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## City Administrator Report to Mayor & City Council

May 15, 2015, Edition No. 173

### WEEKLY UPDATE:

1. Fire Department: For our June In-Depth session, we plan on having Chief Ewers attend and present on Ambulance Staffing and Operations. I'd like to keep up this theme with departments and spread out as sessions allow. If you have specific questions that you would like the department to address at the June In-Depth, please feel free to forward those on to me. We'd also love to hear if you have a specific topic on your mind that you would like to see at a future in-depth session. This allows the entire council to be involved in the discussion.
2. Tour: If there is interest in having staff revive the tour of project sites, please let me know and we will schedule and advertise a meeting.
3. Fire Grant: Please see the attached grant award (no match) that was awarded by the MHSF. Tom Summitt wrote the grant. The grant is for \$17,000 for a ReVel Enhance Ventilator. This will replace our old ventilator. The department has just the one unit. It's a vent, CPAP, and BiPap machine. used for critical care transports where the patient is on a portable ventilator. We hook them up and continue the ventilations through the device during the transport to manage their breathing while they are intubated. These transports are staffed by paramedics who have critical care certification and we charge the specialty care transport charge of \$1,149 for these transports instead of the \$ 672 for Advanced Life Support.
4. Police: Numerous programming errors were found and corrected by Rayfield relating to the radios and repeaters. Three receive only repeaters were installed by Rayfield to take care of radio coverage issues. Existing repeaters at tower sites were found to contain errors in the firmware that is being worked on by Motorola. Temporary repeaters were programmed by Rayfield and installed by Supreme on Monday. A control radio (connecting dispatch to the radio system) was replaced on Monday. No reported problems for 48 plus hours! Rayfield will be preparing a complete report.
5. Library: George Lawson and Rob Winters will be presenting the attached draft at the May 20th Board meeting. The architects will use this as a guideline to develop the conceptual designs that will will see later in the process. The existing building is not covered in the attached Building Program but will be coming forward as well.
6. CAT: City and County staff updated the Vision Iowa CAT Grant board this past week on our progress with the trail and overall grant proposal. No major issues were identified and we will continue to provide monthly updates. The CIAT CAT Grant committee is meeting this coming Monday.
7. PD: Our Police K-9 has been exhibiting some behavioral issues, however the company has agreed to swap out the dog.
8. Living Green: The Living Green in Muscatine Celebration is today Friday, May 15, 2015: 4 -7 p.m. at the Nature Center. Join us in a fun filled event that

will feature 50 years of celebrating conservation in Muscatine county! This year, we are pleased to bring Stan Slaughter - Eco Troubadour to our event. There will be two performances, 5:15 and 6:15 pm. At 6:00 pm join us in celebrating the Muscatine County Conservation Board's 50th year!

**MUSCATINE HEALTH SUPPORT FOUNDATION**  
**209 Iowa Avenue • Muscatine, Iowa 52761-3730**

May 8, 2015

Mr. Thomas Summitt  
City of Muscatine-Muscatine Fire Department Ambulance  
312 East Fifth Street  
Muscatine, IA 52761

Dear Mr. Summitt:

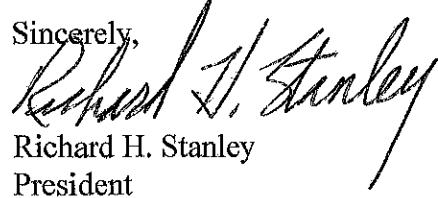
At its meeting on May 5, our Board of Directors considered your grant application in the amount of \$17,000 to purchase a ReVel Enhanced Ventilator. I am pleased to advise that your application was approved.

Our approval is contingent on legal review and execution of a grant agreement. We will initiate the legal review and expect it to be routine. Our administrator, Betty Anders, will be contacting you regarding the grant agreement.

The grant agreement will include a schedule for payment and reporting. We wish to receive the executed grant agreement prior to June 15, 2015. Upon receipt of this Agreement, we will pay over the full grant amount prior to June 30, 2015. Then, in approximately 18 months, or around December 15, 2016, one report will be presented to us. This report will detail actual usage during this time period, including a detailed accounting of the purchase of the ReVel Enhanced Ventilator.

We are pleased to be of assistance to the Muscatine Fire Department Ambulance once again with this project.

Sincerely,



Richard H. Stanley  
President

**DRAFT**

# **Building Program**

## **Musser Public Library**

**As Revised  
April 17, 2015**

**Prepared with the Assistance of  
George Lawson Library Planning  
and Gere Dismer Architects**

# Table of Contents

## Program Overview

Guide to the Building Program.....	1
Specific Design Considerations.....	2
Space / User Seating / Technology Summary.....	4
Spatial Relationships .....	5
Collection and Shelving Capacities.....	6
Shelving and Display Schedule.....	9

## Functional Area Descriptions

Parking and Exterior Site Features.....	13
Exterior Book/Media Return.....	14
Entry / Vestibule / Lobby .....	15
Restrooms .....	16
Program Rooms .....	17
Public Service Desk Area.....	18
The Mix.....	20
Youth Services.....	21
Information and Collaborative Commons.....	24
Teen Services .....	26
General Adult Print Collections.....	27
Grossheim Research and Interpretive Center.....	29
General Staff Workroom and Offices .....	32
Conference Room .....	34
Staff Room Area .....	35
Staff Entry/Receiving .....	36
Facility Services .....	37
General Storeroom.....	38
Yard Room.....	39
 General Building Design Considerations.....	40

# Program Overview

## Guide to the Building Program

The building program document is a description in words and numbers of the service and operational requirements for the proposed library building. The program serves as the library's written instructions to the architect in beginning the design process. The program is concerned with how the building is to function rather than how it will look.

The architect will want to review the program with the library and consultant to insure a complete understanding of project requirements. Revisions may arise from that review. It is also possible that the library will revise its program requirements during the course of schematic design based on additional information, budget considerations, and/or new understandings resulting from the graphical representation of spaces. It is important that any revisions to the program be explicitly approved by the Library Board.

The estimated space requirements of the building program will be tested by the architect. The preparation of schematic plans including furnishing layouts should be the final arbiter of space requirements for the building.

The building program includes numerous sections grouped in three broad divisions:

### Program Divisions

#### 1. Program Overview

These sections provide overarching issues for the project and summary data. The Space and Seating Summary offers a quick summary of all space allocations.

#### 2. Functional Area Descriptions

These sections provide the detailed description and requirements for each functional area of the building.

#### 3. General Design Considerations

These are common library design requirements that should be considered in any library building project.

## Specific Design Considerations

In preparing the program document a number of issues that affect the project across programmatic lines were identified. For this reason these issues are called to the planning team's specific attention.

**Expandability** - The architect should identify during the schematic design process a scheme that will allow for a future expansion of the facility. If future growth is based on a vertical expansion plan, the facility must provide for future elevator requirements in the initial construction.

**Public Art** - Please identify locations for the display of Grossheim prints, public art, and the relocation of any appropriate existing pieces.

**Wayfinding and Signage** - The layout of the building and services should support intuitive wayfinding. A comprehensive signage plan is also required. It should be recognized that sometimes less is more in a signage plan. A clutter of signage often results in signage that is ignored.

**Daylighting** - Provide as much daylight as possible to patron seating and staff work areas.

**ADA Accessibility** - The building should meet both the letter and the spirit of all ADA requirements.

**Public Computing, the Wireless Environment, and Device Re-Charging** – The Building Program reflects the accelerating trend of customers bringing their own mobile device to the library to support their digital activities. The architectural plan is to provide power access at public seating throughout the building to support personal computing and personal device charging. Provide power receptacles with both three-prong and USB ports for customer use at all public study and casual seats and at other convenient locations throughout the building.

**Storm Sheltering** - The architect is to identify an area or areas of the building in which staff and customers are to assemble in severe weather.

**General Circulation Path** – Provide a path from the receiving room to all workrooms, storerooms, and public floors that will allow passage of a pallet jack and pallet.

**Circulation Control and Theft Detection** – The library utilizes **RFID technology**. The design and configuration of theft detection equipment, building exits, circulation stations, check-in stations, and return chute locations should provide for this technology.

**Security/Locks** – A building security system including a digital video camera system is required. Consult with staff to identify specific locations and requirements. A digital proximity key-pass system for exterior doors and to all staff areas is required.

**Ergonomics** - The architect is requested to consider people friendly solutions in selecting furnishings, fixtures, and finishes such as furnishings and millwork that allow for comfortably situated keyboards, monitors, and accessories that adjust to different users; floor treatments at public service desks that respond to staff spending many hours on their feet; and light sources that reduce monitor glare.

**Furnishings** - Moveable furniture is preferred in every instance over fixed counters and cabinets. The only exceptions are counters with sinks.

**Shelving** - In every instance shelving is to provide a sloped base shelf. Back-stops are desired for every shelf.

**Raised Floor** – Explore the provision of plenum flooring in part or all of the building to facilitate the ubiquitous provision of power and data.

**Sound Control** – The architect is to provide treatments throughout the building to minimize distracting noise.

**Recycling** – Provide both trash and recycling receptacles throughout the public and support areas of the library. Provide outside storage for recycling.

## Space, User Seating, and Public Technology Summary

Programmatic Area	Square Feet	Study Seating	Casual Seating	Technology Stations	Other Seating
Exterior Book/ Media Returns	40				
Entry/Vestibule/Lobby	unassigned				
Restrooms	unassigned				
Program Room	3,000				150
Customer Service Desk Area	1,570			2 selfchecks	
The Mix	1,661		11	2 catalog stations	
Youth Services	7,949	24	20	2 catalog stations 5 computer stations 1 self-check station	100
Information Commons	2,306	24	0	8 computer stations 1 3D printer 1 digital transfer station 1 scanning station	30
Teen	932	8	10	1 catalog station	
General Adult Print Collections	5,959	16	16	2 catalog stations	
Grossheim Research and Interpretive Center	2,770	10	0	1 catalog station 1 computer station 2 microform stations	
General Staff Workroom	1,620	0	0		
Conference Room	420	0	0		22
Staff Room Area	520	0	0		
Receiving/Staff Entry	220				
Facility Services	245				
Storeroom	1,000	0	0		
Yard Room	100	0	0		
Net Program	30,312	0	0		
Unassigned Space					
25% of Gross	10,104				
30% of Gross	12,991	0	0		
Gross Space Requirement					
25% of Gross	40,416				150
30% of Gross	43,303	82	57	3 selfcheck stations 8 catalog stations 14 computer stations 2 microform stations 1 3D printer 1 digital transfer station 1 scanning station	100 30 22

## Relationship of Library Spaces

As a guide, the following core relationships are provided. Relationships within the individual spaces are described in the body of the narrative descriptions.

Building Area	Primary Relationship	Secondary Relationship
<b>Exterior Book/Media Returns</b>	Public Service Desk Workroom	
<b>Entry/Vestibule/Lobby</b>	Program Room Public Service Desk	Youth Services The Mix
<b>Restrooms</b> Public Family Staff	Lobby Youth Services Desk Staff Room	
<b>Program Room</b>	Lobby Restrooms	Youth Services
<b>Public Service Desk Area</b>	Lobby Exterior Book/Media Returns	The Mix Information Commons Grossheim Center
<b>The Mix</b>	Lobby	Teen Public Service Desk
<b>Youth Services</b>	Program Room	Teen
<b>Information Commons</b>	Public Service Desk	Teen
<b>Teen</b>	The Mix Information Commons	Youth Services
<b>General Adult Print Collections</b>	None	
<b>Grossheim Center</b>	Public Service Desk Very visible and accessible for the public	
<b>General Staff Workroom</b>	Conference Room	Staff Room
<b>Conference Room</b>	General Staff Workroom	
<b>Staff Room Area</b>	Staff Entry General Staff Workroom	
<b>Receiving / Staff Entry</b>	Staff General Staff Workroom	
<b>Facility Services</b>	None	
<b>Storeroom</b>	None	
<b>Yard Room</b>	None	

## Collection Size and Shelving Capacities

Collection	Existing Number of Volumes	Projected Number of Volumes	% to Shelf	Projected Volumes to Shelf	Projected Shelving Capacity
<b>New, Display, and Graphic Novels</b>					
Topical Display	In other counts	In other counts	100	In other counts	80
New and Leased Books	1,416	1,416	55	746	746
Graphic Novels	1,292	1,292	87	1,124	1,124
<b>Total</b>	<b>2,708</b>	<b>2,708</b>		<b>1,870</b>	<b>1,950</b>
<b>Media</b>					
New Media	In other counts	In other counts		In other counts	60
DVDs	5,979	6,679	66	4,474	4,500
Audio Books	1,744	2,144	75	1,608	1,650
Music CDs	2,950	3,350	80	2,680	2,800
Electronic Games	628	1,449	46	667	750
<b>Total</b>	<b>11,301</b>	<b>13,622</b>		<b>9,429</b>	<b>9,760</b>
<b>Teen</b>					
Periodicals	2 titles	3 titles	100	3 titles	3 titles
Audio Books	96	96	79	76	76
New and Leased Books	305	305	59	155	208
Fiction	2,326	3,126	87	2,720	2,760
Nonfiction	96	896	96	860	960
<b>Total</b>	<b>2,813</b>	<b>4,413</b>		<b>3,811</b>	<b>4,004</b>
<b>Reference</b>					
General Reference	1,240	1,240	100	1,240	1,248
<b>Total</b>	<b>1,240</b>	<b>1,240</b>		<b>1,240</b>	<b>1,248</b>
<b>Grossheim Research and Interpretive Center – Public Shelving</b>					
(archived materials are not enumerated)					
Books	2,165	1,200	100	1,200	1,200
<b>Total</b>	<b>2,165</b>	<b>1,200</b>		<b>1,200</b>	<b>1,200</b>

## Collection Size and Shelving Capacities

Collection	Existing Number of Volumes	Projected Number of Volumes	% to Shelf	Projected Volumes to Shelf	Projected Shelving Capacity
<b>Periodicals</b>					
Current Magazines	85 titles	85 titles	100	85 titles	85+ titles
Current Newspapers	11 titles	11 titles	100	11 titles	11 titles
Back Issue Mags & Papers	Mags 1 year + current year Papers 3 - 6 months	Mags 1 year + current year Papers 3 - 6 months	100	Mags 1 year + current year Papers 3 - 6 months	Mags 1 year + current year Papers 3 - 6 months
<b>General Adult Collections</b>					
<b>Fiction / Genre</b>					
Paperbacks	400	800	75	600	600
Large Print	5,441	5,941	85	5,050	5,050
Kits	35	35	100	35	35
Fiction	9,952	10,202	94	9,590	9,744
Inspirational	376	876	90	788	840
Mystery	4,612	4,612	94	4,335	4,368
Romance	3,199	3,419	91	3,111	3,192
SciFi / Fantasy	1,445	1,445	96	1,387	1,512
Horror	218	318	93	296	336
Western	1,414	1,414	97	1,372	1,512
Holiday	73	73	97	71	168
<b>Subtotal</b>	<b>27,165</b>	<b>29,135</b>		<b>26,635</b>	<b>27,357</b>
<b>Nonfiction</b>					
China	342	642	100	642	720
Spanish	348	1,000	97	970	1,008
Nonfiction (includes CHIC items)	24,545	26,845	95	25,503	25,632
Biography	1,767	2,000	92	1,840	1,872
<b>Subtotal</b>	<b>27,002</b>	<b>30,487</b>	<b>95</b>	<b>28,955</b>	<b>29,232</b>

## Collection Size and Shelving Capacities

Collection	Existing Number of Volumes	Projected Number of Volumes	% to Shelf	Projected Volumes to Shelf	Projected Shelving Capacity
<b>Youth Services</b>					
<b>Entry Zone</b>					
Topical Display	In other counts	In other counts		In other counts	80
New Books / Leased Books	210	210	44	92	92
Reference	389	389	100	389	389
Graphic Novels	625	800	97	795	760
Spanish	386	786	97	762	768
Award Books	203	203	96	195	270
DVD	1,098	1,498	54	809	810
Audio Book / CD	159	159	82	130	160
Kits	146	146	82	120	120
Backpacks	150	250	76	190	190
<b>Subtotal</b>	<b>3,366</b>	<b>4,441</b>		<b>3,482</b>	<b>3,639</b>
<b>Young Child Zone</b>					
Board Books	440	640	72	461	540
Picture Books	7,595	7,595	90	6,836	6,840
Readers	2,080	2,580	82	2,116	2,400
<b>Subtotal</b>	<b>10,115</b>	<b>10,815</b>		<b>9,413</b>	<b>9,780</b>
<b>Elementary Zone</b>					
Nonfiction	14,004	14,004	96	13,444	13,444
Biography	2,100	2,100	95	1,995	2,040
Fiction	5,990	7,240	91	6,588	6,600
<b>Subtotal</b>	<b>22,094</b>	<b>23,344</b>		<b>22,027</b>	<b>22,084</b>
<b>Library Grand Total</b>	<b>109,969</b>	<b>121,405</b>		<b>108,062</b>	<b>110,254</b>

## Public Shelving and Display Summary

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
<b>New, Display, Graphic Novels</b>							
Topical / Seasonal Display				2	½ face-out, ½ spine-out 30 - 40 items per unit		80
New and Leased Books	14	66"	4	10"		½ face-out, ½ spine-out	168
Graphic Novels	14	66"	4	10"			168
<b>Total</b>	<b>28</b>				<b>2</b>		<b>416</b>
<b>Adult Media</b>							
New Media				2	30-40 items per unit		80
DVDs	30	66"	5	6"	sloped, slotted shelves		360
Audio Books	11	66"	5	6"	sloped, slotted shelves		132
Electronic Games	5	66"	5	6"	sloped, slotted shelves		60
Music CDs	14	66"	4	6"	bin shelves		168
<b>Total</b>	<b>60</b>				<b>2</b>		<b>800</b>
<b>Teen</b>							
New and Leased Books	4	66"	4	10"	½ face-out, ½ spine-out		48
Fiction	23	66"	5	10"			276
Nonfiction	8	66"	5	10"			96
Audio Books and Magazines	1	66"	4	10"	Mag/Box		12
<b>Total</b>	<b>36</b>						<b>432</b>
<b>Reference</b>							
Reference	13	66"	4	12"			156
<b>Total</b>	<b>13</b>						<b>156</b>
<b>Grossheim Research and Interpretive Center</b>							
Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Public Collection	10	66"	5	12"			120
Closed Stacks – library materials					Per program and vendor review – see above		800
Closed Stacks – City materials					Per program and vendor review – see above		405
<b>Total</b>	<b>10</b>						<b>1,325</b>

## Public Shelving and Display Summary

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
<b>Periodicals</b>							
Periodicals	9	66"	4	10"		Mag/Box	108
Back Issue Newspapers	6	66"	5	12"		Tubs on shelves	72
<b>Total</b>	<b>15</b>						<b>180</b>
<b>Large Print</b>							
Large Print	42	66"	5	10"			504
<b>Total</b>	<b>42</b>						<b>504</b>
<b>Fiction / Genre</b>							
Paperbacks				4		Spinners	100
Kits	4	66"	5	10"			48
Fiction	58	84"	7	10"			696
Inspirational	5	84"	7	10"			60
Mysteries	26	84"	7	10"			312
Romance	19	84"	7	10"			228
Science Fiction	9	84"	7	10"			108
Horror	2	84"	7	10"			24
Westerns	9	84"	7	10"			108
Holiday	1	66"	5	10"			12
<b>Total</b>	<b>175</b>				4		<b>1,696</b>
<b>Nonfiction</b>							
China	5	84"	6	10"			60
Spanish Language	7	84"	6	10"			84
Nonfiction	178	84"	6	10"			2,136
Biography	13	84"	6	10"			156
<b>Total</b>	<b>203</b>						<b>2,436</b>

## Public Shelving and Display Summary

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
<b>Youth Services</b>							
<b>Entry Zone</b>							
Topical / Seasonal Display				2	½ face-out, ½ spine-out 30 - 40 items per unit		80
New and Leased Books	4	54"	4	10"		½ face-out, ½ spine-out	48
Current Magazines	1	54"	4	10"		Mag/Box	12
Reference	4	54"	4	10"			48
Graphic Novels	6	54"	4	10"			72
Spanish	8	54"	4	10"			96
Award Books	3	54"	4	10"			36
Audio Books	2	54"	4	10"			24
Kits	2	54"			3 rods per section for hanging bags		24
DVDs				8	Bins – per existing		240
Backpacks	Not shelved on the public floor						0
<b>Total</b>	<b>30</b>				<b>10</b>		<b>680</b>
<b>Young Child Zone</b>							
Board Books				3	child-height of multi-compartment bins		100
Picture Books	38	45/48"	3	12"			456
Readers	10	45/48"	3	12"			120
<b>Total</b>	<b>48</b>				<b>3</b>		<b>676</b>
<b>Elementary Zone</b>							
Fiction	112	54"	4	10"			1,344
Nonfiction	55	54"	4	10"			660
Biography	17	54"	4	10"			204
<b>Total</b>	<b>184</b>						<b>2,208</b>

# **Functional Area Descriptions**

## Parking and Exterior Site Features

### **Parking**

The number of parking stalls are to be determined as part of the architectural planning phase. The actual number of stalls will reflect local code requirements and the architect's review of parking needs with appropriate planning agencies, library staff, board, and consultant. Green space, berms, plantings, or other techniques must be employed to soften the harshness of the parking area while recognizing the need for ease of snow removal. Handicapped parking provisions are to be made per code requirements.

### **Vehicle Circulation Issues**

- drop-off/pick-up locations at the front entry for both Muscabus and private vehicles
- path for driver's side book return
- provide easy access to the receiving door for daily step van deliveries
- provide a path and unloading location for the occasional semi-tractor/trailer

### **Entry Area**

- attractive racks for 10 bicycles
- 2 trash and cigarette receptacles located per municipal requirements
- lighted exterior hours of operation and schedule board

### **Site Landscaping and Lighting**

Attractive but easily maintained plantings such as native species are desired.

LED lighting is required for public and staff safety at the public entry, site margins, and at the staff entry.

Provide one or more large, readily visible, strategically located, and attractive signs identifying the building by name.

### **Refuse**

A screened enclosure is needed for trash and recycling dumpsters. Identify a location convenient for staff. Locate convenient to maintenance door.

**Signage:** Handicapped and staff parking stalls

**Adjacencies** Primary: Entry

## **Exterior Book/Media Return 40 square feet**

**40 square feet**

### **Function and Design Issues**

The library desires a driver's side, drive-up return, sheltered from the weather, if the site plan allows. The interior return room should be located as part of or as near as possible to the reshelving/check-in area. If possible provide an exterior pavement level higher than the interior floor level to facilitate increased capacity.

2 return slots are required, one each for book and media materials. The height of the returns are to anticipate both SUVs and small sedans. Keyed return slots are required. The return room must be fire rated and have a floor drain.

**Signage:** Book Return, Media Return  
Directional signage to guide customers to return location

**Adjacencies:** Primary: Public Service Desk Workroom

### **Engineering Issues**

Security:	keyed returns, fire rated room
Plumbing:	floor drain

## **Entry/Vestibule/Lobby**

square feet: unassigned

### **Function and Design Issues**

This area provides a welcoming entry for the public to the library facility. The lobby serves both the library and meeting rooms independently. Provide for:

- interior benches for patrons waiting for rides
- automatic door openers
- lock sets for both outer and inner vestibule/lobby doors
- walk-off system for shoe soil
- bi-level drinking fountain
- 2 flat-panel displays for library promotions and meeting room schedules
- lighted, flush wall display case
- dedication plaque and donor recognition system for wall
- closet for wheelchair and walker
- janitorial closet with mop sink
- theft detection panels on library side of lobby
- an interior return slot that conveys materials to the Public Service Desk workroom.

**Signage:**      Exterior posting venue for hours

**Adjacencies:**      Primary:      Program Room  
                            Secondary:      Public Service Desk, The Mix

**Restrooms**  
square feet: unassigned

**Function and Design Issues**

- 2 public restrooms (men, women) are to be located off the lobby for users of both the library proper and the meeting rooms and on each publicly occupied floor.
- 1 family restroom located in the Youth Services department.
- 1 single user staff restroom is provided in proximity to the staff room area.

**Restrooms should provide:**

- Views to the interiors of the restrooms are to be screened when the doors are opened
- The number of women's fixtures should reflect the high percentage of library users that are female
- Package shelves by sinks. Mirrors that both meet ADA requirements are also functional for taller patrons
- Automatic fixtures for toilets, urinals, lights, hand blowers, and sanitary product disposal fixtures. Provide paper towels in the staff restroom.
- Keyed locks for all public restroom doors for use in periods of vandalism
- Stalls should be spacious, well lit, and include coat hook and package shelf
- Changing tables in all public restrooms
- Sanitary product dispensers and disposal fixtures
- Soap dispensers, waste receptacles, dispensers (confer on style and location)
- Tile floors and walls
- Floor drain and access panels to any valves located in wall cavities
- The Youth Services restroom is to provide an adult sized toilet and two sinks, one at adult height, one at child height. This restroom should be visible from the Youth Services service desk.

A nursing alcove is to include a comfortable chair for mother and infant and a second chair for a toddler sibling.

Provide a drinking fountain near, but not immediately adjacent to, the restrooms.

**Signage:** per ADA requirements

**Adjacencies:**

Public:	Lobby
Youth Services	Youth Services Desk
Staff	Staff Workroom

## **Program Room** 3,000 square feet

### **Function and Design Issues**

The program room provides space for library and community sponsored programming. The rooms should be able to operate independently from the library proper, allowing community sponsored events to start before and run past normal library operating hours. When the library is closed the meeting rooms should have access to restrooms, drinking fountain, public elevator, and other common amenities.

### **Pre-Assembly Space (800 square feet)**

Space is needed for persons attending programs at the library to gather prior to the beginning of activities and during breaks in the programming. Space is also needed for the display of temporary artistic and informational displays. Confer with staff and consultant to further define this space.

### **Program Room ( 2,200 square feet)**

The room should seat 150 people in rows of chairs or 72 at tables and be rectangular in shape with a level floor. The room should be divisible into 1/3 and 2/3 portions for smaller or concurrent programs.

**Media** - The room should provide a wide range of media and technology support **in each component of the room**. The architects and their electrical or media consultant are requested to carefully explore these requirements with the library staff.

- telephone, data, power, cable television, and microphone outlets at frequent wall and flush floor locations
- public address system
- very large flat panel display(s) OR ceiling mounted digital projector and ceiling mounted projection screen
- sound system
- media control closet
- lighting controlled to allow for different levels and zones of illumination

### **Other Features**

- coat rods and package shelves
- media and programming supply closet (keyed)
- storage for folding tables, stacking chairs, lecterns, dollies and programming accessories
- kitchen with counter (with many electrical receptacles), full size refrigerator, microwave, cupboards, 2 deep sinks, one with a crane neck faucet to fill coffee urns

<b>Adjacencies</b>	Primary:	Lobby, Restrooms
	Secondary:	Youth Services

## Public Service Desk Area 1,570 square feet

### Function and Design Issues

The public service desk is the first point of contact for most library users. Library users come to the public service desk to check-out materials, return books and pay fines, register as a borrower, and ask for directions. Reference services are also provided from a distinct service station included in the shared desk configuration. A diverse collection of customer service features are provided on the public floor near the public service desk.

### Building Directory and Digital Monitor (30 square feet)

- locate the building directory in a location to allow customers to have a general view of the building interior from the directory
- the flat panel monitor highlights library program and services

### Customer Service Center/ Friends Book Sale (165 square feet)

- a recessed alcove
- 4 sections of shelving for Friends Book Sale
- 1 photocopier with sorting table
- 4 bins for the distribution of tabloid newspapers / bulk materials
- keyed base cupboards to store copying supplies / handouts
- wall-mounted literature racks
- 2 large bulletin boards

### Self-Check (70 square feet)

As customers approach the public service desk on their way out of the library they should find a stand(s) for 2 self-check circulation stations each with payment and DVD case unlocking equipment.

### Self-Serve Reserves (45 square feet)

Provide 3 sections of 66" shelving for patron reserves.

### Public Service Desk (510 square feet)

Provide a layout so that customers intuitively and cooperatively form a single line to approach the service desk stations. The desk is composed of 3 public service stations, 2 circulation stations at standing height and 1 reference station at ADA height. The desk design is to create an identity for each station. One of the circulation stations is to be designed so that it may serve either as a staffed station or a self-check station by turning the equipment around.

The desk is to be modular and welcoming rather than imposing. When considering the design of the desk area it is important to note the need to control clutter. Public service stations should provide shielding of all cabling and equipment. A fully integrated design that pulls together all of the pieces that make up the desk area is desired. Pass-throughs should allow the easy and immediate movement of staff and book carts from behind the desk to the public floor. Floor treatment should reflect long hours spent by staff standing behind the desk. Each station is to include:

- microcomputer
- monitor, adjustable
- keyboard, adjustable
- shared cash register to serve all stations
- wheeled pedestals for shelves/storage

(bullets continue on next page)

- RFID scanner
- receipt printer
- task chair or wheeled stool
- telephone
- shield backs of equipment/cabling
- under-counter cable management system
- docking cart for circulating tablet computers
- DVD cleaner

Provide for a **staff workstation** immediately behind the desk. The station is to provide for a task chair, microcomputer, telephone. Desk clutter should be shielded from public view by a low stub wall or panel system without obscuring the staff's view of the service desk. An area with convenient access to the front desk should provide for 1 section of shelving for reserves/holds and room for 2 book carts

#### **Workroom (750 square feet)**

- **Department head office** with view to both the workroom and the public service desk. The office is to include a workstation, task chair, computer, telephone, side chair, bulletin board, 2 sections of shelving, and 1 four-drawer file.
- **2 staff workstations** each with task chair, computer, printer, telephone, drawers and shelves. Allow room for 2 book carts.
- **1 shared staff workstation** for volunteers and pages with task chair, computer, printer, scanner, telephone, drawers and shelves. Allow room for 2 book carts.
- 1 standing-height check-in station with space for a microcomputer, barcode scanner, wheeled stool, telephone, and adjacent space for one book truck and a large depressible bin.
- 2 walk-up material return slots should deposit into the reshelfing area into large castered book bins. Similarly, the after-hours drive-up return, fire rated receiving closet would be best located in this area if schematically feasible. (See also the lobby and exterior return sections of this document).
- room for 10 book carts
- **Shared features**
  - 5 sections of shelving
  - LAN multifunction printer/copier/scanner
  - 3 free-standing supply cabinets
  - counter with room for a paper cutter, laminator, and building PA system controls
  - 2 bulletin boards
  - clock
  - 6 staff parcel lockers
  - 1 four drawer lateral file

**Adjacencies** Primary: Entry/Lobby,

Secondary: The Mix, Exterior Book/Media Return, Grossheim Center

## The Mix 1,661 square feet

### Function and Design Issues

The Mix area creates a mélange of high demand adult collections and space in which patrons relax, converse, and refresh. **The layout of The Mix should blur boundaries between the customer lounge, the new materials, and media to create a relaxed, welcoming environment where patrons are comfortable browsing, greeting friends, and enjoying the space.**

### Customer Lounge (345 square feet)

The customer lounge provides space for customer relaxation and enjoyment of light refreshments, broadening and enhancing the library experience. The lounge creates a casual environment where customers may engage in quiet conversation and reading or seek a break from on-going study/research.

- 3 casual chairs with side tables
- 4 two-place café tables
- 2 upscale vending machines and vendor supplied coffee
- waste receptacles

### New Books, Topical Display, and Graphic Novels (481 square feet)

- collection shelving arranged in a style so that patrons can flow through the new books displays in an inviting and casual fashion
- 1 catalog station
- 2 browser benches

### Media Collection (835 square feet)

- collection shelving, group by format
- 1 catalog station

**Signage:** customer lounge, each collection grouping, individual collections, range guides

**Adjacencies:** Primary: Entry/Lobby  
Secondary: Public Service Desk, Teen

### Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
<b>New Books, Display, and Graphic Novels</b>							
Topical / Seasonal Display				2	½ face-out, ½ spine-out 30 - 40 items per unit		80
New and Leased Books	14	66"	4	10"	½ face-out, ½ spine-out		168
Graphic Novels	14	66"	4	10"			168
<b>Total</b>	<b>28</b>				<b>2</b>		<b>416</b>
<b>Media</b>							
New Media				2	30-40 items per unit		80
DVDs	30	66"	5	6"	sloped, slotted shelves		360
Audio Books	11	66"	5	6"	sloped, slotted shelves		132
Electronic Games	5	66"	5	6"	sloped, slotted shelves		60
Music CDs	14	66"	4	6"	bin shelves		168
<b>Total</b>	<b>60</b>				<b>2</b>		<b>800</b>

## Youth Services 7,949 square feet

### Function and Design Issues

Youth Services department provides the collections and services designed for library users from birth through the elementary grades as well as parents, teachers, and other care givers. The Youth Services staff provides reader's guidance, reference, and programming services sought by these users. The workroom provides space for program preparation, collection development, and completion of other off-desk duties.

The Youth Services department should have a sense of identity with a glass wall separation from the adult portions of the library. The seating and collections are to be grouped in three major zones; Entry, Young Child, and Elementary/Tween. The departmental design concept should include unique design elements while avoiding themes that may not age gracefully.

#### Entry Zone (1,305 square feet)

- Provide an engaging entry experience appropriate for all ages.
- Public Service Desk
  - 2 seated staff stations each with computer, telephone, pencil/box/file drawers
  - back counter with LAN printer and 3 or more sections of low shelving
  - docking cart for circulating tablet computers
  - room for 2 book carts
  - easy egress for staff to get to public floor
  - good sight lines to the public floor
- 1 self-check station with payment and DVD case unlocking equipment
- collection shelving
- 2 catalog stations
- large tackable wall for display and postings
- restrooms – see that section
- 5 computer workstations
  - 4 AWE stations for young children with seating for two users at each station
  - 1 computer for parents
- print center with LAN printer, print release station, scanner, and payment station
- clock
- Outdoor Youth Services program area (if the site permits) - a controlled exterior door should lead directly from the Youth Services department to this space. This space should be flexible to accommodate the wide range of activities spanned by children's programming, from storytelling to more physical activities. Provide an awning area for 3 season use.

#### Young Child Zone (1,546 square feet)

- large tackable wall
- collection shelving
- 2 four-place child-height tables
- 2 four-place intermediate-height tables
- 4 seat-and-a-half casual seats for parent and child
- An emergent literacy area for very young children is visible from the public service desk and is part of the department's open landscape. An **allowance of 300 square feet** is allotted for this activity. Examples of activities include:

- 6 fun, imaginative seats
- small puppet theater and puppet storage drawer unit (confer with staff)
- train table, Lego table, craft table with adjacent supplies
- sealed sand and water tables
- two small tables for game and puzzle activity with storage/display of same
- window seats and child seating nooks

**The Elementary/Tween Zone (2,883 square feet)**

- large tackable wall
- creative feature element to be determined (**100 square foot allowance**)
- collection shelving
- 1 catalog station
- 6 casual seats
- 4 two-place study tables
- a “tinker” station that allows students to explore a changing array of equipment, arts, and other engaging activities – confer with the director for details

**Youth Services Workroom (600 square feet)**

- 2 staff/volunteer workstations each with task chair, computer, telephone, drawers and shelves.
- 1 glazed manager's office to include a workstation, task chair, computer, telephone, side chair, bulletin board, and 3 sections of shelving.
- Ellison die cut work station and storage
- 1 standing-height work table
- counter with sink and room for a paper cutter and laminator
- 7 sections of shelving
- 1 bulletin board
- 4 book carts
- clock

**Youth Services Program Room (1,340 square feet)**

The Youth Services program room provides a special space for storytelling, crafts, and other group programs. The room should seat 100 children and caregivers, 50 at tables. Provide the following features:

- coat pegs outside the room
- ½ carpet, ½ resilient flooring
- telephone, data, power, cable television outlets at frequent wall and flush floor locations
- public address system and sound system
- very large flat panel display(s) OR ceiling mounted digital projector and ceiling mounted projection screen
- lighting controlled to allow for different levels and zones of illumination
- counter with cupboards and sink for clean-up after crafts – provide a step-up feature at the sink for children
- closet for table, chair, and computer cart storage

**Storeroom (275 square feet)**

A storeroom for craft supplies and display pieces is to be located with **connecting doors to both the staff workroom and the program room**. The room is to include

- 20 sections of industrial shelving (18 inches deep)
- 1 ten-drawer flat file with base
- 80 square feet of floor space for storage of larger objects and carts

**Signage:** Youth Services, Young Child, Elementary/Tween areas, service desk, program room, each collection, range guides, changeable signage at technology stations for instructional / policy messages

**Adjacencies:** Primary: Program Room  
Secondary: Teen

## Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
<b>Entry Zone</b>							
Topical / Seasonal Display				2	30 - 40 items per unit		80
New and Leased Books	4	54"	4	10"		½ face-out, ½ spine-out	48
Current Magazines	1	54"	4	10"		Mag/Box	12
Reference	4	54"	4	10"			48
Graphic Novels	6	54"	4	10"			72
Spanish	8	54"	4	10"			96
Award Books	3	54"	4	10"			36
Audio Books	2	54"	4	10"			24
Kits	2	54"				3 rods per section for hanging bags	24
DVDs				8	Bins – per existing		240
Backpacks			Not shelved on the public floor				0
<b>Total</b>	<b>30</b>				<b>10</b>		<b>680</b>
<b>Young Child Zone</b>							
Board Books				3	child-height of multi-compartment bins		100
Picture Books	38	45/48"	3	12"			456
Readers	10	45/48"	3	12"			120
<b>Total</b>	<b>48</b>				<b>3</b>		<b>676</b>
<b>Elementary Zone</b>							
Fiction	112	54"	4	10"			1,344
Nonfiction	55	54"	4	10"			660
Biography	17	54"	4	10"			204
<b>Total</b>	<b>184</b>						<b>2,208</b>

## Information and Collaborative Commons

2,306 square feet

### Function and Design Issues

Computers are provided on the public floor to support those needing full featured computing stations. A technology media lab provides an environment for advanced applications and content creation. Collaborative spaces provide an environment for sharing and discussion as well as individual quiet pursuits. The Community Learning Lab (maker space) provides the opportunity for library patrons to explore and create using a wide variety of methods and technologies. Reference materials and services in all formats are also provided in this area.

### Public Floor Computing (270 square feet)

- 6 computer stations
- print center with print release computer, printer/scanner/fax/copier, and payment station

### Technology Media Lab (320 square feet)

- 2 high performance computing workstations
- scanning station
- 3D printer
- digital media transfer workstation station (VHS to DVD)
- large flat screen monitor
- videography area with green screen backdrop
- glazed room with storefront style sliding panels to open room widely to the public computer area

### Collaborative Spaces (620 square feet)

- 6 two-place glazed rooms
- 2 six-place glazed rooms
- power, data ports, and a flat-panel monitor for group input in each room
- explore methods for controlling access to the rooms (electric door strikes, keys...)

### Community Learning Lab (600 square feet)

The Community Learning Lab offers members of the community an opportunity to learn, create, and engage with others. The Community Learning Lab is a flexible workshop that houses a changing array of equipment and furnishings to support a wide range of disciplines and activities. One month the space may be given over to technical creations with circuits, displays, and software. The next month a ceramics studio may inhabit the space. The room should be heavily glazed and the entry should be able to open widely to invite in the curious.

The Community Learning Lab must provide a robust infrastructure – lots of power, data, telecomm, counter with deep sinks, venting, controlled lighting, media presentation. The furnishings must be adaptable, moveable, and storable. Resilient flooring and a closet for storage of equipment and furniture is needed. Confer at greater length with staff to more completely capture their vision for this space and to identify appropriate furnishings and equipment.

**Reference Services and Collection (496 square feet)**

- collection
- 1 catalog station
- 4 two-place tables with task lighting
- 2 database computer stations
- 1 enlarging viewer
- clock

**Adjacencies:** Primary: Public Service Desk  
Secondary: Teen

**Signage:** identify each study room, public floor computing, reference collection and services, Community Learning Lab, Technology Media Lab

A changeable signage venue at each tech. station for instructional / policy messages

**Collection Shelving**

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
<b>Reference</b>							
Reference	13	66"	4	12"			156
<b>Total</b>	<b>13</b>						<b>156</b>

## Teen Services

932 square feet

### Function and Design Issues

Teen Services are to be located in a separate room with lots of glass so that the space may advertise itself as well as allow both teens and staff to see and be seen. The room should create an identifiable space with a bright, open, relaxed atmosphere. Elements that might be used in crafting this effect might include signage, graphic art, banners, display pieces, overhead pieces, and furniture style.

The architect and interior design team will want to explore these issues with teen customers, the staff and consultant.

The Teen space is to include:

- collection shelving
- 1 catalog station
- 8 wheeled table seats at wheeled one or two place tables to allow for impromptu configurations
- 4 casual seats
- A 6 place high-top bar with stools with power for mobile devices
- tackable wall surface, bulletin board, or free-standing kiosk for display materials

**Signage:** Teens, collections and range guides

**Adjacencies:** Primary: The Mix, Information Commons  
Secondary: Youth Services

### Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
<b>Teen</b>							
New and Leased Books	4	66"	4	10"		1/2 face-out, 1/2 spine-out	48
Fiction	23	66"	5	10"			276
Nonfiction	8	66"	5	10"			96
Audio Books and Magazines	1	66"	4	10"		Mag/Box	12
<b>Total</b>	<b>36</b>						<b>432</b>

## **Adult Print Collections**

**5,956 square feet**

### **Function and Design Issues**

This area provides for the public's reflective reading and quiet study while using the periodical, nonfiction, fiction, genre, and large print collections.

#### **Periodicals (880 square feet)**

- collection shelving
- Seating area to include 8 two-place tables, 12 lounge chairs with occasional tables, a fireplace or other feature element.

#### **Large Print (534 square feet)**

- collection shelving
- browser bench with arms
- locate nearest to the entry/lobby

#### **Fiction ( 1,871 square feet)**

- collection shelving
- catalog station
- 4 lounge chairs

#### **Nonfiction et al (2,671 square feet)**

- collection shelving
- 8 two-place tables
- catalog station

**Signage:** Each collection, range guides  
A changeable signage venue at each technology station for instructional / policy messages

**Adjacencies:** Primary: None

## Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
<b>Periodicals</b>							
Periodicals	9	66"	4	10"		Mag/Box	108
Back Issue Newspapers	6	66"	5	12"		Tubs on shelves	72
<b>Total</b>	<b>15</b>						<b>180</b>
<b>Large Print</b>							
Large Print	42	66"	5	10"			504
<b>Total</b>	<b>42</b>						<b>504</b>
<b>Fiction / Genre</b>							
Paperbacks				4		Spinners	100
Kits	4	66"	5	10"			48
Fiction	58	84"	7	10"			696
Inspirational	5	84"	7	10"			60
Mysteries	26	84"	7	10"			312
Romance	19	84"	7	10"			228
Science Fiction	9	84"	7	10"			108
Horror	2	84"	7	10"			24
Westerns	9	84"	7	10"			108
Holiday	1	66"	5	10"			12
<b>Total</b>	<b>175</b>				4		<b>1,696</b>
<b>Nonfiction</b>							
China	5	84"	6	10"			60
Spanish Language	7	84"	6	10"			84
Nonfiction	178	84"	6	10"			2,136
Biography	13	84"	6	10"			156
<b>Total</b>	<b>203</b>						<b>2,436</b>

## **Grossheim Research and Interpretive Center** **2,770 square feet**

### **Function and Design Issues**

The Grossheim Research and Interpretive Center provides for the display, sharing, conservation, archival storage, and research activities relating to local history and genealogical materials pertaining to Muscatine and adjoining environs.

### **Research and Interpretive Center ( 1,270 square feet)**

As patrons enter the Grossheim Research and Interpretive Center they should be welcomed by a gallery environment for the display of two and three dimensional pieces from the collections. A large flat panel display welcomes guests with a narrated media presentation. Plywood-backed drywall provides for wall hung pieces. Moveable free-standing pieces provide for on-floor display of other materials.

The public room provides for patrons utilizing the resources of the Grossheim Center. The room includes:

- flat panel display for welcome / orientation narrative
- mobile display kiosks
- public service desk with a seated staff station with computer, telephone
- 1 catalog station
- collection shelving
- 6 large card files – local history indexes
- 2 four-place study tables
- 1 public computer station
- 1 printer / scanner station / photocopier with side table
- 2 microform reader printers in an area with subdued lighting
- 4 microform cabinets
- 1 glass-walled research room with a four-place sized table with 2 task chairs
- 2 lockers for the personal effects of patrons while utilizing closed stack materials in the research room.
- 6 four-drawer files
- 1 fifteen-drawer flat file

### **Conservation Workroom (295 square feet)**

- 1 workstation, microcomputer, telephone, 1 four-drawer lateral files, 1 side chair, and bulletin board.
- 2 large work tables for the library's existing scanning / digitization workstation and a light table.
- 3 sections of shelving
- 3 book carts

### **Archival Storage Room (1,205 square feet)**

The closed stack collections room will provide an archival environment to store a wide variety materials dealing relating to the history of the area and its peoples. The collection is known to include glass plate negatives, bound volumes, papers in boxes, objects, maps, objects, newspapers, and the like. As the planning proceeds the actual configuration of the mobile shelving will be refined by staff and vendor. Loading capacity will be a consideration due to the weight of the glass plate negatives.

The mobile shelving vendor is to review the type and quantity of materials to be stored and make an independent assessment of the storage requirements

**Library Materials (800 sf subtotal):** At this writing it is anticipated a minimum of 111 double-faced sections of mobile shelving will be required:

- 48 sections 86.75" tall x 42" wide x 24" deep with center backstop bands configured for boxes of glass place negatives, acetate negatives, and books. 7 shelves per section are anticipated including the base shelf.
- 15 sections 86.75" tall x 42" wide x 24" deep **without center backstop bands** configured for oversized ledgers, boxes, and other large format materials. 6 shelves per section are anticipated including the base shelf.
- 2 wall mounted mesh art racks for framed photographic prints - each rack 10' wide x 8' tall

**City Materials (405 sf subtotal):** At this writing it is anticipated a minimum of 12 double-faced sections of mobile shelving will be required (an estimated 3 times existing quantities):

- 20 sections 86.75" tall x 42" wide x 24" deep **without center backstop bands** configured for oversized ledgers, banker boxes, and other large format materials. 6 shelves per section are anticipated including the base shelf. Note – all existing City files now stored in file cabinets would be stored in banker boxes.

**Signage:** Grossheim Research and Interpretive Center, descriptive signage for displays, service desk, research room, range guides  
A changeable signage venue at each technology station for instructional / policy messages

**Adjacencies:** Primary: Public Service Desk  
Very visible and accessible for the public

### **Collection Shelving**

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Public Collection	10	66"	5	12"			120
Closed Stacks – library materials					Per program and vendor review – see above		800
Closed Stacks – City materials					Per program and vendor review – see above		405
<b>Total</b>	<b>10</b>						<b>1,325</b>

**(Preliminary environmental considerations on next page)**

## **Preliminary Archival Environmental Considerations**

The architects and the project engineers will want to review the environmental requirements for the archival storage room with the library's planning team. Independent environmental controls, UV shielded lighting, and filtered HVAC ducts are required. No mechanical / plumbing ducts or piping are to traverse this space.

The archival storage room will include a number of different materials. The largest collection and the premier collection are the glass plate negatives. For this reason it is suggested that the archival storage environment reflect the guidelines for that collection.

**The architect's consulting engineers are to review the environmental considerations for these materials and make an independent assessment.**

### **Temperature & Relative Humidity:**

- 65 degrees Fahrenheit +/-2F
- 30 - 40% RH

### **Informative Archival Planning Resources:**

**Care, Handling, and Storage of Photographs, The Library of Congress** (Originally published by International Federation of Library Associations and Institutions,)  
<http://www.loc.gov/preservation/care/photo.html>

**The Preservation of Glass Plate Negatives by Greta Bahnemann, OCLC WebJunction**  
[http://www.webjunction.org/documents/webjunction/The\\_Preservation\\_of\\_Glass\\_Plate\\_Negatives.html](http://www.webjunction.org/documents/webjunction/The_Preservation_of_Glass_Plate_Negatives.html)

## General Staff Workroom and Offices

1,620 square feet

### Function and Design Issues

The general workroom and office provide for the general operation of the Library.

- **Entry area**
  - 2 visitor chairs, coat closet, clock
  - **Administrative Assistant workstation** with task chair, computer, telephone, 2 four-drawer lateral files, 2 sections of shelving
- **Director's office** should provide a workstation to accommodate a microcomputer, printer, telephone, and an additional work surface. The office also includes 2 three-drawer lateral files, 2 side chairs, project table with 4 chairs, 2 sections of shelving, bulletin board, and a coat closet.
- **1 Assistant Director's office** with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, room to accommodate 2 book trucks, and data back-up safe.
- **2 Technical services workstations** each with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, and room to accommodate 3 book trucks. Provide 3 sections of shelving to be shared by both stations.
- **1 Outreach workstation** with task chair, microcomputer, telephone; pedestal drawers and files, room to accommodate 4 book trucks, and 3 sections of deep shelving.
- **1 Community Engagement workstation** with task chair, microcomputer, telephone, and pedestal drawers and files.
- **2 Processing/Mending Work Tables** each with task chair and room for a paper cutter and a working quantity of supplies (such as book jackets on pull-out shelves, glue, tape, media containers) stored convenient to the work surface.
- **1 IT equipment implementation station:** a large worktable for the preparation of computers, printers, and other equipment. 2 sections of industrial shelving adjacent to station.
- **Server closet with** 2 server racks with access to the rear of the racks for cable servicing. Also located in this room are the telephone system demarcation, cable television board, library systems servers, and the digital security camera recorder. Provide a voice telephone set in the room. Controlled electrical and HVAC service is required. Confer with staff during design development for specific environmental and electrical requirements.
- **Shared workroom equipment**
  - 10 sections of shelving
  - 3 free-standing supply cabinets
  - 3 bulletin boards
  - room for 8 book carts
  - 2 three-drawer lateral files
  - 1 small floor safe
  - 1 mail station and staff mail boxes
- **Copy / Graphic Production Center** This work space should provide sound isolation of the noisy equipment.
  - multi-function copier/printer/fax/scanner
  - large island work station
  - 1 four-drawer lateral file
  - Counter with space for paper cutter
  - 2 sections of shelving for paper storage

**Signage:** Staff workroom and Offices

**Adjacencies** Primary: Conference Room, Receiving/Staff Entry  
Secondary: Staff Room

## Conference Room

420 square feet

### Function and Design Issues

The conference room provides space for community sponsored programming and library Board and staff working meetings. **Provide direct access to the conference room from both the public floor and the general staff workroom.**

The conference room should provide a conference table to seat 12 with seating for 10 visitors at the periphery of the room. Provide a small table for a staff member to provide support for official library meetings. Provide power, data, and telecom ports at the conference table for media presentation requirements. A large flat screen monitor is needed for media presentations.

The room should also include presentation board, a data outlet, service counter with sink, under-counter refrigerator, 3 sections of shelving, and coat rack.

**Adjacencies**   Primary:      General Staff Workroom  
                    Secondary:

## Staff Room Area

520 square feet

### Function and Design Issues

These spaces provide for the personal needs of staff.

#### Break Room

- counter with above and below cupboards
- sink with disposal and spray nozzle
- full size refrigerator
- stove
- microwave
- dishwasher
- resilient flooring
- 2 four-place tables
- 3 lounge chairs
- occasional tables/lamps
- magazine rack
- wall mounted flat panel television
- 3 bulletin boards
- broom / dustpan closet

**Coat Area** - coat rack, 10 parcel lockers, bench, and a place for wet boots/umbrellas

**Staff Restrooms** - described earlier in the program document - the restrooms should not open to the staff room proper

**Signage:** Staff Room

**Adjacencies** Primary: Staff Entry, General Staff Workroom  
Secondary:

## Receiving/Staff Entry

220 square feet

### Function and Design Issues

#### Entries

A passage door, well lit and sheltered from the elements by an awning or overhang, serves as the staff entry as well as providing access for regular deliveries. A key card system is needed for staff entry. Provide a call box and an electric door strike so staff may buzz-in delivery personnel. Review with staff what location is called by the call box. Provide CCTV exterior coverage of this entry with a monitor at a location in the workroom.

An adjoining overhead door provides generous access for large deliveries and loads on pallets directly into the receiving room. The door and interior passage are to provide an unobstructed passage to the receiving room and on into the library's "back of house" work rooms.

#### Receiving Room

- 6 stacks of delivery tubs
- 2 sections of industrial shelving
- 80 square feet of floor space for boxes
- room for 2 two wheeled trucks, 1 four-wheeled truck, and a pallet jack

#### General Circulation Path

Provide a path from the receiving room to all workrooms, storerooms, and public floors that will allow passage of a pallet jack and pallet.

**Signage:** Deliveries / Staff Entry

**Adjacencies** Primary: General Staff Workroom, Staff Room  
Secondary:

## **Facility Services**

**245 square feet**

### **Function and Design Issues**

This space provides for building services office and work space, equipment, cleaning supplies, shelving parts, and building supplies. Locate the Facility Services workroom near to the receiving room / staff entry.

The workroom should provide for:

- desk with task chair, microcomputer, telephone; pedestal drawers and files,
- bulletin board
- 1 keyed storage cabinet
- 1 hanger strip for brooms and mops
- 1 work bench with tool peg board
- 3 sections of industrial shelving
- trash cart
- vacuum
- wheeled mop bucket
- floor model mop sink
- a sealed concrete floor
- safety eyewash station and first aid kit

**Signage:** Facility Services

**Adjacencies** Primary: None  
Secondary:

**General Storeroom**  
1,000 square feet

**Function and Design Issues**

This space provides space for clean storage of supplies, equipment, parts, shelving parts, seasonal displays, and other items not needed for current use.

The storeroom is to provide two work tables with chairs and shelving as specified.

The Friends work area provides space for sorting, storage, and sale of book donations.

- sections of 90" shelving – confer with staff
- two sorting / work tables with task chairs
- 4 book carts
- open floor space for box storage

**Signage:** Storeroom

**Adjacencies** Primary: None

Secondary:

**Yard Room**  
**100 square feet**

**Function and Design Issues**

The yard room is unfinished space with a double-leaf exterior door. Shelving is provided for supplies, tools and parts. A tool hanging strip, electrical service, and an exterior hose bib are required. The yard room is to be rated for flammable storage.

The yard room provides storage for various pieces of equipment and supplies such as snow blower, mower, trimmer, leaf blower, lawn and garden chemicals, rakes, shovels, brooms, irrigation supplies, gasoline and oil, hoses, salt and ice melt, and ladders.

,

**Signage:** None

**Adjacencies** Primary: None  
Secondary:

# General Building Design Considerations

This section provides recommendations regarding specific design considerations, building components, and equipment requirements.

The public library provides an array of services to a varied constituency. The library service paradigm and service methods can be expected to change with some frequency, now and in the future. An open, flexible structure that can respond to changing needs is very important.

Public libraries also present a number of very specific programmatic requirements. Building design must respond to these needs to allow effective, efficient operation of the library.

The public library is a significant and permanent representation of a community's values. The building's design should engender a sense of permanence and pride. A warm atmosphere should invite the public to enter and feel at ease using the services and resources provided.

Even though aesthetics are very important, the actual function of the facility must be the overriding consideration. Programmatic needs and operational costs must be a constant concern. Durability and ease of maintenance justify a higher initial investment to reduce ongoing operational costs.

The building and its furnishings shall comply with all applicable codes, laws, ordinances and other legal requirements. Particular attention should be called to the Americans with Disabilities Act, which has very specific requirements and general requirements applicable to public libraries.

## Exterior Issues

### Aesthetics

The building should reflect the community's sensibilities and be compatible with the context of its location.

### Public Access

The entrance should be highly visible from all approaches. Approaches should be provided for users arriving by automobile or motorcycle, bicycle, by foot, and for drop-off traffic. Curb cuts must be provided from parking areas and public streets. A ground-level entrance assures ease of access for all users and facilitates staff functions.

### Parking

There will be on-site automobile and motorcycle parking for public and staff. There should be signed designation of staff parking and of handicapped parking as required by code. The parking lot should be included in the landscape plan. Green space with trees and other plantings should be used to relieve an otherwise unbroken sea of concrete and vehicles. Racks for bicycles will be provided near the entrance. Racks should be located so as not to impede pedestrian traffic. A drop-off area, set back from traffic flow, should provide for the short term parking of two vehicles.

### Landscaping

The landscape plan should provide a pleasant setting for the building. The plan should be simple in layout and in the number of varieties specified. All plant varieties are to be hardy and requiring a minimum of care. Approaches to the building and the parking lot should be an integral part of the landscape plan. The landscape plan should provide for the screening of exterior mechanical and refuse areas.

**Exterior Signage**

Consistent with local ordinances and requirements, provide an illuminated sign to announce the library's presence and a lighted hours of operation/message board at the building entrance. Signs should be provided to identify the book and media returns. All signage will be designed by the architect, or under the firm's direction for inclusion in the general contract.

**Exterior Materials**

All exterior building materials should have a permanent or durable finish as to not require frequent painting, staining, or other maintenance. The use of wood should be kept to a minimum.

**Exterior Lighting**

The parking lot, public entrance, staff entrance, service and emergency exits should be well lit at dusk and at night. All exterior lighting should be controlled by photocells. Fixtures specified should use long-life lamps. Any bollard lamps employed should be vandal-resistant and parts should be available locally or through a regional distributor.

**Utility Outlets**

Keyed outlets for water and electricity should be located on all sides of the building. Hose bibs should be self-draining.

**Security**

The landscape, building, and lighting plans should seek to reduce vandalism and to enhance the personal safety of public and staff.

## Interior Issues

### Design Structure

The building should be designed on the module principle consistent with 42" shelving aisles. The bay must be as large as the budget allows and must reflect the three foot standard library shelving module. Some program areas such as the entrance area or meeting room may call for bays different from the standard module.

No interior load-bearing walls will be accepted. Interior walls must allow for flexibility in the future configuration of services. When necessary, interior columns should be placed for minimum interference with circulation, visibility, and furnishing layouts. All floors must be capable of supporting fully-loaded 92" high book stacks. Minimum floor loading must provide for 150 pounds per square foot.

### Lighting

Lighting levels in public libraries are a significant issue that must be systematically addressed by the architect. A considered combination of controlled natural lighting and artificial lighting should provide appropriate, glare free illumination for the standing browser and seated reader. Special care is to be taken to prevent veiled reflection or glare in areas where monitors or microform equipment is in use.

Lighting levels should be as follows:

Public study areas - 30 to 40 foot candles measured horizontally at desk top level. May be augmented by task lighting where appropriate.

Public service counters/desks - 50 foot candles measured horizontally at work surface.

Shelving ranges - 6 foot candles minimum measured vertically at 12" off the floor and 30 foot candles maximum measured vertically at any height to achieve approximately a 5 - 1 maximum to minimum ratio across the entire stack face.

Staff workrooms/offices - 50 foot candles average measured horizontally at desk height.

Conference or study rooms - 30 to 40 foot candles measured horizontally at desk top level.

Large meeting rooms - 40 foot candles average with all lights on, separate controls for lighting of podium area at front of room. Lighting should be controlled or switchable to produce 2 foot candles for note taking during media presentations. Note-taking light should not spill onto projection screen or monitors.

Fluorescent fixtures with electronic ballasts should be used for ambient lighting. Metal halide or high pressure sodium lamps should be used with caution because of their poor color rendering and consistency, warm-up time, and potential for glare. Occupancy sensors should be considered for infrequently used spaces. Special effect lighting is only appropriate for display areas. The variety of fixtures and lamps must be kept to a minimum to simplify the supply, inventory, and maintenance processes. Incandescent fixtures are only appropriate for closets and similar applications.

Fixture layout in the public areas should whenever possible, provide the required lighting level regardless of shelving or seating arrangements. Independence of lighting levels and furnishing layouts is a desired goal. Ease of lamp replacement is important. All fixtures should be easily accessible using ladders.

Twenty-four hour path lighting should be provided in all major areas of the building. Emergency lighting is to be provided in all areas of the building to meet or exceed code requirements. A master switching panel is to be located in the staff areas of the public service desk or workroom. Use of circuit breakers for this purpose

is not appropriate. Each major area of the building is to be separately controlled and the controls permanently labeled. Individual rooms must have switched lighting.

### **Electrical Service**

The number and location of all electrical outlets will be reviewed with the library planning team to determine adequacy. Adequate electrical service will be provided for both present and future configurations of equipment. Evenly spaced runs of wall, counter, and floor outlets should be provided in work rooms, public service desk areas, media areas, and catalog areas to create maximum flexibility. Flush, capped floor outlets are to be provided in a grid that enables planned deployment of equipment as well as flexibility for future needs.

Electrical service to the systems room for digital equipment closet should be provided from a grounded, independent breaker panel. Uninterrupted power supply equipment will be provided as necessary by the library.

Architects should review with the library planning team to identify equipment that may require special fixtures or power requirements. Theft detection system electrical service and wiring conduit should be provided at the Customer Service desks and the entrance/lobby.

All supply and breaker panels shall be permanently labeled. Breaker panels shall be keyed.

### **Heating/Ventilation/Air-conditioning**

Adequate heating and air conditioning with proper control is essential, with particular attention to quiet operation. Controls, vent locations and other mechanical elements must not conflict with the complete flexibility of the furnishing layout. Review all locations with the library planning team.

Thermostats must provide zoned control for all public areas and independent control for individual rooms. Thermostats in public areas must be secure from tampering. Special attention should be paid to small rooms such as study rooms or computer and media labs.

No license shall be required to operate any of the mechanical equipment. All equipment, panels, pumps, and supply piping shall be permanently labeled. All mechanical service, hardware, and mechanical equipment should be locally available.

### **Entrances**

There will be only one public entrance/exit, at ground level with no barriers to those with disabilities. On-demand door openers shall be provided.

### **Doors**

All exterior doorways should have an overhang with proper drainage to keep snow and rain from the immediate area. They should be at ground level, with flush thresholds, and present no obstacle to wheeled carts. All interior doors should be at least 36" wide. Closer, kick-plates, and hold-back hardware for all doors should be reviewed with the library planning team. All passage doors shall have a lite for safety.

### **Windows**

Window location must not affect layout and use of shelving, furniture, and equipment. Selected windows in all public and staff areas should open to allow ventilation in the event of mechanical failure. Window hardware should allow only staff operation. Windows should be located if possible to admit winter sun and be shaded from the summer sun. Glare from sunlight is to be avoided. Window lites should be non-glare or tinted and should be insulated or triple glazed. All frames should include a thermal break design.

### **Materials/Finishes/Colors**

Public libraries are high traffic buildings and, like other public buildings, subject to some abuse. Libraries also have little money for maintenance and replacement. Because of this dichotomy the materials and finishes selected during construction should emphasize durability, long life, and low maintenance. Any higher initial costs may be justified by the reduction in operating costs as well as the aesthetics. A holistic approach should be used in selecting colors used in the building to include building fixtures, furnishings, carpeting, and all other surfaces. This is most easily accomplished by including the project's interior designer in all of these discussions. All materials, finishes, and colors selected must be reviewed by the library planning team.

Doors, counter fronts, outside corners, and so on will take a beating and should be protected by caps, moldings, plates, or other hardware.

Counter tops receive significant wear and should be surfaced with extremely durable materials.

Children will climb on, knock over, run into, or pull down any furnishings and fixtures to which they have access. Stability and rounded corners are required characteristics in furnishings and fixtures.

Carpeting should be used in the entire building except in the entry, lobby, rest rooms, mechanical and store rooms, custodial areas, and any extremely high traffic areas.

Carpet specified should be a high quality, commercial grade of high density. Carpet for computer rooms should be anti-static. Materials and colors should be selected for low maintenance and the ability to mask soiling. Carpet should be glued to slab. Pads should be specified only in single purpose child storytelling areas. If carpet tiles are used the adhesive employed should allow lifting and replacement of tiles.

Examples of appropriate floor coverings for non-carpeted areas:

- Entrance, lobby, restrooms - durable, non-slip materials.
- Custodial, storage, mechanical, receiving, garage- sealed concrete
- Storage closets, service corridors - resilient tile or similar

### **Telephone**

Telephone service to the building and its terminating block should be located in an area suitable for the siting and installation of a local telephone system processor. Two duplex electrical outlets should be provided at this location. The library may select and acquire a telephone system processor and telephone sets separately but all internal wiring for telephone service throughout the building is to be included in the general contract. The architect must review with the library planning team locations specified for telephone service.

### **Public Address**

A public address system will serve all areas of the building, both public and staff. The amplifier and microphone will be located in the Public Service Desk area. The system shall be zoned so that public announcements may be targeted to one of the following specific building areas or any combination of areas: meeting rooms; general public areas; staff areas.

## Local Computer Systems

### Network Systems Room

- A closet will be provided to house central computing equipment. It will be sized to provide room for a network equipment rack(s) appropriate in size to house patch panels and hubs or switches defined by the number of planned computer installations in the building
- It will be located with consideration to cabling requirements
- This closet will be placed on a separate, grounded electrical circuit
- It will have cable management equipment to control cable from entry point to patch panel
- The closet will have a locking door, appropriate ventilation and lighting
- It will be composed of non-conductive materials
- It should be environmentally controlled so as not to exceed a temperature of 80 degrees Fahrenheit, and humidity level of 60%. Supply air to the closet should be filtered.

### Cabling Backbone

- Multi Mode Fiber Optic Cable (FDDI) will be used as a “Backbone” to connect installations on multiple floors of one building, in connected buildings, or when cable runs exceed. 300 feet.

### Cabling

- Category 5E (minimum), unshielded twisted pair (UTP) cabling shall be used. Plenum cable will be provided as needed based on construction characteristics of the planned building.
- Cabling will be warranted for 10 years from installation
- All cable troughs or other support will provide for cable to be supported by permanently attached supports at intervals close enough to ensure no visible sag. All equipment attached to walls must be secured properly.
- Cabling will be terminated in the Communications closet at a patch panel.
  - Patch panel will be flat faced with RJ-45 Cat5E jacks and will support at least a 25% increase in connections to have room for growth.
  - Patch panels will be provided in multiples of 24, to support the number of cable drops specified in building plan + 20% to allow for expansion
- Cabling will be terminated in wall-mounted plates with space for numbering of outlets.
- Floor mounted outlets will be terminated in such a way as to be flush to the floor with cover or gate to shield plug from kicking or other damage
- Outlets to be terminated in pre-wired furnishings will be done to the specification of the furnishing manufacturer
- Cable terminations and Patch Panel terminations will be numbered in a consistent way. The workstation terminations will be color-coded using orange to indicate a data outlet.
- A digital copy and 2 hard copies of a cable map showing locations and number of each cable drop provided at completion of the project
- Cables will be tested to meet the Gigabit over Ethernet standard. Documentation of all tests will be provided at the completion of the project.

### Emergency Systems

A comprehensive security system should provide detectors on all external doors and motion detectors in strategic internal locations. The system should be tied to the Police or security service panel as appropriate. An external arm/disarm control should be located at the staff entrance. The main system panel should be located in the Customer Service staff area. The panel should be able to indicate which device or zone has been tripped.

A fire alarm system should be provided and tied to the Fire Department's panel if possible. Product of combustion and heat sensing devices should be located as appropriate. The main panel should be located in the Customer Service staff area and be able to indicate which device or zone has been tripped.

Emergency exit doors should be equipped with either exit alarms or electromagnet devices that hold the doors closed except when released by the fire alarm's activation or when specifically overridden. The electromagnets can be wired not only to the fire alarm system but also to the burglar alarm panel so that the panel's zone bypass switches can be used to switch the electromagnets as well.

### **Signage/Graphics**

Signage should be utilized throughout the building to provide direction and to identify major service areas, individual offices, and specific functions or features. A general building directory is required. Signage for each shelving range is also included in the project's scope. The signage should be attractive, legible, and an integral part of the interior design. Signage selected should allow the signage to be serviced or produced locally. Stack signage should be able to be modified on site.

### **Clocks**

Clocks should be provided in all general staff workrooms, staff room, meeting room, and in general public areas as necessary for easy visibility. A central clock system is required.

### **Furnishings**

The architect should work with the library planning team to determine the type and quantities of existing furnishings that may be used in the new facility, especially workrooms and storage areas. Moveable furniture is preferred to fixed millwork with the exception of primary public service desks.

### **Shelving**

Most people come to the library to use the collections. Their library experience can be determined in great part by the shelving that organizes and displays the collection, by the layout and appearance of the shelving itself. Shelving may represent the largest expenditure the library will make for equipment or furnishings.

Sway-braced or welded metal frames with wood end panels are recommended. Back-stop bands are always required when appropriate. Review preferences with library planning team if canopy tops are to be installed. If selected, canopy tops may be metal for 84" and taller shelving; all other heights should use wood tops.

### **Shelving Layout**

Shelving must be arranged to provide the public a logical sequence and flow for each collection. Shelving must be arranged to provide staff at the primary and Youth Services public service desks a clear line of sight and the maximum visual supervision of aisles in the shelving layout. This is to aid both patron assistance and security.

Shelving ranges should be at least 15 feet in length (5 sections) and no more than 21 feet in length (7 sections). Double faced, free-standing ranges are preferred over single-faced, wall-mounted shelving in public areas. Single-faced shelving is most useful in an office or workroom setting. Main aisles should be 60 inches wide and side aisles 42 inches in width.

### **Millwork**

Custom millwork should be kept to a minimum. Standard furniture and furnishings available in modular units should be used whenever possible to enable response to changing service needs and future expansion.

Storage cabinets and counters in staff workrooms should be free-standing and modular. They should be able to be moved without major disruption to the walls whenever possible.

### **Furniture and Attic Stock**

Furniture selection should emphasize durability and maintenance as well as appearance. Strength of construction and the ability to replace components should be a prime consideration. Standard, stock items should be specified.

Budget permitting, a small inventory of replacement parts and materials should be included in the specifications. It is helpful to provide this additional stock so that replacements will be from the dye lots or manufacturing runs. The following items and amounts are recommended:

Wall Coverings	3 percent	Wall Base Trim	3 percent
Ceiling Tile	3 percent	Ceramic Tile	3 percent
Carpet	3 percent	Paint	5 percent
Vinyl Tile	3 percent		

Upholstery that can be removed on site is advantageous. Partitions used in office landscaping should be standard, modular units rather than custom units. Moveable furniture and equipment must be equipped with carpet casters. The library planning team should be allowed to inspect and evaluate furnishing selections whenever possible prior to approval.

### **Equipment**

The library will independently acquire through its own purchasing procedures media, circulation, computer and office equipment. These costs are part of the total project budget. The architect will be responsible for the provision of the necessary space, power, cabling, and related furniture.

### **Locks**

A key card system is desired.

### **Book Drop**

The drive-up book and media returns should deposit in a fire-rated room. Each return slot must be well signed and at a convenient height for both automobiles and vans. Locked depository units should be specified. The interior lobby returns should deposit into the check-in/reshelving area. Separate returns are provided for books and media items to minimize damage to media items. The returns should be installed at a height above the interior floor that permits use of depressible carts beneath the returns. When use is heavy the carts may be replaced with a fire-resistant pad.

### **Display Fixtures**

Public bulletin boards for display of public notices should be flush-mounted and provide a locking glass cover. Brochure racks should be flush-mounted or recessed, free-standing units.

Muscatine Parks and Recreation  
563-263-0241  
May 11, 2015

NEWS RELEASE

The Muscatine Parks and Recreation Department would like to invite the community to take part in Callaway Demo Day and to meet our new PGA Head Golf Professional, Matt Romer.

The event will take place at Muscatine Municipal Golf Course on Wednesday, May 20<sup>th</sup>, from 3:00 – 7:00pm. Join us and test the latest and greatest equipment from Callaway Golf. There will also be drawings for door prizes!

If you have any questions, please call the Muscatine Municipal Golf Course at 563-263-4735.