

# Expansion and Renovation Project

Elk Rapids District Library

July 8, 2016

## Building Program Space Outline

Hopkins Burns Design Studio / Daniels and Zermack Architects

BUILDING PROGRAM AREA	Comments in Italics	# of Units	Sq.ft. / Unit	Sq.ft. required	Area Subtotal	Dept. Total	Main Floor	Lower Level
<b>ENTRY / CONTROL / RECEPTION</b>						<b>270</b>	<b>270</b>	
<b>Vestibule</b>				<b>Subtotal</b>	<b>115</b>			
Seating:	Outdoor bench	1	0	0				
Special use:	Vestibule	1	100	100				
	Ash/trash urn	1	0	0				
	Literature display	1	15	15				
<b>Entry Lobby</b>				<b>Subtotal</b>	<b>105</b>			
Seating:	Bench	1	30	30				
	Standing Room	25	3	75				
Special use:			0	0				
<b>Exterior Book Return</b>				<b>Subtotal</b>	<b>50</b>			
Special use:	Book return roomlet, secured	1	50	50				
<b>CIRCULATION DEPARTMENT</b>						<b>908</b>	<b>908</b>	
<b>Circulation Desk</b>				<b>Subtotal</b>	<b>443</b>			
Staffing:	Check- out / Check-in station	1 stand-up		staff networked PC	1	150	150	
	Check- out station	1 sit-down		staff networked PC	1	150	150	
	Registration	0 sit-down		staff networked PC	0	100	0	
	Tasks chairs/stools		2	0	0	0		
	Waste basket	med	1	0	0	0		
	Recycle bin	med	1	0	0	0		
Special use:	Cash register	omitted	0	15	0			
	Storage cabinets (supplies)	behind desk	4	15	60			

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BUILDING PROGRAM AREA		Comments in Italics	# of Units	Sq.ft. / Unit	Sq.ft. required	Area Subtotal	Dept. Total	Main Floor	Lower Level
	Book Carts	<i>in desk</i>	2	5	10				
	Circ system printer	<i>behind desk</i>	1	0	0				
	Laptop charging area	<i>behind desk</i>	1	10	10				
	Self-checkout units	<i>not required</i>	0	40	0				
	Reserve shelving	<i>staff access only, not self service, 6 shelves/unit</i>	84" 1	12	12				
	Book drop	<i>walk up, in desk, one slot</i>	1	15	15				
	Recomended book display	<i>staff picks / new books</i>	66" 1	12	12				
	Just returned area	<i>book truck parking, one side exposed</i>	2	12	24				
	Queing space		0	60	0				
<b>Book Returns</b>	after hours	<i>adjacent to lobby above</i>				<b>Subtotal</b>	<b>0</b>		
Special Use:	Drive up return	<i>not required</i>	0	35	0				
	After Hours pick up lockers	<i>not required</i>	0	25	0				
<b>Staff Workroom</b>						<b>Subtotal</b>	<b>465</b>		
Staffing:	Staff support, cataloging stations	<i>staff networked PC</i>	2	100	200				
	Youth Librarian workstation	<i>not required, all shared</i>	0	100	0				
	Check in station	<i>not required, check in at desk</i>	0	100	0				
	ILL sorting area		1	30	30				
	Task stools w/ arms		0	0	0				
	Task chairs w/ arms		2	0	0				
	Laterall files	<i>3 drawer, locate under island or near youth librarian</i>	2	15	30				
	Waste baskets	<i>medium</i>	2	0	0				
	Recycle bins	<i>medium</i>	2	0	0				
Special use:	FAX machine	<i>on counter</i>	1	0	0				
	Printer	<i>on counter</i>	1	0	0				
	Counter workstation	<i>stool height knee space</i>	1	25	25				
	Built-in storage	<i>wall/perimeter, closable w/ counter space</i>	84" 4	15	60				
	Shelving units	<i>general, profesional collection, etc.</i>	2	10	20				
	Trash receptacle	<i>large</i>	1	0	0				
	Work island	<i>w/ built-in storage, flat file?</i>	1	75	75				
	Book trucks		5	5	25				
<b>ADMINISTRATION DEPARTMENT</b>						<b>Total</b>	<b>205</b>	<b>205</b>	
<b>Library Director's Office</b>						<b>Subtotal</b>	<b>205</b>		
Staffing:	Librarian	<i>staff networked PC</i>	1	85	85				
	Future Admin assistant	<i>knee space at back credenza/desk return for part time use</i>	1	40	40				
	Task chairs w/ arms		2	0	0				
	Wastebasket	<i>medium</i>	2	0	0				
	Side chairs		2	15	30				

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BUILDING PROGRAM AREA		Comments in Italics	# of Units	Sq.ft. / Unit	Sq.ft. required	Area Subtotal	Dept. Total	Main Floor	Lower Level
	File cabinet	<i>lateral</i>	2	15	30				
	overhead storage		2	0	0				
	printer		1	0	0				
	Shelving units		2	10	20				
	small conference table for 3	<i>not required</i>	0	75	0				
<b>ADULT SERVICES</b>			<b>total public seats (including Popular)= 20</b>			<b>Total</b>	<b>1,995</b>	<b>1,995</b>	
<b>Reference Collection</b>						<b>Subtotal</b>	<b>190</b>		
		<i>sit down, not required, combined with Circ, may be desirable depending on arrangement &amp; staff budget</i>							
Staffing:	Reference desk workstations	<i>staff networked PC</i>	0	150	0				
	Networked printer		0	0	0				
Collection:	General reference shelving	<i>includes historical interview videos</i>	84"	1	15	15			
	Michigan Collection		84"	1	15	15			
	Ready reference	<i>any behind circ desk or where locate?</i>	42"	0	10	0			
Seating:	Lounge		0	35	0				
	Study Carrel	<i>power for laptop use</i>	0	40	0				
	4-place table	<i>power for laptop use</i>	0	100	0				
	2-place table	<i>power for laptop use</i>	0	50	0				
	Reading chairs		0	0	0				
	Task chairs		4	0	0				
Special use:	Dictionary stand	<i>not required</i>	0	20	0				
	Computer area	<i>sit-down, plus 6 laptops for use at reader seating</i>	4	40	160				
	Networked printer/copier	<i>not required, behind desk</i>	0	40	0				
	Print release / sign up station	<i>not required</i>	0	40	0				
	OPAC	<i>stand-up, with nonfiction</i>	0	30	0				
<b>Photocopier/Public Bulletins</b>						<b>Subtotal</b>	<b>70</b>		
Special use:	Photocopier	<i>counter model</i>	1	40	40				
	collating area / sorting table		1	15	15				
	Tax form distribution		1	15	15				
	Coin machine / changer	<i>not required, print behind circ desk</i>	0	15	0				
	Network printer	<i>not required, print behind circ desk</i>	0	30	0				
	Bulletin board for public notices	<i>Q: locate at entry vestibule instead?</i>	1	0	0				
<b>Nonfiction Collection</b>						<b>Subtotal</b>	<b>594</b>		

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<b>BUILDING PROGRAM AREA</b>		<i>Comments in Italics</i>	# of Units	Sq.ft. / Unit	Sq.ft. required	Area Subtotal	Dept. Total	Main Floor	Lower Level
Collection:	Nonfiction		84"	32	11	352			
	Display for new / reccomended books		66"	1	12	12			
Seating:	Lounge		0		35	0			
	Benches			1	20	20			
	4-place table	<i>power for laptop use</i>		0	100	0			
	2-place table	<i>power for laptop use</i>		3	50	150			
	Reading chairs		6		0	0			
	Task chair			0	0	0			
	Wastebaskets	<i>medium</i>		1	0	0			
Special use:	PC (opac)	<i>stand-up</i>		1	25	25			
	Fireplace	<i>existing, may be with other department</i>		1	35	35			
<b>Large Print</b>						<b>Subtotal</b>	<b>132</b>		
Collection:	Large print		66"	11	12	132			
Seating:	Lounge chairs		0		35	0			
	2-place table			0	50	0			
	Reading chair w/ arms		0		0	0			
<b>Fiction Collection</b>						<b>Subtotal</b>	<b>877</b>		
Collection:	Fiction		84"	26	11	286			
	Mysteries		84"	11	11	121			
	Sci Fiction		84"	2	11	22			
	Westerns		84"	1	11	11			
	Suspense		84"	11	11	121			
	Romance		84"	7	11	77			
	Paperbacks	<i>included in fiction above?</i>		0	11	0			
	Display for new / reccomended books		66"	1	12	12			
Seating:	Benches			1	20	20			
	Lounge chairs	<i>power for laptop use</i>	2		35	70			
	2-place table	<i>power for laptop use</i>		2	45	90			
	Reading chair w/ arms		4		0	0			
	Occasional table			2	6	12			
Special use:	PC (opac)	<i>with nonfiction</i>		0	35	0			
	Fireplace	<i>existing, may be with other department</i>		1	35	35			
<b>Adult AV collection</b>						<b>Subtotal</b>	<b>132</b>		
Collection:	Books on CD	<i>with DVDs</i>	66"	0	12	0			
	Music CD	<i>in pull out browser bins on shelving</i>	66"	1	12	12			
	DVD	<i>on shelving</i>	66"	9	12	108			

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BUILDING PROGRAM AREA		<i>Comments in Italics</i>	# of Units	Sq.ft. / Unit	Sq.ft. required	Area Subtotal	Dept. Total	Main Floor	Lower Level
	Video	<i>on shelving, mostly WWII vet interviews, house with reference</i>	66"	0	12	0			
Seating:	Lounge		0		35	0			
	Carrel		0		30	0			
	Reading chairs		0		0	0			
	Task chair		0		0	0			
Special use:	Display for new / recommended titles		66"	1	12	12			
<b>POPULAR AREA</b>						<b>Total</b>	<b>447</b>	<b>447</b>	
<b>Current Periodicals</b>						<b>Subtotal</b>	<b>423</b>		
Collection:	Shelving - magazines	<i>backfiles behind display 12 titles/unit</i>	66"	4	20	80			
	Newspaper display	<i>approx 44 adult &amp; YA (1) titles currently, youth titles in Childrens</i>	66"	1	20	20			
Seating:	Lounge		6		35	210			
	2-place table		1		45	45			
	4-place table		0		100	0			
	Reading chair w/ arms		2		0	0			
	Occasional table		3		6	18			
Special use:	Fireplace	<i>make operable?</i>		1	50	50			
<b>Browsing</b>						<b>Subtotal</b>	<b>24</b>		
Collection:	New books	<i>with adult collection</i>	66"	0	12	0			
	Free Beach Reads / Display	<i>Q: locate adjacent to circ or with periodicals?</i>	84"	2	12	24			
Seating:	Lounge	<i>power for laptop use</i>	0		35	0			
	2-place table	<i>power for laptop use</i>	0		50	0			
	Reading chairs		0		0	0			
	Wastebaskets	<i>medium</i>	0		0	0			
	Shop baskets rack		0		10	0			
	Occasional table		0		6	0			
Special use:	PC (opac)	<i>stand-up, omitted-included in nonfiction</i>		0	30	0			
<b>YOUNG ADULT</b>						<b>Total</b>	<b>551</b>	<b>551</b>	
<b>Young Adults</b>						<b>Subtotal</b>	<b>551</b>		
Collection:	Young Adult		66"	18	12	216			

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<b>BUILDING PROGRAM AREA</b>		<i>Comments in Italics</i>	# of Units	Sq.ft. / Unit	Sq.ft. required	Area Subtotal	Dept. Total	Main Floor	Lower Level
	Comics / Graphic Novels	<i>included in above</i>	66"	0	12	0			
		<i>YA Magazines (1 title) with adult</i>							
	Periodicals	<i>periodicals</i>	66"	0	12	0			
	Paperbacks	<i>included in above</i>	66"	0	12	0			
	YA BOCD	<i>included in above or with adult?</i>	66"	0	12	0			
	Recommended / new titles		66"	1	12	12			
Seating:	Lounge	<i>power for laptop use</i>		2	35	70			
	4 place table	<i>power for laptop use</i>		0	100	0			
	4 place booth	<i>power for laptop use</i>		1	100	100			
	2 place table	<i>power for laptop use</i>		1	45	45			
	Reading chair		6	0	0	0			
	Task chairs		2	0	0	0			
	Occasional table		2	4	8	8			
Special use:	Computer area	<i>Possibly space for two seats</i>		2	50	100			
	Gaming area	<i>each pc for gaming</i>		0	40	0			
	PC (opac)	<i>include separate? TBD</i>		0	40	0			
		<i>stand-up, with adult nonfiction</i>		0	40	0			
			<b>total public seats in Juvenile=</b>	<b>13</b>		<b>Total</b>	<b>1,228</b>	<b>1,228</b>	
<b>Entry Zone / Public Service Desk Area</b>						<b>Subtotal</b>	<b>90</b>		
Staffing:	Children's desk	<i>combined with Circ, may be desirable depending on arrangement &amp; staff budget</i>			0	125	0		
	Networked printer				0	0	0		
	Task chair w/ arms				0	0	0		
	Wastebasket/ Recycle bin	<i>medium</i>			0	0	0		
	Ready reference shelving		42"	0	10	0			
Special use:	Computer area	<i>sit-down, space for 2</i>		2	45	90			
	Networked printer	<i>located at circ desk</i>		0	40	0			
	OPAC	<i>sit down, with adult nonfiction</i>		0	35	0			
<b>New Books &amp; Browsing</b>						<b>Subtotal</b>	<b>87</b>		
Collection:	Shelving for new book display	<i>for all of Childrens collections</i>	60"	1	12	12			
	Periodical display		60"	1	15	15			
Seating:	Lounge / rocker	<i>Juvenile size?</i>		2	30	60			
<b>Preschool Collection</b>						<b>Subtotal</b>	<b>589</b>		

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<b>BUILDING PROGRAM AREA</b>		<i>Comments in Italics</i>	# of Units	Sq.ft. / Unit	Sq.ft. required	Area Subtotal	Dept. Total	Main Floor	Lower Level
Collection:	Board books	<i>on shelving w/ dividers</i>	42"	2	12	24			
	Juv Easy Readers		42"	4	12	48			
	Picture books	<i>shelving w/ dividers</i>	42"	11	12	132			
	Primary Fiction	<i>included in fiction below?</i>	42"	0	12	0			
Seating:	Lounge/parent seating	<i>chair &amp; a half: 1 adult, 1 child sit together</i>	1		45	45			
	4-place table	<i>23" ht, round</i>	1		90	90			
	Child reading chairs	<i>13" ht</i>	4		0	0			
Special use:	Display shelving for recommended titles		0		10	0			
	Coat area for toddlers	<i>hi-lo pegs</i>	15		2	30			
	Puppet storage rack		1		20	20			
	Puzzle table	<i>space for manipulatives type TBD</i>	1		50	50			
	Puzzle storage shelving	<i>possible cubbies below window seats</i>	1		15	15			
	Train table / bead maze	<i>space for manipulatives type TBD</i>	1		35	35			
	Thematic Element	<i>Any special space for play / theme area?</i>	1		100	100			
<b>Grade School Collection</b>						<b>Subtotal</b>	<b>426</b>		
Collection:	Junior Fiction		60"	15	12	180			
	J Paperback	<i>included in fiction above?</i>	60"	0	12	0			
	J Nonfiction		60"	8	12	96			
Seating:	Lounge	<i>juvenile</i>	2		30	60			
	4-place table	<i>25" ht</i>	1		90	90			
	Juvenile reading chairs	<i>15" ht</i>	4		0	0			
Special use:	OPAC	<i>sit down, is one required?</i>			35	0			<i>networked PC's</i>
<b>Juvenile AV Collection</b>						<b>Subtotal</b>	<b>36</b>		
Collection:	J Music	<i>Any or included in adult music collection?</i>	60"	0	12	0			
	J Books on CD		60"	0	12	0			
	J DVD / BOCD	<i>G-rated DVDs only, others w/ adult</i>	60"	3	12	36			
Seating:	Carrels		0		25	0			
	Juvenile reading chairs	<i>15" ht</i>	0		0	0			
<b>Storytime Room</b>						<b>Subtotal</b>	<b>0</b>		
Meeting:	To seat on floor	<i>not Included - use Programs room</i>			15	0			
	Adult seating				10	0			
	Reader seat				40	0			
	Additional Crafts space				10	0			
Special use:	Storage / prop cabinets	<i>incl. flat file, sink</i>			100	0			
	Wastebasket	<i>large</i>			0	0			





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	Water cooler		1	5	5				
	Pegs for coats		6	1	6				
<b>PROGRAMS SPACE</b>						<b>Total</b>	<b>1,665</b>		<b>1,665</b>
<b>Programs Room</b>						<b>Subtotal</b>	<b>1,210</b>		
Meeting:	Seating at Chairs	<i>or seminar table set up for 24 at 12 tables</i>	65	10	650				
	Presenter space	<i>lecturn space</i>	1	150	150				
Special use:	Storage for chairs/tables	<i>adjacent room(12 seminar tables 24x72)</i>	1	100	100				
	Coat Closet	<i>adjacent room or within space?</i>	65	1	65				
	AV equipment storage		1	35	35				
	Crafts program storage & prep area		1	150	150				
	Kithcennette	<i>sink, undercounter refrigerator, mircrowave?</i>	1	60	60				
	Wastebasket	<i>large</i>	1	0	0				
	Projection Screen	<i>LCD projector or LCD TV on wall?</i>	1	0	0				
	Smartboard	<i>include?</i>	1	0	0				
<b>Programs Room Lobby</b>						<b>Subtotal</b>	<b>455</b>		
Seating:	Bench		1	30	30				
	Lounge	<i>assume in lower level, not included in reader seating count</i>	2	35	70				
	2 place table	<i>bistro / café table casual seating</i>	2	50	100				
	Reading chair	<i>assume in lower level, not included in reader seating count</i>	6	0	0				
	Standing Room	<i>Traffic dispersal, near toilets &amp; entry for after hours use?</i>	45	3	135				
Special use:	donor wall display	<i>donor recognition display area</i>	1	15	15				
	Coffee bar area	<i>sink, keurig coffee, storage, possibly run by Friends group?</i>	1	50	50				
	Vending machines	<i>water connection?</i>	2	20	40				
	Recycling center		1	15	15				
	Wastebasket	<i>large</i>	1	0	0				
<b>FACILITIES MANAGEMENT</b>						<b>Total</b>	<b>431</b>		
<b>Server Room</b>						<b>Subtotal</b>	<b>65</b>		65
Special use:	Server stations(racks)	<i>May combine with IT Staff but should be secured</i>	1	35	35				
	Routers/wiring space		1	30	30				
	Work counter		0	10	0				
<b>IT Staff Workroom</b>						<b>Subtotal</b>	<b>135</b>		135
Staffing:	Staff workstation	<i>may combine with server room</i>	1	85	85				

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	Computer set up / repair area		1	50	50				
	Task chairs w/ arms		1	0	0				
	Waste baskets	<i>medium</i>	1	0	0				
	Recycle bins	<i>medium</i>	1	0	0				
<b>Maintenance Closet - Main floor</b>						<b>Subtotal</b>		37	
Special use:	Service Sink	<i>mop rack, supply shelving</i>	1	30	30				
	Shelving	<i>maintenance manuals, waranty information</i>	1	7	7				
<b>Maintenance Closet - Lower Level floor</b>						<b>Subtotal</b>			30
Special use:	Service Sink	<i>mop rack, supply shelving</i>	1	30	30				
	Shelving		0	7	0				
<b>Shipping / Receiving Area</b>						<b>Subtotal</b>		164	
Special use:	Receiving area	<i>deliveries through front door</i>	1	75	75				
	ILL staging area		2	7	14				
	Packaging counter	<i>storage below</i>	1	40	40				
	Recycling Center		1	15	15				
	Shelving units		2	10	20				
<b>General Storage</b>						<b>Subtotal</b>			0
Special use:	Closed storage room	<i>use existing areas in lower level</i>	0	120	0				
<b>TOTAL NET SQUARE FEET</b>			49			8,792	8,792	6,090	2,702
			8						
<b>UNASSIGNABLE SPACE (net to gross ratio)</b>				26.2%	of gross	<b>Total</b>	<b>3,120</b>		
<b>Mechanical Rooms and Service Panels</b>						<b>Subtotal</b>			1,000
Special use:	Mechanical / Storage	<i>existing lower level areas, likely not functional re-use area</i>	1	700	700				
	Mechanical - New Addition	<i>For new addition</i>	1	300	300				
	Water meter / utilities room	<i>in mechancial space</i>	0	0	0				
	Electrical Service Room	<i>in mechanical space</i>	0	0	0				
<b>Restrooms</b>						<b>Subtotal</b>			300
Special use:	Public Restrooms - Lower Level flo	<i>single occupancy, changing area in each</i>	2	60	120				120
	Public Restrooms - Main floor	<i>single occupancy, changing area in each</i>	2	60	120			120	
	Family / Youth Restrooms	<i>adult sized fixtures, Omitted</i>	0	75	0			0	
	Staff Restrooms	<i>single unisex, locate near staff lounge</i>	1	60	60				60
<b>Vertical Circulation</b>						<b>Subtotal</b>			325

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Special use:	Elevator		<i>existing lift, including machine room, not full size</i>	1	125	125			62.5	62.5
	Stairs - existing			1	200	200			100	100
	Stairs - new for addition		<i>assume not required, exits at grade, may be desired to access programs room lobby</i>	0	250	0			0	0
<b>Horizontal Circulation &amp; Wall Thicknesses</b>					17%	<b>Subtotal</b>	<b>1,495</b>		<b>1,035</b>	<b>459</b>
<b>TOTAL GROSS SQUARE FEET</b>								<b>11,912</b>	<b>7,408</b>	<b>4,504</b>
<b>EXISTING BUILDING AREA SUMMARY</b>								<b>6,487</b>		
First Floor Gross Area							3,735		3,735	
Lower Level Occupiable Gross Area							1,919			1,919
Lower Level Mechanical Gross Area							833			833
<b>PROJECTED ADDITION GROSS SQUARE FEET</b>								<b>5,425</b>	<b>3,673</b>	<b>1,752</b>