

Terrell Riter C. Hulsey | Phase Two

LIBRARY FACILITY PLAN

720 design, Inc. and Steve L. Brown Library Consulting



**THE MORE
THAT YOU
READ, THE
MORE THINGS
YOU WILL
KNOW.”**

Dr. Seuss

A photograph of four diverse children (two boys, two girls) sitting on a grassy lawn. They are looking down at a colorful book or piece of paper on the grass. The children are dressed in casual clothing, and the background is a soft-focus outdoor setting.

TERRELL RITER C. HULSEY LIBRARY FACILITY PLAN PHASE II

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**I HAVE ALWAYS
IMAGINED THAT
PARADISE WILL
BE A KIND OF
LIBRARY.”**

Jorge Luis Borges



Section 01

EXECUTIVE SUMMARY



EXECUTIVE SUMMARY

This report presents the findings of the library planning process conducted for the Riter C. Hulsey Library by 720 Design. First, it defines a building program for a new public library designed to serve Terrell over the next 20 years. A building program is a guide for the architects and engineers who translate community needs into a functioning reality. It is a set of instructions that sets goals for the building, describes the functional spaces within the facility, the relationships between those spaces, and the requirements for successful design.

Second, this report identifies the most important factors in selecting a location for a public library, and outlines the elements of a process that can be used to select an optimal location for the future library, one that will maximize the community's return on its investment in a public library.

Background: The background for this report was a comprehensive Needs Assessment conducted by 720 Design to identify the strengths and weaknesses of the current library, and to develop a plan to provide quality library services for Terrell as the community continues to grow.

Phase One: Needs Assessment

In 2017, 720 Design conducted a thorough Needs Assessment of Terrell's Riter C. Hulsey Public Library. As components of the process, the consultants:

- Examined the changing demographics and the economic forces shaping the City of Terrell
- Assessed the resources available to the library and performed benchmark comparisons of the library's performance over time
- Conducted an evaluation of Terrell's nearly 34-year old existing library facility
- Convened a series of information gathering focus groups
- Invited input from the general public at a well-attended public meeting and through an online survey
- Interviewed library and city staff
- Met with key volunteers who help make the library's ambitious programs of adult education a reality.

All of the input gathered during the Needs Assessment led inescapably to the conclusion that Terrell's library facility is both badly dated and far too small to serve the community effectively.

Nearly 20 years into the 21st Century, Terrell's library is trying to provide service with the inflexible tools of the 1980s and 90s. What was once an object of community pride has become an obstacle to the efforts of citizens to learn and explore the changing world around them. Hulsey Library's internal spaces and systems are inflexible and obsolete in terms of their ability to support an active and digitally-connected program of services for the community.

The library's collections, both print and electronic, are inadequate to meet demand. The print collections are both too small, and extremely outdated, averaging (at the time of the study) over 27 years old. The collections need an infusion of newer resources, and, critically, room to grow.

The library's electronic systems are too slow and unable to support the number of users needing electronic access to information. The building was designed and constructed several years before the public got its first access to the Internet. Providing effective access to electronic resources requires additional floor space for users and equipment, and an infrastructure that can support the electrical and connectivity needs of those users. The library lacks all of these things.

Successful public libraries provide a place for community members to come together and interact. The library's single small community room is wholly inadequate to support a range of community involvement. The community room cannot begin to support the library's children's activities and other educational programs for teen and adult library users. There is no place for students to meet and work on group studies.

With the passage of time, the current library facility has become a major barrier to the public's access to education, information and cultural resources.

Phase One Recommendations Summarized

The Needs Assessment led to a recommendation that Terrell should plan to build a new library to support the educational, informational and cultural needs of a growing city. The new library should:

- Support the vitally important children's services of the library with expanded collections, room to read and learn, and activity spaces that encourage exploration and development;

EXECUTIVE SUMMARY

Modern public Libraries are flexible service organizations that must continually respond to change. The library building, in its simplest form, is a series of spaces defined by their function and the relationships of those functions to other activities in the library.

- Provide access to expanded collections that will eventually total **194,000 items**;
- Offer a total of **487 reader seats** of various types;
- Include expanded multifunction meeting and activity spaces for the public; and
- Provide access to an ever-expanding array of electronic information, including at least **40 technology workstations**, plus a variety of seating and study spaces that provide the network and electrical support for users with their own electronic devices.

In order to meet the needs of the suggested recommendations will require a new facility of **approximately 35,400 square feet**.

Phase Two: A Library Building Program to Guide Library Design

Modern public Libraries are flexible service organizations that must continually respond to change. The library building, in its simplest form, is a series of spaces defined by their function and the relationships of those functions to other activities in the library. The success of the whole is dependent upon a well-designed arrangement of these spaces that maintains their critical relationships and service functions.

The new library will be an important informational, cultural and educational resource for the Terrell community, a "community center," regularly visited by more people than any other public place in the community. As such, the building needs to project the image and aspirations of the community while providing for both traditional and emerging library functions, services and features. The library facility must provide a harmonious balance of public service areas and the necessary support spaces. It will house a wide variety of book and print materials, an ever-expanding array of electronic resources, and multi-purpose community meeting room(s) for programming and community activities. The building design and interior layout must be flexible and adaptable to permit adjustments for new services, furnishings, equipment and technology.

This building program for the Terrell Library incorporates some of the features and experiences of other successful library facilities as they apply to the needs of Terrell. It must be:

- Cost-effective and efficient in terms of layout and operations
- Responsive to changing service needs
- Welcoming, warm, and easy for users to navigate.

Flexibility is Critical

A new library should be designed with change and adaptability in mind, so that it can change as the wants and needs of the customer evolve. The building and its systems should also be designed to accommodate future expansion to meet the requirements of community growth.

Control with Minimum Staff

The library is a busy space, and staff resources are always in short supply. A new building and its furnishing layouts must be planned to facilitate efficient operation of the library with minimum staff. Visual control and supervision of internal spaces is important, and it may be supplemented by electronic monitoring of entrances, exits, and key activity areas within the library.

Energy Conservation

The Design Architect should incorporate the best of green engineering for energy conservation. The building's mechanical and electrical systems should be designed to accommodate future expansion of the facility as Terrell continues to grow.

Next Steps: Selecting an Effective Library Site

Finally, this report concludes with a discussion of the factors that should be considered in selecting an effective site for a new library.

The stakes are high. Just as a poor location can doom a retail business, mistakes in site selection can doom the library to less-than-optimal performance for the entire life of the building.

The long-term operating costs of a public library are substantial, and delivering good value to the community requires a carefully considered effort to find an optimal location.

The consultants have provided a discussion of the many factors that should be considered in selecting a library location, and outlined a process that can guide a dispassionate search and selection process.



Section 02

THE ROLE OF THE PUBLIC LIBRARY

THE ROLE OF THE PUBLIC LIBRARY IN COMMUNITY DEVELOPMENT

It may be helpful to restate some of the environmental forces that continue to shape the mission and the role of the public library as it evolves to accommodate new demands for services. A strong public library is a valuable educational, cultural and economic asset, and it reflects the values of the community. It is the best resource to help young readers get a head start on a good education. It supports the learning objectives of schools and their students, while providing a rich educational resource for lifelong learning. It provides resources for job seekers, offers highly-valued recreational resources to a broad spectrum of the community and critical public access computing resources to help bridge the digital divide.

Economic Benefits of Public Libraries

A growing body of recent research shows a strong economic return on investment to the whole community on the budget dollars invested in providing public library services. A 2017 study conducted by the Bureau of Business Research IC² Institute at The University of Texas at Austin found that on average statewide, **Texas public libraries return \$4.64 in benefits and services for every \$1.00 invested in libraries.**

But beyond the direct value of the services it provides, the public library is an important contributor to local economic development. In addition to the value of services provided, the study also looked at the economic impact of libraries and found that for every \$1.00 expended there was a Return on Investment (ROI) of \$1.72, measured in terms of economic activity generated in the community.

Studies in other states over the last 15 years have reported similar results, and consistently found that investment in public libraries is a strong net positive economic influence on the communities they serve.

Public libraries are logical partners for local economic development initiatives that focus on people and quality of life. They provide a broad range of information services to diverse constituencies. They are part of formal and informal community networks and initiatives that support education, jobs and careers, business and cultural activity, and civic pride.

Excerpt: "Making Cities Stronger: Public Library Contributions to Local Economic Development", Urban Libraries Council, 2007.

Among the less obvious contributions that a public library makes to its community, these studies note:

- The value of the library's educational programs in supporting life-long learning
- The value of the library as a community gathering place

- The technology available for use in the library
- The effect of a library as a public attraction, drawing visitors to the community
- The impact of "halo" spending by library users in commercial establishments near the library
- The value of a library's enhancement to neighborhood real estate values, and their value as an anchor in economic development.

Public Support for Public Libraries

For all these reasons, public libraries are among the most highly-regarded of public institutions. An article from *Atlantic Magazine* published in December 2013 compiled a number of surveys which concluded that public libraries outranked Congress, the press, baseball, and even apple pie in the esteem of Americans. More seriously, a 2013 Pew Research study found that 94 percent of Americans believed that having a public library improves the quality of life in a community.

The favorable opinion that most Americans have of libraries translates into a high level of public involvement with public libraries. In 2016, Pew Research found that 48 percent of Americans over the age of 16 reported visiting a public library during the last year.

In most communities with active public libraries, the library is the single most-used public facility. Attendance at libraries generally exceeds that of area sporting events. In 2017, the Dallas Cowboys drew home attendance of 731,672. The Dallas Public Library, with a much-reduced operating budget, attracted 3,554,379 visitors. And there are 22 other public libraries in Dallas County alone.

As a result, libraries are busier than ever before.

When Netscape introduced the first widely available web browser in 1994 it ushered in the incredible growth of the World

¹ Texas Public Libraries: Economic Benefits and Return on Investment. Bureau of Business Research IC² Institute, University of Texas at Austin, 2017.

“With over 16,500 public libraries in the US, there are more public libraries than there are MacDonald’s.”



[CONT.] THE ROLE OF THE PUBLIC LIBRARY IN COMMUNITY DEVELOPMENT

Wide Web. Between 1994 and 2017, the first 23 years of the Internet age, public library use in Texas has grown substantially, at a rate greater than the increase in the state's population.

- The number of visits to public libraries increased from 47,757,019 in 1994 to 78,985,500 in 2009, an increase of 65.4 percent.
- The total annual circulation of library materials increased from 70,505,261 to 116,142,859, an increase of 64.7 percent. Circulation has increased in every single year of the Internet age.
- Over the same 15 years, the state's population grew by 52.5 percent.

Impacts of Digital Information on Libraries and Library Use

The basic role of a public library is that of an aggregator of information and cultural content. A library, acting on behalf of the community, buys or licenses books and other forms of information for the community, making it possible for everyone in the community to have access to more than any one person could or would buy for themselves. Whether the information is housed on a clay tablet, a papyrus scroll, a medieval codex, a mass-market paperback, or in a downloadable electronic format, the role of the library remains the same.

Despite some early predictions that wide availability of electronic resources would undercut the use of public libraries, the opposite has turned out to be true. As one prominent library observer, Jamie LaRue, put it, "the Internet encourages, not replaces, library use. Every time we add more Internet terminals, the use of everything else goes up."

There have been many predictions that the space requirements of libraries would begin to shrink, just as many people earlier predicted the rapid advent of the paperless workplace. For now, and for the foreseeable future, libraries have universally been finding that they need more, rather than less, space to accommodate the growth of electronic access to information. The reason for this is that, overall, computers have not displaced the need for, or the use of, printed books. Instead the new technologies have taken their place alongside the more traditional printed word.

More books are being printed and sold than ever before, and libraries continue to loan books at very high levels even while demand for many electronic services continues to grow. E-books, which were at one point predicted to almost completely displace print, have seen their sales plateau, and have actually experienced sales declines over the last two years, while sales of print continue to grow.

The Roles of the Public Library in Community Development

As strategies for building a strong local economic base evolve, the focus is turning more to developing the human capital of a community so that the community is more attractive to employers with high quality jobs to offer, and at the same time working to

improve the quality of life amenities that the community offers. Public libraries can be a strong contributor to those efforts.

The report **"Making Cities Stronger: Public Library Contributions to Local Economic Development"** also found that the library facility itself can be a valuable anchor and traffic generator around which to build (or rebuild) a community's economic vitality. Active libraries pull a cross-section of the public, all ages, all day long, through their doors. Neighboring businesses benefit from the increased traffic and halo spending that the library generates. And nearby neighborhoods benefit from an increased perception that they are good places to live. Both residential and commercial property values increase.

The following quote summarizes its findings.

"Public library buildings are catalysts for physical development.

Libraries are frequented local destinations. Urban Institute researchers repeatedly found that public libraries are highly regarded, and are seen as contributing to stability, safety and quality of life in neighborhoods. They are bolstering downtown and suburban cultural and commercial activity. Among private sector developers of malls, commercial corridors, mixed-use developments and joint-use facilities, libraries are gaining recognition for other qualities – their ability to attract tremendous foot traffic, provide long-term tenancy, and complement neighboring retail and cultural destinations. Library buildings are versatile. They fit in a wide mix of public and private sector developments."

Examining the contributions of a strong library on the community's economic vitality, "Making Cities Stronger" also found that:

"Public libraries build a community's capacity for economic activity and resiliency. Many families and caregivers rely on the library to provide important preschool reading and learning. Many people entering the workforce rely on libraries to get them online. Local businesses are increasingly tapping into the library's online databases to keep themselves competitive and to find synergistic new business opportunities. Library facilities often anchor downtown and commercial developments, and are attractive neighborhood amenities."

The Building Program:

Community Input, Design Process

A public library is both a revitalizing force in an older community and a stimulus to its economic strength. It is an effective support for youth education, a resource for life-long learning, and a valuable partner for those seeking jobs in the ever-evolving workplace. For many, it is a critical bridge over the digital divide.

The library is also a powerful statement and symbol of the value a community places on its citizens and their education. It is a community gathering place, the focus for a wide variety of activities that build a sense of belonging and confidence that the community is a desirable place to invest in for the future.



Section 03

NEXT STEPS: WHERE TO LOCATE THE LIBRARY

[CONT.] NEXT STEPS: LOCATING THE LIBRARY FOR OVERALL EFFECTIVENESS



Milton Library located in the rural community of Milton, Ga. is a new branch library for the Atlanta-Fulton Public Library System

Next Steps: Locating the Site for Optimal Effectiveness

"The relationship of the best possible site to the success and effectiveness of a public library...is of paramount importance. The selection criteria for an effective site have much in common with the selection of an effective retail business. Both sites should be located within convenient proximity to the greatest number of potential customers. And, both should be located where people go in their daily rounds and not where people live."

Lee B. Brawner and Donald K. Beck. *Determining Your Public Library's Future Size*. American Library Association, 1996.

Library site selection, much like retail outlet site selection, is one of the most critical decisions that a community will make in terms of the success and the cost-effectiveness of the future library.

Public libraries differ from other municipal services such as police, fire protection, garbage collection, water and wastewater, and other utilities, in that most other municipal services are "delivered" to the user. A library requires the user to make a trip to the library to receive the full benefit of its services, even in an electronic age when many library services can be delivered to remote users through network connections.

This is an important factor to consider. Public planners have a mandate to provide equity of access to the whole community to the greatest extent possible, and the location of the physical library facility is one of the most critical factors in how well it will serve the community.

Terrell's current library is located near the physical center of the city, both in terms of distance and travel time. It is near, but not actually on, many of the daily and weekly travel routes of people in the community, but because it is not actually visible from any

of those routes it tends to be invisible in the mind of many of the members of the community.

Further, the library's site is very constricted in size, greatly limiting the possibility of expansion on the same site. This leaves the library in a difficult location, and one with little potential for future growth.

For Terrell's library to grow, a new site will be a critical consideration. Given the substantial investment of community resources that will be required, selection of the location is not a decision to be undertaken lightly.

Library Site Selection Process

"Mistakes in site selection for public libraries result in less than maximum potential, effectiveness, and equity of service. For the public library, a suboptimal location can mean reduced access and reduced user patronage."

Christine M. Koontz *Library Facility Siting and Location Handbook*

An effective library site can be selected with an objective, documented process that establishes sound criteria, considers all potential sites, and arrives at an objective recommendation that ranks each of the sites.

Once a list of potential library sites has been identified, planners typically use a site-selection matrix to evaluate each site separately, by applying weighted criteria for each of the characteristics that together make a potential library location a success or a failure.

[CONT.] NEXT STEPS: LOCATING THE LIBRARY FOR OVERALL EFFECTIVENESS

The process produces a numeric value or ranking for each prospective site that makes it possible to evaluate them dispassionately and hopefully avoid site selection errors that can undermine the library's efforts to provide service for the lifetime of the building.

A template for an evaluation matrix is included in this report, but the matrix can and should be adapted for each project to reflect the values of the community.

Site Selection Criteria:

The following site selection criteria are important considerations to include in the evaluation process.

Size and Configuration:

Does the potential site have sufficient usable space to meet the initial and future expansion needs of the building program requirements? Typically, sites should be sufficient to accommodate future expansion of at least one third to one half the size of the initial facility.

Key Point: Whether a site is adequate in size is the first and most critical question. If the site is not large enough it should immediately be eliminated from consideration as a potential library site. Period.

Is the site's physical configuration appropriate for both the facility described in the building program plus the parking and other site requirements to support the facility? Will it accommodate a future expansion? A square or rectangular-shaped configuration with a size ratio of two to three provides the most efficient floor plans.

Is there room for vehicle parking adequate to meet building code and the library's operational requirements?

Demographic and Geographic Factors for Effective Library Sites:

A site that encourages people to use the library is critical:

- The site should have a close relationship to the center of the present population and employment area to be served.
- The proximity of a library to the residents it serves is a significant factor in how likely they are to use it on a regular basis. Most frequent library users live within a short distance of the library.
- If people do not perceive that the library is convenient, they will not use it.
- If the drive is too long or the library is too distant, people will not use it.

- High levels of library usage usually results from large numbers of persons passing the library in route to work, school, and shopping during their weekly rounds. Location on a busy primary thoroughfare, with good access from secondary streets is important.
- Physical barriers such as highways, water courses, railroad tracks, and even neighborhood cultural boundaries can be significant factors in library use.
- The location should provide safe, convenient access during all service hours to the library meeting facilities for community groups and organizations.

Neighborhood Compatibility:

Consider the current and projected land-use patterns near a possible library site. Will the adjacent land-use patterns complement and generate library usage? Example: A library located adjacent to a shopping center or retail node with a grocery store, post office, and similar outlets can anticipate exceptional usage as people make their weekly shopping visits.

Economic Development Considerations:

Public libraries can be significant catalysts in economic redevelopment efforts, especially if the location of the library is chosen to reinforce efforts by private sector business investors. Businesses in the area benefit from increased traffic generated by the library. The neighborhoods in the area also benefit from having convenient access to library services, which can significantly improve the desirability of the neighborhoods as places to live.

General Site Suitability:

Is the site in compliance with appropriate zoning for setbacks, rights-of-way, building height restrictions? Are the available utilities, drainage systems, and sub-soil characteristics appropriate? Are there existing structures that may need to be removed in order to use the site? Are there historical land use factors that may affect the site?

Visibility:

Is the library site visible and will the proposed library facility be visible to traffic passing on major or secondary thoroughfares? What is the traffic count for the thoroughfares at the site? How much frontage or linear feet does the site have on a major or secondary thoroughfare?

Accessibility:

Travel times to the library's location are a critical factor in the library's potential for use.

There are practical limits to the distance and travel times people are willing to endure to reach public service facilities, such as public



SEGUIN PUBLIC LIBRARY | CHILDREN'S READING AREA
Seguin, Texas

[CONT.] NEXT STEPS: LOCATING THE LIBRARY FOR OVERALL EFFECTIVENESS

An article from Atlantic Magazine published in December 2013 compiled a number of surveys which concluded that public libraries outranked Congress, the press, baseball, and even apple pie in the esteem of Americans.

libraries. The same is true of retail outlets, though each type of retail facility tends to have a different range of attraction. This time/distance mix defines the practical service area for a facility.

Most library planners evaluating library sites in suburban mid-sized or smaller communities not served by public transportation systems evaluate accessibility in terms of the driving time to the site and the ease of entering the site location from several directions.

Acceptable drive times vary from one community to the next depending on the expectation levels of their residents. The longer the travel time, the less likely potential users are to make the trip, and the less frequently they are inclined to do so. The proximity of the site to major or secondary thoroughfares is also a key factor for reducing the driving time.

Pedestrian and bicycle access are additional factors to consider.

CBD Locations: Most Effective for Central or Main Libraries:

With very few exceptions the Central Business District (CBD) of a community has proven the most effective location for communities served by a single library facility. These libraries are sometimes located in cultural or arts districts within the CBD to create synergies that support the goals of the city.

Avoiding Sites that Discourage Use:

There are several types of sites that generally do not generate and support library use. Sometimes these sites are available at little or no cost to the community, but in terms of their public utility and their negative effects on the community's return on investment, the low initial cost should be given little consideration. These sites may include:

- A library site located in an office park or near a convention center will not be effective; the offices are typically only open Monday through Friday until 5 p.m.; convention centers are only open and active for scheduled events. The office park is "dark" at night and on the weekends; the convention center is unpopulated and dark between events.
- Although a school campus site may be inexpensive and has the virtue of being convenient for school children and perhaps parents picking up children from school, sites for public libraries have proved to be ineffective for the general

population of users. School children may dominate the building and discourage adults from using the library. School security considerations make public access difficult during school hours. And finally, school locations are often out of the normal traffic patterns for the community and lack visibility and access.

- Parks and recreation centers also generally prove to be ineffective for some of the same reasons as the school locations. Most parks are also dark and deserted in the winter and often in the evenings. This discourages users and can pose safety issues. Most recreation centers are noisy and focused on youth activities. Adults – particularly seniors and parents with young children – are discouraged from using the library in a recreation center environment.

The consultants note, however, that there are sometimes exceptional sites which offer other advantages that are so compelling that the site may be successful despite these disadvantages.

User and Staff Safety:

- Will the site, including all approaches (i.e. walkways and landscaping) to the library be safe and secure?
- Do the streets approaching the library provide directional signs to the library site?
- Is the site well lighted and active at night?
- Can users, especially children, safely access the library building from the parking lot without crossing traffic or a street?

Image and Area Identity Strengths:

Is the site located in a recognized area such as a shopping center or landmark building with a positive identity or image that library users will associate with the library?

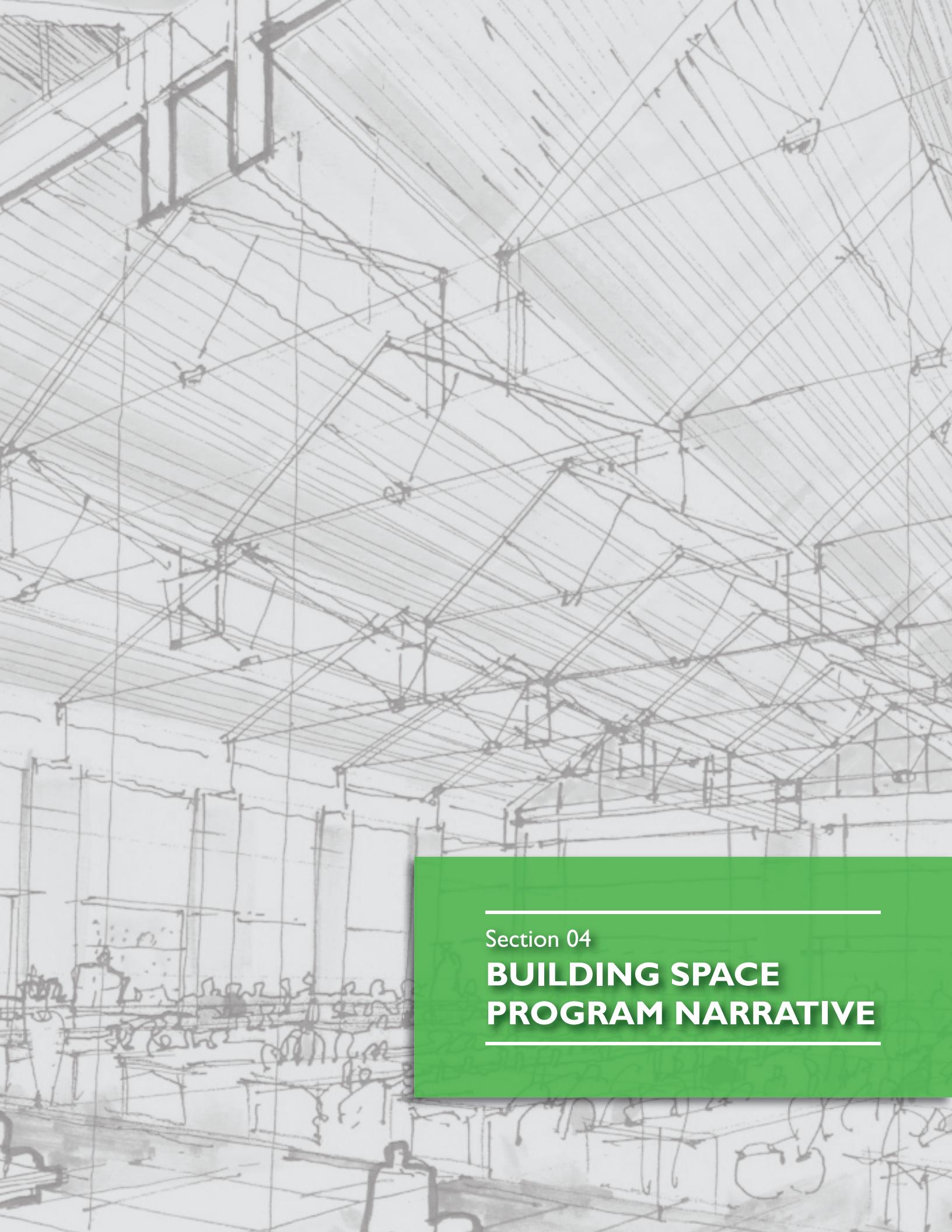
Ownership:

Is the site easy to assemble and purchase or acquire in terms of one or multiple owners? Must existing businesses or tenants be relocated and at what liability or cost?

Assessed Value:

Can the site be purchased at a reasonable market value, taking into account the present assessed value of the property?

SITE EVALUATION MATRIX SITE: _____							
Weight	Evaluation Factor	Poor	1	2	3	Excellent	Total
	SITE CAPACITY						
Prereq.	Lot Size - If not adequate, stop here!						
	Lot Configuration	1	2	3	4	5	
	Future Development	1	2	3	4	5	
X2	Space for/or Existing Parking Availability	2	4	6	8	10	
X2	Condition/Suitability of Existing Building	2	4	6	8	10	
ACCESSIBILITY							
X2	Vehicle Travel Time	2	4	6	8	10	
	Access from Major Thoroughfares	1	2	3	4	5	
	Additional Access from Secondary Thoroughfares	1	2	3	4	5	
	Ease of Ingress and Egress	1	2	3	4	5	
	Perceived Accessibility - Free of Emotional/Cultural Barriers	1	2	3	4	5	
	Ease of Access for Pedestrians and Cyclists	1	2	3	4	5	
	Close to Public Transportation	1	2	3	4	5	
SAFETY AND SECURITY							
	Safe Environment for Patrons and Staff	1	2	3	4	5	
	Patrons and Staff Protection	1	2	3	4	5	
	Free of Natural or Manageable Barriers on Lot or Adjacent Area	1	2	3	4	5	
	Adjacent Neighborhood and Activities During Library Hours	1	2	3	4	5	
	Active Area at Night	1	2	3	4	5	
DEMOGRAPHIC PATTERNS							
X2	Where People Naturally Converge	2	4	6	8	10	
X2	In/At Edge of Downtown Square	2	4	6	8	10	
IMAGE/QUALITY							
	Would a Library and the Neighborhood Compliment Each Other	1	2	3	4	5	
	Adjacent Activities During Library Hours	1	2	3	4	5	
VISIBILITY							
X2	Visible from Major Thoroughfares	2	4	6	8	10	
	Relationship to Other Buildings/Sites From All Vantage Points	1	2	3	4	5	
	Views and Staffing	1	2	3	4	5	
NEIGHBORHOOD COMPATIBILITY							
	Condition of Adjacent Development	1	2	3	4	5	
	Compatibility for Future Development	1	2	3	4	5	
PHYSIOGRAPHY							
	Flood Plains	1	2	3	4	5	
	Topography and Soil	1	2	3	4	5	
	Free of Obstacles	1	2	3	4	5	
	Drainage	1	2	3	4	5	
	Utilities Available	1	2	3	4	5	
LEGAL CONSIDERATIONS							
	Zoning Requirements	1	2	3	4	5	
	Ownership	1	2	3	4	5	
COMPATIBILITY WITH OVERALL CITY GOALS							
	Potential to Contribute to Economic Development	1	2	3	4	5	
	Provides Equity of Access	1	2	3	4	5	
	Community Synergy	1	2	3	4	5	
	Near Other Community Activities, Schools, and Businesses	1	2	3	4	5	
COST FACTORS							
	Site Acquisition	1	2	3	4	5	
	Site Development Costs	1	2	3	4	5	
TOTAL SCORE FOR SITE:							



Section 04

**BUILDING SPACE
PROGRAM NARRATIVE**



LIBRARY BUILDING SPACE PROGRAM

A public library is both a revitalizing force in the community and an economic driver. It is an effective support for youth education, a resource for life-long learning, and a valuable partner for those seeking jobs in the ever-evolving workplace.

Overview and Introduction:

This document represents the building program statement to be used for the design of the new Riter C. Hulsey Public Library. The goals and criteria for success as identified by the Library and City are divided into three categories:

I. Design Objectives:

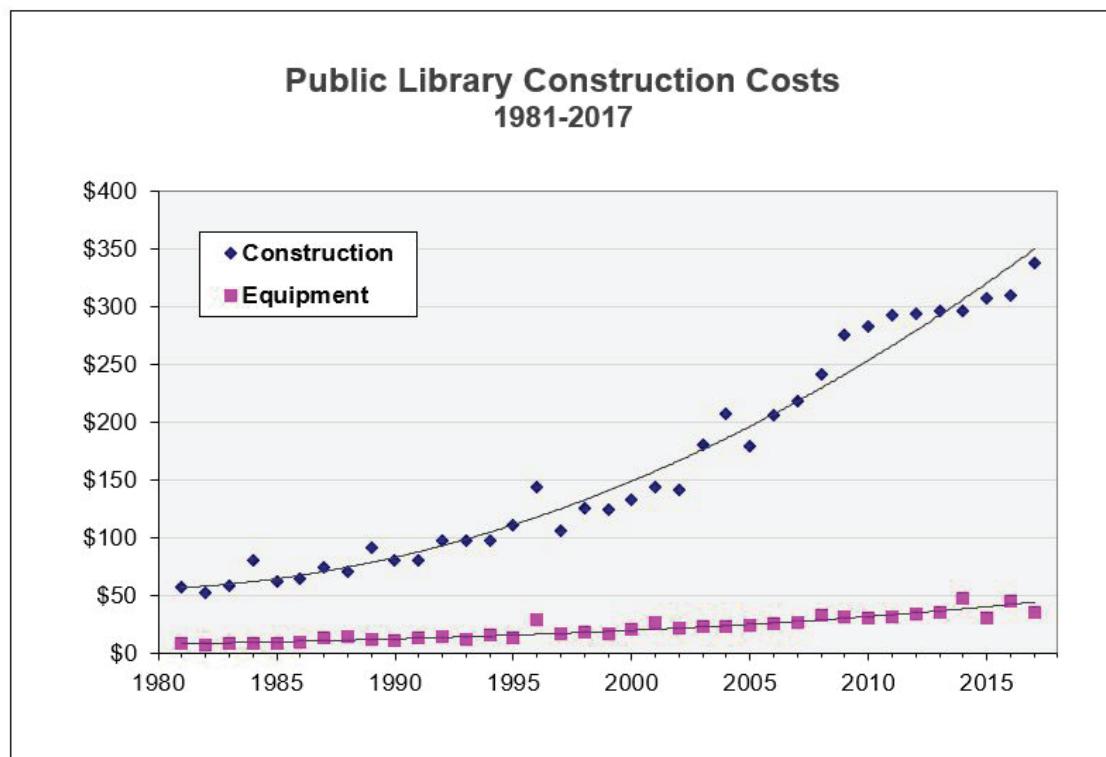
- Landmark — some draw
- Comfortable living room space
- Family-centered place — "hangout"
- Indoor and outdoor livable space
- Natural light
- Showcase art

II. Functional Objectives:

- Takes the library into the future
- Highly flexible and adaptable spaces
- Abundant access to power and data
- Streamlined workspaces for staff and volunteers

III. Sustainable Goals:

- Solar orientation
- Energy efficient
- Reduce utility bills
- Control thermal comfort
- Control light
- Minimize toxins
- Clean air inside the building
- Regional materials
- Reduce greenhouse gas emissions



**Summary of 3,044 Public Library Projects from 1981 to 2017



[CONT.] LIBRARY BUILDING SPACE PROGRAM

Program Summary:

This building program is the result of a careful Space Needs Assessment based on detailed library staff interviews, focus groups with library users, and intensive community input. The consultants developed the program in response to this input as well as input gathered in the Phase I Needs Assessment.

The consultants sought feedback from various groups in the community. They shared photographs and descriptions of the ways in which other public libraries have addressed space and equipment needs in recently built facilities across the country, worked to generate discussion, and listened carefully to community responses.

Technology

A common concern voiced during the staff and community meetings was that any new facility have both the technology and equipment needed now to meet current un-met demand and that a facility be planned with the flexibility for the inevitable growth and change in technology.

Summary of Space Allocations: A chart summarizing facility space requirements including each area in the proposed library showing square footage, size and type of materials collections and type and number of seats for staff and public.

(See chart provided at the end of this section.)

Detail of Spaces: The major space areas are described according to activity with both general and particular remarks, listing of desirable adjacencies, special equipment required, environment notes and security descriptions. While some furniture pieces are called for in special equipment sections, it is not the intent of this report to provide a listing of all furniture but merely those of a particular style or function.

GENERAL LIBRARY PLANNING CONSIDERATIONS

General Design Considerations

Acoustical: Libraries are not quiet spaces, however certain strategies should be employed to help control the sound. The following should be considered to address noise issues:

- Consider reducing the amount of hard flooring and utilize carpet or other soft flooring.
- Include landscaping the ceiling to buffer noise in louder areas like the performance space and Teen Area.
- Include quiet rooms like study spaces, offices and quiet reading rooms and ensure their walls extend to structure.
- Restroom walls should extend to the structure and have

two layers of staggered gypsum board on the restroom wall side.

Flooring:

Lobby/Entry: Walk off carpet to remove dirt and water prior to entering the library, through color porcelain tile, stained and scored concrete or other durable surface for ease of maintenance.

Library: Carpet Tile with base (wood, ceramic tile, vinyl or rubber base throughout)

Staff: Carpet Tile

Meeting Rooms: carpet tile, luxury vinyl tile or marmoleum

Restrooms: Use color porcelain tile on the floors and walls throughout with Schluter trim at coves and all edges

Walls:

Service Desks: Special acoustical treatment in the ceiling to minimize ambient noise.

Quiet and Group Study Rooms: Special acoustical wall treatment. Also consider writable marker board. Ensure walls are constructed with two layers of gypsum board that extend to the bottom of structure or include high performance ceiling tiles such as Kinetics ACT tile.

Restrooms: porcelain ceramic tile to at least 6'.

Storage Rooms and Book Return Areas: fiber reinforced panels to 4' (one standard panel height).

Bumper Rails: in study rooms at chair back height. Along corridors with high book cart traffic.

Corner Guards: on any gypsum board exposed corner. Should extend from the floor to a minimum of 4'.

[CONT.] LIBRARY BUILDING SPACE PROGRAM

Walls:

All Other Areas: Painted drywall in lower traffic areas. Consider durable, low maintenance wall covering in high traffic areas. Include perforations in vinyl wall covering at all outside wall conditions. Provide corner guards at wall and column corners and wall guards in staff hallways.

Main Collection Area, Meeting Room: Provide picture hanging track (5'6" high) on all walls not covered by single faced shelving.

All vinyl wall covering should be perforated to prevent mold and mildew.

Ceiling:

Generally provide high performance acoustical tile with a minimum of 12' ceiling clear in public areas. Use 2x2 tiles with antimicrobial treatment where ceiling tile is required but make attempts to be more creative in the ceiling and acoustical treatment.

Lighting:

All lighting must avoid glare on table/counter surfaces, and on terminal screens. Consider daylight and nighttime lighting variations. Indirect lighting is preferred as long as footcandle levels are maintained at the minimum listed below. Consider ceiling levels as well as table levels.

LED Lamps/Fixtures: These should be incorporated in the library as well if budget allows. Incandescent lighting should not be used. LED requires few footcandles (fc) of light to adequately light a library. If LED's are being used provide a minimum:

Stack Areas: 30 fc vertical

Reading Area: 30 fc horizontal

Private Office: 50 fc horizontal, 5 fc vertical

Open Office: 30 fc horizontal, 5 fc vertical

Video Conferencing: 50 fc horizontal, 30 fc vertical

Provide 50-70 fc if fluorescent lamps are being used at table level in all areas. Storage, utility rooms, and corridors may vary from 15 to 30 fc.

The Riter C. Hulsey Public Library must meet Texas Energy code requirements including daylighting.

Ideally lighting fixtures in public areas should be of a type and arrangement that the requested light level can be achieved regardless of the arrangement of shelving or seating, however if certain areas are judged to have a fairly certain long-term use, then a more specific lighting solution may be used. Lighting should be zoned in public areas to permit lights to be turned off in banks.

The selection of lighting fixtures, tubes and bulbs should be made

with a view to low continuing cost and ease of maintenance (locally available lamps). Fixtures should be placed so that they can be easily serviced without special equipment. The number and types of fixtures should be minimized. Ease of re-tubing is a major consideration in fixture selection.

Emergency and security (night) lighting systems should be separate from the general lighting pattern and switched separately. Security (night) lights should not be located in closed areas with projection screens. Night lighting should illuminate the building during closed hours and provide for safe staff egress after hours.

Fenestration/Windows:

Provide new clear Low E 1" insulated glass at all exterior locations if the budget allows. Exterior windows are desired for natural light but care should be taken to limit glare and sun damage to books, carpet and fabrics.

Doors:

For easy, safe transport of loaded book trucks and audiovisual equipment on carts, as well as for A.D.A. requirements, all interior doors should be installed without threshold. Doors to staff areas and book returns should be 42" wide to accommodate book trucks.

Energy Efficiency - Electrical and Mechanical:

Electric outlets shall be installed regularly along all walls. Floor outlets should be recessed floor outlets with eight (8) ports for electrical or data use – similar to Legrand Wiremold Evolution Floor boxes. Covers should be plush with inserts for floor finishes. All other electrical switches, alarm controls, thermostats, and other electrical controls should be concentrated vertically to use as little wall space as possible. No control unit should be located behind shelves.

The copy machine location should have a 120 volt outlet with a 30 ampere dedicated circuit.

Provide separate dedicated circuits under the checkout desk for the library's book theft security system and at the front doors. Provide infrastructure only.

Staff Work Area: 120 volt strip outlets at 1' intervals are to be installed the full length of all counters. Outlets are to be excluded within one foot on either side of sinks.

All outlets in close proximity (within 2') of water sources must be GFI outlets. All wall outlets in public areas should include USB ports.

Mechanical and Electrical systems shall be designed to increase energy efficiency and decrease energy consumption/utility bills.

[CONT.] LIBRARY BUILDING SPACE PROGRAM

Consider energy efficient systems like geothermal heat pump systems.

Plumbing fixtures should be low flow.

Safety and Security/Visual Supervision:

When fire extinguishers are being installed, give the same consideration as is given to electrical controls in order to conserve wall space for wall shelving.

As noted under "A.D.A. Requirements," emergency alarm systems must be provided to alert hearing impaired persons of emergency conditions, including strobe lights visible from all areas of the building, and an emergency notification board near the information/reference desk.

Book Security: Plan for installation of a book security system, preferably RFID, with conduit and outlets for security gates at the entrance/exit.

Security cameras will be used by the library for both interior and exterior locations. The library should be designed for visual control from the service desk on each floor. However, in keeping with current library trends, library staff should be roaming the floor plan to assist patrons.

Shelving:

All shelving 66"high (or lower for reference and easy books) with 42" aisles.

Retail feel, no canopy tops (except at 48" high shelving units).

End Panels: Where budget allows the library would like to utilize end panels as display opportunities and incorporate slatwall display panels to permit displays of library materials.

New Books: New Books should be mobile, have a prominent location on the public floor with face out display.

Magazines: Magazines should be housed in acrylic boxes (MagBox or similar) on standard library shelving.

Multi Media: DVD shelving should be housed on face out retail type shelving.

Checkout Area: Provide 12" deep 48" high adjustable shelving in 3' wide close proximity to the Checkout Desk for holds.

Public Area Library Shelving: All and free-standing shelving in the library shall be in standard 3' lengths. Avoid single-faced wall attached shelving as much as possible within the general collection. Distance between free-standing shelving units and/or between shelving units and furniture must be a minimum of 42." In areas

of volume traffic, a minimum of 5' between rows of furniture and shelving. Free-standing island shelving shall not exceed 27' in length (9 sections). **Standard free-standing shelving units** in the Main Study/Collection Area are to be double-faced, not more than 66" high, 10" actual/11" nominal depth. Free-standing units shall not exceed 24' in length. It is preferable that reference shelving shall not be more than 48" high, 12" actual/13" nominal depth. Shelving with integral lights should be considered should budget allow. **Audio Visual shelving** should be a gondola retail type as manufactured by The Professional Design Store, LIFT and others. Include nine (9) dividers per shelf and a rubber mat to prevent slippage.

Standard adjustable library shelving for processing/holding of returned library materials prior to re-shelving should be double-faced 90" high x 12" deep units or equivalent single-faced units.

Industrial Shelving for general storage in Staff Storage and Supply Room should be single-faced 84" high x 18" deep x 48" wide units.

Casters should be added to library shelving in the Teen Area, Children's Area and browsing collection. Each section shall be a free-standing independent unit and not a starter/adder bolt-together type.

Industrial Shelving for general storage. Eight (8) single-faced 78" high x 15"/18" or 24" deep x 48" wide units. 160 linear feet. Each section shall be a free-standing independent unit and not a starter/adder bolt-together type.

Librarian's Offices: Standard adjustable library shelving to accommodate books. Two (2) 66" hgh SF Units.

Tackboards: Specifically sized tack/markersboards are called out in the Furniture/Equipment lists within each individual space description for the Lobby, and Staff Work Area, and the Staff Rest Area.

Office Workstations:

Library staff is collaborative by nature and current 60" high panels are too tall to encourage collaboration. New workstations should be lower and allow for staff interaction in the seated position.

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

MILTON LIBRARY | MAIN READING AREA
Milton, Georgia



[CONT.] LIBRARY BUILDING SPACE PROGRAM

Landscaped office components within the Librarian's Office shall include one 6' long x 2' deep desk surface with a 4' long x 18" deep return, one 48" long legal lateral file unit below the side return, two open shelves above the desk surface, three box drawers, one pencil drawer. This wall system shall include a 6' long x 3' wide conference table opposite the landscaped office desk surface. Consult with library staff for refinements to these requirements.

Signage:

Interior Code related and library specific signage should be included in the one bid package.

Attractive, contemporary and legible signage, both informational and directional, should be incorporated into the building design at time of design development. The signage should be part of the FF&E contract to ensure all signs match in style.

All interior signage (Doors, hanging, wall, and book stacks) should be coordinated and maintain good contrast between background and lettering. Standardize the typeface for all signage. Individual room and book stack signs (end panels) shall have 8 1/2 x 11 paper insert sizes.

All alarmed emergency exit doors shall be signed in 1" white letters on a red background with "Emergency Exit Only, Alarm Will Sound."

Americans with Disabilities Act (A.D.A.) Compliance:

The facility shall be designed to be compliant with U.S. Public Law 101-336 (Americans with Disabilities Act of 1990), and with Federal Rules and Regulations as promulgated in the Federal Register, Vol. 56, No. 144, Friday, July 26, 1991. Where A.D.A. facility requirements vary from state and local accessibility requirements, the more restrictive requirement shall apply. A.D.A. requirements go beyond previous accessibility requirements to include increased life safety equipment, signage, desk heights, and carpet pile thickness. This project will meet or exceed Texas Accessibility Standards 2017.

Building Materials and Finishes: Maintenance Considerations:

The facility should be designed throughout to minimize ongoing maintenance requirements. Use Scuff Proof paints (Benjamin Moore Scuff X) and type II vinyl wall coverings which are durable and easily cleaned.

Wherever possible use stock catalog products from suppliers or manufacturers for items such as flooring, ceiling tiles, paints, wall coverings, upholstery, and counter laminates.

Require the general contractor or subcontractors to provide preventative maintenance manuals giving timetables for

maintenance of mechanical/plumbing/electrical equipment (including supplier contacts and parts manuals), and for care and cleaning of furniture/equipment/fixtures.

Contractors or subcontractors should be required to provide training in the operation and maintenance of installed systems by professionals who are familiar with those systems.

Require contractors to provide "attic stock" of certain building materials for maintenance or repair, including wall coverings, ceiling tile, carpet, carpet tiles, vinyl tile, and ceramic tile (3-5 percent suggested). Space for storage of attic stock should be included in the building program.

Computer/Data Communication Needs:

Wireless should be available throughout the library. Lounge chairs should be located near Power/USB ports. Public reader tables and computer benching should include pop-ups for Power/USB and wire management.

Exterior Considerations:

The exterior should be landscaped and include benches and other seating for those waiting for rides or using the facility's wireless connection. A space for outside programming should be considered. Bike racks and trash bins should be provided. In addition to the drive-up book return and service window, a bus drop-off should be planned for school field trips.

The building should also offer the following spaces:

- Outdoor program spaces
- Views to inside the library from the sidewalk/street
- Views to exterior features

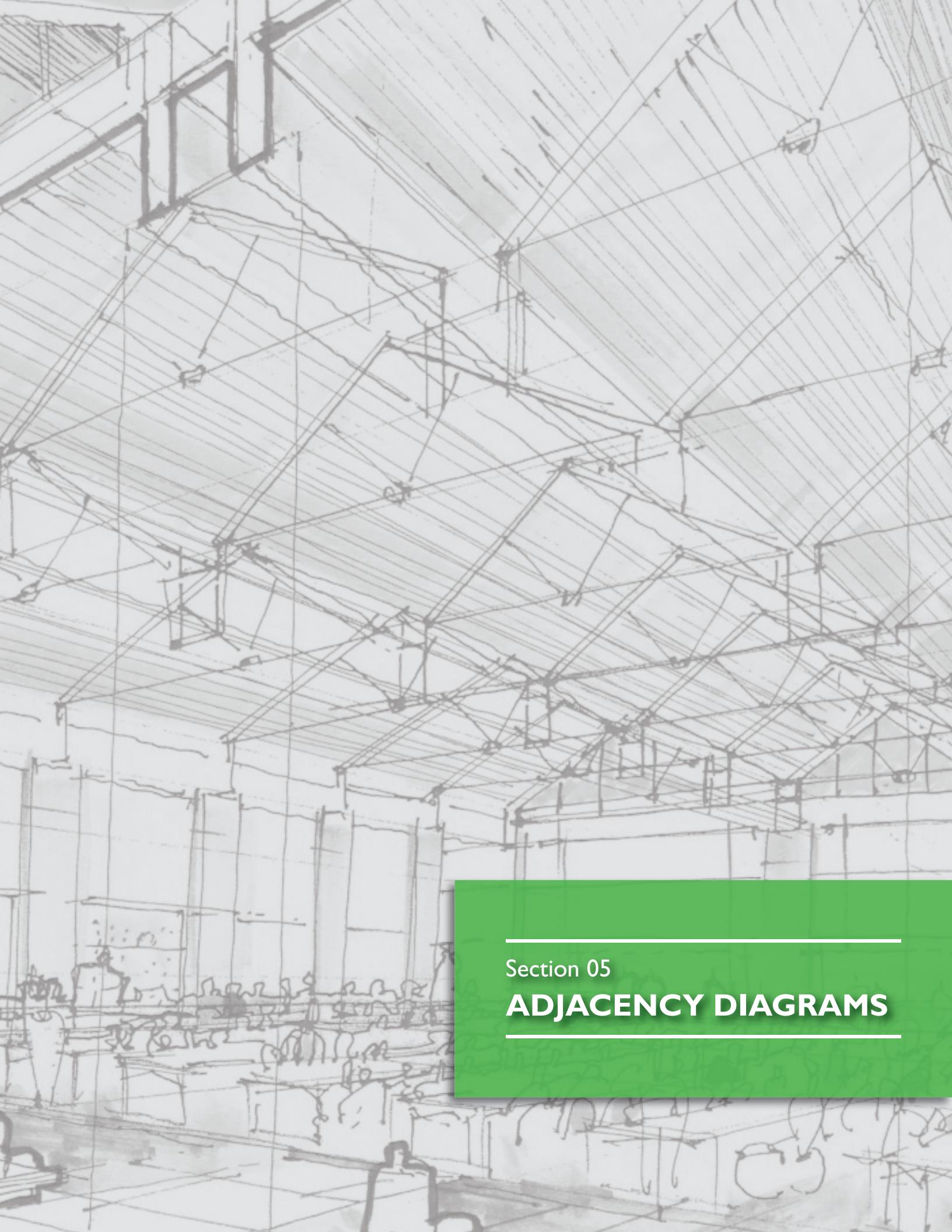
"Urban Institute researchers repeatedly found that public libraries are highly regarded, and are seen as contributing to stability, safety and quality of life in neighborhoods. They are bolstering downtown and suburban cultural and commercial activity. "

Building Program Summary		Quantity	Square Feet	Total Square Feet	Sub Total	Volumes per Single Face Sections 75% capacity	ILL Volumes	Hold Volumes	% in Circulation	Collection Total Capacity	Seating Total Capacity	Notes
Riter C. Hulsey LIBRARY												
A. Entrance/Vestibule						510 SF						
1. Vestibule		1	200	200	510							
2. Seating		3	20	60								3
3. Friends of the Library Book Sale		1	110	110								
4. Newspaper/Brochure Display		2	30	60								
5. Book Return		1	80	80								
B. Information and Copy Center						759 SF						
1. Service Desk					459							
(2) Computers		3	60	180								
(3) Receipt Printers		3	15	45								
(2) Self Check		2	60	120								
Cart Parking		3	20	60								
Return Slot with Depressible Book Cart		1	30	30								
SF Shelving - Memorial Adopt a Books, ILL, RC		2	12	24								Under Consideration
2. Copy/Business Center					300							
Counter for Equipment, Storage Below		1	60	60								
Copy		1	40	40								
Fax		1	40	40								
Scanner		1	40	40								
Printing		1	40	40								
Vending for Supplies		1	40	40								
Change Machine		2	20	40								
C. Library Customer Service						1,770 SF						
1. Inner Lobby Display					160							
New Books-Adults		3	20	60			108	324	40%	454		
New Books-Adult New Reader		1	20	20			108	108	40%	151		
Holds-60 Linear Feet		4	20	80								
2. Book Kiosk Gates		1	50	50	50							
3. Self Check		2	30	60	60							
4. Public Restrooms		2	640	1,280	1,280							
Family Unisex Restrooms		2	80	160	160							
5. Location Room (Sink, Chair and Undercounter Ref)		1	60	60	60							
D. Café						470 SF						
1. Vending					90							
Cold Drinks		1	30	30								
Hot Drinks-Requires Water Line		1	30	30								
Snacks		1	30	30								
2. Bistro Tables		3	60	180	180							
3. Booths (w/Book Sale Shelves on the Back)		2	80	160	160							
4. Storage		1	40	40	40							
E. Gallery						330 SF						
1. Display		1	80	80	80							
2. Power Wall		1	90	90	90							
3. Case for Traveling Exhibits/Local Art Displays		1	60	60	60							
4. Local History Permanent Display		1	100	100	100							
F. Adult Services						9,080 SF						
1. Collections					5,098							
500 Reference - 3 Shelves High 44"		7	12.5	88			81	567	0%	567		
4000 Large Print - 5 Shelves High		40	12.5	500			92	3,680	9%	4,011		
20000 Fiction 5 Shelves High - 66"		208	12	2,496			96	19,968	10%	21,965		
16000 Non-fiction 5 Shelves High - 66"		130	12	1,560			112	14,560	12%	16,307		
1000 Biography - 5 Shelves 66" High		10	12.5	125			92	920	13%	1,040		
800 Spanish Language		7	12	84			120	840	4%	874		
400 Graphic Novel		4	12	48			120	480	4%	499		
1000 Audio Books		2	15	30			450	900	26%	1,134		
3000 DVD/BR 10 Shelves - 66" High		6	15	90			450	2,700	35%	3,645		
Oversized Books		1	15	15			133	133	24%	165		
50 Magazines		4	13	50			15	60	0%	60		
8 Newspapers		1	13	13			10	10	0%	10		
2. Genealogy Room					2,110							
Collection - 5 Shelves High - 66"		130	12	1,560			112	14,560	12%	16,307		
Genealogy - Lockable Cabinet		2	20	40								
Reader Printer		1	50	50								
Microfilm Cabinet		1	30	30								
Computers		2	50	100								
Layout Tables		2	100	200								
Map Cabinet		1	50	50								
Local History Files		4	20	80								
3. Wings - Adult Education					232							
700 Collection - 5 Shelves High - 66"		6	12	72			112	672	12%	753		
Study Tables		2	80	160								



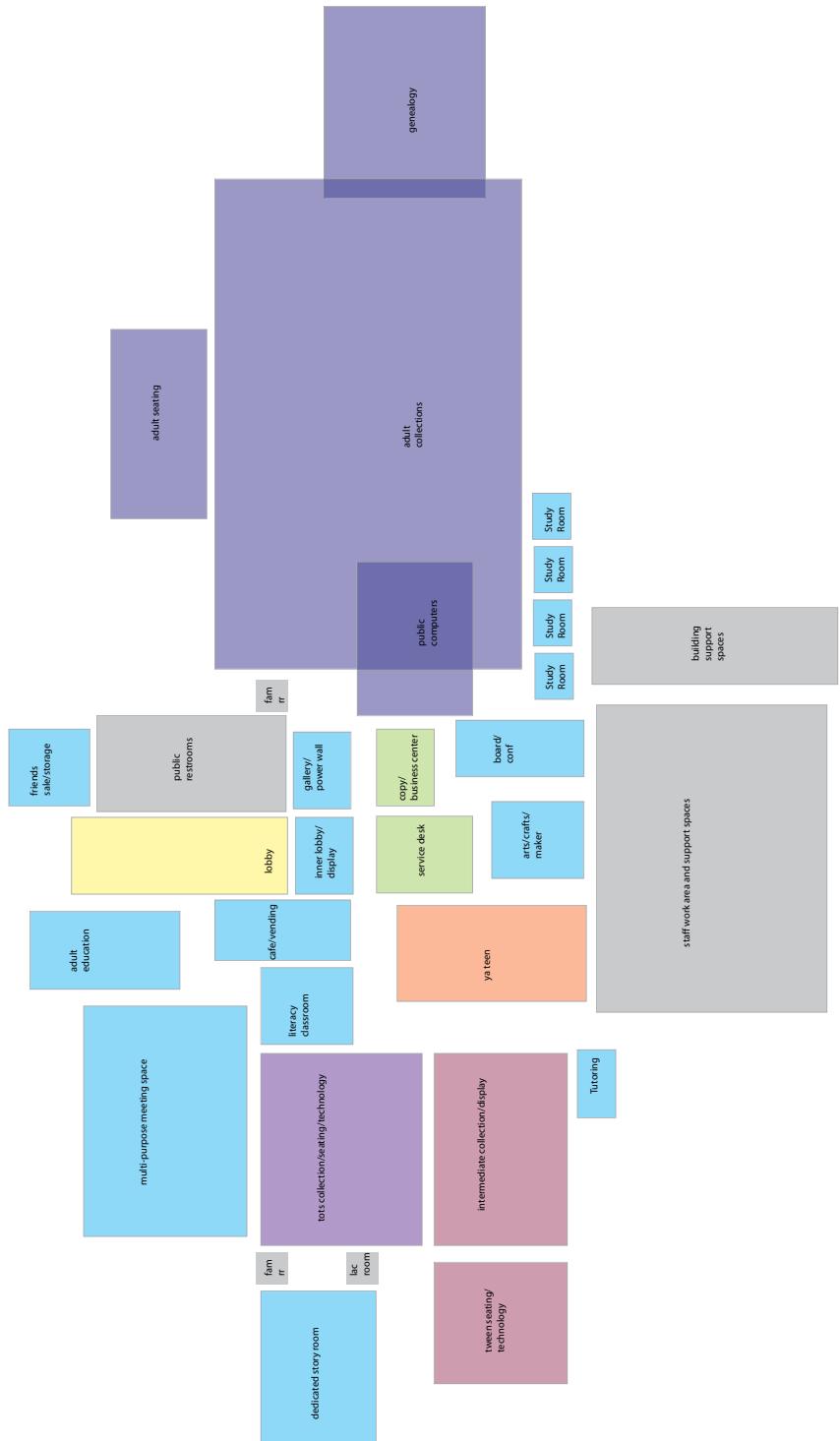
Building Program Summary
Riter C. Hulsey LIBRARY

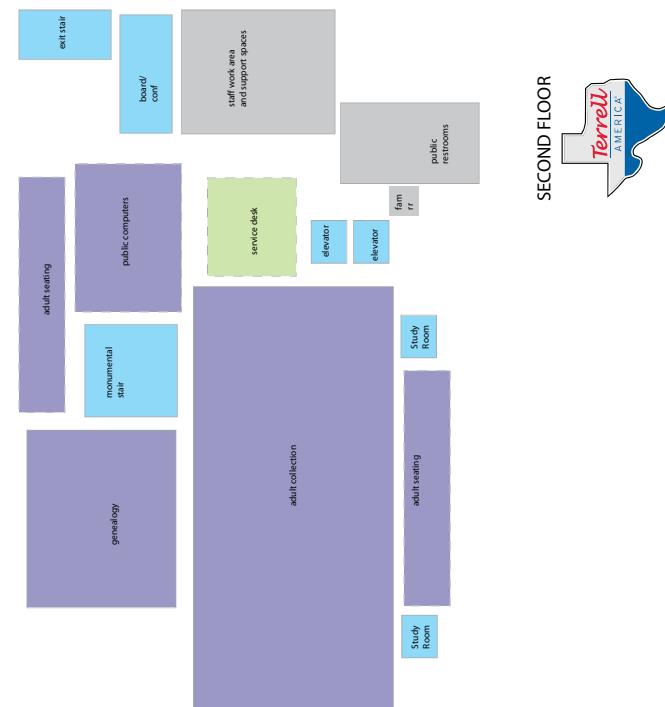
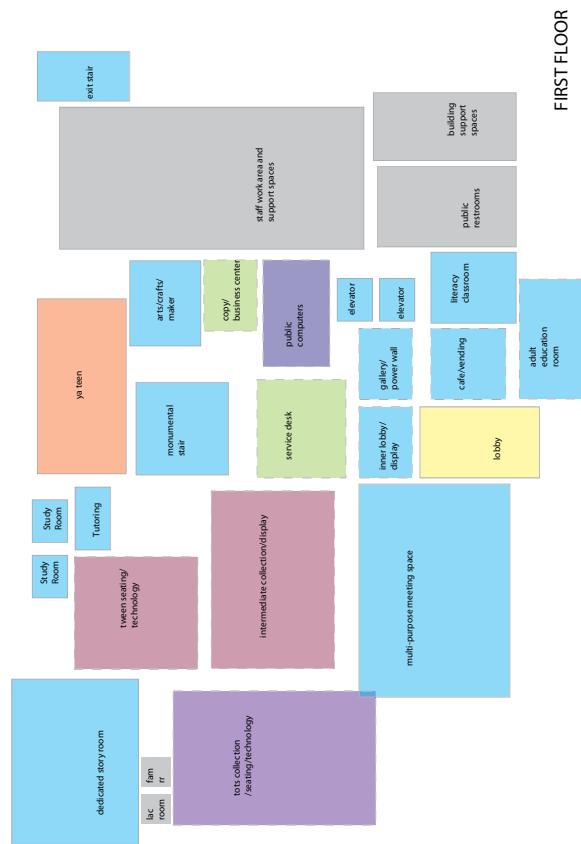
Building Program Summary		Quantity	Square Feet	Total Square Feet	Sub Total	Volumes per Single Face Sections	Volumes Held	% in Circulation	Collection Total Capacity	Seating Total Capacity	Notes
Riter C. Hulsey LIBRARY											
4. Adult Literacy Classroom		20	15	300	300					20	
5. Tutoring (Near Children's and Teens)		2	80	160	160					4	
L. Technology and Telecom						1,100 SF					
1. Adult Computers					900						
Staff Help Station		1	100	100							
Single Person PC Station		20	40	800							
2. PAC		4	20	80	80						
3. IT Room		1	120	120	120						
M. Staff Work Areas						4,836 SF					
1. Work Area					3,696						
Director's Office		5	140	700							
Shared Conference Space		1	110	110							
Staff Workstations		17	80	1,360							
Processing Table with Overhead Storage		1	60	60							
Paper Roll		1	20	20							
Check in Stations - HT Adjustable		3	80	240							
Work Counter with Sink		1	80	80							
Work Islands		1	100	100							
Shelving		8	12	96							
Die Cut Machine/Dies		1	40	40							
Laminator		1	30	30							
Printer		1	30	30							
Copy		1	30	30							
Cart/Parking		14	20	280							
Bin Storage		1	40	40							
Volunteer Work Area		2	80	160							
Shredder		1	20	20							
Friends Work Area/Storage		2	100	200							
Donation Sorting Area		1	100	100							
2. Support Spaces					660						
Interior Book Return with Shelf		2	80	160							
Safe Closet		1	50	50							
Storage - Supply		1	100	100							
Storage - Holiday		1	100	100							
Storage - Youth Services		1	100	100							
Storage - Attic Stock		1	100	100							
Washer and Dryer - Stackable		1	50	50							
3. Staff Lounge		1	320	320	320						
4. Staff Restrooms											
Wall mounted WC and Sink		2	80	160	160						
N. Custodial and Maintenance						750 SF					
1. Janitor Closet		1	80	80	80						
2. Maintenance Storage		1	110	110	110						
3. Delivery Area					180						
HT Adjustable Table		1	100	100							
Industrial Shelving		4	20	80							
4. Mechanical Room		1	240	240	240						
5. Electrical Room		1	140	140	140						
O. Parking and Exterior Amenities						0 SF					
1. Book Return					0						
2. Bike Rack											
3. Public Art											
4. Story Walk											
5. Seating											
6. Trash/Ash Receptacles											
7. Landscaping/Greenspace											
8. Monument Sign - Digital											
Assignable Square Feet						30,782 SF	Housed Collection	Total Collection	Seating		
Gross Square Footage (85%)						35,399 SF	90,732	194,130	487		



Section 05

ADJACENCY DIAGRAMS





**RITER C. HULSEY LIBRARY
ADJACENCY DIAGRAM - two floor**

April 12, 2018

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