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Urban Design

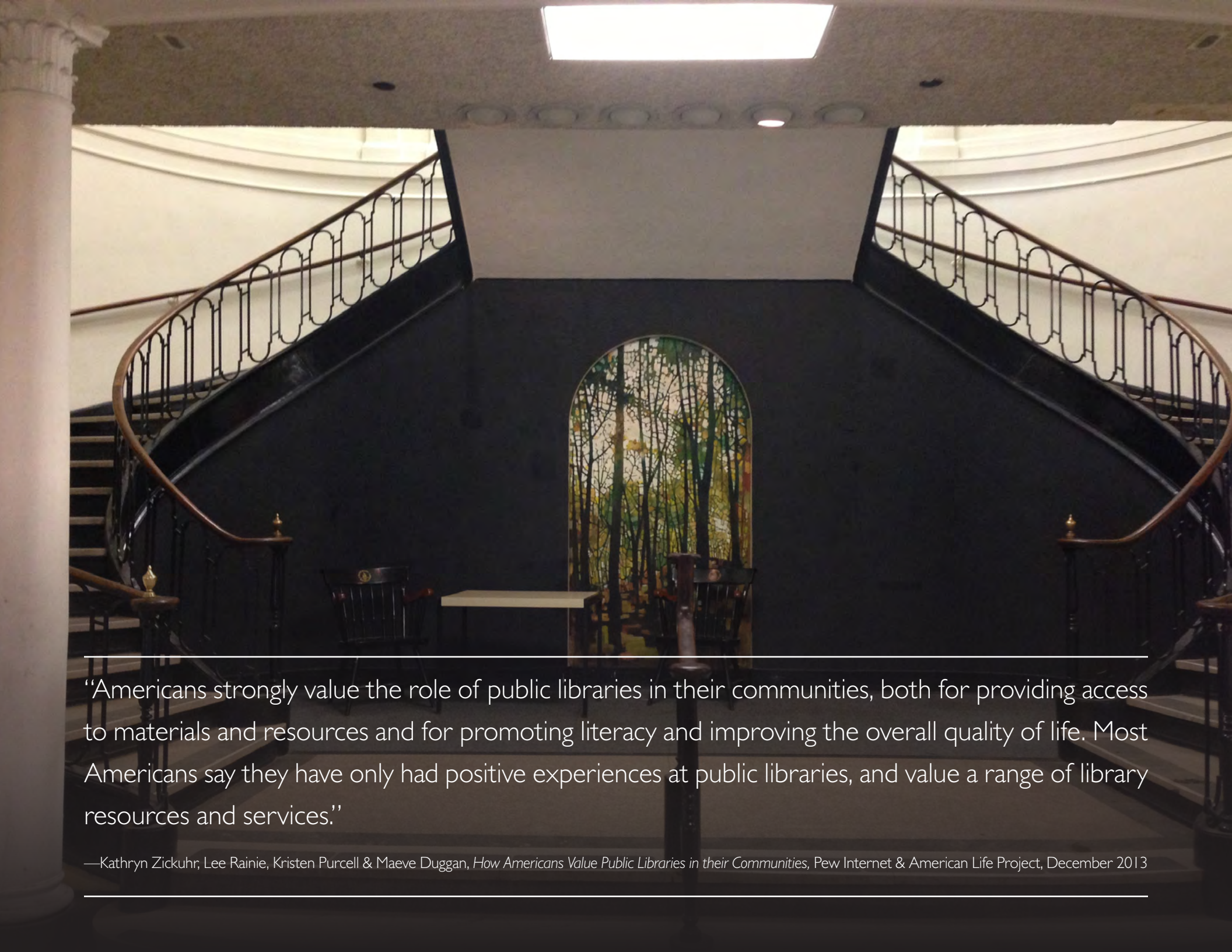


S.R. Kent, LLC



Bridgeport Public Library Master Plan

DECEMBER 05, 2014



“Americans strongly value the role of public libraries in their communities, both for providing access to materials and resources and for promoting literacy and improving the overall quality of life. Most Americans say they have only had positive experiences at public libraries, and value a range of library resources and services.”

—Kathryn Zickuhr, Lee Rainie, Kristen Purcell & Maeve Duggan, *How Americans Value Public Libraries in their Communities*, Pew Internet & American Life Project, December 2013

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summary

Introduction

Public libraries, like Bridgeport Public Library (BPL), continue to provide support to the ever-increasing demand for services, technology, and space.

“Despite real economic strain, libraries are still striving to fulfill the needs of their communities and provide technology services that range from basic computer skills to homework help, from career advice to assistance in applying for social services. A majority (70%) of libraries reported increased use of public access computers. Yet demand remains so high that 76% of libraries report an insufficient number of computers to meet demand, and over 45% lack sufficient Internet connection speed.”

—American Library Association State of America's Libraries Report 2012

Additionally, in the International Federation of Libraries Associations and Institutions (IFLA) Statistical Survey 2011 results, released in November 2013, the following overall trends can be observed across the 57 participating library systems in this survey from around the world from 2007 through 2011:

- A trend downwards in collection size, print materials and additions to collection per capita.
- A trend downwards in print materials as a percentage of total additions.
- A slight increase in Internet stations per capita.
- A dramatic increase in electronic collection per capita, as well as these materials as a percentage of total collection.
- A leveling off of total additions to total collection, as well as print materials as a percentage of total collection.
- A trend upwards in circulation rates.
- A leveling off in number of visits and loans per capita.
- A slight trend downwards in operating expenditure per capita.
- An increase in all types of social networking.

Assumptions regarding future services for BPL were made in this report in response to the above trends regarding future collection size, public computer use, and the increased demand for electronic materials.

The recommendations in this report have been carefully determined taking into account multiple factors as they relate to each of the branches, such as:

- Existing condition.
- Whether they are rented or not.
- The expansion recommendations based on projected space and technology needs.
- The projected population size change (upwards or downwards).





Bridgeport Public Library will need strong leadership in the next two decades to lift the system up to where it should be to provide on-going, relevant public library services to its diverse population groups.

BPL should provide equitable library services to all of the residents of Bridgeport. Locating library facilities and outlets to allow all areas of the city access is essential. It is also important to address issues like public transportation access, parking, and pedestrian access when siting library facilities and outlets.

The population projections are estimates based on US Census Bureau trends over the last several years. However, there is no guarantee that these trends will continue at a consistent rate, in particular in terms of demographic profile for each service community. However, the total population figures projected form a reliable basis for facility planning, provided flexibility in collection profile and space planning enable future adjustments to be made as the community changes.

In terms of prioritization, the branches with greatest physical needs are addressed in the first 10 years, followed by branches that are currently providing a good

level of service but will need to be either refurbished or expanded, or both, in years 10 to 20.

In some instances a portion of the interior of the existing buildings will need refurbishment either to remediate existing issues, or to adjust the interface with a new expansion, or both. In instances where refurbishment is taken into account, the size of the affected area has been assumed for the purposes of this plan. This should be reviewed by future design teams commissioned by the Library to design refurbishments and/or expansion plans.

The recommended facility sizes are based on the planning assumptions in the *Foundation* section. For example, collection stack and display areas are based on the physical collection size remaining the same as existing, and the amount of seating, number of study rooms and number of public access computers for each facility is based on the consultant team experience and historical data for similar service population sizes.

In summary this plan provides five options, as outlined on the following pages.

These options can be categorized in three main groups:

- Maintaining and improving the existing facilities, with the exception of the two branches in the eastern portion of the city, which must be replaced (Option 1).
- Maintaining but refurbishing and expanding the Main Library and providing neighborhood branches or tech centers across the local communities and neighborhoods (Options 2 and 4).
- Replacing the Main Library with a new Main Library downtown, and providing neighborhood branches or tech centers across the local communities and neighborhoods (Options 3 and 5).

The Library Board may choose any one of these approaches to suit the community's needs as they evolve over the next 20 years, or a hybrid approach using the recommended facility types described within each option. More detail related to each of the options is in the *Options* section of this report.

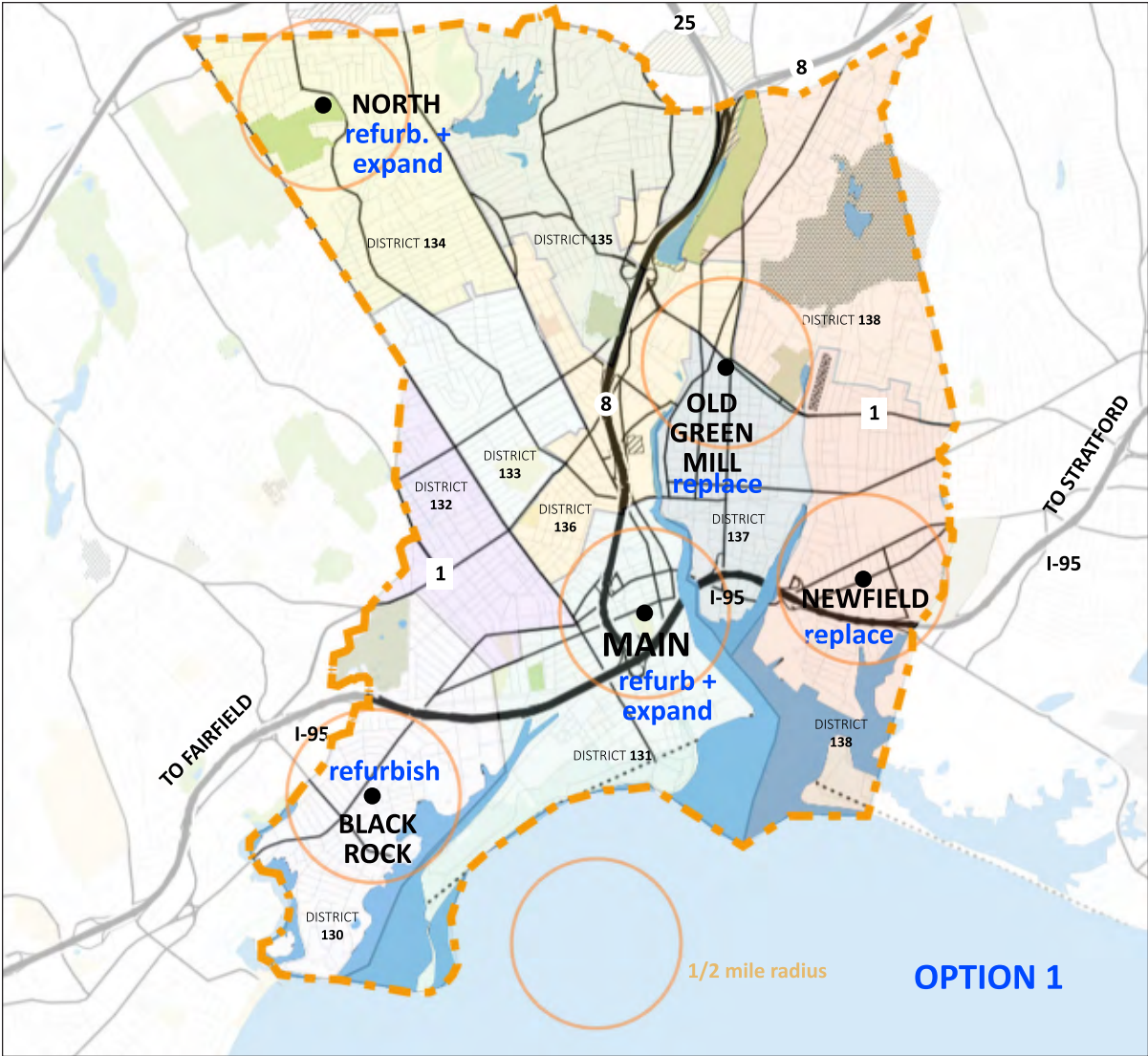
Brief Description of Options

OPTION 1

Maintaining and refurbishing Main, North, and Black Rock over the next several years, and moving Old Mill Green and Newfield to new, City-owned facilities on sites close to their existing locations within those communities.

Note that in this option and all subsequent options, there is an emphasis on adjusting library square footage per population size so that the East Side and East End service provision is more equitable than current Library provisions.

TOTAL APPROXIMATE COST	\$45,168,850
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OPTION I

ITEM	BRANCH NUMBER	1	2	3	4	5	Totals	Notes	
A	Branch Name	MAIN	NORTH	BLACK ROCK	OLD MILL GREEN	NEWFIELD			
F	Floor Area (SF)	75,320	21,000	11,000	4,000	4,000	115,320	Main Library has 49,700 SF excluding closed stacks area	
G	Service Population (2012)	26,400	58,905	15,787	33,109	10,245	144,446	Based on census tract data; census tracts allocated per branch are assumed: allocation t.b.c. by Library.	
H	Service Population (2034)	31,176	69,561	18,643	39,098	12,098	170,576	172,917 projection based on 0.76% mean growth P/A	
I	Population Change (+, -)	18.09%	18.09%	18.09%	18.09%	18.09%	26,130	Based on estimated growth 2012 to 2034	
J	Facility Expansion Potential (Y, N)	N	Y	N	N	N			
K1	Collection Size 2013 (all items)	343,226	105,640	45,702	45,508	27,144	567,220	Any Bookmobiles and Outreach excluded. Main includes 137,376 items on closed shelves. Acquisitions on order included.	
K2	Circulation Volume (latest)	136,284	146,117	73,371	82,387	14,799	452,958		
M	Meeting Room/s Occupancy	175	150	122	none	35	482	Main: split between two rooms 25/150, different floors, Black Rock has 3 mtg rooms: 52, 50, 20.	
N	Table Seats	137	80	27	32	20	296	as surveyed by MSR	
O	Soft Seats	18	28	23	0	0	69	as surveyed by MSR	
O2	Other sitting areas: wide steps, built-ins, etc	12				4	16	as surveyed: assumes 18" width per seat	
P	Public PC count (2013, as reported)	94	50	44	16	36	240		
P1	PC Count as surveyed by MSR	83	34	34	12	20	183	Excl. gaming, catalogue, reservation, staff PCs and microfiches	
Q	PAC Utilization (2013)	87,120	31,063	22,287	22,529	19,268	182,267	PAC = Public Access Computer	
R	PAC Percentage Use per Service Pop.	330%	53%	141%	68%	188%			
U1	FTE Staff	31.5	12.0	8.0	7.0	6.0	64.5	existing levels at Feb 2014	
U3	Dedicated Parking Spaces	0	85	0	8	20	113	Main, Black Rock, Old Mill Green and Newfield all have off-street parking in addition to figures indicated.	
U4	QUALITATIVE ANALYSIS (score out of 5)								
	Street / Public Presence	2	4	5	2	1	14		
	Building Fabric Quality	2	4	3	1	1	11		
	Interior Space Quality	1	3	2	1	1	8		
	Daylight Quality	1	3	3	1	1	9		
	FF&E Quality	1	4	2	1	1	9		
	Staff Area Quality	1	3	2	1	1	8		
	Circulation Desk Quality	1	4	2	2	1	10		
	Space Diversity and Flexibility	1	3	2	1	1	8		
V	QUALITATIVE SCORE (out of 40 max)	10	28	21	10	8			
W	SERVICE MODEL POP SIZE (at 2034)	170,000	70,000	18,500	39,000	12,000		Rounded figures	
X	RECOMMENDED SERVICE MODEL SIZE	57,000	28,000	11,000	15,000	12,000	123,000	Rounded figures	
X1	Differential with Existing SF	18,320	(7,000)	0	(11,000)	(8,000)	(7,680)		
	NEW BUILD / EXPANSION	7,700	7,000		15,000	12,000	41,700		
	REFURB PORTION	49,700	21,000	11,000			81,700		
X2	Extg Sq.Ft per Projected Pop Served	0.29	0.30	0.59	0.10	0.33	0.68	Based on existing area. Main should be sized to serve entire city.	
X3	Prop. Sq.Ft per Projected Pop Served	0.34	0.40	0.59	0.38	1.00	0.72	Based on recommended area. Main should be sized to serve entire city.	
	Assumptions and Clarifications	Refurbished and expanded existing Main Library	existing facility expanded	no expansion capacity on existing site	new facility close to existing	new facility close to existing			
AE	STRATEGIC SUMMARY	M + Exp	M	M	R	R			
		R = Replace, M = Maintain Existing, Exp = Expand, N = New							

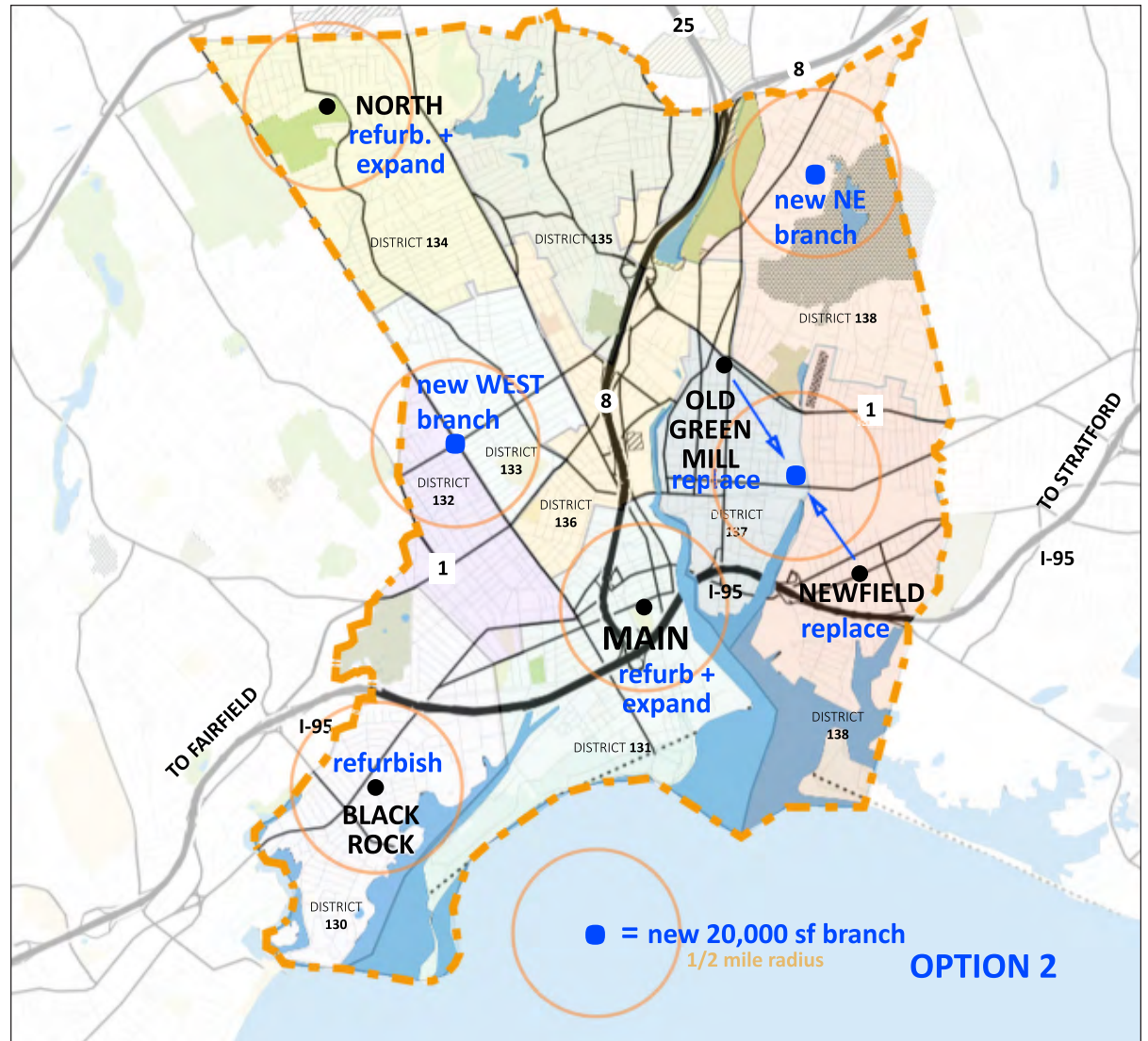
Brief Description of Options

OPTION 2

Maintaining and refurbishing Main, North, and Black Rock over the next several years, and combining Old Mill Green and Newfield to one new, City-owned facility on a site between their existing locations to serve both of those communities and provide two additional 20,000 SF neighborhood branch libraries to underserved areas in the North East and the West of the City.

The announcement of a potential new East Side Train Station on July 17, 2014, on the site of the former Remington Arms factory on Barnum Avenue, between the East End and East Side (indicated by a blue circle on the branch map in the *Introduction* section), presents a great opportunity for a mixed use facility to include this new branch library, or a simultaneous development of a separate new branch library. Remediation of contamination of any aspect of this site needs to be a priority for development of any kind, as studied as part of an Environmental Impact Assessment, and as required by the City. It is assumed that the existing collection, public access computers and staff from both branches in the eastern portion of the city will be combined in the replacement facility on the East Side.

TOTAL APPROXIMATE COST	\$59,955,150
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OPTION 2

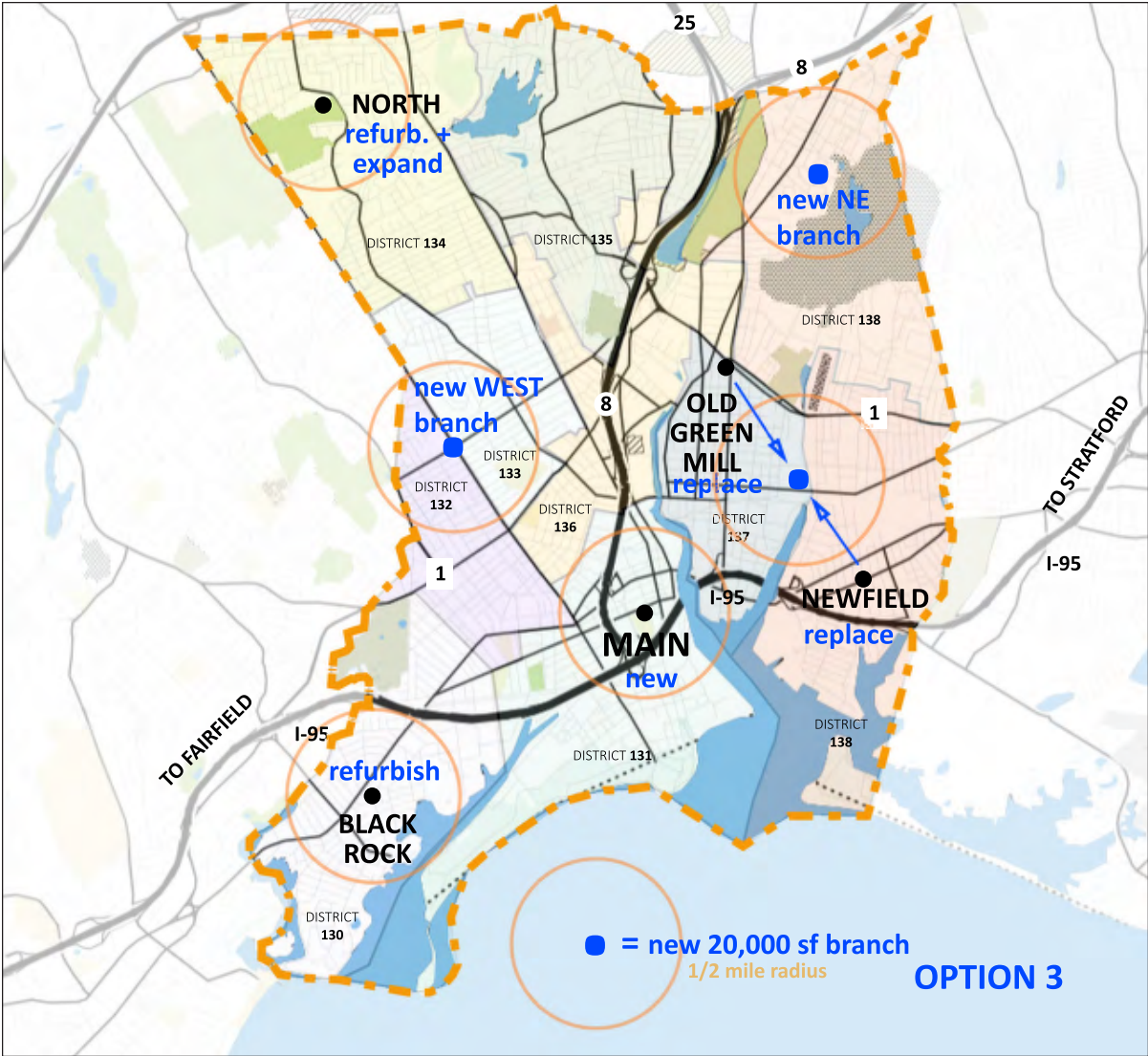
ITEM	BRANCH NUMBER	1	2	3	4	5	6	7	Totals	Notes
A	Branch Name	MAIN	NORTH	BLACK ROCK	OLD MILL GREEN	NEWFIELD 2	NORTH-EAST	WEST		
F	Floor Area (SF)	75,320	21,000	11,000	4,000	4,000	0	0	115,320	Main Library has 49,700 SF excluding closed stacks area
G	Service Population (2012)	26,400	58,905	15,787	33,109	10,245	30,000	30,000	144,446	Based on census tract data; census tracts allocated per branch are assumed: allocation t.b.c. by Library.
H	Service Population (2034)	31,176	69,561	18,643	39,098	12,098	35,427	35,427	170,576	172,917 projection based on 0.76% mean growth P/A
I	Population Change (+, -)	18.09%	18.09%	18.09%	18.09%	18.09%	18.09%	18.09%	26,130	Based on estimated growth 2012 to 2034
J	Facility Expansion Potential (Y, N)	N	Y	N	N	N				
K1	Collection Size 2013 (all items)	343,226	105,640	45,702	45,508	27,144	0	0	567,220	Any Bookmobiles and Outreach excluded. Main includes 137,376 items on closed shelves. Acquisitions on order included.
K2	Circulation Volume (latest)	136,284	146,117	73,371	82,387	14,799	0	0	452,958	
L	Building Occupancy								0	
M	Meeting Room/s Occupancy	175	150	122	none	35	0	0	482	Main: split between two rooms 25/150, different floors, Black Rock has 3 mtg rooms: 52, 50, 20.
N	Table Seats	137	80	27	32	20	0	0	296	as surveyed by MSR
O	Soft Seats	18	28	23	0	0	0	0	69	as surveyed by MSR
O2	Other sitting areas: wide steps, built-ins, etc	12				4	0	0	16	as surveyed: assumes 18" width per seat
P	Public PC count (2013, as reported)	94	50	44	16	36	0	0	240	
P1	PC Count as surveyed by MSR	83	34	34	12	20	0	0	183	Excl. gaming, catalogue, reservation, staff PCs and microfiches
Q	PAC Utilization (2013)	87,120	31,063	22,287	22,529	19,268	0	0	182,267	PAC = Public Access Computer
R	PAC Percentage Use per Service Pop.	330%	53%	141%	68%	188%	0%	0%		
U1	FTE Staff	31.5	12.0	8.0	7.0	6.0			64.5	existing levels at Feb 2014
U3	Dedicated Parking Spaces	0	85	0	8	20			113	Main, Black Rock, OMG and Newfield all have off-street parking in addition to figures indicated.
U4	QUALITATIVE ANALYSIS (1-5)									
	Street / Public Presence	2	4	5	2	1			14	
	Building Fabric Quality	2	4	4	1	1			12	
	Interior Space Quality	1	3	3	1	1			9	
	Daylight Quality	1	3	4	1	1			10	
	FF&E Quality	1	4	2	1	1			9	
	Staff Area Quality	1	3	3	1	1			9	
	Circulation Desk Quality	1	4	3	2	1			11	
	Space Diversity and Flexibility	1	3	3	1	1			9	
V	QUALITATIVE SCORE (out of 40 max)	10	28	27	10	8	0	0		
W	SERVICE MODEL POP SIZE (at 2034)	170,000	70,000	18,500	-	51,000	36,000	36,000		Rounded figures
X	RECOMMENDED SERVICE MODEL SIZE	57,000	28,000	11,000	-	21,000	20,000	20,000	117,000	Rounded figures
X1	Differential with Existing SF	18,320	(7,000)	0	4,000	(17,000)	(20,000)	(20,000)	(1,680)	
	NEW BUILD / EXPANSION	7,700			0	21,000	20,000	20,000	28,700	
	REFURB PORTION	49,700	28,000	11,000					88,700	
X2	Extg Sq.Ft per Projected Pop Served	0.29	0.30	0.59	0.10	0.33	0.00	0.00	0.68	Based on existing area. Main should be sized to serve entire city.
X3	Prop. Sq.Ft per Projected Pop Served	0.34	0.40	0.59	0.00	0.41	0.56	0.56	0.69	Based on recommended area. Main should be sized to serve entire city.
	Assumptions and Clarifications	Refurbished and expanded existing Main Library	existing facility expanded	no expansion capacity on existing site	moved to new facility btwn existing at east side and east end	moved to new facility btwn existing at east side and east end	new neighborhood branch	new neighborhood branch		
AE	STRATEGIC SUMMARY	M + Exp	M	M	R	R	N	N		
	R = Replace, M = Maintain Existing, Exp = Expand, N = New									

Brief Description of Options

OPTION 3

Replacing the existing Main Library downtown with a new Main Library down town, adding three new 20,000 SF Community Libraries, one of which will replace the two existing East End and East Side branches, and refurbishing the Black Rock and North Branches.

TOTAL APPROXIMATE COST (3) \$73,881,000



OPTION 3

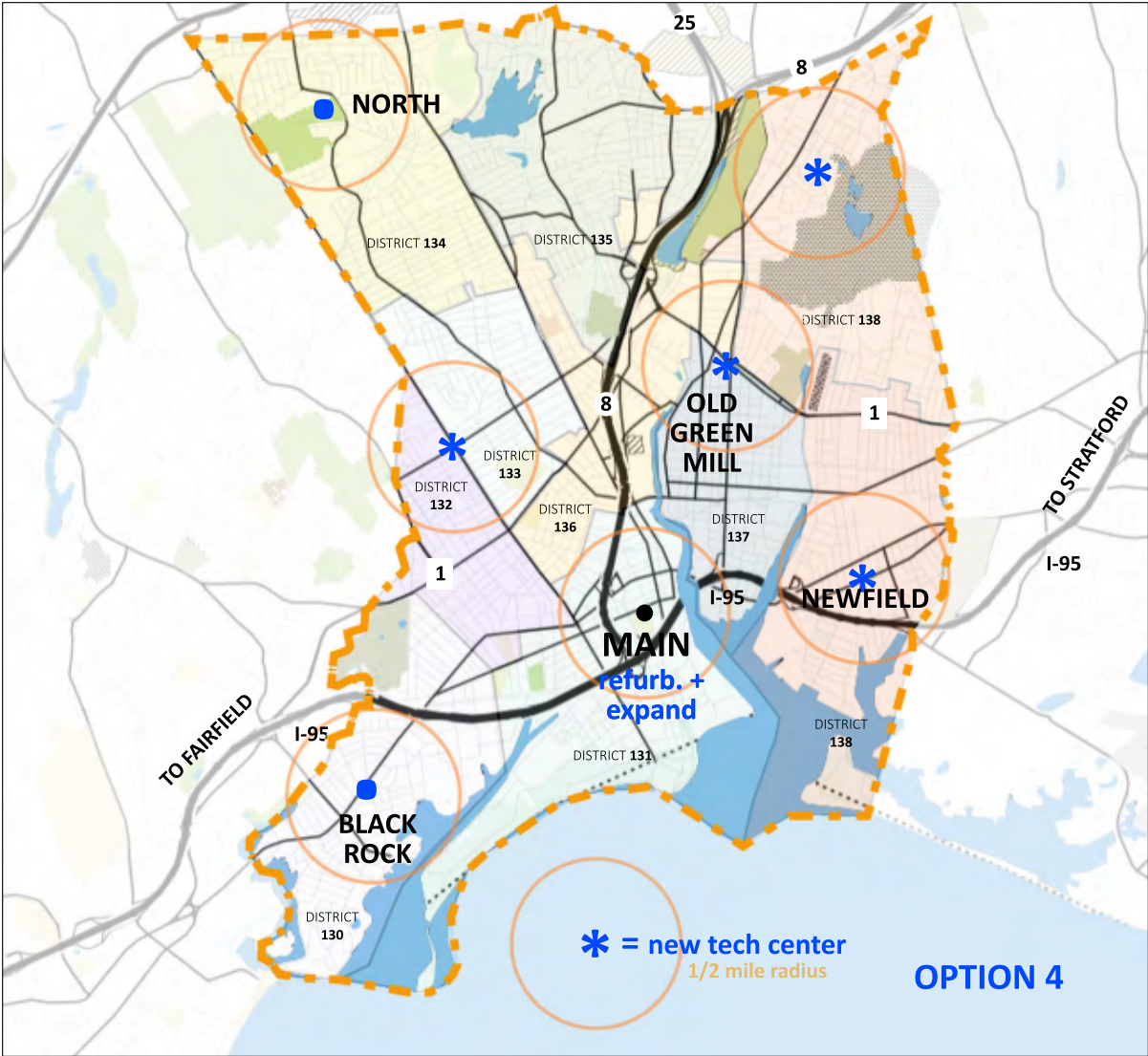
ITEM	BRANCH NUMBER	1	2	3	4	5	6	7	Totals	Notes
A	Branch Name	MAIN	NORTH	BLACK ROCK	OLD MILL GREEN	NEWFIELD 2	NORTH-EAST	WEST		
F	Floor Area (SF)	75,320	21,000	11,000	4,000	4,000	0	0	115,320	Main Library has 49,700 SF excluding closed stacks area
G	Service Population (2012)	26,400	58,905	15,787	33,109	10,245	30,000	30,000	144,446	Based on census tract data; census tracts allocated per branch are assumed: allocation t.b.c. by Library.
H	Service Population (2034)	31,176	69,561	18,643	39,098	12,098	35,427	35,427	170,576	172,917 projection based on 0.76% mean growth P/A
I	Population Change (+, -)	18.09%	18.09%	18.09%	18.09%	18.09%	18.09%	18.09%	26,130	Based on estimated growth 2012 to 2034
J	Facility Expansion Potential (Y, N)	N	Y	N	N	N				
K1	Collection Size 2013 (all items)	343,226	105,640	45,702	45,508	27,144	0	0	567,220	Any Bookmobiles and Outreach excluded. Main includes 137,376 items on closed shelves. Acquisitions on order included.
K2	Circulation Volume (latest)	136,284	146,117	73,371	82,387	14,799	0	0	452,958	
L	Building Occupancy								0	
M	Meeting Room/s Occupancy	175	150	122	none	35	0	0	482	Main: split between two rooms 25/150, different floors, Black Rock has 3 mtg rooms: 52, 50, 20.
N	Table Seats	137	80	27	32	20	0	0	296	as surveyed by MSR
O	Soft Seats	18	28	23	0	0	0	0	69	as surveyed by MSR
O2	Other sitting areas: wide steps, built-ins, etc	12				4	0	0	16	as surveyed: assumes 18" width per seat
P	Public PC count (2013, as reported)	94	50	44	16	36	0	0	240	
P1	PC Count as surveyed by MSR	83	34	34	12	20	0	0	183	Excl. gaming, catalogue, reservation, staff PCs and microfiches
Q	PAC Utilization (2013)	87,120	31,063	22,287	22,529	19,268	0	0	182,267	PAC = Public Access Computer
R	PAC Percentage Use per Service Pop.	330%	53%	141%	68%	188%	0%	0%		
U1	FTE Staff	31.5	12.0	8.0	7.0	6.0			64.5	existing levels at Feb 2014
U3	Dedicated Parking Spaces	0	85	0	8	20			113	Main, Black Rock, OMG and Newfield all have off-street parking in addition to figures indicated.
U4	QUALITATIVE ANALYSIS (1-5)									
	Street / Public Presence	2	4	5	2	1			14	
	Building Fabric Quality	2	4	4	1	1			12	
	Interior Space Quality	1	3	3	1	1			9	
	Daylight Quality	1	3	4	1	1			10	
	FF&E Quality	1	4	2	1	1			9	
	Staff Area Quality	1	3	3	1	1			9	
	Circulation Desk Quality	1	4	3	2	1			11	
	Space Diversity and Flexibility	1	3	3	1	1			9	
V	QUALITATIVE SCORE (out of 40 max)	10	28	27	10	8	0	0		
W	SERVICE MODEL POP SIZE (at 2034)	170,000	70,000	18,500	-	51,000	36,000	36,000		Rounded figures
X	RECOMMENDED SERVICE MODEL SIZE	75,000	28,000	11,000	-	21,000	20,000	20,000	135,000	Rounded figures
X1	Differential with Existing SF	320	(7,000)	0	4,000	(17,000)	(20,000)	(20,000)	(19,680)	
	NEW BUILD / EXPANSION	75,000			0	21,000	20,000	20,000	96,000	
	REFURB PORTION	0	28,000	11,000					39,000	
X2	Extg Sq.Ft per Projected Pop Served	0.00	0.30	0.59	0.10	0.33	0.00	0.00	0.68	Based on existing area. Main should be sized to serve entire city.
X3	Prop. Sq.Ft per Projected Pop Served	0.44	0.40	0.59	0.00	0.41	0.56	0.56	0.79	Based on recommended area. Main should be sized to serve entire city.
	Assumptions and Clarifications	New Main Library in Downtown Bridgeport	existing facility expanded	no expansion capacity on existing site	moved to new facility btwn existing at east side and east end	moved to new facility btwn existing at east side and east end	new neighborhood branch	new neighborhood branch		
AE	STRATEGIC SUMMARY	New	M	M	R	R	N	N		
	R = Replace, M = Maintain Existing, Exp = Expand, N = New									

Brief Description of Options

OPTION 4

Refurbishing and expanding the existing Main Library, adding four new 8,500 SF Tech Centers, one of which will replace the two existing East End and East Side branches, and refurbishing the Black Rock and North Branches to become local Tech Centers with a limited physical collection.

TOTAL APPROXIMATE COST (4)	\$54,018,000
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OPTION 4

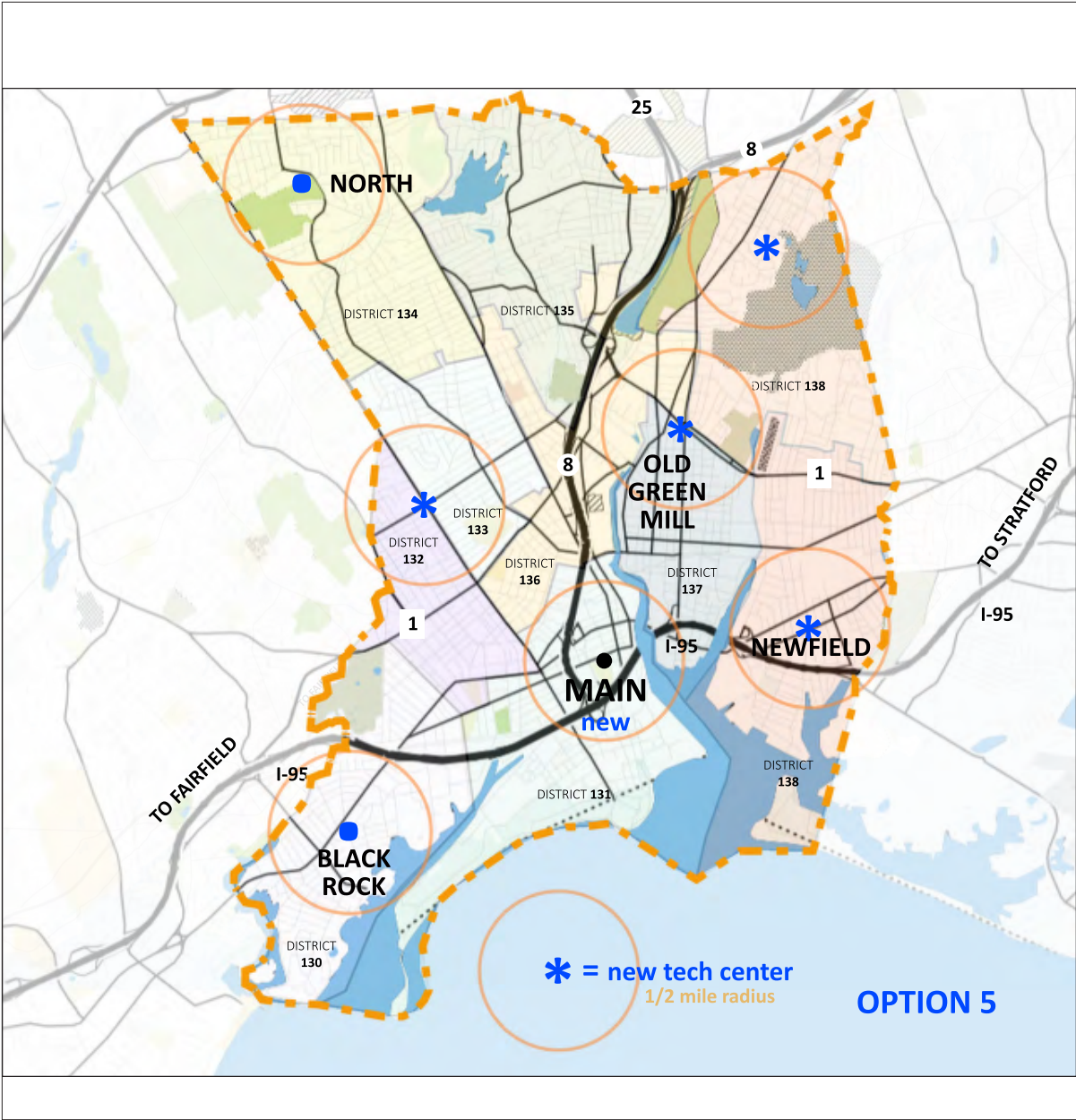
ITEM	BRANCH NUMBER	1	2	3	4	5	6	Totals	Notes
A	Branch Name	MAIN	NORTH	BLACK ROCK	OLD MILL GREEN	NEWFIELD	Tech Centers		
F	Floor Area (SF)	75,320	21,000	11,000	4,000	4,000		115,320	Main Library has 49,700 SF excluding closed stacks area
G	Service Population (2012)	26,400	58,905	15,787	33,109	10,245		144,446	Based on census tract data; census tracts allocated per branch are assumed: allocation t.b.c. by Library.
H	Service Population (2034)	31,176	69,561	18,643	39,098	12,098		170,576	172,917 projection based on 0.76% mean growth P/A
I	Population Change (+, -)	18.09%	18.09%	18.09%	18.09%	18.09%		26,130	Based on estimated growth 2012 to 2034
J	Facility Expansion Potential (Y, N)	N	Y	N	N	N			
K1	Collection Size 2013 (all items)	343,226	105,640	45,702	45,508	27,144		567,220	Any Bookmobiles and Outreach excluded. Main includes 137,376 items on closed shelves. Acquisitions on order included.
K2	Circulation Volume (latest)	136,284	146,117	73,371	82,387	14,799		452,958	
L	Building Occupancy							0	
M	Meeting Room/s Occupancy	175	150	122	none	35		482	Main: split between two rooms 25/150, different floors, Black Rock has 3 mtg rooms: 52, 50, 20.
N	Table Seats	137	80	27	32	20		296	as surveyed by MSR
O	Soft Seats	18	28	23	0	0		69	as surveyed by MSR
O2	Other sitting areas: wide steps, built-ins, etc	12				4		16	as surveyed: assumes 18" width per seat
P	Public PC count (2013, as reported)	94	50	44	16	36		240	
P1	PC Count as surveyed by MSR	83	34	34	12	20		183	Excl. gaming, catalogue, reservation, staff PCs and microfiches
Q	PAC Utilization (2013)	87,120	31,063	22,287	22,529	19,268		182,267	PAC = Public Access Computer
R	PAC Percentage Use per Service Pop.	330%	53%	141%	68%	188%			
U1	FTE Staff	31.5	12.0	8.0	7.0	6.0		64.5	existing levels at Feb 2014
U3	Dedicated Parking Spaces	0	85	0	8	20		113	Main, Black Rock, Old Mill Green and Newfield all have off-street parking in addition to figures indicated.
U4	QUALITATIVE ANALYSIS (1-5)								
	Street / Public Presence	2	4	5	2	1		14	
	Building Fabric Quality	2	4	4	1	1		12	
	Interior Space Quality	1	3	3	1	1		9	
	Daylight Quality	1	3	4	1	1		10	
	FF&E Quality	1	4	2	1	1		9	
	Staff Area Quality	1	3	3	1	1		9	
	Circulation Desk Quality	1	4	3	2	1		11	
	Space Diversity and Flexibility	1	3	3	1	1		9	
V	QUALITATIVE SCORE (out of 40 max)	10	28	27	10	8			
W	SERVICE MODEL POP SIZE (at 2034)	170,000	-	-	-	-		170,000	Rounded figures
X	RECOMMENDED SERVICE MODEL SIZE	75,000	-	-	-	-		51,000	126,000
X1	Differential with Existing SF	320	21,000	11,000	4,000	4,000		10,680	6 Tech Centers at 8,500 SF each
	NEW BUILD / EXPANSION	25,300			0	0	51,000	76,300	
	REFURB PORTION	49,700	0	0				49,700	
X2	Extg Sq.Ft per Projected Pop Served	0.29	0.30	0.59	0.10	0.33		0.68	Based on existing area. Main should be sized to serve entire city.
X3	Prop. Sq.Ft per Projected Pop Served	0.44	-	-	-	-	0.30	0.74	Based on recommended area. Main sized to serve entire city. Tech Centers serve an average of 25,000 population each. See map for this option.
	Assumptions and Clarifications	Refurbished and expanded existing Main Library					6 Tech Centers - see Map		
AE	STRATEGIC SUMMARY	M + Exp	M	M	R	R	N x 6		
	R = Replace, M = Maintain Existing, Exp = Expand, N = New								

Brief Description of Options

OPTION 5

Replacing the existing Main Library downtown with a new Main Library down town, adding four new 8,500 SF Tech Centers, one of which will replace the two existing East End and East Side branches, and refurbishing the Black Rock and North Branches to become local Tech Centers with a limited physical collection.

TOTAL APPROXIMATE COST (5)	\$58,988,000
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OPTION 5

ITEM	BRANCH NUMBER	1	2	3	4	5	6	Totals	Notes	
A	Branch Name	MAIN	NORTH	BLACK ROCK	OLD MILL GREEN	NEWFIELD	Tech Centers			
F	Floor Area (SF)	75,320	21,000	11,000	4,000	4,000		115,320	Main Library has 49,700 SF excluding closed stacks area	
G	Service Population (2012)	26,400	58,905	15,787	33,109	10,245		144,446	Based on census tract data; census tracts allocated per branch are assumed: allocation t.b.c. by Library.	
H	Service Population (2034)	31,176	69,561	18,643	39,098	12,098		170,576	172,917 projection based on 0.76% mean growth P/A	
I	Population Change (+, -)	18.09%	18.09%	18.09%	18.09%	18.09%		26,130	Based on estimated growth 2012 to 2034	
J	Facility Expansion Potential (Y, N)	N	Y	N	N	N				
K1	Collection Size 2013 (all items)	343,226	105,640	45,702	45,508	27,144		567,220	Any Bookmobiles and Outreach excluded. Main includes 137,376 items on closed shelves. Acquisitions on order included.	
K2	Circulation Volume (latest)	136,284	146,117	73,371	82,387	14,799		452,958		
L	Building Occupancy							0		
M	Meeting Room/s Occupancy	175	150	122	none	35		482	Main: split between two rooms 25/150, different floors, Black Rock has 3 mtg rooms: 52, 50, 20.	
N	Table Seats	137	80	27	32	20		296	as surveyed by MSR	
O	Soft Seats	18	28	23	0	0		69	as surveyed by MSR	
O2	Other sitting areas: wide steps, built-ins, etc	12				4		16	as surveyed: assumes 18" width per seat	
P	Public PC count (2013, as reported)	94	50	44	16	36		240		
P1	PC Count as surveyed by MSR	83	34	34	12	20		183	Excl. gaming, catalogue, reservation, staff PCs and microfiches	
Q	PAC Utilization (2013)	87,120	31,063	22,287	22,529	19,268		182,267	PAC = Public Access Computer	
R	PAC Percentage Use per Service Pop.	330%	53%	141%	68%	188%				
U1	FTE Staff	31.5	12.0	8.0	7.0	6.0		64.5	existing levels at Feb 2014	
U3	Dedicated Parking Spaces	0	85	0	8	20		113	Main, Black Rock, Old Mill Green and Newfield all have off-street parking in addition to figures indicated.	
U4	QUALITATIVE ANALYSIS (1-5)									
	Street / Public Presence	2	4	5	2	1		14		
	Building Fabric Quality	2	4	4	1	1		12		
	Interior Space Quality	1	3	3	1	1		9		
	Daylight Quality	1	3	4	1	1		10		
	FF&E Quality	1	4	2	1	1		9		
	Staff Area Quality	1	3	3	1	1		9		
	Circulation Desk Quality	1	4	3	2	1		11		
	Space Diversity and Flexibility	1	3	3	1	1		9		
V	QUALITATIVE SCORE (out of 40 max)	10	28	27	10	8				
W	SERVICE MODEL POP SIZE (at 2034)	170,000	-	-	-	-		170,000	Rounded figures	
X	RECOMMENDED SERVICE MODEL SIZE	75,000	-	-	-	-		51,000	6 Tech Centers at 8,500 SF each	
X1	Differential with Existing SF	320	21,000	11,000	4,000	4,000		10,680		
	NEW BUILD / EXPANSION	75,000			0	0		51,000		
	REFURB PORTION	0	0	0				0		
X2	Extg Sq.Ft per Projected Pop Served	0.00	0.30	0.59	0.10	0.33		0.68	Based on existing area. Main should be sized to serve entire city.	
X3	Prop. Sq.Ft per Projected Pop Served	0.44	-	-	-	-		0.74	Based on recommended area. Main sized to serve entire city. Tech Centers serve an average of 25,000 population each. See map for this option.	
	Assumptions and Clarifications	New Main Library in Downtown Bridgeport					6 Tech Centers - see Map			
AE	STRATEGIC SUMMARY	N	M	M	R	R		N x 6		
	R = Replace, M = Maintain Existing, Exp = Expand, N = New									

Brief Description of Options

For both options 4 & 5, it is assumed that the entire physical collection will be weeded and relocated to the facility downtown, and that each local community Tech Center will be provided with a wider range of public access computers than currently outside of the downtown zone, a wide range of technology resources (eReaders, tablets, laptops, DVDs, CDs, etc), training space, meeting spaces, and a catalog PC or two for requesting physical collection items from the downtown facility. Staff from all closed branches will be re-deployed to either one of the Tech Centers, or to the facility downtown.

The first of these Tech Centers should be prototyped on a new site between the East End and the East side prior to the closure of any branches.

More detail related to each of the options shown on the previous pages is in the *Options* section of this report.

It is critical to note that the under-provision of library facilities in the East End and East Side is addressed as the first step in improving BPL. In the sequencing of each of the proposals, those areas of the population are provided with approximately three times their existing library space provision in a new facility, which is higher than any other community provision recommended in this plan. This will be a step towards remedying long-standing inequities within the Bridgeport communities.

NOTE ON COSTS

The cost to build (construction cost only) a new library in the United States ranges from about \$190.00 to over \$500.00 per gross square foot in 2014 U.S. Dollars. The average, adjusted for construction costs in Fairfield County, CT, is about \$325.00 per gross square foot for new construction, and \$225.00 per gross square foot for refurbishment. An addition that includes refurbishment of the existing will fall somewhere between these two figures depending on the area ratio of new addition to existing area.

A good starting point for a unit rate for furnishings, fixtures, and equipment (FF&E) is \$27.00 per net square foot in 2014 U.S. Dollars.

The consultant team has used these un-factored values/rates to assign factored budget values to the recommendations for each library.

Budget costs typically exclude the following:

- Land acquisition and remediation, where required.
- Fixtures, furnishings, and equipment.
- Collection acquisitions.
- Soft costs (consulting fees, legal fees, re-zoning fees, county charges, permits, etc).
- USGBC LEED registration and processing.
- Temporary rental of premises, where required.
- Utility upgrades, etc., where required.
- Third party testing, inspections, and commissioning.
- Annual inflation of costs.
- Operational costs for BPL.
- On-going maintenance of existing facilities, where re-used.
- Construction contingencies.
- Geotechnical and topographical surveys and reports.

A guideline factor of 1.5 is used to take into account most of the above exclusions, with the exception of land acquisition (if needed), geotechnical investigations and remediation, utility upgrade costs, temporary rental costs (if needed), moving costs, BPL operational costs, and annual inflation, none of which can be determined at a long-term planning stage.

It should be noted that the cost information in this report is an opinion of probable costs based on fair market value and has been developed for budgetary purposes only. The project budget estimates for the individual construction projects in the table account for base construction costs, including contractor's overhead and profit at 3rd quarter 2014 rates for new and/or refurbished library projects.

The consultant team will be able to develop more detailed cost information for each library building as part of the programming and schematic design phases. Note that in some cases the project budget figure is a blend of refurbishment and new building/addition costs, and that the figures represent likely cost scenarios in 2014. These figures need to be factored up by inflation figures from 2014 to the year of implementation.

Background

This report was commissioned through Bridgeport Public Library (BPL) under the leadership of the Board of Directors.

The Library serves as the principal public library for the City of Bridgeport and provides materials, programs, and services in support of the lifelong learning, recreational, and economic interests. Serving residents since 1927 with the opening of the Main Library downtown (recently renamed the Burroughs-Saden Memorial Library), the Library system currently consists of four branches throughout the City, plus the main Burroughs-Saden Memorial Library downtown, and one bookmobile service that visits senior centers, community centers, community events, and neighborhoods not easily served by existing branch locations.

Statutory authority for governance lies with a Board of Directors whose appointment is confirmed by the City Council. The City Librarian is hired by, and reports to, the Library Board of Directors.

Participants

The following groups and individuals contributed input for preparing this report:

BRIDGEPORT PUBLIC LIBRARY

Jim O'Donnell	Board President
Sauda Baraka	Board Vice President
Tom Errichetti	Board Secretary/Treasurer
Anne Cunningham	Board Director
Hon. William Holden	Board Director
Kenya Osborne-Gant	Board Director
Paul Arroyo	Board Director
Don Greenberg	Board Director
Scott Hughes	Library Director

All of the branch managers and staff who graciously gave their time, knowledge, and information during branch visits.

CONSULTANT TEAM

ANTINOZZI ASSOCIATES

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Susan Kent

Sources

The following data was used for this report as provided by BPL, or from design team sources:

- *BPL State Report, 2012-2013.*
- *BPL Strategic Plan, 2010-2012.*
- *Bridgeport 2020: A Vision for the Future.*
- *Bridgeport Master Plan of Conservation & Development, 2008.*
- *Bridgeport Growth Management Alternatives: Regional Conservation & Development Plan Update, 2008.*
- Collection and use data provided by BPL.
- Public Library Data Service, 2012.
- US Census Bureau data.

introduction

Process

This report focuses on the assessment of all facilities, the analysis of data previously compiled by the Library (listed in the *Introduction*), and the development of a set of tools for future planning and development of the facilities to enable the Library to address likely future needs and community changes between now and 2034 (20 years ahead).

The report therefore serves as a defensible guide for BPL's capital program as the City seeks to adapt and construct, over time, first-class library facilities that meet the current and future needs of the City's citizens.

Goals

This document serves as a guide to the continued planning and design of the new and renovated BPL facilities. It describes the goals and priorities for space use and outlines furniture needs for each of the facilities.

The BPL leadership is committed to the development of branch facilities that support concepts of access to information of all types for all ages, access to programs, a focus on literacy, developing opportunities for developing strategic partnerships and alliances, and on community building. The design of these facilities should allow for the associated operational and functional activities, as noted in the Space Needs Summaries. And they should reflect these activities through open, bright, innovative, and exciting spaces that mark the library as a civic and community center and attract and retain patrons to use the materials and services provided.

The City of Bridgeport serves a population of 146,425 (Census Bureau figure based on July 1, 2012) with a service area of 16 square miles of land. It is the most populous city in the State of Connecticut, and it is the fifth largest city in New England. The population is socio-economically diverse and projected to grow marginally in the next 20 years to a projected population of approximately 170,000. This growth projection is based on assuming continuing growth patterns will continue at the average growth rate recorded by the Census Bureau between 2010 and 2012.

The adjacent map indicates the existing Bridgeport Public Library facility locations. The circles centered on each facility are approximately a half-mile radius. North Branch is the most remote but the best facility in terms of quality and space provision.

The blue circle identifies the potential future site for the new East Side rail station announced in July 2014.



The Bridgeport Public Library & the Future of Library Services

The public library is an institution that has morphed from book centered to technology centered to community and creativity centered over the last few decades. This evolution is essential as the library's users continue to transform their lives to keep up with the pace of change in the world.

The future of public libraries is not easily forecast because the rate of technological change is so rapid. What is apparent, however, is the continuing heavy use public libraries are seeing throughout the U.S. and worldwide.

According to *How Americans Value Public Libraries in their Communities*, a report published by the Pew Internet & American Life Project in December 2013:

95% of Americans ages 16 and older agree that the materials and resources available at public libraries play an important role in giving everyone a chance to succeed.

95% say that public libraries are important because they promote literacy and a love of reading.

94% say that having a public library improves the quality of life in a community.

81% say that public libraries provide many services people would have a hard time finding elsewhere.

“Americans strongly value the role of public libraries in their communities, both for providing access to materials and resources and for promoting literacy and improving the overall quality of life. Most Americans say they have only had positive experiences at public libraries, and value a range of library resources and services.”

—Kathryn Zickuhr, Lee Rainie, Kristen Purcell & Maeve Duggan, *How Americans Value Public Libraries in their Communities*, Pew Internet & American Life Project, December 2013

The Bridgeport Public Library & the future of library services

To be successful in the future, the Bridgeport Public Library must assert a leadership position in the City of Bridgeport. It will have to bring together traditional and much-loved library services with new innovative services and spaces. As the library continues to offer physical resources (e.g., books, CDs, DVDs, and magazines) and digital materials (e.g., e-books and digital media), it must become an institution that incorporates the new and encourages its users to experience the possibilities and potentials of new technologies, new services, and new collections in facilities that are welcoming, accommodating, and accessible.

In most communities, including Bridgeport, the public's perspective on what the library can and should do in the future has not kept up with what, in reality, libraries are capable of offering their users. The traditional ideal of the public library as a book-centered institution is outdated and outmoded. Today's public library, and certainly the public library of the future, has become a place that is a community asset of the highest order, one in which the infinite and global resources now available through technology are available in each local community.

Now more than ever library users seek assistance in accessing the vast network of information and distilling it to relevant and valuable knowledge. They want help converting information into resources that serve their personal needs (e.g. education, business, lifetime learning and enjoyment). Libraries and library staff provide means, methods and resources for acquiring information and transforming it into valuable knowledge. Library design can make evident and exciting the variety of media, mediums and spaces for learning and community engagement.

The facilities of the Bridgeport Public Library and the services that are offered will play an integral role in the daily lives of community members as a place for:

- Active community engagement.
- Intellectual discourse.
- Lifelong learning and literacy.
- Creativity and innovation.
- Economic development.

Trends in Library Service

The trends that must be addressed as the Bridgeport Public Library prepares itself for the future in terms of collections, technology and facilities include:

COMMUNITY COMMONS

The public library as the “third place,” a community commons.

- Increased need for flexible community spaces.
- Common area amenities such as food cafes, vending machines, etc.
- Casual seating in flexible/moveable seating patterns.
- Lots of electrical outlets and power stations to support increased mobile technology.
- Flexible displays supporting recreational reading, easy downloads, etc.

COMMUNITY-CENTERED

Emphasis on community collections and community pride.

- Integration and use of “local experts” in community programs and offerings.
- Local collections and local authors.
- Digital/physical exhibits showcasing local history, local authors, local “makers” (artist, creators, and fabricators) and culture.
- Youth authors, poets, and creators—provide space/digital displays to showcase young local talent.

INTELLECTUAL CAPITAL

Harnessing and stimulating innovation, ideas and intellectual capacity as libraries become learning spaces, meeting spaces, and creative spaces.

- Increased program emphasis on new ideas and innovation—Ted Talks, Code Camps, etc.
- Increased need for flexible program/theatre space to host events 50–500 in size.
- Group workspaces and individual study spaces.
- Community space for creation and fabrication of ideas.

COLLABORATIVE DIGITAL INITIATIVES

Cooperation among community partners with a goal of creating a virtual universal library by linking collections from library to library to user.

- Library outlets through community partners’ resources.
- Collaborative projects that digitize community assets and knowledge.

LEARNING & CREATION SPACES

Providing digital technology and resources to support digital media creation for people of all ages.

- Flexible lab spaces/pods that can accommodate media creation (video production, music production and visual media production)
- Partnerships with local tech entrepreneurs for programs and classes.
- Learning from the users with a focus on how younger users are accessing information in digital and traditional formats.

ECONOMIC DEVELOPMENT DRIVER

Next steps beyond workforce development and educational development.

- Space for community educational partners—college support programs, advanced degree support, skill/trade development, online courses.
- Flexible space for community trainings & workshops.
- Meeting local economic development needs—partnerships/workshops.
- ESL classes and GED classes in person and online

THE UBIQUITOUS LIBRARY

Increased use of location/GPS aware services to support library services, the “library in your pocket.”

- Smart wallets for payment of fines and fees
- Virtual library cards for circulation and program attendance.
- Way-finding aids that are location aware/GPS enabled
- Increased use of mobile applications for service delivery.

LITERACY SKILLS & LIFE SKILLS

Library as a central resource and an essential partner in developing and nurturing literacy in all of its forms.

- Early literacy programs and facilities for children and parents.
- Homework spaces and services for children K–12.
- Digital literacy services and labs.
- Lifelong learning opportunities.

The Public Library

The public library is a true community resource, programmed, designed and configured, to meet the user's needs and the community's needs. Because it is almost always a local library for the local public, its primary role is to provide equitable access to library services and collections to all the members of the community as a "stand-alone" library and as a key part of a library system.

The public library provides open, free accessibility and public space in the community. The physical space of the library becomes a place for educational, social, economic, collaborative and personal uses. As part of the knowledge infrastructure of the local community, it provides an environment for study and learning, for finding and interpreting information, for social and community interaction, for business incubation and development, for cultural awareness, for networking and for quiet contemplation. The public library serves everyone in the community regardless of age, gender, ethnicity, cultural background or economic staff. As such, it is a true embodiment of democracy and openness.

As public libraries have rapidly evolved over the past decade, some of the newer roles they have undertaken

have an impact on the spaces within the facility. Public libraries now are places in which information is converted to knowledge, the community comes together to foster creativity and develop content, and people engage in public discussions about topics vital to themselves and the community in general. These new roles mean new technologies, new collections and resources. They call for bold concepts for the library facility so that it will meet these current as well as future needs and ever evolving roles.

In late January 2012, the Pew Research Center issued a report entitled, "Library Services in the Digital Age." One of the highlights of the report was that, "the availability of free computers and internet access now rivals book lending and reference expertise as a vital service of libraries." The Pew Report concentrates, to a large extent, on the rising popularity of e-books and the resulting transformation of American reading habits. The report finds that people "would embrace even wider uses of technology at libraries...(including)... apps-based access to library materials and programs...access to technology 'petting zoos' to try out new devices...lending machines or kiosks located throughout the community where people can check out books, movies or music without having to go to the library it-

self." The Pew Report also found that a total of 59% of respondents said that libraries should either "definitely" or "maybe" move some printed books and stacks out of public locations to free up space for tech centers, reading rooms, meetings rooms and cultural events." The public library today is faced with the same social, economic and political pressures other public institutions are facing. Libraries across the country are facing increased demand for services, technology and study space. Since 2006, national library usage has increased from 1.23 billion visitors to nearly 1.5 billion in 2011.

This increase in the physical use of the library coincides with increases in e-book access as well as the use of audio and visual materials. This increase is not limited to adults. A large number of teens and younger adults are using public libraries as well. According to the Pew Study cited above, "more than eight in ten Americans between the ages of 16 and 29 read a book in the past year, and six in ten used their local public library. At the youngest end of the spectrum, high school students in their late teens (ages 16–17) and college-aged young adults (ages 18–24) are especially likely to have read a book or used the library in the past 12 months." And although their library usage patterns may often be influenced by the requirements of school assignments,

their interest in the possibilities of mobile technology may also point the way toward opportunities of further engagement with libraries later in life. There are serious implications for planning library facilities embedded in the report. An increase in the use of mobile devices sometimes reduces the need for hardwired computers, and will increase demand on wireless data systems.

More than an institution, the public library is a social compact. It is an ethic of service that has been in place for almost two hundred years. As our society evolves and local institutions become more sophisticated in providing tailored services, public library buildings must be reconceived and changed to permit them to provide the best services possible—and evolve as the community evolves.

While all libraries in the Bridgeport Public Library's service area should have a commonality in terms of the kinds of spaces needed, some specificity to local community needs must also be addressed. For instance, the questions of what are the key issues in each local community and how the library can approach that issue is critical. As an example, in a neighborhood with low literacy rates, spaces for tutoring and literacy-related

collections and programs are essential. In neighborhoods with many young families, early literacy centers for young children and their parents and caregivers are important. In addition, the library needs to continue to address the deep digital divide between those individuals with the skills to use the latest technology and have access to that technology and those without either the skills or that access. Technology-centered library spaces and services are key solutions to this community need.

This report contains descriptions of spaces as well as space needs for each of the libraries. As such, it will serve as a starting point for the design of each of the facilities. The actual space and design for each of the facilities will evolve through the design process and continued development, by the selected design teams and the library, of the needs of each facility and each space. The Master Plan study describes a series of options for this library system. This will be realized through the construction and renovation/expansion or replacement of libraries, as applicable in the options outlined in this report.

The Bridgeport Public Library completed a new strategic plan in 2012, with the following strategic goals:

- Provide easy access to computers, computer instruction and other electronic information the community needs for everyday life
- Provide children and students with a new emphasis on facilities, programs and collections.
- Provide a valued destiny for literacy in Bridgeport.
- Develop strategic partnerships and alliances throughout the city to benefit more residents.
- Increase residents' awareness of the libraries as a vital community resources center.
- Reposition the facilities, collections, programs and staff to help focus on building community, helping people, and changing lives.

These goals address key community needs including literacy, lifelong learning and the need for a skilled work force and should be instrumental in planning for future library facilities and services.

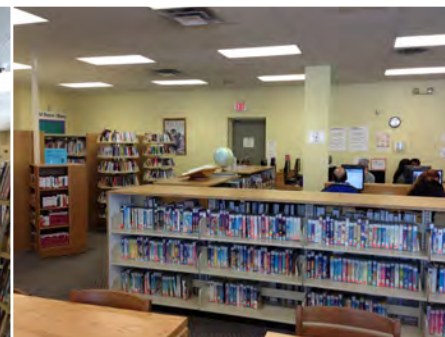
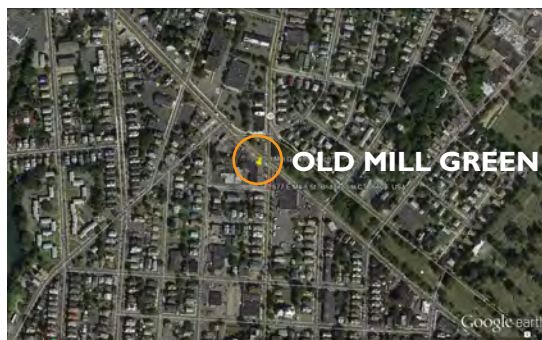
Analysis of Existing Facilities

The consultant team toured each of the existing library facilities at the commencement of this study, starting with Newfield, then Old Mill Green, North Branch, Black Rock, and finally the main Burroughs-Saden Memorial Library downtown. A narrative of findings follows, and a table of data relating to each facility is provided at the end of this section.



NEWFIELD & OLD MILL GREEN BRANCHES

These two branch libraries have many attributes in common: they are in storefront properties owned by another entity; are small but well used by the communities they serve; are very out-of-date, poorly maintained, and too constrained for space (in particular in terms of study spaces, meeting rooms, and staff areas). They are also not able to have a strong street presence because of their venues. Both of these branches are in communities that are struggling economically and many of the users need access to computers, the Internet, and other digital media, and the training to gain those skills needed to access new technologies. Local school students use these branches as a media resource after school hours, so the presence of the library in these communities is critical to learning and advancement for these communities.

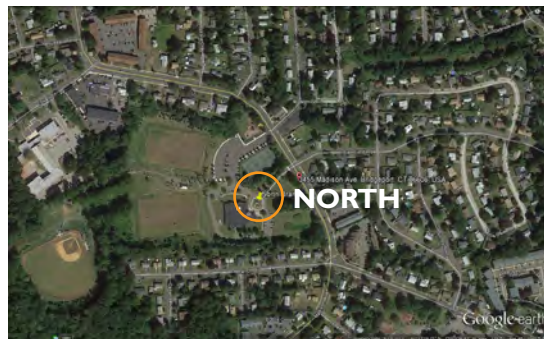


foundation

Analysis of Existing Facilities

NORTH BRANCH

This branch library is a substantial size, single-story facility and, though slightly dated in style and finishes, provides many more options than any of the other facilities for providing comprehensive library services to its service community for many years to come. Some of the key highlights of this branch include large and flexible community/meeting rooms located directly off the spacious entry lobby, and which can be configured to meet a wide variety of community needs and meeting formats, good daylighting to a range of space types for computing, reading, children's areas, retail-type new material displays, study rooms for small groups or individual, and good staff areas both in front and back of house. Some of the aspects that could be improved in layout include improving sight lines from the info/circulation desk to all areas, and re-appointing areas at the end of stack areas adjacent windows to reader seating.



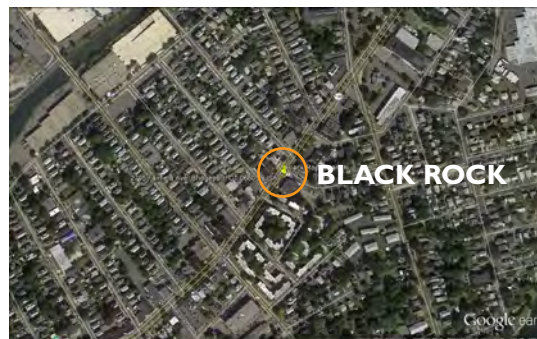


foundation

Analysis of Existing Facilities

BLACK ROCK BRANCH

This branch library is in an historic, two-story facility that was recently remodeled internally in selected areas. The entry configuration, with the first and second floors a half level down and up respectively from the entry level, does not enable any visual surveillance from the main info/circulation desk to the front door, and is confusing to first-time visitors. It is also not easily accessible, but provisions have been made for access via an elevator. Sight lines throughout the collection area are very limited. There is a grand but informal reading area at the south-west corner of the second floor, and a good sized children's area in a large open area of this floor. The lower level includes three meeting rooms, one of which serves as a computer lab with public access PCs lining one wall and meeting tables in the middle, and the others of which serve as program rooms (locked at time of visit). The room that serves as a computer lab is intended for flexible layouts for a variety of programs.





Analysis of Existing Facilities

BURROUGHS-SADEN MEMORIAL LIBRARY

The main library of the system is housed in its original 1927 building in downtown Bridgeport. Major renovations were carried out in the late 1960s and it was renamed the Burroughs-Saden Memorial Library in 2003 to honor George A. Saden, a former Board member. The public areas of this facility are split over two main floors of the building, with main entry, community meeting spaces, teen area and some of the adult collection on the first floor, with the second floor being used for remaining adult collection, reading areas, computer stations, reference and research areas, and staff areas. The public spaces are generous in size and height with good quality daylight in most areas. However, the building is dated and spatial quality is compromised by the limits of its dated mechanical and electrical system.

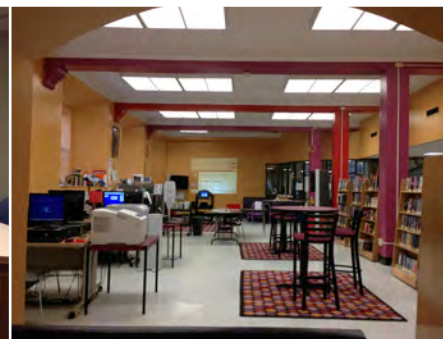
A substantial refurbishment of this building will be necessary to optimize its use in the next 20 years, and this will involve temporary relocation of the entire facility for about two years.

There is a substantial collection in closed stack areas that are not accessible to the public that extends from the first floor up to the roof level, with more compact floor-to-floor heights that coincide with the public side of the building every three floors (totaling seven floors of closed stacks). There are small staff stations at each level for staff and/or pages to retrieve items as requested. A preliminary review of the closed stack collection by the consultant team indicates that there are substantially more items on the closed stack (around 500,000), that there are multiple copies of similar items, and that a substantial portion of the col-

lection is older government documents and bound periodicals. This should be weeded to reduce the collection volume, and then there are two or more options, for example:

- The top five closed stack floors dismantled and re-allocated for public spaces at the first floor, and the remaining collection moved to the existing bottom two closed stack levels.
- The remaining closed stack collection moved to an off-site storage facility or deacquired or given to a university/college library, and the floors dismantled and re-allocated for public spaces.

Ultimately, this part of the collection must be addressed as part of an updated collection policy that meets the need of Bridgeport's residents for the future.





Analysis of Existing Facilities

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A	Branch Name	MAIN	NORTH	BLACK ROCK	OLD MILL GREEN	NEWFIELD	
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P1	PC Count as surveyed by MSR	83	34	34	12	20	183
Q	PAC Utilization (2013)	87,120	31,063	22,287	22,529	19,268	182,267
R	PAC Percentage Use per Service Pop.	330%	53%	141%	68%	188%	
U1	FTE Staff	31.5	12.0	8.0	7.0	6.0	64.5
U3	Dedicated Parking Spaces	0	85	0	8	20	113
U4	QUALITATIVE ANALYSIS (score out of 5)						
	Street / Public Presence	2	4	5	2	1	14
	Building Fabric Quality	2	4	3	1	1	11
	Interior Space Quality	1	3	2	1	1	8
	Daylight Quality	1	3	3	1	1	9
	FF&E Quality	1	4	2	1	1	9
	Staff Area Quality	1	3	2	1	1	8
	Circulation Desk Quality	1	4	2	2	1	10
	Space Diversity and Flexibility	1	3	2	1	1	8
V	QUALITATIVE SCORE (out of 40 max)	10	28	21	10	8	

Main: split between tw

Main, Black Rock, Old Mill Green

As mentioned in the text earlier in this report, the daylight quality in the existing Main Library is good in some of the main public spaces, but the overall score is low due to the quality of light in the closed stack areas and most staff areas. The street presence for the Main Library scores low due to the lack of visibility into the library activities from outside the facility. This key attribute provides increased presence for libraries and a healthier environment for study/reading and activity inside.

Benchmarking & Comparative Analysis

The consultants did an analysis of data concerning the finances, facilities, collections, and use of the Bridgeport Public Library using the limited available data, provided by the Library and the information contained in its annual reports to the State Library of Connecticut.

BRIDGEPORT PUBLIC LIBRARY DATA LAST COMPLETED FISCAL YEAR

OPERATING & MATERIAL COSTS	
Population served	145,638
Income (total) ¹	\$6,877,801
Operating cost per capita	\$47.22
Paid staff (total FTE) ²	64.5
Expenditure for materials ³	\$768,500
Materials cost per capita	\$5.27
TYPE & SIZE OF FACILITIES	
Main (Y / N)	Yes
Size of main (sq. ft.)	75,320
No. of branches	4
Total sq. ft. of branches	40,000
Sq. ft. per capita	0.79
MATERIALS & SERVICES	
Circulation (total)	463,105
Circulation per capita	3.17
Holdings (total)	561,626
Holdings per capita	3.85
Visits (total)	429,228
Service hours per week	206
Program attendance	6,624

NOTES

¹ \$6,893,768 in State report (2012–2013).

² 56.75 in State report (2012–2013); 64.5 per Board member.

³ \$718,867 in State report (2012–2013).

Benchmarking & Comparative Analysis

BRIDGEPORT PUBLIC LIBRARY USE SUMMARY

		MAIN	NORTH	BLACK ROCK	OLD MILL GREEN	NEWFIELD	TOTAL
Holdings	Adult	268,550	64,355	25,345	23,691	8,552	
	YA	4,708	4,053	2,564	2,495	2,231	
	Juvenile	68,001	36,121	16,753	18,386	15,821	
	Total	341,259 ¹	104,529	44,662	44,572	26,604	561,626
Circulation ²		136,284	146,117	73,391	82,387	14,799	463,105
Visits ³		218,777	128,304	11,966	52,756	17,425	429,228
Program attendance ²		1,976	2,395	2,647	766	816	6,624
Reference transactions		38,276	22,993	36,564	11,042	6,972	115,847
Computer use		87,120	31,063	22,287	22,529	19,268	269,387
Public computers		94	50	44	16	36	240
Staff FTE ⁴		27.5	11	7	6	5	64.5

NOTES

¹ Closed stack holdings at Main:

Adult: 118,971

Juvenile: 18,405

Total: 137,376 (40% of Main total holdings)

² No age breakdown for either circulation or program attendance.

³ In some cases, these are gate counts, in others, estimates.

⁴ Additional staff: office (including director) = 4 and custodian = 4. (No mention of staff for technical services, IT, etc. Do not know if they are included in the Main total.)

BENCHMARKING

In order to set this information into a context that addresses the Bridgeport Public Library's situation in terms of finances, facilities and services, the consultants did a comparative analysis of other library systems that are similar to Bridgeport in some key areas such as population served in an urban setting. The consultants identified comparative library systems and worked with a small committee of the Bridgeport Public Library Board of Directors to select those libraries for benchmarking. Unfortunately, some of the original suggested libraries systems targeted do not report to the Public Library Data Service (PLDS), the annual online publication of the Public Library Association that compiles this data. It should be noted that the Bridgeport Public Library also does not report to PLDS and the consultants used the data provided by BPL, as noted above, for comparative purposes.

The library systems used all served similar size populations for comparative purposes, except for Portland, Maine, which was included at the direction of the board committee and serves a regional population. All library systems have a main library as well as branch libraries with the exception of Topeka and Racine which have no branches.

The library systems include:

- **Portland Public Library**, Portland, Maine.
- **Worcester Public Library**, Worcester, Massachusetts.
- **Topeka & Shawnee Public Library**, Topeka, Kansas.
- **Springfield City Library**, Springfield, Massachusetts.
- **Racine Public Library**, Racine, Wisconsin.

The data provided looks at the libraries in a variety of ways. The first chart addresses financial issues, the second chart looks at facilities and the third chart looks at various use and collection measurements. The libraries are arranged in descending order of the population of the library's legal service areas.

Benchmarking & Comparative Analysis

OPERATING & MATERIAL COSTS

LIBRARY, LOCATION	POPULATION SERVED	INCOME (TOTAL)	OPERATING COST PER CAPITA	PAID STAFF (TOTAL FTE)	EXPENDITURE FOR MATERIALS	MATERIALS COST PER CAPITA
Portland, ME	487,759 ¹	\$4,160,914	\$8.62	45.0	\$368,548	\$0.76
Worcester, MA	181,045	\$4,790,920	\$23.50	84.0	\$645,950	\$3.57
Topeka, KS	175,010	\$16,858,185	\$98.10	187.0	\$1,349,969	\$7.71
Springfield, MA	153,060	\$6,041,795	\$39.47	68.0	\$494,090	\$3.23
Bridgeport, CT	145,638	\$6,877,801	\$47.22	64.5	\$768,500	\$5.27
Racine, WI	141,769	\$3,498,426	\$24.68	42.9	\$283,536	\$2.00

In terms of finances, the Bridgeport Public Library total operating income of \$6,877,801 ranks 2nd among the libraries listed. It's operating expenditure per capita (total income divided by population served) of \$47.22 ranks second as well.

The expenditure for library materials includes what is spent annually on books, media, magazines, etc. Bridgeport spent \$768,500 or \$5.27 per capita, again ranking second among the comparative libraries. In terms of paid staff, Bridgeport reports 64.5 paid staff placing it third among the libraries included. The per capita operating expenditure and materials expenditure per capita for Bridgeport is quite healthy for a library its size.

NOTES
¹ Serves a regional population.

TYPE & SIZE OF FACILITIES

LIBRARY, LOCATION	MAIN (Y / N)	SIZE OF MAIN (SQ. FT.)	NO. OF BRANCHES	TOTAL SQ. FT. OF BRANCHES	SQ. FT. PER CAPITA
Portland, ME	Yes	75,000	3	60,682	0.278
Worcester, MA	Yes	150,000	2	4,698	0.854
Topeka, KS	Yes	178,600	0	0	1.02
Springfield, MA	Yes	69,722	9	83,351	1.00
Bridgeport, CT	Yes	75,320	4	40,000	0.79
Racine, WI	Yes	65,000	0	0	0.458

In terms of facilities, Bridgeport has a moderate size Main Library (75,320 square feet) compared with the larger Main Libraries in Worcester (150,000 square feet) and Topeka (178,600 square feet) but it should be noted that Topeka has only the Main Library and no branches. Bridgeport also has 4 branches totaling 40,000 square feet. When total library space in the systems compared, Bridgeport has 0.79 square feet of library space per capita, the fourth highest amount. Topeka has the highest, followed by Springfield and Worcester. Bridgeport has a total of 115,320 square feet of library space in five libraries, less total library space than Portland, Worcester, Topeka, and Springfield.

Benchmarking & Comparative Analysis

MATERIALS & SERVICES

LIBRARY, LOCATION	CIRCULATION (TOTAL)	CIRCULATION PER CAPITA	HOLDINGS (TOTAL)	HOLDINGS PER CAPITA	VISITS (TOTAL)	SERVICE HOURS PER WEEK	PROGRAM ATTENDANCE
Portland, ME	940,947	1.93	330,387	0.68	666,273	132.0	18,548
Worcester, MA	880,453	4.86	706,774	3.90	594,035	137.0	8,516
Topeka, KS	2,156,386	12.32	461,815	2.64	798,894	231.5	45,442
Springfield, MA	569,199	3.72	785,436	5.13	634,091	207.0	32,482
Bridgeport, CT	463,105	3.17	561,626	3.85	429,228	206	6,624
Racine, WI	1,058,797	7.47	318,279	2.25	329,004	87.0	9,315

NOTE:

The data outlined here and on the previous pages is from the American Library Association's *Public Library Data Services* (2012). Because the Bridgeport Public Library (BPL) did not report to the *Public Library Data Service* in the latest completed survey, BPL data comes from a variety of sources. We have attempted to use what we believe is the latest data where there is conflicting information.

Library use and collections are measured in several ways. Circulation measures the number of items (books, CDs, DVDs) that are checked out in a year. Circulation per capita indicates the number of items per person checked out annually. Bridgeport ranks last in circulation (463,105) and second to last in circulation per capita (3.17) among the libraries listed. Holdings are the number of items in the library's total collection. Bridgeport is third in holdings (561,626) and 3.85 in holdings per capita or second just behind Worcester.

In terms of visits, Bridgeport is second from the bottom at 429,228, significantly below the top four while ranking third in number of public services hours per week at 206. In terms of attendance at library programs, Bridgeport is in last place with 6,624.

When these data are looked at across the categories, there are some significant issues. While Bridgeport Public Library, in relation to the other libraries on the chart, has a good budget, operating expenditures

per capita, materials budget and materials budget per capita, the use of its collection—circulation and circulation per capita is the lowest or among the lowest. The number of hours open per week at BPL is among the top three, but its library visits (the number of people coming to the library) is very low.

This data raises a number of questions:

- Is the collection meeting the needs of the residents of Bridgeport?
- Are the libraries in Bridgeport providing services needed and wanted by the community?
- Is the Bridgeport Public Library reaching out to the community to let people know what the library has to offer?
- Are the hours open appropriate?
- Are the libraries situated conveniently and appropriately?
- Are the facilities inviting, welcoming, clean and accessible?
- Is the budget being expended in the right categories?
- Is staff allocated appropriately?
- Do the programs offered meet the needs of the community?

The team selected the following 10 U.S. cities' library systems to provide a comparative analysis of the number of library locations for communities with similar population, land area, and density.

NUMBER OF FACILITIES

LOCATION	NUMBER OF FACILITIES
Pomona, CA	1
Sunnyvale, CA	2
Fullerton, CA	2
Salinas, CA	3
Orange, CA	3
Elizabeth, NJ	4
New Haven, CT	5
Torrance, CA	6
Hartford, CT	10
Pasadena, CA	10

In summary, the average number of facilities equals 4.6 libraries per city for similar size cities with similar size populations. Half of the above communities are serving their population with one, two or three locations. Most of the multiple facility communities have a facility that is considered a main library, with smaller branches. It is important to note that the above data may not represent the ideal because many may not consider their facility provision adequate, but it is nonetheless a comparative.

Based on our assessment of the above and the particular community make-up in Bridgeport, it is reasonable to recommend several options in terms of number of facilities for Bridgeport Public Library starting with the current configuration of one main and four branches, and working through four other options towards options with one Main Library to serve the entire City.

Demographics

As mentioned in the *Introduction*, the City of Bridgeport serves a population of 146,425 (Census Bureau figure based on 01 July 2012), with a service area of 16 square miles of land. The population is socio-economically diverse and projected to grow marginally in the next 20 years to a projected population of approximately 170,000 in 2034. This growth projection is based on assuming continuing growth patterns will continue at the average growth rate recorded by the Census Bureau between 2010 and 2012.

Per 2010 Census Data, the racial makeup of the city residents was 39.6% White; 34.6% Black or African American; 3.4% Asian; and 4.3% from two or more races. Non-Hispanic Whites were 22.7% of the population in 2010, compared to 74.6% in 1970. There were 50,307 households out of which 34.3% had children under the age of 18 living with them, 35.0% were married couples living together, 24.0% had a female householder with no husband present, and 34.9% were non-families. 29.0% of all households were made up of individuals and 11.3% had someone living alone who was 65 years of age or older. The average household size was 2.70 and the average family size was 3.34. In the city the population in 2010 was spread out with 28.4% under the age of 18, 11.2% from 18 to 24, 30.5% from 25 to 44, 18.4% from 45 to 64, and 11.5% who were 65 years of age or older. The median age was 31 years.

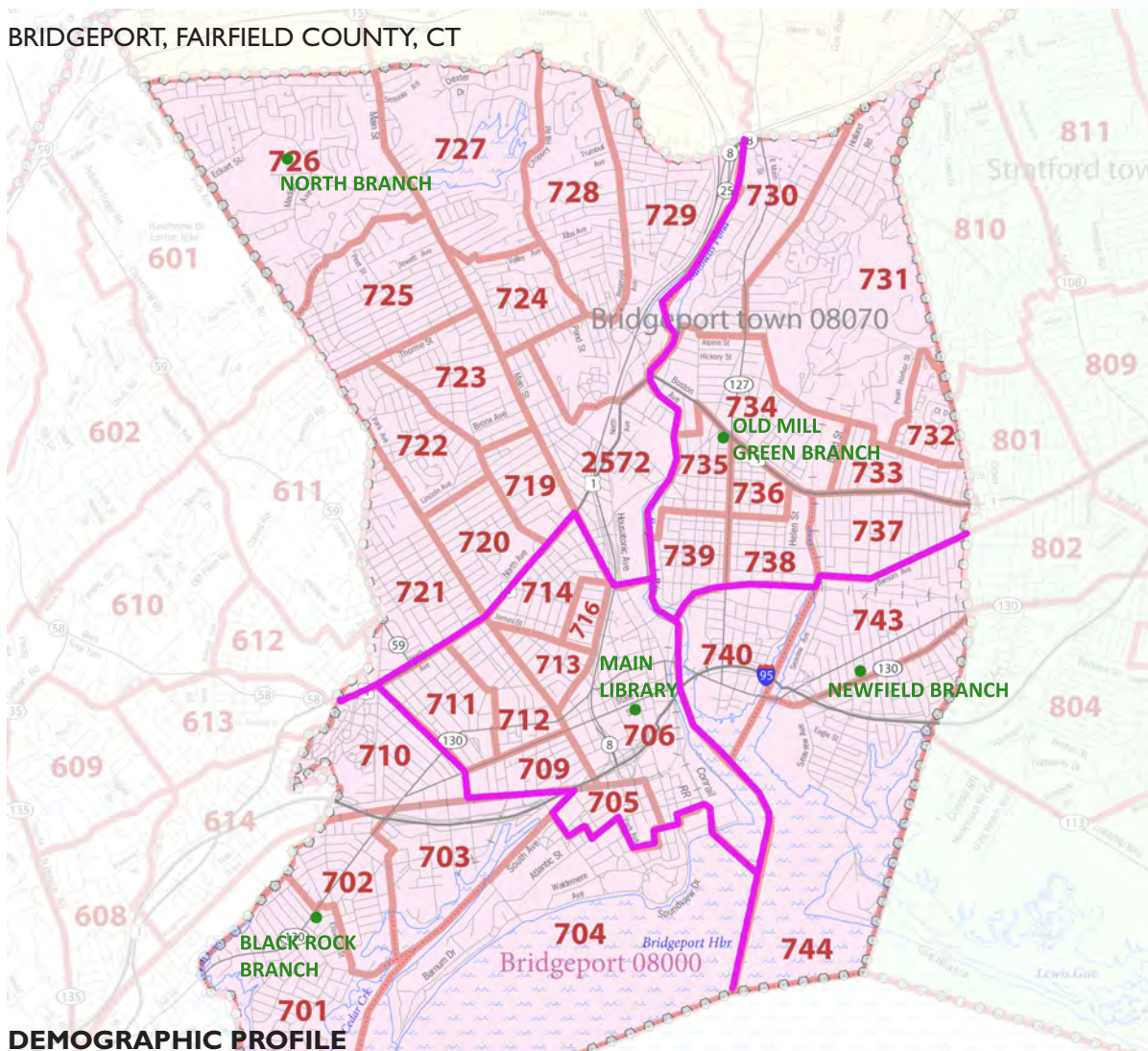
The median income for a household in the city was \$34,658, and the median income for a family was \$39,571. The per capita income for the city was \$16,306. About 16.2% of families and 18.4% of the population were below the poverty line.

The service population figures for each library facility were not available from the Library, so this has been estimated based on Census Bureau Tract Data. Below is a map showing the Census Tracts assumed for each facility, and the table below the map is a summary of this data. The summary of data also provides some demographic data for the service populations for each Library facility, also taken from the Census Bureau for the same time period as the Tract data.

The exact allocation of tracts to Library facilities is based on approximate service radii assumed by the Consultant team.

Note from the map that the Library customer base for the North Branch and the Old Mill Green Branch may extend into census tract areas belonging to adjacent jurisdictions (residential areas associated with Fairfield and Stratford respectively), but these population numbers have not been taken into account. Each of these adjacent jurisdictions have their own Public Libraries within a few miles of these areas of overlap.

BRIDGEPORT, FAIRFIELD COUNTY, CT



CENSUS TRACT DATA

Tract Reference	Population	Branch Allocation
701	5,282	Black Rock
702	3,452	Black Rock
703	1,207	Black Rock
704	1,583	Black Rock
705	1,946	Main
706	2,115	Main
709	2,698	Main
710	4,263	Black Rock
711	4,634	Main
712	5,206	Main
713	3,924	Main
714	3,516	Main
716	2,361	Main
719	5,123	North
720	2,974	North
721	5,565	North
722	3,956	North
723	5,810	North
724	2,852	North
725	6,013	North
726	7,856	North
727	3,333	North
728	6,374	North
729	5,148	North
2572	3,901	North
730	1,845	Old Mill Green
731	5,395	Old Mill Green
732	2,817	Old Mill Green
733	3,145	Old Mill Green
734	4,315	Old Mill Green
735	3,087	Old Mill Green
736	2,381	Old Mill Green
737	4,334	Old Mill Green
738	2,873	Old Mill Green
739	2,917	Old Mill Green
740	2,109	Newfield
743	4,040	Newfield
744	4,096	Newfield

DEMOGRAPHIC PROFILE

	Population		Ave. Age	Ave. Educ.	College	U/Grad	Grad	Ave. Income
	26,400	Main	31	HS	20%	7%	3%	\$ 16,400
	58,905	North	34	31%	27%	11%	7%	\$ 25,750
	15,787	Black Rock	28	29%	22%	13%	14%	\$ 21,000
	33,109	Old Mill Green	32	35%	27%	7%	3%	\$ 22,500
	10,245	Newfield	28	38%	23%	5%	2%	\$ 17,500
Total	144,446	2010 Census Data						

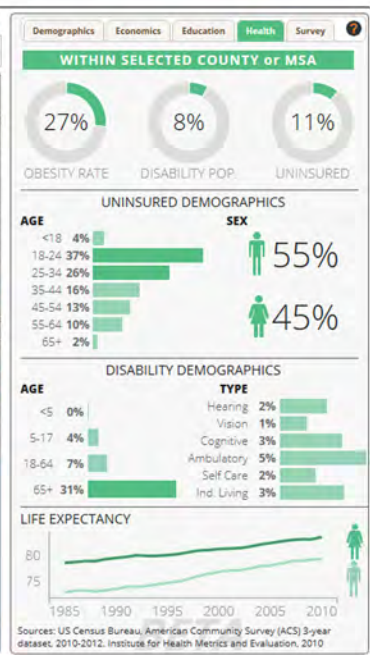
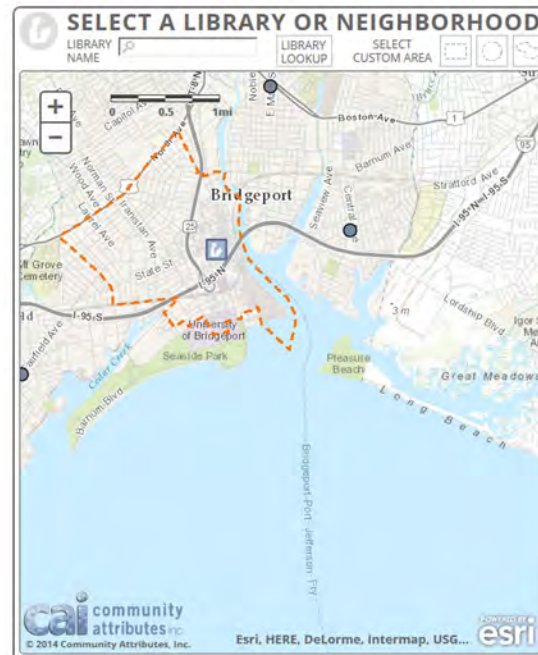
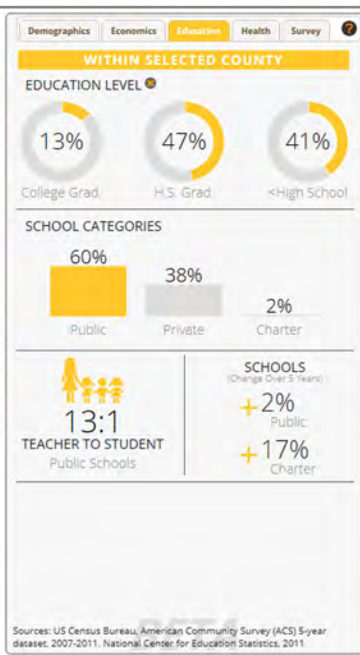
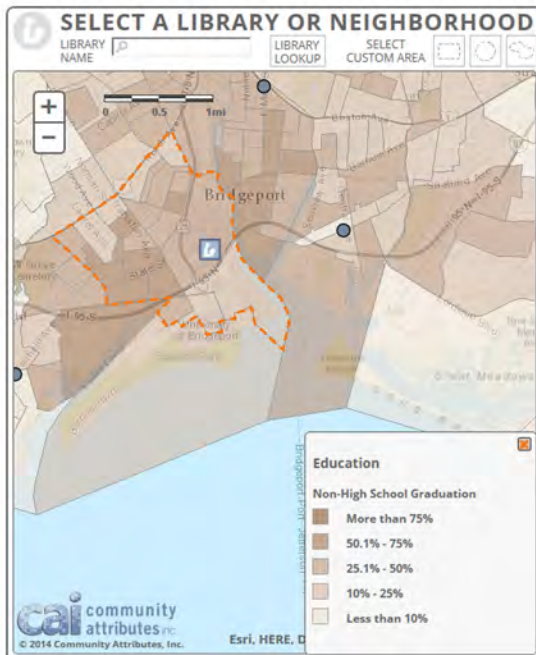
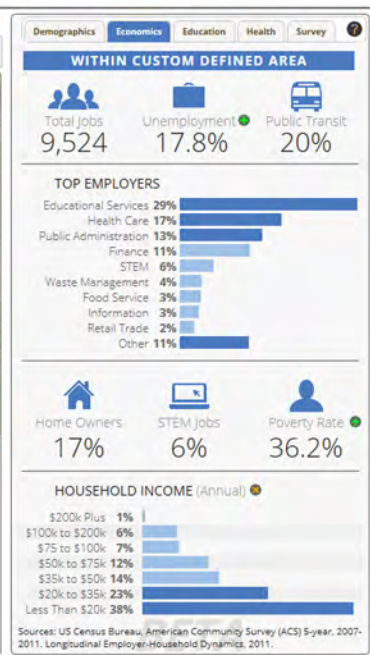
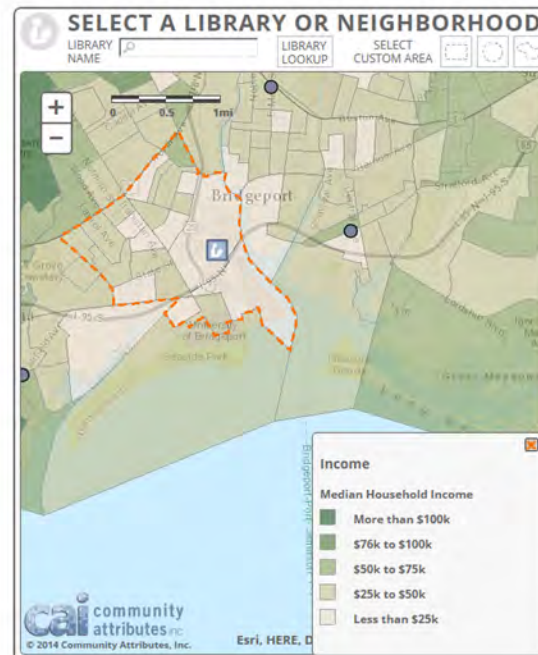
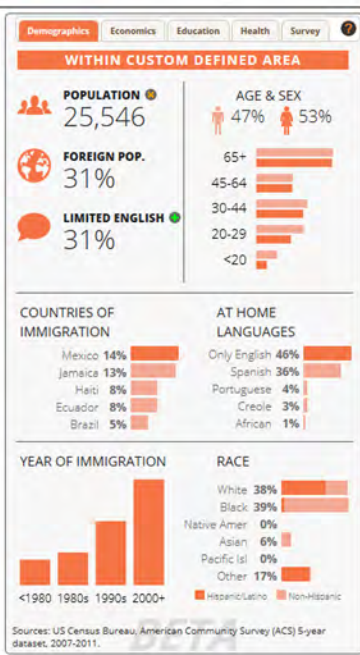
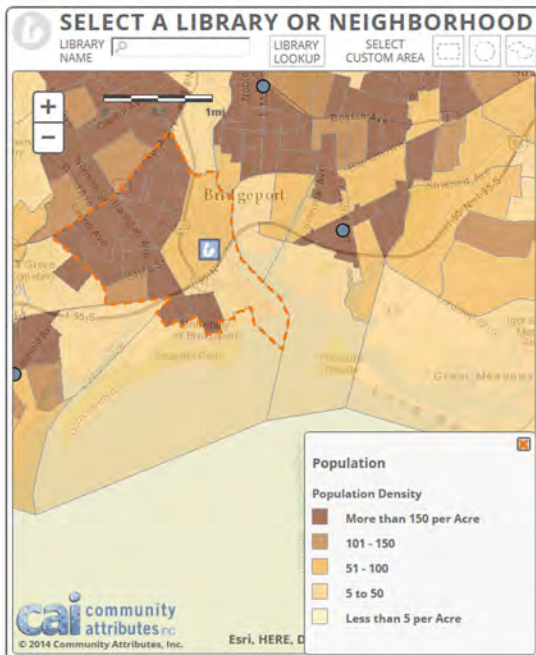
Public Library Service Area Demographic Profiles

Community information graphics related to each library facility were collated, courtesy of Community Attributes Inc., from the website at <http://digitalinclusion.umd.edu/content/interactive-map>. This data visualization tool maps all public libraries using the FY2011 Public Library Survey data file released by the Institute of Museum and Library Services for library locations. The tool overlays Census data (demographic, economic, health, and education) from the American Community Survey (ACS) 5-year dataset (2007-2011). Although this information is slightly dated, it does give a reasonably recent profile for the community served by each Library facility in Bridgeport.

MAIN LIBRARY

The information graphics and maps related to the Main Library in downtown Bridgeport are illustrated on the opposite page. These are self-explanatory but we highlight the following attributes in relation to the role of Public Libraries:

- The downtown area is less dense than the surrounding neighborhoods and this is typical for a city this size due to decentralization during the last several decades (in recovery in Bridgeport) and due to the city being fairly low-rise with a low amount of mixed-use commercial development.
- Median household income levels in the city are relatively low.
- Education levels are predominantly in the high school graduate range or lower.
- Age range is predominantly in the 30-44 and 65+ groups.



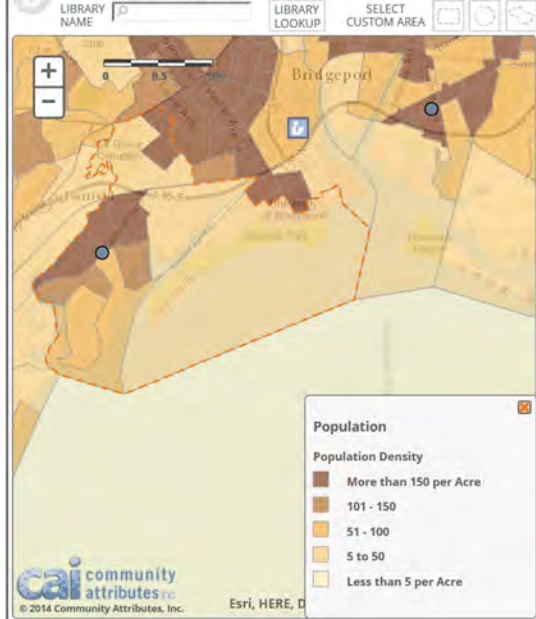
Public Library Service Area Demographic Profiles

BLACK ROCK BRANCH LIBRARY

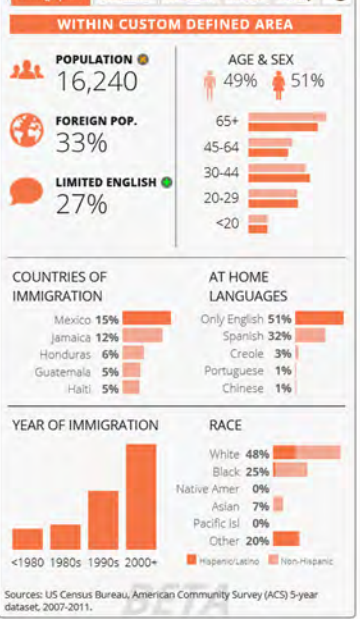
The information graphics and maps related to the Black Rock Branch Library are illustrated on the opposite page. These are self-explanatory but we highlight the following attributes in relation to the role of Public Libraries:

- The neighborhood north of Fairfield Avenue is more dense than the neighborhoods to the south of Fairfield Avenue. The library location is on this boundary.
- Median household income levels in this are relatively low with the exception of one neighborhood to the south-west of the library.
- Education levels are predominantly in the high school graduate range or higher.
- Age range is predominantly in the 30-44 and 65+ groups.

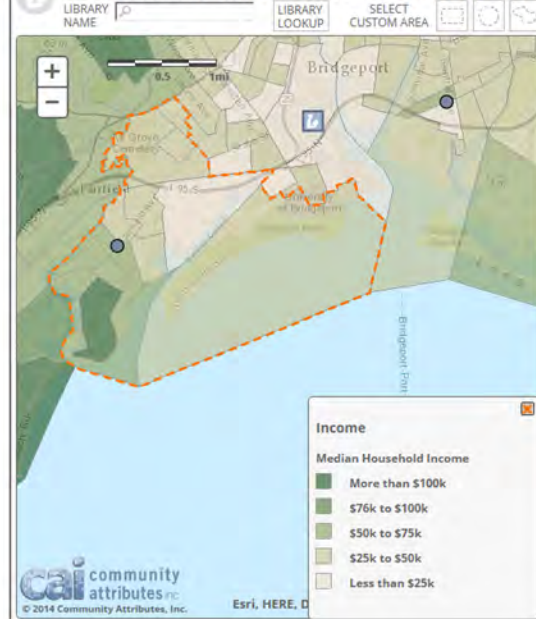
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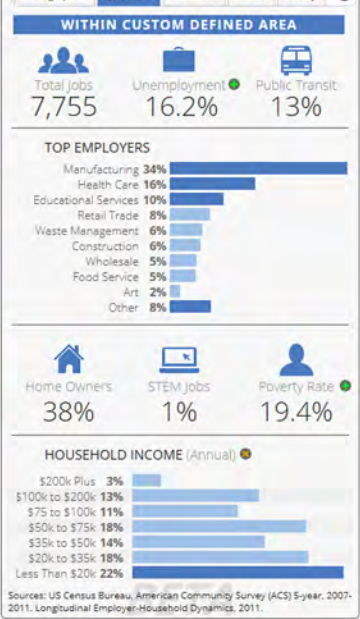
WITHIN CUSTOM DEFINED AREA



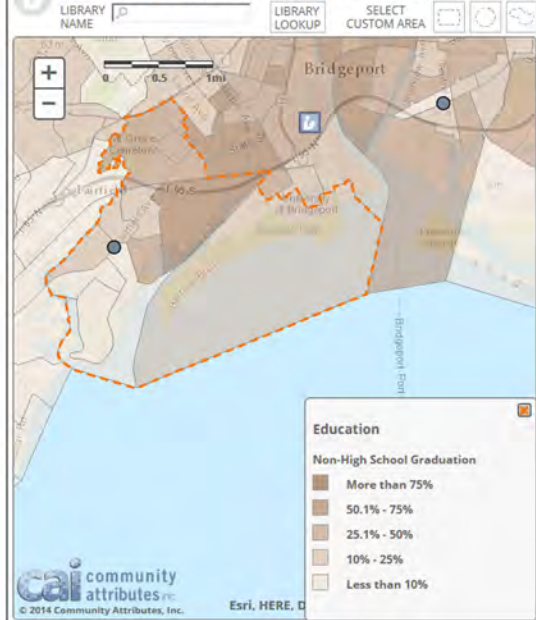
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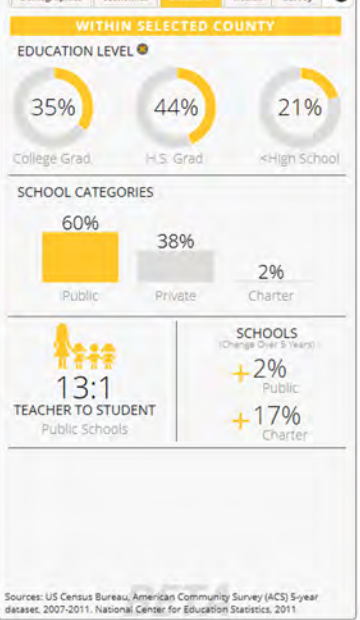
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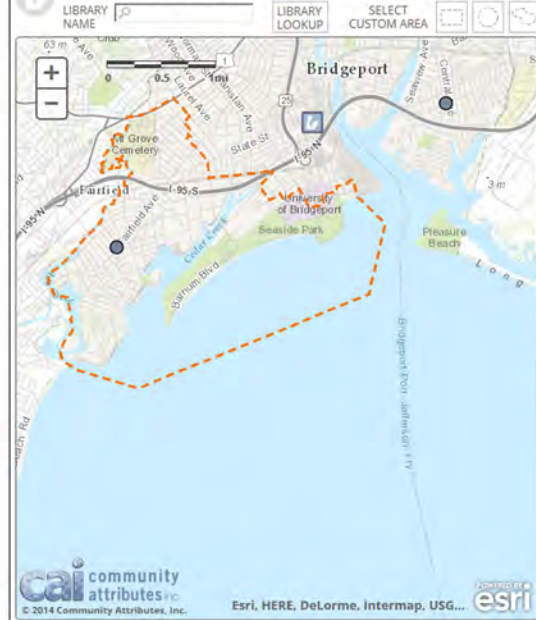
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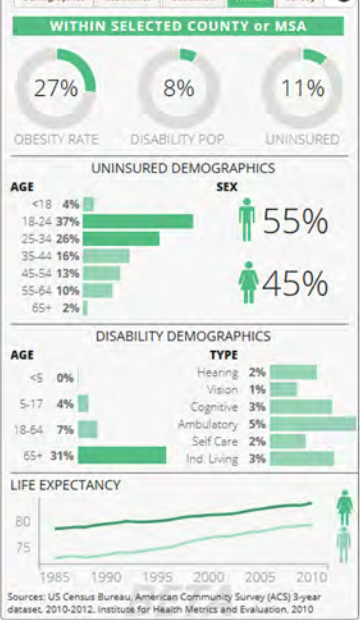
WITHIN SELECTED COUNTY



SELECT A LIBRARY OR NEIGHBORHOOD



WITHIN SELECTED COUNTY or MSA



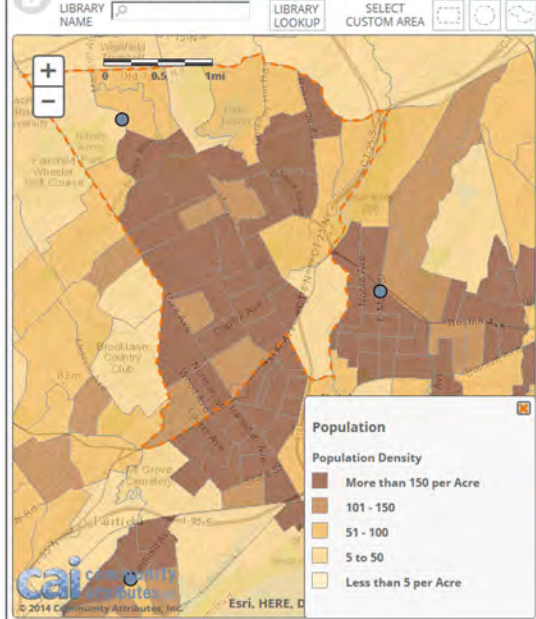
Public Library Service Area Demographic Profiles

NORTH BRANCH LIBRARY

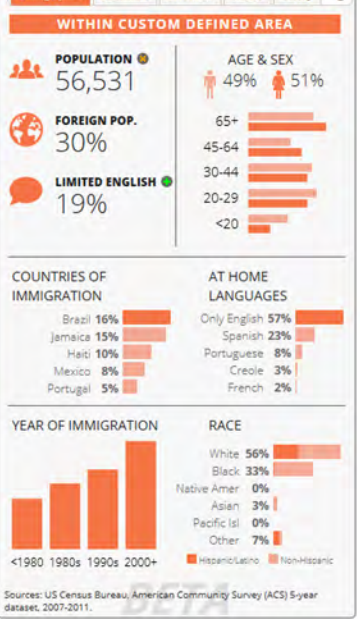
The information graphics and maps related to the North Branch Library are illustrated on the opposite page. These are self-explanatory but we highlight the following attributes in relation to the role of Public Libraries:

- The Library is outside of the highest density part of this service area, partly because it is in an open public recreation lot. There is therefore ample expansion space around this library.
- Median household income levels in the city are higher than many other areas of the city.
- Education levels are predominantly in the high school graduate range with some higher and some lower.
- Age range is predominantly in the 20-44 and 65+ groups.

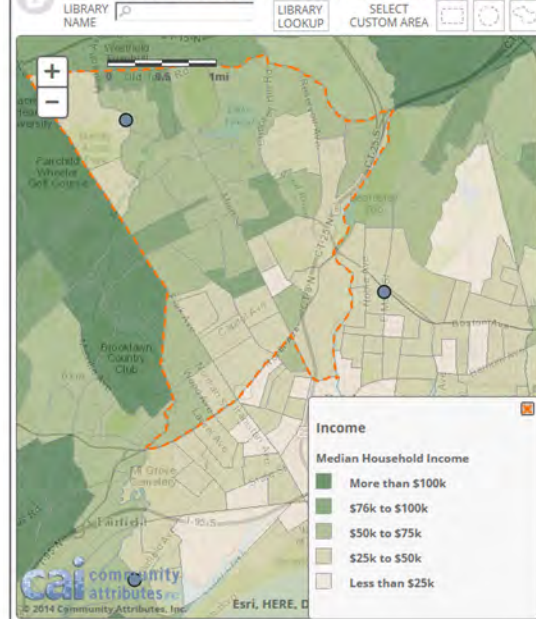
SELECT A LIBRARY OR NEIGHBORHOOD



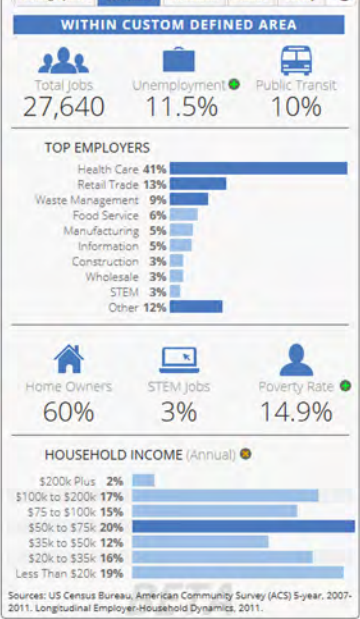
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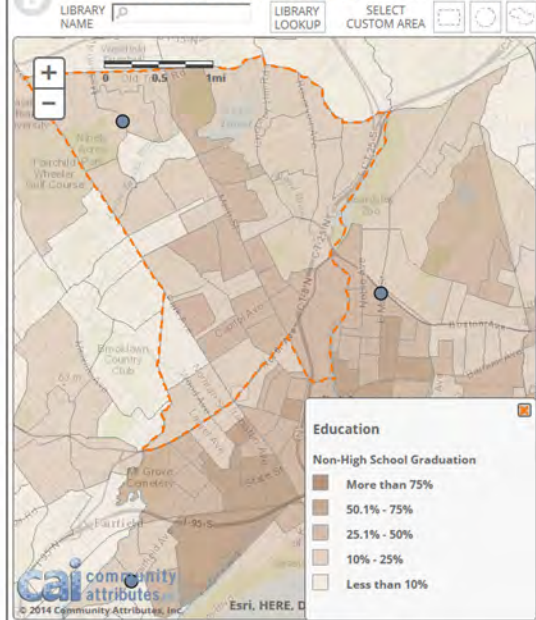
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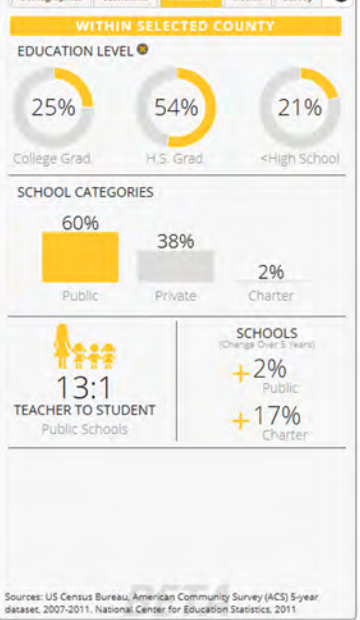
Economics



SELECT A LIBRARY OR NEIGHBORHOOD



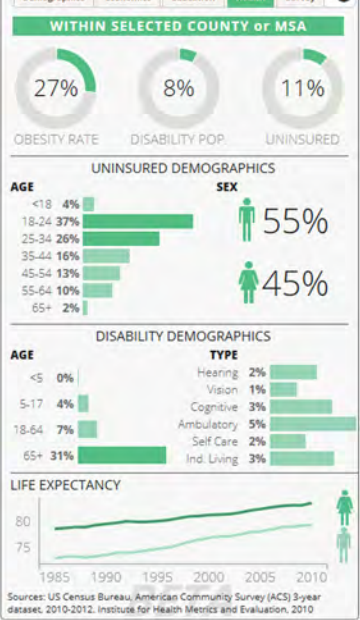
Education



SELECT A LIBRARY OR NEIGHBORHOOD



Health



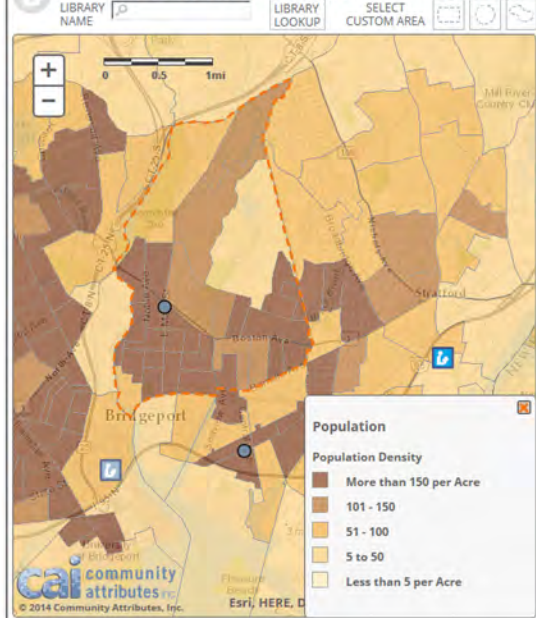
Public Library Service Area Demographic Profiles

OLD MILL BRANCH LIBRARY

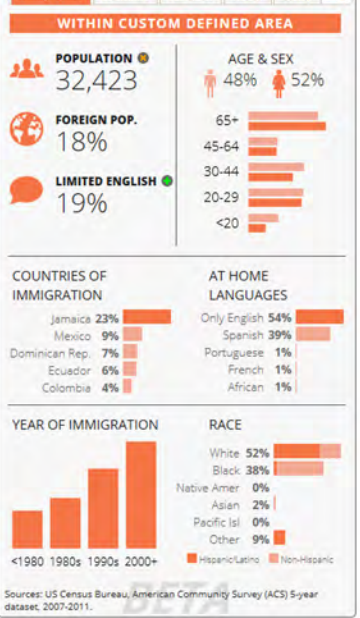
The information graphics and maps related to the Old Mill Green Branch Library are illustrated on the opposite page. These are self-explanatory but we highlight the following attributes in relation to the role of Public Libraries:

- This is a high to medium density area of the city. The existing branch library is at the edge of the highest density zone.
- Median household income levels in the city are relatively low.
- Education levels are predominantly in the high school graduate range or lower.
- Age range is predominantly in the 20-29 and 65+ groups.

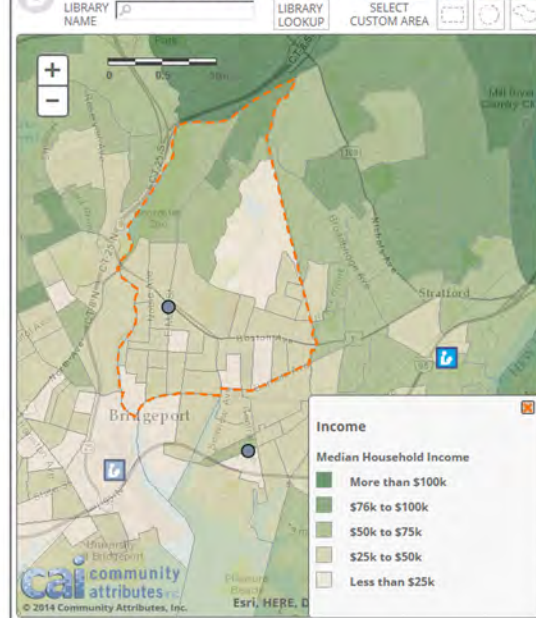
SELECT A LIBRARY OR NEIGHBORHOOD



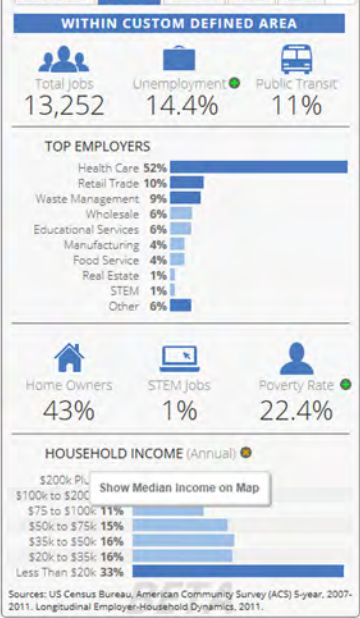
Demographics Economics Education Health Survey



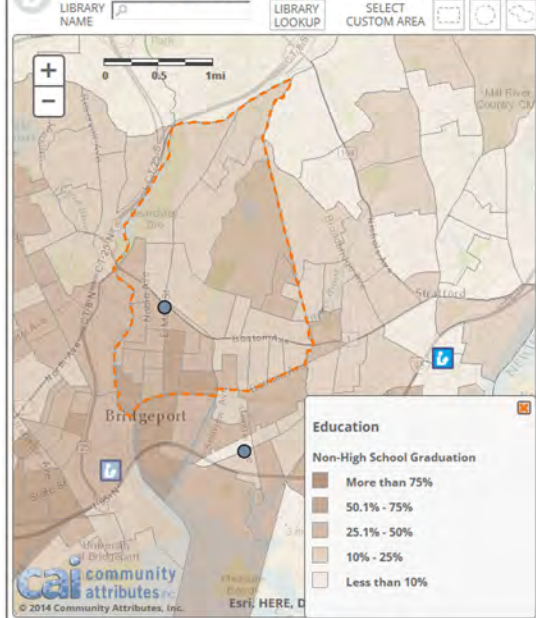
SELECT A LIBRARY OR NEIGHBORHOOD



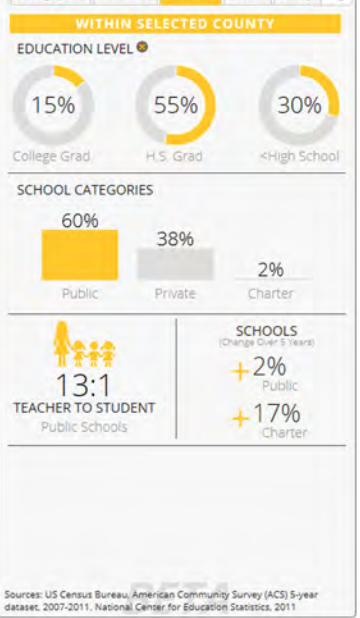
Demographics Economics Education Health Survey



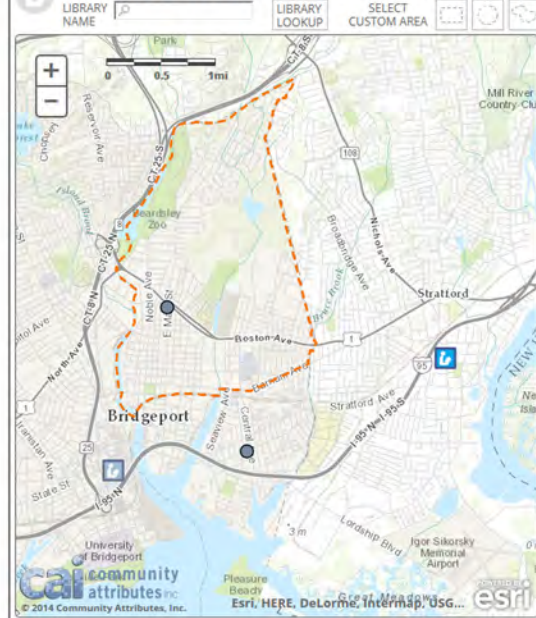
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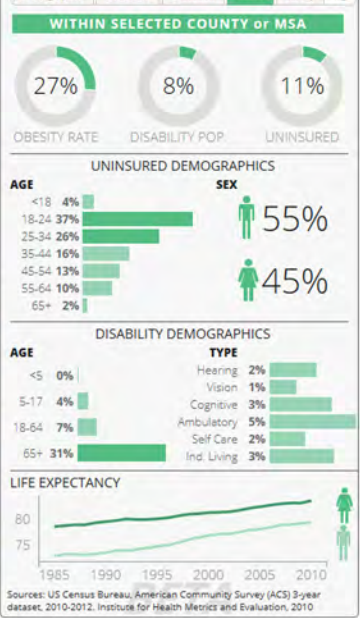
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Demographics Economics Education Health Survey



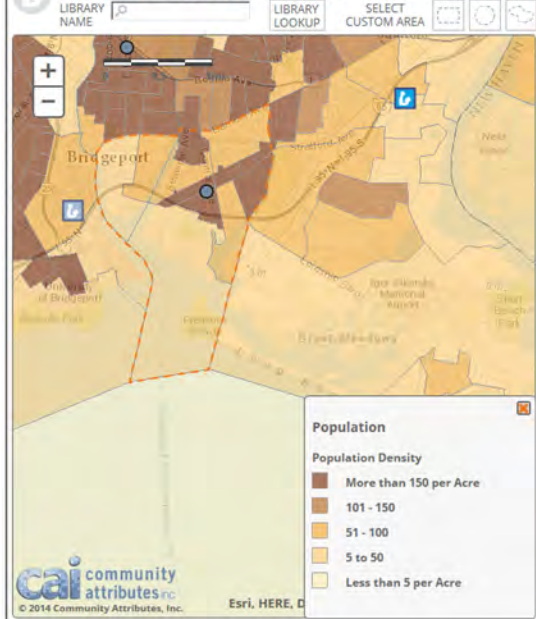
Public Library Service Area Demographic Profiles

NEWFIELD BRANCH LIBRARY

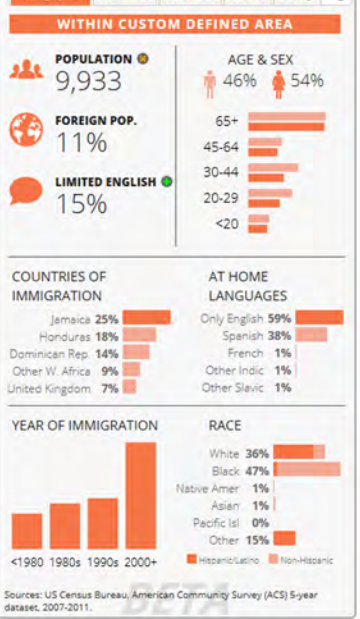
The information graphics and maps related to the Newfield Branch Library are illustrated on the opposite page. These are self-explanatory but we highlight the following attributes in relation to the role of Public Libraries:

- There are zones of significantly high and significantly low density population in the service area of this branch library. The library is one of the high density zones.
- Median household income levels in the city are relatively low, and living conditions are very challenging.
- Education levels are predominantly in the high school graduate range or lower.
- Age range is predominantly in the 30-44 and 65+ groups.

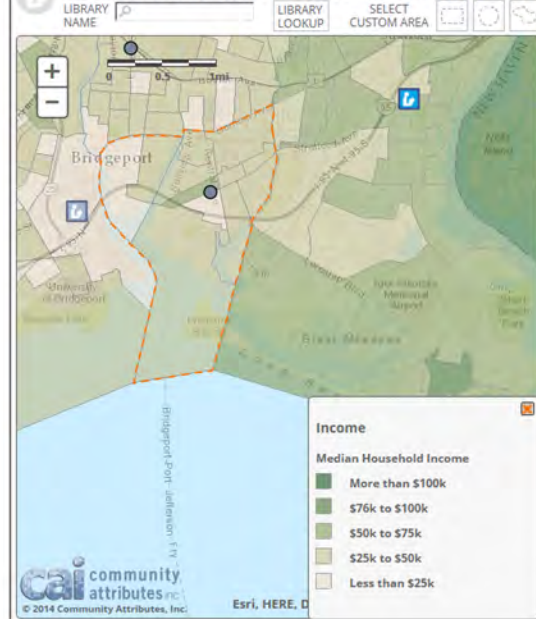
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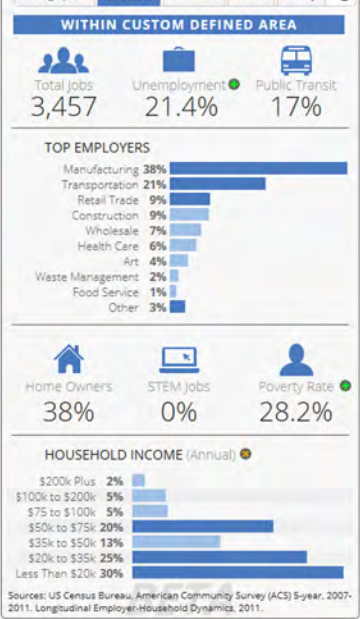
WITHIN CUSTOM DEFINED AREA



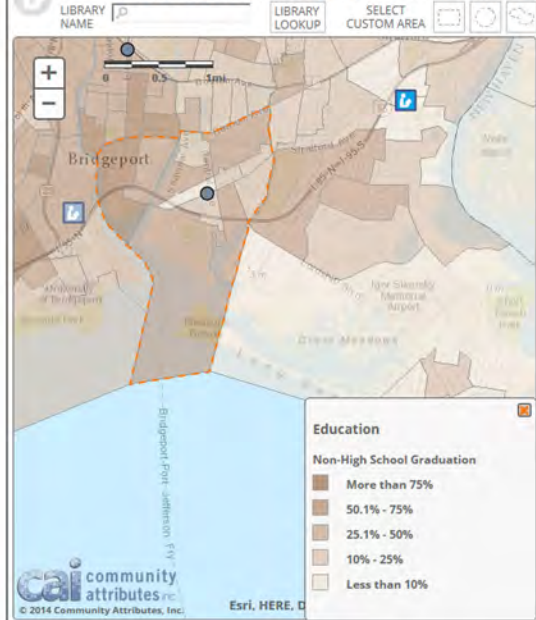
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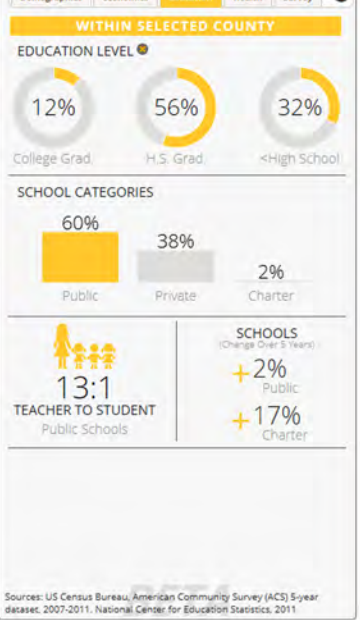
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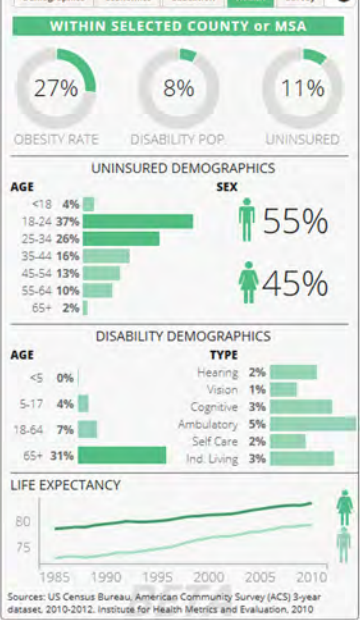
WITHIN SELECTED COUNTY



SELECT A LIBRARY OR NEIGHBORHOOD



WITHIN SELECTED COUNTY or MSA



Community Engagement

As part of the master planning process, the consultants conducted a robust community engagement strategy to ascertain what Bridgeport residents wanted from the Bridgeport Public Library in the future. The community engagement process included a survey, available both online and in libraries on paper, an open community meeting and individual interview with key stakeholders. The following is a summary of the greatest needs from the community's perspective.

FACILITIES

- Provide more open hours.
- Provide better access to better maintained facilities that are more welcoming, inspiring, and visually engaging.

- Make the library a friendly place in all ways – buildings, staff, openness, etc.
- Provide a branch of the East side with a sense of permanence.
- Branch(es) in the East end should match the quality of branches in the North end.

SERVICES & EDUCATION

- Increase services for Teens, HS students and Adults.
- Coordinate better with schools, post-secondary education institutions and non-profits.
- Expand STEM/STEAM programs for young people.
- Add maker spaces for technology such as 3D printing and other digital media.
- Provide more adult education opportunities, including more Spanish language materials.
- Provide help with the educational needs of people preparing to enter a job.

SPACE TYPES

- Provide more flexible, multi-use areas, and add open, collaborative meeting spaces.
- Add more seating, individual study rooms and meetings rooms for programs and workshops, more comfortable seating areas and outdoor reading areas.
- Provide a café/coffee bar.

MARKETING

- Improve marketing and public awareness of its services and resources.



Planning Assumptions

The consultants worked with Bridgeport Public Library leadership and the strategic plan development documents to develop a list of assumptions for the future of library services:

1. In the future, more and more materials will be available in digital formats.
2. Collections of physical materials, books and audiovisual, will stay at current figures for the short term and will probably decline in the long term. The exception is the closed stack collection at the Main Library, which should be 'weeded' to reduce that portion of the collection to around 20% of current size.
3. The library's collections will be current and developed to meet the needs of the population served. As a result, total circulation of materials in all formats will increase. The use of the Collection HQ tool would be a strong asset to the library as it determines how it uses its collection budget.
4. Increases are needed in seating both for individuals and in spaces for collaborative work.
5. More and more people will bring their own electronic devices (tablets, laptops, smart phones, etc.) to use in lieu of library computers. Space, wireless connectivity and electrical plugs are necessary.
6. In the future, the Library will consider provide users with tablets, etc. to use in the building as prices drop for these devices and issues such as security are addressed.
7. Libraries do not only serve immediate neighborhood. There is crossover use by people from outside the neighborhood, and also from areas directly adjacent to BPL facilities which are part of other jurisdictions.
8. Historical data on library collections, spaces, etc. is becoming less relevant as the library content and services change and will change over time.
9. Spaces for the creation of content by the public is becoming more necessary (e.g. digital media labs, homework projects including model-making, group projects making physical items, gaming content creation projects, and music editing (using headphones), are some examples).
10. The library will operate in an increasingly self-service mode for circulation and way finding.
11. There will be fewer service desks for staff.
12. There will be dedicated areas zoned for services for adults, teens, children and early literacy.
13. Where appropriate, the library may be collocated with other community institutions and organizations.
14. The improvement of library facilities will result in increased use of the library, e.g. number of visitors, circulation of materials, program attendance and other factors.
15. System-wide staff levels will be maintained but staff may be redistributed.
16. The Library does not anticipate significant increase in operating revenue in the foreseeable future.
17. Preference to be in space owned rather than rented space.
18. Where possible, strive to eliminate overlaps in library service areas and improve geographic distribution of facilities by relocating to areas currently not well served by a convenient library branch.

These assumptions are used to inform the recommendations in the *Public Library Spaces* section that follows.

public library spaces

The narrative descriptions in this section are to be used in conjunction with the accompanying Space Needs Summaries provided for each of the proposed facilities in the *Options* section and the Appendix. The Space Needs Summary is a quantitative statement of the space proposed for each of the facilities. As such it is to serve as a starting point for the design of each of the facilities. The Space Needs Summary utilizes existing collection sizes and staff numbers per branch, and the recommended target figures in other sections of the Space Needs Summary (such as number of computer stations, reader seating, soft seating, etc).

The actual space and design for each of the facilities will evolve through the design process and continued development, by the selected design teams and the library, of the needs of each facility and each space.



Site & Building

SITE DESIGN

Design of the sites for the new and renovated libraries is as integral to the success of the facilities as the design of the buildings themselves.

Vehicular access to each site must be very easily understood on approach to the site, and turn lanes into the parking areas must safely and quickly take approaching vehicles out of traffic and provide easy and safe access to the site. Once on site, drive layouts should provide easy navigation to parking areas. Making provision for dedicated parking spaces for shared electric vehicles within library branch parking lots, with charging stations at each such space, will be one way to increase exposure to library services to the population. Within BPL's service area, parking should be provided at the branch facilities at a rate of no less than four spaces per 1,000 gross square feet of facility, per Bridgeport Zoning Code (Table 8B). In the consultant's experience of the practical use of Library branches that offer space types and programming opportunities, this can often result in congestion and a lack of parking at branches. Further special consideration should be given to facilities anticipated to have heavier use or increased program activity. At some branch locations, reliance on street parking to meet the facility's parking needs may be appropriate or even required.

Building entries should face the vehicular approach and adjacent roadways. The library site should be designed to feature the building entry and the path from parked cars and from local bus stops, where these occur, to the entry. Visual connection from outside the building to inside should be significant, with space and activity clearly visible from outside the building and especially on approach to the building. Upon approaching the building, library visitors should be presented with an open, active, inviting and enticing view into the activities of the library.

Design teams should work with the Library in the design of each facility to determine the desirability and ability to provide for drive up book drops, pick-up windows or boxes to allow patrons to retrieve library materials without parking and entering the building. At locations where it is possible to provide these amenities the design team should explore options with the Library to determine whether or not they will be provided in the design.

Library sites should incorporate landscaping to enhance the visual quality of the site and to provide associated benefits such as storm water absorption. Landscaping should be designed to complement the building design in its layout and form. Plant materials should be native and selected for their durability, ease of maintenance and longevity.

Site layouts should give library users a sense of security through creating visually open sites with abundant sightlines both in the parking area and between the parking area and the building interior. Self-policing of areas through visual connection to others must be achieved. Site lighting should be even and consistent throughout parking areas and pedestrian paths to the building.

Library sites must, where space allows, be designed to allow for the easy expansion of the facility and the parking areas in the future. Layout of the buildings and the parking areas must be accomplished with easy and logical expansion in mind. During the design process options should be studied that will ensure that future expansion is easily accomplished, especially where projected populations are anticipated to increase dramatically in the future.

public library spaces

Site & Building

BUILDING DESIGN

The design of the BPL's new and renovated facilities must reflect the qualities outlined above and the continually evolving nature of the materials and services provided by the public library. And, the buildings must inspire patrons to not only visit the library but more importantly to stay. Accordingly, the buildings must be dynamic, light filled, comfortable, inviting, appropriately civic in scale and quality, and provide exceptional and inspiring public spaces. They must be bold. Design teams should work with the Library to study the best of current library design, investigate both built and un-built examples of great library design and look at both American and overseas examples of new library projects. The best libraries designed today will look beyond the traditions of the past to create facilities that are striking, extremely functional and flexible, and forward looking. Achieving this goal will require transcending convention and necessitate investigation of the unknown to create magnetic facilities that demand the community to use them.

Primary public spaces within the building should be located, to the greatest extent possible, on the building perimeter to afford access to natural light and to allow for visual connection between library activities and the surrounding area. This adjacency provides library users

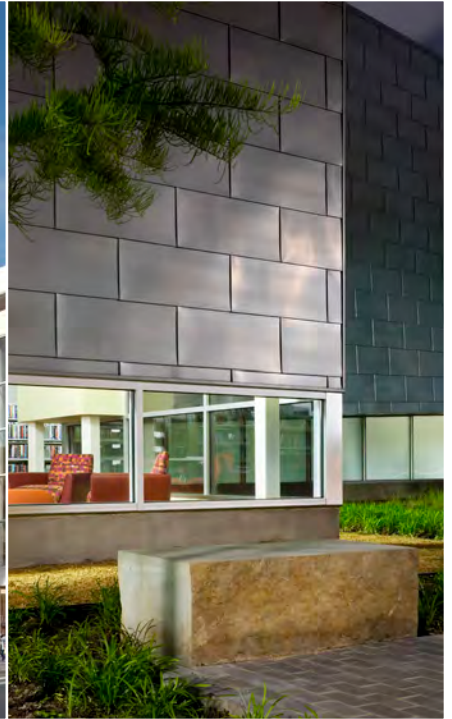
with a connection to daylight and the surroundings and will result in spaces that are comfortable, safe, and desirable for patron use.

The Space Needs Summaries for each of the facilities calls for partner and evolution Space. These spaces will be used in various ways in different facilities and provide the Library with the ability to introduce, test and experiment with new technology, equipment and services. And in some locations they will allow the Library to work with external partner organizations within the library facility. These associations may be transitory and more short term or in other cases may involve long term agreements. These spaces should be located within the library, with study given to the possibility of their being open to or accessed from the building exterior as well. These spaces are conceived of as being flexible both in their use but also in their relationship to adjacent spaces, and should also be designed in a way that they can be easily expanded in the future as the materials and services in the library continue to evolve.

The layout of the branch libraries should be very simple, clear, and self-evident. Access to staff assistance should be immediate and clear upon entering the building. Entry to the children's areas should also be

easily accessed from the building entry, very visible to library staff, and clearly separate from adult and teen areas of the library. Reliance on signage for way finding primary areas of the library should be minimal. Signage systems should be designed to be visually clear and distinctive, and be flexible and easily adapted to changes in the configuration of the building in the future.

Each facility should include ample and flexible accommodations for power and data, and the ability to adapt power and data to changing use and configuration. Increasingly, patrons are using their own technology within the library building and the ability for the user to power or charge their device from each location in the library that they may use is critical. Wi-Fi will predominantly be used to provide patron access to electronic resources, and buildings should be designed to easily accommodate and power Wi-Fi equipment that will allow for ample coverage of all areas of the facility. The use of raised floor systems should be investigated and assessed in the design of each of the new facilities. Each of the branch facilities should be designed to allow for easy future expansion. This necessitates the clear delineation between public and staff space, and the easy expansion of both on the site. Building entries should be located within the general arrangement of spaces to facilitate future expansion.



public library spaces

Site & Building

SUSTAINABLE DESIGN

Design of the new and renovated/expanded facilities should include aggressive sustainable goals. Each project design team should discuss and set goals through discussion with the Library at the beginning of each project.

These goals should include aggressive energy budgets for each of the facilities, consideration of on-site energy generation and highly energy efficient systems.

Building envelopes should similarly employ aggressive goals.

Building materials should be locally produced, where possible, and care taken to reduce transport required for materials to the site.

Rainwater should be retained on the site for reuse in irrigation of landscaping. And water consumption of the building should be minimized through the use of low volume fixtures and the reuse of gray water.

BPL should explore pursuing LEED certification of its new and renovated/expanded facilities. The facilities, if scored on the LEED system, should be planned to achieve the equivalent of LEED Gold certification. Certification should be revisited prior to the start of design for each of the facilities for final determination of whether or not certification will be pursued. This determination must be made prior to commencement of design, and the determination should be based on both the qualitative and budgetary requirements of the process.



Efficient mechanical systems



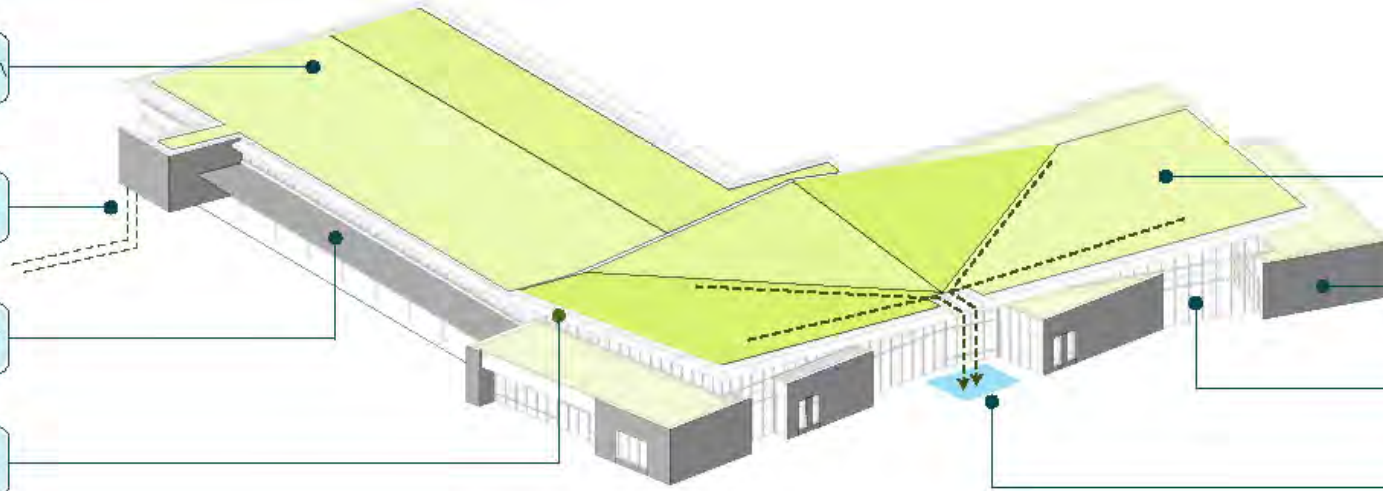
Hydro thermal



Sun shading



Passive shading



Green roof



Local materials



Daylight harvesting

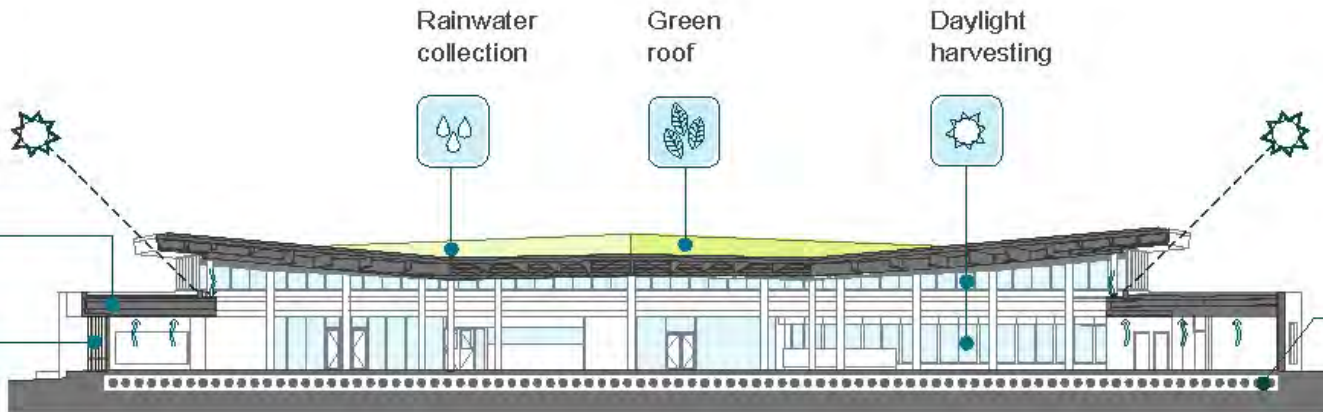


Rainwater collection

Efficient electrical systems



Sun shading



Rainwater collection



Green roof



Daylight harvesting



Passive shading



Underfloor mechanical plenum

public library spaces

Collection & Services

The Space Needs Summaries of the proposed facilities include quantitative descriptions of spaces anticipated for each facility. The following narratives describe primary qualitative characteristics of key collection and services spaces that should be incorporated into the design and development of each of the facilities.

ENTRY VESTIBULE

The primary purpose of this space is to reduce the amount of heat or cooling loss from the main, occupied portion of the library through the front doors when entering the building, and to reduce the amount of moisture (either rain or humidity) entering the main interior spaces. There should be enough horizontal distance between the exterior doors and interior doors to reduce the likelihood of both doors being open at the same time. Provide ample glazing and strong visual connection both to the building exterior and to the

interior of the library. Materials should be very durable and easily cleaned and maintained. Particular attention should be given to allowing for entry mats and walk off areas to be easily maintained, especially during periods of snow. Entry door systems should be tolerant of extremely heavy use and be easily maintained and repaired.

In facilities where accommodations are made for the addition of an Automated Material Handling System, provisions should be made in the entry vestibule design to accommodate return slots, either from just outside the library entry or from within the library. Similarly, in libraries where no Automated Material Handling System is anticipated, provision should be made for book return slots feeding book bins in a secure enclosure that does not impede other functions or circulation paths.

ENTRY LOBBY

Access to a variety of Library zones should start at this space, directly off the entry vestibule. It is important to provide strong visual connection to the various building interior zones and in particular to the service point. Allow for display of various types of information about activities in the library. Materials are to be very durable and easily maintained and repaired.

The entry lobby should also provide accommodations for community information displays and other notices.







friends
book store



Collection & Services

MARKETPLACE

The marketplace will serve as the central hub of each of the library facilities. The marketplace shall be located directly adjacent to the entry vestibule and lobby, and is the first space encountered upon entering the library. The marketplace should be a bright, open, inviting, and light-filled space that welcomes visitors to the library and provides access to the most heavily used materials in the library.

The design of the facility should allow, if possible, for the activity of the marketplace to be clearly visible to the building exterior and the surrounding community. The marketplace should be arranged in a very open manner that allows library patrons to circulate easily through the space and into other primary use spaces within the library building. Entry to children's, teen's,

and adult's collection areas should be visibly apparent and easily accessed. The marketplace will also house, or be adjacent to the primary service point in each facility.

Library materials housed within the marketplace will include new books and popular materials, as well as audiovisual collections. These materials should be arranged in a very clear and easily understood manner to allow for easy patron identification of the items they are seeking. They should be housed in low shelving and bins, with no shelving higher than four feet high to allow for easy visual access and control of the entire space. The shelving and bins should be arranged in a very low density configuration to encourage and facilitate browsing.

Each facility will house quick use computers within the marketplace. These computers will have the same

access as other public use computers but should be housed in smaller tables than computers within the primary library areas to promote shorter stays. These may be supplemented by stand-up tables or bars for greater space efficiency and for those able to stand and work.

Some facilities will have small groups study rooms, display areas, and lounge seating within the marketplace, as noted in the Space Needs Summaries. Group study rooms should be enclosed primarily with glass partitions to allow for a high level of visibility. Lounge seating arrangements should be located and spaces to allow for comfortable seating in a very active area. Display areas may be either in a designated cove type area or around the perimeter of the marketplace if the configuration allows.



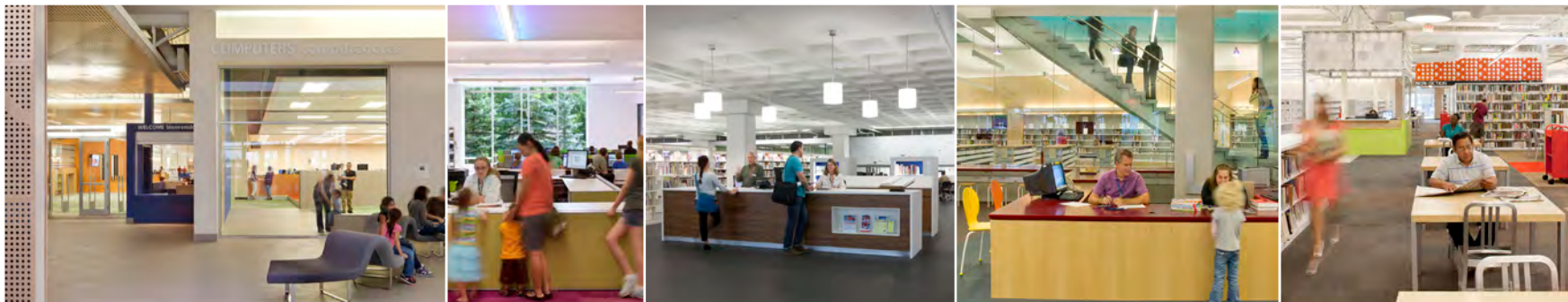
public library spaces

Collection & Services

SERVICE & INFORMATION DESK

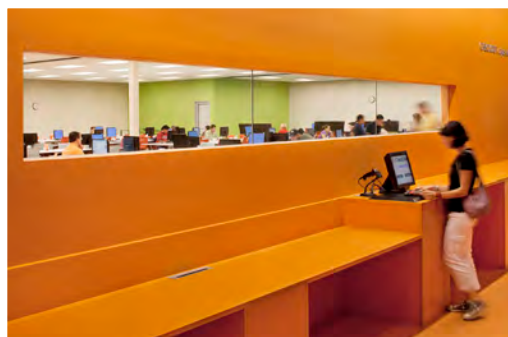
Service points should be located immediately adjacent to the entry vestibule and entry. They should be designed to be more flexible than traditional library service points. Consider using furniture or other portable and adaptable systems to allow the library to adapt the service points to varying future use. In design of the service points, care should be taken to allow for interaction and transaction between staff and patron that is not separated by a barrier, but rather allows for a variety of types and methods of interaction.

In the Space Needs Summary, more than one service and information desk is listed. In some instances (for example, where good overall sight lines and circulation allow) it may be possible to provide one service and information desk for both adults/teens and children. This needs to be taken into account during the more detailed planning stage of each branch library.



SELF CHECKOUT

If an RFID system is implemented, self-check machines should be located near the service desks at the branch libraries and the Main Library, as well as near collection areas at the Main Library. Ample space should be allowed at self-check machines for patrons to conveniently set other materials down that they may be carrying, and for other patrons to queue while waiting to use machines that are in use.



public library spaces

Collection & Services

MEETING ROOMS

The libraries will have public meeting rooms available to the public for a variety of functions and uses.

It is desirable to have the meeting room available to the public at times when the library is closed. At facilities where it is deemed desirable to have the meeting room available after hours, the meeting room should be adjacent to and accessible from the building entry and entry lobby. In other facilities, the meeting room may be located within the secure area of the library and in those cases accessible from the marketplace (see previous section).

These meeting rooms should be a single open space with a moveable partition allowing for the space to be divided into two spaces. The rooms should have

easy and clear access from the building entry and they should have, where possible, ample exterior glazing and visual connection to the building exterior, with both window shades and black out shades. Each room should also have a small counter and sink. Each room should also have a small storage closet immediately adjacent to and accessible from the meeting room for the storage of chairs, equipment and other supplies.

As the requirements for each of the facilities is developed, the design team, together with the library, should review the likely demand for meeting room spaces and design the meeting room, in conjunction with the group study rooms, accordingly. Consideration should be given in each facility to the inclusion of a larger group study space/smaller meeting room that would seat ten to twelve people.





public library spaces

Collection & Services

FOOD & BEVERAGE SERVICE

Food and beverage service will vary in each of the facilities. Design teams should work with the Library to determine the appropriate level of service and make appropriately proper provisions in the design. Food and beverage services should be located in the branch libraries near the building entry and entry vestibule in a space that easily accommodates the intended level of service. Design of the areas should allow for adaptation of the space, or elimination of the space and easy and natural transformation of the area to another use.

FRIENDS STORE & STORAGE

The Friends of the Bridgeport Library should be enabled to maintain a small store at the Main Library. The store should be located adjacent to the building entry and should be clearly visible and easily accessed, although it need not be located in a prominent location. The store should provide for a range of shelving to be used for the sale of donated or surplus materials.



PARTNER & EVOLUTION SPACE

The partner and evolution spaces outlined in the Space Needs Summaries will allow the Library to easily address community, social, and technological issues and to easily adapt their facilities to accommodate changing needs in the future. These spaces are to be open, extremely flexible, and expandable. They may accommodate more traditional activity or experimentation and will be instrumental in having the library's new facilities remain relevant in the future.

The branch library Space Needs Summaries call for a combined partner/evolution space. The intent of these spaces is to allow the Library to adapt to the changing needs of each community. These spaces will house a variety of activities and will vary from facility to facility. They should be open spaces, with high clear

volume and adaptable lighting and HVAC systems. Finishes should allow for a variety of functions, heavy use, durability, and ease of maintenance. These spaces are intended to be variable and experimental and, as such, finishes need not be elaborate.

Location of the partner/evolution space should be accessible from within the library, most logically the marketplace area. The partner/evolution space should also, if possible, be open to the library entry and entry vestibule and/or the building exterior. The space should be configured to be flexible in its relationship to adjacent spaces, with easy reconfiguration of enclosing walls and doors. The space should also be adjacent to adult services collection spaces, if possible, to allow for expansion of the partner/evolution space in the future as print collections (likely) continue to decline.





Collection & Services

ADULTS' COLLECTION & SERVICES

The adults' collection and services area of each facility should open directly off of the marketplace and be very clearly visible through the use of space, transition space, scale, furnishings, and color and relying to the least extent possible on signage.

Each facility will include varying material and furnishings as called for in the Space Needs Summaries.

A service point at a branch Library is to be located immediately inside and clearly visible from the entry to the adults' services area, and for smaller branches may be the same service point for teens and children. This service point should be flexible, minimal, and promote interaction between staff and patron.

Public access computers are provided in all adults' service areas for patrons to use library computers for internet access and basic computer-based tasks. These computers are to be housed on tables allowing patrons a fair amount of space to lay out belongings and other work related materials. Public access computers should be housed in a variety of types of furnishings, with computers arranged to allow for both individual use and use by two people. Arrangement of the computers should avoid long rows of densely housed computers and instead should provide for more open and irregular configurations. All computer furnishings should provide for flexible seating, and computer tables should facilitate easy connection of equipment while at the same time concealing all wiring. In addition, there must be ample space, power and bandwidth for patrons to use their own devices within the library.



public library spaces

Collection & Services

ADULTS' COLLECTION & SERVICES (continued)

Some of the facilities will house a computer lab. This room is to be arranged in a way that allows for both instruction from a station at the head of the room, and for use of the computers by patrons as public access computers when the room is not being used for instruction. Thus, the enclosing walls and doors must be configured in a way that makes apparent the fact that the computers are free for public use.

Other computers are to be located appropriately throughout the adults' collection and services area and include computers for access to the library's catalog.

Where the recommendation in this report for number of public access computers is dramatically higher than existing, the increase in number should be done in

small increments to gauge the actual need (which is not really possible to determine beforehand), and enough additional, flexible space should be provided for future computer provision, or other uses, as customer use patterns dictate.

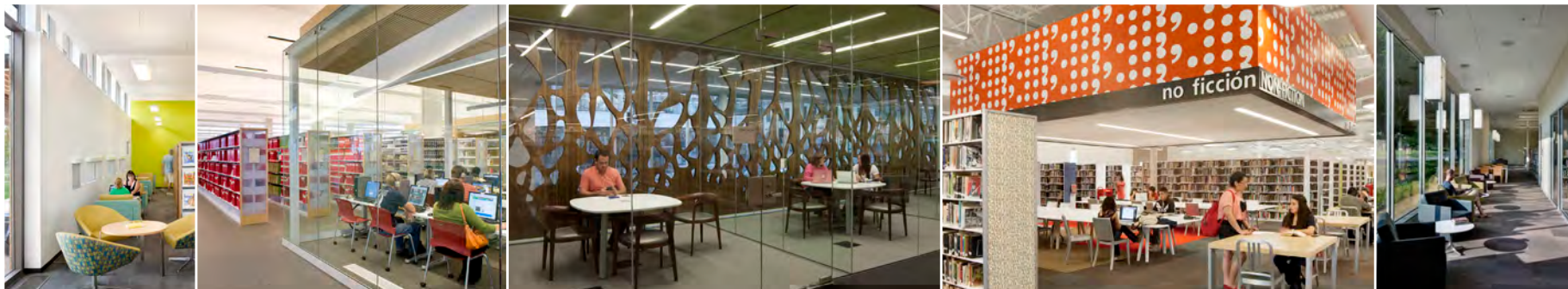
Periodicals are to be housed on angled, face-out shelving with three magazines per shelf on shelving no higher than five shelves. Periodical shelving may be higher when located on walls with no windows. Newspapers may be housed as appropriate to the facility and may be on shelving or on racks.

Each facility will have a quiet reading area, which is acoustically-isolated from the remainder of the library and shall provide library patrons with a more calm and quiet space for work and reading. These areas should

be open visually to the adults' services area. Seating should be a mix of lounge and seating at small tables.

Group study rooms are to be located in a visible area of the adults' services area and are to have at least one glass partition to allow for easy visual control of the room. The Library may elect to have these rooms lockable to allow for their control of use of the study rooms.

Collections are to be housed on shelving no higher than 66 inches, with end panels and canopy tops. Shelving ranges are to be located on six-foot centers, allowing for four-foot aisles. Shelving ranges should not exceed ten sections of shelving per range.





EXIT

LUSIER
loft

STOP



Collection & Services

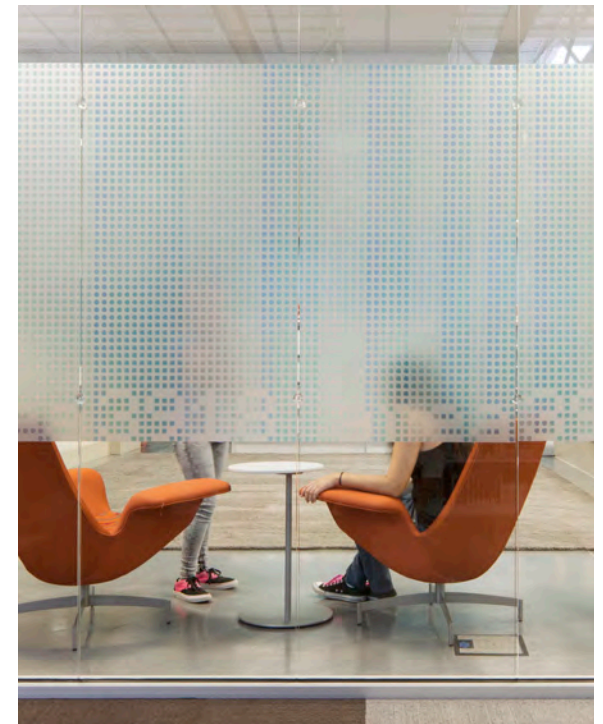
TEENS' COLLECTION & SERVICES

This is an area that merits increased attention by the BPL. The teens' collection and services area of each facility should open directly off of the marketplace and be clearly visible through the use of space, transition space, scale, furnishings, and color; and relying to the least extent possible on signage. The teens' services area should be located separate from the children's area and should have no apparent visual or physical connection to the children's area.

Teens' services areas of each of the facilities will have a primary focus on interaction. Accordingly, traditional library seating at tables and lounge seats will be minimal while the predominant seating areas will be designed with booths, couches and small, more interactive tables, and will house a variety of shared computing and/or equipment.

At the larger branches, the teen services area should include a digital media center. The digital media center is intended to be a flexible and easily configurable space for teens to do a variety of activities. Accordingly, the space should mirror the attributes of the evolution space called for in this narrative.

The homework center is a place for teens to work together and with assistance on school related activities and tasks. Furnishings in this area are to include lounge seating, table seating, and booth style seating in a flexible space that will allow for easy configuration of the furnishings to accommodate various activities and groups.



public library spaces

Collection & Services

CHILDREN'S COLLECTION & SERVICES

The children's collection and services area of each facility should open directly off of the marketplace and be very clearly visible through the use of space, transition space, scale, furnishings, and color and relying to the least extent possible on signage. These spaces should be the most visually stimulating spaces within the library—clearly a place separate from the remainder of the facility.

The children's services area should be very close to the building entry, allowing children the ability to quickly and directly access the area, and be very easily supervised by staff.

A service point for the children's services area should be located immediately within the children's services area. This service point should be designed to promote

staff interaction with children and serve as a window to the library's offerings and not as a barrier. In some of the smaller branches, this service point may be part of one central service point for all age groups.

Public access computers are provided in all children's service areas for children to use library computers for internet access, learning software and games, and basic computer-based tasks. These computers are to be housed on tables allowing children a fair amount of space to lay out their belongings and to work together with other children or an adult, and should be housed on a variety of table heights. At least several children's computers per facility should be designated for family use to encourage child/parent interaction at the computer. Other computers are to be located appropriately throughout the children's collection and services area.







CHILDREN niños

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Collection & Services

CHILDREN'S COLLECTION & SERVICES (continued)

Children's collections are to be housed on shelving no higher than four shelves, with end panels and canopy tops. Shelving for collections for younger children should be on shelving ranges no higher than three shelves. Shelving ranges are to be located on six-foot centers, allowing for four-foot aisles. Shelving ranges should not exceed ten sections of shelving per range. Books for younger children should be housed in bins. Considerations should be given to providing casters for both shelving and bins so that children's spaces can be easily configured for a variety of activities. Space should be designed for the easy storage and retrieval of teacher collections. And child appropriate seating should be interspersed throughout the shelving areas.

Lounge seating should accommodate both adult visitors as well as children. Seating at tables should be scaled appropriately for use by children. Each facility should include at least one small couch appropriate for a child to share with an adult for reading together.

Each facility will have a program room. The program room should be open to the children's services area in a very visible and convenient location and be configured so that it can be enclosed or conversely opened to the larger children's area. The room should be designed in a way to accommodate a variety of types of functions and activities and be easily reconfigured. Each room should include a small counter and sink, and a small storage closet for program-related equipment and supplies.



public library spaces

Collection & Services

SPECIAL COLLECTIONS

The Main Library should have a special collections room with its own clear identity and entrance. Design of the space should be appropriate for the collection and reflect the nature of the collection in its scale, furnishings, use of color, and lighting.

The Space Needs Summary includes a quantitative allowance for each of the spaces: genealogy, local history, and other special collections. The nature and specific requirements of each of these spaces should be further developed through additional programming and the design process.



STAFF

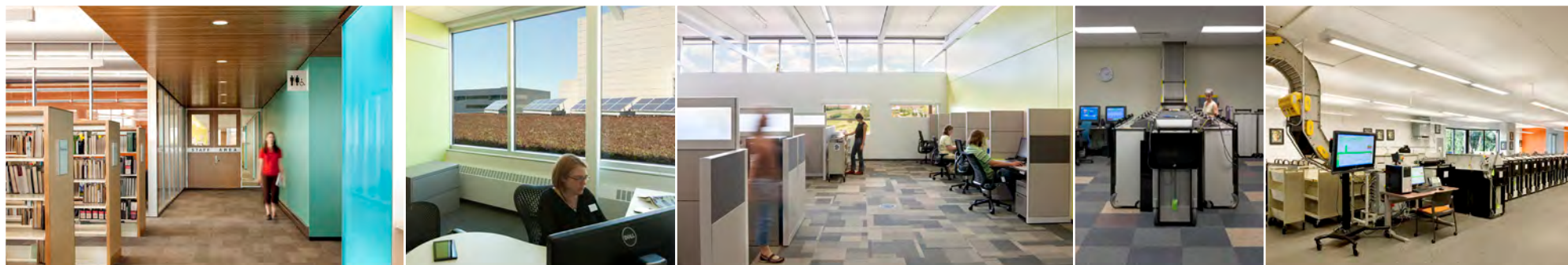
Staff spaces in each facility should be located and configured to allow staff to easily support library patrons and staff service points.

In branch facilities, staff areas should be located in a single block of space. Branch manager offices should be located to have access to both the staff work area and the public area in the library. Staff work areas should be open and flexible for future reconfiguration of space, with even lighting throughout the space and easy access to power and data.

Each staff area should have a unisex toilet(s) and staff lounge area with counter, cabinet storage, sink, and microwave, as well as secured personal storage lockers.

Staff areas should facilitate delivery of materials into and out of the building. Loading doors should be located so as to be easily accessible by delivery truck from the street, with a small holding area immediately inside the loading doors for temporary storage.

Automated Material Handling Systems (AMH) may be added at the Main Library only if there is an anticipated and significant increase in the circulation of materials at Main and between and among the branches. Allowance needs to be made for AMH system including area for the AMH equipment. This equipment should be located adjacent to and open to staff work areas, and should be directly accessible to book drop locations (pedestrian and vehicular) for ease of routing conveyors from book drops to the sorting machine.



public library spaces

Collection & Services

NON-ASSIGNED SPACES

Non-assigned spaces in each of the facilities include public toilets, stairs and elevators (where applicable), mechanical/electrical/IT spaces, and other spaces, such as general storage.

Public toilets should be located adjacent to public meeting rooms at the branch libraries, so that the toilets are accessible to meeting room users. In the event meeting rooms are located outside the secure area of the library, so too should be the public toilets. Toilet rooms should be finished with appropriate tile surfaces on all floors and wet walls and consideration should be given to tile finishes on all walls. Ceilings should be painted gypsum board for ease of cleaning and maintenance.

Mechanical, electrical, and data spaces should be sized and located appropriately for each facility. Security systems should be integrated with the design from the outset. Where a security closet is required this can and should be located adjacent to or in the same space as the data closet, and not in mechanical or plumbing/janitorial closets, as has been observed in several existing facilities. Exterior security lighting at parking areas and at the building perimeter should be included with this and ideally operated with daylight sensors.

Storage areas should be sized and located appropriately in each facility according to use, taking care to properly size storage spaces to support the operational needs of each facility but to limit the amount of space that can easily accommodate clutter and unnecessary storage.



Introduction

It is critical the BPL provides equitable library services to all of the residents of Bridgeport. Locating library facilities and outlets to allow all areas of the city access is essential. It is also important to address issues like public transportation access, parking, and pedestrian access when siting library facilities and outlets.

The population projections are estimates based on US Census Bureau trends over the last several years. However, there is no guarantee that these trends will continue at a consistent rate, in particular in terms of demographic profile for each service community. However, the total population figures projected form a reliable basis for facility planning, provided flexibility in collection profile and space planning enable future adjustments to be made as the community changes.

In terms of prioritization, the branches with the greatest physical needs are addressed in the first 10 years, followed by branches that are currently providing a good level of service but will need to be either refurbished or expanded, or both, in years 10 to 20.

- Addressing rental facilities first to enable BPL to gain back control of the facilities in which they are providing services.
- Looking at the current qualitative analysis of the existing branches as reviewed by the consultant team in February 2014.
- Addressing the deficiency of existing facilities serving the most impoverished population groups, which are typically in the East Side and East End.
- Looking at which have the greatest space need, or current space deficiency according to the recommended space recommendations in this document.

options

Five options were developed for Bridgeport Public Library. In some instances, a portion of the interior of the existing buildings will need refurbishment either to remediate existing issues, adjust the interface with a new expansion, or both. In instances where refurbishment is taken into account, the size of the affected area has been assumed for the purposes of this plan. This should be reviewed by future design teams commissioned by the Library to design refurbishments and/or expansion plans.

The recommended facility sizes are based on the planning assumptions in the *Foundation* section. For example, collection stack and display areas are based on the physical collection size remaining the same as existing, while the amount of seating, number of study rooms, and number of public access computers for each facility is based on consultant team experience and historical data for similar service population sizes.

The following table is an example of public library historic data that loosely forms the basis of the recommendations in relation to public access computers, reader seating, and meeting/program spaces, based on typical service population sizes. These should not be considered standards, since there are no standards, but provide a starting point for recommendations that will be adjusted per community needs and/or service area demographics.

The data in this table is used as a basis for preliminary programming of the recommended facility space provisions, and consequential facility sizes, shown at the end of each option in this section.

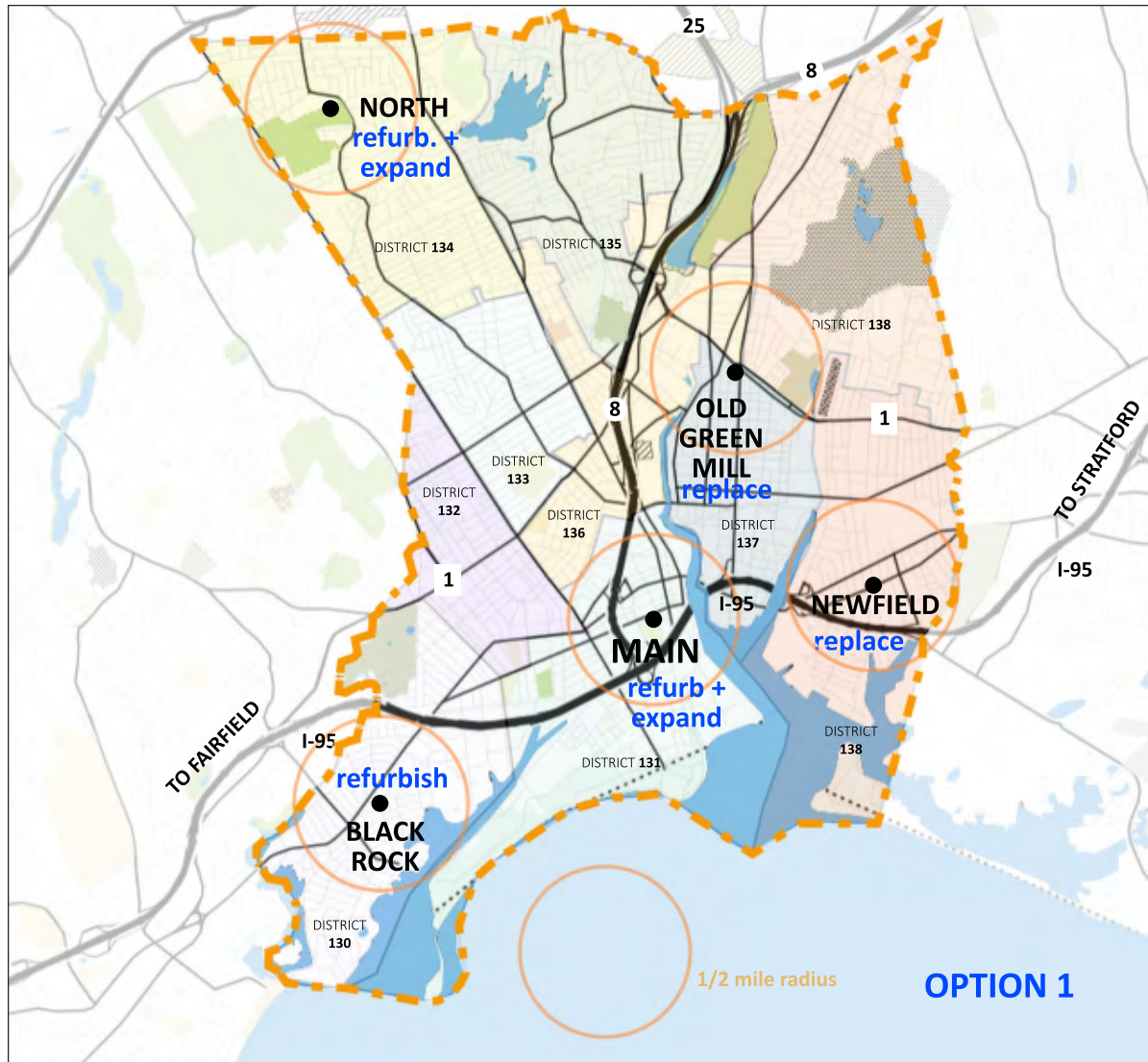
PUBLIC LIBRARY HISTORIC DATA

BY SERVICE POPULATION

	10,000	15,000	25,000	50,000	100,000
Computers	16	22	30	50	90
Reader seating	32	40	50	100	140
Multipurpose room occupancy	25	40	60	100	150
Conference/study room occupancy	4	6	8	12	16
Storytime occupancy	8	12	16	20	24
Special use (% of gross area) ¹	8%	7%	6%	5%	4%

NOTE

"Special Use" space refers to special collections or activity areas that meet the unique needs of each community.



Option 1

SPACE NEEDS SUMMARY

Maintaining and refurbishing Main, North, and Black Rock over the next several years, and moving Old Mill Green and Newfield to new, City-owned facilities on sites close to their existing locations within those communities.

The addition of approximately 8,000 square-foot (SF) of new library space to the existing of 115,320 SF over the next 20 years, refurbishment of approximately 81,700 SF of existing library space, and the relocation of two existing branches (Old Mill Green and Newfield). A summary of reasons for the above recommendations are given in the section of this report covering the branch-specific descriptions.

Current library service levels are at 0.68 SF per capita when projected to 2034. This expansion will increase the total square footage provision for BPL up to 123,000 gross square feet, which equates to 0.72 SF per capita when projected to 2034.

Note that there is a much more significant increase in library square footage per capita at the Old Mill Green and Newfield branches due to the inequities in library service provision these communities have suffered in the last several decades.

Please see the the *Appendix* for a more detailed outline of the Space Needs Summary for each of the facilities under this option.

SEQUENCING & BUDGET

The budget recommendations over the next 20 years are for a construction budget of approximately \$31,935,000 in 2014 dollars, and are based on \$225/SF for interior refurbishment and \$325/SF for expansion or new construction. These are net construction costs, and exclude the items listed in the budget planning section of this report. A guideline factor of 1.5 is used to take into account most of the above exclusions, with the exception of land acquisition (if needed), geotechnical investigations and remediation, utility upgrade costs, temporary rental costs (if needed), moving costs, BPL operational costs, and annual inflation, none of which can be determined at a long-term planning stage.

This plan results in a total, factored budget of approximately \$45,168,850, plus the continued implementation of a regular maintenance/capital improvement of existing facilities through their service life.

The recommended schedule and related budget for implementing this 20-year plan is as follows:

Years 1–5 the following branches are addressed for a factored budget of approximately \$12,686,150:

- Old Mill Green.
- Newfield.

Years 6–10 the following branches are addressed for a factored budget of approximately \$19,587,650:

- Main Library.

Years 11–15 the following branches are addressed for a factored budget of approximately \$3,539,450:

- Black Rock.

Years 16–20 the following branches are addressed for a factored budget of approximately \$9,355,600:

- North Branch.

A summary chart illustrating the breakdown of this schedule and budget is on the next page.

options

Option I (continued)

ITEM	BRANCH NUMBER	1	2	3	4	5	Totals	Notes
	Branch Name	MAIN	NORTH	BLACK ROCK	OLD MILL GREEN	NEWFIELD		
	Preliminary Budget Rates (Net)			\$ 325	New Construction			
				\$ 225	Interior Renovation			
PRELIMINARY NET BUDGET								
AF	Budget for Expansion	\$ 2,502,500	\$ 2,275,000				\$ 4,777,500	see exclusions on p112
AG	Budget for Renovation	\$ 11,182,500	\$ 4,725,000	\$ 2,475,000	\$ -	\$ -	\$ 18,382,500	see exclusions on p112
AH	Budget for New				\$ 4,875,000	\$ 3,900,000	\$ 8,775,000	see exclusions on p112
NET CONSTRUCTION COST PER BRANCH		\$ 13,685,000	\$ 7,000,000	\$ 2,475,000	\$ 4,875,000	\$ 3,900,000	\$ 31,935,000	Net Construction Cost - see exclusions
B Soft Costs and other Expenses								
SOFT COSTS TOTAL		\$ 5,902,650	\$ 2,355,600	\$ 1,064,450	\$ 2,100,250	\$ 1,810,900	\$ 13,233,850	see exclusions on p112
TOTAL PER BRANCH		\$ 19,587,650	\$ 9,355,600	\$ 3,539,450	\$ 6,975,250	\$ 5,710,900	\$ 45,168,850	
AE2 PLANNING PRIORITIES								
							PHASED BUDGET	
YEARS 1 to 5					●	●	\$ 12,686,150	East region Branches replaced with new
YEARS 6 to 10		●					\$ 19,587,650	Refurbished and Expanded Main Library
YEARS 11 to 15				●			\$ 3,539,450	Refurbished Black Rock Branch
YEARS 16 to 20			●				\$ 9,355,600	Refurbished and expanded North Branch
							\$ 45,168,850	(total check)

in 1

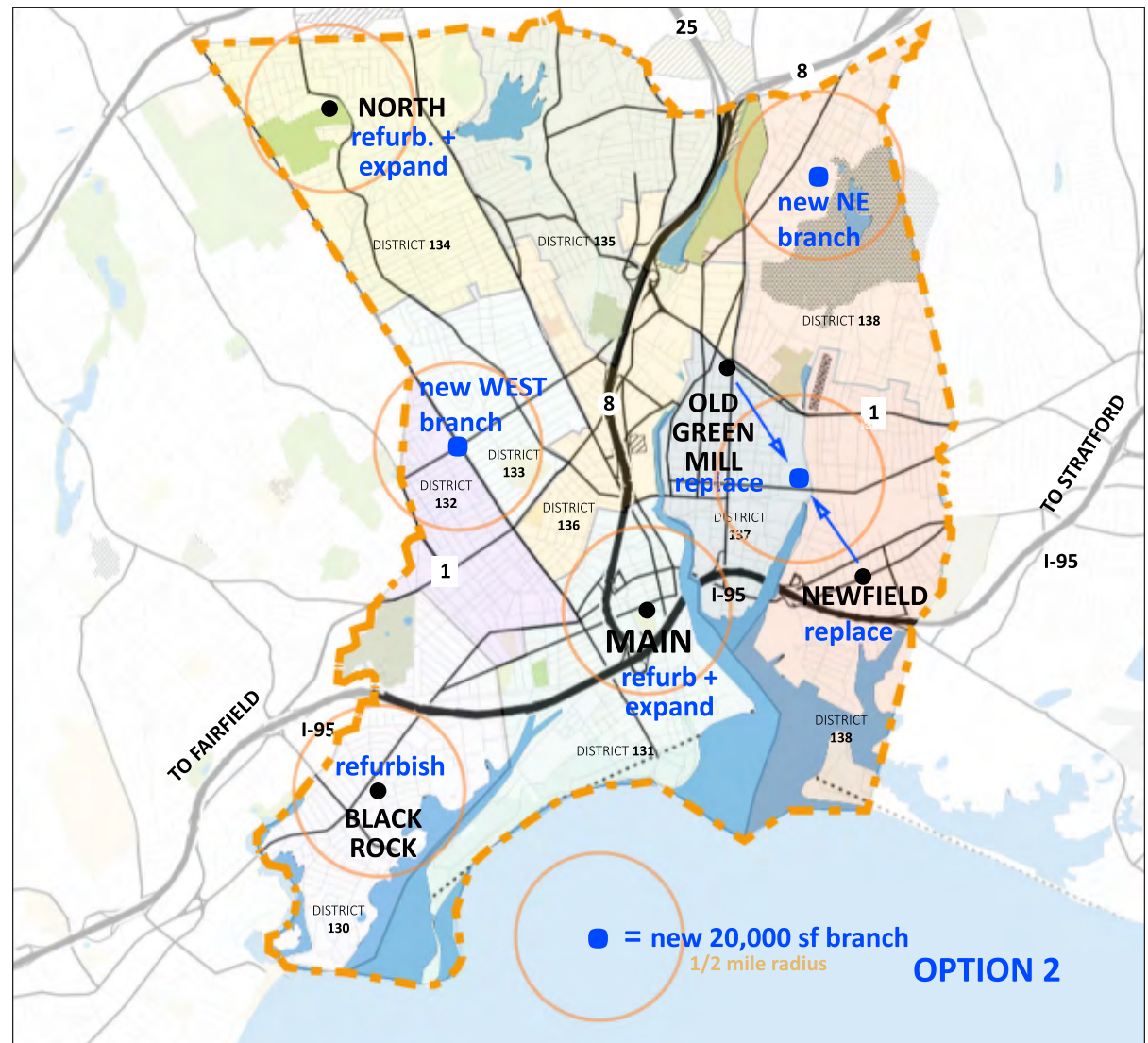
NOTE

Soft costs indicated in the table above are calculated based on typical library facility UNIT RATES for this region, based on facility size (e.g., FF&E, signage, security, IT, AV, professional fees, surveys, testing and inspection, builder's risk insurance, and commissioning), and ASSUMED COSTS (e.g., site development and remediation, temporary facilities, where applicable, due diligence for facilities that are leased, where applicable in options where leased facilities are vacated, and moving costs). These generate a range of factors slightly above or below the 1.5 factor mentioned in the *Note on Costs* section elsewhere in this document.

Option 2

SPACE NEEDS SUMMARY

Maintaining and refurbishing Main, North, and Black Rock over the next several years, and combining Old Mill Green and Newfield to one new, City-owned facility on a site between their existing locations to serve both of those communities. The announcement of a potential new East Side Train Station on July 17, 2014, on the site of the former Remington Arms factory on Barnum Avenue, between the East End and East Side (indicated by a blue circle on the Branch Map in the *Introduction* section), presents a great opportunity for a mixed use facility to include this new branch library, or a simultaneous development of a separate new branch library. Remediation of contamination of any aspect of this site needs to be a priority for development of any kind, as studied as part of an Environmental Impact Assessment, and as required by the City. It is assumed that the existing collection, public access computers and staff from both branches in the eastern portion of the city will be combined in the replacement facility on the East Side. Two 20,000 SF branch libraries are also added in mid-to-high density areas of the city that are well outside of the 1/2 mile walking radii of the existing facilities. The site selection process for these new branches will be the first step when the timing for adding those branches approaches.



The addition of approximately 2,000 square-feet (SF) of new library space to the existing of 115,320 SF over the next 20 years, refurbishment of approximately 88,700 SF of existing library space, and the relocation of two existing branches (Old Mill Green and Newfield). A summary of reasons for the above recommendations are given in the section of this report covering the branch-specific descriptions.

Current Library service levels are at 0.68 SF per capita when projected to 2034. This expansion will increase the total square footage provision for the BPL up to 117,000 gross square feet, which equates to 0.69 SF per capita when projected to 2034.

Please see the the *Appendix* for a more detailed outline of the Space Needs Summary for each of the facilities under this option.

SEQUENCING & BUDGET

The budget recommendations over the next 20 years are for a construction budget of approximately \$42,285,000 in 2014 dollars, and are based on \$225/SF for interior refurbishment and \$325/SF for expansion or new construction. These are net construction costs, and exclude the items listed in the budget planning section of this report. A guideline factor of 1.5 is used to take into account most of the above exclusions, with the exception of land acquisition (if needed), geotechnical investigations and remediation, utility upgrade costs, temporary rental costs (if needed), moving costs, BPL operational costs, and annual inflation, none of which can be determined at a long-term planning stage.

This plan results in a total, factored budget of approximately \$59,955,150, plus the continued implementation of a regular maintenance/capital improvement of existing facilities through their service life.

The recommended schedule and related budget for implementing this 20-year plan is as follows:

Years 1–5 the following branches are addressed for a factored budget of approximately \$29,245,100:

- New Branch in East
- Main Library.

Years 6–10 the following branches are addressed for a factored budget of approximately \$9,082,500:

- New Branch in NorthEast.

Years 11–15 the following branches are addressed for a factored budget of approximately \$12,621,950:

- Black Rock.
- New Branch in West

Years 16–20 the following branches are addressed for a factored budget of approximately \$9,005,600:

- North Branch.

A summary chart illustrating the breakdown of this schedule and budget is on the next page.

Option 2 (continued)

ITEM	BRANCH NUMBER	1	2	3	4	5	6	7	Totals	Notes
	Branch Name	MAIN	NORTH	BLACK ROCK	OLD MILL GREEN	NEWFIELD	NORTH-EAST	WEST		
	Preliminary Budget Rates (Net)			\$ 325	New Construction					
				\$ 225	Interior Renovation					
PRELIMINARY NET BUDGET										
AF	Budget for Expansion	\$ 2,502,500	\$ -						\$ 2,502,500	see exclusions on p112
AG	Budget for Renovation	\$ 11,182,500	\$ 6,300,000	\$ 2,475,000	\$ -	\$ -	\$ -		\$ 19,957,500	see exclusions on p112
AH	Budget for New					\$ 6,825,000	\$ 6,500,000	\$ 6,500,000	\$ 19,825,000	see exclusions on p112
NET CONSTRUCTION COST PER BRANCH		\$ 13,685,000	\$ 6,300,000	\$ 2,475,000	\$ -	\$ 6,825,000	\$ 6,500,000	\$ 6,500,000	\$ 42,285,000	Net Construction Cost - see exclusions
B Soft Costs and other Expenses										
SOFT COSTS TOTAL		\$ 5,902,650	\$ 2,705,600	\$ 1,064,450	\$ 153,500	\$ 2,678,950	\$ 2,582,500	\$ 2,582,500	\$ 17,670,150	see exclusions on p112
TOTAL PER BRANCH		\$ 19,587,650	\$ 9,005,600	\$ 3,539,450	\$ 153,500	\$ 9,503,950	\$ 9,082,500	\$ 9,082,500	\$ 59,955,150	
AE2 PLANNING PRIORITIES										
									PHASED BUDGET	
YEARS 1 to 5		●			●	●			\$ 29,245,100	New Branch in East and Refurb and Expanded Main Library
YEARS 6 to 10							●		\$ 9,082,500	New Branch in NE
YEARS 11 to 15				●				●	\$ 12,621,950	Black Rock refurbished and new West Branch
YEARS 16 to 20			●						\$ 9,005,600	North refurbished and expanded
									\$ 59,955,150	(total check)

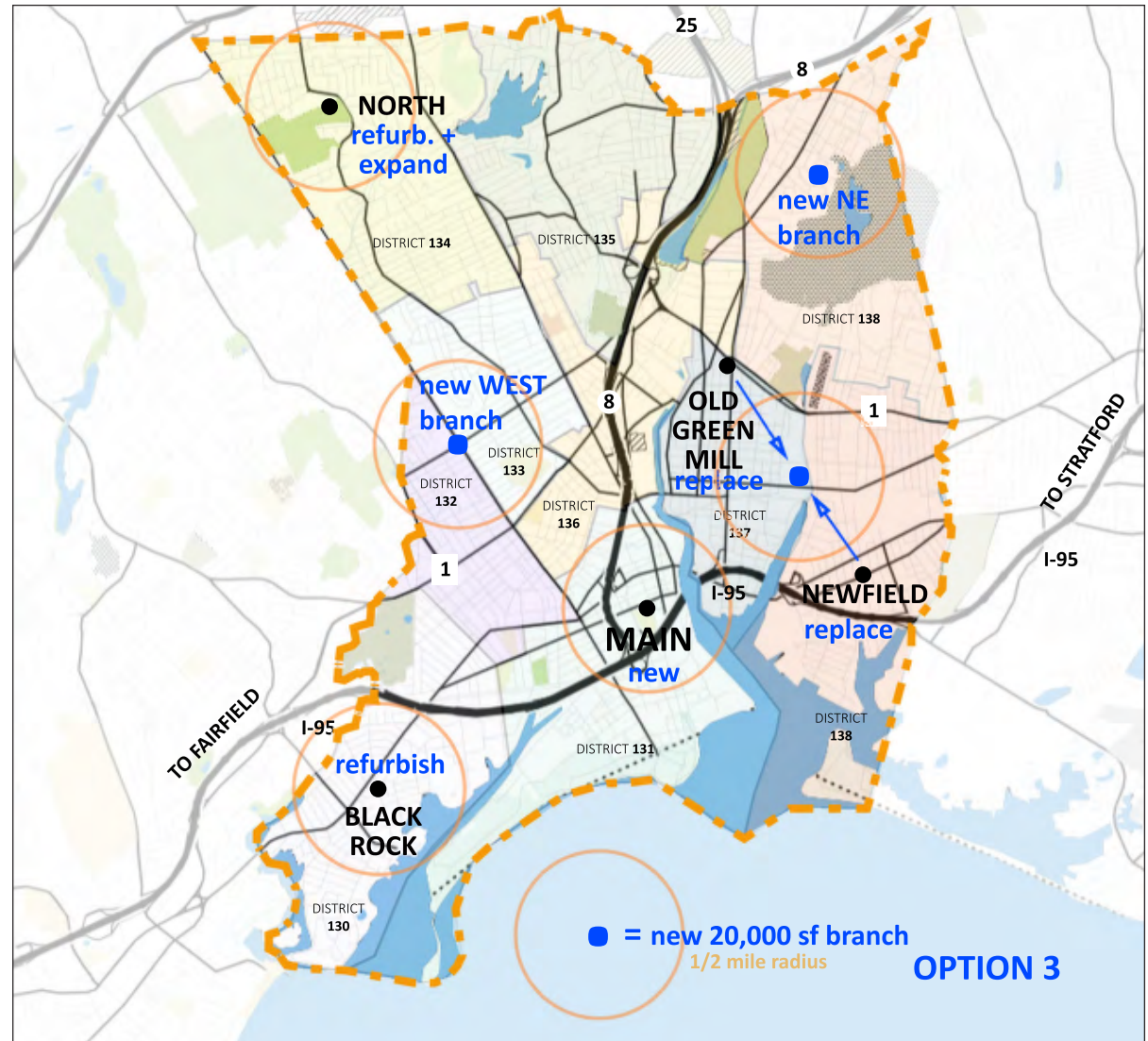
NOTE

Soft costs indicated in the table above are calculated based on typical library facility UNIT RATES for this region, based on facility size (e.g., FF&E, signage, security, IT, AV, professional fees, surveys, testing and inspection, builder's risk insurance, and commissioning), and ASSUMED COSTS (e.g., site development and remediation, temporary facilities, where applicable, due diligence for facilities that are leased, where applicable in options where leased facilities are vacated, and moving costs). These generate a range of factors slightly above or below the 1.5 factor mentioned in the *Note on Costs* section elsewhere in this document.

Option 3

SPACE NEEDS SUMMARY

Provide new, downtown-based facility on a new site. Maintaining and refurbishing North and Black Rock over the next several years, and combining Old Mill Green and Newfield to one new, City-owned facility on a site between their existing locations to serve both of those communities. The announcement of a potential new East Side Train Station on July 17, 2014, on the site of the former Remington Arms factory on Barnum Avenue, between the East End and East Side (indicated by a blue circle on the Branch Map in the *Introduction* section), presents a great opportunity for a mixed use facility to include this new branch library, or a simultaneous development of a separate new branch library. Remediation of contamination of any aspect of this site needs to be a priority for development of any kind, as studied as part of an Environmental Impact Assessment, and as required by the City. It is assumed that the existing collection, public access computers, and staff from both branches in the eastern portion of the city will be combined in the replacement facility on the East Side. Two 20,000 SF branch libraries are also added in mid-to-high density areas of the city that are well outside of the 1/2 mile walking radii of the existing facilities. The site selection process for these new branches will be the first step when the timing for adding those branches approaches.



The addition of approximately 20,000 square-feet (SF) of new library space to the existing of 115,320 SF over the next 20 years, refurbishment of approximately 39,000 SF of existing library space, and the relocation of two existing branches (Old Mill Green and Newfield). A summary of reasons for the above recommendations are given in the section of this report covering the branch-specific descriptions.

Current Library service levels are at 0.68 SF per capita when projected to 2034. This expansion will increase the total square footage provision for the BPL up to 135,000 gross square feet, which equates to 0.79 SF per capita when projected to 2034.

Please see the the *Appendix* for a more detailed outline of the Space Needs Summary for each of the facilities under this option.

SEQUENCING & BUDGET

The budget recommendations over the next 20 years are for a construction budget of approximately \$52,975,000 in 2014 dollars, and are based on \$225/SF for interior refurbishment and \$325/SF for expansion or new construction. These are net construction costs, and exclude the items listed in the budget planning section of this report. A guideline factor of 1.5 is used to take into account most of the above exclusions, with the exception of land acquisition (if needed), geotechnical investigations and remediation, utility upgrade costs, temporary rental costs (if needed), moving costs, BPL operational costs, and annual inflation, none of which can be determined at a long-term planning stage.

This plan results in a total, factored budget of approximately \$73,881,250 plus the continued implementation of a regular maintenance/capital improvement of existing facilities through their service life.

The recommended schedule and related budget for implementing this 20-year plan is as follows:

Years 1–5 the following branches are addressed for a factored budget of approximately \$43,171,200:

- New Branch in East.
- New Main Library.

Years 6–10 the following branches are addressed for a factored budget of approximately \$9,082,500:

- New Branch in NE.

Years 11–15 the following branches are addressed for a factored budget of approximately \$12,621,950:

- Black Rock and new West Branch.

Years 16–20 the following branches are addressed for a factored budget of approximately \$9,005,600:

- North Branch.

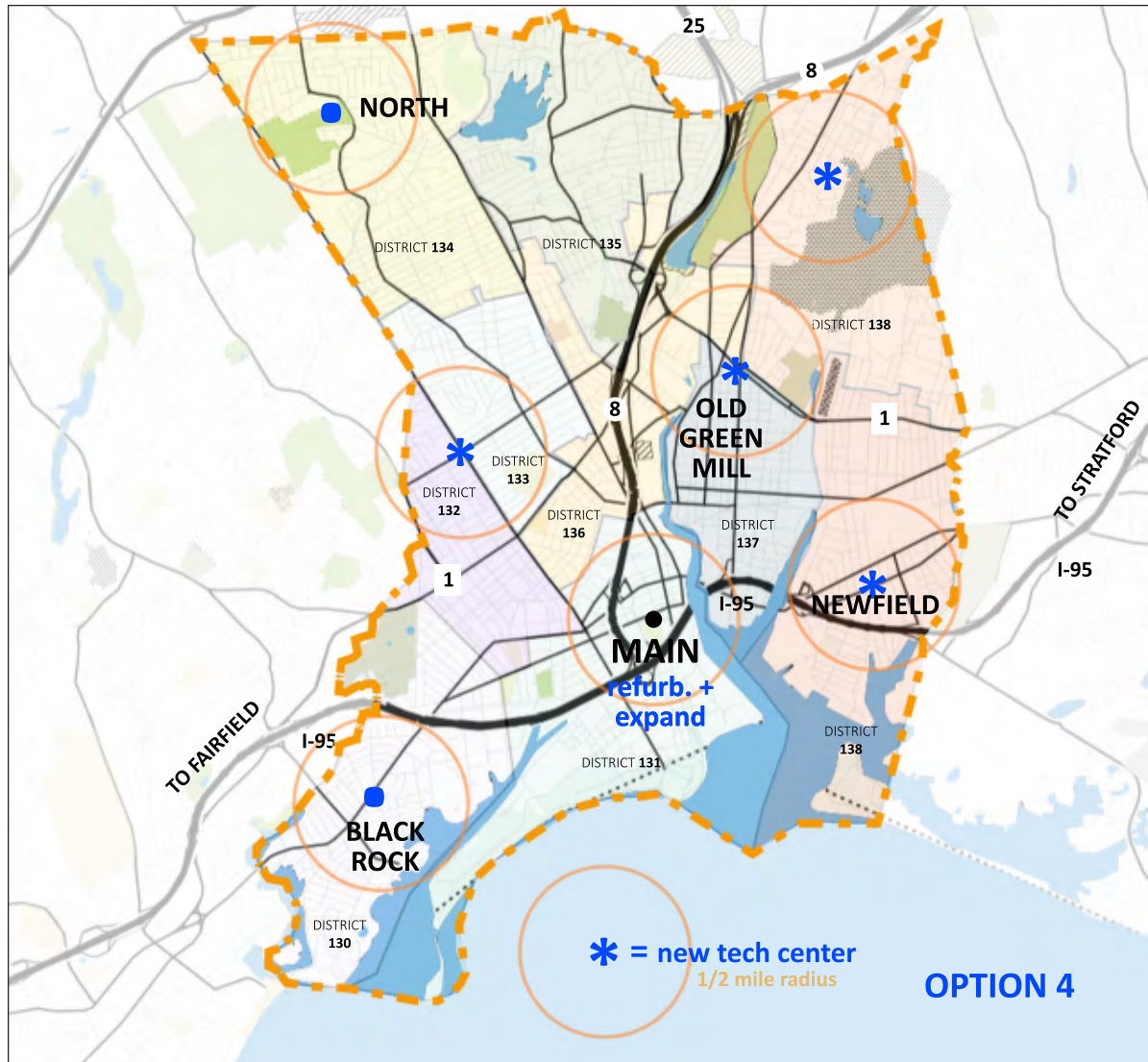
A summary chart illustrating the breakdown of this schedule and budget is on the next page.

Option 3 (continued)

M	BRANCH NUMBER	1	2	3	4	5	6	7	Totals	Notes
	Branch Name	MAIN	NORTH	BLACK ROCK	OLD MILL GREEN	NEWFIELD	NORTH-EAST	WEST		
	Preliminary Budget Rates (Net)			\$ 325	New Construction					
				\$ 225	Interior Renovation					
	PRELIMINARY NET BUDGET									
F	Budget for Expansion		\$ -						\$ -	see exclusions on p112
3	Budget for Renovation	\$ -	\$ 6,300,000	\$ 2,475,000	\$ -	\$ -	\$ -		\$ 8,775,000	see exclusions on p112
4	Budget for New	\$ 24,375,000			\$ -	\$ 6,825,000	\$ 6,500,000	\$ 6,500,000	\$ 44,200,000	see exclusions on p112
	NET CONSTRUCTION COST PER BRANCH	\$ 24,375,000	\$ 6,300,000	\$ 2,475,000	\$ -	\$ 6,825,000	\$ 6,500,000	\$ 6,500,000	\$ 52,975,000	Net Construction Cost - see exclusions
	Soft Costs and other Expenses									
	SOFT COSTS TOTAL	\$ 9,138,750	\$ 2,705,600	\$ 1,064,450	\$ 153,500	\$ 2,678,950	\$ 2,582,500	\$ 2,582,500	\$ 20,906,250	see exclusions on p112
	TOTAL PER BRANCH	\$ 33,513,750	\$ 9,005,600	\$ 3,539,450	\$ 153,500	\$ 9,503,950	\$ 9,082,500	\$ 9,082,500	\$ 73,881,250	
2	PLANNING PRIORITIES								PHASED BUDGET	
	YEARS 1 to 5	●			●	●			\$ 43,171,200	New Branch in East (replaces existing branches) and New Main Library
	YEARS 6 to 10						●		\$ 9,082,500	New Branch in NE
	YEARS 11 to 15			●				●	\$ 12,621,950	Black Rock refurbished and New Branch in West
	YEARS 16 to 20		●						\$ 9,005,600	North refurbished and expanded
									\$ 73,881,250	(total check)

NOTE

Soft costs indicated in the table above are calculated based on typical library facility UNIT RATES for this region, based on facility size (e.g., FF&E, signage, security, IT, AV, professional fees, surveys, testing and inspection, builder's risk insurance, and commissioning), and ASSUMED COSTS (e.g., site development and remediation, temporary facilities, where applicable, due diligence for facilities that are leased, where applicable in options where leased facilities are vacated, and moving costs). These generate a range of factors slightly above or below the 1.5 factor mentioned in the *Note on Costs* section elsewhere in this document.



Option 4

SPACE NEEDS SUMMARY

Close all existing facilities except for the Main facility downtown, which will be refurbished and expanded to a 75,000 SF facility. Replace the closed facilities with a number of local community Tech Centers in each community outside of the downtown zone, each around 8,500 SF in size. Black Rock Branch and North Branch will be converted to Tech Centers of the same size. The remainder of space in these branches will be allocated for other community uses.

It is assumed that the entire physical collection will be weeded and re-located to the facility down town, and that each local community Tech Center will be provided with a wider range of public access computers than currently outside of the downtown zone, a wide range of technology resources (eReaders, tablets, laptops, DVDs, CDs, etc), training space, meeting spaces, and a catalog PC or two for requesting physical collection items from the downtown facility. Staff from all closed branches will be re-deployed to either one of the Tech Centers, or to the facility downtown.

The addition of approximately 10,000 square-feet (SF) of new library space to the existing of 115,320 SF over the next 20 years, refurbishment of approximately 49,700 SF of existing library space, and the addition of (6) 8,500 sf "Tech Centers". A summary of reasons for the above recommendations are given in the section of this report covering the branch-specific descriptions.

Current Library service levels are at 0.68 SF per capita when projected to 2034. This expansion will increase the total square footage provision for the BPL up to 135,000 gross square feet, which equates to 0.74 SF per capita when projected to 2034.

Please see the the *Appendix* for a more detailed outline of the Space Needs Summary for each of the facilities under this option.

SEQUENCING & BUDGET

The budget recommendations over the next 20 years are for a construction budget of approximately \$35,980,000 in 2014 dollars, and are based on \$225/SF for interior refurbishment and \$325/SF for expansion or new construction. These are net construction costs, and exclude the items listed in the budget planning section of this report. A guideline factor of 1.5 is used to take into account most of the above exclusions, with the exception of land acquisition (if needed), geotechnical investigations and remediation, utility upgrade costs, temporary rental costs (if needed), moving costs, BPL operational costs, and annual inflation, none of which can be determined at a long-term planning stage.

This plan results in a total, factored budget of approximately \$54,018,250 plus the continued implementation of a regular maintenance/capital improvement of existing facilities through their service life.

Note that the conversion of Black Rock and North Branches to Tech Centers assumes 8,500 SF of these existing facilities are converted to Tech Center use, and the remaining space is allocated to community facilities. These costs do not take into account amounts needed to address the remaining space.

The recommended schedule and related budget for implementing this 20-year plan is as follows:

Years 1–5 the following branches are addressed for a factored budget of approximately \$36,831,250:

- Main Library.
- 2 Tech Centers in East.

Years 6–10 the following branches are addressed for a factored budget of approximately \$4,450,750:

- Tech Center in NE region.
- East Side Branch and East End Branch closure.

Years 11–15 the following branches are addressed for a factored budget of approximately \$4,143,750:

- Tech Center at West.

Years 16–20 the following branches are addressed for a factored budget of approximately \$8,592,500:

- Conversion of North and Black Rock to Tech Centers.

A summary chart illustrating the breakdown of this schedule and budget is on the next page.

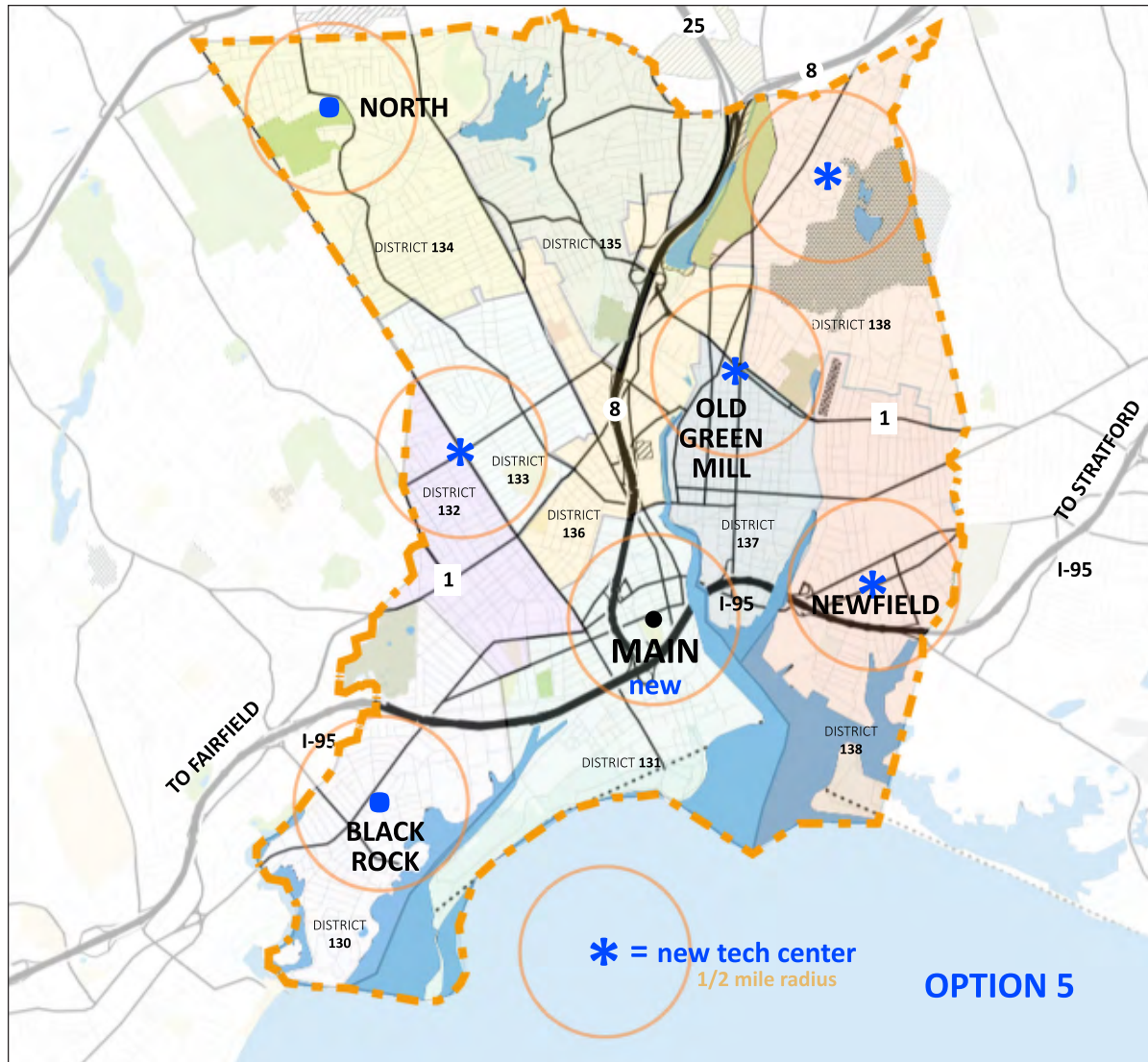
Option 4 (continued)

ITEM	BRANCH NUMBER	1	2	3	4	5	6	Totals	Notes
	Branch Name	MAIN	NORTH	BLACK ROCK	OLD MILL GREEN	NEWFIELD	Tech Centers		
	Preliminary Budget Rates (Net)			\$ 325	New Construction				
				\$ 225	Interior Renovation				will leave approximately
	PRELIMINARY NET BUDGET								
AF	Budget for Expansion							\$ -	see exclusions on p112
AG	Budget for Renovation	\$ 11,182,500	\$ -	\$ -	\$ -	\$ -		\$ 11,182,500	see exclusions on p112
AH	Budget for New	\$ 8,222,500					\$ 16,575,000	\$ 24,797,500	see exclusions on p112
	NET CONSTRUCTION COST PER BRANCH	\$ 19,405,000	\$ -	\$ -	\$ -	\$ -	\$ 16,575,000	\$ 35,980,000	Net Construction Cost - see exclusions on p112
B	Soft Costs and other Expenses								
	SOFT COSTS TOTAL	\$ 9,138,750	\$ 155,000	\$ 150,000	\$ 153,500	\$ 153,500	\$ 8,287,500	\$ 18,038,250	see exclusions on p112
	TOTAL PER BRANCH	\$ 28,543,750	\$ 155,000	\$ 150,000	\$ 153,500	\$ 153,500	\$ 24,862,500	\$ 54,018,250	
AE2	PLANNING PRIORITIES							PHASED BUDGET	
	YEARS 1 to 5	●					●	\$ 36,831,250	Two Tech Centers in East and refurb'd and exp. Main Library
	YEARS 6 to 10				●	●	●	\$ 4,450,750	One Tech Center in NE region and East Side/East End closure
	YEARS 11 to 15						●	\$ 4,143,750	One Tech Center at West
	YEARS 16 to 20		●	●			●	\$ 8,592,500	Conversion of North and Black Rock to Tech Centers
								\$ 54,018,250	(total check)

NOTES

An appropriate project cost for each Tech Center should be approximately \$4,150,000, assuming a gross size of 8,500 square feet located in a new space owned by the City. An alternate would be to utilize leasehold space owned by others—for example as a storefront unit in a shopping mall or strip mall. The budget amount for this type of facility would be lower than needed for a City owned facility.

Soft costs indicated in the table above are calculated based on typical library facility UNIT RATES for this region, based on facility size (e.g., FF&E, signage, security, IT, AV, professional fees, surveys, testing and inspection, builder's risk insurance, and commissioning), and ASSUMED COSTS (e.g., site development and remediation, temporary facilities, where applicable, due diligence for facilities that are leased, where applicable in options where leased facilities are vacated, and moving costs). These generate a range of factors slightly above or below the 1.5 factor mentioned in the *Note on Costs* section elsewhere in this document.



Option 5

SPACE NEEDS SUMMARY

Closing and replacing all existing facilities except Black Rock and North Branches which are converted to local tech centers, with one new, downtown-based facility on a new site to serve all communities with the entire BPL physical collection, and replacing the closed facilities with a number of local community “Tech Centers” in each community outside of the downtown zone, each around 8,500 SF in size.

It is assumed that the entire physical collection will be weeded and re-located to the facility downtown, and that each local community Tech Center will be provided with a wider range of public access computers than currently outside of the downtown zone, a wide range of technology resources (eReaders, tablets, laptops, DVDs, CDs, etc), training space, meeting spaces, and a catalog PC or two for requesting physical collection items from the downtown facility. Staff from all closed branches will be re-deployed to either one of the Tech Centers, or to the facility downtown.

The addition of approximately 10,000 square-feet (SF) of new library space to the existing of 115,320 SF over the next 20 years, build a new 75,000 sq ft Main Library, and the addition of (6) 8,500 sf “Tech Centers”. A summary of reasons for the above recommendations are given in the section of this report covering the branch-specific descriptions.

Current Library service levels are at 0.68 SF per capita when projected to 2034. This expansion will increase the total square footage provision for the BPL up to 135,000 gross square feet, which equates to 0.74 SF per capita when projected to 2034.

Please see the the *Appendix* for a more detailed outline of the Space Needs Summary for each of the facilities under this option.

SEQUENCING & BUDGET

The budget recommendations over the next 20 years are for a construction budget of approximately \$40,950,000 in 2014 dollars, and are based on \$225/SF for interior refurbishment and \$325/SF for expansion or new construction. These are net construction costs, and exclude the items listed in the budget planning section of this report. A guideline factor of 1.5 is used to take into account most of the above exclusions, with the exception of land acquisition (if needed), geotechnical investigations and remediation, utility upgrade costs, temporary rental costs (if needed), moving costs, BPL operational costs, and annual inflation, none of which can be determined at a long-term planning stage.

This plan results in a total, factored budget of approximately \$58,988,250 plus the continued implementation of a regular maintenance/capital improvement of existing facilities through their service life.

Note that the conversion of Black Rock and North Branches to Tech Centers assumes 8,500 SF of these existing facilities are converted to Tech Center use, and the remaining space is allocated to community facilities. These costs do not take into account amounts needed to address the remaining space.

The recommended schedule and related budget for implementing this 20-year plan is as follows:

Years 1–5 the following branches are addressed for a factored budget of approximately \$41,801,250:

- New Main Library.
- 2 Tech Centers in East.

Years 6–10 the following branches are addressed for a factored budget of approximately \$4,450,750:

- Tech Center in NE region.
- East Side Branch and East End Branch closure.

Years 11–15 the following branches are addressed for a factored budget of approximately \$4,143,750:

- Tech Center at West.

Years 16–20 the following branches are addressed for a factored budget of approximately \$8,592,500:

- Conversion of North and Black Rock to Tech Centers.

A summary chart illustrating the breakdown of this schedule and budget is on the next page.

Option 5 (continued)

ITEM	BRANCH NUMBER	1	2	3	4	5	6	Totals	Notes
	Branch Name	MAIN	NORTH	BLACK ROCK	OLD MILL GREEN	NEWFIELD	Tech Centers		
		Preliminary Budget Rates (Net)			\$ 325	New Construction			
					\$ 225	Interior Renovation			
	PRELIMINARY NET BUDGET								
AF	Budget for Expansion							\$ -	see exclusions on p112
AG	Budget for Renovation	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	see exclusions on p112
AH	Budget for New	\$ 24,375,000			\$ -	\$ -	\$ 16,575,000	\$ 40,950,000	see exclusions on p112
	NET CONSTRUCTION COST PER BRANCH	\$ 24,375,000	\$ -	\$ -	\$ -	\$ -	\$ 16,575,000	\$ 40,950,000	Net Construction Cost - see exclusions on p112
B	Soft Costs and other Expenses								
	SOFT COSTS TOTAL	\$ 9,138,750	\$ 155,000	\$ 150,000	\$ 153,500	\$ 153,500	\$ 8,287,500	\$ 18,038,250	see exclusions on p112
	TOTAL PER BRANCH	\$ 33,513,750	\$ 155,000	\$ 150,000	\$ 153,500	\$ 153,500	\$ 24,862,500	\$ 58,988,250	
AE2	PLANNING PRIORITIES							PHASED BUDGET	
	YEARS 1 to 5	●					●	\$ 41,801,250	Two Tech Centers in East and New Main Library
	YEARS 6 to 10				●	●	●	\$ 4,450,750	One Tech Center in NE region and East Side/East End closure
	YEARS 11 to 15						●	\$ 4,143,750	One Tech Center at West
	YEARS 16 to 20		●	●			●	\$ 8,592,500	Conversion of North and Black Rock to Tech Centers
								\$ 58,988,250	(total check)

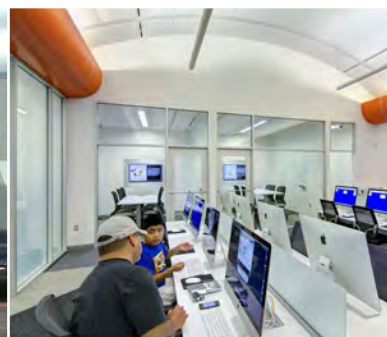
NOTES

An appropriate project cost for each Tech Center should be approximately \$4,150,000, assuming a gross size of 8,500 square feet located in a new space owned by the City. An alternate would be to utilize leasehold space owned by others—for example as a storefront unit in a shopping mall or strip mall. The budget amount for this type of facility would be lower than needed for a City owned facility.

Soft costs indicated in the table above are calculated based on typical library facility UNIT RATES for this region, based on facility size (e.g., FF&E, signage, security, IT, AV, professional fees, surveys, testing and inspection, builder's risk insurance, and commissioning), and ASSUMED COSTS (e.g., site development and remediation, temporary facilities, where applicable, due diligence for facilities that are leased, where applicable in options where leased facilities are vacated, and moving costs). These generate a range of factors slightly above or below the 1.5 factor mentioned in the *Note on Costs* section elsewhere in this document.

An example of a successfully deployed strategy similar to that described as a Tech Center is in Bexar County, Texas, where they are called BiblioTechs and serve the City of San Antonio and Bexar County. This library lends e-readers and digital content rather than physical media. BiblioTech lends e-readers to those with a BiblioTech card; about half of the e-readers are on loan at any given time. Each e-reader can hold up to five books.

BiblioTech also offers online databases and educational resources, a blog (BiblioTech Bytes), a monthly e-newsletter (BiblioTech In Motion), Story Time, and a book club which can participants can attend live (either in person or online via Google+ Hangout video chat), or view online (via a live feed or later on YouTube or the library's Google+ profile). Additionally, onsite, patrons can visit the circulation desk as well as make use of the library's 48 iMacs, dozen iPads, two Xbox 360s with Kinect, and four Microsoft Surface touch-screen video tablets with interactive Kaplan Early Learning Company educational games.



Budget

NOTE ON COSTS

The cost to build (construction cost only) a new library in the United States ranges from about \$190.00 to over \$500.00 per gross square foot in 2014 US Dollars. The average, adjusted for construction costs in Fairfield County, CT, is about \$325.00 per gross square foot for new construction, and \$225.00 per gross square foot for refurbishment.

An addition that includes refurbishment of the existing will fall somewhere between these two figures depending on the area ratio of new addition to existing area.

A good starting point for a unit rate for furnishings, fixtures, and equipment (FF&E) is \$27.00 per net square foot in 2014 U.S. Dollars.

The consultant team has used these un-factored values/rates to assign factored budget values to the recommendations for each library.

Budget costs typically exclude the following:

- Land acquisition and remediation, where required.
- Fixtures, furnishings, and equipment.
- Collection acquisitions.
- Soft costs (consulting fees, legal fees, re-zoning fees, county charges, permits, etc.).
- USGBC LEED registration and processing.
- Temporary rental of premises, where required.
- Utility upgrades, etc., where required.
- Third party testing, inspections, and commissioning.
- Annual inflation of costs.
- Operational costs for BPL.
- On-going maintenance of existing facilities, where re-used.
- Construction contingencies.
- Geotechnical and topographical surveys and reports.

A guideline factor of 1.5 is typically used to take into account most of the above exclusions, with the exception of land acquisition (if needed), geotechnical investigations and remediation, utility upgrade costs, temporary rental costs (if needed), moving costs, BPL operational costs, and annual inflation, none of which can be determined at a long-term planning stage.

It should be noted that the cost information in this report is an opinion of probable costs based on fair market value and has been developed for budgetary purposes only. The project budget estimates for the individual construction projects in the table account for base construction costs, including contractor's overhead and profit at 3rd quarter 2014 rates for new and/or refurbished library projects.

The consultant team will be able to develop more detailed cost information for each library building as part of the programming and schematic design phases. Note that in some cases the project budget figure is a blend of refurbishment and new building/addition costs, and that the figures represent likely cost scenarios in 2014. These figures need to be factored up by inflation figures from 2014 to the year of implementation.

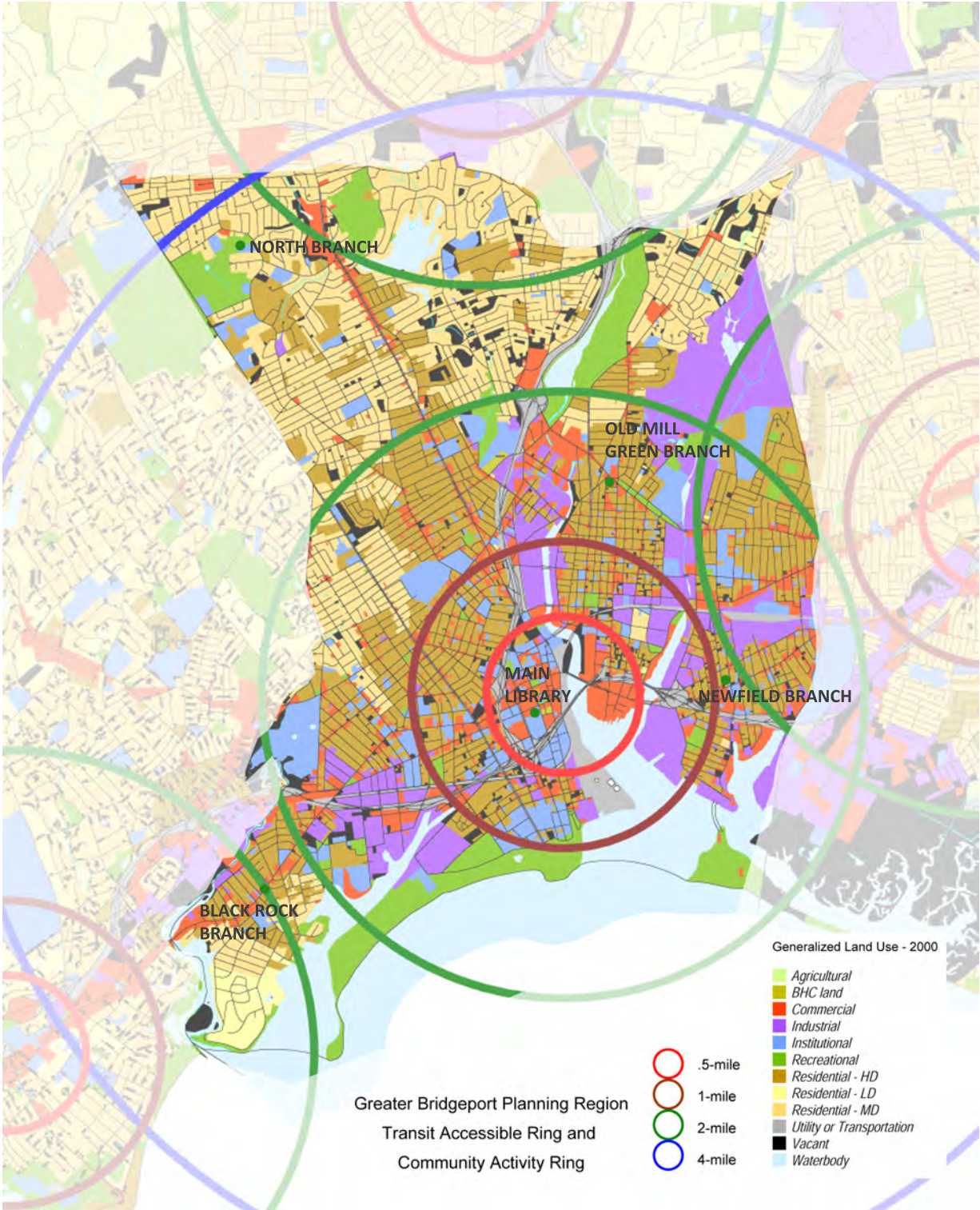
Location

As described in the *Growth Management Alternatives* report (p. 16) from the Greater Bridgeport Regional Planning Agency 2008, most activities in the Bridgeport area depend upon community activity functions, economic development conditions, and service accessibility. The map on the facing page shows the transit accessible rings and community activity rings.

The transit accessible rings are considered at one-mile and two-mile radii from the city center. The community activity rings are considered with these same two radii and extend out to the four-mile radius on the map.

This is an important consideration when considering the location of main and branch libraries that serve these communities. For the library, the Main, Newfield, and Old Mill Green branches are within the two-mile radius, and Black Rock and North branches are within the four-mile radius. Note that there is a substantial overlap of the two-mile radius from Stratford to the east with Bridgeport's two-mile radius. There may be a tendency for the service population around the Newfield branch to use the library in Stratford. However, this trend has not been measured.

If Newfield and Old Mill Green are combined into one branch on the East Side of Bridgeport, it should be located within the two-mile radius around Bridgeport's city center, and between the two existing, rental facilities. It is also worth noting that the recently proposed future East Side Rail Station site is on the edge of the one-mile radius from Bridgeport's city center and between these two branches.



The space needs summaries below form the basis for more detailed, future programming phases per facility which need to be conducted in close collaboration with library staff and the community.

Each Space Needs Summary is broken down into the principal spaces needed for comprehensive library service. Within each principal space, and further breakdown is given.

The meeting room sizes, seating numbers, study room sizes and quantity, programming space sizes, and public access computer quantities are based on a combination of service population size and historical trends for library service.

The spaces needed for the variety of collection stacks/bins are based on a range of stack shelf heights (three shelves high minimum to five shelves high maximum), aisle width of four feet between stack faces, circulation aisles at the end of each stack, and the utilization of two-sided stacks. Physical collection density per linear foot on each shelf varies depending on collection type (e.g., adult fiction, children's collection, and CDs and DVDs). This measure averages out to approximately 10 items per square foot (or 0.1 SF per item). Periodicals and newspapers are allocated 1.5 SF per item. These square footage rates are the basis for the collection unit rates used in the summaries below.

MAIN LIBRARY (OPTION 1)

SPACE NEEDS SUMMARY

Projected Population Basis: **175,000** (entire city, projected to 2034)

DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF
1 ENTRY			
1.1 ENTRY VESTIBULE	1	100	100
1.2 ENTRY LOBBY	2	200	400
1.3 SERVICE AND INFORMATION DESK	3	150	450
1.4 SELF CHECK	1	50	50
1.5 FOOD/BEVERAGE CAFÉ	1	300	300
TOTAL NET ASSIGNED AREA			1,300
NON-ASSIGNABLE SPACE ALLOWANCE			130
TOTAL AREA			1,430
2 MEETING ROOM(S)			
2.1 MEETING ROOM (# PSNS)	175	15	2,625
TOTAL NET ASSIGNED AREA			2,625
NON-ASSIGNABLE SPACE ALLOWANCE			263
TOTAL AREA			2,888
3 MARKETPLACE			
3.1 COMPUTER STATIONS (SHORTER TERM USE)	8	40	320
3.2 PARTNER & EVOLUTION SPACE (# PSNS)	16	30	480
3.3 BROWSING, NEW BOOKS, POPULAR MATLS			72
3.4 AUDIO / VISUAL COLLECTION CDs DVDs (ALL)	24,214	0.1	2,421
3.5 LOUNGE SEATING	20	40	800
3.6 DISPLAY	1	100	100
TOTAL NET ASSIGNED AREA			4,193
NON-ASSIGNABLE SPACE ALLOWANCE			419
TOTAL AREA			4,613
4 COLLECTION AND SERVICES (adult and teen)			
4.1 PUBLIC ACCESS COMPUTERS	80	50	4,000
4.2 COMPUTER LAB	24	30	720
4.3 OTHER COMPUTERS	8	30	240
OVERALL COLLECTION SIZE	214,590		
4.4 BOOK COLLECTION (ALL AGES)	186,264	0.1	18,626
4.5 PERIODICALS - MAGAZINES - NEWSPRINT (ALL)	373	1.5	559
4.6 QUIET READING ROOM (# SEATS)	20	30	600
4.7 LOUNGE SEATING	30	40	1,200
4.8 STUDY TABLES - 4 PERSON TABLES	8	100	800
4.9 STUDY TABLES - 2 PERSON TABLES	16	50	800
4.10 GROUP STUDY ROOMS - 4 PERSON (# ROOMS)	4	120	480
4.11 GROUP STUDY ROOMS - 2 PERSON (# ROOMS)	4	60	240
4.12 TAILORING SPACE / SPECIAL COLLECTIONS	2	1,000	2,000
TOTAL NET ASSIGNED AREA			30,265
NON-ASSIGNABLE SPACE ALLOWANCE			3,027
TOTAL AREA			33,292
5 CHILDREN'S SERVICES			
5.1 SERVICE DESK	1	50	50
5.2 PUBLIC ACCESS COMPUTERS	20	50	1,000
5.3 LOUNGE SEATING	12	40	480
5.4 TABLES - 4 PERSON TABLES	4	100	400
5.5 TABLES - 2 PERSON TABLES	6	50	300
5.6 PROGRAM ROOM / STORY ROOM (# PSNS)	30	15	450
5.7 EARLY LITERACY / MANIPULATIVES	1	200	200
TOTAL NET ASSIGNED AREA			2,880
NON-ASSIGNABLE SPACE ALLOWANCE			288
TOTAL AREA			3,168
6 STAFF			
6.1 STAFF OFFICES MAIN LIBRARY MANAGERS	2	150	300
6.2 STAFF WORKSTATIONS	30	125	3,750
6.3 WORK AREA	1	200	200
6.4 BOARD MEETING ROOM	1	500	500
6.5 STAFF TOILET(S) AND LOUNGE	2	150	300
TOTAL NET ASSIGNED AREA			5,050
NON-ASSIGNABLE SPACE ALLOWANCE			505
TOTAL AREA			5,555
7 NON-ASSIGNED SPACES			

NOTES

COLLECTION DATA				
ITEMS HOUSED	ITEMS PER UNIT	UNITS	NSF PER UNIT	NET SQUARE FEET

Assume one on each floor
 Assume one self-check zone on first floor
 Excludes café storage and deliveries (included in non-assignable)

10% of section total typical

Per existing: Split over two floors: 150/25.

NEW SPACE TYPE ADDED

NEW SPACE TYPE ADDED

200	50	4	18	72
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13% of book collection size, based on trends

SIGNIFICANT INCREASE due to extg deficiency and proj. pop growth

NEW SPACE TYPE ADDED

Extg (per survey)	83	Recomm.	140	169%
		Items 3.1, 4.1, 4.2, 4.3, 5.2.		

For change from existing see row 4.1

Assume 80% of closed stack collection (160,795) is 'weeded' or stored off site

Note: Remainder of weeded closed stack collection to be stored off-site

0.2% of book collection size, based on trends

Extg Seat'g	155	Recomm.	198	128%
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BASED ON EXISTING HISTORY COLLECTION SPACE SIZES

For change from existing see row 4.1

NEW SPACE TYPE ADDED

Based on existing FTEs for Main Library

Based on existing FTEs for Main Library (Matrix Row U1)

MAIN LIBRARY (OPTION 1)

SPACE NEEDS SUMMARY

Projected Population Basis: **175,000** (entire city, projected to 2034)

DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF
7.1 PUBLIC TOILETS	6	200	1,200
7.2 MECHANICAL/ELECTRICAL/IT	1	1,000	1,000
7.3 OTHER (incl GENERAL STORAGE)	1	1,000	1,000
TOTAL NET ASSIGNED AREA			3,200
NON-ASSIGNABLE SPACE ALLOWANCE			320
TOTAL AREA			3,520

SUBTOTAL	54,465
BUILDING NON-ASSIGNABLE ALLOWANCE	2,723

NOTES

COLLECTION DATA				
ITEMS HOUSED	ITEMS PER UNIT	UNITS	NSF PER UNIT	NET SQUARE FEET

one per gender per public access floor

5% of Subtotal - General building circulation, structure, etc.

TOTAL GROSS SQUARE FEET	57,188
TOTAL EXISTING GROSS <u>USEABLE</u> SQUARE FEET	49,700
DELTA	7,488

ASSUMES TWO EXISTING CLOSED STACK LEVELS KEPT

EXPANSION POTENTIAL: CLOSED STACKS LEVELS RE-STRUCTURING x 2 = 7,700

EXISTING BUILDING AREAS (ESTIMATED)		general only	closed stacks	# stacks	
EXISTING GROSS SF	Basement	5,100			
	Level 1	12,300	3,850	2	7,700
	Level 2	12,300	3,850	3	11,550
	Level 3	12,300	3,850	2	7,700
		42,000		7	26,950
					68,950

MAIN LIBRARY (OPTIONS 2 and 4)

SPACE NEEDS SUMMARY

Projected Population Basis: **175,000** (entire city, projected to 2034)

NOTES

COLLECTION DATA				
ITEMS HOUSED	ITEMS PER UNIT	UNITS	NSF PER UNIT	NET SQUARE FEET

1 ENTRY

DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF
1.1 ENTRY VESTIBULE	1	100	100
1.2 ENTRY LOBBY	2	200	400
1.3 SERVICE AND INFORMATION DESK	3	150	450
1.4 SELF CHECK	1	50	50
1.5 FOOD/BEVERAGE CAFÉ	1	300	300
TOTAL NET ASSIGNED AREA			1,300
NON-ASSIGNABLE SPACE ALLOWANCE			130
TOTAL AREA			1,430

Assume one on each floor
 Assume one self-check zone on first floor
 Excludes café storage and deliveries (included in non-assignable)
 10% of section total typical

2 MEETING ROOM(S)

2.1 MEETING ROOM (# PSNS)	175	15	2,625
TOTAL NET ASSIGNED AREA			2,625
NON-ASSIGNABLE SPACE ALLOWANCE			263
TOTAL AREA			2,888

Based on existing capacity

3 MARKETPLACE

3.1 COMPUTER STATIONS (SHORTER TERM USE)	6	40	240
3.2 PARTNER & EVOLUTION SPACE (# PSNS)	16	30	480
3.3 BROWSING, NEW BOOKS, POPULAR MATLS			72
3.4 AUDIO / VISUAL COLLECTION CDs DVDs (ALL)	46,153	0.1	4,615
3.5 LOUNGE SEATING	20	40	800
3.6 DISPLAY	1	100	100
TOTAL NET ASSIGNED AREA			6,307
NON-ASSIGNABLE SPACE ALLOWANCE			631
TOTAL AREA			6,938

NEW SPACE TYPE ADDED					
NEW SPACE TYPE ADDED	200	50	4	18	72

13% of book collection size, based on trends
 SIGNIFICANT INCREASE due to extg deficiency and proj. pop growth
 NEW SPACE TYPE ADDED

4 COLLECTION AND SERVICES (adult and teen)

4.1 PUBLIC ACCESS COMPUTERS	40	50	2,000
4.2 COMPUTER LAB	16	30	480
4.3 OTHER COMPUTERS	4	30	120
OVERALL COLLECTION SIZE	409,017		
4.4 BOOK COLLECTION (ALL AGES)	355,027	0.1	35,503
4.5 PERIODICALS - MAGAZINES - NEWSPRINT (ALL)	710	1.5	1,065
4.6 QUIET READING ROOM (# SEATS)	20	30	600
4.7 LOUNGE SEATING	30	40	1,200
4.8 STUDY TABLES - 4 PERSON TABLES	8	100	800
4.9 STUDY TABLES - 2 PERSON TABLES	16	50	800
4.10 GROUP STUDY ROOMS - 4 PERSON (# ROOMS)	4	120	480
4.11 GROUP STUDY ROOMS - 2 PERSON (# ROOMS)	4	60	240
4.12 TAILORING SPACE / SPECIAL COLLECTIONS	2	1,000	2,000
TOTAL NET ASSIGNED AREA			45,288
NON-ASSIGNABLE SPACE ALLOWANCE			4,529
TOTAL AREA			49,817

Extg (per survey)	83	Recomm.	78	94%
			Items 3.1, 4.1, 4.2, 4.3, 5.2.	
For change from existing see row 4.1				
Assume 80% of closed stack collection (160,795) is 'weeded' or stored off site				
Note: Remainder of weeded closed stack collection to be stored off-site				
0.2% of book collection size, based on trends				
Extg Seat'g	155	Recomm.	198	128%

BASED ON EXISTING HISTORY COLLECTION SPACE SIZES

5 CHILDREN'S SERVICES

5.1 SERVICE DESK	1	50	50
5.2 PUBLIC ACCESS COMPUTERS	12	50	600
5.3 LOUNGE SEATING	12	40	480
5.4 TABLES - 4 PERSON TABLES	4	100	400
5.5 TABLES - 2 PERSON TABLES	6	50	300
5.6 PROGRAM ROOM / STORY ROOM (# PSNS)	40	15	600
5.7 EARLY LITERACY / MANIPULATIVES	1	200	200
TOTAL NET ASSIGNED AREA			2,630
NON-ASSIGNABLE SPACE ALLOWANCE			263
TOTAL AREA			2,893

For change from existing see row 4.1
 provide two power points per seating position
 provide two power points per seating position
 NEW SPACE TYPE ADDED

6 STAFF

6.1 STAFF OFFICES MAIN LIBRARY MANAGERS	2	150	300
6.2 STAFF WORKSTATIONS	20	125	2,500
6.3 WORK AREA	1	200	200
6.4 BOARD MEETING ROOM	1	500	500
6.5 STAFF TOILET(S) AND LOUNGE	2	150	300
TOTAL NET ASSIGNED AREA			3,800
NON-ASSIGNABLE SPACE ALLOWANCE			380
TOTAL AREA			4,180

Based on existing FTEs for Main Library
 10 lower than existing FTEs - 10 assumed deployed to Tech Centers

7 NON-ASSIGNED SPACES

MAIN LIBRARY (OPTIONS 2 and 4)

SPACE NEEDS SUMMARY

Projected Population Basis: **175,000** (entire city, projected to 2034)

DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF
7.1 PUBLIC TOILETS	6	200	1,200
7.2 MECHANICAL/ELECTRICAL/IT	1	1,000	1,000
7.3 OTHER (incl GENERAL STORAGE)	1	1,000	1,000
TOTAL NET ASSIGNED AREA			3,200
NON-ASSIGNABLE SPACE ALLOWANCE			320
TOTAL AREA			3,520

SUBTOTAL	71,665
BUILDING NON-ASSIGNABLE ALLOWANCE	3,583

NOTES

COLLECTION DATA				
ITEMS HOUSED	ITEMS PER UNIT	UNITS	NSF PER UNIT	NET SQUARE FEET

one per gender per public access floor

5% of Subtotal - General building circulation, structure, etc.

TOTAL GROSS SQUARE FEET	75,248
TOTAL EXISTING GROSS <u>USEABLE</u> SQUARE FEET	49,700
DELTA	25,548

EXPANSION: 20,250 GSF (6,750/FL x 3) + 7,700 GSF CLOSED STACKS RE-STRUCTURING (3,850/FL x 2) = **27,950 GSF POSSIBLE**

EXISTING BUILDING AREAS (ESTIMATED)		general only	closed stacks	# stacks	
EXISTING GROSS SF	Basement	5,100			
	Level 1	12,300	3,850	2	7,700
	Level 2	12,300	3,850	3	11,550
	Level 3	12,300	3,850	2	7,700
		42,000		7	26,950
					68,950

NEW MAIN LIBRARY (OPTIONS 3 and 5)

SPACE NEEDS SUMMARY

Projected Population Basis: **175,000** (entire city, projected to 2034)

DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF
1 ENTRY			
1.1 ENTRY VESTIBULE	1	100	100
1.2 ENTRY LOBBY	2	200	400
1.3 SERVICE AND INFORMATION DESK	3	150	450
1.4 SELF CHECK	1	50	50
1.5 FOOD/BEVERAGE CAFÉ	1	300	300
TOTAL NET ASSIGNED AREA			1,300
NON-ASSIGNABLE SPACE ALLOWANCE			130
TOTAL AREA			1,430
2 MEETING ROOM(S)			
2.1 MEETING ROOM (# PSNS)	175	15	2,625
TOTAL NET ASSIGNED AREA			2,625
NON-ASSIGNABLE SPACE ALLOWANCE			263
TOTAL AREA			2,888
3 MARKETPLACE			
3.1 COMPUTER STATIONS (SHORTER TERM USE)	6	40	240
3.2 PARTNER & EVOLUTION SPACE (# PSNS)	16	30	480
3.3 BROWSING, NEW BOOKS, POPULAR MATLS			72
3.4 AUDIO / VISUAL COLLECTION CDs DVDs (ALL)	46,153	0.1	4,615
3.5 LOUNGE SEATING	20	40	800
3.6 DISPLAY	1	100	100
TOTAL NET ASSIGNED AREA			6,307
NON-ASSIGNABLE SPACE ALLOWANCE			631
TOTAL AREA			6,938
4 COLLECTION AND SERVICES (adult and teen)			
4.1 PUBLIC ACCESS COMPUTERS	40	50	2,000
4.2 COMPUTER LAB	16	30	480
4.3 OTHER COMPUTERS	4	30	120
OVERALL COLLECTION SIZE	409,017		
4.4 BOOK COLLECTION (ALL AGES)	355,027	0.1	35,503
4.5 PERIODICALS - MAGAZINES - NEWSPRINT (ALL)	710	1.5	1,065
4.6 QUIET READING ROOM (# SEATS)	20	30	600
4.7 LOUNGE SEATING	30	40	1,200
4.8 STUDY TABLES - 4 PERSON TABLES	8	100	800
4.9 STUDY TABLES - 2 PERSON TABLES	16	50	800
4.10 GROUP STUDY ROOMS - 4 PERSON (# ROOMS)	4	120	480
4.11 GROUP STUDY ROOMS - 2 PERSON (# ROOMS)	4	60	240
4.12 TAILORING SPACE / SPECIAL COLLECTIONS	2	1,000	2,000
TOTAL NET ASSIGNED AREA			45,288
NON-ASSIGNABLE SPACE ALLOWANCE			4,529
TOTAL AREA			49,817
5 CHILDREN'S SERVICES			
5.1 SERVICE DESK	1	50	50
5.2 PUBLIC ACCESS COMPUTERS	12	50	600
5.3 LOUNGE SEATING	12	40	480
5.4 TABLES - 4 PERSON TABLES	4	100	400
5.5 TABLES - 2 PERSON TABLES	6	50	300
5.6 PROGRAM ROOM / STORY ROOM (# PSNS)	40	15	600
5.7 EARLY LITERACY / MANIPULATIVES	1	200	200
TOTAL NET ASSIGNED AREA			2,630
NON-ASSIGNABLE SPACE ALLOWANCE			263
TOTAL AREA			2,893
6 STAFF			
6.1 STAFF OFFICES MAIN LIBRARY MANAGERS	2	150	300
6.2 STAFF WORKSTATIONS	20	125	2,500
6.3 WORK AREA	1	200	200
6.4 BOARD MEETING ROOM	1	500	500
6.5 STAFF TOILET(S) AND LOUNGE	2	150	300
TOTAL NET ASSIGNED AREA			3,800
NON-ASSIGNABLE SPACE ALLOWANCE			380
TOTAL AREA			4,180
7 NON-ASSIGNED SPACES			

NOTES

COLLECTION DATA				
ITEMS HOUSED	ITEMS PER UNIT	UNITS	NSF PER UNIT	NET SQUARE FEET

Assume one on each floor
 Assume one self-check zone on first floor
 Excludes café storage and deliveries (included in non-assignable)
 10% of section total typical

Based on existing capacity

NEW SPACE TYPE ADDED

NEW SPACE TYPE ADDED

200	50	4	18	72
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13% of book collection size, based on trends

SIGNIFICANT INCREASE due to extg deficiency and proj. pop growth

NEW SPACE TYPE ADDED

Extg (per survey)	83	Recomm.	78	94%
		Items 3.1, 4.1, 4.2, 4.3, 5.2.		

For change from existing see row 4.1

Assume 80% of closed stack collection (160,795) is 'weeded' or stored off site

Note: Remainder of weeded closed stack collection to be stored off-site

0.2% of book collection size, based on trends

Extg Seat'g	155	Recomm.	198	128%
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BASED ON EXISTING HISTORY COLLECTION SPACE SIZES

For change from existing see row 4.1

provide two power points per seating position

provide two power points per seating position

NEW SPACE TYPE ADDED

Based on existing FTEs for Main Library

10 lower than existing FTEs - 10 assumed deployed to Tech Centers

NEW MAIN LIBRARY (OPTIONS 3 and 5)

SPACE NEEDS SUMMARY

Projected Population Basis: **175,000** (entire city, projected to 2034)

DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF
7.1 PUBLIC TOILETS	6	200	1,200
7.2 MECHANICAL/ELECTRICAL/IT	1	1,000	1,000
7.3 OTHER (incl GENERAL STORAGE)	1	1,000	1,000
TOTAL NET ASSIGNED AREA			3,200
NON-ASSIGNABLE SPACE ALLOWANCE			320
TOTAL AREA			3,520

SUBTOTAL	71,665
BUILDING NON-ASSIGNABLE ALLOWANCE	3,583

NOTES

COLLECTION DATA				
ITEMS HOUSED	ITEMS PER UNIT	UNITS	NSF PER UNIT	NET SQUARE FEET

one per gender per public access floor

5% of Subtotal - General building circulation, structure, etc.

TOTAL GROSS SQUARE FEET 75,248

NEW FACILITY LOT REQUIREMENTS (PRELIM. STUDY)		
# CARS NEEDED	150	50% of 4 per 1,000
PARKING AREA FOR CARS	52,674	350 sq.ft/vehicle incl. landscape
TOTAL SQ.FT SITE NEEDED	110,954	85% coverage max
TOTAL ACREAGE SITE NEEDED	2.55	330ft x 330ft geometry if square

Assumptions: Building is two stories
 Parking is two stories
 Site location is in DVD district, per Zoning Code
 50% relief from Zoning required parking, per Zoning code, is granted
 85% coverage applicable to selected site within DVD

NORTH BRANCH

SPACE NEEDS SUMMARY

Projected Population Basis: **70,000**

NOTES

COLLECTION DATA				
ITEMS HOUSED	ITEMS PER UNIT	UNITS	NSF PER UNIT	NET SQUARE FEET

DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF
1 ENTRY			
1.1 ENTRY VESTIBULE	1	100	100
1.2 ENTRY LOBBY	1	100	100
1.3 SERVICE AND INFORMATION DESK	1	100	100
1.4 SELF CHECK	2	50	100
1.5 FOOD/BEVERAGE	1	100	100
TOTAL NET ASSIGNED AREA			500
NON-ASSIGNABLE SPACE ALLOWANCE			50
TOTAL AREA			550

Also serves adult services area.

10% of section total typical

2 MEETING ROOM(S)			
2.1 MEETING ROOM (# PSNS)	150	15	2,250
TOTAL NET ASSIGNED AREA			2,250
NON-ASSIGNABLE SPACE ALLOWANCE			225
TOTAL AREA			2,475

Based on existing meeting room occupancy

3 MARKETPLACE			
3.1 COMPUTER STATIONS (SHORTER TERM USE)	8	40	320
3.2 PARTNER & EVOLUTION SPACE (# PSNS)	12	30	360
3.3 BROWSING, NEW BOOKS, POPULAR MATLS			36
3.4 AUDIO / VISUAL COLLECTION CDs DVDs (ALL)	11,920	0.1	1,192
3.5 LOUNGE SEATING	8	40	320
3.6 DISPLAY	1	100	100
TOTAL NET ASSIGNED AREA			2,328
NON-ASSIGNABLE SPACE ALLOWANCE			233
TOTAL AREA			2,561

NEW SPACE TYPE ADDED

NEW SPACE TYPE ADDED

100	50	2	18	36
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13% of book collection size, based on trends

xx% existing soft seating re-distributed

NEW SPACE TYPE ADDED

4 COLLECTION AND SERVICES (adult and teen)			
4.1 PUBLIC ACCESS COMPUTERS	30	50	1,500
4.2 COMPUTER LAB	20	30	600
4.3 OTHER COMPUTERS	4	30	120
OVERALL COLLECTION SIZE (EXISTING)	105,640		
BOOK COLLECTION (ALL AGES)	91,696	0.1	9,170
4.5 PERIODICALS - MAGAZINES - NEWSPRINT (ALL)	183	1.5	275
4.6 QUIET READING ROOM (# SEATS)	16	30	480
4.7 LOUNGE SEATING	16	40	640
4.8 STUDY TABLES - 4 PERSON TABLES	4	100	400
4.9 STUDY TABLES - 2 PERSON TABLES	6	50	300
4.10 GROUP STUDY ROOMS - 4 PERSON (# ROOMS)	2	120	240
4.11 GROUP STUDY ROOMS - 2 PERSON (# ROOMS)	4	60	240
4.12 TAILORING SPACE / SPECIAL COLLECTIONS	-	400	0
TOTAL NET ASSIGNED AREA			13,965
NON-ASSIGNABLE SPACE ALLOWANCE			1,396
TOTAL AREA			15,361

Extg (per survey)	50	Total Recomm.	70	140%
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For change from existing see row 4.1

Based on existing collection size at this branch (Row K1 on Quant. Matrix)

0.2% of book collection size, based on trends

Extg Seatg	108	Total Recomm.	112	104%
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PROVIDED FOR AT MAIN LIBRARY

5 CHILDREN'S SERVICES			
5.1 SERVICE DESK	1	50	50
5.2 PUBLIC ACCESS COMPUTERS	8	50	400
5.3 LOUNGE SEATING	4	40	160
5.4 TABLES - 4 PERSON TABLES	4	100	400
5.5 TABLES - 2 PERSON TABLES	4	50	200
5.6 PROGRAM ROOM / STORY ROOM (# PSNS)	24	15	360
5.7 EARLY LITERACY / MANIPULATIVES	2	150	300
TOTAL NET ASSIGNED AREA			1,870
NON-ASSIGNABLE SPACE ALLOWANCE			187
TOTAL AREA			2,057

For change from existing see row 4.1

NEW SPACE TYPE ADDED

6 STAFF			
6.1 STAFF OFFICES BRANCH MANAGER	1	150	150
6.2 STAFF WORKSTATIONS	11	125	1,375
6.3 WORK AREA	1	200	200
6.4 NOT USED			
6.5 STAFF TOILET(S) AND LOUNGE	1	150	150
TOTAL NET ASSIGNED AREA			1,875
NON-ASSIGNABLE SPACE ALLOWANCE			188
TOTAL AREA			2,063

Based on existing FTEs for this branch (Matrix Row U1)

Based on existing FTEs for this branch

NORTH BRANCH

SPACE NEEDS SUMMARY

Projected Population Basis: **70,000**

DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF
7 NON-ASSIGNED SPACES			
7.1 PUBLIC TOILETS	2	200	400
7.2 MECHANICAL/ELECTRICAL/IT	1	500	500
7.3 OTHER (incl GENERAL STORAGE)	1	500	500
TOTAL NET ASSIGNED AREA			1,400
NON-ASSIGNABLE SPACE ALLOWANCE			140
TOTAL AREA			1,540
SUBTOTAL			26,606
BUILDING NON-ASSIGNABLE ALLOWANCE			1,330

NOTES

COLLECTION DATA				
ITEMS HOUSED	ITEMS PER UNIT	UNITS	NSF PER UNIT	NET SQUARE FEET

5% of Subtotal - General building circulation, structure, etc.

TOTAL GROSS SQUARE FEET	27,937
TOTAL EXISTING SQUARE FEET	21,000
DELTA	6,937

BLACK ROCK BRANCH

SPACE NEEDS SUMMARY

Projected Population Basis: **20,000**

DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF
1 ENTRY			
1.1 ENTRY VESTIBULE	1	100	100
1.2 ENTRY LOBBY	1	200	200
1.3 SERVICE AND INFORMATION DESK	1	150	150
1.4 SELF CHECK	2	50	100
1.5 FOOD/BEVERAGE	1	100	100
TOTAL NET ASSIGNED AREA			650
NON-ASSIGNABLE SPACE ALLOWANCE			65
TOTAL AREA			715
2 MEETING ROOM(S)			
2.1 MEETING ROOM (# PSNS)	122	15	1,830
TOTAL NET ASSIGNED AREA			1,830
NON-ASSIGNABLE SPACE ALLOWANCE			183
TOTAL AREA			2,013
3 MARKETPLACE			
3.1 COMPUTER STATIONS (SHORTER TERM USE)	4	40	160
3.2 PARTNER & EVOLUTION SPACE (# PSNS)	16	30	480
3.3 BROWSING, NEW BOOKS, POPULAR MATLS			36
3.4 AUDIO / VISUAL COLLECTION CDs DVDs (ALL)	5,157	0.1	516
3.5 LOUNGE SEATING	4	40	160
3.6 DISPLAY	1	100	100
TOTAL NET ASSIGNED AREA			1,452
NON-ASSIGNABLE SPACE ALLOWANCE			145
TOTAL AREA			1,597
4 COLLECTION AND SERVICES (adult and teen)			
4.1 PUBLIC ACCESS COMPUTERS	30	50	1,500
4.2 COMPUTER LAB	18	30	540
4.3 OTHER COMPUTERS	2	30	60
OVERALL COLLECTION SIZE (EXISTING)	45,702		
BOOK COLLECTION (ALL AGES)	39,669	0.1	3,967
4.5 PERIODICALS - MAGAZINES - NEWSPRINT (ALL)	79	1.5	119
4.6 QUIET READING ROOM (# SEATS)	16	30	480
4.7 LOUNGE SEATING	12	40	480
4.8 STUDY TABLES - 4 PERSON TABLES	4	100	400
4.9 STUDY TABLES - 2 PERSON TABLES	4	50	200
4.10 GROUP STUDY ROOMS - 4 PERSON (# ROOMS)	2	120	240
4.11 GROUP STUDY ROOMS - 2 PERSON (# ROOMS)	4	60	240
4.12 TAILORING SPACE / SPECIAL COLLECTIONS	-	400	0
TOTAL NET ASSIGNED AREA			8,226
NON-ASSIGNABLE SPACE ALLOWANCE			823
TOTAL AREA			9,049
5 CHILDREN'S SERVICES			
5.1 SERVICE DESK	1	50	50
5.2 PUBLIC ACCESS COMPUTERS	12	50	600
5.3 LOUNGE SEATING	4	40	160
5.4 TABLES - 4 PERSON TABLES	2	100	200
5.5 TABLES - 2 PERSON TABLES	2	50	100
5.6 PROGRAM ROOM / STORY ROOM (# PSNS)	16	15	240
5.7 EARLY LITERACY / MANIPULATIVES	1	200	200
TOTAL NET ASSIGNED AREA			1,550
NON-ASSIGNABLE SPACE ALLOWANCE			155
TOTAL AREA			1,705
6 STAFF			
6.1 STAFF OFFICES BRANCH MANAGER	1	150	150
6.2 STAFF WORKSTATIONS	7	125	875
6.3 WORK AREA	1	200	200
6.4 NOT USED			
6.5 STAFF TOILET(S) AND LOUNGE	1	150	150
TOTAL NET ASSIGNED AREA			1,375
NON-ASSIGNABLE SPACE ALLOWANCE			138
TOTAL AREA			1,513

NOTES

COLLECTION DATA				
ITEMS HOUSED	ITEMS PER UNIT	UNITS	NSF PER UNIT	NET SQUARE FEET

Also serves adult services area.

NEW SPACE TYPE ADDED

10% of section total typical

existing meeting room occupancy (3 rooms)

NEW SPACE TYPE ADDED

NEW SPACE TYPE ADDED

100	50	2	18	36
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13% of book collection size, based on trends

NEW SPACE TYPE ADDED

Extg (per survey)	34	Recommended	66	194%
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For change from existing see row 4.1

Based on existing collection size at this branch (Row K1 on Quant. Matrix)

0.2% of book collection size, based on trends

Extg Seatg	50	Total Recomm.	88	176%
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PROVIDED FOR AT MAIN LIBRARY

For change from existing see row 4.1

NEW SPACE TYPE ADDED

Based on existing FTEs for this branch (Matrix Row U1)

Based on existing FTEs for this branch

BLACK ROCK BRANCH

SPACE NEEDS SUMMARY

Projected Population Basis: **20,000**

DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF
7 NON-ASSIGNED SPACES			
7.1 PUBLIC TOILETS	2	300	600
7.2 MECHANICAL/ELECTRICAL/IT	1	500	500
7.3 OTHER (incl GENERAL STORAGE)	1	500	500
TOTAL NET ASSIGNED AREA			1,600
NON-ASSIGNABLE SPACE ALLOWANCE			160
TOTAL AREA			1,760
SUBTOTAL			18,351
BUILDING NON-ASSIGNABLE ALLOWANCE			918

NOTES

COLLECTION DATA				
ITEMS HOUSED	ITEMS PER UNIT	UNITS	NSF PER UNIT	NET SQUARE FEET

5% of Subtotal - General building circulation, structure, etc.

TOTAL GROSS SQUARE FEET	19,268
TOTAL EXISTING SQUARE FEET	11,000
DELTA	8,268

NOT EXPANDABLE BY THIS AMOUNT - USE EXISTING AREA

OLD MILL GREEN BRANCH

SPACE NEEDS SUMMARY

Projected Population Basis: **40,000**

DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF
1 ENTRY			
1.1 ENTRY VESTIBULE	1	100	100
1.2 ENTRY LOBBY	1	100	100
1.3 SERVICE AND INFORMATION DESK	1	100	100
1.4 SELF CHECK	2	50	100
1.5 FOOD/BEVERAGE	1	100	100
TOTAL NET ASSIGNED AREA			500
NON-ASSIGNABLE SPACE ALLOWANCE			50
TOTAL AREA			550
2 MEETING ROOM(S)			
2.1 MEETING ROOM (# PSNS)	50	15	750
TOTAL NET ASSIGNED AREA			750
NON-ASSIGNABLE SPACE ALLOWANCE			75
TOTAL AREA			825
3 MARKETPLACE			
3.1 COMPUTER STATIONS (SHORTER TERM USE)	4	40	160
3.2 PARTNER & EVOLUTION SPACE (# PSNS)	6	30	180
3.3 BROWSING, NEW BOOKS, POPULAR MATLS			36
3.4 AUDIO / VISUAL COLLECTION CDs DVDs (ALL)	5,135	0.1	514
3.5 LOUNGE SEATING	2	40	80
3.6 DISPLAY	1	100	100
TOTAL NET ASSIGNED AREA			1,070
NON-ASSIGNABLE SPACE ALLOWANCE			107
TOTAL AREA			1,176
4 COLLECTION AND SERVICES (adult and teen)			
4.1 PUBLIC ACCESS COMPUTERS	16	50	800
4.2 COMPUTER LAB	12	30	360
4.3 OTHER COMPUTERS	2	30	60
OVERALL COLLECTION SIZE (EXISTING)	45,508		
BOOK COLLECTION (ALL AGES)	39,501	0.1	3,950
4.5 PERIODICALS - MAGAZINES - NEWSPRINT (ALL)	79	1.5	119
4.6 QUIET READING ROOM (# SEATS)	4	30	120
4.7 LOUNGE SEATING	4	40	160
4.8 STUDY TABLES - 4 PERSON TABLES	2	100	200
4.9 STUDY TABLES - 2 PERSON TABLES	2	50	100
4.10 GROUP STUDY ROOMS - 4 PERSON (# ROOMS)	1	120	120
4.11 GROUP STUDY ROOMS - 2 PERSON (# ROOMS)	2	60	120
4.12 TAILORING SPACE / SPECIAL COLLECTIONS	-	200	0
TOTAL NET ASSIGNED AREA			6,109
NON-ASSIGNABLE SPACE ALLOWANCE			611
TOTAL AREA			6,719
5 CHILDREN'S SERVICES			
5.1 SERVICE DESK	1	50	50
5.2 PUBLIC ACCESS COMPUTERS	6	50	300
5.3 LOUNGE SEATING	4	40	160
5.4 TABLES - 4 PERSON TABLES	2	100	200
5.5 TABLES - 2 PERSON TABLES	2	50	100
5.6 PROGRAM ROOM / STORY ROOM (# PSNS)	16	15	240
5.7 EARLY LITERACY / MANIPULATIVES	1	100	100
TOTAL NET ASSIGNED AREA			1,150
NON-ASSIGNABLE SPACE ALLOWANCE			115
TOTAL AREA			1,265
6 STAFF			
6.1 STAFF OFFICES BRANCH MANAGER	1	150	150
6.2 STAFF WORKSTATIONS	6	125	750
6.3 WORK AREA	1	200	200
6.4 NOT USED			
6.5 STAFF TOILET(S) AND LOUNGE	1	150	150
TOTAL NET ASSIGNED AREA			1,250
NON-ASSIGNABLE SPACE ALLOWANCE			125
TOTAL AREA			1,375

NOTES

COLLECTION DATA				
ITEMS HOUSED	ITEMS PER UNIT	UNITS	NSF PER UNIT	NET SQUARE FEET
100	50	2	18	36

Also serves adult services area.

NONE IN EXISTING

10% of section total typical

NONE IN EXISTING

NONE IN EXISTING

NONE IN EXISTING

100	50	2	18	36
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13% of book collection size, based on trends

Existing soft seating re-distributed

NONE IN EXISTING

Extg (per survey)	12	Recommended	40	333%
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For change from existing see row 4.1

Based on existing collection size at this branch (Row K1 on Quant. Matrix)

0.2% of book collection size, based on trends

Extg Seatg	32	Total Recomm.	46	144%
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PROVIDED FOR AT MAIN LIBRARY

For change from existing see row 4.1

NONE IN EXISTING

NONE IN EXISTING

Based on existing FTEs for this branch (Matrix Row U1)

Based on existing FTEs for this branch

OLD MILL GREEN BRANCH

SPACE NEEDS SUMMARY

Projected Population Basis: **40,000**

DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF
7 NON-ASSIGNED SPACES			
7.1 PUBLIC TOILETS	2	200	400
7.2 MECHANICAL/ELECTRICAL/IT	1	500	500
7.3 OTHER (incl GENERAL STORAGE)	1	500	500
TOTAL NET ASSIGNED AREA			1,400
NON-ASSIGNABLE SPACE ALLOWANCE			140
TOTAL AREA			1,540
SUBTOTAL			13,451
BUILDING NON-ASSIGNABLE ALLOWANCE			673

NOTES

COLLECTION DATA				
ITEMS HOUSED	ITEMS PER UNIT	UNITS	NSF PER UNIT	NET SQUARE FEET

5% of Subtotal - General building circulation, structure, etc.

TOTAL GROSS SQUARE FEET	14,123
TOTAL EXISTING SQUARE FEET	4,000
DELTA	10,123

NEWFIELD BRANCH

SPACE NEEDS SUMMARY

Projected Population Basis: **12,000**

DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF
1 ENTRY			
1.1 ENTRY VESTIBULE	1	100	100
1.2 ENTRY LOBBY	1	100	100
1.3 SERVICE AND INFORMATION DESK	1	100	100
1.4 SELF CHECK	2	50	100
1.5 FOOD/BEVERAGE	1	100	100
TOTAL NET ASSIGNED AREA			500
NON-ASSIGNABLE SPACE ALLOWANCE			50
TOTAL AREA			550
2 MEETING ROOM(S)			
2.1 MEETING ROOM (# PSNS)	35	15	525
TOTAL NET ASSIGNED AREA			525
NON-ASSIGNABLE SPACE ALLOWANCE			53
TOTAL AREA			578
3 MARKETPLACE			
3.1 COMPUTER STATIONS (SHORTER TERM USE)	2	40	80
3.2 PARTNER & EVOLUTION SPACE (# PSNS)	6	30	180
3.3 BROWSING, NEW BOOKS, POPULAR MATLS			36
3.4 AUDIO / VISUAL COLLECTION CDs DVDs (ALL)	3,063	0.1	306
3.5 LOUNGE SEATING	4	40	160
3.6 DISPLAY	1	100	100
TOTAL NET ASSIGNED AREA			862
NON-ASSIGNABLE SPACE ALLOWANCE			86
TOTAL AREA			949
4 COLLECTION AND SERVICES (adult and teen)			
4.1 PUBLIC ACCESS COMPUTERS	16	50	800
4.2 COMPUTER LAB	10	30	300
4.3 OTHER COMPUTERS	2	30	60
OVERALL COLLECTION SIZE (EXISTING)	27,144		
BOOK COLLECTION (ALL AGES)	23,561	0.1	2,356
4.5 PERIODICALS - MAGAZINES - NEWSPRINT (ALL)	47	1.5	71
4.6 QUIET READING ROOM (# SEATS)	4	30	120
4.7 LOUNGE SEATING	4	40	160
4.8 STUDY TABLES - 4 PERSON TABLES	1	100	100
4.9 STUDY TABLES - 2 PERSON TABLES	2	50	100
4.10 GROUP STUDY ROOMS - 4 PERSON (# ROOMS)	1	120	120
4.11 GROUP STUDY ROOMS - 2 PERSON (# ROOMS)	1	60	60
4.12 TAILORING SPACE / SPECIAL COLLECTIONS	-	200	0
TOTAL NET ASSIGNED AREA			4,247
NON-ASSIGNABLE SPACE ALLOWANCE			425
TOTAL AREA			4,671
5 CHILDREN'S SERVICES			
5.1 SERVICE DESK	1	50	50
5.2 PUBLIC ACCESS COMPUTERS	6	50	300
5.3 LOUNGE SEATING	2	40	80
5.4 TABLES - 4 PERSON TABLES	2	100	200
5.5 TABLES - 2 PERSON TABLES	2	50	100
5.6 PROGRAM ROOM / STORY ROOM (# PSNS)	12	15	180
5.7 EARLY LITERACY / MANIPULATIVES	1	100	100
TOTAL NET ASSIGNED AREA			1,010
NON-ASSIGNABLE SPACE ALLOWANCE			101
TOTAL AREA			1,111
6 STAFF			
6.1 STAFF OFFICES BRANCH MANAGER	1	150	150
6.2 STAFF WORKSTATIONS	5	125	625
6.3 WORK AREA	1	200	200
6.4 NOT USED			
6.5 STAFF TOILET(S) AND LOUNGE	1	150	150
TOTAL NET ASSIGNED AREA			1,125
NON-ASSIGNABLE SPACE ALLOWANCE			113
TOTAL AREA			1,238

NOTES

COLLECTION DATA				
ITEMS HOUSED	ITEMS PER UNIT	UNITS	NSF PER UNIT	NET SQUARE FEET
100	50	2	18	36

Also serves adult services area.

10% of section total typical

SEATING FOR 35 IN EXISTING

NEW SPACE TYPE ADDED

NEW SPACE TYPE ADDED

100	50	2	18	36
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13% of book collection size, based on trends

NEW SPACE TYPE ADDED

Extg (per survey)	20	Recommended	36	180%
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For change from existing see row 4.1

Based on existing collection size at this branch (Row K1 on Quant. Matrix)

0.2% of book collection size, based on trends

Extg Seatg	24	Total Recomm.	40	167%
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PROVIDED FOR AT MAIN LIBRARY

For change from existing see row 4.1

NEW SPACE TYPE ADDED

Based on existing FTEs for this branch (Matrix Row U1)

Based on existing FTEs for this branch

NEWFIELD BRANCH

SPACE NEEDS SUMMARY

Projected Population Basis: **12,000**

DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF
7 NON-ASSIGNED SPACES			
7.1 PUBLIC TOILETS	2	200	400
7.2 MECHANICAL/ELECTRICAL/IT	1	500	500
7.3 OTHER (incl GENERAL STORAGE)	1	500	500
TOTAL NET ASSIGNED AREA			1,400
NON-ASSIGNABLE SPACE ALLOWANCE			140
TOTAL AREA			1,540
SUBTOTAL			10,636
BUILDING NON-ASSIGNABLE ALLOWANCE			532

NOTES

COLLECTION DATA				
ITEMS HOUSED	ITEMS PER UNIT	UNITS	NSF PER UNIT	NET SQUARE FEET

5% of Subtotal - General building circulation, structure, etc.

TOTAL GROSS SQUARE FEET	11,168
TOTAL EXISTING SQUARE FEET	4,000
DELTA	7,168

RELOCATE TO NEW FACILITY

NEW EAST BRANCH

SPACE NEEDS SUMMARY

Projected Population Basis: **50,000**

DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF
1 ENTRY			
1.1 ENTRY VESTIBULE	1	100	100
1.2 ENTRY LOBBY	1	100	100
1.3 SERVICE AND INFORMATION DESK	1	100	100
1.4 SELF CHECK	2	50	100
1.5 FOOD/BEVERAGE	1	100	100
TOTAL NET ASSIGNED AREA			500
NON-ASSIGNABLE SPACE ALLOWANCE			50
TOTAL AREA			550
2 MEETING ROOM(S)			
2.1 MEETING ROOM (# PSNS)	50	15	750
TOTAL NET ASSIGNED AREA			750
NON-ASSIGNABLE SPACE ALLOWANCE			75
TOTAL AREA			825
3 MARKETPLACE			
3.1 COMPUTER STATIONS (SHORTER TERM USE)	4	40	160
3.2 PARTNER & EVOLUTION SPACE (# PSNS)	8	30	240
3.3 BROWSING, NEW BOOKS, POPULAR MATLS			36
3.4 AUDIO / VISUAL COLLECTION CDs DVDs (ALL)	8,198	0.1	820
3.5 LOUNGE SEATING	8	40	320
3.6 DISPLAY	1	100	100
TOTAL NET ASSIGNED AREA			1,676
NON-ASSIGNABLE SPACE ALLOWANCE			168
TOTAL AREA			1,843
4 COLLECTION AND SERVICES (adult and teen)			
4.1 PUBLIC ACCESS COMPUTERS	30	50	1,500
4.2 COMPUTER LAB	16	30	480
4.3 OTHER COMPUTERS	2	30	60
OVERALL COLLECTION SIZE (EXISTING)	72,652		
BOOK COLLECTION (ALL AGES)	63,062	0.1	6,306
4.5 PERIODICALS - MAGAZINES - NEWSPRINT (ALL)	126	1.5	189
4.6 QUIET READING ROOM (# SEATS)	12	30	360
4.7 LOUNGE SEATING	12	40	480
4.8 STUDY TABLES - 4 PERSON TABLES	2	100	200
4.9 STUDY TABLES - 2 PERSON TABLES	4	50	200
4.10 GROUP STUDY ROOMS - 4 PERSON (# ROOMS)	2	120	240
4.11 GROUP STUDY ROOMS - 2 PERSON (# ROOMS)	4	60	240
4.12 TAILORING SPACE / SPECIAL COLLECTIONS	-	200	0
TOTAL NET ASSIGNED AREA			10,255
NON-ASSIGNABLE SPACE ALLOWANCE			1,026
TOTAL AREA			11,281
5 CHILDREN'S SERVICES			
5.1 SERVICE DESK	1	50	50
5.2 PUBLIC ACCESS COMPUTERS	12	50	600
5.3 LOUNGE SEATING	6	40	240
5.4 TABLES - 4 PERSON TABLES	4	100	400
5.5 TABLES - 2 PERSON TABLES	4	50	200
5.6 PROGRAM ROOM / STORY ROOM (# PSNS)	20	15	300
5.7 EARLY LITERACY / MANIPULATIVES	1	100	100
TOTAL NET ASSIGNED AREA			1,890
NON-ASSIGNABLE SPACE ALLOWANCE			189
TOTAL AREA			2,079
6 STAFF			
6.1 STAFF OFFICES BRANCH MANAGER	1	150	150
6.2 STAFF WORKSTATIONS	12	125	1,500
6.3 WORK AREA	1	200	200
6.4 NOT USED			
6.5 STAFF TOILET(S) AND LOUNGE	1	150	150
TOTAL NET ASSIGNED AREA			2,000
NON-ASSIGNABLE SPACE ALLOWANCE			200
TOTAL AREA			2,200

NOTES

COLLECTION DATA				
ITEMS HOUSED	ITEMS PER UNIT	UNITS	NSF PER UNIT	NET SQUARE FEET
100	50	2	18	36

Also serves adult services area.

NONE IN EXISTING

10% of section total typical

NONE IN EXISTING

NONE IN EXISTING

NONE IN EXISTING

13% of book collection size, based on trends

Existing soft seating re-distributed

NONE IN EXISTING

Extg (per survey)	32	Recommended	64	200%
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For change from existing see row 4.1

Based on existing collection sizes at both East Side branches

0.2% of book collection size, based on trends

Extg Seatg	56	Total Recomm.	94	168%
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PROVIDED FOR AT MAIN LIBRARY

provide two power points per seating position

provide two power points per seating position

NONE IN EXISTING

NONE IN EXISTING

Based on existing FTEs for BOTH east side branches (Matrix Row U1)

NEW EAST BRANCH

SPACE NEEDS SUMMARY

Projected Population Basis: **50,000**

DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF
7 NON-ASSIGNED SPACES			
7.1 PUBLIC TOILETS	2	200	400
7.2 MECHANICAL/ELECTRICAL/IT	1	500	500
7.3 OTHER (incl GENERAL STORAGE)	1	500	500
TOTAL NET ASSIGNED AREA			1,400
NON-ASSIGNABLE SPACE ALLOWANCE			140
TOTAL AREA			1,540
SUBTOTAL			20,318
BUILDING NON-ASSIGNABLE ALLOWANCE			1,016

NOTES

COLLECTION DATA				
ITEMS HOUSED	ITEMS PER UNIT	UNITS	NSF PER UNIT	NET SQUARE FEET

5% of Subtotal - General building circulation, structure, etc.

TOTAL GROSS SQUARE FEET	21,334
TOTAL EXISTING SQUARE FEET	8,000
DELTA	13,334

combined size of two existing branches at east side and east end

NEW NEIGHBORHOOD BRANCH LIBRARY

SPACE NEEDS SUMMARY

Projected Population Basis: **35,000 to 50,000**

DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF
1 ENTRY			
1.1 ENTRY VESTIBULE	1	100	100
1.2 ENTRY LOBBY	1	100	100
1.3 SERVICE AND INFORMATION DESK	1	100	100
1.4 SELF CHECK	2	50	100
1.5 FOOD/BEVERAGE	1	100	100
TOTAL NET ASSIGNED AREA			500
NON-ASSIGNABLE SPACE ALLOWANCE			50
TOTAL AREA			550
2 MEETING ROOM(S)			
2.1 MULTI-PURPOSE ROOM (# PSNS)	120	15	1,800
TOTAL NET ASSIGNED AREA			1,800
NON-ASSIGNABLE SPACE ALLOWANCE			180
TOTAL AREA			1,980
3 MARKETPLACE			
3.1 COMPUTER STATIONS (SHORTER TERM USE)	4	40	160
3.2 PARTNER & EVOLUTION SPACE (# PSNS)	-	30	0
3.3 BROWSING, NEW BOOKS, POPULAR MATLS			36
3.4 AUDIO / VISUAL COLLECTION CDs DVDs (ALL)	5,642	0.1	564
3.5 LOUNGE SEATING	8	40	320
3.6 DISPLAY	1	100	100
TOTAL NET ASSIGNED AREA			1,180
NON-ASSIGNABLE SPACE ALLOWANCE			118
TOTAL AREA			1,298
4 COLLECTION AND SERVICES (adult and teen)			
4.1 PUBLIC ACCESS COMPUTERS	40	50	2,000
4.2 COMPUTER LAB	16	30	480
4.3 OTHER COMPUTERS	2	30	60
OVERALL COLLECTION SIZE (EXISTING)	50,000		
BOOK COLLECTION (ALL AGES)	43,400	0.1	4,340
4.5 PERIODICALS - MAGAZINES - NEWSPRINT (ALL)	87	1.5	130
4.6 QUIET READING ROOM (# SEATS)	12	30	360
4.7 LOUNGE SEATING	12	40	480
4.8 STUDY TABLES - 4 PERSON TABLES	2	100	200
4.9 STUDY TABLES - 2 PERSON TABLES	4	50	200
4.10 GROUP STUDY ROOMS - 4 PERSON (# ROOMS)	2	120	240
4.11 GROUP STUDY ROOMS - 2 PERSON (# ROOMS)	4	60	240
4.12 TAILORING SPACE / SPECIAL COLLECTIONS	-	200	0
TOTAL NET ASSIGNED AREA			8,730
NON-ASSIGNABLE SPACE ALLOWANCE			873
TOTAL AREA			9,603
5 CHILDREN'S SERVICES			
5.1 SERVICE DESK	1	50	50
5.2 PUBLIC ACCESS COMPUTERS	16	50	800
5.3 LOUNGE SEATING	6	40	240
5.4 TABLES - 4 PERSON TABLES	4	100	400
5.5 TABLES - 2 PERSON TABLES	4	50	200
5.6 PROGRAM ROOM / STORY ROOM (# PSNS)	20	15	300
5.7 EARLY LITERACY / MANIPULATIVES	1	100	100
TOTAL NET ASSIGNED AREA			2,090
NON-ASSIGNABLE SPACE ALLOWANCE			209
TOTAL AREA			2,299
6 STAFF			
6.1 STAFF OFFICES BRANCH MANAGER	1	150	150
6.2 STAFF WORKSTATIONS	8	125	1,000
6.3 WORK AREA	1	200	200
6.4 NOT USED			
6.5 STAFF TOILET(S) AND LOUNGE	1	150	150
TOTAL NET ASSIGNED AREA			1,500
NON-ASSIGNABLE SPACE ALLOWANCE			150
TOTAL AREA			1,650

NOTES

COLLECTION DATA				
ITEMS HOUSED	ITEMS PER UNIT	UNITS	NSF PER UNIT	NET SQUARE FEET

Also serves adult services area.

10% of section total typical

Sub-divisible 2/3 and 1/3 with movable partition

provided for at Main Library

100	50	2	18	36
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13% of book collection size, based on trends

split 50/50 adult and teen

Recommended 78

Combination of training classes, labs, or individual tuition

For change from existing see row 4.1

0.2% of book collection size, based on trends

Total Recomm. 94

split 50/50 adult and teen

provide two power points per seating position

provide two power points per seating position

preferred for teens

split 50/50 adult and teen

provided for at Main Library

Staffing # may change depending on # days and hours open

NEW NEIGHBORHOOD BRANCH LIBRARY

SPACE NEEDS SUMMARY

Projected Population Basis: **35,000 to 50,000**

DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF
7 NON-ASSIGNED SPACES			
7.1 PUBLIC TOILETS	2	200	400
7.2 MECHANICAL/ELECTRICAL/IT	1	500	500
7.3 OTHER (incl GENERAL STORAGE)	1	500	500
TOTAL NET ASSIGNED AREA			1,400
NON-ASSIGNABLE SPACE ALLOWANCE			140
TOTAL AREA			1,540
 SUBTOTAL			 18,920
BUILDING NON-ASSIGNABLE ALLOWANCE			946
 TOTAL GROSS SQUARE FEET			 19,866

NOTES

COLLECTION DATA				
ITEMS HOUSED	ITEMS PER UNIT	UNITS	NSF PER UNIT	NET SQUARE FEET

5% of Subtotal - General building circulation, structure, etc.

Set at 20,000 GSF in size

NEW TECH CENTER (PROTOTYPE)**SPACE NEEDS SUMMARY**Projected Population Basis: **15,000 to 25,000****NOTES**

	DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF	
1	ENTRY				
1.1	(NOT USED)	-	50	0	
1.2	ENTRY LOBBY	1	50	50	
1.3	SERVICE AND INFORMATION DESK	1	30	30	
1.4	SELF CHECK	1	30	30	
1.5	FOOD/BEVERAGE	1	30	30	
	TOTAL NET ASSIGNED AREA			140	
	NON-ASSIGNABLE SPACE ALLOWANCE			14	10% of section total typical
	TOTAL AREA			154	
2	MEETING ROOM(S)				
2.1	MULTI-PURPOSE ROOM (# PSNS)	80	15	1,200	Sub-divisible 2/3 and 1/3 with movable partition
	TOTAL NET ASSIGNED AREA			1,200	
	NON-ASSIGNABLE SPACE ALLOWANCE			120	
	TOTAL AREA			1,320	
3	MARKETPLACE				
3.1	COMPUTER STATIONS (SHORTER TERM USE)	20	40	800	
3.2	PARTNER & EVOLUTION SPACE (# PSNS)	-	30	0	provided for at Main Library
3.3	(NOT USED)	-		0	
3.4	AUDIO / VISUAL COLLECTION CDs DVDs (ALL)	2,500	0.1	250	Based on 50% of existing reported media collection size at Old Mill Green
3.5	LOUNGE SEATING	4	40	160	
3.6	DISPLAY	1	30	30	
	TOTAL NET ASSIGNED AREA			1,240	
	NON-ASSIGNABLE SPACE ALLOWANCE			124	
	TOTAL AREA			1,364	
4	COLLECTION AND SERVICES (adult and teen)				
4.1	PUBLIC ACCESS COMPUTERS	20	50	1,000	split 50/50 adult and teen
4.2	COMPUTER LAB	12	30	360	Combination of training classes, labs, or individual tuition
4.3	(NOT USED)	-	30	0	
4.4	(NOT USED)	-	0.1	0	
4.5	(NOT USED)	-	1.5	0	
4.6	QUIET READING ROOM (# SEATS)	-	30	0	
4.7	LOUNGE SEATING	8	40	320	combined teen and adult use
4.8	STUDY TABLES - 4 PERSON TABLES	2	100	200	provide two power points per seating position
4.9	STUDY TABLES - 2 PERSON TABLES	2	50	100	provide two power points per seating position
4.10	GROUP STUDY ROOMS - 6 PERSON (# ROOMS)	1	180	180	preferred for teens
4.11	GROUP STUDY ROOMS - 2 PERSON (# ROOMS)	4	60	240	split 50/50 adult and teen
4.12	(NOT USED)	-	200	0	
	TOTAL NET ASSIGNED AREA			2,400	
	NON-ASSIGNABLE SPACE ALLOWANCE			240	
	TOTAL AREA			2,640	
5	CHILDREN'S SERVICES				
5.1	(NOT USED)	-	50	0	
5.2	PUBLIC ACCESS COMPUTERS	8	50	400	
5.3	LOUNGE SEATING	4	40	160	
5.4	TABLES - 4 PERSON TABLES	1	100	100	
5.5	TABLES - 2 PERSON TABLES	2	50	100	
5.6	PROGRAM ROOM / STORY ROOM (# PSNS)	12	15	180	
5.7	EARLY LITERACY / MANIPULATIVES	1	50	50	
	TOTAL NET ASSIGNED AREA			990	
	NON-ASSIGNABLE SPACE ALLOWANCE			99	
	TOTAL AREA			1,089	
6	STAFF				
6.1	STAFF OFFICES BRANCH MANAGER	1	150	150	
6.2	STAFF WORKSTATIONS	3	125	375	
6.3	WORK AREA	1	100	100	
6.4	(NOT USED)	-			
6.5	STAFF TOILET(S) AND LOUNGE	1	50	50	
	TOTAL NET ASSIGNED AREA			675	
	NON-ASSIGNABLE SPACE ALLOWANCE			68	
	TOTAL AREA			743	
7	NON-ASSIGNED SPACES				

Staffing # may change depending on # days and hours open

NEW TECH CENTER (PROTOTYPE)

SPACE NEEDS SUMMARY

Projected Population Basis: 15,000 to 25,000

NOTES

DESCRIPTION	QTY	NSF/UNIT	TOTAL NSF
7.1 PUBLIC TOILETS	2	100	200
7.2 MECHANICAL/ELECTRICAL/IT	1	300	300
7.3 OTHER (incl GENERAL STORAGE)	1	200	200
TOTAL NET ASSIGNED AREA			700
NON-ASSIGNABLE SPACE ALLOWANCE			70
TOTAL AREA			770

SUBTOTAL	8,080
BUILDING NON-ASSIGNABLE ALLOWANCE	404

5% of Subtotal - General building circulation, structure, etc.

TOTAL GROSS SQUARE FEET	8,483	Set at 8,500 GSF in size
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