1. REQUESTED MOTION:

ACTION REQUESTED: Authorize Public Library Construction Grant application to Florida Department of State, Division of Library and Information Services, for Northwest Regional Library.

WHY ACTION IS NECESSARY: Chairman of the Lee County BOCC must sign the grant application.

WHAT ACTION ACCOMPLISHES: Allows Lee County Library System to apply for $500,000 grant for construction of the NW Regional Library.

2. DEPARTMENTAL CATEGORY: COMMISSION DISTRICT #:	_C 6 A_	3. MEETING DATE:

4. AGENDA:	5. REQUIREMENT/PURPOSE: *(Specify)*	6. REQUESTOR OF INFORMATION:
X CONSENT	___ STATUTE ___	**A. COMMISSIONER** ___
___ ADMINISTRATIVE	___ ORDINANCE ___	**B. DEPARTMENT** ___
___ APPEALS	**x** ADMIN. CODE AC-3-17	**C. DIVISION** Cynthia N Cobb
___ PUBLIC	___ OTHER ___	**BY:** ___
___ WALK ON		
___ TIME REQUIRED:		

7. BACKGROUND:

Construction for the NW Regional Library was approved in the Lee County Capital Improvement Program during the FY01-02 budget process. Construction is estimated to begin FY04-05 and sufficient funding will be available to construct a 40,000 square foot library. A dollar for dollar match will be available and unencumbered at the time of the grant award. Upon completion, sufficient funds will be allocated to operate the facility providing 66 public service hours per week. This building will be used exclusively for public library purposes.

Attachments:
(1) Public Library Construction Grant Application
(2) Certificate of Application (3 originals)
(3) Narrative description of the construction project including a detailed building program

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
					OA	OM	Risk	GC	
		N/A	N/A						
Cynthia M.Cobb 3/13/03	N/A CC 3/13			3/13/03	RK 3/13	3/13	6/3/03	3-13-03	

OM 3/13/03

10. COMMISSION ACTION:

___ APPROVED
___ DENIED
___ DEFERRED
___ OTHER

Rec. by CoAtty
Date: 3/13/03
Time: 2:20PM
Forwarded To:
Cnty Adm.
2:25 pm

RECEIVED BY COUNTY ADMIN. RG
3-13-03
2:50
COUNTY ADMIN.
FORWARDED TO:
3/13 /00

CERTIFICATION OF APPLICATION

I certify that this Library Construction Grant Application of the

_____Lee County Board of County Commissioners_____
(name of applicant)

is true and accurate to the best of my knowledge, that the applicant will comply with the standards established

pursuant to Section 257.15, *Florida Statutes*; will furnish such reports and information and follow such procedures

as will be required by the Department of State, Division of Library and Information Services; that all funds received

for the project will be expended solely for the purposes for which granted and any such funds not so expended,

including funds lost or diverted to other purposes, shall be paid to the Department of State, Division of Library and

Information Services; and that the current annual appropriation for library service is $ __43,309,928_____ .

_____
Signature of Chair of Governing Body

____Ray Judah_____
Typed Name of Official

_____
Date

_____
Clerk of Circuit Court or Other Appropriate Officer

_____
Date

PUBLIC LIBRARY CONSTRUCTION GRANT
APPLICATION
Application Deadline: <u>April 1, 2003</u>

I. APPLICANT INFORMATION

A. LEGAL NAME OF APPLICANT (Government)

<u>Lee County Board of County Commissioners</u>

Street <u>2215 Second Street</u> City <u>Fort Myers</u> Zip <u>33901</u> County <u>Lee</u>

Name of Chairman of Applicant's Governing Authority <u>Ray Judah</u>

Federal Employer Identification (FEID) Number <u>59-60000702</u>

B. NAME OF LIBRARY DIRECTOR <u>Cynthia Cobb</u>

Telephone <u>(239   )461-2900</u> Fax <u>239-479-4636</u> E-mail _____

Library <u>Lee County Library System</u>

Street <u>2345 Union Street</u> City <u>Fort Myers</u> Zip <u>33901-3917</u>

C. NAME OF PROJECT MANAGER <u>Daniel Cruz</u>

Title <u>Project Manager</u>

Agency, organization or governmental unit <u>Lee County BOCC</u>

Street <u>1500 Monroe St</u> City <u>Fort Myers</u> Zip <u>33901</u>

Telephone <u>(239) 479-8505</u> Fax <u>479-8307</u> E-mail <u>dcruz@leegov.com</u>

D. NAME OF BUILDING CONSULTANT (MLS degree) <u>Cynthia N. Cobb</u>

Street <u>2345 Union Street</u> City <u>Fort Myers</u> Zip <u>33901-3917</u>

Telephone <u>(239) 461-2900</u>

E. NAME OF REGISTERED ARCHITECT _____

Street _____ City _____ Zip _____

Telephone (   )_____ Registration Number _____

F. INDICATE IF CONSIDERING STARTING THE CONSTRUCTION PROJECT PRIOR TO THE GRANT AWARD   YES_____   NO <u>X</u>

II. PROPOSED PROJECT

A. Name of Proposed Facility   Northwest Regional Library

B. Type Construction Project (check one):

__X__ New Building   _____ Expansion   _____ Remodeling

C. Building to be Used as (check one):

_____ Single county library headquarters	__X__ Single county branch or library cooperative member
_____ Multicounty or library cooperative headquarters	_____ Independent municipal library (headquarters)
_____ Multicounty or library cooperative branch or member (more than one library in county)	_____ Independent municipal library (branch)
_____ Multicounty or library cooperative branch or member (only library in county)	

III. PROJECT DATA

A. Floor Area in Square Feet

1. Facility prior to project (Check one and give square feet where applicable):
   _____ a. No facility currently exists
   _____ b. A facility currently exists, but will not be used as a library after project completion   _____ sq. ft.
   _____ c. A facility currently exists and will be used by library after project (may be present library or another building)   _____ sq. ft.

2. New facility to be constructed   ____40,000____ sq. ft.

3. Expansion of existing facility
   Square footage of existing building   _____ sq. ft.
   Square footage of the portion of building to be expanded   _____ sq. ft.
   Total square feet of building after expansion   _____ sq. ft.

4. Remodeling of existing facility (not included in # 3)   _____ sq. ft.

B. Geographical Area And Population To Be Served By Proposed Facility:

1. Name of city(s), county(s) or region. (If the service area does not conform to city or county boundaries, give the location and population by census tracts.)
   Lee County

2. Current population 462455

   The population should be from the most current Florida Estimates of Population, University of Florida.

IV. ESTIMATED COST OF PROJECT

A. Funds By Category (Indicate project cost by applicable categories):

1. Architect's Fees (include planning costs) $ __1,028,944__

2. Site Acquisition $ __2,416,640__

3. Acquisition cost of building $ _____

4. New Construction $ __9,997,746__

5. Expansion of existing building $ _____

6. Remodeling of existing building $ _____

7. Initial Equipment $ __4,656,000__

8. Other (Specify) $ _____

9. **TOTAL** (Must equal B.4) $ __18,099,330__

B. Source of Funds:

1. Local funds available $ __17,599,000__

2.   Amount of funds requested from the Public Library Construction Grant Program (State General Revenue) $ __500,000__

3.   Amount of funds requested from other State sources $ _____

4.   TOTAL (Must equal A.9) $ __18,099,330__

If total above includes funds already spent, please specify amounts, type and dates of expenditures. (Appraisal costs and incidental purchase costs such as surveys, title insurance, legal fees, etc., are not eligible expenditures and are not reimbursable.)

	Amount	Dates
Advance plans	$	
Estimates	$	
Acquisition of Lands	$	
Other (Specify)	$	

V. REQUIRED DOCUMENTS

One copy of each of the following documents is required to be submitted as a part of the application for public library construction grant funds. Assemble, label and submit documents in the order listed below.

A. Certification of Application. The chair of the governing body of a county; the governing body of a municipality; or the governing body of a special district or special taxing district that will own or have unconditional use of the building to be constructed, expanded, or remodeled must sign the Certificate of Application.

B. An ordinance or an adopted and certified resolution from the governing body of the county, municipality, special district or special taxing district including:

1. Authorization for submission of the application;

2. Name or position title of person authorized to sign the application and provide required certifications;

3. Assurance that the required match of a dollar for dollar of the grant request will be available and unencumbered at the time of grant award;

4. Assurance that funding is sufficient and will be available in order that the project will result in a completed library building;

5. Assurance that upon completion of the project, sufficient funds will be available to operate the facility; and

6. Assurance that the building will be used exclusively for the public library purposes for which constructed or altered, and submit proposed changes in use to the Division for approval if within 20 years of the completion of the construction project.

C. Copy of documents that establish the library, such as a contract, resolution, or ordinance of the government. A copy of the interlocal agreement(s) for library cooperatives and multicounty libraries may be used to meet this requirement.

D. A narrative description of the construction project, prepared and signed by a professional library staff member who has completed a library education program accredited by the American Library Association. The narrative statement must describe:

1. How the building will function in a currently established multicounty, county, or municipal library. This includes, but is not limited to programs, services and governance;

2. How the construction project will contribute to new or improved services in the area it will serve; and

3. The effects of staffing, maintaining, and costs of operating the proposed facility.

E. A detailed written building program, prepared and signed by a professional librarian , who has completed a library education program accredited by the American Library Association, functioning as a library building consultant. The professional librarian

functioning as the building consultant may be a library staff member. The building program must include:

1. A brief overview of the library including a historical perspective, mission and goals (or roles) of the library;

2. A description of how library functions relate to each other in terms of space, including a description of patron use and work flow patterns; and

3. Projection of future needs based on anticipated future demographics.

F. If an applicant is applying for funding for a construction project from more than one state funding source, the following information must be provided:

1. Identify all additional state funding sources being applied for. Include the name of the funding program and the state agency administering the program, and

2. Describe how:

   a. The multiple funding sources will result in a project to provide a higher level of service to residents; or

   b. The project is in partnership with another organization or agency and how it will provide a higher level of service to residents; or

   c. Each funding source will be used to accomplish a different or unique portion of the entire construction project.

One copy of each of the following documents is required to be submitted to the Division for approval no later than 90 days after the date of grant award.

If the applicant anticipates starting the construction project prior to the date of the grant award, the following material must be submitted for approval at the time of application submission.

Assemble, label and submit documents in the order listed below.

A. Specific location of site and a narrative evaluation of the site of the building to be constructed, expanded, or remodeled that is prepared and signed by a professional librarian, who has completed a library education program accredited by the American Library Association, functioning as a library building consultant. The professional librarian functioning as the building consultant may be a library staff member. The site evaluation should justify the choice of site considering:

1. Plans for future expansion or growth;

2. Community growth and traffic pattern projections for the future;

3. Adequate parking, taking into consideration local zoning and building codes, or standards;

4. Convenient access to major pedestrian and vehicular traffic routes; and

5. Physical characteristics of the site.

B. Assurances, such as a deed, showing that the applicant has legal title to the property and building, a long-term lease of not less than 20 years or a resolution adopted by the applicant's governing body, that the applicant has unconditional use of the site and the building. If a resolution is used as proof, it shall state whether the applicant owns or leases the site and building.

C. A comparison of the proposed project to .6 square feet per capita for total floor space and standards for library facilities and services. Cite standards used and the source of standards. This shall include at a minimum:

    1. Total floor space;

    2. The amount and kind of space required for all library functions, including both public and staff areas, meeting space, and space for specific services;

    3. Shelving required;

    4. Staffing required;

    5. Lighting required; and

    6. Telecommunications and electrical requirements

D. A list of the kind and amount of initial furniture and equipment needed for the project.

E. Subsurface soil analysis. This analysis, which involves soil borings, is to assure that the site can support the weight of a library building. The analysis is required for the following:

    1. New construction;

    2. Expansion of existing library facility onto previously unbuilt land, including parking lots; or

    3. Projects involving an existing building that was not previously used as a library building.

If problems are identified in the analysis, the Division must be informed of how the problems will be corrected.

F. Certification that the construction project will be in compliance with Federal Executive Order 11988 Floodplain Management, as amended by Executive Order 12148, which are incorporated herein by reference, including certification that the use of flood plains in connection with the construction will be avoided as far as practicable. Certification can be obtained from the U.S. Army Corps of Engineers. If problems are identified, the Division must be informed of how the problems will be corrected. Include copies of the evaluation report and the plans for correction, if applicable.

G. Assurance that the site selected for the construction project does not interfere with the protection of properties listed in the National Register of Historic Places in accordance with Section 267.061, *Florida Statutes*. Include a copy of the letter of evaluation. If the project

is covered in the protection of properties listed in the National Register of Historic Places in accordance with Section 267.061, *Florida Statutes*, the applicant must obtain written approval from the Division of Historic Preservation before the project is let for bid.

H.   Assurances, such as a deed, showing that the applicant has legal title to the property and building, a long-term lease of not less than 20 years or a resolution adopted by the applicant's governing body, that the applicant has unconditional use of the site and the building. If a resolution is used as proof, it shall state whether the applicant owns or leases the site and building.

I.   Certification by grantee's governing body such as a resolution, or, a signed document from the person or position designated by the grantee's governing body in the resolution submitted with the application, that the grantee will competitively award construction contracts based on the submission of sealed bids, proposals submitted in response to a request for proposal, proposals submitted in response to a request for qualifications, or proposals submitted for competitive negotiations. This also includes contracts for construction management services or design-build contracts.

A. Type of Library

Category: *"branch or member library that is part of a county or multicounty"*

B. Project Narrative

Function

The Northwest Lee County Library will function as a **regional** library in the Lee County Library System. A regional library is defined within the Lee County Library System as one which

- Provides expanded collections and services in regional areas of the County,
- Provides resources for branch libraries in the region,
- Contains conference, training and tutoring rooms,
- Provides basic high demand material, plus greater depth and breadth of up to 250,000 items including: science and technology, foreign language, classic literature, genealogy and compact disc sound recordings,
- Provides great specialized programming and cultural events for youth and adults,
- Provides specialized assistive devices for people with disabilities, and
- Provides computer lab for public access to Internet and CD-ROM reference sources

The Lee County Library System covers a geographical area of 811 square miles and a 2001 estimated population of 462,455 (U. S. Census Bureau). The Northwest Lee County Library will be one of 4 regional libraries located East, West, Northwest and South of the county seat, Fort Myers.

Services to Northwest Lee County

The Northwest Lee County Library will serve the fastest growing area of Lee County – the northern section of the City of Cape Coral, the county's largest City with a 2000 population of 116,453. According to the City's Planning Division, the population of this section of the City has increased 503.87% in the past 10 years. Continued growth is anticipated due to recent housing and business developments planned along the Pine Island Road Corridor.

The Northwest Lee County Regional Library will be 40,000 square feet including a public computer lab, meeting room, conference/tutoring and training rooms, study rooms in addition to the Library System's library processing center. Greater, specialized programming and cultural events for youth and adults will be provided, in addition to specialized services for people with disabilities. These services will include closed circuit TV magnifiers, an assistive listening system, magnifiers, reader scanners, wheel chairs and TTY.

These library needs were assessed through the following methods:
- A Planning Committee, composed of all levels of library staff, was appointed in 1998 to gather Lee County demographics, to survey the public, and to determine what community needs the library should address.
- A Lee County Library Advisory Board, comprised of representatives from the "friends of the library" group and advisory boards of branch libraries, provides the Library Director with information on local issues and needs at the branch and regional level.
- Library staff also solicits feedback from patrons and community agencies through specialized programming and presentations delivered to civic organizations, Chambers of Commerce and other groups.

The location of the Northwest Lee County Regional Library is also anticipated to increase the level of use. The site is shared with the new Middle School and next to Mariner High School. An new elementary school is also proposed to be built in the area. Located at the intersection of Tropicana Parkway and Chiquita Boulevard, the Northwest Library will be less than a quarter mile from Pine Island Road – the major east/west artery for traffic to and from northwest Lee County.

Staffing, Maintenance and Operation

The Lee County Library System is anticipated to employ a staff of 265 people in FY04. The work force includes 75 librarians, a fiscal manager, 12 administrative support employees, 49 pages and 128 paraprofessionals. In addition to paid staff, the Library System also supports the use of volunteers and recognizes their value in providing library services to the community. In FY02, 376 volunteers donated over 20,791 hours of services to Lee County's public libraries, at an estimated value of over $202,505.

The initial staffing plan for the Northwest Lee County Regional Library includes the following:
- 1 Principal Librarian
- 2 Senior Librarians
- 10 Librarians
- 8 Library Associates
- 13 Library Assistants
- 13 Library Pages (12 part-time and 1 full-time)

Total personnel costs are anticipated to be 2,126,389 in FY06-07 – the first full year of operation.

The total FY01-02 library system expenditures were $25,881,872. About 89% of the budget was funded locally by a separate county library millage (.9630). Remaining funds came from State Aid, grants, fines, fees, and donations. Library fine money generated approximately $150,000 in receipts for the library system. This grant application is Lee County's first request for library construction grant funds.

Maintenance and operating costs for the Northwest Lee County Regional Library are estimated at $35 per square foot. Total recurring operational costs of the facility is estimated at $1,529,818 for FY06/07, $1,575,712 for FY07/08, and $1,615,105 for FY08/09.

NORTHWEST COUNTY REGIONAL LIBRARY
BUILDING PROGRAM
AND
SITE EVALUATION
LEE COUNTY LIBRARY SYSTEM

Submitted by:

_____   _____
Building Consultant   Date

C. Building Program

Overview
The mission of the Lee County Library System is to develop a network of regional and branch libraries located strategically throughout the 811 square miles of Lee County to serve as a focal point in the community by providing a forum for the exchange of ideas and information.

As the population of Lee County grew and spread geographically through the county, the Lee County Library System recognized the need to establish a "system" of facilities and services to best meet the demands of the community. The regional library concept was explored and chosen as the best method to provide the services needed in Lee County. The regional library concept has been successful in other locations of rapid growth, such as Broward County, Jacksonville, Palm Beach County and Miami-Dade.

The following is an excerpt from Lee County's Comprehensive Plan which identifies the Goals and Objectives for the Library.

GOAL 44: LIBRARIES. To increase the availability of information services throughout Lee County by increasing the size and quality of the Lee County library system and by ensuring that library services are provided in a manner that is responsive to the needs of the community and of specific targeted constituencies.

> **OBJECTIVE 44.1: STANDARDS.** Raise the non-regulatory standards for building and collection size to meet the following Florida Library Association standards by the year 2010:
> - Level C collection size of 2.8 items per capita (permanent residents); and
> - Minimum building size level of .6 square feet per capita (permanent residents). (Amended by Ordinance No. 94-30)
>> **POLICY 44.1.1:** The following standards are the current acceptable non-regulatory levels of service for the Lee County library system (see Policy 70.1.3):
>> - Maintain existing per-capita inventory of 1.6 library items per capita (permanent residents); and
>> - Provide .274 square feet of library space per capita (permanent residents). (Amended by Ordinance No. 94-30)
>>
>> **POLICY 44.1.2:** The following standards are the desired non-regulatory future levels of service for the Lee County library system by the year 2000 (see Policy 70.1.4):
>> - Increase the inventory to 2.0 items per capita (permanent residents); and
>> - Maintain .424 square feet of library space per capita (permanent residents). (Amended by Ordinance No. 94-30)
>
> **OBJECTIVE 44.2: MONITORING.** By 1996, establish a system to accurately assess the information needs of the various constituencies in the community. (Amended by Ordinance No. 94-30)
>> **POLICY 44.2.1:** The county library system will periodically survey the service and information needs and preferences of the business community, government, media, general public, and special targeted constituencies, adjusting acquisitions and personnel assignments accordingly. This will be done by periodic surveys of users and non-users. (Amended by Ordinance No.94-30, 00-22)
>>
>> **POLICY 44.2.2:** The Fort Myers-Lee County Main Library will be the central county resource for reference facilities and services. Such services and facilities are extended to member libraries on demand. (Amended by Ordinance No.94-30, 00-22)
>>
>> **POLICY 44.2.3:** The county library system will strive to ensure that programs of cooperation and collaboration between the county library system and the libraries of Edison Community College, USF-Fort Myers, and Florida Gulf Coast University - Florida's tenth university are established and carried out. Inter-library loan programs will be enhanced through program expansion and automation. (Amended by Ordinance No. 94-30)
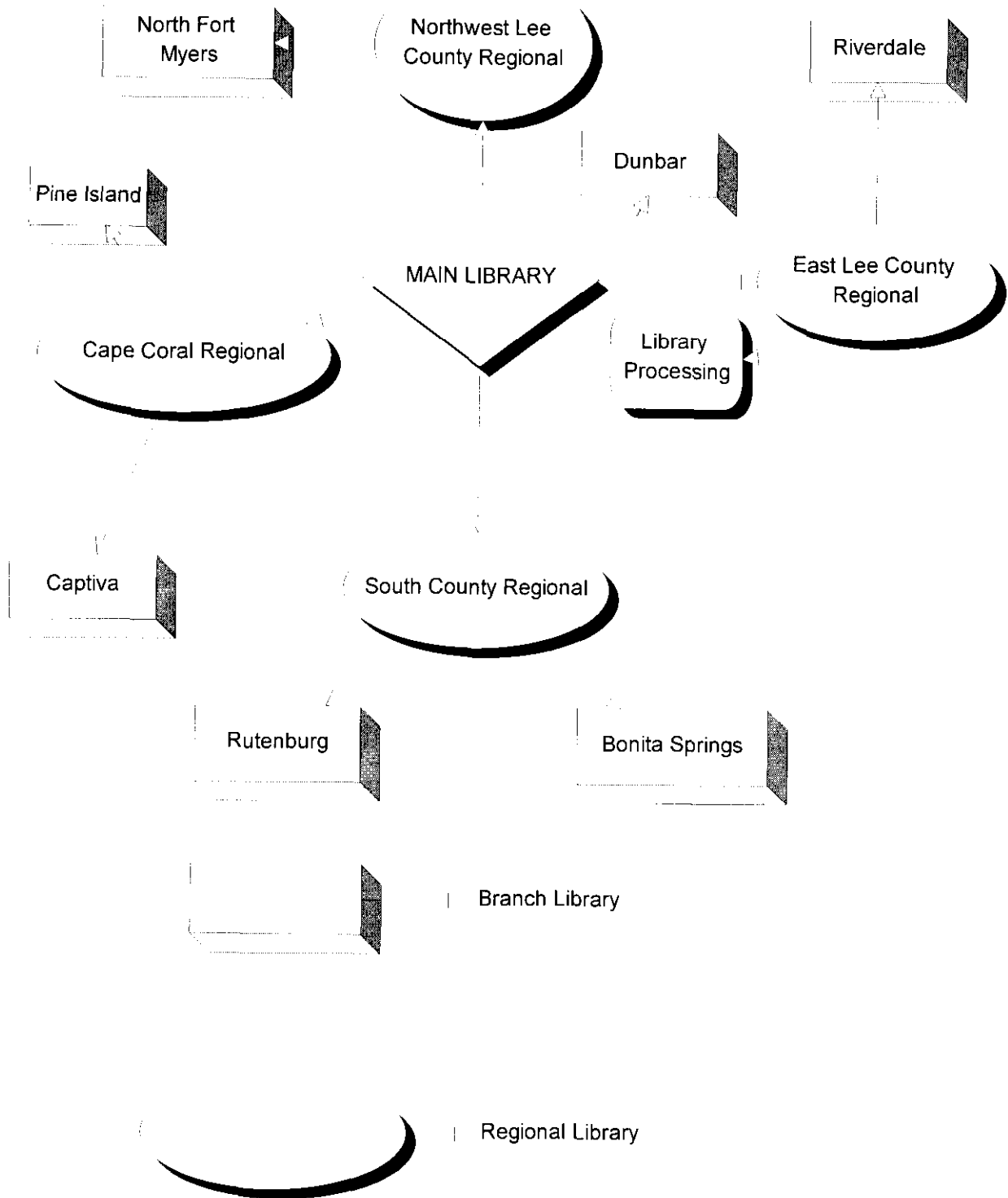
Annually, the Lee County Library System develops a plan for the coming year that identifies available resources and sets priorities that are responsive to community needs. The goal to develop plans for the Northwest Regional Library was identified in the FY99 Annual plan. The Long Range Plan, 2002-2007

adopted by the Lee County Board of County Commissioners on September 24, 2002 provides measurable objectives that guide the Lee County Library System in providing services that address the diverse needs of the growing community.

Currently, there are three regional libraries; South County, East Lee County, and Cape Coral. The development of a Northwest Lee County will provide needed library services to the Northwest sector of Lee County.

Function, Patron Use and Workflow

The Main library serves as the "major county wide resource center" with the Regional libraries providing expanded collections and services with resources for branches in the region. Branch libraries will provide local access to basic reference, community information, and referral to intermediate and advanced library resources and interlibrary loan. The next page contains a chart which identifies the components of the library system and the interrelationship between the Main, Regional, and Branch libraries.

North Fort Myers

Northwest Lee County Regional

Riverdale

Pine Island

Dunbar

MAIN LIBRARY

East Lee County Regional

Cape Coral Regional

Library Processing

Captiva

South County Regional

Rutenburg

Bonita Springs

Branch Library

Regional Library

The mission, space requirements, collections and services of the main, regional and branch libraries are described below.

Main

Mission: **Major county wide resource center**
Building: Multistory, minimum of 100,000 square feet
Auditorium holding up to 250
Conference/tutoring/training rooms
Location for library administrative staff and support services

Collections: **Basic high demand material, plus comprehensive special collections including:**
Business library
  Small business/entrepreneurial resource center
  Financial and investment information services
State and Local history
Documents library (local, state and federal)
Early childhood education library
Talking books library
Electronic databases

Services: **All regional services, plus**
Support to regional and branch libraries
Telephone reference center
Electronic access to specialized national and international resources
Comprehensive reference research
Coordinated ILL and document delivery
System administrative offices

Regional

Mission: **Expanded collections and services; Resources for branches**
Building: Up to 70,000 square feet
Meeting room holding up to 100
Conference/tutoring/training rooms

Collections: **Basic high demand material, plus greater depth and breadth, up to 250,000 items including:**
Science and technology
Foreign language
Classic Literature
Genealogy
Compact Disc Sound Recordings

Services: **All branch services, plus**
Expanded, in-depth reference services
Referral to advanced library resources
Greater, specialized programming and cultural events for youth and adults
Specialized assistive devices for people with disabilities

Branch

Mission: **Local Access**
Building: Up to 12,000 square feet
Community meeting room holding up to 50 Collections:
Basic high demand materials for all ages, up to 60,000 items, including
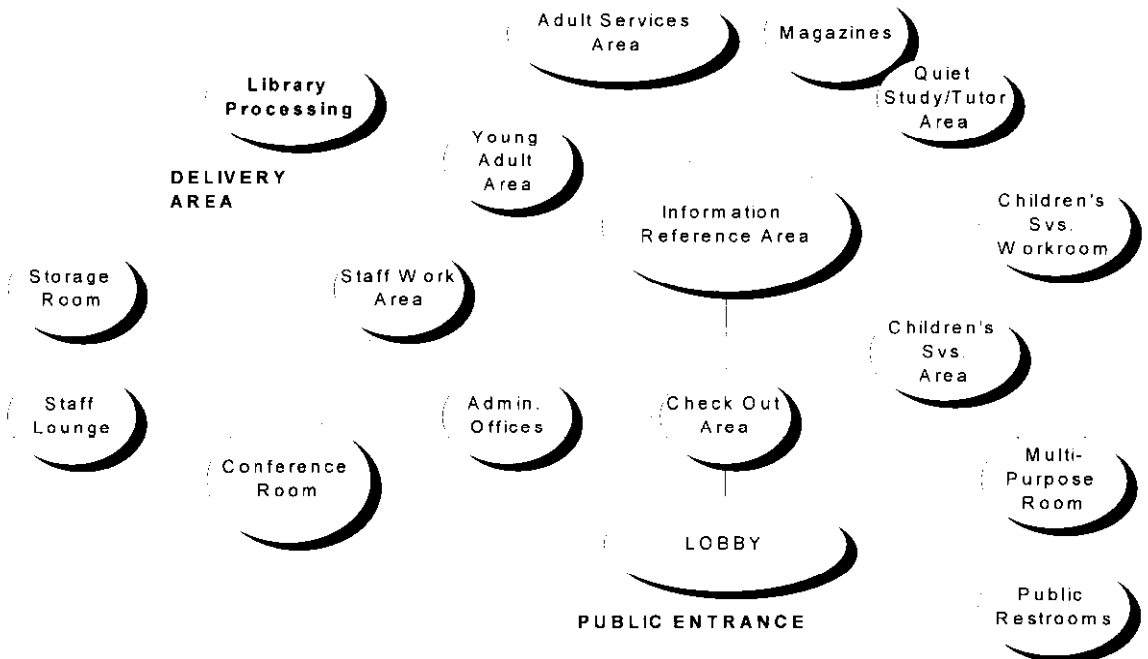Bestsellers

Videos

Audios

Children's books/YA

How to's, self help, etc.

Magazines/newspapers-general interest

Services: **Basic reference**

Community Information

Referral to intermediate and advanced library resources

Interlibrary loan

Space Relationships and Workforce Patterns

The information provided above identified how the Northwest Lee County Regional Library will interact with the Lee County Library System. The following provides a visual image of how the different components of the Regional Library and will be spaced in relationship to other components. Narrative describing these relationships and workforce patterns is provided after the table on the component square footage.

Adult Services Area

Magazines

Library Processing

Quiet Study/Tutor Area

Young Adult Area

DELIVERY AREA

Information Reference Area

Children's Svs. Workroom

Storage Room

Staff Work Area

Children's Svs. Area

Staff Lounge

Admin. Offices

Check Out Area

Conference Room

Multi- Purpose Room

LOBBY

Public Restrooms

PUBLIC ENTRANCE

Northwest Lee County Regional library components and square footage.

Area	Collection	Seats	Staff	Total Sq.Ft.
D. Lobby/Vestibule		8 (Non-study)		1,914
E. Checkout Area • Checkout Desk – 3 stations • Shelving • Literature Displayer • Open Area	300 (Reserves)		3 on duty	770
F. Information/Reference Area • Information Desk – 4 stations • Index/Terminal Table – 6 Seats • Catalog Stations (6) • Study Tables (6 tables – 4 seats each) • Shelving • Atlas Stand • Dictionary Stand • Office for Resource Officer	5,000	30	3-4 on duty	3,014
Adult Services Area • Study Tables (4 tables – 4 seats each) • Lounge Chairs (8) • Catalog Stations (3) 2-36"H, 1-30"H • Shelving (165 DF Units, 90"H) • Paperback Racks (4) • Videotape Shelving (12 DF 60"H) • Compact Disc Display Units (4)	77,000	24		6,400

Adult Computer Area
• Computers (25)
  • Photocopiers (2)
  • Public Fax
• Print room
		25		1,600

G. Adult Magazine Area • Lounge Chairs (14) • Shelving (117 - 36"Wx14"D Sloped Display Shelves – each shelf holds 3 titles)	350 titles	14		680
H. Young Adult Area • Information Desk – 1 station • Café Style Tables (4 tables – 2 seats	1,000	24	1 on duty	943

each) • Lounge Chairs (16)				
• Paperback Racks (8) • (20) 36"Wx14"D Sloped Display Shelves – each shelf holds 3 titles • Maximum capacity of room 40 with seating on floor) (similar to Phoenix Public Library) • Vending Machines				
Children's Services Area • Information Desk – 4 stations • Youth Tables (6 tables – 4 chairs each) • Computer Area (25 Stations) • Print Room • Photocopier (1) • Catalog Stations (3) • Lounge Chairs (8) • Shelving (70 DF Units 66"H) • Book Bins, DF (6) • Paperback Racks (4) • Media Shelving • (30) 36"Wx14"D Sloped Display Shelves – each shelf holds 3 titles • Window Seating (4 window – 8 seats) • Story time Area (w/closet)	34,000	82	3-4 on duty	7,540
I. Multipurpose Rooms • Meeting Area • Storage Area • Electrical/Data Area • Kitchen Area		Auditorium seats – 200		3,008
J. Classrooms (2 room – 30 seats each) • Wireless computer lab (1) • Storage area in each		60		2,000
K. Quiet Study/Tutoring Rooms (2 rooms– 4 seats each)		8		234
L. Conference Room		16		390
M. Administrative Offices • Regional Librarian's Office • Head of Reference Librarian's Office • Head of YS Librarian's Office				768

• Office – usage TBD (large enough for Friend's usage)				
N. Staff Work Area • Staff Workstations (30) • Counter Workstations (5) • Dynix Terminals for Check-in (2) • Storage Cabinets (2) • Shelving • Book Cart Staging Area (50 book carts) • Supply Room • Lateral Files (2) • Delivery Area	Items awaiting re-shelving (2,700)		35	5,308
O. Staff Lounge • Tables, Round – 42" Diameter (4) • Lounge Chairs (2 chairs & settee) • Vending Machines (1 snack only) • Lockers (50 – 18" deep, Jacket Sized) • Counter w/double sink • Microwave Ovens (2) • Refrigerator • Under counter Dishwasher			16 at one time	713
P. Storage Room • Youth Services Storage • Adult Services Storage • Building/hurricane Supply Storage				618
Q. Unassigned Space • Restrooms (adult, youth, staff) • Mechanical • Walls • Custodial, etc.				4,100
R. Space Totals	99,000 On-Shelf 21,000 in Circulation 120,000 total collection capacity	Reader – 216 Meeting – 268	Svc. Stations (12) Workstations (35) Meeting (16)	40,000

Lobby

Functions:

- Provide access for the general public to the library and multi-purpose room from the parking area
- Provide areas for displays, floor directory, community bulletin board
- Provide access to restroom facilities for the public

Occupancy: 15-20 persons through the area at one time

Space Relationships:

- Locate adjacent to Checkout Area, Multipurpose Room
- Provide Visual Control of Public Restrooms, entrance into interior of library
- Exterior entrance to lobby should have a strong, close relationship to the parking area(s)

Furniture and Equipment

Circular Bench Seating for 8 persons
Large Tackable Wall Surface
Hours of Service Sign
Electronic People Counter with locking cover
Floor Directory
Drinking Fountain
Trash Receptacle (in lobby).
Trash/Ash Urn (outside entrance, heavy duty, non-movable)

Environmental/Engineering Requirements

Acoustics	Special attention to acoustics is necessary
HVAC Systems	Standard
Lighting	General Area lighting. Special attention to lighting outdoor book return, floor directory, community bulletin board, and display. Exterior entrance should be well lit.
Communications	Provide empty conduit (3/4" Home Run) from communications room to two locations which could hold future touch screen computer monitors. Also provide similar for future video connection at same locations.
Electrical	Standard, but include duplex outlet adjacent to courtesy phone for personal assistive listening devices used by hearing impaired persons.
Security	Visual control required from circulation desk and reference desk
Utilities	Restrooms must meet ADA standards for public buildings and new state code for sanitary fixtures parity for men and women. ADA compliant drinking fountain required
Other	Automatic sliding doors. Provide special non-skid floor surface for the first 10' inside the front door to dry wet feet. Remainder of lobby floor should be durable carpet tiles.

Checkout Area

Functions

- Checkout all library materials, check-in returned library materials, issue library cards, collect fees, hold books on reserve and interlibrary loan items for pickup
- The staff at the checkout area will provide some visual control of the lobby area
- Exit through this area will be controlled by an electronic theft detection system, which employs sensing panels and audible alarm.
- Customers should enter the library so that they are initially confronted by the checkout desk.

Occupancy: 1-20 patrons and staff depending on traffic

Space Relationships

- Locate adjacent to Staff Workroom, Reference Area, Regional Librarian's Office
- Provide Visual Control of Lobby, Public Restrooms

Furniture and Equipment

Checkout/Library Cards/Fines Desk	Shelving for 300 Books
3 Stations (2 at 39", 1 at 34")	8 Book Trucks
3 Computers	Public Address System
Literature Display Rack	Courtesy Telephone
Open Area	Glass Display Cases (as space allows)

Environmental/Engineering Requirements

Acoustics	Provide extra acoustical control with carpet tiles
HVAC Systems	Standard
Lighting	Provide cool, non-glare light source over work areas; avoid hot incandescent fixtures. Consider indirect light, but maintain 70 footcandles minimum
Communications	Telephone, 3 Dynix terminals (allow for coaxial cable thickness); Public Address System controls (4 Zones – public areas, staff areas, conference room, multipurpose room). Provision should also be made for future location of self-check out terminals in open floor areas. Consider flexible underfloor duct system. Use of carpet tiles in this area will permit future use of undercarpet wiring.
Electrical	Standard. Terminals should share one circuit and with coded electrical receptacles. Each station should also have access to one additional general purpose duplex receptacle. Provision should also be made for future location of self-check out terminals in open floor areas. Consider flexible underfloor duct system. Use of carpet tiles in this area will permit future use of undercarpet wiring.
Security	Provide buzzer and intercom from exterior loading area entrance for deliveries
Utilities	Standard
Other	Space should be allowed in front of the checkout portions of the desk to allow controlled queuing similar to that employed in banks and post offices, i.e. only one customer line allowing the next customer to go to the next open terminal. It is preferred this be accomplished with removable theater-type posts and cords

Information/Reference Area

Functions
- The hub of the library
- An active service center with 3-4 staff providing reference and reader's advisory services to adults and young adults, in-person and by telephone
- Reference sources will be provided initially in print form, but provision must be made for later installation of a network of computerized reference workstations for the public. This area contains a 5,000 volume non-circulating book collection, specialized files, indexes, pamphlets, on-line and CD-ROM reference terminals, photocopiers, and catalog terminals.

Occupancy: 10-31 depending upon traffic

Space Relationships
- Locate adjacent to Lobby and Checkout Area
- Provide Visual Control of Adult Services Area, Quiet Study/Tutor Rooms, Adult Computer Area

The information/reference desk within this area should be a centrally located services point, which is immediately accessible upon entering the library. It must have a good visual control of major seating areas and the enclosed study/tutor rooms. Up to four staff may work here simultaneously during busy periods. It should also have a strong visual relationship with the checkout desk.

Furniture and Equipment

Information Desk – 4 stations	12 90"H Shelving Units
Index/Terminal Table	12 44"H Shelving Units
6 Catalog Stations 36"H	Atlas Stand
6 Study Tables (24 chairs)	Dictionary Stand
4 Book Trucks	Office Furniture for Resource
Officer	

Environmental/Engineering Requirements

Acoustics	Standard
HVAC Systems	Standard
Lighting	Provide cool non-glare light source over work and study areas; avoid hot incandescent fixtures. Consider indirect light, but maintain 70 footcandles minimum.
Communications	4 Telephones and 4 computers at the Information/reference desk for staff, 6 on-line public access catalog Dynix terminals near reference desk with provision for up to 20 additional future on-line or LAN based terminals at the index/terminal table and all four study table locations. Provide underfloor power/communications duct in this area for future flexibility. Allow for coaxial cable thickness for future multimedia purposes. Reference desk should be served by home run conduit, rather than underfloor duct.
Electrical	Standard
Security	Standard
Utilities	Standard
Other	All terminal locations should allow for use of personal computers, i.e. – provide secure ventilated space for CPU's. Provide 42" wide aisle in book shelving area.

Adult Services Area

Functions

- Provide shelving for all adult fiction and non-fiction library materials, including hardcover books, paperback books, large print books, videotapes, compact discs, and DVD's.
- Provide shelving for all young adult fiction and non-fiction hardcover materials
- Provide general study/reading seating.

Occupancy: 15-36 depending upon traffic

Space Relationships

- Locate adjacent to Information/Reference Area, Young Adult Area, Magazines Area
- Locate close to Checkout Area, Conference Room, Staff Workroom
- Separate the Adult Services Area from the Children's Services area, but allow easy transition between these two areas.

Furniture and Equipment

4 Study Tables (16 chairs)   4 Paperback Racks
8 Lounge Chairs   12 60" High Videotape Shelf Units
3 Catalog Stations   4 Compact Disc Display Units
165 90"Hx24" Shelf Units

Environmental/Engineering Requirements

Acoustics	Standard
HVAC Systems	Standard
Lighting	Provide general non-glare illumination. Indirect lighting preferred, otherwise consider stack-mounted lighting illuminating each aisle. Maintain 70 footcandles at floor level in book shelving areas. Consider that vertical illumination on book spines at floor level is about 50% of horizontal illumination. Maintain 70 footcandles at table level in reading areas.
Communications	Provide ¾" home run conduit from communications room to data outlets at each catalog station. Provide same for future data connections generally though the area at all table locations for future flexibility. Provide one home run data outlet and one duplex electrical outlet on each side of every column in the public area, as well as every 15' along walls
Electrical	Standard. Terminals should be placed on separate shared circuits with coded electrical receptacles
Security	Standard
Utilities	Standard
Other	This should essentially be one large open area without walls blending into the Information Reference Area, the Young Adult Area and the Magazine Area. Seating areas should be defined by shelving layout. Shelving aisles should be 42" minimum width. All seating should be under observation from a staff service point. Special Requirement: All special shelving area (the equivalent of 10 single-faced 90" high shelving units) should be established adjacent to the Reference/Information area or the checkout area, placed so that it is easily seen and accessed by persons entering the library. This will be a noisy active area, so provide extra open floor space adjacent to these shelves. Space should accommodate a minimum of 16 book trucks.

Adult Computer Area

Function

Provide computer access to patrons. Including access to Internet, electronic resources, and word processing.

Occupancy: 25-35 depending upon traffic

Space Relationships

- Locate adjacent to Information/Reference Area.

Furniture and Equipment

25 Computer Workstations	Fax Machine
2 Shared Printers with Coin/Bill Units	2 Photocopiers with sorting table

Environmental/Engineering Requirements

Acoustics	Standard
HVAC Systems	Standard
Lighting	Provide cool non-glare light source over work and study areas; avoid hot incandescent fixtures. Consider indirect light, but maintain 70 foot-candles minimum.
Communications	Provide ¾" home run conduit from communications room to data outlets at each computer station. Provide same for future data connections generally though the area at all table locations for future flexibility. Provide one home run data outlet and one duplex electrical outlet on each side of every column in the public area, as well as every 15' along walls
Electrical	Standard
Security	Standard
Utilities	Standard
Other	All terminal locations should allow for use of personal computers, i.e. – provide secure ventilated space for CPU's. Provide 42" wide aisle in book shelving area.

Young Adult Service Area

Functions

- Provide shelving for young adult paperback books, videotapes, compact discs, and magazines.
- Provide a special individualized seating area for young adults.

Occupancy: 4-16 depending upon traffic

Space Relationships

- Locate adjacent to Information/Reference Area and the Adult Services Area

Furniture and Equipment

Information Desk
4 Café Style Tables (8 chairs)
16 Lounge Chairs
8 Paperback Racks

20 36"Wx14"D Sloped Display Shelves
Large Tackable Wall Surface
Vending Machines

Environmental/Engineering Requirements

Acoustics	Standard
HVAC Systems	Standard
Lighting	Provide general non-glare illumination. Indirect lighting preferred, otherwise consider stack-mounted lighting illuminating each aisle. Maintain 70 footcandles at floor level in book shelving areas. Consider that vertical illumination on book spines at floor level is about 50% of horizontal illumination. Maintain 70 footcandles at table level in reading areas.
Communications	Provide ¾" home run conduit from communications room to data outlets at each catalog terminal location. Provide same for future data connections generally though the area at all table locations for future flexibility. Provide one home run data outlet and one duplex electrical outlet on each side of every column in the public area, as well as every 15' along walls
Electrical	Standard. Terminal should be placed on separate shared circuit with other terminals with a coded electrical receptacle
Security	Standard
Utilities	Standard
Other	This should create a specific sense of place for young adults. It should be more casual in character than the Adult Services Area providing comfortable lounge seating, a place for paperback materials, compact discs, videocassettes and magazines, café style seating, vending machines, large open area for programming, and significant tackable wall areas to allow special individualized displays of interest to young adults. Although space is not specifically set aside for locking display, if the design permits, it would be desirable to incorporate such an element into this area. This space should be a separate room to allow Young Adult programming.

Magazines Area

Functions

- A casual and inviting space with lounge seating and sloped display shelving for current and back issues of magazines and newspapers
- Current magazines will be displayed on outward facing sloped shelves while a year's backfile will be kept on 12" flat shelves behind the sloped shelves. Additional back issues of popular titles may initially be kept in on open shelves in the Adult Services Area, but eventually most older issues will be accessible only through microfilm or in the future through on-line databases.

Occupancy: Up to 14 persons seated

Space Relationships

- Located adjacent to Adult Services Area
- Provide Visual Control from the Information Desk, Checkout Desk

Furniture and Equipment

14 Lounge Seats   Possible Task Lighting
Various occasional tables as needed   2 Plexiglas Newspaper Towers
117 36"Wx14"D Sloped Display Shelves

Environmental/Engineering Requirements

Acoustics	Standard
HVAC Systems	Standard
Lighting	Indirect preferred, if overhead. Consider task lighting depending upon design. 70 footcandles at seating level
Communications	Standard
Electrical	Standard
Security	Standard
Utilities	Standard
Other	Try to locate this area near natural window lighting. It may be placed near the shelving for best seller/popular book shelving. Strive to achieve a comfortable, casual environment. Maintain 2" aisle width between book stacks.

Children's Services Area

Functions

- Serves pre-school and elementary age children, parents, and workers with children. It contains picture books for very young children, children's non-fiction and fiction books, children's AV materials, and educational toys for checkout.
- Provides listening and viewing facilities for preschool and elementary age children for videotapes, cassette tapes, and multimedia kits.
- Provides a story hour/activities area for special library programming focused on preschool children.

Occupancy: 10-34 children and parents

Space Relationships

- Locate adjacent to Checkout Area and Multipurpose Room
- Provide Visual Control from Children's Information Desk, Children's Services Workroom
- Children should enter this area without traversing any areas except the lobby and checkout area. Provide direct access to the Multipurpose Room.

Furniture and Equipment

Information Desk, 4 stations	Mobile AV Cart with TV, DVD, VCR
6 Youth Tables, 3'x5'x27" (24 chairs)	Audiocassette Player
25 Computer Workstations	8 Book Trucks
3 Catalog Stations	Large Tackable Wall
8 Lounge Chairs	2 Shared Printers with Coin/Bill Units
70 66"DF Shelving Units	1 Photocopier with sorting table
6 DF Book Bins	4 Paperback Racks
30 36"Wx14"D Sloped Display Shelves	

Environmental/Engineering Requirements

Acoustics	Standard
HVAC Systems	Standard
Lighting	Standard. 70 footcandles at table level. 70 footcandles at floor in book shelving areas
Communications	Provide ¾" home run conduit from communications room to data outlets at each computer station. Provide same for future data connections generally though the area at all table locations for future flexibility. Provide one home run data outlet and one duplex electrical outlet on each side of every column in the public area, as well as every 15' along walls
Electrical	Significant electrical service. Discuss with staff
Security	Standard
Utilities	Provide separate restrooms for young children, but with **full size** toilet fixtures.
Other	The design of the Children's Service Area should challenge the imagination of children. It should employ bright, lively colors, with special attention to graphics. It should be child scaled, with child sized furniture, equipment, and display areas. As with other areas of the library this space must be flexible enough to allow for change, but there is also a need for enough structure to ensure a feeling of place for the various activities, which take place in the area. There is requirement for open space for free flow activities, and intimate spaces for special activities, and concentration, i.e. the picture book collection, or audiovisual activities.

Multi-Purpose Room

Functions

- A multi-purpose meeting room for library programming, civic meetings/events, adult education functions, exhibits, cultural performances, and friends of the library.
- Provide locking storage area for chair and table storage

Occupancy: Up to 200 persons auditorium seating (w/out tables)
Up to 100 persons seminar seating (with tables)

Space Relationships

- Locate adjacent to Lobby, Public Restrooms, and Children's Services Area. Provide direct access from Children's Services Area.
- Locate away from Mechanical Areas and sources of noise.

Furniture and Equipment

200 stacking chairs (with dollies)	40 30"x72" folding tables with dollies
Lectern w/light	Mobile writing/tack board
Ceiling mounted 10'x8' projection screen	Mobile AV Security Cart
25"x35" TV Receiver	VHS Videocassette Player/Recorder
LCD Projector	Sound System w/ a variety of microphones (4)
Satellite Equipment	

Environmental/Engineering Requirements

Acoustics	Provide general acoustical control for multi-purpose functions
HVAC Systems	Provide separate HVAC zone. Allow for heat buildup in from occupants
Lighting	Separate light switches with dimmer controls. Avoid natural light – One switch bank should control all lights. Provide natural lighting through windows, but control light with electronically controlled blackout shades for projection purposes
Communications	Provide data connections, telephone jacks, and a 1" conduit to communications room. Provide a built-in public address system with ceiling speakers (include PA connections at both front and back of room). Incorporate built-in listening system for persons with hearing impairments (FM system is preferred over infrared system). Provide technology for receiving satellite videoconferences.
Electrical	Standard. Motorized projection screen should be controllable from wall switches at front and back of multi-purpose room.
Security	Standard
Utilities	Standard
Other	Ideally doors leading from lobby should be designed to prevent light from shining into the multipurpose room onto the projection screen when doors are opened.

Classrooms (2)

Functions

- To provide enclosed study spaces for use by up to 30 persons.
- These rooms will be made available to library users requiring a quiet area for their work upon request. They will also be used for literacy tutoring and small staff meetings. Adjacent schools will have priority when reserving these rooms.

Occupancy: Up to 30 persons each room

Space Relationships

- Provide visual control from Information Desk, or Checkout Desk
- Separate from high activity areas

Furniture and Equipment

15 Tables (each room)
30 Chairs (each room)
1 Mobile Wireless Computer Lab

Environmental/Engineering Requirements

Acoustics	Isolate each room from outside activity. Consider double-glazing. Provide soft surfaces inside rooms
HVAC Systems	Allow for heat buildup in enclosed room from occupants and possible computer equipment. Special attention to cooling with separate air return.
Lighting	Task lighting
Communications	Provide ¾" home run conduit from communications room to data outlets at all table locations. Provide one home run data outlet and one duplex electrical outlet every 15' along walls
Electrical	Standard
Security	Provide locking, glass doors. Interior of classrooms should be completely visible through floor to ceiling glass panels
Utilities	Standard
Other	Consider locating along a wall away from high traffic areas, but allow interiors to be observed from a staff service point.

Quiet Study/Tutor Rooms (2)

Functions

- To provide enclosed, locking quiet study spaces for use by one to four persons
- These rooms will be made available by staff upon request to library users requiring a quiet area for their work. They will also be used for literacy tutoring and small staff meetings.

Occupancy: Up to 4 persons each room

Space Relationships

- Locate adjacent to Information/Reference Area
- Provide visual control from Information Desk, or Checkout Desk
- Separate from high activity areas

Furniture and Equipment

2 Round Tables, 48" Diameter (one in each room)
8 Reader chairs (4 in each room)

Environmental/Engineering Requirements

Acoustics	Isolate each room from outside activity. Consider double-glazing. Provide soft surfaces inside rooms
HVAC Systems	Allow for heat buildup in enclosed room from occupants and possible computer equipment. Special attention to cooling with separate air return.
Lighting	Task lighting
Communications	Provide data connections to communications room for future flexibility. Allow for coaxial cable thickness. Provide conduit for future telephones
Electrical	Standard. Possible future data terminals will require color coded outlet on circuit shared with other terminals
Security	Provide locking, glass doors. Interior of quiet study rooms should be completely visible through floor to ceiling glass panels
Utilities	Standard
Other	Consider locating along a wall away from high traffic areas, but allow interiors to be observed from a staff service point.

Conference Room

Function
To provide a staff conference room

Occupancy: Up to 16 persons

Space Relationships
- Locate adjacent to Staff Workroom
- Locate close to staff lounge, to provide easy access to kitchen facilities when needed.
- Locate away from mechanical areas, and sources of noise

Furniture and Equipment
Conference Table   16 side chairs
3'x5' Wall Mounted Writing Surface   Low credenza with locking doors
3'x6' Tackboard

Environmental/Engineering Requirements

Acoustics	Provide good acoustical separation from adjacent spaces
HVAC Systems	Allow for heat buildup in enclosed room from occupants
Lighting	Separate light switches with dimmer controls. Although not essential, consider exterior windows. In such case, provide blackout shades for projection purposes.
Communications	Provide data connections to communications room. Provide telephone jacks (both in wall and under conference table) to allow conference calls. Provide 1" conduit to communications room for future cable TV connection
Electrical	Standard. Data terminals will require color-coded outlet on circuit shared with other terminals. Provide electrical floor outlets under the conference table.
Security	Provide locking, solid doors leading to the staff workroom
Utilities	Standard
Other	None

Administrative Offices

Function
Enclosed offices for Regional Librarian, Head of Reference Librarian, Head of Youth Services Librarian, and Extra office large enough to be used by Friend's group.

Occupancy: 1 staff and 2 guests per office

Space Relationships
Located adjacent to Checkout Area, Staff Workroom

Furniture and Equipment
4 Office Furniture
4 Computers
4 Shelving Units

4 Telephones
4 3'x6' Tack Boards

Environmental/Engineering Requirements

Acoustics	Provide good acoustical separation from adjacent spaces
HVAC Systems	Standard. Provide ceiling fan in each office, but avoid strobing of lighting
Lighting	Standard
Communications	Provide data outlet and telephone at desk location
Electrical	Standard. Data terminal will require color-coded outlet on circuit shared with other terminals.
Security	Standard
Utilities	Standard
Other	Each office will provide two work surfaces for the occupants. One will be a landscaped office situation against one wall with two enclosed cabinets, and two open shelves above a 30"x6' wok surface with 24" deep side return. The second work surface will be a 3'x6' conference table which will face the office doors. Persons should be able to rotate from one surface the other as needed. If possible, two doors should enter the Regional Librarian's office – one from the staff workroom, and one from the checkout area.

Staff Work Area

Functions

- This is a large open staff work space with landscaped office cubicles, work counters, library shelving for recently checked-in library materials awaiting reshelving, deliveries, check-in stations, and general open work space. It is composed of a general work area and a delivery area.
- Should provide space for book return chutes/carts from outside drive-up book return and from inside walk-up book return.

Occupancy: 30 full-time staff, 5 part-time staff and/or volunteers

Space Relations:

- Locate adjacent to Checkout area, Information/Reference Area, Administrative Office, Conference Room. The Dynix check-in terminals and the shelving/open area should be directly adjacent to the checkout area.

Furniture and Equipment

30 Landscaped Workstations	5 Workstations at wall counter
Work Counter w/sink	2 2-Door Storage Cabinets
8 Shelving Sections, 90"x24"	12" Shelving on all open walls
1 3'x8' Work Table	35 Office chairs
2 5-Drawer Lateral Files	5 Shelving Sections (delivery area)
35 Computers	2 Dynix terminals
1 Typewriter	50 Book Trucks
35 Telephones	4 Four Wheel Flat Cart
Two-Wheel Hand Truck	

Environmental/Engineering Requirements

Acoustics	Standard
HVAC Systems	Standard. Provide ceiling fans in general work area and offices. Coordinate with lighting to avoid strobe effect
Lighting	Standard. 70 Footcandles at desk level. Strive to provide exterior windows
Communications	35 telephones, 35 personal computers and 2 Dynix check-in terminals (all linked to the library's Dynix Automation System). At delivery door provide doorbell and outside intercom linked to checkout desk.
Electrical	Standard. Provide electrical strip along length of the 5-station work counter. Outlets near sink should be ground-fault protected
Security	Provide peephole in delivery door. Include conduit provisions for security alarm system to be installed by separate vendor after building completion. Provide for location of security activation/deactivation keypad inside delivery entrance. Consult with security specialists on location of conduit terminations for sensing devices.
Utilities	Work Counter/sink
Other	Provide 3'x6' wide delivery entrance door

Staff Lounge

Functions

- To provide a rest and eating area for library staff
- Provide a comfortable, quiet area with a different environment from other areas

Occupancy: Up to 16 employees under normal seating conditions

Space Relationships

- Located adjacent to staff work area and staff restrooms

Furniture and Equipment

Kitchen Counter w/sink & Disposal	Oversize Refrigerator w/freezer & icemaker
1 Vending Machine	2 Microwave Ovens
Automatic Dishwasher	4 42" Diameter Round Tables
12 Side Chairs	2 Lounge Chairs w/Occasional Tables
50 Lockers, 18" deep, jacket sized	1 Settee
Ceiling Exhaust Fan	Telephone
Large Tackable wall area	

Environmental/Engineering Requirements

Acoustics	Standard
HVAC Systems	Standard. Provide ceiling exhaust fan
Lighting	Standard. Provide exterior windows
Communications	N/A
Electrical	Standard. Ground fault protected outlets near sink
Security	Standard
Utilities	Sink, Garbage disposal, toilet facilities adjacent
Other	

Storage Rooms

Function

An enclosed locking room, which provides storage for office, library, and maintenance, supplies, as well as limited, temporary bulk storage. This space does not include a custodial maintenance area, which is to be provided separately under unassignable space.

Occupancy: N/A

Space Relationship

Locate adjacent to Staff workroom, delivery entrance, and custodial closet

Furniture and Equipment

18' Deep Industrial shelf units along open walls
3 double door locking supply cabinets

Environmental/Engineering Requirements

Acoustics	Standard
HVAC Systems	Standard
Lighting	Standard
Communications	N/A
Electrical	Standard
Security	Standard
Utilities	N/A
Other	N/A

General Planning Considerations

1. Heating/Cooling/Ventilation
- The HVAC system should provide for overall thermostatic control. Individual area controls must also be provided. In particular, provide separate controls for the quiet study/tutor rooms, the conference room and the multipurpose room. Avoid combining dissimilar areas on common HVAC zones, such as the Staff Workroom and the public service areas.
- The entire facility should be air conditioned year-round to maintain 72 degrees at 45-50% relative humidity, with excellent electrostatic filtering both during occupied and unoccupied periods.
- Wall space for shelving is of primary concern. Return air openings should be installed in the ceiling to conserve valuable wall space.
- A high velocity HVAC system should be avoided to keep operational noise low.
- The system should be designed that the malfunction of one portion of the system will not stop continuous airflow to staff and public. Allow for continued ventilation using outside air during system failure.
- All filters should be located for easy cleaning/replacement. Fan shafts should be easily removable for servicing or replacement. Thermostatic controls should be protected from tampering. Locate thermostats away from wall shelving.
- Provide ceiling fans in the Staff Workroom, Administrative Offices and the Staff Lounge to supplement air circulation
- Provide security and screening for exterior ground level systems.

2. Acoustics
- All areas should receive attention to acoustical control, through the use of low velocity HVAC systems, soft wall coverings, acoustical ceiling materials, and carpet; however, the following areas will require special attention.
- Lobby – High traffic area with carpet tile surface. Control noise carrying into library areas.
- Checkout Area – High traffic area. Control noise through carpet tiles, and durable soft wall surfaces.
- Children's Services – Provide acoustical wall surfaces
- Conference Room – Provide soft interior walls
- Quiet Study/Tutor Rooms – Closed rooms with acoustical isolation from general study area. Window wall separating Quiet Study/Tutor Rooms from open areas will require special acoustical treatment.
- Multi-purpose Room, Classrooms, and Administrative Office – Separate enclosed rooms.

3. Floor
- Information/Reference, Adult Services Area, Magazines, Children's Services, Staff Workroom, Conference Room, Classrooms, Quiet Study/Tutor Rooms, Multipurpose Room – Carpet tiles
- Checkout Area & Area in Front of Information Desk – Carpet tiles
- Young Adult Service Area, Staff Lounge, Children's Workroom, Communications Room, All Storage Rooms and Wet Areas, Delivery space in Staff Workroom – vinyl composition tile
- Lobby – Provide built-in entrance mat for a minimum ten-foot space inside the front door to dry wet feet of persons entering the building. Provide carpet tiles in remainder of area.

4. Walls
- Lobby, Checkout Area – Special acoustical treatment to minimize ambient noise
- Quiet Study/Tutor Rooms – Special acoustical materials to minimize noise from tutoring activities.
- All Other Areas – Painted Drywall. Consider durable, low maintenance wall covering in high traffic areas near checkout desk. Provide corner guards at wall and column corners.

5. Ceiling
- Generally provide standard acoustical tile with a minimum of 10' clear (11'-12' preferred). However, variation in ceiling treatment may be considered for the Lobby, Information/Reference Area, Checkout area, and seating areas in the public service areas to define spaces, while maintaining open flexible space below.

6. Lighting
*   Provide 70 foot-candles at table level in all reading areas, insuring that a minimum 70 foot-candles are also maintained at floor level in book stacks. Restrooms, storage, utility rooms, and corridors may vary from 15-30 foot-candles.
*   All lighting must avoid glare on table/counter surfaces, and on terminal screens. Consider daylight and nighttime lighting variations. Indirect lighting is preferred as long as foot-candle levels are maintained at 70 foot-candles minimum. NOTE: Generally slightly lower light levels are possible with indirect lighting. After indirect lighting, a second preference is for fixtures with low glare diffusers/lenses like parabolic or Para cube diffusers or polarizing lenses.
*   Generally fluorescent lighting is more economical to operate and generates less heat. Incandescent lighting should be used sparingly for selected areas such as display areas for special effect. Sodium vapor (HID) lamps may be considered for high ceiling general lighting areas, but not for individual rooms due to slow warm-up time. Consider energy-efficient T-8 lighting, as an alternative to standard fluorescent fixtures. Avoid high can lights which create hot spots on the floor.
*   Lighting fixtures in public areas should be of a type and arrangement that the requested light level can be achieved regardless of the arrangement of shelving or seating. Lighting should be zoned in public areas to permit bans of fixtures to be switched off in groups.
*   The selection of lighting fixtures tubes and bulbs should be made with a view to low continuing cost and ease of maintenance. Fixtures should be placed so that they can be easily serviced without special equipment. The number of types of fixtures should be minimized. Ease of re-tubing is a major consideration in fixture selection.
*   Emergency and security (night) lighting systems should be separate from the general lighting pattern and switched separately. Security (night) lights should not be located in closed areas with projection screens. Night lighting should illuminate the building during closed hours and provide for safe staff egress after hours.
*   The surrounding site and parking area should be well lit with fixtures resistant to vandalism. Avoid waist high post type fixtures. Site lighting should be operated by time or photocell switches.
*   A master lighting control/switch for the entire facility shall be located either near the checkout desk in a staff controlled area, or near the facility entrance to the staff workroom. Provide switches other than circuit breakers. NO switches should be located in public area except in individual rooms (Quiet Study/Tutor Rooms, Conference Room, Multipurpose Room, Storage Room). Include dimmer switches in the Conference Room and the Multipurpose Room.

7. Windows
*   Excessive use of glazing should still be avoided to minimize heat gain and control lighting, but significant windows areas must still be used to provide visibility into attractive public areas of the library to highlight interior attractions to the public, and to provide visual relief to those inside the building. Window placement and size must take into account shelving height and placement, work counter, and normal desk heights. Consider massing windows to achieve open effect without overuse of glass. Avoid use of skylights, which are prone to leakage. However, clearstory windows may be considered where appropriate.
*   Windows selected should be energy efficient. Consider shaded glass, especially on the south and west fronts. Light control is important, therefore consider north facing walls first for placement of windows, east walls second, south walls third, and west walls last due to problems with light control in the late afternoon as the sun lowers. Light control blinds should be provided for east, south, and west facing windows, which are not otherwise shielded from direct sunlight. North facing windows in the public area should not require blinds except in areas with projection screens.
*   Windows should be easily maintained and replace. Larger individual panes of glass should be avoided. A considerable proportion of the windows should be capable of being opened by staff only with a special tool to maintain ventilation during HVAC malfunctions.
*   Hurricane protection should be provided through the use of glass block, laminated windows, or electrically operated shutters to protect electronic equipment and library materials from water intrusion.
*   Special window conditions apply in several specific areas:

- Conference Room and Classrooms - If this room is provided with windows, include light control blinds or blackout shades for projection purposes.
- Quiet Study/Tutor Rooms – Provide a full height interior window in one wall facing an adjacent open area under staff control, such as the information/reference area. Provide acoustical properties in interior window wall.
- Multipurpose Room – Provide exterior windows with blackout shades.

8. Doors
- For easy, safe transport of loaded book trucks and audiovisual equipment or carts, all interior doors should be installed without threshold.
- Administrative Offices – Provide coat hook and small mirror on office side of door.

9. Water
- All sinks should be equipped with a paper towel dispenser.
- Staff Work Area, Children's Services Workroom – to be equipped with a large sink. Sink shall be at one end of built-in counter.
- Drinking Fountains – Mount drinking fountains on walls rather than floors. Avoid drinking fountains in corridors. Provide at least two fountains, one compliant with ADA requirements. Locate fountains in lobby area observable by staff. Verify additional code required fountains.

10. Communications
- Public Address System – A public address system (separate from emergency systems) shall be controllable from the checkout desk, and shall be divided into four zones (Multipurpose Room, Conference Room, Staff Workrooms, and general public areas including restrooms).
- Telephones – Conduit for telephones should be provided in all areas
- Public calls will be answered in the Staff Work Area during weekday daytime hours and at the checkout desk during evening and weekend. All telephones should be equipped with volume controls in the receiver to assist hearing impaired persons.
- One public telephone should be located in the lobby with a second telephone being provided outside the building near the public entrance. Both telephones should be ADA compliant and should provide acoustical privacy for conversations without resorting to closed booths. They should have volume controls built-in to the receiver for hearing impaired persons. Locate an electric outlet at counter height near these public phones for the use of personal communication devices by hearing impaired persons.
- Telephone jacks to accommodate speaker phones shall be located in each public meeting space (Conference Room, Multipurpose Room)
- Clocks – There should be one in each room of the facility. Clocks in open areas shall be readable from the Information/Reference Desk, the Checkout Desk, and the Children's Services Desk.
- Data Communications – This facility will employ Lee County Library's Dynix central computer system for checkout of library materials, and catalog access, and communication to outside non-library data resources.
- Provide a 7' wide by 10' long air conditioned data communications room in a central building location for termination of all data cable. All walls should be plywood clad from the floor up to a 7' height with a cable tray provided about the plywood. Provide a telephone and eight electric duplex outlets in this space. This space is considered part of the overall nonassignable mechanical area, and is not specifically provided for in the summary of spaces. Provide a 3" conduit connection to the telephone room. If telephone communications equipment is located in this room, its size must be increase beyond 7'Wx10'L.
- Home run ¾" data lines should run from each terminal location to the data communications room, except in areas served by underfloor trench duct. Trench duct may be employed in areas where a large number of terminals are clustered, such as the Information/Reference Desk and six-place catalog tables. Trench duct also provides future flexibility for relocation of terminals. If trench duct is employed, care should be taken to avoid undue accumulation of wires from many terminals. Provide 2" home run connections to the data communications room at various points in the trench ducts to preserve flexibility. In general, conduit connections should be located on two sides of each column, at

all service locations, near carrels/catalog tables/computer workstations, seminar and multipurpose rooms, conference rooms, offices and most staff workstations. Precise needs must be determined in consultation with Lee County Library staff. Not all locations will initially require full operational connections. Some conduit terminations will be located for future flexibility and may remain empty with pull strings only.

- A complete set of data communication drawings keyed to labeled conduit is required at the end of construction.
- Screens – One 10'x8' electric ceiling-mounted projection screen (IC) with modular motor and low voltage multiple switching, matte finish, with keystone elimination capacity is to be installed in the multipurpose room. Install a similar 6'x6' screen in the Conference Room.
- Television – Although the Northwest Lee county Regional Library will not initially incorporate audiovisual preview facilities for the public, provisions should be made for future inclusion of this function. This should include identification during design development of space in the Adult Services Area which can be later adapted to this purpose. This space should include sufficient electrical outlets and empty home run ¾" conduit (for coaxial cable) connected to the staff work area where head-end equipment could be later located. The "head-end" location should in turn be connected to the communications room.

13. Service Drives
- The delivery door to the Staff Work Area and to the Library Processing area must be easily accessible by large vans or trucks delivering materials and equipment.

14. Parking
- 200 parking spaces must be provided for staff and the public. The parking area should be well lit and located adjacent to the public entrance to the building. Allow 350 square feet per vehicle. Select lighting fixtures to prevent vandalism. Parking will be shared with the Middle School during school hours.

15. Millwork and Shelving
- Finish on all units shall be high-pressure laminate (.50 x/.050 backing; simultaneously applied), minimum of ¾" thickness. Built-in cabinets in the staff Work Area, the Children's Services Workroom, and the Staff Lounge are to consist of FOUR basic types, as follows:
- Type A – Drawer Storage Unit
  - o 36"x30" deep to consist of two vertical rows of drawers with varying depths, the bottom drawer being the deepest (10" vertical depth) and the top drawer the shallowest (4-1/2" vertical depth). All drawers are to be mounted on metal roller guides. Minimum drawer width is to be 16". This type to be provided with locks and master keyed.
- Type B – Drawer/Closed Shelving Unit
  - o 36" x 30" deep to consist of closed-door cabinet with one adjustable shelf for the interior. Vertical adjustment of the shelf is to be in one-inch increments. Immediately below the counter top and above the closed cabinet area are 4 ½ " vertical depth drawers the width of each cabinet door. Drawers are to be mounted on metal roller guides. This type to be provided with locks and master keyed.
- Type C – Desk Unit
  - o 48" x 30" deep to consist of a desk height (30" high) work surface and two shallow drawers below the work surface. Vertical drawer depth is to be a maximum of 4". Maximum drawer width is to be 20". Knee width is to be a minimum of 30".
- Other built-ins, mostly in public areas, will be specifically tailored to be compatible with the design of the facility.
- General Note: In cabinetry intended for electronic equipment, front-to-back drawer depths shall allow for wire chases.
A.   Built-In work counter/cabinets
  - Staff Work Area:
    - o One Work Counter for nine staff workstations, 48 feet minimum frontage, 30"depth x 30" height. May alternately be provided in separately spaced units,

or in a double sided island configuration depending upon design constraints. (Sample Configuration: Type C, A,C, A,C, A, C, C, A, C, C, A). Provide 12" deep x 24" high cabinets above the counter, with one adjustable shelf along entire frontage. Provide electrical power strip and task lighting below cabinet.
  - o One work counter, minimum of 15' in length is to be installed on one wall (Configuration: counter is to consist of one Type A, and two Type B units). In addition, this counter should accommodate one lab type sink installed at one end of the counter. 12"D x24" H cabinets with adjustable shelves are to be located 24" above all counter tops.
- • Children's Services Workroom
  - o Work counter, minimum of 9' in length is to be installed along one wall. (Configuration: One type A unit, one type B unit, and a lab type sink). Counter height shall be 30" except in sink area which shall be 39". Provide 12" deep x 24" high cabinets above the counter, with one adjustable shelf running the entire frontage. Provide electrical power strip the length of the counter.
  - o Work Counter for two staff workstations, 30"x30"x16" along one wall (Configuration: A,C,A,C). Provide 12" deep x 24" high cabinets above the counter, with one adjustable shelf along entire frontage. Provide electrical power strip and task lighting below cabinet.
- • Staff Lounge
  - o Provide one 24" deep x 36" high counter with 12" deep x 24" high cabinets with one adjustable shelf above. The counter and cabinetry should be sized to fit the available space in the Staff Lounge. The counter shall have drawers and closed cabinets below as determined by the space and should accommodate a double kitchen type sink, an automatic dishwasher, a 21" Refrigerator/Freezer, and two built-in microwave ovens. Provide a minimum of two duplex electrical outlets at the counter level, in addition to outlets required for built-in appliances. Any outlet within two feet of the sink shall be GFI protected. All cabinets shall be lockable.

B.   Shelving
- • Checkout Area
  - o Provide 12" deep adjustable shelving in 3' wide or less section in close proximity to the checkout desk. 40 linear feet is required to accommodate up to 300 reserve books awaiting pickup.
- • Public Area Library Shelving
  - o All wall-attached and free-standing shelving in the library shall be in standard 3' lengths. Distance between free-standing shelving units and/or between shelving units and furniture must be a minimum of 42". In areas of high volume traffic, a minimum of 5' between rows of furniture and shelving. Free-standing island shelving shall not exceed 18 feet in length.
  - o Standard perimeter shelving in Adult Services Area is to be single-faced, wall-attached, not more than 90" high, ten inches actual/eleven inches nominal depth. Base is 12" deep. Shelving in the Information/Reference Area, the Magazine Area and the Children's Services Area shall be not more than 66" high.
  - o Standard free-standing shelving units in the Adult Services Area are to be double-faces, not more than 90" high, ten inches actual/eleven inches nominal depth. Free-standing units are not to exceed 9' in length. Reference shelving shall be not more than 66" high, twelve inches actual/thirteen inches nominal depth. Base is 24" deep for double-faced shelving.
  - o Periodical shelving to accommodate magazines: 216 linear feet, 54" high; with four sloped shelves per 3' unit. Base is 12" deep for single-faced shelving, 24" deep for double-faced shelving.
- • Staff Work Area and Library Processing
  - o Standard adjustable library shelving to accommodate receipt of delivery materials. Shelves should be 3' wide x 90" high x 12" deep with six (6) adjustable shelves (single-faced, wall-attached).

- o Standard adjustable library shelving for recently checked in library materials awaiting reshelving and other items. Ten (10) double-faced 3'widex90"highx24" wide units with twelve (12) adjustable 12" deep shelves per unit. This is a minimum. Provide additional if space allows.
- Storage Room
  - o Heavy Duty adjustable storage shelving for supplies and equipment in the Storage Room within the Staff Work area. 84" high, 18" deep units installed on the room perimeter. Shelves shall be 3' wide.
- Children's Services Workroom
  - o Standard adjustable library shelving for books and supplies. Ten doubled-faced 3' wide x 90" high x 24" deep units with five adjustable shelves per unit. Up to 20 single-faced units may be provided as an alternative depending upon room layout.
- Administrative Offices
  - o Standard adjustable wood library shelving to accommodate books: 3 single-faced 3' wide x 12" deep x 36" high units with one adjustable 10" deep shelf per unit in each office.

C.   Built-In Service Desks
- Although millwork requirements are provided for the following public service desks, if the facility design will no suffer and substantial savings are determined, consider acquisition of modular library furniture from furniture vendors as an alternative.
- Checkout Area
  - o Provide a four-station checkout desk designed specifically to meet the space established for the checkout area. Three stations should present a 39""high transaction surface to the public, with a 34" high counter surface on the staff side. Transaction surface should be a minimum of 6" deep; the counter behind the transaction surface should be a minimum of 24" deep. Total minimum county depth is 30" overall. One station should present a 34" high transaction surface on the public side, and a 29" high counter on the staff side. Counter depth remains the same as the 39"/34" high surfaces. Each 39"/34" high station and one 34"/29" high station should have a minimum 4"frontage, and have access to a "home run" data outlet, one under counter duplex color-coded terminal outlet, and one easily accessible duplex convenience outlet. Each 39"/34" high station and one 34"/29" high station will require a storage shelf for a terminal CPU, one pencil drawer, and one 6" deep box drawer. The remaining 34"/29"high station will require a 6-7' frontage for a typewriter, a cash register, a telephone, a public address microphone, two duplex electrical outlets, a pencil drawer, one 6" deep box drawer, 1 legal size file drawer, and 2 10" deep box drawers. The checkout desk should also accommodate three 36" wide open shelf units with two adjustable shelves per unit. Duplex outlets on a dedicated circuit will be required under counter for the book security system equipment. The checkout desk should be adjacent to the staff work area.
- Information/Reference Area
  - o Provide a three (3) + one (1) station information desk designed specifically to meet the space established for the information/reference area. Three (3) stations should present a 35" high x 6' wide transaction surface to the public, leaving a 29" high x 24" deep work surface on the staff side. Total minimum counter depth is 30" overall. Each station should have 5' of frontage. In addition, provide space for two additional staff 4' wide workstations either to the side or in back of the public service desk. Each staff station should have one "home run" data outlet, one under counter duplex color-coded terminal outlet, one duplex convenience outlet, a storage shelf for a terminal CPU, a pencil drawer, a 6" box drawer, a legal file drawer, a telephone, tow 18" wide adjustable shelves, and a 36" wide knee space. The fax machine will require a dedicated power

                                   outlet and a telephone line. This information desk will be located at the junction of the Information/Reference area and the Adult Services Area.

- Children's Services area
  - Provide a four (4) station media counter for two personal computers w/printers, one videocassette viewer/player and one audiocassette player. Counter is to consist of four (4) 25" high x 42 " wide stations with a below counter electrical duplex outlet at each station. Provide grommet hole at each station. Provide four empty ¾" conduit connections to the data communications room for future use. This counter may be single-faced or double-faced depending upon the design requirements of the space.

D.   Tackboards
- Specifically sized tackboards are called out in the Furniture/Equipment lists for the Lobby, Children's services Workroom, Conference room, Staff Work Area, Administrative Office, and Staff Lounge. In addition, make wall surfaces of tackable composition above any 66" high wall shelving used in the Children's Services area. Also, provide major floor to ceiling tackable wall surface (10' wide minimum) in the Children's Services Area for major changing displays.

E.   Other Built-ins
- Lobby
  - Provide a 30" wide x 48" long floor directory on a sloped stand. Height of sloped stand is not to exceed 48" at the highest point. This unit should incorporate a changeable 30" square floor map of the library. Provide non-glare light source for the map.
- Children's Services Area
  - Provide six double-faced book bin units for face-out display of children's picture books, similar to record bins. Bins shall be 32" deep x 72" long by 24" high with 10 display bins (similar to those used for records) per unit – 5 bins on each side. The interior of each individual bin shall be 13 ½" wide x 11" horizontal depth x 7" vertical depth. Provide ten vertical 13" high book slots below the 5 individual bins on each side. The back side of each individual bin shall be sloped back and ribbing shall be applied to the bottom of each bin and book slot to assist books in remaining upright when bins/slots are only partially filled.

16. Landscaped Office Workstations
- Each station called for in the Furniture/Equipment List for each space, shall provide the following features: one 36" terminal corner unit, two 24" deep x 48" long side counters, one 48" long legal file unit, one 48" hanging cabinet unit, one 48" open shelf unit, one pencil drawer, two 6" box drawers, tackable surfaces below hanging units, task lights, and one color-coded terminal duplex outlet (or equivalent), and two duplex convenience outlets (or equivalent). Actual components may vary from these dimensions as long as equivalent functionality remains. No landscaped office unit shall provide less than 49 square feet interior space. This minimum may be exceeded if space permits.

17. Signage
A.   Exterior Signage
- Major illuminated signage is required to identify the building from vehicles passing by. The building should be easily identifiable from passing vehicular traffic. This signage may be on the building itself or on a pylon adjacent to the street. Signage should read:
  > Northwest County Regional Library
  > Lee County Library System
  > Letter size should be 20" or greater.
- Another illuminated major building identification sign should be placed adjacent to the public entrance to the facility. Letter size should be proportionate to the entrance area.
- Major directional signs should point the way to the library from adjacent streets, the edge of the site, and parking areas. Minor identification and directional signs should be used for staff/delivery entrances, traffic direction, and outdoor book return.

- An illuminated changeable message hour sign shall be provided that is easily readable as the building is approached from the parking area or by vehicles passing the entrance.

B. Interior Signage
- Attractive, contemporary and legible signage, both informational and directional, should be incorporated into building design during design development. The signage should be part of the building contract.
- All interior signage (Doors, hanging, wall, and book stacks) should be coordinated and maintain good contrast between background and lettering. Standardize the typeface for all signage.
- Use upper and lower combined. All signage should meet ADA minimum requirements, but certain major hanging or wall mounted service signs should exceed ADA minimums (ranging from 4" to 6" in size).
- Individual room and book stack signs (end panels) shall have ¼" to 1" letter sizes. Specific text of other signs shall be developed in concert with Lee county Library staff.
- Provide 2 changeable message announcement/directory signs on moveable stands. End Panel signs for book stacks shall be changeable message type.
- Where possible, signs of a similar nature should be of identical size, and should be mounted at identical heights. Unless building design prohibits, door signs shall generally be mounted at a 5' height (top of sign) on the wall adjacent to the door latch, 1" from the doorjamb. Exceptions will be emergency exits, and doors identified as "Staff Only".
- All alarmed emergency exit doors shall be signed in 1" white letters on a red background with "Emergency Exit Only, Alarm Will Sound".
- The building contract should include an architect-designed cast bronze or aluminum plaque which meets the minimum standards of the National Association of Architectural Metals. This plaque shall list the name of the library, year of construction, Lee County Commissioners, Lee County Administrator, Lee County Library Director, Architect, and General Contractor. Located near the entrance preferably in the lobby. Provide rubbing prior to casting.

18. Outdoor Book Return
- Provide a locking outdoor drive-up book return near the front entrance under an overhang for weather protection. Unit should be very high capacity. Consider two book return units. The outdoor book return should be easily accessible and visible to the public, but also be located to drop books near staff workroom area.

19. Exterior Design Considerations
A. Public Entrance
- The entrance should be so situated that easy access is available from the public parking lot. Provide covered drive-through access to the entrance for public drop offs.
- Provide outdoor bench seating for at least 6 persons, and a secure bicycle rack for 20 bicycles near the public entrance. The bicycle rack should be in a lighted area which is under observation regularly by persons entering/exiting the building, or by staff.
- One flagpole compatible with the building scale and design should be installed. Provide lighting from below with vandal resistant light fixture.
- Provide 2 drinking fountains near the public restrooms in the lobby. One of these fountains must be ADA compliant.
- Provide a trash receptacle inside the lobby, and a combination trash receptacle/ash urn immediately outside the library entrance. This item should be extremely durable and heavy enough to prevent movement.

B. Exterior Materials
- All exterior building materials should be durable, and subject to minimal maintenance. Avoid materials which require frequent painting or staining.

C. Exterior Lighting/Utilities
- Exterior lighting is required around the entire building perimeter to allow safe, easy nighttime access and as a deterrent to vandalism. Weatherproof, tamper-proof outlets for electricity and recessed locking hose bibs (with built-drain and vacuum breaker) should be located on all sides of the building.

D. Landscaping
    • Landscaping must be discussed in the initial planning phases with the Lee county project personnel. Plantings which require a minimum of maintenance should be selected. An irrigation system on time switches is required. Provide proper drainage including the parking areas.
E. Trash Disposal
    • Provide a concealed area for a trash dumpster near the library receiving area. Give special attention to maintaining easy access for trash disposal trucks.
F. Staff Entrance
    • Provide a staff entrance into the Staff Work Area with intercom outside connected to the checkout desk. Provide an overhang for weather protection and a peep-hole in the door.
20. Americans With Disabilities Act Compliance
    • The facility shall be designed to be compliant with U.S. Public Law 101-336 (Americans with Disabilities Act of 1990) and with Federal Rules and Regulations as promulgated in the Federal Register, Vol. 59, No. 144, Friday, July 26, 1991. Where ADA facility requirements vary from state and local accessibility requirements, the most restrictive requirements shall apply.
21. Maintenance Considerations
    • The facility should be designed throughout to minimize ongoing maintenance requirements. Use paints and wall coverings which are durable and easily cleaned. Wherever possible use stock catalog products from suppliers or manufacturers for items such as flooring, ceiling tiles, paints, wall coverings, upholstery, and counter laminates.
    • Require the general contractor or subcontractors to provide preventative maintenance manuals giving timetables for maintenance of mechanical, plumbing, and electrical equipment (including supplier contacts and part manuals), and for care and cleaning of furniture, equipment, and fixtures.
    • Provide an area for storage of cleaning materials and equipment, and one or more custodial closets with floor curbing and drain.
    • Provide corner wall/column protection throughout the facility.
    • Require contractors to provide "attic stock" of certain building materials for maintenance or repair, including wall coverings, ceiling tile, carpet, carpet tiles, vinyl tile, and ceramic tile (2-3% suggested).
22. Restrooms
    • ADA compliant public restrooms should be provided adjacent to the lobby. They should be located within sight of a staff service point for easy supervision. In addition to standard items, provide the following features:
            Wall Mounted commodes
            Hanging partitions with doors
            Mirrors at counter
            Electric hand dryers
            Coat hook and parcel shelf in each stall
            Diaper Changing Counter in Men's & Women's facilities
            Partitions between men's urinals
    • Provide at least two ADA compliant privacy restrooms for staff use in the Staff Work Area.
    • Provide floor to ceiling ceramic tile. Screen facilities from view (even reflected) when restroom doors are open.
    • Special private restrooms are area required for the Children's Services Area to permit restroom use by young people without having to leave the Children's Services Area. These restrooms should be provided with normal sized sanitary fixtures. Special children's sized fixtures should be avoided.
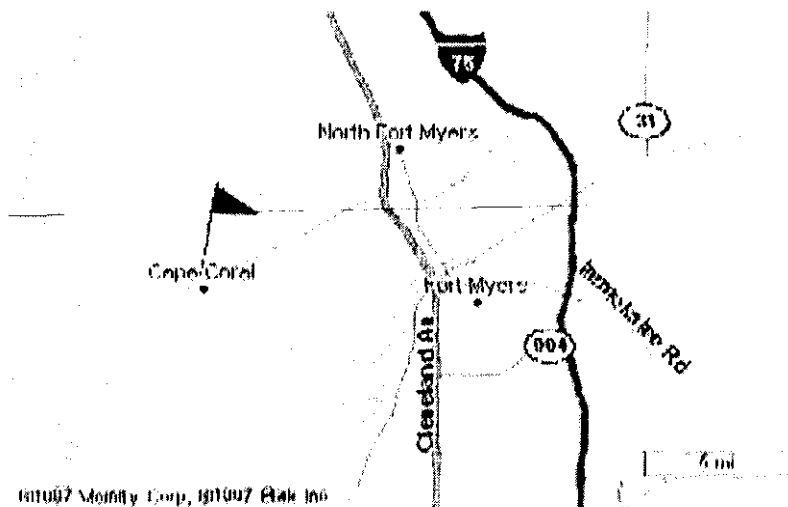
D. Site Evaluation

The Northwest Lee County Library will serve the fastest growing area of Lee County – the northern section of the City of Cape Coral, the county's largest City with a 2000 population of 116,453. According to the City's Planning Division, the population of this section of the City has increased 503.87% in the past 10 years. Continued growth is anticipated due to recent housing and business developments planned along the Pine Island Road Corridor. .
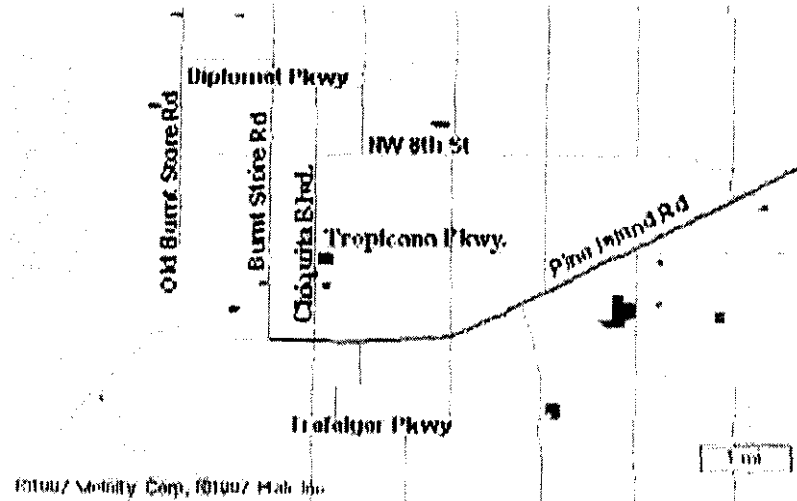
The site for the Northwest Lee County Regional Library is at the intersection of Gunnery Road and Lee Boulevard in East Lee County. Lee Boulevard is the main East/West thoroughfare through Lehigh Acres. Recently widened to six lanes, it is intersected by the Gunnery Road, which will eventually connect Lee Blvd. to Daniels Parkway and the Southwest section of Lee County.

The location of the Northwest Lee County Regional Library is also anticipated to increase the level of use. The site is adjacent to Mariner High School with 1,817 students enrolled in the 2001-2002 school year and will be built on a site shared by the new Middle School. Located at the intersection of Tropicana Parkway and Chiquita Boulevard, the Northwest Library will be less than a quarter mile from Pine Island Road – the major east/west artery for traffic to and from northwest Lee County. .

According to the 2000 census, over 13,500 residents live within the immediate 4 census tracts surrounding the Northwest Library site. If the growth continues as it has in the past for Northwest Lee County, (504% from 1989-1999) the population could reach as high as 68,400 within the next ten years. The City of Cape Coral is estimated to be over 150,000 by 2010 based on a 34% growth rate. (Cape Coral Planning Division)

The location of the site near Pine Island Road provides easy access by cars, pedestrians and public transit. The Pine Island Road Corridor Master Plan prepared by Weiler Engineering Corporation is focused on a "Village District" concept – "designed to encourage 'park-once' decisions in order to maximize pedestrian friendliness and minimize automobile traffic between destinations."

Diplomat Pkwy
Old Burnt Store Rd
Burnt Store Rd
Chiquita Blvd
HW 8th St
Tropicana Pkwy.
Pine Island Rd
Trafalgar Pkwy
1 mi

LeeTran, Lee County's transit system, currently provide bus transportation along Pine Island Road and has agreed to provide a "stop" at the Northwest Lee County Regional Library along this already existing Northwest Lee County route. As part of the transportation enhancements to the area, sidewalks will be provided.

E. Building Floor Plans

The building floor plans have been incorporated within the Building Program. Space relationships, furniture and equipment needs, and unobstructed space is all provided in the building program narrative. The attached preliminary plans identify the floor plans described. It should be noted, however, that the preliminary plans were designed in 1993 for 22,000 square feet. Since that time, the Lee County Library System has recognized the need to expand this square footage to 32,000 for services to the public and add an additional 8,000 square feet for a Library Processing Center. These additions are not identified on the Preliminary Plans, however, they have been included within the Building Program. It may be helpful to refer to pages 8-12 for an overview of the spatial arrangements and square footage of each library component.

F. Achieving Standards

Florida Library Directory with Statistics:

Lee County population:	462,455
Current library square footage:	191,978
Square feet per capita	.415

With the construction of the 40,000 square foot Northwest Lee County Regional library, Lee County will meet 83 percent of the standard .6 square feet per capita for total floor space in its library system.

Lee County population:	462,455
Adjusted library square footage:	231,978
Square feet per capita:	.50
83% of standard	

In the 7.5 mile area served by the Northwest Lee County Regional Library, Lee County will meet the standard of .6 square feet per capita based on 2003 population projections of 52,671.

G. Community Need

Based on the Florida Library Directory with Statistics, Lee County will meet 76 percent of the standard.