Increasing opportunities for patrons to create and learn;
- Creating a full functioning and attractive teen space;
- Enhancing staff efficiency and effectiveness by improving private and work areas.

On September 18 - 20, Penny Hummel conducted focus groups with library staff, city and community partners, and members of the Library Board and Friends of the Library; Carson Block also conducted an IT-focused session with key library and city staff. A community meeting soliciting public input was held on September 18. Information about these sessions is included in Appendix A.

Penny Hummel also reviewed a variety of information about the library and its operations, including circulation data, usage statistics and demographic information. Basing this work on best practices in planning public library facilities, she then developed service level recommendations for a new Logan City Library and developed a library program incorporating these elements. The draft program was presented to the client on October 12 and a subsequent draft was shared on October 25.



Library Leadership Visioning, August 18, 2017



Community Open House, Sept. 18, 2017



Community Presentation, Sept. 18, 2017



Mendenhall Valley Library, Juneau AK
Hacker Architects

III. Community Description

The county seat of picturesque Cache County Utah, the city of Logan was established in 1866 and is the home of Utah State University. With a current population of 50,676, Logan is distinctive in several ways:

- As of 2010, 10.2% of Logan residents are estimated to be under five years old, a percentage that is consistent with Utah but much higher than the national average of 6.2% (Source: U.S. Census)
- As of 2016, 10.5% of Cache County residents are Hispanic or Latino, slightly lower than Utah (13.8%).
- Over one in four (26.5%) residents is estimated to be living in poverty, a much higher percentage than Cache County (16%) or the state of Utah (10.2%). (Source: U.S. Census).
- At \$36,032, the 2011-2015 median household income is lower than that estimated for Cache County (\$50,497) or Utah (\$60,727). (Source: U.S. Census)
- Over 55% of students qualify for free and reduced lunches, compared to 34% in Utah overall. (Source: Utah State Board of Education).

In this context, the public library functions as a vital informational and cultural hub. Congruent with information provided by the Governor’s Office of Management and Budget, this study assumes a population for the city of Logan in 2040 of 76,758.

IV. Current Services Overview

The 35,900-square foot Logan Public Library is located at 255 North Main Street. An amalgam of six buildings (including a dance hall) dating back to the 1930s, the facility was renovated into a combined city hall and library in the 1980s. In 2009, following the construction of a new city hall, the library assumed use of the entire building. The library is open 60 hours a week, from 10 am to 9 pm Monday – Thursday and from 10 am – 6 pm Friday - Saturday. In 2016-17, the library’s door count (annual visitors) was 215,490, or over 4,100 visitors a week—a reflection of the library’s position as an essential community center in Logan.



Existing Logan Library, UT

Collections

As of August 2017, the Logan Library offers a collection of 244,400 items, including books, DVDs, audio books, music CDs and periodicals. In addition to the print/physical collection, Logan patrons also have access to a digital collection (including ebooks, online resources and download-able media). In 2015-16, the Logan Library had 23,837 active cardholders and circulated 863,714 items. Current shelving is filled to the brim, and in the children's area, there are numerous book carts in the public area that house all the overflow items that don't fit in the available space. The library features several noteworthy collections, including a circulating flag collection that is heavily used by local students, and a special collection focused on genealogy.

Computers & Technology

The library offers 44 computers for public use, including online catalogs, public internet access computers, children's learning stations and laptops. These represent .87 computer per 1,000 people served, which within the range of the .5 - 1 workstations per 1,000 people that is currently considered best practice. In 2016-17, the library recorded 42,925 individual Internet sessions (not including patrons using their own devices), or over 825 sessions a week, an indication that internet access is a very valued and highly used service.

Seating & Meeting Room Space

Over time, seating at the library has been reduced to accommodate added shelving for the collection. With a current capacity of 158 reader or study seats, the library is currently on the low end of best practice (3 - 6 seats per 1,000 people). In addition, too few of the library's seating options are adjacent to a power source, which hinders patrons who need to plug in laptops, phones or tablets.

Programming & Event Space

The library offers a robust array of programming for all ages, which is primarily offered in the Jim Bridger Room (capacity: 65 people) and the Bonneville Room (capacity: 35 people). Smaller meetings are held in the Old Juniper Room (capacity: 17 people), the Old Ephraim Room (capacity 14 people) and the Temple Fork Room (capacity: 10 people). A small former office houses the library's media lab. In 2015-16, the library offered 665 programs (including five story times a week) that attracted 19,619 attendees, a 15.5% increase in participation over the previous year. Given that interest in library events regularly exceeds available space, the current space is inadequate to meet current and future demands.

Additional meeting room space is needed, not only for library programming, but for use by community groups who have few other options for meeting and gathering space in the community. The library currently offers no small enclosed quiet study rooms, which are also needed.

Designated Program Areas

As noted earlier, Logan has a high percentage of residents who are under the age of 5, and this is reflected in attendance at story times and use of the children's area. While generally adequate to meet community needs, the children's area needs updating, both aesthetically and technologically. The current story time room is cramped and dark. The library's area for teens is laid out awkwardly due to the available space and lacks appropriate seating and teen-friendly décor.

Visitors desiring quiet space are usually directed to areas of the library with study carrels or tables towards one end of the library. However, since these study areas are adjacent to the teen area and the main meeting room, those who use them for study purpose often complain about noise.

The library also features a small gallery, which is used for rotating two dimensional exhibits. While adequate, a refreshed and better laid out space would improve the impact of this programming feature.

Service Delivery

Judging from its high circulation, door count and programming attendance statistics, the Logan Library is obviously well used and beloved by community members. However, its maze-like nature makes way-finding difficult and causes underutilization of some areas and congestion in others. The juxtaposition of what was once space used by city hall with the public library space has created many corridors and winding paths. The long walk from the parking lot into the library entrance is challenging for those with limited mobility and parents with young children.

The library's aging HVAC system does an inadequate job of heating and cooling the building and, as mentioned earlier, noise is a frequent issue. Currently, the library features one self-check machine, but would like to deploy more to enhance patron privacy.

Staff & Volunteer Areas

Currently, many library staff have private offices in the area of the building that was once the city hall. Just as it is a long walk to get into the library, it is also a long walk to get from the staff areas to the public areas, a situation that creates challenges in providing a quick and responsive service.

The library currently has a circulation desk at the entrance, a desk in the children's area and, further into the stacks, a reference desk. Sight lines are poor and this creates numerous challenges, particularly with the teen area which is out of view of any service desk. Security is an issue.



Existing Logan Library, UT



PERIODICALS

Mendenhall Valley Library, Juneau AK
Hacker Architects

V. Space Needs Recommendations

Overview

The Logan Library should provide residents with the spaces and services that meet and anticipate their needs, in a comfortable facility that encourages use by the entire community. While the current building is well used by the community, its structural deficiencies and space constraints compromise the quality and level of service that can be provided.

A successful public library today plays multiple roles in the life of the community it serves. First, it provides access to the world of learning, knowledge and human creativity. Access to books and the printed word for all age groups continues to be the primary service expectation of many residents and remains a basic library function. As a corollary, library service to children introduces families to the joy of reading and establishes a foundation for a lifetime of reading. This role has expanded in recent years to include access to creative and informative works in many formats, including digital media and electronic content. Libraries have also become a primary public gateway to online information, offering free access to the Internet, wireless access and providing guidance in navigating and assessing the wealth of material available through these resources.

Even as the library's role as a resource for virtual information and literature continues to grow, its traditional role as a community destination and gathering place is evolving and expanding. The public library now serves as the community's principal place for solitary reading and study as well as a venue for collaboration and group interaction. Book discussion groups, teen tech nights and family literacy evenings are a few examples of the multitude of educational and social community events that draw significant participation. The library facility can and should offer residents a safe and comfortable place to be. This can be a sanctuary for solitary reflection, a quiet workspace in which to complete a school assignment or a social space for connecting with peers.

To perform these roles, the library needs appropriate space – for collections, for people, for programming and for functional operations. The space needed to support specific services is described below.

Collections

The community needs access to a well-balanced collection in both print and digital media formats. Adequate shelving capacity is needed to support a truly balanced physical collection, so that materials can be shelved and displayed for convenient browsing. Shelving capacity needs to allow shelves to be kept 20% to 25% clear so that there is readily available shelving space for incoming materials.



Areas for collection and seating at the Renton Highlands Library.
Hacker Architects.



Areas for technology and meeting at the Mendenhall Library.
Hacker Architects.

The various collections of the library need to be shelved in appropriate locations within the overall space, clearly identified and easily found, and at heights appropriate to their target audiences. The bottom two shelves on most shelving units should be angled to allow browsers to easily view book spines.

Currently, while public interest in download-able books and media continues to be strong, there is increasing evidence that use of digital media is complementing, not replacing, the use of physical resources. Therefore, most public libraries currently plan their future collections assuming future use of both types of resources. The Logan Library currently offers over 200,000 physical items (books, CDs, DVDs, etc.) with the expectation that this collection will be somewhat smaller in the future. To maintain desirable sight-lines and aesthetics, this plan recommends a maximum shelf height of 66" for interior of the library with some capacity for 78" shelves at the perimeter and 45" shelving for picture books and other materials for young children.

Computers & Technology

The library's Internet access and early literacy computers are in constant use. While patrons increasingly are bringing in their own devices (laptops, tablets and smart phones) for library use, for many others, library computers are their only way to access the Internet for research, job seeking, and connecting with friends and family.

More are needed to meet public demand and to enable the library to offer this service more effectively. This plan recommends 63 public access computers, including sit-down workstations with Internet access, online catalogs, early literacy stations and laptops that can be checked out. To accommodate personal devices, the new library should include access to power at every seating area.

Seating, Programming and Meeting Room Space

In a library facility, it is as important to provide space for people to use the building, as it is to provide space to house and display the collection. The Logan Library needs to provide seating in a variety of formats: at study tables and lounge chairs, parent/child seats, casual seating for teens, and acoustically shielded study seating. In particular, teens need a designated area with age appropriate furniture. The design of the space should not only send a message that they are welcome at the library but should also create a buffer, both physical and psychological, between this gregarious age group and other library visitors.

The children's area should offer distinct seating areas for individual school aged children who need to do homework or quietly read. The preschool/family area needs chair seating for toddlers and their parents or caregivers as well as floor space for story times. Adults need both table seating and lounge chairs for quiet reading of books and periodicals as well as concentrated work at a laptop. All seats should be adjacent to electrical power, with outlets located safely out of circulation paths.

Overall, an increase of desk and lounge seating is recommended to allow the library to offer appropriate work/study, collaboration and reading space for the community. A total of 224 seats are recommended (an increase of 66 seats). This seating is divided between lounge chairs and 1, 2 and 4 person tables. This program advocates for an expanded Spanish language section of the library, integrating table and lounge seating with the various formats in the collection.

One 10-seat meeting room and a 15-seat board room will offer the capacity to host smaller events. Group study capacity is also significantly expanded. The plan includes three 4-seat study rooms as well as four 2-seat study/tutoring rooms.

Programming and Event Space

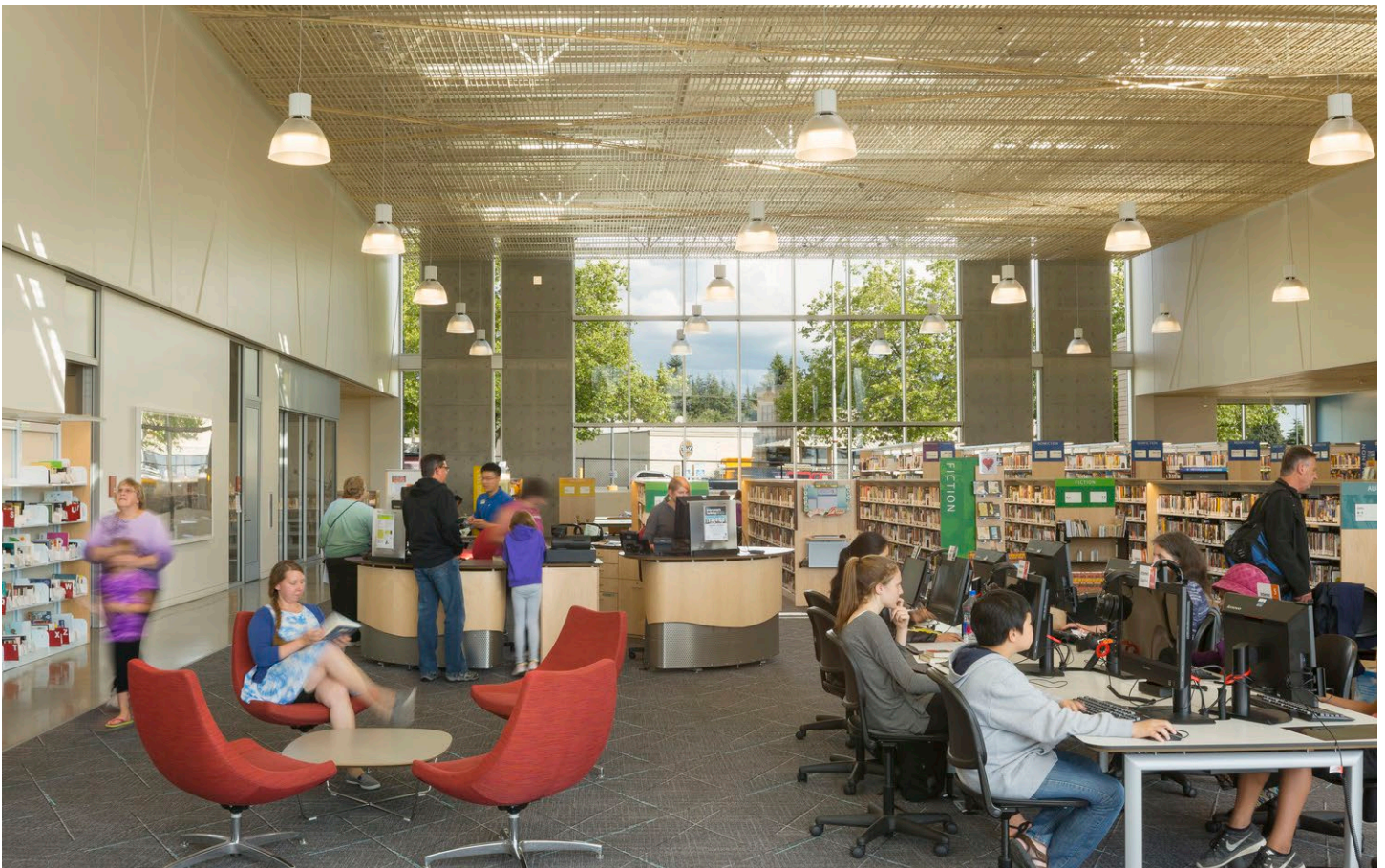
Programs and events are a basic library service that complements the collection, attracts new users and provides the community with needed information on many topics. Dedicated space within the library is needed to provide an appropriate, accessible venue for these events, with seating to accommodate different groups of people. The primary programming space needs to be flexible and multipurpose, with a flat floor, stacking chairs, media projection equipment, adjustable lighting, a kitchen, and table and chair storage.

Given that the library's existing programming space is inadequate to meet current demand, this study recommends a significant expansion of programming capacity. A dividable 200-seat meeting room, with an adjacent new kitchen, will offer the ability to host two 100-person events (more than doubling the capacity of the current Jim Bridger Room). A 150-seat auditorium with a projection room will allow for larger performances. In addition, an 18-seat Creation Space/Media Lab will offer significantly expanded capacity for media/makerspace activities. Rotating two-dimensional art exhibits will be hung on library walls.

Service Delivery

Given that the library does not anticipate future staffing increases, there is a great need to make all circulation, reference and back of the library functions as efficient as possible. This study recommends an increase in the number of self-check machines. Desks and work stations appropriate to the 21st century, sited in appropriate proximity to each other and to the daily work of assisting library customers, will enhance the staff's capacity to provide excellent customer service. Also included are staff restrooms and a staff lounge area with seating and a kitchenette.

The also includes capacity to implement automated materials handling technology, which reduces staff time need to check in books, freeing this capacity for other uses more directly related to serving library customers.



Public computers are located adjacent to the circulation desk at the Renton Highlands Library providing easy access to assistance. Hacker Architects.



Optimized natural and artificial light create an inspiring environment at the Renton Library. Hacker Architects.

Spaces Summary

Logan Public Library

Total Net Assignable Square Feet:	29,659
Total Gross Square Feet @ 70% Efficiency:	42,370

Code	General Area	Specific Area	SF	In GSF
1.02	Public Areas	Café	246	
1.04	Public Areas	Copy Center	100	
1.06	Public Areas	Express Checkout	264	
1.08	Public Areas	Entry Lobbies	1,082	IN GSF
1.12	Public Areas	Information/Service Desk	178	
1.14	Public Areas	Public Restrooms	-	IN GSF
Public Areas Total			1,870	
2.02	Adult Services	Adult Fiction	1,852	
2.04	Adult Services	Adult Nonfiction	2,656	
2.06	Adult Services	Special Collection	743	
2.08	Adult Services	Large Print Books	224	
2.10	Adult Services	Magazines & Newspapers	531	
2.12	Adult Services	Media	488	
2.14	Adult Services	New Materials	441	
2.16	Adult Services	Public Access Computers	734	
2.18	Adult Services	Quiet Reading	480	
2.20	Adult Services	Reference Collection	826	
2.22	Adult Services	Spanish Language Collection	498	
2.24	Adult Services	Reference Desk	70	
2.26	Adult Services	Graphic Novels	200	
2.30	Adult Services	Flag Collection	15	
Adult Services Total			9,758	
3.02	Youth Services	Children's Service Desk	110	
3.04	Youth Services	Family Restrooms	-	IN GSF
3.06	Youth Services	Family Space	1,287	
3.08	Youth Services	Children's Area	3,331	
3.10	Youth Services	Teenspace	1,647	
Youth Services Total			6,376	
4.02	Meeting Areas	Group Study/Tutoring Rooms (3) 2 Seat Study Rooms & (2) 4 Seat Study Rooms	400	
4.04	Meeting Areas	Kitchen	70	
4.06	Meeting Areas	Dividable Meeting Room	100	
4.08	Meeting Areas	Meeting Room Storage	170	
4.10	Meeting Areas	10-Seat Meeting Room	250	
4.14	Meeting Areas	Creation Space/Media Lab	742	
4.16	Meeting Areas	15-Seat Board Room	375	
4.18	Meeting Areas	150-Seat Auditorium (with projection room)	2,280	
4.20	Meeting Areas	3 Way Dividable Meeting Room	2,635	
Meeting Areas Total			7,022	
5.02	Staff Areas	Library Director's Office	100	
5.04	Staff Areas	Assistant Director's Office	100	
5.06	Staff Areas	Systems Administrator	100	
5.08	Staff Areas	Adult Services	256	

Spaces Summary

Logan Public Library

Code	General Area	Specific Area	SF	In GSF
5.10	Staff Areas	Technical Services	1,268	
5.12	Staff Areas	Youth Services Workroom	555	
5.14	Staff Areas	Circulation	1,104	
5.16	Staff Areas	Custodial Workspace and Supplies	287	
5.18	Staff Areas	Staff Lounge	327	
5.20	Staff Areas	Delivery Area	126	
5.22	Staff Areas	Server Room	100	
5.24	Staff Areas	Storage	40	
5.26	Staff Areas	Staff Meeting Room	200	
5.28	Staff Areas	Copy and Processing Area	70	
Staff Areas Total			4,633	
Grand Total			29,659	

VI. Technology Recommendations

Overview

This document contains the results of technology assessment and visioning activities performed for the Logan Public Library by Library Technology Consultant Carson Block.

The purpose of the basic technology assessment is to identify the current state of the library's Information Technology (IT) resources (including technology structure and resources, IT staffing levels and structure, and organizational relationship(s) and make recommendations to better serve the goals and objectives of the library's building plans. The assessment includes a high-level review of connectivity, services, and the resources (including budget, network infrastructure, server and end-user hardware, software, security, outsourcing and/or maintenance contracts and others) currently designated for technology support.

The purpose of technology visioning is to explore and identify specific library technology possibilities for the project with key stakeholder groups as part of pre-design work with the design team.

Deliverables from the Technology Assessment:

- Technology Visioning: Formal and informal presentations to focus groups and individuals.
- This findings & recommendations report that will be used to inform the Technology Program Plan. Meeting notes as appropriate.

To perform these activities, the consultant performed a single site visit September 18-20, 2017 in conjunction with other pre-design activities from the team (including a public meeting).

Technology Assessment - Primary Findings & Recommendations

This section includes primary findings and recommendations in "executive summary" format. Detailed results of assessment activities are in Appendix A. Some of these recommendations have already been incorporated into other documents from the design team, and others are intended to inform the next phase of the project.

Findings and recommendations are presented in three tables:

- General Technology
- Enterprise Technology
- Special Technology/Projects for the New Library

General Technology

Finding	Recommendation
<p>The library is experiencing consistent use of current public technology services, including patron computers & PAC (Public Access Catalog) stations.</p>	<p>Spaces for common uses have been allocated in Penny Hummel’s overall program document.</p>
<p>Children’s Computing</p>	<p>The library has expressed a need to have some adult computers adjacent to the children’s department (to allow adults to use library computers while children are in Children’s area. This can be tricky (and lead to complications/possible problems) so one option may be to check out laptops to caregivers in the Children’s area at the discretion of the library staff member. This item will require further discussion.</p> <p>The library may wish to add AMH (Automatic Material Handling) Stations in conjunction with any possible collaborative kids/caregiver spaces in the children’s area.</p>
<p>The library is experimenting with a single self-check station located across from the circulation desk. Use and performance of the self-check has been uneven. There may be some issues with the service agreement for the self-check and performance from the self-check vendor.</p>	<p>The library should confirm or purchase service contracts to cover the performance and maintenance of the current self-check station.</p>
<p>The library has created a makerspace that allows patrons to convert analog media to digital media, perform audio and video editing, and print items on a 3D printer. Some activities have experienced some popularity, while others have struggled.</p>	<p>The makerspace is somewhat hard-to-locate, and patrons may be unaware of this library service. Due to the success of some maker activities, the library should consider a makerspace in the new library. Please see the Special Technology/Projects section below for more.</p>
<p>The library has a nicely-defined teen space with some computing and gaming resources.</p>	<p>The teen area in the new library should build on the successes of the current program, with the possibility</p>

General Technology

	<p>for even more technology (including gaming, mobile device checkout and more) and the library may consider any continuation or expansion of the makerspace to be adjacent to the teen area.</p> <p>Generally, successful teen areas are designed to be modular and flexible to allow for teens to continually design and redesign their own environments. These ideas should extend into the approach of the technology in the teen areas.</p>
<p>The library reports gaps in the performance of WiFi in the current building.</p>	<p>WiFi (with Internet access) is a mission-critical component of modern libraries. Please see the next table (Enterprise Technology) for recommendations for the new library.</p>
<p>The library reports that PAC (Public Access Catalog) access could be improved.</p>	<p>The new library design should ensure that there are an adequate number of PACS to serve the physical footprint of the library.</p>
<p>The library's public computing spaces are used for general multi-purpose activities. There is not a clear distinction between spaces for quiet work, noisy (talking/collaboration) activities and group work.</p>	<p>Public computing spaces should be designed with areas for patron "stuff" between workstations. Tight cubicles with little space are not encouraged.</p> <p>When possible, spaces for both quiet and noisy computer areas should be designed in the new floor plan.</p> <p>Adult collaboration spaces may be best served through small meeting rooms and mobile devices (laptops, Chromebooks, and/or tablets).</p> <p>Children's collaborative computer spaces (allowing children and caregivers to interact together with technology) should be a design consideration for the Children's area.</p>
<p>Patrons are expressing needs for public fax services.</p>	<p>The library should consider contracting with a vendor to provide public fax services for the new library.</p>
<p>The library currently uses classic "desk" approaches for public services.</p>	<p>Library staff wish to explore new service models involving smaller footprints for public desks, "jump stations" for side-by-side services with patrons, and mobile technology to support roaming models. This should be explored in the next phase of design.</p>

Enterprise Technology for the New Library

Finding	Recommendation
<p>Power access for patrons is a challenge in the current library.</p>	<p>The new library should integrate ergonomic, easy-to-access power in any locations where patrons are seated to allow for charging of mobile devices. Where possible, power should be integrated into furnishings and include modular power connectors that include USB access (with maximum current USB power spec). Modular outlets that include USBs will allow for easier replacement in the future when USBs are no longer used for charging mobile devices.</p>
<p>Due to its long, rectangular layout and several remodel projects, the library requires two small data closets for its data needs.</p> <p>Additionally, City IT has expressed a desire to co-locate City Fiber terminations and equipment in any new IT spaces for the new library.</p>	<p>Please see the next section for notes about the IT Space needs for the new library</p> <p>Additionally, the City of Logan IT Department publishes specifications for the physical installation and technical configuration of data networks. Please see the appendix of this document for those specifications.</p>
<p>WiFi in the library</p>	<p>The new library should include robust WiFi coverage inside – and in select areas outside – of the building. WiFi coverage should include public Internet Access, secure staff access, and any VLANs needed for control of IoT systems. Minimally, all areas of the library should have a strong WiFi signal.</p> <p>The library should include patron printing capability on the WiFi system.</p> <p>The library may consider WiFi Access Points with beacon technology for the possibility of enhanced digital services in the future, including trigger spots for implementation of augmented reality or location services.</p>
<p>Data Networks</p>	<p>Data networks should utilize VLAN technology. Data network space, in the form of VLANS or other needs, should be configured to allow for secure connections for public computers, staff computers, WiFi (separate staff and public), Access Control systems, security cameras, gates, IoT and other items.</p>

Enterprise Technology for the New Library

<p>Internet Connection</p>	<p>It is anticipated that the library will require more bandwidth than it currently uses in the new library. When planning for the new facility, and using trend data from current use, City IT should provide a connection that initially exceeds the current data ceiling by a small margin, and use scalable technology (i.e. the planned fiber connection). City IT should monitor library bandwidth use and scale (generally it's anticipated that needs will increase) to meet demonstrated demand.</p>
<p>Raised Floor / Access Flooring</p>	<p>If the budget allows, raised floor/access flooring allows for the greatest flexibility over the life of the building. Raised floor can also be part of the library's HVAC design, but in terms of electrical and power access, even a modest-height raised floor can be a benefit. If budget is a concern, considering raised floor for parts of the building can be helpful in extending flexibility for the life of the building.</p> <p>Raised floor materials should be sturdy. Some (that use concrete panels and other firm materials) feel as firm as a slab floor; raised floor panels that flex or make noise when walked upon, should be avoided.</p>
<p>Audio/Visual Systems</p>	<p>The library has the opportunity to equip all of its meeting room with modern approaches to audio/visual technology.</p> <p>The large meeting room or rooms should have a large screen, video projection and sound reinforcement suitable for pre-recorded or streaming content, meetings, and live performances requiring modest audio support. Large rooms should be equipped with hearing loop systems integrated into the audio system to assist those with hearing aids. Audio and Video controls should be ergonomic and intuitive – such as “Crestron” – controllers. All physical connections for AV (especially for presenters) should be easy to access in logical spaces. A lectern should be an option for presentations, but not required. White board options are desirable. Options for wireless connectivity to displays are desirable.</p> <p>Commercial A/V devices should be used – they are designed for continuous use and have warranties</p>

Enterprise Technology for the New Library

	<p>supporting the wear and tear in public environments, especially in core video and audio devices.</p> <p>Smaller meeting rooms should be designed as collaboration spaces (for any possible group including students, business people, and others) and contain a video display device (such as a large monitor) to share video and images in small group settings. All connections (including display inputs and power) should be easy to access, and ideally include wireless options when possible. Robust WiFi coverage is essential. White boards are essential. Cork boards are desirable.</p> <p>As well as display devices, the rooms should have whiteboard and “corkboard” spaces for team work.</p>
Digital Signage	The library desires multiple points of digital signage with centralized management of the system.
Open Question: Erate?	To address in next phase: use of Erate to help fund infrastructure and internal connection costs should be discussed.

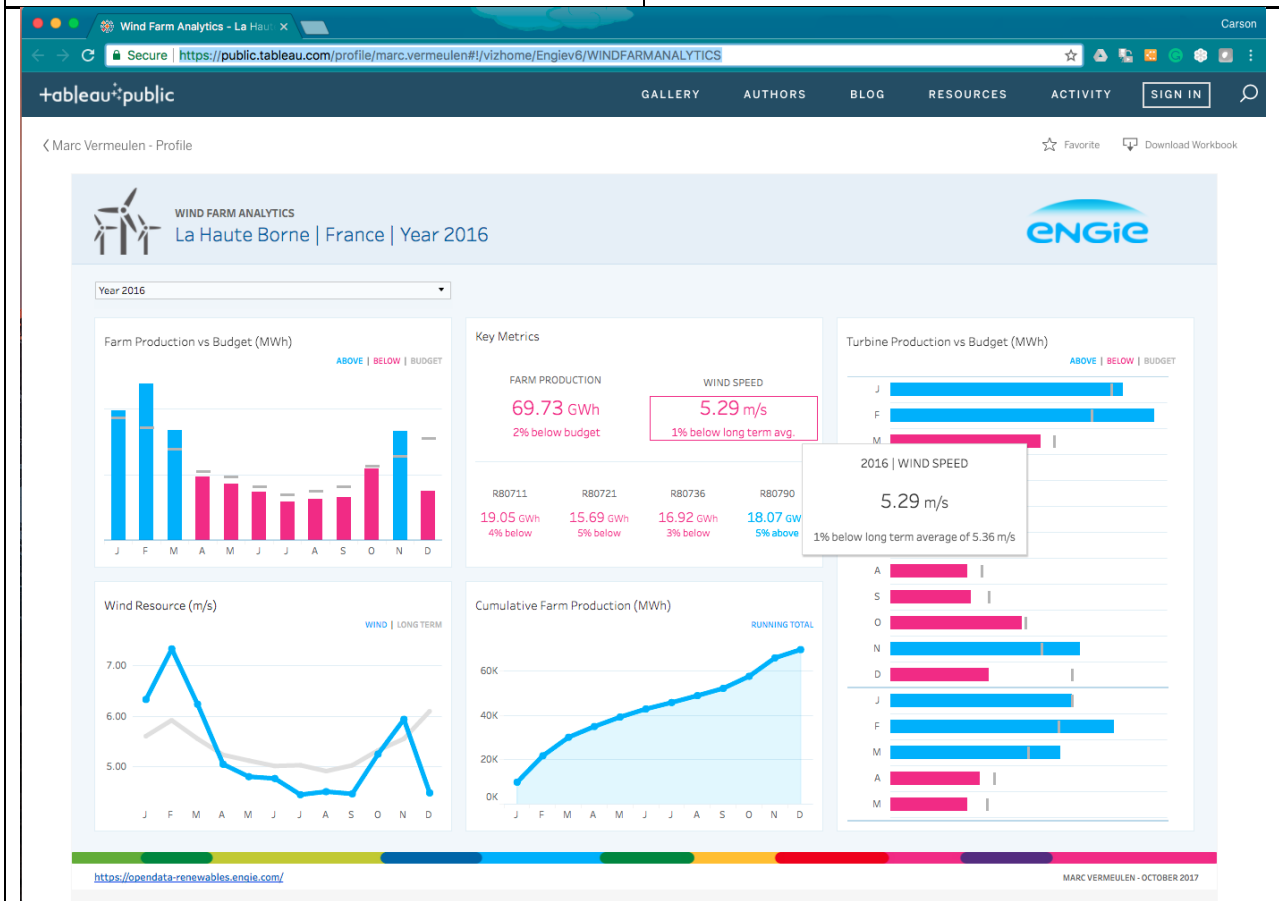
Special Technology/Projects for the New Library

Finding	Recommendation
The library is interested in incorporating Automated Material Handling (AMH) in the new library.	Please see below for AMH space recommendations.
The library wishes to pursue Radio Frequency Identification (RFID) for its materials.	Since the library is considering AMH, RFID and an increase in self-service, it should consider these three elements as part of a larger project to modernize its approach to materials handling.
The library wishes to pursue further use of self-checkout and other self-service technologies.	<p>The process of converting a collection to RFID has advantages when performed prior to any move to a new facility. A proper RFID conversion includes a thorough weeding as a first step (following standard criteria), which will help both strengthen the quality of the collection and reduce its size.</p> <p>The next step is converting the collection to use RFID tags, in which every item in the library will need to be physically handled to apply RFID tags. New items can be purchased from vendors with tags included (and even programmed).</p> <p>For an increase in self-check, the library may wish to purchase pre-built units (such as its current unit from Bibliotheca) or to build its own from off-the-shelf parts.</p> <p>The library can further consider the possibility of patron self-return or even self-check-in.</p> <p>This set of projects is worthy to consider, and would require the proper time and funding to complete. A project such as this should fully engage technical services, circulation, material selectors, IT and others to contribute to the design of the project and future workflows.</p>
Weather Station	The library has the opportunity to partner with others in the community to host a weather station, and to create/share information about local weather (and implications to local agriculture efforts) in a “dashboard” –type display suitable for large-screen video monitors in the library. Using Tableau or an equivalent graphical display of data, the library has

Special Technology/Projects for the New Library

an exciting opportunity to increase learning and community awareness of the weather data collected locally.

Please see below for an example of a display using Tableau.



“Maker” areas

The library has the opportunity to expand its current maker area. This item requires further exploration to define the “make” services that would be offered in the new library. Make activates in libraries today range from gathering spaces (places to work on Legos, etc.) to fabrication spaces that have (for instance) 3D printers, sewing machines, laser cutters, routers, and more.

Depending on the programming for the maker space, building impacts can include the need for special painting (“green screens” for digital

Special Technology/Projects for the New Library

	photography), spaces designed with cabinets and countertops for work areas and storage, sturdy worktables-on-wheels, special venting options for “make” activities that create off-gassing, the possibility of floor drains, the possibility of work sinks, the possibility of emergency eye-wash stations and more.
ESL and new immigrants & refugees	As of the publication of this report, it’s unclear how new immigrants might be served by technology in the new library. This topic should be considered in the next phase of design.

Preliminary Technology Space Recommendations

This section contains descriptions of technology items that are likely to impact the space requirements for the proposed new Logan Library. Further IT space needs may be discovered throughout future phases in the design and documentation process.

This section is designed to augment initial space need estimates already addressed elsewhere in work from the design team, including estimates of space required for public computers and other standard technology.

The primary items requiring additional physical space allocations for the new library are:

- IT Spaces
- Automated Materials Handling

IT Spaces

Scenario A: Ideal IT Space

Estimated Square Footage required: 196 Square Feet
(based on a 14’ X 14’ room)

Description:

- City IT wants to use the new library space as a co-location facility for some of its equipment. This is great news (that means they want to host the fiber in the room). It also means we need to allow for space for their equipment, as well as treat it as a proper server room (with more exacting requirements). We will refer to this primary IT space as both the “Data Room” (when referring to primary computing equipment housed there) and the “Main

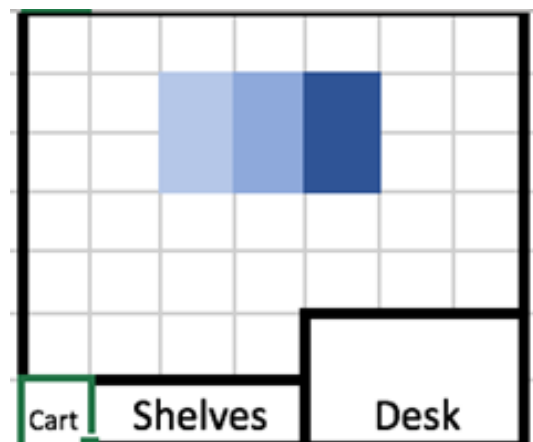


FIGURE 1: IT Room Preliminary Layout

Distribution Facility” or MDF when referring to its Network Functions. Both the terms “Data Room” and “MDF” refer to the same physical space.

- Some of the “pro” features that we likely include are 220v power services (as well as standard 110); beefier UPS systems; temperature and humidity control (assuming a dry environment - we need to prevent static buildup as much as possible); ample amount of wallboard for mounting data services; a desk area/task chair that would accommodate a laptop (or perhaps a desktop computer) and a surface for working on equipment; shelving for storage; access control system; a work cart and other items (to be identified as part of the technology program).
- I’m going to specify an area or areas for three data racks (one for structured cabling terminations and patch panels, one for library equipment, and one for City equipment). If we need to reduce space we can limit to two racks but given the City’s plan for the room that’s as low as we should go.
- The room dimensions are ideally square or rectangular (based on the racks and access around the rack). Placement of shelving and the desk can be more creative. The door should also swing outwards -- if we need to swing it in we will have to either increase the inside dimensions or adjust the layout.
- The room can be very tall - a 10’ ceiling or higher would be wonderful. This extra vertical space is helpful in routing the physical wiring.
- Rough square footage: 196 Square Feet (based on a 14’ X 14’ footprint). See FIGURE 1 for the layout based these dimensions. We can always revisit if this is too much space.
- An additional note: It is optimal for multi-story buildings to have all data wiring terminate on the same floor, “stack” (place in close vertical proximity) and interconnect the spaces for data connectivity on each floor. We don’t need a ton of room on the floors where there is no data room -- often a simple wall-mounted rack will do. Assuming a 2-story building, we would only need these if any of our data cable runs would exceed 100 meters. These spaces (if needed) will be referred to as the “Independent Distribution Facility” or IDF (even if the IDF is a simple wall-mounted rack).

IT Spaces

Scenario B: Minimum IT Space

Estimated Square Footage required: 100 Square Feet (based on a 10’ X 10’ room)

Description:

This should be considered the minimum amount of space needed for an IT room at the library, and provides space strictly for a self-contained rack and associated equipment (with no space allocated for a workbench, and little-to-no space for storage of IT items).

Comments below from City IT Manager Jeff Compton:

“Generally we would need one enclosed cabinet. Typically we use CPI Teraframe 28” W X 48” D X 84” H passive cooling cabinet with a chimney to vent into a plenum air space above the ceiling. This will generally keep equipment at spec with standard 72 degree supply air through natural convection air flow from the front of the cabinet and venting in the top rear through the chimney. We would need roughly 10’ in the room depending on orientation, this will allow for 3’ of space to the front and rear of the cabinet for opening doors and loading equipment. At least 3’ on both sides of the cabinet is ideal, resulting in a room about 10’x10’. Having said that, 14’x14’ would be nice for a workspace for storage, staging and repairing of PCs, and other technology and networking equipment given this will be a standalone building.

We generally put fiber patch panels in the top rear of the enclosure for fiber feeding the building and coming from other telecommunication closets. Below that can go CAT6 patch panels to terminate all horizontal wiring, switches, etc. In the bottom is enough room for servers, SANs, or other necessary equipment.

We put electrical outlets above the cabinet on the wall to power PDUs in the cabinet. These outlets we feed with from a UPS circuit and sometimes a generator circuit as well.”

Automated Materials Handling (AMH)

Estimated Square Footage required: 651 Square Feet
(based on a 31' X 21' room)

Description:

The library is interested in pursuing Automated Materials Handling to assist in the physical process of receiving returned materials. It is anticipated that the AMH system will be used after a proposed retro conversion of the collection to use Radio Frequency Identification (RFID) tags.

The space estimate is based on a 9-bin sorter, three ingest points for materials (one for inside the library, one for outside return and one for staff use inside the room) plus a non-automated return option and necessary work space and cabinetry to support circulation functions. Please see FIGURE 2 for details. Alternate room designs may require more space.

Workroom at Poudre River Public Library District
30' 10"

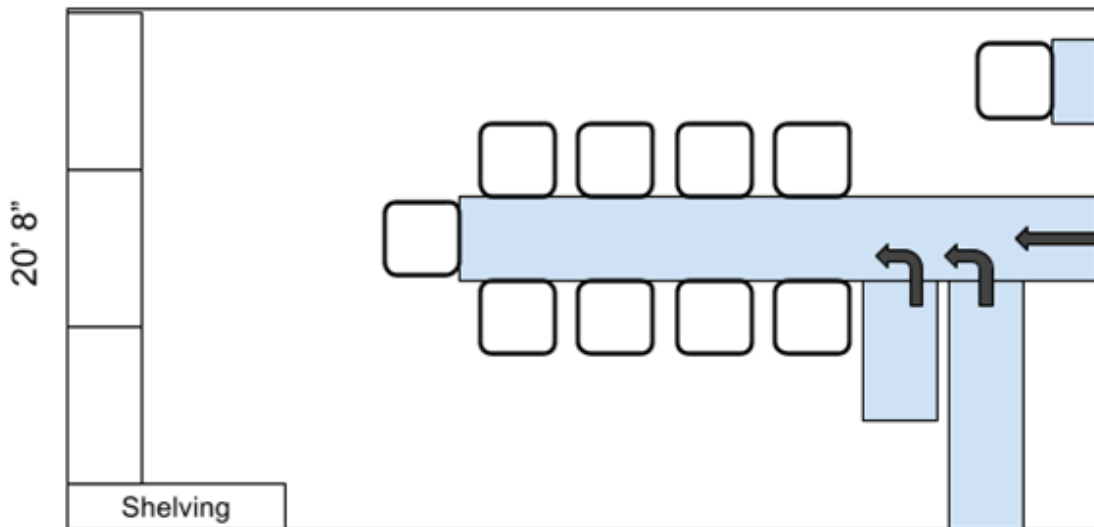


FIGURE 2: AMH (Automated Materials Handling) Diagram

Results of Assessment Activities

This section of the document contains the detailed results of assessment activities, including:

- A pre-visit survey
- A technology visioning session presented to library managers and staff during the consultant's site visit
- Technology tour of the current library building (pertinent items have been included in Section 2)
- Interviews with library and City IT staff

Pre-Visit Survey Report

The Logan Library provided the following answers for the Pre-Visit Survey. Of the 46 questions, the library responded to 15. The answers are summarized below.

Contact Information:

Primary contact's name: Karen Clark
Primary contact's position: Library Director
Primary contact's phone number: 435-716-9130
Primary contact's email: karen.clark@loganutah.org

Tech contact's name: Melanie Liechty
Tech contact's position: Systems Administrator
Tech contact's phone number: 435-716-9132
Tech contact's email: melanie.liechty@loganutah.org

a. Technology Experience Goals

The library shared several goals or hopes for the technology experience for both patrons and staff.

For patrons, the library aspires to be a place to experience new technology and include spaces for patrons to create items. The library desires to be a place of innovation and exploration, where patrons can experiment with new devices, software, computers, and laptops.

The library desires that staff be familiar enough with technology to help patrons with their own technological explorations. The library also wants staff to be proactive in learning and discovering new technologies, and bringing that innovation to patrons in new and exciting ways.

b. Technology Environment

The City of Logan IT Department provides the primary technology support for the library. All in-house computers and the web server are maintained by the IT department of the library.

Services include Windows Server 2008 R2. The website server for the library is Apache 2.2. The library uses SirsiDynix for its ILS, hosted SaaS on a LINUX machine.

All staff and public computers except one run Windows 10. One computer in a digital media lab is an Apple Macintosh. Public computers use Envisionware management software: PCReservation for session management and LPTOne for print management. The web server is also a software server. Public computers run DeepFreeze from Faronics to lock the computer on reboot to reset configuration. DeepFreeze runs off another server (Windows Server 2012) for centralized management.

c. Technologies in the Library

The library has 18 public access computers, and 12 laptops with Internet access and office software for circulation in house. The library uses session and print management software for patron PCs and has wireless printing available to its patrons. There are special computing resources including assistive technology for visually impaired patrons. The library also has media creation workstations and spaces. The library has a collection of genre- or age-focused eReaders for lending to patrons outside the library.

d. Budget

The total annual budget for the library is \$1,697,835.00.

e. IT Department Time Allocation

When asked about the time allocation to various technologies throughout the library, the responses were given in "lots," "some," and "little" amounts of time. In one year, the library reports the IT staff spends "lots" of its time on ILS configuration and support, desktop support for staff computers, and server support. The next highest amount of employee time spent "some" is on desktop support for patron computers, peripheral support, informal continuing education, and researching applicable technologies. The library reports "little" time spent in formal continuing education, project planning, employee networking—formal and informal, mobile computing support, working with non-IT staff on projects, and network support.

f. Accomplishments

The library shared two examples of work that they feel represent their greatest technology accomplishments. The first is a migration to SAAS (Software as a Service) for their ILS, and the second was implementing a self-check kiosk for patrons near the circulation desk.

g. Important Staff Technologies

Desktop computers are considered the most important piece of technology for staff to perform their work.

h. Staff Confidence

The library staff reports as being confident or very confident regarding library technologies in almost all categories: Using the ILS, PCs and Internet browsing, MS Word and Office software, printing, scanning, and faxing, and assisting patrons with such, helping patrons troubleshoot their devices, and troubleshooting minor library technology problems, and helping patrons connect to the library's WiFi.

The only area where the staff professed to feel "not confident" was in using media creation software.

i. Staff Computers/Devices

When asked if there are adequate computers or devices for all staff members the answer the library provided was "no". Not all staff have access to a computer, and some require mobile devices like a laptop or tablet to perform their duties. It is unclear if those devices are not available, or if there are not enough of them.

When asked about the reliability of staff technology, the library reported that they are typically reliable.

j. Patron Access to Public Computers

While the library usually has enough public computers to meet demands, they do report a short wait (5-15 minutes) during peak demand times.

k. Physical Environment for Public Computing

The library reports that the physical spaces seem mostly serviceable, though there is room for improvement. The library does provide enough space at workstations for patron's things, as well as providing space for collaborative computer work.

However, the library does report that it doesn't have separated areas for "quiet" work as opposed to "noisy" work. Likewise, the library does report that there is not enough seating with access to power for patrons with mobile devices.

l. Website Satisfaction

The library reports being satisfied with their website in terms of content and ease of navigation. However, the respondents expressed concern that only the Systems Librarian has full access to updating and management, and if the Systems Librarian is unavailable there is no back up staff or anyone else to update.

m. Website Abilities

The library's website offers the ability to search the catalog, search, browse and access e-resources, place holds, get general library information, access databases and other sources, research the official policies of the library, reserve meeting room space, learn about events and library services, and contact the library. The website also features an Ask-a-Librarian, by both listing phone numbers for reference desks and an email form.

The only thing from the questionnaire that a patron cannot do is pay fines or fees with a credit card.

Technology Vision Presentation

This document contains notes from Carson Block's technology vision presentation to library staff. The presentation included a look at tech trends in society and libraries, and featured some specific technologies that the Logan Library may wish to consider as part of its new building program.

The presentation is designed to ask key questions of the group along the way, and participants are given a tally sheet to mark their preferences for featured technology ideas.

Present:

Karen Clark - Library director (20 yrs at library, director for 2-3 months)

Laura Nelson - Young Adult librarian (3yrs)

Jeff Compton - City IT manager

Joseph Anderson - Adult non-fiction (9yrs at SLC)

Robbie Litin - System services division, (2 ½) years

Melanie Liechty - Systems librarian

Jason Cornelius - Adult Services librarian

a. In terms of technology, what is working well at Logan Library, and what can be improved?

- ILS works well - went to off site hosted 2 yrs ago, until last night has been down about 15 minutes, last night went down at 7:45pm - server for catalog in Atlanta
 - Lost some control with server off site, but mostly great
 - Fantastic website, anticipating much more traffic and plan for it - web resources esp.
 - Use Google Analytics for monthly reports - will get reports to Carson
 - Website done in house
 - Public internet computers, sometimes full and slow, attached to Utah education network for Fiber optic (100MB pipe) - 18 Desktop public computers, no space for more, so checkout laptops which leads to seating/power issues
 - Wish to continue to offer both
 - Bandwidth is being used, occasionally maxed out with mobile devices - feeling a pinch point (2 WiFi Access Points for whole building, needs to be beefed up)
 - No WiFi to staff area
 - Teens come in and game in afternoon - provides community need for bandwidth
 - Collect stats on Envisionware – going back 2 years, month by month
 - Usage of computers depends on time of day, afternoons busier, over time seeing increase
 - Might want more desktop stations in future building
 - 2016 - 20k sessions, 16K hours, 1.5 million visits to the website 18 million views
 - Suspect computer usage going down - less wait time
- b. What technology trends are you seeing in Logan?
- Ebooks, eaudio books
 - Increase in hard media checkout
 - Problems with complicated process (have download-ables but it's not easy)
 - Overdrive - patrons "jumping through hoops"
 - Access via state consortium, plus own collection added as well
 - Range of devices creates issues for staff helping patrons
 - One-click as well, different processes are difficult
 - Downloadable magazines
 - Universal class - cheaper than Lynda.com but not as robust (<https://www.rbdigital.com/service/universalclass>)
 - Access to network wireless (APs)
 - Inside and outside - lots of use outside of building
 - Future: If there's a plaza/amphitheater outside access could be useful
 - No Internet cafe in town - lots of need for access
 - No secure staff access to network
 - Catalog computers
 - Last few years spread them around the library
 - Want to spread more around, network and electrical capability is a challenge
 - A lot of use for catalog (large physical collection)
 - Mobile App that comes with ILS is - okay -
 - PACs are full size computers, public web browser as kiosk - can't surf internet
 - See patron frustration with catalog, not able to successfully search catalog - no auto-fill or spelling correction, no cloud, no e-resource module from ILS
 - Had success at home/different space, now can't do it at the computer (staff too!)
 - ESL population is growing - Logan has 300 refugee families, growing Hispanic population from variety of countries
 - No public fax service (asked continually for it) - technology levels, security levels, dealing with other countries' governments for refugees
 - Patron demand for mobile printing - automate for staff convenience
 - Design future network for scalability - including mobile and single-use infrastructure
 - Public-access network needs to be secure and separate for management by staff
 - Being able to log traffic patterns in library
 - Thinking about automation to serve patrons' needs and increase staff-to-patron direct interaction

c. The Library currently has a makerspace/lab. Please share your experiences.

- Emphasis on community involvement
- 3D printer used by community for household objects
 - Little design happening, that's an area to expand
- How is media creation going?
 - Not highly used
 - In process of hiring Patron Technology Librarian - oversee media creation, laptops, computers, etc.
- Computer lab to teach computer skills?
 - Tried before, couldn't get people to attend - even those who signed up
 - Very basic classes
 - If the classes were more in depth might work better
 - Also, some demand for computer rooms with reservations
 - Issues with competing with other local access (Local high school has laptop program for kids)

d. Other Technology – General Discussion

- Already circulating mobile devices
 - Think about automating internal device circulating to save staff time, but if patron interaction is the point, automation may not be for Logan
 - Computer questions are a lot of interaction for Reference staff, don't know if they want to lose that
- Want outlets with USB plugs!
- Raised floor lends flexibility but raises costs as well
- Have 1 patron self-service, looking to expand that
 - Have tattle tape
- Want to do RFID (Radio Frequency Identification)
 - As part of building project? [Seemingly yes]
 - Weeding before RFID retrofit
 - RFID lends itself to AMH
 - Engage circulation to design work flow
- Need to have collaborative computer spaces
 - Computing for parents - collaboration space for kids and parents
 - Demographics - lots of young families
 - Adults on one end, children's at the other, parents leaving kids, or bringing kids to adult space, always trouble
- Meeting rooms with technology assist is desired
- Digital Signage for central management of content - Apple or Android based management
- Service models - need tech to support
 - Moving away from "fort circ" to working more side-by-side

- City trend is more glass walls between service and public
- Special spaces for Economic development
- Supporting Education continuum - not just k-12, but also support for extended education

e. Logan's Tech Votes

Library staff generally responded enthusiastically to most of the technology ideas, ranking all of them either as "Must Have" or "Interested."

The highest ranking "must have" items include (refer to FIGURE 3 for results):

- Lots of Computers
- Patron Access to Power
- Self-Check/Self-Service
- RFID
- Patron Spaces Around Computers
- Capable Meeting Rooms
- Technology to Support New Service Models ("One Desk")

Idea	Must Have	Interested	Not Interested	Absolutely Not
Makerspace (high tech)	III (3)	III (3)		
Makerspace (low tech)	III (3)	III (3)		
Media Creation	II (2)	III (3)		
Lots of Computers	IIII (5)	I (1)		
Mobile Devices to Lend	I (1)	IIII (5)		
Patron Access to Power	IIIII (6)			
New Technology Experiences	II (2)	IIII (4)		
Lending Out the Internet		IIII (5)		
Self-Check/Self-Service	IIIII (6)			
RFID	IIII (4)	II (2)		
Automated Materials Handling	III (3)	III (3)		
Patron spaces around computers	IIII (4)	II (2)		
Collaborative Computing	III (3)	III (3)		
Capable Meeting Rooms	IIIII (6)			
New Service Models ("One Desk")	IIII (4)	II (2)		
Economic Development	I (1)	IIII (5)		
K-12 Support	II (2)	IIII (4)		
Higher Ed Support	I (1)	IIII (5)		
Self-Directed Education Support	III (3)	III (3)		

FIGURE 3: Logan Library Staff Voting Results



GASOLINE
PUMPING

GASOLINE

VII. Outdoor Program

Main Components:

- Entry Plaza
- Parking (car and bike)

Potential Additional Components:

- Amphitheater
- Connected Pathways
- Channel
- Play Area
- Roof Garden
- Art and Interactive Display

The V1 Site was strongly supported on the basis of its site and contextual assets. These include the historic mill site, the canal, the mature vegetation, the topography and the 360 degree relationships to the “cultural campus” and commercial activity to the northeast and southeast of the site. All of these attributes require specific strategies to connect and improve the surrounding spaces.

Historic Mill Site

The historic foundations require cleaning, stabilization, interpretation, lighting and security improvements. Strategies to increase pedestrian viewing access should be considered.

Entry Plaza and Street Frontage

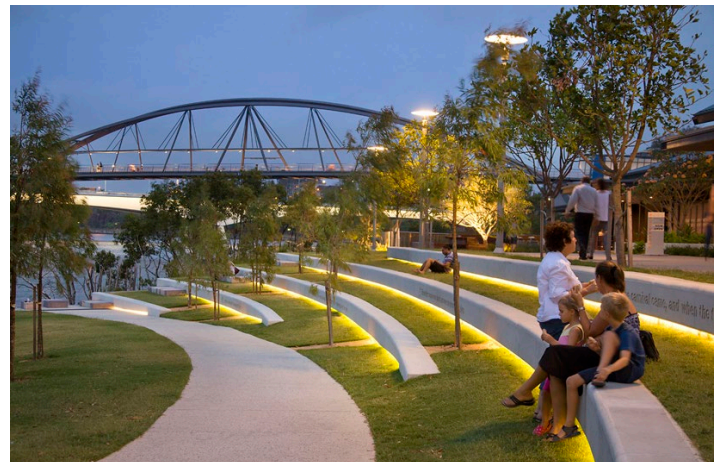
An entry plaza should provide adequate space for assembly and express an active and bustling library. Seating and lighting should accommodate incidental gathering and minor events.

Parking for Cars and Bikes/Transit

A big challenge for the public is to find a comprehensive solution to the issues of parking. This must start with providing the most convenient non-vehicular access and accommodation. A transit stop and special routing of the buses locally must be located. Bicycle parking must be conveniently located at the building entries. The numbers of cars to be parked must be studied and justified. In Portland and other progressive transit environments, building parking is antithetical to promoting other forms of transportation. Additional parking demands from the High School need to be accounted for in capacity and management strategies.

Amphitheater

The site is adjacent to several enclosed performance venues. An outdoor performance space would be a resource to the community that currently does not exist. It should be designed carefully to work with existing topography and local weather conditions.



River Quay Green. Brisbane, Australia



Les Jardins de L'imaginaire

Connected Pathways

Connection from all directions leading to the library need to be closely analyzed and sensitively designed. Two special opportunities are the mid-block connection up to Center Street and connection to the future redevelopment of the Baugh site.

Canal

The canal is a special feature of this site and an unique part of Logan's history. Considerations should include the possibility of augmenting water in the winter to be recirculated or the creation of a smaller feature that could be used all year. Safety in and around the canal will be extremely important.

Play Area

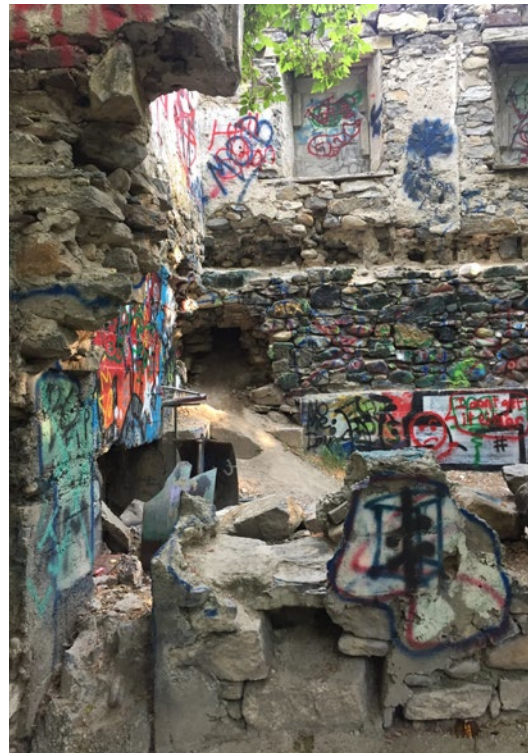
A area for outdoor play should be considered as part of the program. It should not be a simple catalogue piece, but a collection of pieces ideally based on the history of Logan and the Valley.

A Special Moment

The design of the landscape should consider including a special place on the site for event photographs. This could be a small clearing in the trees with the channel and historic mill foundations as a backdrop.



Canal running through the site



Historic Mill Foundations



Monks Garden / Isabella Stewart Gardner Museum

Roof Garden

A roof garden should be considered as part of the building design. This would allow visitor access to views, light and air within the secure boundaries of the library.

Outdoor Art/Interactive Display

Logan has a strong arts community and expertise in science and technology. Areas for display of works should be considered in the site, and building. A location for a “weather station” similar to the one at the University should be defined.



USU Environmental Observatory Station

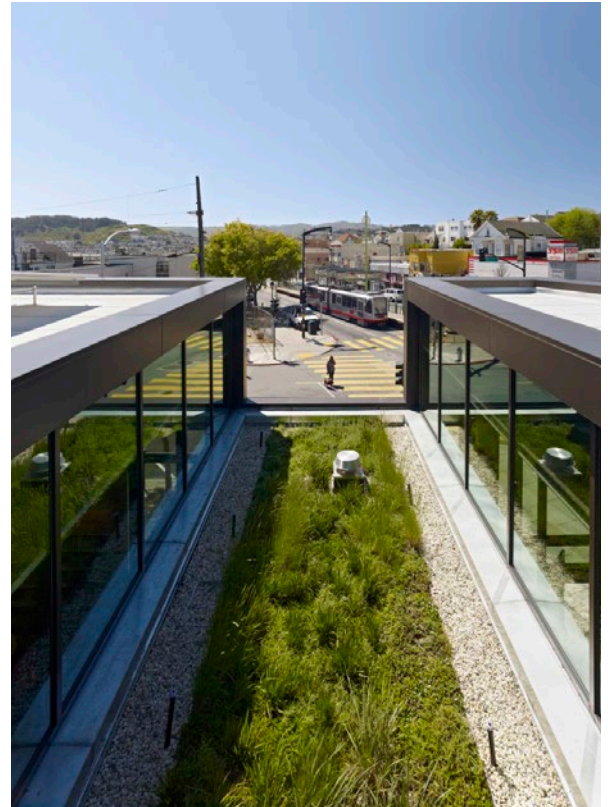


Museum of Modern Art - NYC

VIII. Sustainable Design

Overview

21st century public buildings have the opportunity to make a substantial contribution to the sustainable future of our planet; both by setting precedents for comfort standards and by educating the public about innovative, efficient systems and materials. Public library designers should first consider the options for building orientation, building massing and window placement relative to the sun as well as prevailing wind directions. These key decisions can reduce energy demand. Then they need to carefully examine options for heating, cooling, lighting and materials in the building envelope in order to select the most efficient options feasible within the project parameters. And, finally, designers need to explore all options for creating on-site energy production during the design process. Buildings that cannot support on site energy generation at present should be designed with the flexibility to take advantage of systems that may become more economically or technically available in the future so that, as a society, we can move away from carbon related energy use as soon as possible. Ideally public library design also thoughtfully selects interior materials that contribute to healthier occupants and healthier environments from which these products are sourced.



A vegetated roof on the Bayview library filters stormwater on-site and PV panels provide renewable energy. Hacker Architects.



ENERGY REDUCTION

Building Energy is reduced by 41%



RECYCLED MATERIALS

75% of construction waste recycled
20% materials contain recycled content



STORMWATER MANAGEMENT

Green roofs filter and detain stormwater on site



ENERGY REDUCTION

Light colored roofing reduces heat island effect and energy needed for cooling



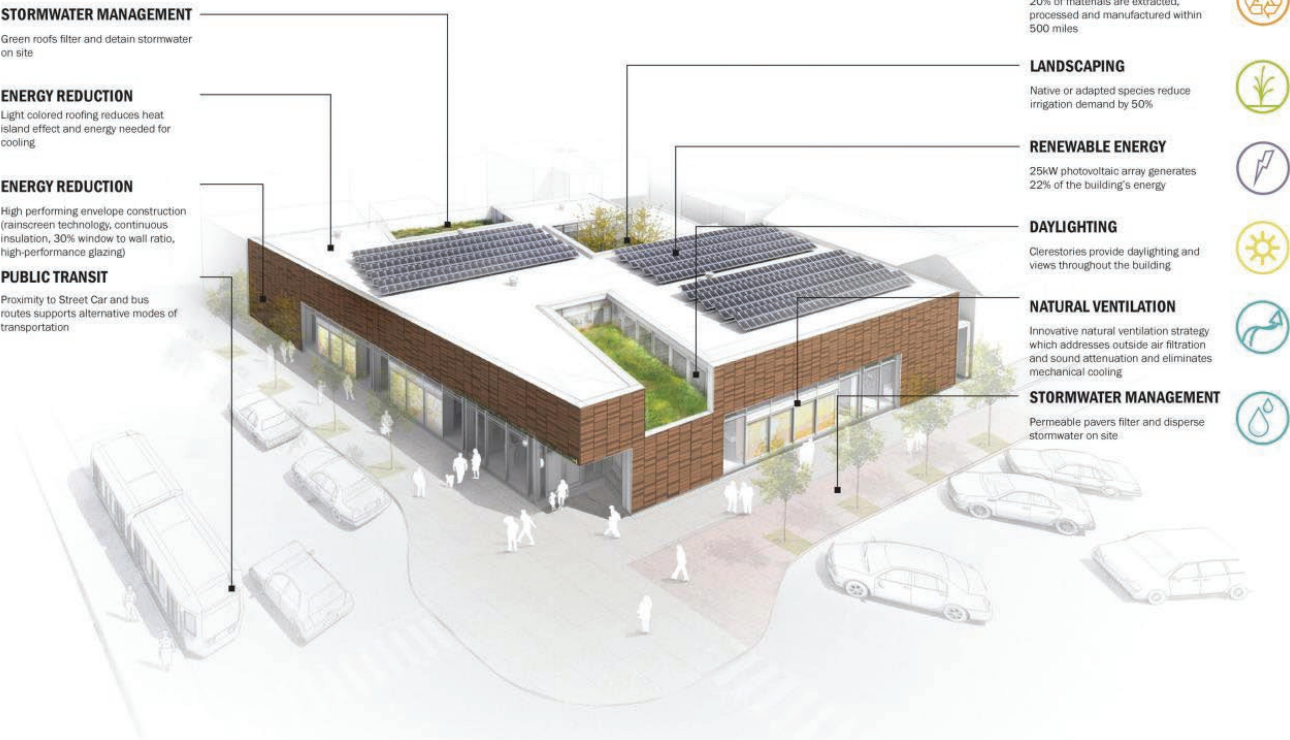
ENERGY REDUCTION

High performing envelope construction (rainscreen technology, continuous insulation, 30% window to wall ratio, high-performance glazing)



PUBLIC TRANSIT

Proximity to Street Car and bus routes supports alternative modes of transportation



WATER USE REDUCTION

Projected water-use reduction of at least 40% better than code



RESOURCES

20% of materials are extracted, processed and manufactured within 500 miles



LANDSCAPING

Native or adapted species reduce irrigation demand by 50%



RENEWABLE ENERGY

25kW photovoltaic array generates 22% of the building's energy



DAYLIGHTING

Clerestories provide daylighting and views throughout the building



NATURAL VENTILATION

Innovative natural ventilation strategy which addresses outside air filtration and sound attenuation and eliminates mechanical cooling



STORMWATER MANAGEMENT

Permeable pavers filter and disperse stormwater on site



Sustainable strategies were core to the design of the LEED Gold Bayview Library in San Francisco. Hacker Architects.

BAYVIEW LIBRARY

SUSTAINABLE FEATURES
LEED GOLD ANTICIPATED



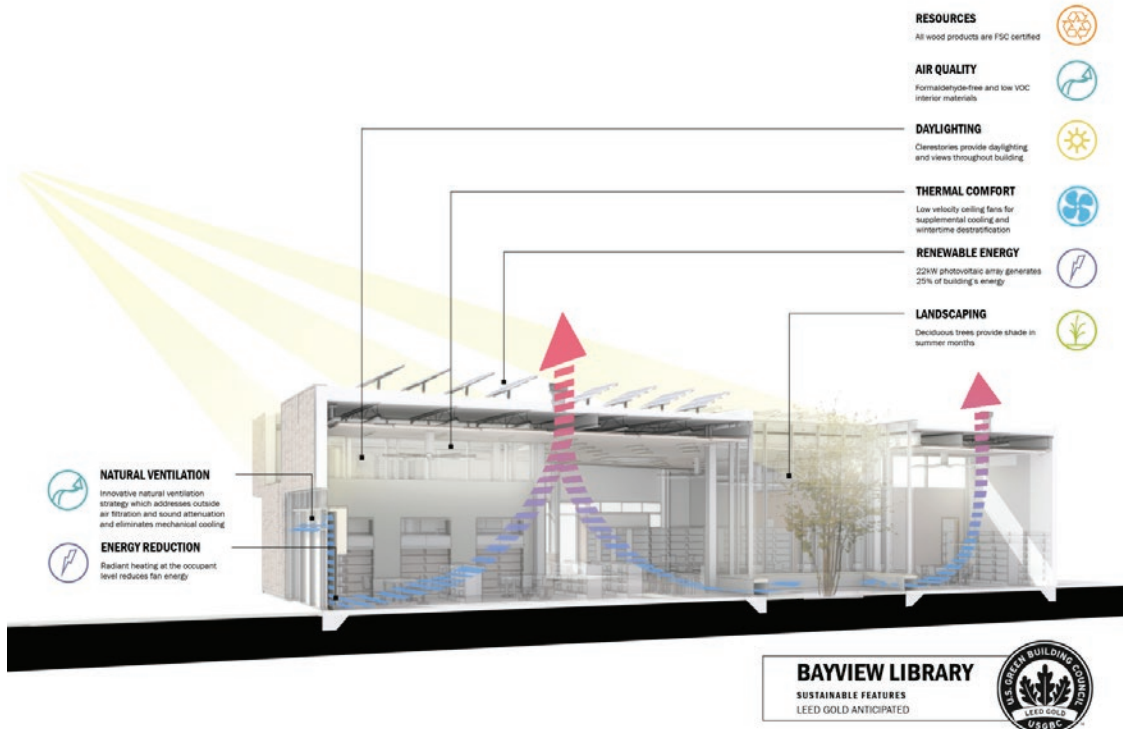
Certification Options

The following are sustainable design certification options that the city could consider for the library.

a. LEED: Leadership in Energy & Environmental Design

- Global and national industry standard path to create a well-rounded, holistic sustainable building.
- Requires projects to undergo a rigorous third party certification process – design and construction project team members are responsible for providing documentation, and typically a LEED consultant is engaged to consult and manage this process.
- The certification framework requires meeting several prerequisites and achieving credits in order to obtain points, that collectively contributes to attaining different certification levels (Certified, Silver, Gold and Platinum). This allows flexibility in what strategies and practices are adopted for each project.
- Focuses on design and construction strategies and practices, with certification completed following construction.
- Provides accountability to a project team during both the design and construction phase, and helps keep the sustainability goals in the forefront of all decision making.

- Energy modeling and energy systems commissioning are required in order to meet the respective prerequisites, with additional analysis (daylight, natural ventilation, etc.) and building envelope commissioning contributing to other LEED credits and associated points.
- Ongoing performance monitoring required using ENERGY STAR Portfolio Manager.



b. Living Building Challenge

- Considered the most advanced sustainability framework in the world for building projects, focused on regenerative design strategies.
- Offers a range of certification options including Full Certification, Petal Certification or Net Zero Building Certification.
- The Full Certification framework requires meeting all imperatives classified under seven different areas of concern, known as Petals. This includes addressing energy (with net zero energy required), water (with net zero water required), and materials (with stringent criteria for use only of healthy materials not containing toxic substances or the “red list”). Full Certification is challenging given code constraints for water reuse, and the materials imperatives are time-consuming to track and manage.
- Petal Certification centers on achieving at least three Petals, one of which must be Energy, Water or Materials, and meeting the Beauty and Place imperatives focused on limits to growth and inspiration and education.

- Net Zero Energy Building Certification is for projects that can generate 100% of the project’s energy needs on-site using renewable energy, without the use of on-site combustion. Projects must also meet the Beauty and Place imperatives focused on limits to growth, beauty and spirit, and inspiration and education. To certify, a project must have twelve consecutive months of energy performance data demonstrating that sufficient energy was generated on site to off-set 100% of the building’s energy use for those twelve months.
- Energy modeling and commissioning are not required per se, but significantly contribute to the design process and ensures that the actual performance of the building is as intended, to meet the aggressive energy goals.
- Ongoing performance monitoring required using actual metered data for Full Certification, Energy Petal Certification and Net Zero Energy Building Certification. All Living Building Challenge projects have a twelve-month performance period and are audited by a third party before they can receive certification.
- Full Certification, Energy Petal Certification or Net Zero Energy Building Certification will be largely dependent on the results of the solar feasibility, to determine whether sufficient energy can be generated on site to meet the building’s projected energy usage.



**LIVING
BUILDING
CHALLENGESM**



Detailed Spaces Summary

Total Net Assignable Square Feet: **30,039**
 Total Gross Square Feet @ 70% Efficiency: **42,912**

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
1.02	Public Areas	Café	condiments table, 4' x 2'	1	table	16	16
1.02	Public Areas	Café	café tables and seating	8	seats	20	160
1.02	Public Areas	Café	work counter, 8' x 24" w double sink, cabinets above	1	counter	50	50
1.02	Public Areas	Café	refridgerator, full size	1	units	20	20
1.02	Public Areas	Café	microwave oven, on counter	1	units	0	0
Café Total							246
1.04	Public Areas	Copy Center	copy machines, standard	2	machine	40	80
1.04	Public Areas	Copy Center	debit card dispenser, change machine	1	each	4	4
1.04	Public Areas	Copy Center	storage cabinet with work counter and small equipment	1	cabinet	16	16
Copy Center Total							100
1.06	Public Areas	Express Checkout	express self-checkout stations	4	machine	40	160
1.06	Public Areas	Express Checkout	shelving, reserves	10	sections	8	80
1.06	Public Areas	Express Checkout	queueing space	4	people	6	24
Express Checkout Total							264
1.08	Public Areas	Entry Lobbies	unassigned square footage	1	space	900	900
1.08	Public Areas	Entry Lobbies	floor mats, with minimum 16' walk-off length		GSF		IN GSF
1.08	Public Areas	Entry Lobbies	community information display unit, wall-mounted, with brochure and racks, bulletin board, storage below, 8'L x 5'H x 1.5'D	2	units	36	72
1.08	Public Areas	Entry Lobbies	flat screen monitor, wall mounted	1	monitor		0
1.08	Public Areas	Entry Lobbies	benches, 5' x 2', 2 person	2	bench	13	26
1.08	Public Areas	Entry Lobbies	security gates	1	units	24	24
1.08	Public Areas	Entry Lobbies	display cases, glass-enclosed, wall mounted, 6'w x 6'h x 2'd	2	case	30	60
Entry Lobbies Total							1,082
1.12	Public Areas	Information/Service Desk	staff counter positions with computer workstations	2	position	50	100
1.12	Public Areas	Information/Service Desk	cash register, behind counter	1	machine	12	12
1.12	Public Areas	Information/Service Desk	book trucks	2	trucks	8	16
1.12	Public Areas	Information/Service Desk	shelving, wall mounted, behind desk	2	sections	10	20
1.12	Public Areas	Information/Service Desk	display of library handouts, built into desk	1	units	6	6
1.12	Public Areas	Information/Service Desk	queueing space	4	people	6	24
1.12	Public Areas	Information/Service Desk	flat screen monitor, wall mounted	1	monitor	0	0
Information/Service Desk Total							178
1.14	Public Areas	Public Restrooms			GSF		IN GSF
Public Restrooms Total							0
2.02	Adult Services	Adult Fiction	shelving, 66" for adult fiction				376
2.02	Adult Services	Adult Fiction	shelving, 78" for adult fiction (25%)				104
2.02	Adult Services	Adult Fiction	shelving, 66" for genre fiction				680
2.02	Adult Services	Adult Fiction	shelving, 78" for genre fiction (25%)				184
2.02	Adult Services	Adult Fiction	shelving, 66" for adult book club kits				136
2.02	Adult Services	Adult Fiction	seating, lounge chairs	4	seats	35	140
2.02	Adult Services	Adult Fiction	tables, occasional @lounge chairs	4	table		0
2.02	Adult Services	Adult Fiction	2-place tables, rectangular	8	seats	25	200
2.02	Adult Services	Adult Fiction	online catalog workstation@stack end	2	wkstns	16	32
Adult Fiction Total							1,852
2.04	Adult Services	Adult Nonfiction	shelving, 66" for adult nonfiction				1,312
2.04	Adult Services	Adult Nonfiction	shelving, 78" for adult nonfiction (25%)				352
2.04	Adult Services	Adult Nonfiction	shelving, 66" for adult biography				144
2.04	Adult Services	Adult Nonfiction	shelving, 78" for adult biography (25%)				16
2.04	Adult Services	Adult Nonfiction	shelving, 66" for foreign languages				104
2.04	Adult Services	Adult Nonfiction	shelving, 78" for foreign languages (25%)				8
2.04	Adult Services	Adult Nonfiction	shelving, 66" for oversized nonfiction				24
2.04	Adult Services	Adult Nonfiction	seating, lounge chairs	4	seats	35	140
2.04	Adult Services	Adult Nonfiction	tables, occasional @lounge chairs	4	table		0
2.04	Adult Services	Adult Nonfiction	2-place tables, rectangular	12	seats	25	300
2.04	Adult Services	Adult Nonfiction	4-place table, rectangular	8	seats	25	200
2.04	Adult Services	Adult Nonfiction	online catalog workstation@stack end	2	wkstns	16	32
2.04	Adult Services	Adult Nonfiction	shelving, Very Short Introductions	3	units	8	24
Adult Nonfiction Total							2,656

Detailed Spaces Summary

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
			compact shelving, 72" for special collections , 8 SF double sided (7,500 items)	300		1	300
2.06	Adult Services	Special Collection	newspaper microfiche cabinet	1	cabinet	14	14
2.06	Adult Services	Special Collection	map case	1	case	24	24
2.06	Adult Services	Special Collection	newspaper microform reader	1	computers	40	40
2.06	Adult Services	Special Collection	historic phonograph player	1	cabinet	6	6
			display cases, glass-enclosed, wall mounted, 6'w x 6'h x 2'd	1	case	30	30
2.06	Adult Services	Special Collection	"Descent of the Wild Bird" sculpture	1	units	6	6
2.06	Adult Services	Special Collection	"296" sculpture	1	units	9	9
2.06	Adult Services	Special Collection	networked printer/print release station	1	printer	24	24
2.06	Adult Services	Special Collection	online catalog workstation@stack end	1	wkstns	16	16
			secure shelving (closed stacks), 88", for special collections				24
2.06	Adult Services	Special Collection	1-place tables	6	seats	25	150
2.06	Adult Services	Special Collection	2-place tables, rectangular	4	seats	25	100
Special Collection Total							743
2.08	Adult Services	Large Print Books	shelving, 66" for large print books				184
2.08	Adult Services	Large Print Books	benches, 6' x 2', 2 person	2	bench	20	40
Large Print Books Total							224
			Adult magazines 66"/5sh slanted w backfiles below				41
2.10	Adult Services	Magazines & Newspapers	seating, lounge chairs	8	chairs	35	280
2.10	Adult Services	Magazines & Newspapers	1 place tables	8	seats	25	200
2.10	Adult Services	Magazines & Newspapers	Newspapers Adult Display/Recent Issues	1		10	10
Magazines & Newspapers Total							531
2.12	Adult Services	Media	shelving, 66" for DVDs				232
2.12	Adult Services	Media	shelving, 66" for music CDs				64
2.12	Adult Services	Media	shelving, 66" for audiobooks				144
2.12	Adult Services	Media	shelving, 66" for video games				8
2.12	Adult Services	Media	benches, 6' x 2', 2 person	2	bench	20	40
Media Total							488
2.14	Adult Services	New Materials	shelving, 66" for new books				195
2.14	Adult Services	New Materials	shelving, 66" for new DVDs				15
2.14	Adult Services	New Materials	seating, lounge chairs	6	seats	35	210
2.14	Adult Services	New Materials	shelving, Lucky Day collection	1	units	13	13
2.14	Adult Services	New Materials	E-Readers check out display	1	units	8	8
New Materials Total							441
2.16	Adult Services	Public Access Computers	computer workstations	14	wkstns	40	560
2.16	Adult Services	Public Access Computers	special needs computer	1	wkstns	40	40
2.16	Adult Services	Public Access Computers	online catalog workstations	2	wkstns	40	80
2.16	Adult Services	Public Access Computers	networked printer/print release station	1	printer	24	24
2.16	Adult Services	Public Access Computers	scanner	1	scanner	30	30
Public Access Computers Total							734
2.18	Adult Services	Quiet Reading	seating, lounge chairs	8	seats	35	280
2.18	Adult Services	Quiet Reading	1-place tables	8	seats	25	200
Quiet Reading Total							480
2.20	Adult Services	Reference Collection	shelving, 66" for reference collection				32
2.20	Adult Services	Reference Collection	2-place tables, rectangular	16	seats	25	400
2.20	Adult Services	Reference Collection	1 place tables	8	seats	25	200
2.20	Adult Services	Reference Collection	seating, lounge chairs	2	seats	35	70
2.20	Adult Services	Reference Collection	4-place table, rectangular	4	seats	25	100
2.20	Adult Services	Reference Collection	map holder	1	units	24	24
Reference Collection Total							826
2.22	Adult Services	Spanish Language Collection	shelving, 66" Spanish books and A/V				8
2.22	Adult Services	Spanish Language Collection	shelving, 66" Spanish new books				160
2.22	Adult Services	Spanish Language Collection	seating, lounge chairs	2	seats	35	70
2.22	Adult Services	Spanish Language Collection	2-place tables, rectangular	6	seats	25	150
2.22	Adult Services	Spanish Language Collection	4-place table, rectangular	4	seats	25	100
			Spanish magazines 66"/5sh slanted w backfiles below				10
Spanish Language Collection Total							498
2.24	Adult Services	Reference Desk	1 person service desk, with computer	1	desk	50	50
2.24	Adult Services	Reference Desk	shelving, wall mounted, behind desk	2	sections	10	20
Reference Desk Total							70
2.26	Adult Services	Graphic Novels	shelving, 66" adult graphic novels				160
2.26	Adult Services	Graphic Novels	shelving, 78" adult graphic novels (25%)				40

Detailed Spaces Summary

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
		Graphic Novels Total					200
2.30	Adult Services	Flag Collection	bins for flag collection	3	units	5	15
		Flag Collection Total					15
3.02	Youth Services	Children's Service Desk	work station, 8' x 6' + 25% circ space	1	wkstns	60	60
3.02	Youth Services	Children's Service Desk	allowance for focal point (artwork)	1	space	50	50
		Children's Service Desk Total					110
3.04	Youth Services	Family Restrooms	family restrooms	GSF			IN GSF
		Family Restrooms Total					0
3.06	Youth Services	Family Space	seating, lounge chairs	8	seats	35	280
3.06	Youth Services	Family Space	4-place toddler table, round	8	seats	20	160
3.06	Youth Services	Family Space	computer workstations, early literacy	8	computers	40	320
3.06	Youth Services	Family Space	space for interactive manipulatives	1	space	20	20
3.06	Youth Services	Family Space	cabinet for puzzle and toy storage	1	cabinet	15	15
3.06	Youth Services	Family Space	shelving, 45" for board books				40
3.06	Youth Services	Family Space	shelving, 45" for picture books				392
3.06	Youth Services	Family Space	stroller parking	10	strollers	6	60
		Family Space Total					1,287
3.08	Youth Services	Children's Area	shelving, 45" Caldecott/Newbery collection				40
3.08	Youth Services	Children's Area	shelving, 66", early chapter books				144
3.08	Youth Services	Children's Area	shelving, 66" early readers				96
3.08	Youth Services	Children's Area	shelving, 66" for holiday books				192
3.08	Youth Services	Children's Area	shelving, 66" for juvenile biography				48
3.08	Youth Services	Children's Area	shelving, 45" for juvenile books with CDs				16
3.08	Youth Services	Children's Area	shelving, 66" for juvenile fiction				424
3.08	Youth Services	Children's Area	shelving, 66" for juvenile nonfiction				464
3.08	Youth Services	Children's Area	shelving, 66" for juvenile graphic novels				96
3.08	Youth Services	Children's Area	shelving, 66" for juvenile foreign languages				16
3.08	Youth Services	Children's Area	shelving, 66" for juvenile DVDs				152
3.08	Youth Services	Children's Area	shelving, 66" for juvenile video games				8
3.08	Youth Services	Children's Area	shelving, 66" for juvenile books on CDs				48
3.08	Youth Services	Children's Area	shelving, 66" for juvenile music CDs				16
3.08	Youth Services	Children's Area	display shelving for juvenile new books				45
3.08	Youth Services	Children's Area	shelving, 66" for juvenile oversize nonfiction				8
3.08	Youth Services	Children's Area	4-place tables, rectangular	8	seats	25	200
3.08	Youth Services	Children's Area	2-place tables, rectangular	16	seats	25	400
3.08	Youth Services	Children's Area	1 place tables	10	seats	25	250
3.08	Youth Services	Children's Area	seating, lounge chairs	10	seats	35	350
3.08	Youth Services	Children's Area	computer workstations, sitdown	4	wkstns	40	160
3.08	Youth Services	Children's Area	online catalog workstation@stack end	2	wkstns	16	32
3.08	Youth Services	Children's Area	networked printer/print release station	1	printer	16	16
3.08	Youth Services	Children's Area	express self-checkout station	1	machine	40	40
3.08	Youth Services	Children's Area	flat screen monitor, wall mounted	1	monitor	0	0
3.08	Youth Services	Children's Area	display boards, tackable, wall mounted	2	board	0	0
3.08	Youth Services	Children's Area	display cases, glass-enclosed, wall mounted, 6'w x 6'h x 2'd	2	case	30	60
3.08	Youth Services	Children's Area	Juvenile magazines 66"/5sh slanted w backfiles below				10
3.08	Youth Services	Children's Area	display boards, tackable, wall mounted	2	board	0	0
		Children's Area Total					3,331
3.10	Youth Services	Teenspace	shelving, 66" for teen fiction				304
3.10	Youth Services	Teenspace	Shelving, 78" for teen fiction (25%)				80
3.10	Youth Services	Teenspace	shelving, 66" for teen graphic novels				80
3.10	Youth Services	Teenspace	shelving, 78" for teen graphic novels (25%)				24
3.10	Youth Services	Teenspace	display shelving for teen new books				45
3.10	Youth Services	Teenspace	shelving, 66", for teen nonfiction/biography				40
3.10	Youth Services	Teenspace	shelving, 78" for teen nonfiction/biography (25%)				8
3.10	Youth Services	Teenspace	shelving, 66", for teen DVDs/video games				48
3.10	Youth Services	Teenspace	shelving, 66", for teen books on CD				48
3.10	Youth Services	Teenspace	2-place tables, rectangular	10	seats	25	250
3.10	Youth Services	Teenspace	4-place tables, round or booth seats	8	seats	35	280
3.10	Youth Services	Teenspace	casual seating	6	seats	25	150
3.10	Youth Services	Teenspace	computer workstations, sitdown	6	wkstns	40	240

Detailed Spaces Summary

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
3.10	Youth Services	Teenspace	online catalog workstation@stack end	1	wkstns	16	16
3.10	Youth Services	Teenspace	networked printer/print release station	1	printer	24	24
3.10	Youth Services	Teenspace	Teen magazines, 66"/5 sh slanted, with backfiles below				10
Teenspace Total							1,647
4.02	Meeting Areas	Group Study/Tutoring Rooms	2 seats and table	2	seats	25	50
4.02	Meeting Areas	Group Study/Tutoring Rooms	2 seats and table	2	seats	25	50
4.02	Meeting Areas	Group Study/Tutoring Rooms	2 seats and table	2	seats	25	50
4.02	Meeting Areas	Group Study/Tutoring Rooms	2 seats and table	2	seats	25	50
4.02	Meeting Areas	Group Study/Tutoring Rooms	4 seats and table	4	seats	25	100
4.02	Meeting Areas	Group Study/Tutoring Rooms	4 seats and table	4	seats	25	100
Group Study/Tutoring Rooms Total							400
4.04	Meeting Areas	Kitchen	work counter, 8' x 2.5', w double sink,	1	counter	50	50
4.04	Meeting Areas	Kitchen	refridgerator, full size	1	units	20	20
4.04	Meeting Areas	Kitchen	microwave oven, on counter	1	oven	0	0
4.04	Meeting Areas	Kitchen	oven with range-top, under counter	1	oven	0	0
4.04	Meeting Areas	Kitchen	storage cabinets for supplies	1	cabinet		0
Kitchen Total							70
4.06	Meeting Areas	Dividable Meeting Room	4 seats and table	4	seats	25	100
Dividable Meeting Room Total							100
4.08	Meeting Areas	Meeting Room Storage	dollies, mobile, for stacking chairs	10	dollies	8	80
4.08	Meeting Areas	Meeting Room Storage	table trucks for folding tables	4	dollies	10	40
4.08	Meeting Areas	Meeting Room Storage	equipment racks for meeting room AV	1	rack	10	10
4.08	Meeting Areas	Meeting Room Storage	programming supplies	1	space	40	40
Meeting Room Storage Total							170
4.10	Meeting Areas	10-Seat Meeting Room	10 seats @ conference table	10	seats	25	250
4.10	Meeting Areas	10-Seat Meeting Room	table, conference	1	table	0	0
10-Seat Meeting Room Total							250
4.14	Meeting Areas	Creation Space/Media Lab	3-D printer	1	printer	40	40
4.14	Meeting Areas	Creation Space/Media Lab	specialized computer/technology stations	4	space	40	160
4.14	Meeting Areas	Creation Space/Media Lab	2 place tables, mobile	18	seats	25	450
4.14	Meeting Areas	Creation Space/Media Lab	counter, 8' x 2' w double sink, commercial	1	counter	50	50
4.14	Meeting Areas	Creation Space/Media Lab	supply closet	1	closet	30	30
4.14	Meeting Areas	Creation Space/Media Lab	laptop storage/recharging station, 12-unit	1	units	12	12
Creation Space/Media Lab Total							742
4.16	Meeting Areas	15-Seat Board Room	25 seats @ conference table	15	seats	25	375
15-Seat Board Room Total							375
4.18	Meeting Areas	150-Seat Auditorium	150 seats, auditorium seating (w/ projection booth)	1	space	2,280	2,280
150-Seat Auditorium Total							2,280
4.20	Meeting Areas	3 Way Dividable Meeting Room	white board, wall-mounted, interactive	1	board	0	0
4.20	Meeting Areas	3 Way Dividable Meeting Room	video/digital projector, ceiling mounted	1	projector	0	0
4.20	Meeting Areas	3 Way Dividable Meeting Room	stacking chairs	200	chairs	13	2,600
4.20	Meeting Areas	3 Way Dividable Meeting Room	baby grand piano	1	piano	35	35
4.20	Meeting Areas	3 Way Dividable Meeting Room	tables, folding, lightweight, 5' x 2'	20	table	0	0
4.20	Meeting Areas	3 Way Dividable Meeting Room	podium, moveable	1	podium	0	0
4.20	Meeting Areas	3 Way Dividable Meeting Room	video/digital projector, ceiling mounted	1	projector	0	0
4.20	Meeting Areas	3 Way Dividable Meeting Room	projection screen, ceiling mounted	1	screen	0	0
3 Way Dividable Meeting Room Total							2,635
5.02	Staff Areas	Library Director's Office	desk, computer workstation, printer + task chair	1	desk	50	50
5.02	Staff Areas	Library Director's Office	chairs, guest	1	chairs	15	15
5.02	Staff Areas	Library Director's Office	shelving, 84" wall mounted	2	sections	10	20
5.02	Staff Areas	Library Director's Office	lateral file, 3-drawer unit	1	cabinet	15	15
Library Director's Office Total							100
5.04	Staff Areas	Assistant Director's Office	desk, computer workstation, printer + task chair	1	desk	50	50
5.04	Staff Areas	Assistant Director's Office	chairs, guest	1	chairs	15	15
5.04	Staff Areas	Assistant Director's Office	shelving, 84" wall mounted	2	sections	10	20
5.04	Staff Areas	Assistant Director's Office	lateral file, 3-drawer unit	1	cabinet	15	15
Assistant Director's Office Total							100
5.06	Staff Areas	Systems Administrator	desk, computer workstation, printer + task chair	1	desk	50	50

Detailed Spaces Summary

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
5.06	Staff Areas	Systems Administrator	chair, guest	1	chairs	15	15
5.06	Staff Areas	Systems Administrator	shelving, 84" wall mounted	2	sections	10	20
5.06	Staff Areas	Systems Administrator	lateral file, 3-drawer unit	1	cabinet	15	15
Systems Administrator Total							100
5.08	Staff Areas	Adult Services	workstations, modular, 8' x 8' (librarians	4	wkstns	64	256
Adult Services Total							256
5.10	Staff Areas	Technical Services	workstations, modular, 10' x 10' (technical services staff)	7	wkstns	100	700
5.10	Staff Areas	Technical Services	work tables, 6' x 3'	2	table	40	80
5.10	Staff Areas	Technical Services	mending/processing work counter 8' x	1	counter	40	40
5.10	Staff Areas	Technical Services	cabinet for mending/processing supplies	1	cabinet	20	20
5.10	Staff Areas	Technical Services	shelving, 84" for in-process materials	3	sections	10	30
5.10	Staff Areas	Technical Services	shelving, 84" for discarded and withdrawn	3	sections	10	30
5.10	Staff Areas	Technical Services	book truck parking	20	cart	8	160
5.10	Staff Areas	Technical Services	trash/recycling containers	2	container	6	12
5.10	Staff Areas	Technical Services	copy machine	1	machine	36	36
5.10	Staff Areas	Technical Services	bulletin board, wall mounted, 6' x 4'	1	board	0	0
5.10	Staff Areas	Technical Services	white board, wall-mounted, 2' x 3'	1	board	0	0
5.10	Staff Areas	Technical Services	shelving, 84" for supplies	6	sections	10	60
5.10	Staff Areas	Technical Services	shelving, 84" for in-process materials	4	sections	10	40
5.10	Staff Areas	Technical Services	counter, 10' x 2' w sinks, cabinets	1	counter	20	20
5.10	Staff Areas	Technical Services	disc repair machine and enclosed surround workspace (adjacent to sink)	1	space	40	40
Technical Services Total							1,268
5.12	Staff Areas	Youth Services Workroom	workstations, modular, 8' x 8' (librarians	4	wkstns	64	256
5.12	Staff Areas	Youth Services Workroom	shelving, 84", for supplies, etc.	6	sections	10	60
5.12	Staff Areas	Youth Services Workroom	supply closet	1	closet	50	50
5.12	Staff Areas	Youth Services Workroom	bulletin board, wall mounted, 6' x 4'	1	board	0	0
5.12	Staff Areas	Youth Services Workroom	white board, wall-mounted, 2' x 3'	1	board	0	0
5.12	Staff Areas	Youth Services Workroom	work counter, 8' x 2.5', w double sink,	1	counter	30	30
5.12	Staff Areas	Youth Services Workroom	work table, 8' x 3' with flat file storage	1	table	40	40
5.12	Staff Areas	Youth Services Workroom	file cabinets	3	cabinet	8	24
5.12	Staff Areas	Youth Services Workroom	mobile A/V cart	1	cart	12	12
5.12	Staff Areas	Youth Services Workroom	clear space for temporary storage of exhibits, supplies, programming materials	1	space	40	40
5.12	Staff Areas	Youth Services Workroom	trash container	1	container	6	6
5.12	Staff Areas	Youth Services Workroom	printer	1	printer	12	12
5.12	Staff Areas	Youth Services Workroom	paper dolly	1	units	25	25
Youth Services Workroom Total							555
5.14	Staff Areas	Circulation	Automated Materials Handling equipment (9 bin sorter)	1	space	651	651
5.14	Staff Areas	Circulation	staff workstations for returns and checkins, 6' x 6', height adjustable work	2	wkstns	30	60
5.14	Staff Areas	Circulation	mail and delivery sorting counter, 6' x 3'	1	counter	30	30
5.14	Staff Areas	Circulation	book truck parking	12	trucks	8	96
5.14	Staff Areas	Circulation	trash/recycling containers	1	container	6	6
5.14	Staff Areas	Circulation	shelving, 84" for circ problems and	6	sections	10	60
5.14	Staff Areas	Circulation	lateral file, 3-drawer unit	1	cabinet	15	15
5.14	Staff Areas	Circulation	bulletin board, wall mounted, 6' x 4'	1	board	0	0
5.14	Staff Areas	Circulation	whiteboard, wall mounted, 2' x 3'	1	board	0	0
5.14	Staff Areas	Circulation	clear floor space for temporary storage	1	space	50	50
5.14	Staff Areas	Circulation	supply closet for supplies storage	1	closet	50	50
5.14	Staff Areas	Circulation	Exterior materials return slot/bin	2	return unit	10	20
5.14	Staff Areas	Circulation	Interior materials return slot/bin	2	return unit	10	20
5.14	Staff Areas	Circulation	return bins	2	units	8	16
5.14	Staff Areas	Circulation	ILL counter 6' x 3'	1	counter	30	30
Circulation Total							1,104
5.16	Staff Areas	Custodial Workspace and Supplies	desk with computer workstation	1	wkstns	50	50
5.16	Staff Areas	Custodial Workspace and Supplies	shelving, industrial, 84" for supplies, storage	6	sections	12	72
5.16	Staff Areas	Custodial Workspace and Supplies	Secure cabinet 2 door for secure supplies	2	cabinet	20	40

Detailed Spaces Summary

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
5.16	Staff Areas	Custodial Workspace and Supplies	clear space for boxed, bulk storage	1	space	50	50
5.16	Staff Areas	Custodial Workspace and Supplies	mop sink, floor mounted w mop storage,	1	space	25	25
5.16	Staff Areas	Custodial Workspace and Supplies	space for ladders	1	space	50	50
Custodial Workspace and Supplies Total							287
5.18	Staff Areas	Staff Lounge	lockers, half height, 2 per stack	16	units	5	80
5.18	Staff Areas	Staff Lounge	coat closet, 6' x 3'	1	closet	30	30
5.18	Staff Areas	Staff Lounge	lounge seats	1	seats	35	35
5.18	Staff Areas	Staff Lounge	seating, 4-place tables	4	seats	25	100
5.18	Staff Areas	Staff Lounge	work counter, 8' x 24" w double sink, cabinets above	1	counter	40	40
5.18	Staff Areas	Staff Lounge	refrigerator, full size	1	units	20	20
5.18	Staff Areas	Staff Lounge	microwave oven, on counter	1	oven	0	0
5.18	Staff Areas	Staff Lounge	toaster oven, on counter	1	oven	0	0
5.18	Staff Areas	Staff Lounge	dishwasher, full size, in cabinet	1	dishwasher	0	0
5.18	Staff Areas	Staff Lounge	trash/recycling containers	1	units	6	6
5.18	Staff Areas	Staff Lounge	bulletin board, wall mounted, 6' x 4'	1	board	0	0
5.18	Staff Areas	Staff Lounge	vending machine, full size	1	machine	16	16
Staff Lounge Total							327
5.20	Support Areas	Delivery Area	shelving, industrial, to sort and process deliveries, 42" x 18"	2	sections	15	30
5.20	Support Areas	Delivery Area	clear floor space for receiving and unpacking shipments	1	space	50	50
5.20	Support Areas	Delivery Area	trash container, large	1	container	6	6
5.20	Support Areas	Delivery Area	space for inclement weather supplies	1	space	30	30
5.20	Support Areas	Delivery Area	shelving, 84" for temporary storage	1	sections	10	10
Delivery Area Total							126
5.22	Support Areas	Server Room		1	space	100	100
Server Room Total							100
5.24	Support Areas	Storage	shelving, 84" for storage and supplies	4	sections	10	40
Storage Total							40
5.26	Staff Areas	Staff Meeting Room	8-seat staff meeting room	8	seats	25	200
Staff Meeting Room Total							200
5.28	Staff Areas	Copy and Processing Area	copy machine, standard	1	machine	40	40
5.28	Staff Areas	Copy and Processing Area	6' x 3' counter with cabinets	1	counter	30	30
Copy and Processing Area Total							70
Grand Total							29,659

Shelving Report

Assumes 8 SF/single sided shelf, standard shelving is 3' x 1'

General Area	Specific Area	Materials Count	% on Shelf	Items Shelved	Storage Type	No of Shelves or Items	Items/LF	Sections Needed	Section Type	Description	SF
Adult Services	Adult Fiction	5,625	70%	3,938	Shelf	4		7	47 Single Sided	shelving, 66" for adult fiction shelving, 78" for adult fiction	376
Adult Services	Adult Fiction	1,875	70%	1,313	Shelf	5		7	13 Single Sided	(25%) shelving, 66" for genre fiction	104
Adult Services	Adult Fiction	10,225	70%	7,158	Shelf	4		7	85 Single Sided	shelving, 78" for genre fiction (25%) shelving, 66" for adult book club kits	680
Adult Services	Adult Fiction	3,408	70%	2,386	Shelf	5		7	23 Single Sided	shelving, 66" for adult nonfiction shelving, 78" for adult nonfiction (25%) shelving, 66" for adult biography	184
Adult Services	Adult Fiction	2,000	70%	1,400	Shelf	4		7	17 Single Sided	shelving, 78" for adult biography (25%) shelving, 66" for foreign languages	136
Adult Services	Adult Nonfiction	21,000	75%	15,750	Shelf	4		8	164 Single Sided	shelving, 78" for foreign languages (25%) shelving, 66" for oversized nonfiction	1,312
Adult Services	Adult Nonfiction	7,000	75%	5,250	Shelf	5		8	44 Single Sided	shelving, Very Short Introductions	352
Adult Services	Adult Nonfiction	2,288	75%	1,716	Shelf	4		8	18 Single Sided	bins for flag collection shelving, 66" adult graphic novels	144
Adult Services	Adult Nonfiction	762	25%	191	Shelf	5		8	2 Single Sided	shelving, 78" adult graphic novels (25%) shelving, 66" for large print books	16
Adult Services	Adult Nonfiction	1,670	75%	1,253	Shelf	4		8	13 Single Sided	shelving, 66" for large print books Adult magazines 66"/5sh slanted w backfiles below seating, lounge chairs	104
Adult Services	Adult Nonfiction	557	25%	139	Shelf	5		8	1 Single Sided	Newspapers Adult Display/Recent Issues	8
Adult Services	Adult Nonfiction	210	75%	158	Shelf	4		4	3 Single Sided	shelving, 66" for DVDs	24
Adult Services	Adult Nonfiction	-	-	-	-				0	shelving, 66" for music CDs	24
Adult Services	Flag Collection	-	-	-	-				0	shelving, 66" for audiobooks	15
Adult Services	Graphic Novels	3,450	70%	2,415	Shelf	4	10		20 Single Sided	shelving, 66" for video games	160
Adult Services	Graphic Novels	1,150	70%	805	Shelf	5	10		5 Single Sided	shelving, 66" for new books	40
Adult Services	Large Print Books	2,600	75%	1,950	Shelf	4		7	23 Single Sided	shelving, 66" for new DVDs shelving, Lucky Day collection	184
Adult Services	Magazines & Newspapers	64	100%	64	Shelf	5		1	4 Magazines	E-Readers check out display shelving, 66" for reference collection	41
Adult Services	Magazines & Newspapers	-	-	-	-				0	shelving, 66" Spanish books and A/V	280
Adult Services	Magazines & Newspapers	20	100%	20	Shelf	16	0.67		1	shelving, 66" Spanish new books Spanish magazines 66"/5sh slanted w backfiles below compact shelving, 72" for special collections, 8 SF double sided (7,500 items)	10
Adult Services	Media	10,000	66%	6,600	Shelf	5	15		29 Single Sided	secure shelving (closed stacks), 88", for special collections	232
Adult Services	Media	3,500	66%	2,310	Shelf	5	20		8 Single Sided	shelving, 45" Caldecott/Newbery collection	64
Adult Services	Media	2,500	66%	1,650	Shelf	5	6		18 Single Sided	shelving, 66" early chapter books shelving, 66" early readers	144
Adult Services	Media	200	50%	100	Shelf	5	10		1 Single Sided	shelving, 66" for holiday books shelving, 66" for juvenile biography shelving, 45" for juvenile books with CDs	8
Adult Services	New Materials	2,500	50%	1,250	Gondola Shelf	5	4		13 Double Sided	shelving, 66" for juvenile fiction shelving, 66" for juvenile nonfiction	195
Adult Services	New Materials	300	50%	150	Gondola Shelf	5	10		1 Double Sided	shelving, 66" for juvenile graphic novels shelving, 66" for juvenile foreign languages	15
Adult Services	New Materials	-	-	-	-				0	shelving, 66" for juvenile DVDs	13
Adult Services	New Materials	-	-	-	-				0	shelving, 66" for juvenile video games	8
Adult Services	Reference Collection	350	100%	350	Shelf	4		7	4 Single Sided		32
Adult Services	Spanish Language Collection	152	80%	122	Shelf	4		8	1 Single Sided		8
Adult Services	Spanish Language Collection	2,500	75%	1,875	Shelf	4		8	20 Single Sided		160
Adult Services	Spanish Language Collection	8	100%	8	Shelf	5		1	1 Magazines		10
Adult Services	Special Collection		100%	-	Shelf	4		7	0 Single Sided		300
Adult Services	Special Collection	500	100%	500	Shelf	7		7	3 Single Sided		24
Adult Services Total											5,408
Youth Services	Children's Area	800	70%	560	Shelf	3	12		5 Single Sided		40
Youth Services	Children's Area	3,000	70%	2,100	Shelf	4	10		18 Single Sided		144
Youth Services	Children's Area	3,000	70%	2,100	Shelf	4	15		12 Single Sided		96
Youth Services	Children's Area	3,500	100%	3,500	Shelf	4	12		24 Single Sided		192
Youth Services	Children's Area	1,000	70%	700	Shelf	4	10		6 Single Sided		48
Youth Services	Children's Area	250	70%	175	Shelf	3	12		2 Single Sided		16
Youth Services	Children's Area	9,000	70%	6,300	Shelf	4	10		53 Single Sided		424
Youth Services	Children's Area	10,000	70%	7,000	Shelf	4	10		58 Single Sided		464
Youth Services	Children's Area	2,000	70%	1,400	Shelf	4	10		12 Single Sided		96
Youth Services	Children's Area	400	70%	280	Shelf	4	10		2 Single Sided		16
Youth Services	Children's Area	6,500	65%	4,225	Shelf	5	15		19 Single Sided		152
Youth Services	Children's Area	350	50%	175	Shelf	5	10		1 Single Sided		8

Shelving Report

Assumes 8 SF/single sided shelf, standard shelving is 3' x 1'

General Area	Specific Area	Materials Count	% on Shelf	Items Shelved	Storage Type	No of Shelves or Items	Items/LF	Sections Needed	Section Type	Description	SF
Youth Services	Children's Area	750	70%	525	Shelf	5	6	6	Single Sided	shelving, 66" for juvenile books on CDs	48
Youth Services	Children's Area	900	70%	630	Shelf	5	20	2	Single Sided	shelving, 66" for juvenile music CDs	16
Youth Services	Children's Area	550	50%	275	Gondola Shelf	5	4	3	Double Sided	display shelving for juvenile new books	45
Youth Services	Children's Area	50	70%	35	Shelf	4	4	1	Single Sided	shelving, 66" for juvenile oversize nonfiction	8
Youth Services	Children's Area	16	100%	16	Shelf	5	1	1	Magazines	Juvenile magazines 66"/5sh slanted w backfiles below	10
Youth Services	Family Space	1,000	70%	700	Shelf	3	15	5	Single Sided	shelving, 45" for board books	40
Youth Services	Family Space	9,500	70%	6,650	Shelf	3	15	49	Single Sided	shelving, 45" for picture books	392
Youth Services	Teenspace	6,827	66%	4,506	Shelf	4	10	38	Single Sided	shelving, 66" for teen fiction	304
Youth Services	Teenspace	2,276	66%	1,502	Shelf	5	10	10	Single Sided	Shelving, 78" for teen fiction (25%)	80
Youth Services	Teenspace	1,875	66%	1,238	Shelf	4	10	10	Single Sided	shelving, 66" for teen graphic novels	80
Youth Services	Teenspace	625	66%	413	Shelf	5	10	3	Single Sided	shelving, 78" for teen graphic novels (25%)	24
Youth Services	Teenspace	500	50%	250	Gondola Shelf	5	4	3	Double Sided	display shelving for teen new books	45
Youth Services	Teenspace	975	66%	644	Shelf	4	10	5	Single Sided	shelving, 66", for teen nonfiction/biography	40
Youth Services	Teenspace	325	66%	215	Shelf	5	10	1	Single Sided	shelving, 78" for teen nonfiction/biography (25%)	8
Youth Services	Teenspace	2,000	66%	1,320	Shelf	5	15	6	Single Sided	shelving, 66", for teen DVDs/video games	48
Youth Services	Teenspace	800	66%	528	Shelf	5	6	6	Single Sided	shelving, 66", for teen books on CD	48
Youth Services	Teenspace	8	100%	8	Shelf	5	1	1	Magazines	Teen magazines, 66"/5 sh slanted, with backfiles below	10
Youth Services Total											2,943
Grand Total											8,350

Seating Report

General Area	Specific Area	Description	No of Tables	Qty	Unit	SF/Unit	SF
Adult Services	Adult Fiction	seating, lounge chairs		4	seats	35	140
Adult Services	Adult Fiction	tables, occasional @lounge chairs		4	table		0
Adult Services	Adult Fiction	2-place tables, rectangular	4	8	seats	25	200
Adult Services	Adult Nonfiction	seating, lounge chairs		4	seats	35	140
Adult Services	Adult Nonfiction	tables, occasional @lounge chairs		4	table		0
Adult Services	Adult Nonfiction	2-place tables, rectangular	6	12	seats	25	300
Adult Services	Adult Nonfiction	4-place table, rectangular	2	8	seats	25	200
Adult Services	Large Print Books	benches, 6' x 2', 2 person		2	bench	20	40
Adult Services	Magazines & Newspapers	1 place tables	8	8	seats	25	200
Adult Services	Media	benches, 6' x 2', 2 person		2	bench	20	40
Adult Services	New Materials	seating, lounge chairs		6	seats	35	210
Adult Services	Quiet Reading	seating, lounge chairs		8	seats	35	280
Adult Services	Quiet Reading	1-place tables	8	8	seats	25	200
Adult Services	Reference Collection	2-place tables, rectangular	8	16	seats	25	400
Adult Services	Reference Collection	1 place tables	8	8	seats	25	200
Adult Services	Reference Collection	seating, lounge chairs		2	seats	35	70
Adult Services	Reference Collection	4-place table, rectangular	1	4	seats	25	100
Adult Services	Spanish Language Collection	seating, lounge chairs		2	seats	35	70
Adult Services	Spanish Language Collection	2-place tables, rectangular	3	6	seats	25	150
Adult Services	Spanish Language Collection	4-place table, rectangular	1	4	seats	25	100
Adult Services	Special Collection	1-place tables	6	6	seats	25	150
Adult Services	Special Collection	2-place tables, rectangular	2	4	seats	25	100
Adult Services Total				130			3,290
Meeting Areas	10-Seat Meeting Room	10 seats @ conference table		10	seats	25	250
Meeting Areas	15-Seat Board Room	25 seats @ conference table		15	seats	25	375
Meeting Areas	150-Seat Auditorium	150 seats, auditorium seating		1	space	2660	2,660
Meeting Areas	3 Way Dividable Meeting Room	stacking chairs		200	chairs	13	2,600
Meeting Areas	Creation Space/Media Lab	2 place tables, mobile		18	seats	25	450
Meeting Areas	Dividable Meeting Room	4 seats and table	1	4	seats	25	100
Meeting Areas	Group Study/Tutoring Rooms	2 seats and table	1	2	seats	25	50
Meeting Areas	Group Study/Tutoring Rooms	2 seats and table	1	2	seats	25	50
Meeting Areas	Group Study/Tutoring Rooms	2 seats and table	1	2	seats	25	50
Meeting Areas	Group Study/Tutoring Rooms	2 seats and table	1	2	seats	25	50
Meeting Areas	Group Study/Tutoring Rooms	4 seats and table	1	4	seats	25	100
Meeting Areas	Group Study/Tutoring Rooms	4 seats and table	1	4	seats	25	100
Meeting Areas Total				264			6,835
Public Areas	Café	café tables and seating		8	seats	20	160
Public Areas	Entry Lobbies	benches, 5' x 2', 2 person		2	bench	13	26
Public Areas Total				10			186
Youth Services	Children's Area	4-place tables, rectangular	2	8	seats	25	200
Youth Services	Children's Area	2-place tables, rectangular	8	16	seats	25	400
Youth Services	Children's Area	1 place tables	10	10	seats	25	250
Youth Services	Children's Area	seating, lounge chairs		10	seats	35	350
Youth Services	Family Space	seating, lounge chairs		8	seats	35	280
Youth Services	Family Space	4-place toddler table, round	2	8	seats	20	160
Youth Services	Teenspace	2-place tables, rectangular	5	10	seats	25	250
Youth Services	Teenspace	4-place tables, round or booth seats	2	8	seats	35	280
Youth Services	Teenspace	casual seating		6	seats	25	150
Youth Services Total				84			2,320
Grand Total				488			12,631

Seating Report

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
1.06	Public Areas	Express Checkout	express self-checkout stations	4	machine	40	160
1.06 Total							160
2.02	Adult Services	Adult Fiction	online catalog workstation@stack end	2	wkstns	16	32
2.02 Total							32
2.04	Adult Services	Adult Nonfiction	online catalog workstation@stack end	2	wkstns	16	32
2.04 Total							32
2.06	Adult Services	Special Collection	newspaper microform reader	1	computers	40	40
2.06	Adult Services	Special Collection	networked printer/print release station	1	printer	24	24
2.06	Adult Services	Special Collection	online catalog workstation@stack end	1	wkstns	16	16
2.06 Total							80
2.16	Adult Services	Public Access Computers	computer workstations	14	wkstns	40	560
2.16	Adult Services	Public Access Computers	special needs computer	1	wkstns	40	40
2.16	Adult Services	Public Access Computers	online catalog workstations	2	wkstns	40	80
2.16	Adult Services	Public Access Computers	networked printer/print release station	1	printer	24	24
2.16	Adult Services	Public Access Computers	scanner	1	scanner	30	30
2.16 Total							734
3.06	Youth Services	Family Space	computer workstations, early literacy	8	computers	40	320
3.06 Total							320
3.08	Youth Services	Children's Area	computer workstations, sitdown	4	wkstns	40	160
3.08	Youth Services	Children's Area	online catalog workstation@stack end	2	wkstns	16	32
3.08	Youth Services	Children's Area	networked printer/print release station	1	printer	16	16
3.08	Youth Services	Children's Area	express self-checkout station	1	machine	40	40
3.08 Total							248
3.10	Youth Services	Teenspace	computer workstations, sitdown	6	wkstns	40	240
3.10	Youth Services	Teenspace	online catalog workstation@stack end	1	wkstns	16	16
3.10	Youth Services	Teenspace	networked printer/print release station	1	printer	24	24
3.10 Total							280
4.14	Meeting Areas	Creation Space/Media Lab	3-D printer	1	printer	40	40
4.14	Meeting Areas	Creation Space/Media Lab	specialized computer/technology stations	4	space	40	160
4.14	Meeting Areas	Creation Space/Media Lab	laptop storage/recharging station, 12-unit	1	units	12	12
4.14 Total							212
Grand Total							2,098

Computers & Equipment Report

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
1.06	Public Areas	Express Checkout	express self-checkout stations	4	machine	40	160
1.06 Total							160
2.02	Adult Services	Adult Fiction	online catalog workstation@stack end	2	wkstns	16	32
2.02 Total							32
2.04	Adult Services	Adult Nonfiction	online catalog workstation@stack end	2	wkstns	16	32
2.04 Total							32
2.06	Adult Services	Special Collection	newspaper microform reader	1	computers	40	40
2.06	Adult Services	Special Collection	networked printer/print release station	1	printer	24	24
2.06	Adult Services	Special Collection	online catalog workstation@stack end	1	wkstns	16	16
2.06 Total							80
2.16	Adult Services	Public Access Computers	computer workstations	14	wkstns	40	560
2.16	Adult Services	Public Access Computers	special needs computer	1	wkstns	40	40
2.16	Adult Services	Public Access Computers	online catalog workstations	2	wkstns	40	80
2.16	Adult Services	Public Access Computers	networked printer/print release station	1	printer	24	24
2.16	Adult Services	Public Access Computers	scanner	1	scanner	30	30
2.16 Total							734
3.06	Youth Services	Family Space	computer workstations, early literacy	8	computers	40	320
3.06 Total							320
3.08	Youth Services	Children's Area	computer workstations, sitdown	4	wkstns	40	160
3.08	Youth Services	Children's Area	online catalog workstation@stack end	2	wkstns	16	32
3.08	Youth Services	Children's Area	networked printer/print release station	1	printer	16	16
3.08	Youth Services	Children's Area	express self-checkout station	1	machine	40	40
3.08 Total							248
3.10	Youth Services	Teenspace	computer workstations, sitdown	6	wkstns	40	240
3.10	Youth Services	Teenspace	online catalog workstation@stack end	1	wkstns	16	16
3.10	Youth Services	Teenspace	networked printer/print release station	1	printer	24	24
3.10 Total							280
4.14	Meeting Areas	Creation Space/Media Lab	3-D printer	1	printer	40	40
4.14	Meeting Areas	Creation Space/Media Lab	specialized computer/technology stations	4	space	40	160
4.14	Meeting Areas	Creation Space/Media Lab	laptop storage/recharging station, 12-unit	1	units	12	12
4.14 Total							212
Grand Total							2,098



Mendenhall Valley Library, Juneau AK
Hacker Architects



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Appendices:

Appendix A: Community Input Summaries

A1: Community Meeting Notes

A2: Friends/Library Board/City Council Meeting #1 Notes

A3: Friends/Library Board/City Council Meeting #2 Notes

A4: Latino Advisory Board Meeting Notes

A5: Staff Meeting Notes

A6: Logan City IT Standards for Voice and Data

A7: Logan City IT Standards for Security and Access Control



Areas for collection and seating at the Renton Highlands Library.
Hacker Architects.

HACKER

733 Southwest Oak Street v 503-227-1254
Portland, Oregon 97205 hackerarchitects.com





Meeting Notes

Item No	Topic		
Date:	Sept. 18, 2017	Project:	Logan Library
Author:	Laura Klinger	Project No:	1720
Re:	Community Meeting comments	Next Mtg:	TBD
Present:	See attached sign up sheet Karen Clark Laura Klinger Penny Hummel Todd Johnson Kent Craven Blake Wright Jonathan Cook		
Cc:	File		

The following are comments collected during the Sept 19 community meeting.

👍 Love
👍 Like

Spaces for Babies and Children

- Stroller Parking
- Place for Story time
-  
- An example to reference: the Hillary Clinton Children's Library in Little Rock, AR. Kid friendly art, playing space, native plant gardens
-  
- Fish Tank!

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- •
- Themed Areas: Music, Harry Potter, Percy Jackson, Forest/Animal, River/Water
□ •
- Have a drive-through Pick-up
•
- Sensory Tables
•
- Space that is sound protected so parents of babies won't stress
- Climbing and sitting. Let kids move.
•
- Discovery Area
•
- People could drop kids off at other art classes (Cachi Arts & Starsteppers) and go read to their other kids!
- Would the "rushing water" be an attraction & danger for children – as you mentioned we have many (children).
•
- Private nursing area
•
- Space for Birthday parties
• •
- Space for children is very important. Teens/adolescents/adults also need 'own' space
 - Large group space
 - Family together space
 - Individual space•
- Open-air Storytime, instead of closed & hidden like it is now
•
- A space that takes into account kids with special needs
- More floor space for rest activities

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Spaces for Tweens and Teens

- Kid areas, fun places for younger and older kids to be
□ □ ●
- Giant Lego Pit area!
□ □ □ □ ● ●
- Have “study” rooms where teens & others can meet with agencies for services for outreach
□ ●
- Physical + mental challenges with prizes
- Spaces to relax, spaces to work together – they spend so much time buried in their own technology
● ●
- Teen support services available
● ● ●
- Safer teen area more observation from staff
□ □
- More human face-to-face – interaction instead of just computer games
●
- Lots of programs for kids
●
- Opportunity to create own gaming/video lab
●
- Cool group cubicals. Plug into a wall projector.
□
- Teen librarian’s office right by the teen area with a large window
□ ● □ ●
- Teens to have a place of their own in the library
□ ●
- Not just a video/computer area place to study (and) be safe
●
- Booths would be good to read books in and do homework

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- Love Salt Lake City integrated, active children's area esp. large Legos
- Parking with proximity to high school is a concern; visitor's must always be able to park safely & conveniently
- Parking with proximity to high school is a concern; visitor's must always be able to park safely & conveniently
- Integrate history while NOT being religious – that is a challenge here
- Natural light!!!
- Tiered seating area for children's reading and story time
- Bridgerland literacy needs to be back in the library – we need an office + places for tutoring
□
- Quiet spaces for them as well (as) interactive. Places for the fun summer programs
□ ●
- Historical Shoshone & early settlers
● ●

Spaces for Reading

- Literacy: Illiteracy or low literacy would be well served in a library setting. One on one, literacy labs and classes. Would be powerful for the community
□ □ □ □ ● ● ● ●
- Stylized reading room like in SLC children's area
●
- Study booths for students to gather together
● ● ●
- Space for reading along with Café?
□ ● ● ●
- Natural light!
□
- Big open windows, natural light
● ● ● ●

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- Food has become “acceptable” in many libraries. I’m ok including food options or not
□
- I support the need for space to read in the library, comfortable, quiet, private, intimate
□ □ ●
- I love big tables for spreading homework out
- The cut-out shown for children’s area is choice. Children love to get into these
- Lots of books!
- Area where literate can read with other impromptu
●
- Different styles of sitting for different learning styles. Swings, pillows, + big tables
● ●
- Respectable space for materials in languages other than English – make that a type of meeting/learning space
- Designer / cool lounge chairs
● ● ● ●
- I love cubby areas for reading!
□ ●
- Comfy seating that is semi-private and inviting!
□ ● ● ●
- Plenty of quiet space with lots of stacks of book(s).
□ ●

Space for Collections

- Space for visual presence – displays: permanent, rotating, one-time
● ● ●
- Need for a strong special collections
 - Local History
 - Family History□ ● ●

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- Robert S. Frost Memorial Room (1942-2013). Library already in possession of his music publications, research materials, publications, data, memorabilia as well as music of many other composers donated by the Frost family.

☐ ●

Comment: library no longer has this collection (Robert Frost)

- Space for Art Collections – gallery walk walls
☐ ● ●
- Local and not local circulating art (submitted by community members). Children through adult (tasteful)
●
- Different kinds/variety of spaces intimate to open & everything in between
- Spaces for reading a must
☐
- Please look into Lawrence Public Library, St. Louis Central Library for Inspiration →they do it all right!
- Should raise bookshelves up so you can get the books on the bottom of the shelf easier
☐ ●
- Lots of cool seats and cool rooms to sit and read
☐ ☐ ☐ ☐ ● ● ● ●
- Want extra copy of books that have movie adaptations and vice versa, and the book have a copy of the movie in the back separate from books and movies. Same with TV shows.

☐ ☐

Spaces for Gathering and Meeting

- Rentable Classroom Space for local organizations that don't have the physical capacity
●
- Art Gallery
● ● ● ☐
- Child friendly exercise groups – Health & Wellness
● ☐
- Fitness Classes
● ☐ ● ☐

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- Café space – allowed in most areas of libraries
● ● ●
- Free fitness class with a child activity
□
- An area where info on local issues can be gathered & dispersed.
- Glass, natural lighting/well-lit collaboration group work rooms reservable (Inspo: Lawrence Public Lib)
● □
- A gift shop/bookstore with the community center – selling old and new items
●
- Space(s) for small businesses or freelancers to use resources, learn , and/or create
●
- Space for teens to have a “home away from home” (homework/tutoring/snack/rest/”hang-out”)
● ● ● ●
- Space for Community Service organizations
●
- Unique food vendor – healthy items only
- Very large meeting room with optional partitions to divide into smaller rooms with separate sound systems
□ □
- 1. A place for music/plays/concerts 2. Good air filtration (poor air quality in winter). 3. Lots of light
□
- Approximately how many library patrons do you plan to build the library for?
- Meeting spaces: I like the expanded title – library + community center so places for community happenings are critical. Space that is adaptable – open to one large space as well as partitions to allow several smaller events
●
- Spaces to bridge the distance between the community and the university. A place where students and community members can learn and interact which would be mutually beneficial.
● ● □
- Meeting room for local groups that are elegant would be great!
●

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- Hoping for a multi-use theater
●
- I love the idea of modular wall s and/or shelves on casters for flexibility of space
□
- Classroom space with excellent light & acoustics for seniors (hard of hearing).
●
- A café would be nice
□ □
- Integrate the whole valley: libraries, schools, services.
- Inside lecture hall + performance space
□
- Yes – meeting spaces, various sizes, tech for remote connections
- Indoor theatre space for performance meetings (intimate)
□ □ □ □ ●
- Lots of sunshine
□
- A snack bar area close to teen area & reading space
●
- Fireplace
● ● ● ●
- Ability to host private events, with alcohol?

Comment: I disagree
- Please be sure there are separate restrooms – GIRLS + BOYS separate only – not PC restrooms.
Thank you.
- Nice to have coffee bar area

□ □
- Community meeting spaces and rental space for community activities
□





Spaces for Creating and Making

- Art class meeting rooms
● ●











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- Plenty of sq ft for custodial + maintenance chemicals, tools, equipment on all floor for four seasons with floor dump sinks
□
- Best case community library – not just Logan – challenge to be seen as available to serve all
●
- Partner with USU Extension with space use?
- Art classes for all ages
- Adobe creative suite, collaborations, large monitors. Inspiration: St. Louis Central Library
- Entrance: Tall (3 stories) of windows showing Logan Mountains. Transparent colored shape moving art
- Logan has an array of venues for cultural production – But the library could ass a smaller more intimate space for piano recitals, etc.
- “Exploratorium” for younger kids □ ● ● ●
- Space for exhibits (ex: history, art, university – community collaboration)
□ ● ● ● ● ● ●
- Lots of natural light – unique windows (either in shape or etching on) to relate to mountains, rivers & nature
- Areas to display artwork □ ●
- Display space □ ●
 - Art – yes (esp. local artists)
 - Local history – highlight unique histories of Cache Valley
- Space for Recording / Family History interviews / (sound proof + appropriate equip + technology)
- Sound proof booth for practicing music + recording
● ● ●
- Student community has need for sewing machine maker space
- Ideas wall eg: what our favorite books are
- Kitchen for mini-classes & crafts
● ● ● ● ●
- Invite Cache Makers to share the space










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- In our community, many of the “hands on learning” are already available at CUCA, high school BATC with limited space may be better use of space
- Coordination possibilities with other artistic venues (re Cache Valley Center for Arts)
   
- One of the most exciting and inspiring children’s additions I’ve seen is a large paper Mache
- structure – up to the ceiling – with creatures on it. Room for a local to create such a thing would be great
- This (?) is already available for anyone at the family search library in basement of the tabernacle – at no cost – doesn’t need to be duplicated as space is needed for other things + not enough space for everything people want

Spaces for Technology

- Computers or Ipads all throughout the library to search for books
  
- Technology to help adults learn to read and to read better. 6-8% of American adults can’t read

- Yes – to higher-end software e.g. GIS Media Productions

- Don’t be tied to current operating hours..as library becomes more popular, late hours!
 
- Up-to-date computers + laptops. Safe internet access (stuff blocked)
 
- A small computer lab that is rentable for community organization that want to teach their clientele particular skills, but don’t have resources of their own

- I see many job seekers using the current computers @ library. Job resources. Video for mock interviews
- Technology when defined as equipment is constantly changing, so flexibility & adaptability are important

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- “Curbside” pick-up & return
  
- A way to play with technology

- Technology education space for seniors
- Areas for people to play board games
  
- Having computers available is crucial these days. Some close together to maximize space is good but having computers with space around them for working is also important. And, space for group collaboration that include a computer or at least plug-in options
 

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Outdoor spaces

- Places outside to sit and read
□ ● ● ●
- Use the fast moving water for extra power/electricity
□ ●
- Nearby community garden for another meeting space
- Cache – hunters & trappers. Native American presence
- Maybe have some kind of wall around canal, so kids don't fall in
- 1. Think of senior citizens spaces in library. 2. How are we going to keep high school students away from parking lot off library? 3. Interactive outdoor reading spaces
●
- ADA accessible for strollers, wheelchairs, walkers, canes. Solid surface area along with natural ground?
● ● ●
- Connections with Gardener's Market
●
- Connect exterior walk ways with local trails
●
- Rooftop garden with views of mountains
●
- Water activated mill; wind activated mill; blades of windmill solar panels
- A large outdoor Amphitheatre to become part of the historical theatre district
□
- Amphitheater, Yes!!
□ □
- Love the idea of an amphitheater
□
- Covered bike parking & bike repair station
● ●
- I still don't like the idea of the library being so close to the high school – parking difficulties

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- Would love to have the roof available to do programs on
□ □
- On the old mill site there is a lot of graffiti that is kind of fun. It would be amazing to have murals outside
●
- Outdoor spaces are good. I like the trees + water features – park like feel. An amphitheater is an idea / support
□ ●
- Small dog park? Adoption area?
- Roof top patio
□ ● ●
- Love to have great outdoor landscape to include pathways – picnic tables – grass – water-trees. Lots of good trees. Safe outdoor rooms! Peaceful amphitheater.
- Edible garden. Fruit trees. Think about biking + walking trails to arrive at Library
- Splash fountain? Climbing wall? Community garden? Playground. Greenspace
- Love amphitheater idea
□
- Outdoor green space in warm months – kids ice rink in winter months!
●
- I support the sustainable, green practices
●
- Logan needs to be more environmentally aware – educate
●
- Green roof / rooftop garden/reading space (beehives?)
● ● ● ● ● ● □ □

Our Site

- Beautiful! Love ideas! What about good parking?
●
- I am very excited about the outdoor park, trail, amphitheater. It is the highlight of this project. At the site it could be amazing a big tourist draw.
● ● □
- With parking lot being in lower area critical to find a way to tie together with path/bridge and other means

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- Have you had focus group meetings with Logan High students?
- Bus (CVTD) service to V1 location?
- First great idea of Logan City in a long time!!! D.C.M.
● ●
- We have a lot of famous Utah authors and a vibrant writing community – it would be cool to have quotes from local authors or a sort of “hall of fame” that exhibits that somewhere on the walls, floors, windows, or somewhere
● □ □
- Maybe it’s too late, but eliminating the derelict properties that one more visible (300N) seems a positive thing. (Atriums w/sunlight & fauna?)
- The site does not solve the downtown more obvious site at 3rd & Main, downtown rundown building
●
- Maybe an atrium kind-of thing - love green roof patios but would only get to enjoy it 3-4 months of the year.
- Parking is too far for young families
●
- Clear & well respected bike lanes leading to the library
- 2 security gates;; one on the north by a row of handicap/senior parking. Another on the south where the majority of patrons will exit toward the parking lot.
●
- Make it walkable – tap into local pedestrian paths
● ●
- Large outdoor amphitheater for performances, speakers, movies, etc.
● ●
- I would love to see a European element in the design (some styles/methods came here to Utah even before the east coast because of pioneer craftsman.)
● ●
- The intersection of 100 W. & 100 S. is already a congested feeling area because of the off center angles. Between the HS and the rec center that area of the block feels crowded and the streets “feels” narrow even though it isn’t smaller ●
- Canal has water in it for only 4 months of the year ☹

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- Parking – we will want to come to this great place. Make it possible for me to come. This area is over-crowded. I live in this quadrant + work on this very street. You don't know our day-to-day car problems.
●
- Use local stone like in Pioneer stone homes – tabernacle temple, and the Mill to tie it to their community
● □
- Don't get too hung up on parking – people (who can) will walk a bit to use a well-designed library.
●
- Like idea to create unique space representing our community (ie: Mill)
□
- Low lighted bridge to rec center. Small multi-level parking structure street level one level up one level down
● ● ●
- History of our Mill site Ag mountains. Trapping – Bridgerland
□

Anything We Should Know?

- Reading is still the core skill. My wish: Library involvement in helping adults read and read better. Re-establish collaboration with Bridgerland & Literacy to help the hundreds of adult illiterates.
□ □ ● ●
- Parking! No street parking while high school is in session. How will the new lot be handled to keep it for library use only? I have 2 teens and the issue of pkg by the school is hard!
□ □ □ ● ●
- I'd love a way to see a list of all the books I've checked out in the past. Like Goodreads
□
- Comment: what is a library? As described, this may be more like a "community" center.
- As a USU interior design student, sustainability is REALLY important to me.
●
- Agree – technology that does the work so librarians and staff can do what they do best. Automated book return as well as check-out.
- NO PARKING. Ellen Eccles in summer. High School the rest of the year.
● □ □

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- Adaptability YES! Allow for future needs. Libraries will continue to change over time.
●
- Connect the trail system to this park by an underpass under Main St.
- Nice meeting space for community groups of 20-30 people. □
- Have a drive through book drop accessible to the staff without going out into the weather
- Partnering of other entities. Could savings come by giving permanent space to other city/county entities? (Ex. Tourist Bureau? School services?) Leads to cross-fertilization
- Cache Valley is so named because fur trappers in the 1820s cached their furs here. I would like to see those roots reflected.
□
- Museum is a teaching tool for the young as well as the older ones
●
- Services to increase use of library to seniors!
- More parking. 50 cars not enough – think about when you have special events
●
- Being able to increase open space when needed but being careful we don't have too many little or set aside areas.
●
- Please incorporate LEED
□
- Bridgerlane Literacy – an organization helping people to become better readers – should have a presence in this new library
● ● □ □ □
- Share some space (top floor) with daughters of UTAH Pioneers Museum
● ● ● □
- Not enough parking – no spaces for patrons
●
- Youth technology. Online tutoring. Community involvement – arts & crafts, photography, writing contests. Space for non-profit meetings e.g. music recitals
●

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Meeting Notes

Date:	September 19, 2017	Project:	Logan Library
Author:	Laura Klinger	Project No:	1720
Re:	Friends of the Library, Library Board, City Council	Time:	Session 1, 1-2:30pm
Present:	Tavia Smith Tom Jensen Jane Erickson JaDene Denniston Leslie Black Jason Cornelius Karen Clark Laura Klinger Penny Hummel Kent Craven Blake Wright	Vice Chair Library Board Logan City Council Friends of the Logan Library Library Board Library Board Librarian Director	
Cc:			

What works well in the current library? What will people not want to lose?

- Incredible staff—very responsive to public needs. They also have a real desire to create community programs that are responsive.
- Collection is pretty good at this point. I can get what I want.
- They are open to new ideas.
- High ceilings that create light effects.
- Good location for the city.
- Sections for different age groups.
- Children’s librarian is wonderful.
- Library is together but apart—different sections.
- They do offer things here for community groups to do.
- Programming for lots of subgroups. Lots of ages, demographics.
- Service access points are wonderful—we want to increase them and make them better.
- Coming up and seeing the displays outside the library entrance. They are always wonderfully done and there’s the community display case.
- Large community bulletin board. Needs to be bigger.
- READ posters.

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- Historical photographs as you walk in; it's like a gallery.
- Artwork
- You walk through a grove of trees and nice garden.

What would you change about the building?

- I wish we could mirror our environment—the forest.
- I would like an open library and having space around.
- Proximity of entry to parking is circuitous. Anyone with mobility issues or small children finds it problematic.
- Stacks aren't friendly. Can't get strollers through them or a wheelchair.
- Stacks are high to accommodate collection. Lose openness and reachability.
- We don't have rooms that can be used for multiple purposes.
- I want spaciousness and natural light, I also want coziness of a comfy chair, maybe a fireplace.
- The ability to sit and have a natural view to green or interesting things. Esp. on 2nd floor.
- I want a more inviting children's section. Make it a place they are interested in. Not just books.
- Are we an exploration museum for the community? Probably.
- Another library: services for people with Alzheimer's, kids with special needs.
- We have a cold environment and it's hard to do things outside for a chunk of the year. People come to the library but we can't really accommodate that. There is a lack of other places for kids and teens to go.
- In SLC library, there are play areas. Also, nooks for reading. But it does noisy.
- Libraries are not quiet anymore.
- When I moved here, I found the library difficult to find. We should make it more prominent and "look like itself."
- Big variety of seating. Sometimes people want to sit in a group, sometimes alone.
- Little corners need to be visible for safety.
- One of the problems is that it is hard to monitor the building.
- Layout is a casualty of the city moving out of this building, but I didn't know this building existed. Wayfinding should be improved.
- I know older people of limited income for whom the library is a real anchor for their lives. Let's not just obey the ADA but think of it from their point of view. Extra railings, extra benches. Our community is aging.
- Stroller parking. Lockers
- Bikes. We have a nice bike parking area recently added. We want to increase different modes of mobility.
- Walking trails.

What services or features would you like to see incorporated into a new library?

- I'm excited about moving next to the high school, but also concerned about how that would impact us. Teens can be a handful. Interesting challenges.
- An area for food—café or just a place to pack your lunch.
- Professional/commercial or catering kitchen.
- It would be wonderful for one of the meeting rooms to have a kitchen.

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- Seattle: specialized areas for photography or music, programming, graphic design. People could learn.
- We've been trying to do large children's programs—hundreds of children. It's hard to do that in our building. We had over 1,000 children for Halloween.
- Hispanic Heritage Festival in plaza—over 1,000 people. Indoor/outdoor.

Are there libraries you have read about or visited that have features that would improve this library?

- SW Branch Webber—they have great storage space. It was thoughtfully placed in relationship to where it is needed. When you go in the room, you don't see stuff. Here we always see tables and chairs. I love the stadium seating.
- We probably have too much stuff now, but we need storage. There will always be a need. Ideally adjacent to a meeting room.
- Vernal library—they have a fabulous new library. Walking paths around it. There is a corner that is the periodical corner and it's a comfortable seating with windows on 2 sides and a fireplace.
- Fish tank is peaceful. We had one for many years. Webber—electronic ones.
- A council member has had a dream of an art gallery. If that could be incorporated here for temporary exhibits, so the library becomes an art gallery or museum.
- At home, if I can go outside I read. Here it's very hot and very cold.
- Using a rooftop in a beneficial way—receptions, gatherings, concerts.
- Overall feel—South Jordan Library. It has a nice, peaceful feel to it. They have nice spaces to sit. It's clear where the service points are.

TO THE FRIENDS: Tell us about the FOL's activities and space needs. How could your workflows be improved in a new library?

- FOL is a new group—2 book sales currently. Could change completely depending upon who is running the group. It impacts the staff because the books that are going to be sold are donated and stacked.
- We have 2 rooms for donated or discounted items.
- We have a little bookstore but not being run right now.
- There could be a need for FOL storage/bookstore.
- Spring and fall book sales happen in one of the meeting rooms. \$1,000 - \$1,200.

Words that describe the new library.

- Welcoming
- Comfortable
- Futuristic
- Fits the beauty of Cache valley
- Relates to us in a way—should be in no other place.
- We are a progressive community.
- LDS temples—they ask, what's unique to this area? Iconography, door knobs, relate to that.
- Representative of hopes and aspirations of the community: education, forward looking.
- It ought to evoke exploration.
- Nod to the Mill Building: pioneer heritage. Evolves into high work ethic, family, respect for neighbors, self-sufficiency.
- Mill represents agriculture and production.
- Communal effort to put in train track.

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- Bell /child is born. – connecting the library with the community.
- We also need to involve Utah State University.
- What about the lake?
- Shoshone people.

Meeting Notes

Date:	September 20, 2017	Project:	Logan Library
Author:	Laura Klinger	Project No:	1720
Re:	Friends/Library Board/City Council	Time:	Session 2
Present:	Jeanne Simmonds Holly Daines Brad Armstrong Stephen Van Geem Bruce Hugbee Laura Klinger Penny Hummel Kent Craven Blake Wright		

Cc:

What works well in the current library? What will people not want to lose?

- Children’s area. Storytimes. In the summer, it’s jam packed.
- Meeting rooms are heavily used. Big demand.
- We are the youngest state, we have more children than anyone else. Being kid friendly is important.
- It’s interesting that when you walk through the library you’ll find people tucked into little nooks. People want privacy.
- Underutilized now—special collections and archives. USU has a good one but it’s hard to get there. Pay for parking.
- I don’t think we want to lose our book sale space. We need a room designated for bookstore.

What would you change about the building?

- Maziness.
- More natural light.
- The genealogy collection. All in hard copy. Do we still need all of it? It’s available in other ways.
- Focus on what’s really getting used.

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- I would create an enhanced technology access areas. While we have computers in the current library, they are stuck there. Focused on user groups more than individuals.
- I'd like the idea of tech enhanced small groups. White board on one side of the room. This is the place for people to come and have access. But...we can't be everything.
- It has a bunker feel. It has a very cobbled together feel. It is very ordinary.
- I think a space/meeting room designated for FOL and library board would be great. We have to meet wherever, where we could leave our stuff. Small locker for the Friends, cash box. Designated areas.
- Right now, the staff is disconnected physically from the main part of the library.
- Café. But how do you manage the food issue? Keep it on the top area.

What services or features would you like to see incorporated into a new library?

- Bridger Land Literacy. Could they have a space built for them? Is it appropriate for us to designate space for one nonprofit?
- University plays a big role in this community. The university has a bigger interest in outreach than people realize. I have a vision that people from the community might put on displays. Maybe by college, maybe by department. It could be integrated the university into the library.
- Science: there are groups here now that want to do a science center. The University has informed this community in a very big way. For almost its entire history there has been a relationship. This was the land grant college.
- Gallery space. We don't have a museum downtown but if there could be some sort of exhibit space.
- Cache County School District has a \$1 million art collection—significant Utah artists. Maybe the library could assume management of this collection? This needs to help revitalize downtown. It needs to draw people downtown. Could you say to the school district: if you give us this collection, could we then allow people from the county to come to county for a reduced cost? Or could we put it up back for a vote? Interesting to think about.
- Something significant of that nature would also draw tourists.
- I'm thinking that \$3 million would have to come from private donors. We can't start building until we have the money in hand. It could be exciting but I'm concerned about the price tag.
- We've had big increases for new high schools.
- I'm not as worried about the price tag—long-term benefit will far outweigh what we spend upon it. We need to take a big step. I do worry about all the needs and desires and how that will affect the library staff.
- Moving workspaces closer and make them more relational to their subject area.
- Our community is very volunteer oriented.
- Here, more people work for environmental instrumentation companies. Weather sensors. About 10 years ago, we put a high-tech weather station at the University. Environmental Observatory in the middle of campus. Everything was donated. A year ago, we said we should have one downtown. Started working with mayor. But if this building is going away...why? There is interest in making a display at the library that is like the top of the natural history museum—balcony with a weather station on it. Educational. We have challenging air quality. There is interest from the instrument companies in contributing.

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But you need a deck and you need a tower on the deck. Field trips. There is huge worldwide interest in climate.

- I sit on the renewable energy resource board. It would be interesting to see how we could highlight renewable resources. It would be interesting for people to learn how the library was built.

Are there libraries you have read about or visited that have features that would improve this library?

- I think this space provides an unbelievable opportunity to inspire and engage the community on multiple levels.
- A friend went to a library in CO where they reserve some copies of bestsellers for walk in people. Bookstore type shelves with bestsellers. Notes from staff about their favorites.
- Salt Lake library –was fabulous. Structure is magnificent. They grouped all the service components on outside edge. FOL had a whole store. And they had a place where you could food and coffee. Public stuff was outside the library.
- We need to be cautious about competing with the private sector. RE: Commercial kitchen. Used for classes. Way to use extension services from the university?
- I really enjoy having the historical element. Opportunity to use the mill site. Highlighting that history. That would attract people.
- We build this amazing library. Kitty corner is the Thatcher house—related to the mill, would love to acquire that make it into a historical museum and art gallery get rid of space next to it, create Exploratorium

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Meeting Notes

Date:	September 19, 2017	Project:	Logan Library
Author:	Laura Klinger	Project No:	1720
Re:	Latino Advisory Council	Time:	6:30pm-8:30pm
Present:	Ernesto Lopez Lizette Cruz Luis Hernandez Crescurio Lopez Nadia Benitez Lilianna	Penny Hummel Laura Klinger Karen Clark	
CC:			

What works well in the current library? What will people not want to lose?

- Staff. They are great.
- Flexibility of being able to come and use their rooms for different. I've done a pageant in here. Open doors for the community.
- Computers. My daughter loves them.
- Location works well. Centrally located.
- Chameleon style of the library—transformative. Today there were piñatas and flags and then it's festive. A different month it changes.
- Activities for the kids. They are fun.
- Open area outside. Different than home. Sugar City Idaho.
- I like that there are no fences around it. I grew up in Mexico. Most public buildings there have walls and fences around them. That, tied with the open space outside. Seems unusual.

What aspects of the facility get in the way of providing an excellent library experience?

- Size of the gatherings. Bigger meeting room. 300 – 400 people. Stage. Have a pageant or award ceremony. Graduations, weddings, quinceaneras.
- There are a lot of walls inside. Not a lot of natural light.

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- Kids don't have that big of a space. They are limited to a few computers.
- During the winter it's a cave rather than open space.
- A multipurpose room where you can watch movies.
- Our mall used to have that...jump zone. Mall had stationery play area. When it left, people missed it.
- Signage could be better. It should be bilingual.
- I don't know how to look for a book. Simple instructions.
- Would like a multistory building.

How well would you say that the current facility is serving the needs of Logan's Spanish speakers?

- It works sometimes. I have 3 small kids. It's hard, I have to park, get out the stroller, then walk this entrance.
- Spanish section is too far from the children's area, so it's hard for me to use when I have my children with me.
- It's improved. I love the collection.
- We have a storytime which is awesome.
- Getting Latino community to go anywhere is challenging. We need more programming. We're trying and they are seeing more of it. Breaking a barrier. Festival is by far this year most successful thing.
- We're getting there.
- Spanish section of library could be larger.
- In the future, we could have Spanish area close to the children's area so that when they come with their kids they can look at both. Side by side would be a dream come true.
- It would be great to have 1 – 2 computers in Spanish at or near the computers. There are people who are not computer literate who would try it out. If it's not in Spanish, I don't see a reason to have it there.
- Variety of seating.
- I would like a larger collection—but not Don Quixote; popular materials. It could easily be doubled or tripled.
- Spanish speaking population here: more manufacturing. Majority is from Mexico (Michoaca, state of Mexico) but we do have small percentage of Central and South America. State of Mexico.
- A lot of our monolingual Spanish speakers are Moms. Kids learn language at school.
- Population is young.
- A few years, there was an influx of people from California.
- People come here for the low crime rate.
- Very few organizations here serve the Spanish speaking population. Library is a rarity.
- There is a Spanish radio station, migrant head start, Center de familia.
- Community split up after the demise of the multicultural center, created an opportunity for the library.

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- Rally around one person, when that person went down, it all went down. Now, all of us as a community are responsible. We are bringing in new members.
- Reason I advocate for space for families. Suicide rate here is high in the winter. Space like the jump zone are perfect because they can come and let go.
- City should invest in buildings where people can find freedom. I love to run but hard to do in the winter.
- Families are the center of this library.
- Most of our Spanish families are low budget.
- Between two mountains—in the winter, we have a lot of cold, polluted, dark air.
- Soccer in Latino families is huge, once the snow melts. Indoor leagues.
- Have a café inside the library. Mormons don't drink hot coffee. But hot chocolate is great.
- Webber county—coffee place.
- To understand Logan, you should understand the canyons and Lake Bonneville. The bowl that is part of the areas is known as the bench.
- I love the Latino corner, but I'm also working with the refugees. Also have a corner for them –300+ for the refugees? I don't think we have enough support for them.

What services or features will be most important to incorporate into a new library?

- Art—multicultural
- A drive through—pick up a computer or a book.
- In Arizona, there is a room where you can place your order, the students get your order, and then you get it and you leave.
- Open space outside of the library. I think the festival will keep growing even if outdoors.
- Terrace would be nice—it can be secured.
- I do think it needs a landmark type something outside. So you can see it's the library.
- I love brick but maybe not totally brick like everything else.

What are the issues that you consider the most important to address?

- Parking
- It feels like a labyrinth. I love open space feel. Windows.
- Cache Makers—would make an awesome partner. If we provide maker spaces etc., they could provide staffing and volunteers that teach tech.
- I spend majority of my time at the university where we have study rooms. I can't speak for those at home.
- Wi-Fi throughout the whole building. Keeping up with technology.
- It will be nice to have a spot for board games.
- Storytime: stage or place where they can be at a higher spot it would be great. Speaker system.

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Portland, Oregon 97205 hackerarchitects.com

Meeting Notes

Date: September 19, 2017 **Project:** Logan Library

Author: Laura Klinger **Project No:** 1720

Re: Staff Meeting

Present:

Laura Nelson	Metzi Sparks
Debbie Ogilvie	Mario Flores
Natalie Gregory	Nikki Garrett
Katrina Farrow	Breanna VanDyke
Melanie Liechty	LuAnn Nelson
Karen Clark	Lois Price
Laura Klinger	Marie Owen
Serena Bishop	Jeanne Evans
Hollie Dabb	Sherrie Mortensen
Robby Linton	Lauri Hancey
Matthew T.	Joseph Anderson
Lindaci Seamons	Penny Hummel
Katie Jaggi	Laura Klinger
Kent Craven	Blake Wright

Cc:

Who is using the library? Which parts of the community are the heaviest users?

- Children and families
- Moms with strollers
- Computers and AV in adult section are heavily used. Movies and books on CD and music.
- Teen use—there are regulars, but it a new library, there would be more use. Now, it's secluded and that makes some people feel nervous.
- A lot of adult use of teen area —they like the seating.
- Summer citizens from Arizona.
- A lot of kids come in for homework help.
- Homeschooling—it's big in this community.
- There are adults who are regulars.

Who isn't using the library? Which parts are underrepresented?

- College students—library schedule doesn't mesh with their time, can't find what they want to read. They don't know where we are.
- Hispanic community—getting more involved but currently underrepresented.
- Our other ethnic: refugee come through community organizations. Varying levels of English.
- A lot of people who don't like to read don't realize that we have more than books.
- I work night shift—so view is different than during the day. I see more diversity, more students, people attending programming.
- It would be nice to attract college students who are looking for study resources. We have several college students who are looking for recreational reading.
- They would come to study if there were spaces.

What works well in the current library? What will people not want to lose?

- I don't want to lose an enclosed story time room. More than one at a time. 2nd one is in the main part of the library and it works OK. Toddler and preschool story times are at the same time.
- We try to make literature available in different language formats.
- We need a bigger space for Spanish materials.
- I would like to keep office spaces and technical services—we need quiet space and I appreciate having an office.
- My office is in the children's area and I value that.
- We need quiet areas where people can study.
- Bigger room for movies; people end up stuck in the all because there is no seating left.
- We have alcoves, it's a maze, people can fit in and go away.
- I like that we have dedicated computers for teens and gaming that are separate from other computers.
- Teen librarian—window to watch the teens.
- Observable teen area. Not next to the quiet area.
- The current library is very welcoming. If we separate things too much, there would be a loss.
- Don't make it too sterile. We're used to a cozy atmosphere.
- I like that the circulation desk is right where people come in.
- Lots of display cases, that we exchange often. Patrons love them.
- Other service desk needs to be near the entrance.
- I like the art collection.
- I'm 21 and have been coming to this library my entire life. Homey, welcoming, safe environment. I don't want it to feel alien or sterile. It's a home away from home.
- Important that we have space for our graphic novel collection—it sets us apart. Large collections for each age group.
- We have a lot of successful programming. Recurrent events, 1-2x a month.
- AV is one of the largest circulating collections. That needs to be accessible and continue.
- Space to exhibit local artists. Doesn't have to be large. I love that.
- We have a lot of storage space here, that's nice. We don't need three creepy basements.
- Windows. We need light.
- We paint our main street windows—if we could have windows on that intersection—continuity.
- We get a lot of snow. Our parking space is reduced because snow gets piled. Enough parking.
- Last week, outside activity. It was great. We want to increase outdoor programming.
- Octoberfest here?
- Our staff.

What aspects of the facility get in the way of providing an excellent library experience?

- Way too much unusable space—long hallways, basement.
- Huge pillars at most obnoxious places in the stacks. I can't get around.
- Lighting is bad. Some stacks you can't see.
- Front entry hall. We need better access for seniors. Even little kids and moms.
- People want to use computers and making it more user friendly. We have classes for that but not ongoing when people need it.
- I think it would be nice to have a drive-up book drop. 6 feet of snow makes it hard. Attached to the building.
- Wider exit gate. L shaped turn. Hard to get out
- Lack of flexibility gets in our way with programming. Modular rooms.
- Bookcases on wheels and furniture on wheels easily move.
- If we could have connection 3 – 4 computers by children, for parents to use.
- Books on shelves are on bottom three. Shelves that aren't taller than waist or high chest. Children's.
- We don't have front facing shelves for kids. We see spines.
- We need to have lots of space for holds. Different perspectives re: holds out vs behind the desk.
- Graphic novel—more diversity of languages. It's all in English. Huge obstacle to Hispanics.
- Electricity and connectivity.
- A place for patrons to leave their stuff while they grab their kids. (stuff o counter).
- We get a lot of donations. If we could have a corner with better book sale area. And that doesn't use our carts.
- A larger space committed to technology. Media lab is tucked away. Could expand. More welcoming.
- I'd like to see a kids' makerspace and an older person makerspace. They would feature different technology.
- Big room for theatre and smaller room. Big longer room behind that for storage. Right there.
- Partitions.
- Black box theater. Webber County.
- We want colors. Esp. in children.
- Our children's area is not straight in line makes it so noise doesn't carry.
- If we have rooms for the community to use, It's a maze. I get lost. I must guide them.
- A really nice staff area. Kitchen bathrooms. Private single occupancy bathrooms. Shower?
- Better signage. In all aspects.
- Processing: one central delivery spot. And a mailing area adjacent to it.
- Loading dock?
- I like how each different area has its own personality.
- Our environment is so black and white so much of the year. Color is important.
- Having a kitchen that people could come in and use. 4H classes.
- Having lots of windows but no slanted windows.
- Long winters—good hidden lighting that keeps us lit.
- Doors are awkward and heavy. Banging them sometimes.
- More accessibility and visible indicator to the restrooms.
- More than one restroom. Better placed.
- Children's area needs a family bathroom.
- Seating that fits more than one person—like a mom with a child, or a kid with feet up. Small couches or nooks that would fit more than one person, like a Mom with kid or kid with feet up.
- Better accessibility with handicapped people. Long ways for people who don't walk well. Parking is also not accessible. And then we send them to the reference desk.
- Gender neutral bathroom. Family bathroom takes care of that?

- Do we need gendered bathrooms? If they are single bathrooms.
- Furniture—should be comfortable. Homey.
- Reliable heating and air conditioning system.
- Little cubby holes in the kids' area are awesome. They want to climb into a hole and jump out.
- Public bathrooms—make stalls spacious.
- Children's area toilet is smaller. That's good. But we don't need four. One big toilet and little one.

Are there services or features that could be reduced in size, or eliminated?

- Hallways
- Shelves are too high. Older patrons can't reach them. Also too low.
- Not cramped for space. Children's needs more open space.
- Collection will stay about the same. Shorter shelves.
- Stacks too close.

What services or features will be most important to incorporate into a new library?

- Hands on learning in the children's area. Passive programming.
- At entrance, info desk where people can ask questions
- Reference closer to the info desk. No sightlines.
- SIGN saying OPEN AND CLOSED.
- Visual indexes in educational book section.
- It would be nice to have teen and children together so we could have a tween section to merge them.
- We need lounge space for tweens. No social space for them.
- Checkout desk—if we can have open area—a copy machine would be nice. Easier to get to.
- 15-minute computer at entrance. Kiosk style.
- 2 quick computers to check email, access to bathroom.
- It would be nice to have an entrance area with computer, kiosk style and a public bathroom that could be open all the time but we could close the doors. (Like the post office).
- Use meeting rooms when library isn't open
- Preston library—family reunion when the library was closed.
- Preston has drive-up window—check outs as well as drop off.
- Café. Separately run and sublet. Access to catering services to programming. Like SLC.
- Durango—love that, it's over a river. It has three stories, can go out to balcony, there's a table.
- When we do have great weather...great to be outside. Program inside and outside.
- Playground area for kids.
- Amphitheater.
- Map in front to help people not get lost.
- Art piece at the entrance that welcomes all cultures.
- Teen area. Also programming. They like computers.

What staff workflow changes would you like to see in the new library?

- Offices tech services for full time staff.
- We do so many different tasks in central area. Mending.
- We are too distant. I have to walk a mile to talk to everyone I have to talk to. We should be closer together.
- It's a maze back there.

- If we had a central processing area, would that work? I would love to have children's processing near my office, then I could help.
- It would be nice to have a soundproof break room. I have heard many conversations people didn't know about.
- Circulation: book drop in hallway. Sometimes we accept at circ. 2 drive up ones.
- Bigger counters for check in.
- Circ is running back and forth to find books for patrons so it's good to have them relatively close together.
- Book drops will come where we discharge. 1) take form book drop. 2) drive to discharge area.
- We can check 50 books at a time. Every kid in the family has a card. Carts have gotten broken from the volume.
- Manga books get heavily checked out too.
- The way we have it now with the discharger area, function of building. Centralized.
- Nice to have more collaborative spaces. Offices to have a 2nd person. Huddle rooms.
- We try to do stuff when we're not open.
- I really like the work... processing area in the middle. Not dedicated offices that people could use if they needed them.
- Area that need big counter space. Nice to spread out.
- I would like easier access to the color printer. I print out all the artwork and have to run
- They tried to offer more spaciousness.
- In addition to collaborative space, prep space for programming. Prepare displays.
- Holiday collections are out for Xmas season, Easter—having a nice place to display.
- ILL: we are right next to the post office and I take packages right over there. IT would be better to have an office close. Running across the building.
- We need an area separate from processing area. Group display or programming area.
- We'll need our own postage machine. Meter. Media rate.
- Higher view would be awesome. Elevator that works. We only have a freight elevator.
- Making the entire record earthquake proof.
- Rooftop use would be nice.
- Window in each office.
- I think a lot of us have collections that we use, in our offices. Dedicated office space for each person.
- Storytime room: closet and storytime collection. We need AV capacity.
- If it's not possible to have book drop attached, we need to have a window where we can see the weather.
- Cover over book drop. The tree doesn't help.

What are the top 3 – 5 issues that you consider the most important to address?

- Checkout desk is so important. It's gotta be where there is room for everything, stroller parking, see reference desk, close enough that patrons can get to it easily.
- Entrance needs to be more accessible. Accessibility in general.
- Usable space. Well planned. Both staff and public.
- Light. Heating.
- Comfortable seating. Not comfortable. Not enough. 4 couches are constantly being used. We got rid of a lot seating to expand shelving.
- Plaza—outside space that can be used.
- Passive program availability in children's area. Hands on playing.
- Integrated technology—outlets, Wi-Fi, spread throughout. If you hardwire in technology for passive learning, it needs to be changeable.
- PARKING. Restricted away from High schoolers and other nearby users.

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Portland, Oregon 97205 hackerarchitects.com

What words describe the new library?

Friendly	Relaxing	Quirky/unique
Clean	New	Soothing
Welcoming	Colorful	User friendly
Light	Comfortable	Welcoming
Airy	Creative	Happy
Fun	Flexible	Attentive
Safe	Cool	Pizzazz
Inviting	Unique	Accessible
Inspiring	Bright	

- I love features in the children’s area that are interactive, but not static.
- Aquarium—a digital one that doesn’t need to be maintained.
- Water feature.
- Area where they can park strollers, carts.
- Stroller parking - 5? A dozen?
- I don’t bring stroller but I would if I could.
- Book carts to pick out large numbers of tings.
- Cozy reading nooks and study booths.
- Access to patrons for outlets are important.
- Entryway to the children’s area was the wardrobe Like Narnia. Short entrance and tall entrance.
- Parking that would only open up if you could have a library card.
- We don’t have school aged space for kids.
- West Hartford. Kids do have docking stations. Special areas for presentations.

- Early literacy: talk, sing, read, write, play—incorporate into different areas of kids’ area.
- Online sales (library currently does this). Could be the right size?
- Intercom system that accessed all the rooms, but could change to into partial access.

Appendix A6: Logan City IT Standards for Voice and Data

The City of Logan IT Department publishes standards for IT Spaces and general IT requirements for new construction and remodeled buildings. These specifications shall be observed in the design and construction process for the new library.

VOICE AND DATA COMMUNICATIONS SPECIFICATIONS FOR NEW CONSTRUCTION AND REMODEL PROJECTS

For questions please contact:

Logan City Utah
Attn: Jeff Compton
Information Technology Manager
(435) 716-9050
jeff.compton@loganutah.org

Scope

This document describes the various components of a structured cable system and gives the standard design criteria for the CITY OF LOGAN based on existing CITY OF LOGAN cable standards, the ISO 11801 and ANSI/TIA/EIA Building Telecommunications Wiring Standards for Commercial Buildings and the TIA 942 Data Center Standard as well as other standards documents.

The CITY OF LOGAN has a minimum standard of fully compliant 10 Gig Category 6 structured wiring system. We require compliance to TIA TSB-155 for any Category 6 products used in the infrastructure and compliance to the most current draft of TIA568-B.2-ad10.

In the testing of higher speed systems (starting at 100BaseT and beyond) UL, SYSTIMAX and the TIA/EIA have expressed the value in an end-to-end solution. As limits of conventional copper cable and components are being pushed different manufacturers achieve these enhanced solutions through different methods. In certain instances, these solutions can be counterproductive, so it is essential that the end-to-end physical layer solution, from NIC card to Switch, be matched. SYSTIMAX's GigSPEED System solutions primary value is derived from the fact that all components are designed and manufactured to work together.

To ensure the performance that CITY OF LOGAN requires, all transmission media products used must be made by SYSTIMAX, specifically but not limited to: Cable, Connectors, Panels, Patch Cords, Jumpers, Adapters and Blocks. To ensure the SYSTIMAX SYSTEM warranty, and UL Levels compliance, all horizontal copper products must be UL Levels Certified, with a corresponding certificate of performance provided.

Two classes of cabling will be used at CITY OF LOGAN: SYSTIMAX GigaSPEED XL7 1071E/2071E. (CAT6 is standard horizontal for all typical outlet sites.) SYSTIMAX GigaSPEED X10D 1091/2091Cat6a is recommended for longer than 120' runs in the data center. This document deals with primarily complex larger sites, but is also the standard for smaller sites and agent locations.

All parts of this document are based on CITY OF LOGAN and industry standards. All components of CITY OF LOGAN structured cabling system shall be standards compliant; this document calls for cable installations to exceed and compliment the standards. This document is not intended to replace the TIA/EIA standard documents, but serve to highlight the areas important for CITY OF LOGAN buildings and telecommunication cabling as a consumer of such systems.

Infrastructure Wiring Requirements Overview

All voice and data communications wiring shall conform to the "Commercial Building Telecommunications Wiring Standard", ANSI/EIA/TIA-568-B, and it also conforms to the AT&T 258A wiring standard commonly used in the US. The TIA568B designates our preferred color code and which color wire from the horizontal wiring connects to which pin on the 8P8C (8 pin 8 conductor) modular jack. 8P8C connectors are often referred to as RJ45. Technically, the true RJ45 is an extremely uncommon registered jack, but the name "RJ45" is also used quite commonly to refer to any 8P8C modular connector. For our use in this document 8P8C and RJ45 may be used interchangeably.

All cable, connectors, and termination equipment for both analog and data will meet or exceed Category 6 transmission characteristics, and UL Level XP6 specifications, hereafter know as, "City specification".

As a minimum, each office will need to be provided with the following voice and data communication capabilities:

One or more flush mount, double gang box with faceplate containing at least four (4) ports or outlets. The connecting hardware and faceplates in these boxes should be of a modular nature to allow for ease in configuring, re-configuring, and color coding a variety of applications over the same wiring system. All four (4) ports will be City specification data communications ports. A minimum of 1" conduit shall feed each box. All wires from each double gang box in each office (horizontal wiring) should run from the 1" conduit into wire tray in the ceiling or raised floor to be routed back to the horizontal cross-connect (HC) wiring closet. All HCs shall connect to an intermediate cross-connect (IC) or main cross-connect (MC) with fiber optic cable (see specifications below).

The wiring closets will contain City specification compliant patch panels like or comparable to Systimax part # 360IPR1100EGS31U24 (760152561)/ Anixter # 436178 or 360IPR1100EGS32U48 (760152579)/ Anixter # 436179. The data cables (preferably blue in color) will terminate into the patch panels. The patch panels shall be mounted in a standard 19" data communications rack.

All Horizontal cables from each box to the patch panel shall be 24 AWG, 4 pair UTP, certified to meet or exceed City specification. (All cable will be like or comparable to Systimax part # 1071E / Anixter # CM-00424AVA-7U (non-plenum) or 2071E / Anixter # CMP-00424AVA-7U (plenum) where applicable).

Cable enclosed in conduit or spanning non-HVAC spaces can have a PVC jacket. Cable spanning distances in HVAC spaces used for air return will have a Plenum jacket.

Each modular insert will be terminated to its own 4 pair UTP cable (4, 4 pair UTP cables to each double gang box). Even though all four pairs in a 4 pair cable may not be used for a given application, only one connection per cable will be made. Multiple data connections, or voice and data will not be combined in the same cable. Each connection will be made on a separate and distinct cable. (Each City specification modular jack insert shall be like or comparable to SYSTIMAX part number MGS400 / Anixter# 246748).

Modular inserts will be installed in City specification faceplates for double gang configurations like or comparable to SYSTIMAX M28L-262 / Anixter # 222685. Faceplates shall be installed as specified and in the appropriate configuration for the number of information outlets to be installed. The M20AP-262 Dust cover/blank / Anixter # 146674, or approved equal, will be installed to protect unused outlets and cover unused faceplate openings.

Data communications cables will not be run in the same conduit as electrical wiring. Also, data communications cables should be run as far as possible from likely sources of electromagnetic and radio frequency (EMI/RFI) interference (i.e. fluorescent lights, electric panels, light dimmers, electric motors, etc.).

A post installation testing and certification will be performed to insure compliance with City specification from end to end (i.e. wall jack to patch panel in wiring closet). All testing must be done using Level III testers when applicable. The Agilent WireScope 350, Fluke 4300 or DTX must be used for all testing of station cable. If the Cable Contractor does not own a level III handheld tester, they are instructed to purchase or lease one for testing.

All cable shall be tested to meet City specification. A detailed hard copy of all test reports shall be provided to the City. The test

reports shall also be provided in a standard electronic format. Test reports shall be in their original format as downloaded from a hand-held tester.

Successful bidder shall be a certified in the solution provided and the solution shall be warranted for a minimum of 20 years. Bidder shall also provide fully documented scale drawings of the entire distribution system, including building and floor layouts, cable routes, interconnect locations, riser locations, placement of each box with numbers of each insert in each box, and all other information pertinent to the installation.

Where plans call for coaxial ports, coaxial video coupler module like or comparable to SYSTIMAX M81C-B / Anixter # 190526 shall be installed and shall match the color of the faceplate. Coaxial video drop cable shall be like or comparable to RG6/U CommScope F660BVV for runs less than 175 feet. For runs greater than 175 feet coaxial video drop cable shall be like or comparable to RG11/U CommScope F1160BVV – Anixter # 9Y116005-ER

Grounding Requirements

All telecommunications wiring shall comply with TIA-942, and TIA J-STD-607-A for grounding and bonding. The TIA J-STD-607-A is a United States Telecommunications Industry Association’s standard that facilitates the design and installation of telecom grounding/bonding systems, specifically:

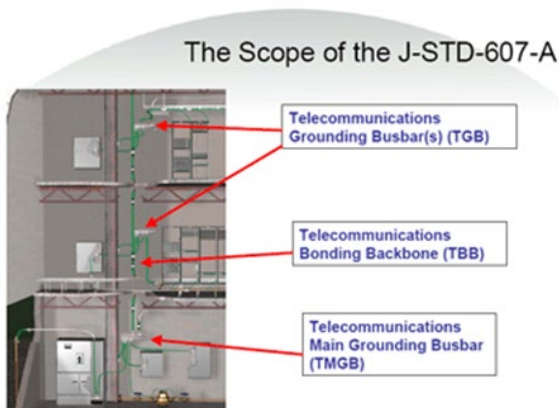
J-STD-607-A ,Telecommunications Industry Association and Electronics Industry Alliance Joint Standard. *This standard specifies how to properly ground the building at the entrance facility and extending that ground using Backbone Cabling to a Grounding Busbar in the Data Center.*

TIA-942 ,Telecommunications Industry Association Standard. *This standard specifies how to create a common bonding network within the Data Center and to properly ground the equipment racks, cabinets and network equipment.*

1. Green insulated copper conductor, minimum size of No. 6 AWG. The TBB shall be sized at 2 kcmil per linear foot of conductor length up to a maximum size of 3/0 AWG. Insulation shall meet fire ratings of its pathway.

Table 1

Sizing of the TBB	
TBB length (ft)	TBB Size (AWG)
Less than 13	6
14-20	4
21-26	3
27-33	2
34-41	1
42-52	1/0
53-66	2/0
Greater than 66	3/0



Grounding and bonding not only save lives by preventing electrical hazards, they also maintain a network’s overall performance by ensuring that electromagnetic “noise” doesn’t interfere with data transmission. TIA J-STD-607-A requires that each and every metallic component making contact with a telecom cabling infrastructure be bonded, even if it is merely touching another metal component that is directly attached.

According to the standard, proper infrastructure bonding requires the following elements: a telecommunications main grounding busbar (TMGB), telecommunications grounding busbars (TGB), telecommunications bonding backbone (TBB), grounding equalizers (GE), and a bonding conductor for telecommunications (BCT). Among TIA J-STD-607-A’s list of metallic components in need of bonding are racks, enclosures, ladders, surge protectors, cable trays, routers, switches and patch panels. These metallic components shall be bonded to the TGB with 6 AWG wire.

The telecommunications bonding backbone (TBB) shall run from the building’s telecommunications main grounding busbar (TMGB), which is located at or near the building service entrance. The conductor sizes for the TBB shall match the following table:

Contractor Qualifications

a. Contractor Selection

The contractor selected for this Project must adhere to the engineering, installation and testing procedures and utilize the authorized manufacturer components and distribution channels in provisioning this project and be certified by the vendor of the solution provided.

b. Contractor Experience and Training

The contractor shall be experienced in all aspects of this work and shall be required to demonstrate direct experience on recent systems of similar type and size. The contractor shall own and maintain tools and equipment necessary for successful installation and testing of optical fiber cabling and Category 6/6a metallic premise distribution systems and have personnel who are adequately trained in the use of such tools and equipment.

c. Contractor Resume

A resume of qualifications shall be submitted with the Contractor’s proposal indicating the following:

A list of recently completed projects of similar type and size with contact names and telephone numbers for each.

A list of test equipment proposed for use in verifying the installed integrity of metallic and fiber optic cable systems on this project.

A technical resume of experience for the contractor's Project Manager(s) and on-site installation supervisor who will be assigned to this project.

A list of technical product training attended by the contractor's personnel including copy of certifications that will install the SCS system shall be submitted with the response.

d. Subcontractors

The SCS contractor must identify any subcontractors planned for this project. Subcontractors must satisfy the same qualifications stated above and must be approved by the City prior to performing any work.

e. Contractor Responsibility

The contractor shall be responsible for damage to any surfaces or work disrupted as a result of their work. Repair of surfaces, including painting, shall be included as necessary.

Cable and Component Part Numbers

a. Copper specs

- City specification 8 wire, RJ-45 inserts should be like or comparable to the Systimax MGS400BH-262 / Anixter # 246748 (Electric white)
- City specification faceplates for double gang configurations will be SYSTIMAX M28L-262 / Anixter # 222685, except where noted otherwise. Other possible faceplate configurations for single gang boxes are SYSTIMAX M10L-262(Simplex) / Anixter # 197600, M12L-262(Duplex) / Anixter # 197604, M13L-262(Triplex) / Anixter # 197608, M14L-262(Quadplex) / Anixter # 197613, or M16L-262(Sixplex) / Anixter # 197619.
- City specification patch panels shall be like or comparable to Systimax part # 360IPR1100EGS31U24 (760152561)/ Anixter # 436178 or 60IPR1100EGS32U48 (760152579)/ Anixter # 436179.
- City specification 110 blocks shall be like or comparable to Systimax part # 110A(X)-100FT) / Anixter # 154282.
- City specification 4 pair UTP cable with non-plenum (pvc) jacket shall be like or comparable to Systimax part # 1071E / Anixter # CM-00424AVA-7U (non-plenum).
- City specification 4 pair UTP cable with plenum jacket shall be like or comparable to 2071E / Anixter # CMP-00424AVA-7U (plenum).
- City specification Category 6 patch cords shall be like or comparable to SYTIMAX GS8E, CPC3312-0xFxx Plug-Plug, 4 Pair, Stranded, B wiring Patch Cord / Anixter # MM(XX)-

AVE7E-(XX) - First XX= length, Second XX=Color. GS8E, CPC3412-0xFxx Plug-Unterminated, 4 Pair, Stranded, B wiring Patch Cord

- City specification (CATV/CCTV) coaxial ports, modules shall be like or comparable to SYSTIMAX M81C-B / Anixter # 190526 and shall match the color of the faceplate.
- (CATV) coaxial video drop cable shall be like or comparable to RG6/U CommScope F660BVV for runs less than 175 feet. For runs greater than 175 feet coaxial video drop cable shall be like or comparable to RG11/U CommScope F1160BVV – Anixter # 9Y116005-ER.

b. Fiber Optic Specs

1. Data Inter-building Backbone Cable

Data inter-building backbone cable shall be Corning hybrid fiber (MM 50/125 OM3, SM 8.3/125) ALTOS or FREEDM cable, with a minimum of 12 MM and 12 SM. ALTOS cable may be used where building entrance will not exceed 50 feet. If building entrance will exceed 50 feet FREEDM cable will be used as it also rated for indoor riser applications.

2. Data Intra-building Riser Cable

Data intra-building riser cable, connecting telecommunication closets, shall be hybrid (MM 50/125, SM 8.3/125), tight buffered fiber-optic cable (Corning MIC) with a minimum of 6 MM and 6 SM. Fiber cable shall be Plenum or Riser Rated where applicable.

3. Fiber patch panel

Fiber patch panels in each telecommunications closet shall mount in a standard 19-inch data rack, and shall be like or comparable to Corning CCH-01U rack mount enclosure with Corning CCH-CP-06-XX 6 port panels. All panels will be for LC connectors.

4. Data Backbone Termination

All backbone fiber optic cable shall be terminated using connectors like or comparable to Corning Epoxy/Polish SC Connector. Connectors will be housed in an appropriate fiber optic cabinet or enclosure having proper bend radius control (Corning). All connectors will be type LC.

5. Data Backbone Cross Connects

All fiber interconnections will be made utilizing prefabricated fiber optic jumpers. These jumpers must provide superior performance and have a minimum back reflection value of 60dB.

6. Equivalent products

For compatibility with the City's campus wide structured cabling system no equivalent product(s) will be considered for substitution for those products specified in, 5. Cable and Component Part Numbers section, or it's sub-sections, A. Copper Specs, or B. Fiber Optic Specs.

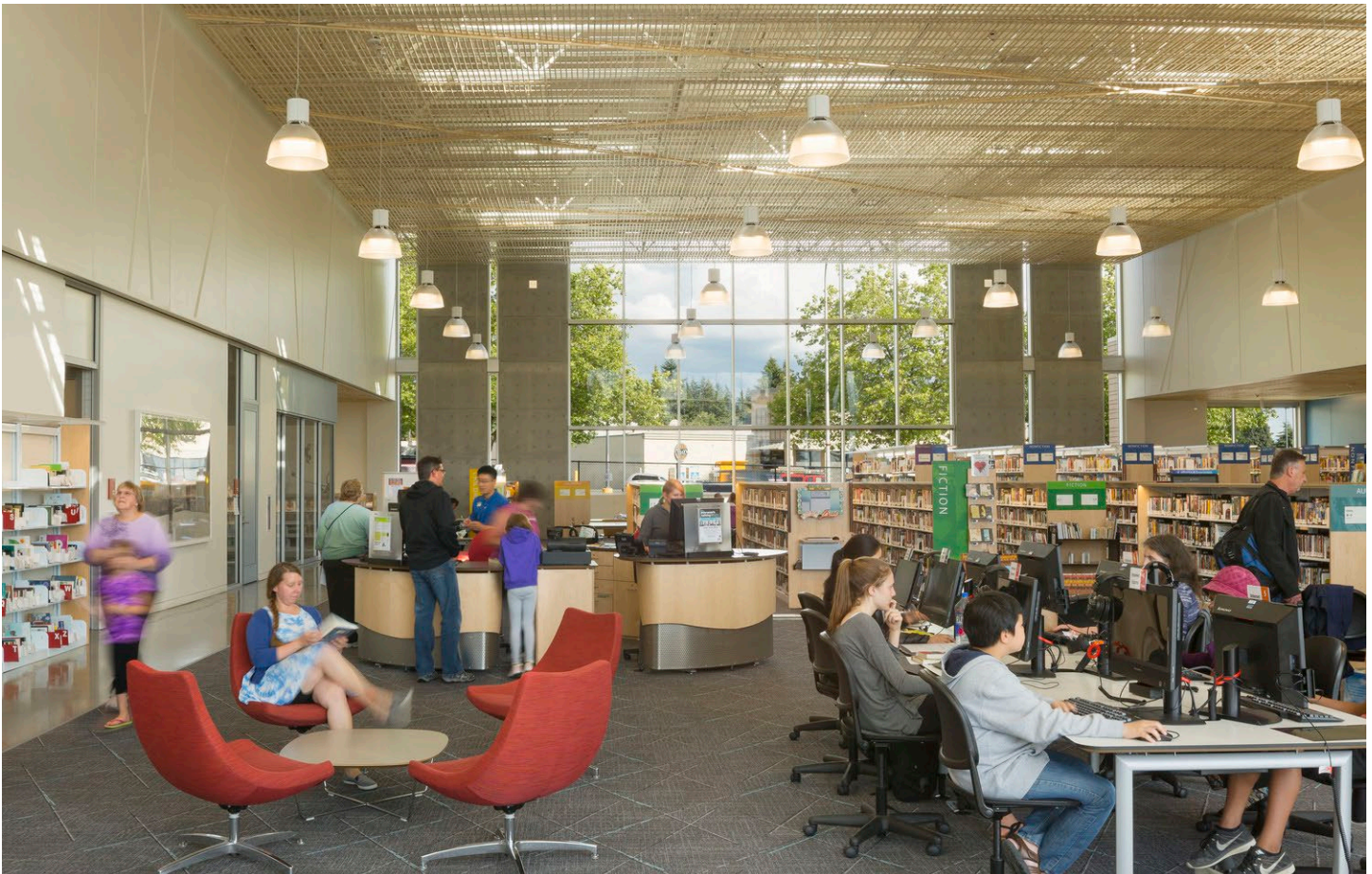
Appendix A7: Logan City IT Standards for Security and Access Control

The City of Logan IT Department publishes standards for IT Spaces and general IT requirements for new construction and remodeled buildings. These specifications shall be observed in the design and construction process for the new library.

SECURITY AND ACCESS CONTROL SPECIFICATIONS FOR NEW CONSTRUCTION AND REMODEL PROJECTS

For questions please contact:

Jeff Compton
Information Technology Manager
(435) 716-9050
jeff.compton@loganutah.org



Public computers are located adjacent to the circulation desk at the Renton Highlands Library providing easy access to assistance. Hacker Architects.

CONTROLLERS AND PANELS

All components of the access control system must be modular, open architecture, scalable, IP network-ready products. Specifically, only industry standard open architecture Mercury Security Corporation controllers and panels shall be used. The only acceptable controllers and panels shall be Mercury part numbers:

- EP2500
- EP1502
- EP1501
- MR50
- MR51e
- MR52
- MR16in
- MR16out

(No substitutions for Mercury controllers or panels are allowed.)

READERS

The City standard for card readers are HID Global (HD) multiCLASS SE™ RP10, RP15, RP40, readers. This will provide backwards compatibility with existing HID 125 kHz proximity cards and allow for transition to 13.56 Mhz smart card technologies like iCLASS® credentials. The only acceptable readers shall be part numbers:

- RP10
- RP15
- RP40

(No substitutions for HID Global (HD) multiCLASS™ readers are allowed.)

ACCESS CONTROL SYSTEM

The access control system that will be used City wide is S2 Security NetBox Extreme. All components of the access control system must be compatible with the S2 Security NetBox Extreme.

VIDEO MANAGEMENT SYSTEM (VMS)

The video management system (VMS) software that will be used City wide is Milestone XProtect Corporate. All components of the VMS must be compatible with Milestone XProtect Corporate.

VIDEO CAMERAS

The City standard for video surveillance cameras that interface with Milestone XProtect Corporate VMS is Axis IP video cameras.

SECURITY AND ACCESS CONTROL INSTALLER

The installer of the access control system shall be authorized and certified by S2 Security to install and support S2 solutions. The installer shall also be authorized and certified to install and support Milestone XProtect Corporate video management system. This is to insure the proper full and seamless integration between the S2 access control system and Milestone VMS.

EQUIVALENT PRODUTS

For compatibility with the City’s existing infrastructure and systems no equivalent product(s) will be considered for substitution from those products specified above.



Areas for technology and meeting at the Mendenhall Library. Hacker Architects.