**LAKE FOREST LIBRARY BOARD OF TRUSTEES**
**360 East Deerpath Road, Lake Forest, IL 60045**
**Monday, April 27, 2020; 6:00 pm**
**Special Meeting by Remote Access**

The Library Trustees will be remotely attending this regularly scheduled Board of Trustees meeting by electronic means, in compliance with Governor's Executive Order 2020-07, issued on March 16, 2020, that suspended certain Open Meetings Act provisions relating to in-person attendance by members of a public body. Specifically, the Governor's Order: (1) suspends the requirement in Section 2.01 that "members of a public body must be physically present:" and (2) suspends the limitations in Section 7 on when remote participation is allowed. This Executive Order is effective the duration of the Gubernatorial Disaster proclamation.

Members of the public can participate remotely in the meeting at this link: https://hga.zoom.us/j/93950153447 (meeting id: 939 5015 3447). Alternatively, members of the public may email comments to Catherine Lemmer, Library Director, at clemmer@lakeforestlibrary.org, before 3:30 pm on Monday, April 27, and the comments will be read into the meeting minutes. The minutes of the April 27 meeting will be available on the Library's website after they approved at the next meeting of the Library Trustees. All board meeting information is available at: www.lakeforestlibrary.org/board-meetings.

1. Agenda
2. April 14, 2020 Regular Meeting Minutes
3. The Library Building Project Update: Presentation by HGA, Inc. & Penny Hummel Consulting

**Upcoming Meeting: Regular Board Meeting: May 12, 2020, 7:30 pm**

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

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**Agenda**

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
    Comments emailed to the library director by 3:30 pm on Monday, April 27, will be read into the meeting minutes.
6. For action: Approval of the       April 14, 2020 Regular Meeting Minutes
7. The Library Building Project Update: Presentation by HGA, Inc. & Penny Hummel Consulting
8. Unfinished Business
9. New Business
10. Adjournment

**Upcoming Meeting: Regular Board Meeting: May 12, 2020, 7:30 pm**

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**Lake Forest Library Board of Trustees**
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting (Remote Access) Minutes
7:30 p.m. April 14, 2020

CALL TO ORDER
President Carrie Travers called the meeting to order at 7:30 p.m.

ROLL CALL
Trustees Present: Germaine Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, Todd Puch, David Rose, Carrie Travers. Trustees Absent: Ron Levitsky.
Staff Presenters: Catherine Lemmer, Library Director; Ed Finn, Head of Operations.

ADDITIONS TO THE AGENDA
None

APPROVAL OF THE AGENDA
Trustee Desmond made a motion, seconded by Trustee Puch, to approve the agenda. The motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE
No request to address the board, nor was there any new correspondence.

APPROVAL OF MINUTES
Trustee Lemke made a motion, seconded by Trustee Rose, to approve the March 10, 2020 Regular Meeting Minutes and the March 11, 2020 Special Meeting Minutes. The motion carried unanimously.

APPROVAL OF THE MARCH 2020 FINANCIAL REPORT
Trustee Desmond made a motion, seconded by Trustee Rose, to approve the March 2020 financial report. The motion carried unanimously with a roll call vote.

DISCUSSION AND APPROVAL OF FY2021 INSURANCE COVERAGE
Ms. Lemmer updated the Board on the FY2021 General Liability insurance coverage. Hill & Stone obtained bids from several carriers to compare with current provider, Hanover Insurance. Hanover's proposal reflects a 10% premium increase. Several other carriers declined to offer proposals due to the Library's loss history over the past three years. Due to the age of the Library building, coverage through the library consortium pool is not an option. Hill & Stone recommended that we add a $1 million Cyber Protection policy in addition to current coverages. Because key Library financial and payroll systems reside on City infrastructure, the Library's data exposure was in line with that amount of coverage.

Lake Forest Library Board of Trustees
Regular Meeting (Remote Access) Minutes
April 14, 2020

Trustee Desmond made a motion, seconded by Trustee Lemke, to approve Hill & Stone's proposal for FY2021 General Liability Coverage in the amount of $46,480. The motion carried unanimously with a roll call vote.

<u>COVID-19 RESPONSE REPORT/DISCUSSION AND APPROVAL OF CONTINUATION OF PAYROLL AND MODIFICATIONS TO CHECK APPROVAL PROCESS</u>
Ms. Lemmer presented an update on the Library's COVID-19 response and strategic planning. Even while working from home, Library staff continue to deliver a high level of service to the community through online methods and social media platforms. Services include facilitation of book discussion groups, live-streamed storytimes and presentations, videos, online chat, and reference assistance. Streaming and database services have been enhanced and have seen increased usage. Facilities and grounds continue to be inspected daily. Maintenance and upgrading of technologies required to deliver a virtual library are key areas that staff continue to manage.

Plans for a gradual reopening of the building are focused on providing virtual services, rather than "in building" services, as the building cannot meet current social distancing requirements. Reimplementation of Hold/Pickup Service will be considered as "stay at home" guidelines are loosened. Summer Reading will be conducted online. All formal programming is cancelled through 9/1/2020. The complete strategic plan anticipates seven stages of service reintroductions over the next eight months.

Administration continues to address these issues as well as stay current on new governmental policies and programs put in place regarding payment of wages and benefits, and unemployment protections. The Board discussed the personnel and budget ramifications of various options, balanced with the need to deliver quality service to the community.

Trustee Desmond made a motion, seconded by Trustee Grob, to ratify the payment of wages and benefits paid during the closure of the Library building from March 14, 2020 to date; and, to approve the continued payment of full wages and benefits for regularly-scheduled hours for all Library staff until COVID-19 restrictions are modified to the extent the Library can safely reopen to personnel or May 31, 2020, whichever comes first. The motion carried unanimously with a roll call vote.

Trustee Arnson made a motion, seconded by Trustee Rose, to ratify actions taken by the Library Director with respect to Check 326608 for $10,156, and to authorize the Director to pay vendor checks in excess of $10,000, provided that a.) the expense is authorized by the Board; b.) a copy of the invoice is mailed to the Board President and Treasurer at the time of the mailing; and c.) notice of the action is specifically noted in the monthly financial report. The motion carried unanimously with a roll call vote.

Lake Forest Library Board of Trustees
Regular Meeting (Remote Access) Minutes
April 14, 2020

LIBRARY BUILDING PROJECT UPDATE
Ms. Lemmer provided an update on discussions with HGA regarding shared space design post COVID-19. Flexible design, ADA compliance, and "clean" materials and systems will all factor into public spaces that will work now and in the future. HGA is currently working with their corporate and healthcare clients on these same issues. Discussions continue with staff and the Board to review the Hummel planning report and develop the design of the new building. The Hodge Group continues to monitor the capital campaign landscape and the foundation approval process.

TECHNOLOGY UPDATE
Ed Finn, Head of Operations, provided an update on his efforts to secure a new managed services provider contract. The RFP deadline has been extended; however, work on moving to virtual platforms continues with the existing provider. A key short-term goal is to migrate the internal Outlook Exchange server to cloud-based Office 365. These upgrades are essential to providing reliable communications for our staff and the delivery of quality services to our patrons.

Trustee Desmond mode a motion, seconded by Trustee Travers, to authorize a vendor contract for email migration to Office 365, not to exceed $8,500. The motion passed unanimously with a roll call vote.

UNFINISHED BUSINESS
No unfinished business.

NEW BUSINESS
No new business.

ADJOURNMENT
Trustee Puch made a motion, seconded by Trustee Desmond, to adjourn the meeting at 8:51 p.m. Motion carried unanimously.

Upcoming Meetings:
**Special Board Meeting: April 27, 2020, 6:00 p.m., Remote Access**
**Regular Board Meeting: May 12, 2020 7:30 p.m., Remote Access**

_____
Germaine Arnson, Secretary
Minutes approved by the Board on April 27, 2020.

# Lake Forest Library Program V.4

| | | Total Net Assignable Square Feet: | | 25,992 |
|---|---|---|---|---|
| | | | | |
| | | Total Gross Square Feet @65% Efficiency: | | 39,988 |
| | | | | |

| Code | General Area | Specific Area | SF | In GSF |
|---|---|---|---|---|
| | **Public Areas** | | | |
| 1.02 | Public Areas | Vestibule | 42 | |
| 1.04 | Public Areas | Foyer | 178 | |
| 1.06 | Public Areas | Atrium | 596 | |
| 1.08 | Public Areas | Restrooms | - | IN GSF |
| 1.10 | Public Areas | Reading Room | 900 | |
| 1.12 | Public Areas | Technology Center | 544 | |
| 1.14 | Public Areas | Marketplace | 480 | |
| | **Total** | | **2,740** | |
| | **Adult Services** | | | |
| 2.02 | Adult Services | Adult Fiction | 1,924 | |
| 2.04 | Adult Services | Adult Nonfiction | 2,210 | |
| 2.06 | Adult Services | Large Print | 248 | |
| 2.08 | Adult Services | Business Center | 731 | |
| 2.10 | Adult Services | Arts Collection | 827 | |
| 2.12 | Adult Services | World Languages | 12 | |
| 2.14 | Adult Services | Media | 464 | |
| | **Total** | | **6,416** | |
| | **Youth Services** | | | |
| 3.02 | Youth Services | Children's Library Service Center | 216 | |
| 3.04 | Youth Services | Family Center | 2,123 | IN GSF |
| 3.06 | Youth Services | Children's Library | 2,488 | |
| 3.08 | Youth Services | Teen Collection | 865 | |
| 3.10 | Youth Services | Teen Gaming Center | 200 | |
| | **Total** | | **5,892** | |
| | **Meeting Areas** | | | |
| 4.02 | Meeting Areas | Creation Space/Media Lab | 392 | |
| 4.04 | Meeting Areas | Dividable 150 person Meeting Room | 2,250 | IN GSF |
| 4.06 | Meeting Areas | Large Meeting Room General Storage | 201 | |
| 4.08 | Meeting Areas | Large Meeting Room Tech Storage | 31 | |
| 4.10 | Meeting Areas | Large Meeting Room Kitchen | 100 | |
| 4.12 | Meeting Areas | Reed Room | 270 | |
| 4.14 | Meeting Areas | Reed Room Storage | 36 | |
| 4.16 | Meeting Areas | Children's Programming Room (Kasian) | 640 | |
| 4.18 | Meeting Areas | Children's Programming Room Storage | 129 | |
| 4.20 | Meeting Areas | Children's Programming Room Kitchen | 80 | |
| 4.22 | Meeting Areas | Meeting Room A (8 - 10 people) | 300 | |
| 4.24 | Meeting Areas | Meeting Room B (2 - 4 people) | 120 | |
| 4.26 | Meeting Areas | Meeting Room C (2 - 4 people) | 120 | |
| 4.28 | Meeting Areas | Meeting Room D (2 - 4 people) | 120 | |
| 4.30 | Meeting Areas | Meeting Room E (2 - 4) people) | 120 | |
| | **Total** | | **4,909** | |

# Lake Forest Library Program V.4

| Code | General Area | Specific Area | SF | In GSF |
|------|--------------|---------------|-----|--------|
| | **Staff Areas** | | | |
| 5.02 | Staff Areas | Delivery Area | 143 | |
| 5.04 | Staff Areas | Materials Handling | 311 | |
| 5.06 | Staff Areas | Staff Workroom | 230 | |
| 5.08 | Staff Areas | General Supply Room | 160 | |
| 5.10 | Staff Areas | Circulation | 192 | |
| 5.12 | Staff Areas | Adult Services | 502 | |
| 5.14 | Staff Areas | Youth Services | 532 | |
| 5.16 | Staff Areas | Technical Services | 438 | |
| 5.18 | Staff Areas | Communications | 210 | |
| 5.20 | Staff Areas | Administration | 256 | |
| 5.22 | Staff Areas | Assistant Director/Head of Adult Services | 100 | |
| 5.24 | Staff Areas | Administrative Office | 180 | |
| 5.26 | Staff Areas | Library Director's Office | 225 | |
| 5.28 | Staff Areas | Staff Lounge | 386 | |
| 5.30 | Staff Areas | Wellness Room | 80 | |
| 5.32 | Staff Areas | Staff Restrooms | - | IN GSF |
| | **Total** | | **3,945** | |
| | **Support Areas** | | | |
| 6.02 | Support Areas | Friends of the Library Sorting Area | 520 | |
| 6.04 | Support Areas | Telecommunications/Server Room | 120 | |
| 6.06 | Support Areas | Storage (General) | 500 | |
| 6.08 | Support Areas | Storage (Youth Services) | 270 | |
| 6.10 | Support Areas | Storage (Friends of the Library) | 364 | |
| 6.12 | Support Areas | Main Facilities Closet | 196 | |
| 6.14 | Support Areas | Janitor's Closet (Lower Level) | 60 | |
| 6.16 | Support Areas | Janitor's Closet (Upper Level) | 60 | |
| | **Total** | | **2,090** | |
| | **Grand Total** | | **25,992** | |

4/23/20

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | Total Net Assignable Square Feet: | | | | 25,992 |
| | | | Total Gross Square Feet @ 65% Efficiency: | | | | 39,988 |
| | | | | | | | |

| Code | General Area | Specific Area | Description | Qty | Unit | SF/Unit | SF |
|---|---|---|---|---|---|---|---|
| 1.02 | Public Areas | Vestibule | unassigned square footage | 1 | space | 42 | 42 |
| | | **Vestibule Total** | | | | | **42** |
| 1.04 | Public Areas | Foyer | security gates | 1 | unit | 10 | 10 |
| 1.04 | Public Areas | Foyer | donor recognition display | 1 | unit | 0 | 0 |
| 1.04 | Public Areas | Foyer | umbrella holders (historical) | 2 | unit | 3 | 6 |
| 1.04 | Public Areas | Foyer | café tables with 4 chairs | 8 | seats | 20 | 162 |
| 1.04 | Public Areas | Foyer | digital signage | 2 | unit | 0 | 0 |
| | | **Foyer Total** | | | | | **178** |
| 1.06 | Public Areas | Atrium | Information desk with two staff positions with computer workstations (12' x 20') | 1 | desk | 240 | 240 |
| 1.06 | Public Areas | Atrium | book trucks | 2 | trucks | 8 | 16 |
| 1.06 | Public Areas | Atrium | front desk supplies shelving, (on built in shelves) | 1 | section | 12 | 12 |
| 1.06 | Public Areas | Atrium | new book collection (built in original shelves) | | | | 288 |
| 1.06 | Public Areas | Atrium | 2 person bench (2' x 6') | 2 | bench | 20 | 40 |
| | | **Atrium Total** | | | | | **596** |
| 1.08 | Public Areas | Restrooms | main floor restrooms | GSF | restroom | | IN GSF |
| | | **Restrooms Total** | | | | | **0** |
| 1.10 | Public Areas | Reading Room | shelving for magazines (original shelving) | | | | 240 |
| 1.10 | Public Areas | Reading Room | shelving for magazines (66") | | | | 36 |
| 1.10 | Public Areas | Reading Room | shelving for newspapers (66") | | | | 24 |
| 1.10 | Public Areas | Reading Room | lounge seats | 10 | seats | 40 | 400 |
| 1.10 | Public Areas | Reading Room | table seats | 8 | seats | 25 | 200 |
| | | **Reading Room Total** | | | | | **900** |
| 1.12 | Public Areas | Technology Center | staff desk with 2 computer workstations | 1 | desk | 100 | 100 |
| 1.12 | Public Areas | Technology Center | copy machine, standard | 1 | machine | 64 | 64 |
| 1.12 | Public Areas | Technology Center | change machine | 1 | machine | 4 | 4 |
| 1.12 | Public Areas | Technology Center | storage cabinet with work counter and small equipment | 1 | cabinet | 16 | 16 |
| 1.12 | Public Areas | Technology Center | computer workstations | 12 | computer | 30 | 360 |
| | | **Technology Center Total** | | | | | **544** |
| 1.14 | Public Areas | Marketplace | shelving for holds | 2 | section | 12 | 24 |
| 1.14 | Public Areas | Marketplace | self check machines | 4 | machine | 12 | 48 |
| 1.14 | Public Areas | Marketplace | shelving for book group collections (66") | | | | 24 |
| 1.14 | Public Areas | Marketplace | shelving for Take Out Tech materials (66") | | | | 12 |
| 1.14 | Public Areas | Marketplace | shelving for Staff Picks and current displays (66") | | | | 12 |
| 1.14 | Public Areas | Marketplace | shelving for new DVDs (66") | | | | 12 |
| 1.14 | Public Areas | Marketplace | shelving for new audiobooks (66") | | | | 12 |
| 1.14 | Public Areas | Marketplace | shelving for graphic novels (66") | | | | 12 |
| 1.14 | Public Areas | Marketplace | 2 person tables | 12 | chairs | 25 | 300 |
| 1.14 | Public Areas | Marketplace | shelving for Friends of the Library giveaway books (66") | | | | 12 |
| 1.14 | Public Areas | Marketplace | community brochures, flyers, etc. | 1 | section | 12 | 12 |
| | | **Marketplace Total** | | | | | **480** |
| 2.02 | Adult Services | Adult Fiction | shelving for adult fiction (66") | | | | 1,620 |
| 2.02 | Adult Services | Adult Fiction | lounge seats | 4 | seats | 35 | 140 |
| 2.02 | Adult Services | Adult Fiction | 1 person table seats | 4 | seats | 25 | 100 |
| 2.02 | Adult Services | Adult Fiction | online catalog @ stack end | 4 | catalog | 16 | 64 |
| | | **Adult Fiction Total** | | | | | **1,924** |
| 2.04 | Adult Services | Adult Nonfiction | shelving for adult nonfiction (78") | | | | 1,632 |

| Code | General Area | Specific Area | Description | Qty | Unit | SF/Unit | SF |
|---|---|---|---|---|---|---|---|
| 2.04 | Adult Services | Adult Nonfiction | shelving for genealogy/local history collection (66") | | | | 24 |
| 2.04 | Adult Services | Adult Nonfiction | shelving, magazine back issues (66") | | | | 48 |
| 2.04 | Adult Services | Adult Nonfiction | lounge seats | 6 | seats | 35 | 210 |
| 2.04 | Adult Services | Adult Nonfiction | table seats (1 person) | 8 | seats | 25 | 200 |
| 2.04 | Adult Services | Adult Nonfiction | online catalog @ stack end | 6 | catalog | 16 | 96 |
| | | **Adult Nonfiction Total** | | | | | **2,210** |
| 2.06 | Adult Services | Large Print | shelving for adult large print (66") | | | | 108 |
| 2.06 | Adult Services | Large Print | lounge seats | 4 | seats | 35 | 140 |
| | | **Large Print Total** | | | | | **248** |
| 2.08 | Adult Services | Business Center | shelving for business collection (66") | | | | 168 |
| 2.08 | Adult Services | Business Center | shelving for business magazines (66") | | | | 24 |
| 2.08 | Adult Services | Business Center | shelving for business newspapers (66") | | | | 36 |
| 2.08 | Adult Services | Business Center | shelving for back issues of periodicals (66") | | | | 12 |
| 2.08 | Adult Services | Business Center | shelving for misc. business print resources (66") | | | | 12 |
| 2.08 | Adult Services | Business Center | microform reader | 1 | unit | 42 | 42 |
| 2.08 | Adult Services | Business Center | microform case (2.6' x 9.5') | 1 | unit | 63 | 63 |
| 2.08 | Adult Services | Business Center | table seats (for study or programming) | 8 | seats | 25 | 200 |
| 2.08 | Adult Services | Business Center | computer workstations | 4 | wkstn | 30 | 120 |
| 2.08 | Adult Services | Business Center | printer and print release station | 1 | unit | 30 | 30 |
| 2.08 | Adult Services | Business Center | online catalog @ stack end | 1 | catalog | 16 | 16 |
| 2.08 | Adult Services | Business Center | vertical file cabinet | 1 | unit | 8 | 8 |
| | | **Business Center Total** | | | | | **731** |
| 2.10 | Adult Services | Arts Collection | shelving for arts collection (66") | | | | 492 |
| 2.10 | Adult Services | Arts Collection | shelving for arts magazines (66") | | | | 65 |
| 2.10 | Adult Services | Arts Collection | 2 person tables | 8 | seats | 25 | 200 |
| 2.10 | Adult Services | Arts Collection | lounge seats | 2 | seats | 35 | 70 |
| | | **Arts Collection  Total** | | | | | **827** |
| 2.12 | Adult Services | World Languages | shelving for world language collection (66") | | | | 12 |
| | | **World Languages Total** | | | | | **12** |
| 2.14 | Adult Services | Media | shelving for adult DVDs (66") | | | | 180 |
| 2.14 | Adult Services | Media | shelving for audiobooks (66") | | | | 108 |
| 2.14 | Adult Services | Media | shelving for music CDs (66") | | | | 96 |
| 2.14 | Adult Services | Media | shelving for playaways (66") | | | | 24 |
| 2.14 | Adult Services | Media | 2 person bench  (2' x 6') | 2 | bench | 20 | 40 |
| 2.14 | Adult Services | Media | online catalog @ stack end | 1 | catalog | 16 | 16 |
| | | **Media Total** | | | | | **464** |
| 3.02 | Youth Services | Children's Library Service Center | staff desk with 2 computer workstations | 1 | desk | 50 | 50 |
| 3.02 | Youth Services | Children's Library Service Center | book trucks | 2 | trucks | 8 | 16 |
| 3.02 | Youth Services | Children's Library Service Center | security gates | 1 | unit | 10 | 10 |
| 3.02 | Youth Services | Children's Library Service Center | self check machine | 2 | machine | 12 | 24 |
| 3.02 | Youth Services | Children's Library Service Center | copier | 1 | copier/scan | 64 | 64 |
| 3.02 | Youth Services | Children's Library Service Center | print release station | 1 | station | 16 | 16 |
| 3.02 | Youth Services | Children's Library Service Center | shelving for print handouts | 1 | unit | 12 | 12 |
| 3.02 | Youth Services | Children's Library Service Center | shelving for coloring supplies | 2 | unit | 12 | 24 |
| | | **Children's Library Service Center  Total** | | | | | **216** |
| 3.04 | Youth Services | Family Center | low book bins for board books/picture books | | | | 496 |
| 3.04 | Youth Services | Family Center | shelving for picture books (45") | | | | 252 |
| 3.04 | Youth Services | Family Center | shelving for easy readers (45") | | | | 396 |
| 3.04 | Youth Services | Family Center | shelving for LaunchPads (45") | | | | 24 |
| 3.04 | Youth Services | Family Center | shelving for AV media kits (book + CD) (45") | | | | 36 |
| 3.04 | Youth Services | Family Center | circulating exploration kits (backpacks) | 1 | space | 24 | 24 |
| 3.04 | Youth Services | Family Center | book cart for grab and go adult books | 1 | cart | 8 | 8 |
| 3.04 | Youth Services | Family Center | lounge seats | 6 | seats | 35 | 210 |
| 3.04 | Youth Services | Family Center | 4 place round toddler table | 4 | seats | 15 | 60 |

| Code | General Area | Specific Area | Description | Qty | Unit | SF/Unit | SF |
|------|-------------|---------------|-------------|-----|------|---------|-----|
| 3.04 | Youth Services | Family Center | 4 person tables | 8 | seats | 25 | 200 |
| 3.04 | Youth Services | Family Center | online catalog @ stack end | 2 | catalog | 16 | 32 |
| 3.04 | Youth Services | Family Center | sit-down early learning station | 4 | computer | 25 | 100 |
| 3.04 | Youth Services | Family Center | art installation | 1 | unit | 125 | 125 |
| 3.04 | Youth Services | Family Center | area for play/interactive feature | 1 | space | 100 | 100 |
| 3.04 | Youth Services | Family Center | stroller parking (near storytime area) | 10 | strollers | 6 | 60 |
| 3.04 | Youth Services | Family Center | family restroom | GSF | restroom | 0 | IN GSF |
| | | **Family Center Total** | | | | | **2,123** |
| 3.06 | Youth Services | Children's Library | shelving for juvenile new books (60") | | | | 96 |
| 3.06 | Youth Services | Children's Library | shelving for juvenile fiction (60") | | | | 672 |
| 3.06 | Youth Services | Children's Library | shelving for juvenile graphic novels (60") | | | | 96 |
| 3.06 | Youth Services | Children's Library | shelving for juvenile large print (60") | | | | 12 |
| 3.06 | Youth Services | Children's Library | shelving for juv. reference/genealogy (60") | | | | 36 |
| 3.06 | Youth Services | Children's Library | shelving for juvenile nonfiction (60") | | | | 564 |
| 3.06 | Youth Services | Children's Library | shelving for juvenile Spanish F/NF (60") | | | | 12 |
| 3.06 | Youth Services | Children's Library | shelving for juvenile audiobooks (60") | | | | 48 |
| 3.06 | Youth Services | Children's Library | shelving for juvenile DVDs (60") | | | | 24 |
| 3.06 | Youth Services | Children's Library | shelving for juvenile CDs (60") | | | | 12 |
| 3.06 | Youth Services | Children's Library | shelving for juvenile playaways (60") | | | | 60 |
| 3.06 | Youth Services | Children's Library | shelving for magazines (66") | | | | 12 |
| 3.06 | Youth Services | Children's Library | lounge seats | 4 | seats | 35 | 140 |
| 3.06 | Youth Services | Children's Library | 4 person tables | 8 | seats | 25 | 200 |
| 3.06 | Youth Services | Children's Library | 2 person tables | 8 | seats | 25 | 200 |
| 3.06 | Youth Services | Children's Library | computer workstations | 8 | wkstn | 25 | 200 |
| 3.06 | Youth Services | Children's Library | online catalog @ stack end | 4 | catalog | 16 | 64 |
| 3.06 | Youth Services | Children's Library | coat rack | 1 | rack | 10 | 10 |
| 3.06 | Youth Services | Children's Library | display case, glass-enclosed, wall mounted (6' w x 2'd) | 1 | case | 30 | 30 |
| | | **Children's Library Total** | | | | | **2,488** |
| 3.08 | Youth Services | Teen Collection | staff desk | 1 | desk | 50 | 50 |
| 3.08 | Youth Services | Teen Collection | shelving for YA new books (66") | | | | 24 |
| 3.08 | Youth Services | Teen Collection | shelving for YA fiction (66") | | | | 84 |
| 3.08 | Youth Services | Teen Collection | shelving for YA graphic novels (66") | | | | 12 |
| 3.08 | Youth Services | Teen Collection | shelving for YA nonfiction/biography (66") | | | | 24 |
| 3.08 | Youth Services | Teen Collection | shelving for YA audiobooks, playaways (66") | | | | 12 |
| 3.08 | Youth Services | Teen Collection | shelving for YA magazines (66"/4 slanted shelf with flat shelves below for recent issues) | | | | 13 |
| 3.08 | Youth Services | Teen Collection | 4 person tables | 8 | seats | 25 | 200 |
| 3.08 | Youth Services | Teen Collection | 2 person tables | 6 | seats | 25 | 150 |
| 3.08 | Youth Services | Teen Collection | lounge seats | 8 | seats | 35 | 280 |
| 3.08 | Youth Services | Teen Collection | online catalog @ stack end | 1 | catalog | 16 | 16 |
| | | **Teen Collection Total** | | | | | **865** |
| 3.10 | Youth Services | Teen Gaming Center | flat screen monitor, wall mounted | 1 | monitor | 0 | 0 |
| 3.10 | Youth Services | Teen Gaming Center | media/gaming area with credenza | 1 | space | 200 | 200 |
| | | **Teen Gaming Center Total** | | | | | **200** |
| 4.02 | Meeting Areas | Creation Space/Media Lab | 4 person tables | 12 | seats | 25 | 300 |
| 4.02 | Meeting Areas | Creation Space/Media Lab | counter, 8' x 2', with double sink, commercial grade, cabinets above and below | 1 | counter | 40 | 40 |
| 4.02 | Meeting Areas | Creation Space/Media Lab | flat screen monitor, wall mounted | 1 | monitor | 0 | 0 |
| 4.02 | Meeting Areas | Creation Space/Media Lab | counter, 15' x 2' for equipment (light box, record player, keyboard, scanner, laminator, CD/VHS player, computers, etc.), cabinets above and below | 1 | counter | 40 | 40 |
| 4.02 | Meeting Areas | Creation Space/Media Lab | laptop storage/recharging station | 1 | unit | 12 | 12 |
| | | **Creation Space/Media Lab Total** | | | | | **392** |
| 4.04 | Meeting Areas | Dividable 150 person Meeting Room | Dividable 150 person meeting room | ### | seats | 15 | 2,250 |

| Code | General Area | Specific Area | Description | Qty | Unit | SF/Unit | SF |
|------|-------------|--------------|-------------|-----|------|---------|-----|
| 4.04 | Meeting Areas | Dividable 150 person Meeting Room | digital projector, ceiling mounted | 1 | unit | 0 | 0 |
| 4.04 | Meeting Areas | Dividable 150 person Meeting Room | ceiling mounted projection screen | 1 | unit | 0 | 0 |
| 4.04 | Meeting Areas | Dividable 150 person Meeting Room | movable wall partitions | GSF | unit | | IN GSF |
| | | **Dividable 150 person Meeting Room Total** | | | | | **2,250** |
| 4.06 | Meeting Areas | Large Meeting Room General Storage | chair dollies | 8 | dollies | 7 | 56 |
| 4.06 | Meeting Areas | Large Meeting Room General Storage | space for tables (nesting) | 20 | table | 6 | 120 |
| 4.06 | Meeting Areas | Large Meeting Room General Storage | circulation space | 1 | space | 25 | 25 |
| | | **Large Meeting Room General Storage  Total** | | | | | **201** |
| 4.08 | Meeting Areas | Large Meeting Room Tech Storage | podium | 1 | podium | 6 | 6 |
| 4.08 | Meeting Areas | Large Meeting Room Tech Storage | A/V cart | 1 | cart | 10 | 10 |
| 4.08 | Meeting Areas | Large Meeting Room Tech Storage | circulation space | 1 | space | 15 | 15 |
| | | **Large Meeting Room Tech Storage Total** | | | | | **31** |
| 4.10 | Meeting Areas | Large Meeting Room Kitchen | work counter, 6' x 2', with double sink, cabinets above and below (adjacent or part of large meeting room) | 1 | kitchenette | 100 | 100 |
| | | **Large Meeting Room Kitchen Total** | | | | | **100** |
| 4.12 | Meeting Areas | Reed Room | flat screen monitor, wall mounted | 1 | monitor | 0 | 0 |
| 4.12 | Meeting Areas | Reed Room | 15 - 18 person meeting room | 18 | seats | 15 | 270 |
| | | **Reed Room  Total** | | | | | **270** |
| 4.14 | Meeting Areas | Reed Room Storage | space for tables (nesting) | 4 | table | 6 | 24 |
| 4.14 | Meeting Areas | Reed Room Storage | dollies, stacking, for chairs | 2 | dollies | 6 | 12 |
| | | **Reed Room Storage  Total** | | | | | **36** |
| 4.16 | Meeting Areas | Children's Programming Room (Kasian) | 40 person meeting room | 40 | seats | 15 | 600 |
| 4.16 | Meeting Areas | Children's Programming Room (Kasian) | work counter, 10' x 2', with sink, cabinets | 1 | unit | 40 | 40 |
| | | **Children's Programming Room (Kasian)  Total** | | | | | **640** |
| 4.18 | Meeting Areas | Children's Programming Room Storage | space for tables (nesting) | 8 | table | 6 | 48 |
| 4.18 | Meeting Areas | Children's Programming Room Storage | podium | 1 | podium | 6 | 6 |
| 4.18 | Meeting Areas | Children's Programming Room Storage | chair dollies | 4 | dollies | 7 | 28 |
| 4.18 | Meeting Areas | Children's Programming Room Storage | A/V cart | 1 | cart | 10 | 10 |
| 4.18 | Meeting Areas | Children's Programming Room Storage | circulation space | 1 | space | 25 | 25 |
| 4.18 | Meeting Areas | Children's Programming Room Storage | laptop storage/recharging station | 1 | unit | 12 | 12 |
| | | **Children's Programming Room Storage Total** | | | | | **129** |
| 4.20 | Meeting Areas | Children's Programming Room Kitchen | work counter, 6' x 2', with double sink, cabinets above and below | 1 | kitchenette | 80 | 80 |
| | | **Children's Programming Room Kitchen Total** | | | | | **80** |
| 4.22 | Meeting Areas | Meeting Room A (8 - 10 people) | 10 - 12 person meeting room | 12 | seats | 25 | 300 |
| 4.22 | Meeting Areas | Meeting Room A (8 - 10 people) | digital projector, ceiling mounted | 1 | unit | 0 | 0 |
| 4.22 | Meeting Areas | Meeting Room A (8 - 10 people) | white board, wall mounted, interactive | 1 | unit | 0 | 0 |
| | | **Meeting Room A (8 - 10 people) Total** | | | | | **300** |
| 4.24 | Meeting Areas | Meeting Room B (2 - 4 people) | 2 - 4 person meeting room | 4 | seats | 30 | 120 |
| | | **Meeting Room B (2 - 4 people) Total** | | | | | **120** |
| 4.26 | Meeting Areas | Meeting Room C (2 - 4 people) | 2 - 4 person meeting room | 4 | seats | 30 | 120 |
| | | **Meeting Room C (2 - 4 people)  Total** | | | | | **120** |
| 4.28 | Meeting Areas | Meeting Room D (2 - 4 people) | 2 - 4 person meeting room | 4 | seats | 30 | 120 |
| | | **Meeting Room D (2 - 4 people)  Total** | | | | | **120** |
| 4.30 | Meeting Areas | Meeting Room E (2 - 4) people) | 2 - 4 person meeting room | 4 | seats | 30 | 120 |
| | | **Meeting Room E (2 - 4) people) Total** | | | | | **120** |
| 5.02 | Staff Areas | Delivery Area | shelving for storage (84") | 2 | section | 14 | 28 |
| 5.02 | Staff Areas | Delivery Area | clear floor space for receiving and unpacking shipments | 1 | space | 50 | 50 |
| 5.02 | Staff Areas | Delivery Area | space for Friends donations (ready to deliver to Friends sorting area) | 1 | space | 50 | 50 |
| 5.02 | Staff Areas | Delivery Area | trash container | 2 | container | 6 | 12 |
| 5.02 | Staff Areas | Delivery Area | hand truck | 1 | trucks | 3 | 3 |
| | | **Delivery Area  Total** | | | | | **143** |

| Code | General Area | Specific Area | Description | Qty | Unit | SF/Unit | SF |
|------|-------------|---------------|-------------|-----|------|---------|-----|
| 5.04 | Staff Areas | Materials Handling | staff workstations for returns + check ins, height adjustable work surfaces | 2 | station | 30 | 60 |
| 5.04 | Staff Areas | Materials Handling | mail and delivery sorting counter | 1 | counter | 30 | 30 |
| 5.04 | Staff Areas | Materials Handling | delivery box stacking space (4 stacks) | 5 | unit | 3 | 15 |
| 5.04 | Staff Areas | Materials Handling | work counter, 8' x 2' with cabinets above and below, and sink | 1 | counter | 40 | 40 |
| 5.04 | Staff Areas | Materials Handling | book truck parking | 10 | trucks | 6 | 60 |
| 5.04 | Staff Areas | Materials Handling | trash and recycling bins | 2 | container | 6 | 12 |
| 5.04 | Staff Areas | Materials Handling | shelving, 84" for supplies, snags and withdrawn materials | 3 | section | 14 | 42 |
| 5.04 | Staff Areas | Materials Handling | shelving for magazine check-ins | 1 | section | 12 | 12 |
| 5.04 | Staff Areas | Materials Handling | materials returns slot/bin | 1 | unit | 10 | 10 |
| 5.04 | Staff Areas | Materials Handling | space for (blue) courier boxes | 1 | space | 12 | 12 |
| 5.04 | Staff Areas | Materials Handling | bookdrop boxes | 2 | unit | 9 | 18 |
| | | **Materials Handling Total** | | | | | **311** |
| 5.06 | Staff Areas | Staff Workroom | copiers | 2 | copier/scan | 64 | 128 |
| 5.06 | Staff Areas | Staff Workroom | shelving for paper, copier supplies | 1 | unit | 14 | 14 |
| 5.06 | Staff Areas | Staff Workroom | lateral files | 3 | unit | 15 | 45 |
| 5.06 | Staff Areas | Staff Workroom | work counter, 10' x 2', with sink, cabinets | 1 | counter | 40 | 40 |
| 5.06 | Staff Areas | Staff Workroom | hand truck | 1 | trucks | 3 | 3 |
| | | **Staff Workroom Total** | | | | | **230** |
| 5.08 | Staff Areas | General Supply Room | Room for office and general supplies | 1 | room | 160 | 160 |
| | | **General Supply Room Total** | | | | | **160** |
| 5.10 | Staff Areas | Circulation | workstations for circulation staff | 3 | wkstn | 64 | 192 |
| | | **Circulation  Total** | | | | | **192** |
| 5.12 | Staff Areas | Adult Services | workstations for fulltime adult services and digitital services staff | 4 | wkstn | 64 | 256 |
| 5.12 | Staff Areas | Adult Services | workstation for part time adult services staff, Take Out Tech check in | 2 | wkstn | 64 | 128 |
| 5.12 | Staff Areas | Adult Services | secure cabinet for Take Out Tech | 1 | unit | 50 | 50 |
| 5.12 | Staff Areas | Adult Services | shelving, 84" for supplies and materials | 4 | unit | 14 | 56 |
| 5.12 | Staff Areas | Adult Services | printer | 1 | printer | 12 | 12 |
| | | **Adult Services  Total** | | | | | **502** |
| 5.14 | Staff Areas | Youth Services | workstations for youth services managers and librarians | 4 | wkstn | 64 | 256 |
| 5.14 | Staff Areas | Youth Services | shared workstations for youth services assistants | 2 | wkstn | 64 | 128 |
| 5.14 | Staff Areas | Youth Services | shelving, 84" for supplies and materials | 3 | unit | 14 | 42 |
| 5.14 | Staff Areas | Youth Services | printer | 1 | printer | 12 | 12 |
| 5.14 | Staff Areas | Youth Services | work counter, 8' x 2', with double sink, cabinets above and dishwasher below | 1 | counter | 30 | 30 |
| 5.14 | Staff Areas | Youth Services | Workspace for Ellison dies, laminator, paper cutter, other storage (18'x 2') | 1 | space | 64 | 64 |
| | | **Youth Services Total** | | | | | **532** |
| 5.16 | Staff Areas | Technical Services | workstations for technical services staff | 3 | wkstn | 100 | 300 |
| 5.16 | Staff Areas | Technical Services | shelving, 84" for supplies and materials | 5 | unit | 14 | 12 |
| 5.16 | Staff Areas | Technical Services | shelving, 84" for materials in process (and supplies) | 3 | unit | 12 | 36 |
| 5.16 | Staff Areas | Technical Services | shelving, 84" for discarded and withdrawn materials | 2 | unit | 12 | 24 |
| 5.16 | Staff Areas | Technical Services | additional book truck parking | 4 | trucks | 6 | 24 |
| 5.16 | Staff Areas | Technical Services | trash/recycling containers | 2 | container | 6 | 12 |
| 5.16 | Staff Areas | Technical Services | lateral file cabinets | 2 | cabinet | 15 | 30 |
| | | **Technical Services Total** | | | | | **438** |
| 5.18 | Staff Areas | Communications | workstations for communications staff | 2 | wkstn | 64 | 128 |
| 5.18 | Staff Areas | Communications | work table, 8' x 3' with flat file storage below | 1 | table | 40 | 40 |

| Code | General Area | Specific Area | Description | Qty | Unit | SF/Unit | SF |
|------|--------------|---------------|-------------|-----|------|---------|-----|
| 5.18 | Staff Areas | Communications | shelving, 84" for supplies and materials | 3 | unit | 12 | 36 |
| 5.18 | Staff Areas | Communications | printer | 1 | printer | 6 | 6 |
| 5.18 | Staff Areas | Communications | wall board | 1 | unit | 0 | 0 |
| | | **Communications Total** | | | | | **210** |
| 5.20 | Staff Areas | Administration | workstations for head of operations, head of facilities, bookkeeper | 3 | wkstn | 64 | 192 |
| 5.20 | Staff Areas | Administration | workstation for part time facilities assistants | 1 | wkstn | 64 | 64 |
| | | **Administration Total** | | | | | **256** |
| 5.22 | Staff Areas | Assistant Director/Head of Adult Services | workstation for assistant director | 1 | wkstn | 100 | 100 |
| | | **Assistant Director/Head of Adult Services Total** | | | | | **100** |
| 5.24 | Staff Areas | Administrative Office | desk, chair, shelving, laterail files, table with 2 chairs | 1 | office | 180 | 180 |
| | | **Administrative Office  Total** | | | | | **180** |
| 5.26 | Staff Areas | Library Director's Office | desk, chair, shelving, lateral files, table with 4 chairs | 1 | office | 225 | 225 |
| | | **Library Director's Office  Total** | | | | | **225** |
| 5.28 | Staff Areas | Staff Lounge | lockers, 6 per stack | 4 | stack | 5 | 20 |
| 5.28 | Staff Areas | Staff Lounge | coat closet, 6' x 3' | 1 | closet | 30 | 30 |
| 5.28 | Staff Areas | Staff Lounge | two person couch | 1 | unit | 30 | 30 |
| 5.28 | Staff Areas | Staff Lounge | seating at 4-person tables | 8 | seats | 30 | 240 |
| 5.28 | Staff Areas | Staff Lounge | work counter, 8' x 2', with double sink, cabinets above and dishwasher below | 1 | counter | 40 | 40 |
| 5.28 | Staff Areas | Staff Lounge | refrigerator, full size | 1 | unit | 20 | 20 |
| 5.28 | Staff Areas | Staff Lounge | toaster oven, on counter | 1 | unit | 0 | 0 |
| 5.28 | Staff Areas | Staff Lounge | microwave oven, on counter | 2 | unit | 0 | 0 |
| 5.28 | Staff Areas | Staff Lounge | dishwasher, full size, in cabinet | 1 | unit | 0 | 0 |
| 5.28 | Staff Areas | Staff Lounge | trash and recycling containers | 1 | unit | 6 | 6 |
| 5.28 | Staff Areas | Staff Lounge | bulletin board, wall mounted | 1 | board | 0 | 0 |
| | | **Staff Lounge Total** | | | | | **386** |
| 5.30 | Staff Areas | Wellness Room | wellness room | 1 | room | 80 | 80 |
| | | **Wellness Room  Total** | | | | | **80** |
| 5.32 | Staff Areas | Staff Restrooms | Staff restrooms | GSF | restroom | | IN GSF |
| | | **Staff Restrooms Total** | | | | | **0** |
| 6.02 | Support Areas | Friends of the Library Sorting Area | sorting shelves | | | | 420 |
| 6.02 | Support Areas | Friends of the Library Sorting Area | recycling bin | 1 | container | 6 | 6 |
| 6.02 | Support Areas | Friends of the Library Sorting Area | book trucks | 4 | trucks | 6 | 24 |
| 6.02 | Support Areas | Friends of the Library Sorting Area | work table, for book sorting | 1 | table | 40 | 40 |
| 6.02 | Support Areas | Friends of the Library Sorting Area | space for materials to be sorted | 1 | space | 30 | 30 |
| | | **Friends of the Library Sorting Area  Total** | | | | | **520** |
| 6.04 | Support Areas | Telecommunications/Server Room | equipment racks, supply cabinet, telecom equipment | 1 | space | 120 | 120 |
| | | **Telecommunications/Server Room Total** | | | | | **120** |
| 6.06 | Support Areas | Storage (General) | unassigned square footage | 1 | space | 500 | 500 |
| | | **Storage (General)  Total** | | | | | **500** |
| 6.08 | Support Areas | Storage (Youth Services) | shelving for puppets and props | 6 | section | 14 | 84 |
| 6.08 | Support Areas | Storage (Youth Services) | shelving for books and misc. supplies | 8 | section | 14 | 112 |
| 6.08 | Support Areas | Storage (Youth Services) | book trucks with supplies | 4 | trucks | 6 | 24 |
| 6.08 | Support Areas | Storage (Youth Services) | unassigned space for storage | 1 | space | 50 | 50 |
| | | **Storage (Youth Services) Total** | | | | | **270** |
| 6.10 | Support Areas | Storage (Friends of the Library) | Friends of the Library lateral file (stationery, etc.) | 1 | unit | 15 | 15 |
| 6.10 | Support Areas | Storage (Friends of the Library) | boxes ready for book sale | 1 | space | 225 | 225 |
| 6.10 | Support Areas | Storage (Friends of the Library) | flat truck | 1 | trucks | 12 | 12 |
| 6.10 | Support Areas | Storage (Friends of the Library) | shelving, supplies and equipment for book sale | 8 | section | 14 | 112 |
| | | **Storage (Friends of the Library) Total** | | | | | **364** |

| Code | General Area | Specific Area | Description | Qty | Unit | SF/Unit | SF |
|------|--------------|---------------|-------------|-----|------|---------|-----|
| 6.12 | Support Areas | Main Facilities Closet | closet for secure janitorial supplies | 1 | unit | 65 | 65 |
| 6.12 | Support Areas | Main Facilities Closet | mop sink | 1 | space | 25 | 25 |
| 6.12 | Support Areas | Main Facilities Closet | shelving for supplies and storage | 4 | unit | 14 | 56 |
| 6.12 | Support Areas | Main Facilities Closet | clear space for temporary storage | 1 | space | 50 | 50 |
| | | **Main Facilities Closet  Total** | | | | | **196** |
| 6.14 | Support Areas | Janitor's Closet (Lower Level) | janitor's closet | 1 | closet | 60 | 60 |
| | | **Janitor's Closet (Lower Level) Total** | | | | | **60** |
| 6.16 | Support Areas | Janitor's Closet (Upper Level) | janitor's closet | 1 | closet | 60 | 60 |
| | | **Janitor's Closet (Upper Level) Total** | | | | | **60** |
| | | **Grand Total** | | | | | **25,992** |

Assumes 12 SF/single sided shelf, standard shelving is 3' x 1'

| General Area | Specific Area | Description | Materials Count | % on Shelf | Items Shelved | Storage Type | Items / LF | Total shelves | No of Shelves or Items | Sections Needed | Section Type | SF |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Public Areas | Atrium | new book collection (built in original shelves) | 1,288 | 66% | 850 | Shelf | 4 | 71 | 3 | 24 | Single Sided | 288 |
| Public Areas | Reading Room | shelving for magazines (original shelving) | 150 | 100% | 150 | Shelf | 1 | 50 | 2.5 | 20 | Single Sided | 240 |
| Public Areas | Reading Room | shelving for magazines (66") | 35 | 100% | 35 | Shelf | 1 | 12 | 4 | 3 | Single Sided | 36 |
| Public Areas | Reading Room | shelving for newspapers (66") | 14 | 100% | 14 | Shelf | 0.67 | 7 | 4 | 2 | Single Sided | 24 |
| Public Areas | Marketplace | shelving for book group collections (66") | 147 | 100% | 147 | Shelf | 8 | 6 | 3 | 2 | Single Sided | 24 |
| Public Areas | Marketplace | shelving for Take Out Tech materials (66") | 40 | 100% | 40 | Shelf | 5 | 3 | 3 | 1 | Single Sided | 12 |
| Public Areas | Marketplace | shelving for Staff Picks and current displays (66") | | | - | | | 0 | | 0 | Single Sided | 12 |
| Public Areas | Marketplace | shelving for new DVDs (66") | 300 | 50% | 150 | Shelf | 15 | 3 | 5 | 1 | Single Sided | 12 |
| Public Areas | Marketplace | shelving for new audiobooks (66") | 200 | 66% | 132 | Shelf | 10 | 4 | 6 | 1 | Single Sided | 12 |
| Public Areas | Marketplace | shelving for graphic novels (66") | 500 | 75% | 375 | Shelf | 10 | 6 | 4 | 1 | Single Sided | 12 |
| **Public Areas Total** | | | | | | | | | | | | **672** |
| Adult Services | Adult Fiction | shelving for adult fiction (66") | 18,488 | 70% | 12,942 | Shelf | 8 | 539 | 4 | 135 | Single Sided | 1,620 |
| Adult Services | Adult Nonfiction | shelving for adult nonfiction (78") | 21,794 | 75% | 16,346 | Shelf | 8 | 681 | 5 | 136 | Single Sided | 1,632 |
| Adult Services | Adult Nonfiction | shelving for genealogy/local history collection (66") | 225 | 100% | 225 | Shelf | 7 | 11 | 5 | 2 | Single Sided | 24 |
| Adult Services | Adult Nonfiction | shelving, magazine back issues (66") | 600 | 100% | 600 | Shelf | 10 | 20 | 5 | 4 | Single Sided | 48 |
| Adult Services | Large Print | shelving for adult large print (66") | 1,263 | 70% | 884 | Shelf | 8 | 37 | 4 | 9 | Single Sided | 108 |
| Adult Services | Business Center | shelving for business collection (66") | 1,759 | 75% | 1,319 | Shelf | 8 | 55 | 4 | 14 | Single Sided | 168 |
| Adult Services | Business Center | shelving for business magazines (66") | 21 | 100% | 21 | Shelf | 1 | 7 | 4 | 2 | Single Sided | 24 |
| Adult Services | Business Center | shelving for business newspapers (66") | 30 | 100% | 30 | Shelf | 0.67 | 15 | 5 | 3 | Single Sided | 36 |
| Adult Services | Business Center | shelving for back issues of periodicals (66") | 10 | 100% | 10 | Shelf | 1 | 3 | 5 | 1 | Single Sided | 12 |
| Adult Services | Business Center | shelving for misc. business print resources (66") | 50 | 100% | 50 | Shelf | 5 | 3 | 5 | 1 | Single Sided | 12 |
| Adult Services | Arts Collection | shelving for arts collection (66") | 4,339 | 80% | 3,471 | Shelf | 7 | 165 | 4 | 41 | Single Sided | 492 |
| Adult Services | Arts Collection | shelving for arts magazines (66") | 60 | 100% | 60 | Shelf | 1 | 20 | 4 | 5 | Magazines | 65 |
| Adult Services | World Languages | shelving for world language collection (66") | 150 | 75% | 113 | Shelf | 8 | 5 | 4 | 1 | Single Sided | 12 |
| Adult Services | Media | shelving for adult DVDs (66") | 6,924 | 50% | 3,462 | Shelf | 15 | 77 | 5 | 15 | Single Sided | 180 |
| Adult Services | Media | shelving for audiobooks (66") | 2,378 | 65% | 1,546 | Shelf | 10 | 52 | 6 | 9 | Single Sided | 108 |
| Adult Services | Media | shelving for music CDs (66") | 4,311 | 70% | 3,018 | Shelf | 25 | 40 | 5 | 8 | Single Sided | 96 |
| Adult Services | Media | shelving for playaways (66") | 300 | 70% | 210 | Shelf | 9 | 8 | 4 | 2 | Single Sided | 24 |
| **Adult Services Total** | | | | | | | | | | | | **4,661** |
| Youth Services | Family Center | low book bins for board books/picture books | 3,950 | 70% | 2,765 | Low Bin | 11 | 63 | 2 | 31 | Low Book Bin | 496 |
| Youth Services | Family Center | shelving for picture books (45") | 4,144 | 70% | 2,901 | Shelf | 15 | 64 | 3 | 21 | Single Sided | 252 |
| Youth Services | Family Center | shelving for easy readers (45") | 6,448 | 70% | 4,514 | Shelf | 15 | 100 | 3 | 33 | Single Sided | 396 |
| Youth Services | Family Center | shelving for LaunchPads (45") | 297 | 60% | 178 | Shelf | 10 | 6 | 3 | 2 | Single Sided | 24 |
| Youth Services | Family Center | shelving for AV media kits (book + CD) (45") | 443 | 65% | 288 | Shelf | 10 | 10 | 3 | 3 | Single Sided | 36 |
| Youth Services | Family Center | circulating exploration kits (backpacks) | | | - | Shelf | 3 | 0 | 3 | 0 | Single Sided | 24 |
| Youth Services | Family Center | book cart for grab and go adult books | | | - | | | 0 | | 0 | | 8 |
| Youth Services | Children's Library | shelving for juvenile new books (60") | 598 | 65% | 389 | Shelf | 4 | 32 | 4 | 8 | Single Sided | 96 |
| Youth Services | Children's Library | shelving for juvenile fiction (60") | 9,542 | 70% | 6,679 | Shelf | 10 | 223 | 4 | 56 | Single Sided | 672 |
| Youth Services | Children's Library | shelving for juvenile graphic novels (60") | 1,308 | 70% | 916 | Shelf | 10 | 31 | 4 | 8 | Single Sided | 96 |
| Youth Services | Children's Library | shelving for juvenile large print (60") | 108 | 70% | 76 | Shelf | 8 | 3 | 4 | 1 | Single Sided | 12 |
| Youth Services | Children's Library | shelving for juv. reference/genealogy (60") | 269 | 100% | 269 | Shelf | 8 | 11 | 4 | 3 | Single Sided | 36 |
| Youth Services | Children's Library | shelving for juvenile nonfiction (60") | 7,577 | 75% | 5,683 | Shelf | 10 | 189 | 4 | 47 | Single Sided | 564 |
| Youth Services | Children's Library | shelving for juvenile Spanish F/NF (60") | 135 | 70% | 95 | Shelf | 10 | 3 | 4 | 1 | Single Sided | 12 |
| Youth Services | Children's Library | shelving for juvenile audiobooks (60") | 707 | 90% | 636 | Shelf | 8 | 27 | 6 | 4 | Single Sided | 48 |
| Youth Services | Children's Library | shelving for juvenile DVDs (60") | 846 | 50% | 423 | Shelf | 15 | 9 | 5 | 2 | Single Sided | 24 |
| Youth Services | Children's Library | shelving for juvenile CDs (60") | 634 | 70% | 444 | Shelf | 25 | 6 | 5 | 1 | Single Sided | 12 |
| Youth Services | Children's Library | shelving for juvenile playaways (60") | 800 | 70% | 560 | Shelf | 9 | 21 | 4 | 5 | Single Sided | 60 |
| Youth Services | Children's Library | shelving for magazines (66") | 20 | 100% | 20 | Shelf | 1 | 7 | 4 | 1 | Single Sided | 12 |
| Youth Services | Teen Collection | shelving for YA new books (66") | 228 | 60% | 137 | Shelf | 6 | 8 | 5 | 2 | Single Sided | 24 |
| Youth Services | Teen Collection | shelving for YA fiction (66") | 1,079 | 75% | 809 | Shelf | 8 | 34 | 5 | 7 | Single Sided | 84 |
| Youth Services | Teen Collection | shelving for YA graphic novels (66") | 234 | 75% | 176 | Shelf | 10 | 6 | 5 | 1 | Single Sided | 12 |
| Youth Services | Teen Collection | shelving for YA nonfiction/biography (66") | 269 | 75% | 202 | Shelf | 8 | 8 | 5 | 2 | Single Sided | 24 |
| Youth Services | Teen Collection | shelving for YA audiobooks, playaways (66") | 293 | 70% | 205 | Shelf | 10 | 7 | 5 | 1 | Single Sided | 12 |
| Youth Services | Teen Collection | shelving for YA magazines (66"/4 slanted shelf with flat shelves below for recent issues) | 6 | 100% | 6 | Shelf | 1 | 4 | 5 | 1 | Magazines | 13 |
| **Youth Services Total** | | | | | | | | | | | | **3,049** |
| **Grand Total** | | | | | | | | | | | | **8,382** |

| Code | General Area | Specific Area | Description | No of Tables | Qty | Unit | SF/Unit | SF |
|---|---|---|---|---|---|---|---|---|
| 1.04 | Public Areas | Foyer | café tables with 4 chairs | 2 | 8 | seats | 20 | 162 |
| 1.06 | Public Areas | Atrium | 2 person bench (2' x 6') | | 2 | bench | 20 | 40 |
| 1.10 | Public Areas | Reading Room | lounge seats | | 10 | seats | 40 | 400 |
| 1.10 | Public Areas | Reading Room | table seats | 2 | 8 | seats | 25 | 200 |
| 1.14 | Public Areas | Marketplace | 2 person tables | 6 | 12 | chairs | 25 | 300 |
| | **Public Areas Total** | | | | **40** | | | **1,102** |
| 2.02 | Adult Services | Adult Fiction | lounge seats | | 4 | seats | 35 | 140 |
| 2.02 | Adult Services | Adult Fiction | 1 person table seats | | 4 | seats | 25 | 100 |
| 2.04 | Adult Services | Adult Nonfiction | lounge seats | | 6 | seats | 35 | 210 |
| 2.04 | Adult Services | Adult Nonfiction | table seats (1 person) | 8 | 8 | seats | 25 | 200 |
| 2.06 | Adult Services | Large Print | lounge seats | | 4 | seats | 35 | 140 |
| 2.08 | Adult Services | Business Center | table seats (for study or programming) | 2 | 8 | seats | 25 | 200 |
| 2.10 | Adult Services | Arts Collection | 2 person tables | 3 | 8 | seats | 25 | 200 |
| 2.10 | Adult Services | Arts Collection | lounge seats | | 2 | seats | 35 | 70 |
| 2.14 | Adult Services | Media | 2 person bench (2' x 6') | | 2 | bench | 20 | 40 |
| | **Adult Services Total** | | | | **46** | | | **1,300** |
| 3.04 | Youth Services | Family Center | lounge seats | | 6 | seats | 35 | 210 |
| 3.04 | Youth Services | Family Center | 4 place round toddler table | 1 | 4 | seats | 15 | 60 |
| 3.04 | Youth Services | Family Center | 4 person tables | 2 | 8 | seats | 25 | 200 |
| 3.06 | Youth Services | Children's Library | lounge seats | | 4 | seats | 35 | 140 |
| 3.06 | Youth Services | Children's Library | 4 person tables | 2 | 8 | seats | 25 | 200 |
| 3.06 | Youth Services | Children's Library | 2 person tables | 4 | 8 | seats | 25 | 200 |
| 3.08 | Youth Services | Teen Collection | 4 person tables | 2 | 8 | seats | 25 | 200 |
| 3.08 | Youth Services | Teen Collection | 2 person tables | 3 | 6 | seats | 25 | 150 |
| 3.08 | Youth Services | Teen Collection | lounge seats | | 8 | seats | 35 | 280 |
| | **Youth Services Total** | | | | **60** | | | **1,640** |
| 4.02 | Meeting Areas | Creation Space/Media Lab | 4 person tables | 3 | 12 | seats | 25 | 300 |
| 4.04 | Meeting Areas | Dividable 150 person Meeting Room | Dividable 150 person meeting room | | 150 | seats | 15 | 2,250 |
| 4.12 | Meeting Areas | Reed Room | 15 - 18 person meeting room | | 18 | seats | 15 | 270 |
| 4.16 | Meeting Areas | Children's Programming Room (Kasian) | 40 person meeting room | | 40 | seats | 15 | 600 |
| 4.22 | Meeting Areas | Meeting Room A (8 - 10 people) | 10 - 12 person meeting room | 1 | 12 | seats | 25 | 300 |
| 4.24 | Meeting Areas | Meeting Room B (2 - 4 people) | 2 - 4 person meeting room | 1 | 4 | seats | 30 | 120 |
| 4.26 | Meeting Areas | Meeting Room C (2 - 4 people) | 2 - 4 person meeting room | 1 | 4 | seats | 30 | 120 |
| 4.28 | Meeting Areas | Meeting Room D (2 - 4 people) | 2 - 4 person meeting room | 1 | 4 | seats | 30 | 120 |
| 4.30 | Meeting Areas | Meeting Room E (2 - 4) people) | 2 - 4 person meeting room | 1 | 4 | seats | 30 | 120 |
| | **Meeting Areas Total** | | | | **248** | | | **4,200** |
| | **Grand Total** | | | | **394** | | | **8,242** |

| Code | General Area | Specific Area | Description | Qty | Unit | SF/Unit | SF |
|------|--------------|---------------|-------------|-----|------|---------|-----|
| 1.12 | Public Areas | Technology Center | copy machine, standard | 1 | machine | 64 | 64 |
| 1.12 | Public Areas | Technology Center | change machine | 1 | machine | 4 | 4 |
| 1.12 | Public Areas | Technology Center | computer workstations | 12 | computer | 30 | 360 |
| 1.14 | Public Areas | Marketplace | self check machines | 4 | machine | 12 | 48 |
| | **Public Areas Total** | | | | | | **476** |
| 2.02 | Adult Services | Adult Fiction | online catalog @ stack end | 4 | catalog | 16 | 64 |
| 2.04 | Adult Services | Adult Nonfiction | online catalog @ stack end | 6 | catalog | 16 | 96 |
| 2.08 | Adult Services | Business Center | microform reader | 1 | unit | 42 | 42 |
| 2.08 | Adult Services | Business Center | computer workstations | 4 | wkstn | 30 | 120 |
| 2.08 | Adult Services | Business Center | printer and print release station | 1 | unit | 30 | 30 |
| 2.08 | Adult Services | Business Center | online catalog @ stack end | 1 | catalog | 16 | 16 |
| 2.14 | Adult Services | Media | online catalog @ stack end | 1 | catalog | 16 | 16 |
| | **Adult Services Total** | | | | | | **384** |
| 3.02 | Youth Services | Children's Library Service Center | self check machine | 2 | machine | 12 | 24 |
| 3.02 | Youth Services | Children's Library Service Center | copier | 1 | copier/scanr | 64 | 64 |
| 3.02 | Youth Services | Children's Library Service Center | print release station | 1 | station | 16 | 16 |
| 3.04 | Youth Services | Family Center | online catalog @ stack end | 2 | catalog | 16 | 32 |
| 3.04 | Youth Services | Family Center | sit-down early learning station | 4 | computer | 25 | 100 |
| 3.06 | Youth Services | Children's Library | computer workstations | 8 | wkstn | 25 | 200 |
| 3.06 | Youth Services | Children's Library | online catalog @ stack end | 4 | catalog | 16 | 64 |
| 3.08 | Youth Services | Teen Collection | online catalog @ stack end | 1 | catalog | 16 | 16 |
| | **Youth Services Total** | | | | | | **516** |
| 4.02 | Meeting Areas | Creation Space/Media Lab | laptop storage/recharging station | 1 | unit | 12 | 12 |
| | **Meeting Areas Total** | | | | | | **12** |
| | **Grand Total** | | | | | | **1,388** |