

# MEETING MINUTES

## MEETING INFORMATION

<b>MEETING NAME</b>	Carnegie-Stout Public Library ATF Meeting #1	<b>MEETING LOCATION</b>	C-SPL Auditorium
<b>MEETING DATE</b>	August 23, 2023	<b>MEETING TIME</b>	6:00 PM – 7:30 PM
<b>PROJECT NAME</b>	Carnegie-Stout Public Library Conceptual Planning		
<b>FEH PROJECT NUMBER</b>	2023341		
<b>PROJECT ADDRESS</b>	360 W. 11 <sup>th</sup> Street, Dubuque, Iowa 52001		

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input checked="" type="checkbox"/> Christy Monk	FEH Design	563.583.4900	christym@fehdesign.com
<input checked="" type="checkbox"/> Kevin Eipperle	FEH Design	563.583.4900	kevine@fehdesign.com
<input checked="" type="checkbox"/> Andrew McCready	FEH Design	563.583.4900	Andrewm@fehdesign.com
<input checked="" type="checkbox"/> Ema Kuhlmann	FEH Design	563.583.4900	emak@fehdesign.com
<input checked="" type="checkbox"/> CSP-L Core Committee			
<input checked="" type="checkbox"/> CSP-L Public Advisory Task Force			
<input checked="" type="checkbox"/> General Public			

## DISCUSSION

1. **Introduced FEH Design team.**
2. **Reviewed Agenda & today's goals.**
3. **Introduced the Advisory Task Force (ATF) and its role.**
4. **Reviewed the adopted Core Committee's Goals for Success.**
5. **Spoke about the relevance of a 21<sup>st</sup> Century Public Library**
  - a. Questions, comments and responses:
    - i. Will we have copies of these slides?
      1. Yes, we can send out a copy of these slides.
    - ii. Does the library have fire safety blankets to protect the most valuable parts of the collection?
      1. [I don't believe so] we will note this and take this into consideration.
    - iii. Another library has a separate quiet space that houses the newspapers and periodicals with nice circulation space.
6. **Reviewed space needs program.**
  - a. Questions, comments and responses:
    - i. Are the ADA minimums plus extra space for extra wide wheelchairs included in the needed square footage for these spaces?
      1. Yes, the minimum ADA pathways are built into these figures. We utilized an online calculator that projects the needed square footage according to user-friendliness. The desired user-friendliness can be changed for different parts of the library. The higher the user friendliness, the more square footage there will be in a particular area for circulation.
    - ii. What spaces does the library have now?
7. **Reviewed existing vs. recommended square footage for the space.**



a. Questions, comments and responses:

- i. What are you basing the recommended square footage off? Where did you get these figures?
  1. We used an online calculator that uses compiled data from multiple libraries.
- ii. Why are we exploring expanding spaces if the building size doesn't allow for it?
  1. We are exploring all of our options for different layouts to better utilize what space we have and potential building additions, etc.
- iii. How many seats in a space? [This individual was trying to understand how to convert square footage numbers to how many people could use or be in the space at one time].
  1. It depends on the space and its function.
- iv. Are teens part of this task force?
  1. Teens were invited to participate and none attended the meeting to our knowledge.

**8. Reviewed the condition assessment.**

a. Questions, comments and responses:

- i. My understanding is that LED lights are hard on the eyes especially for seniors. We should look into the health impacts or strain before spending money to put in all LED lights.
  1. We will look into the most versatile and comfortable options.
- ii. How is the city budget for this? (Referring to how the city plans to budget for maintenance.)
  1. This is new information and there is not currently a budget. The city is meeting this fall to outline their fiscal goals for next year. The intent is to get the project submitted in time so that it can be considered when planning for fiscal year 2025 begins.
- iii. Shouldn't we prioritize urgent matters first? We shouldn't put money into new landscaping before putting money towards plumbing maintenance.
  1. Yes, urgent matters are going to take priority. There will be two separate budgets for building maintenance and space needs. Currently there are only rough numbers budgeted for building maintenance.

**9. FEH opened the floor for concept ideas and feedback on what they would like us to study.**

a. Questions, comments and responses:

- i. Our lower income population are in greater need of our library and our location should stay downtown.
- ii. When we talk about teens at our library, we need to understand that they do not fit a general teen demographic but rather a more specific demographic. We should consider this when planning spaces for teens.
- iii. I have an attachment to this library, specifically when we talk about the use of space.
- iv. What is the relationship between the library and the county library?
  1. [Fielded by the Director, Nick] The libraries are separate organizations, but there is a good working relationship between them and there is daily travel to drop off and pick up materials to help serve our population over a larger geographical area.
- v. Will we convert printed books to digital books to help free up space?
  1. Data shows that the use of eBooks increased when they became popular, but have plateaued. The popularity of printed books has been increasing over time. The calculations account for more printed materials than the library currently has, to adjust to the growing population and the trends in popularity.
- vi. What is the library's relationship to other organizations such as the Boys and Girls Club and the Multicultural Family Center?
  1. [Fielded by head of Childrens Services, Danielle] The library has programs with the Boys and Girls Club, St. Mark's Youth Enrichment, and the Multicultural Family Center.
- vii. Is it possible to build up and out and have a green space on the roof? We would love to see outdoor spaces. What land do we have access to? Can we convert 11<sup>th</sup> street into green space?
  1. It is feasible to build up anywhere, it comes down to price and practicality. If another level or location is built, there would be increased staffing needs and operating cost comparisons would need to be evaluated.



- viii. A comment was provided for a prior question about converting printed books to eBooks. Three printed books can be purchased for the same price as one eBook. It does not make financial sense to replace the printed collection with a digital one.
- ix. Will we be able to see trendline data on usage in different functional areas?
  - 1. Yes, the library collects that data.
- x. It was requested to allow online participants be able to voice comments next time.
  - 1. It can be very distracting to have voices come over a speaker through zoom, so the chat is monitored and the questions are addressed.
- xi. In regard to the lack of staff workspaces, when you calculate space needs, what staffing needs are being considered as the library is projected to grow in the future?
- xii. Do you collect patron user demographics?
  - 1. We have demographics from library card holders, but the state is very specific about what information can be collected. The available information is limited.
- xiii. The flagship Dubuque Bank and Trust building is empty, maybe our library will close like they did someday. People love this library. Maybe we can build a second library, but it will be expensive. I want books to be available to people, that is why I donate to the Loras collection. It is tough in winter to park and walk on the sidewalks when I'm not sure how the ice will be. I like going to banks where they have a parking lot for this reason. I think the library will be vacant in 30 years because more things will become driven by technology and be available online.

**10. Informed the public of the upcoming design workshops (SPARK) on September 13 & 20.**

**11. FEH asked the audience what other data they want to see that we could provide.**

- a. Questions, comments and responses:
  - i. Look at where and how we can expand when looking at the estimated needed square footage and where we are at currently with square footage.
  - ii. The City owns 1025 Bluff Street, which could be an option for expansion.
  - iii. I would like to advocate for the children's creative play space. Would like to see more space where kids can have more interaction and meet other kids.

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**ACTION ITEMS**

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- 1) FEH will send out a copy of the slides and handouts to those who attended and provided their email address.
- 2) The Core Planning Committee will meet to discuss the meeting and what steps to take moving forward.

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For meeting minutes this is the author's understanding of the items discussed. Please notify us of any discrepancies within 7 days so revised minutes can be issued. No response will indicate acceptance by all parties.

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**WRITTEN BY** Ema Kuhlmann

**NEXT MEETING** September 6, 2023 from 6:00 PM – 7:30 PM

**ATTACHMENTS** Sign-In Sheets, ATF Presentation Slides, Space Needs, Condition Assessment

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# ATTENDANCE SHEET

**MEETING INFORMATION**

MEETING DATE August 23, 2023

MEETING TIME 6:00 – 7:30PM

MEETING NAME C-SPL Advisory Task Force Meeting #1

MEETING LOCATION Carnegie-Stout Public Library Auditorium

PROJECT NAME Carnegie-Stout Public Library Conceptual Planning

FEH PROJECT NUMBER 2223341

NAME

COMPANY

PHONE # / EMAIL

Thea Dement	EXTI Fireside	
Stacey Killian	VNA	
Charleen Shea	Dubuque Montessori	
Jean Bontemps	Dubuque Senior	
Ciada Welu	Dubuque-CSPL	
Heather Satterly	City of Dubuque	
Sherrie Keating	DuTrace Community UK	
Paula Connors	CSPL Foundation	
GARY Stoppelman	DUMT	
Brian Hallstos	Univ. of DBQ	
Jane O'Neil	CSPL Foundation	



# FEH DESIGN

ARCHITECTURE / ENGINEERING / INTERIORS

951 MAIN STREET  
DUBUQUE, IOWA 52001  
563 583 4900

Name	Company
Vicki Liberman	NICC
Natalie Dreese	McOne
Justin Thiltgen	City of Dubuque
Ann Marie Sannette	City of PRR
Tamara Frenozil	Friends of CSPL
Brye Parks	365 in K
Sarah Berg	
Sue White	

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FEH PROJECT NUMBER 2223341

NAME

COMPANY

PHONE # / EMAIL

*Sam Muller*

*Rose Kramer*

*A. Alanda Gregory*

*Rama Laurel*

*Michelle Bedinger*

*Danielle Joy*

*JOHN B. DONOHAN*



<u>Name</u>	<u>Company</u>
Becky Hill	Citizen (Shel Library)
Jason Duba	City of Dubuque
Jack Studier	ECIA
Ellen Henkels	citizen
Michael Keith	Library

### ONLINE ZOOM PARTICIPANTS

Sherri E. Crescent community health center

Melissa Donovan ABC learning

Riverson (Ron Iverson?) Grand River Med. Group

→ Sarah's Otter Pilot

Anderson (Sainci?) Dubuque Community

Jack M. Hills + Dales

Gail Chavenelle Chavenelle Studio Metalworks

Erin Powers Daley NICC

? Sarah Poling? Library user

ARCHITECTURE / ENGINEERING / INTERIORS

# ATF MEETING #1

## CARNEGIE-STOUT PUBLIC LIBRARY



**FEH** DESIGN



# INTRODUCTION

- Continuous operation since 1898
- Offices in Sioux City, Des Moines, Dubuque (Iowa) and Oconomowoc (Wisconsin)

Extensive experience throughout the Midwest Region, over 150 library projects

Outstanding record for cost and schedule control

- Design approach that focuses on the owner, staff and community involvement



FEH Design offers experience provided by our four offices including architecture, structural engineering, interior design, WELL and LEED accredited professionals.

# THE FEH TEAM



Christy Monk, AIA, LEED AP  
BD+C  
Principal



Ema Kuhlmann  
Architectural Designer



Kevin Eipperle, AIA, LEED AP  
Principal in Charge



Andrew McCready  
Architect



**FEH DESIGN**

## 03 / ADVISORY TASK FORCE ROLE

The Advisory Task Force serves as a sounding board, providing guidance, advice, and feedback to the Board. Task Force members will gain knowledge of , or experience with, the facilities, and are capable of articulating the views of the community. They understand the Goals for Success for the Library, can evaluate possible implementation options, will consider the potential cost of proposed options, make advisory recommendations to the Board.



# 04 / GOALS FOR SUCCESS

## A Library that...

- Is welcoming to all and serves the needs of all, especially teens and underserved populations.
- Is efficiently and functionally organized for staff, service, programming, patrons, and a curated collection.
- Utilizes all existing and future spaces to the full extent of their capabilities with flexibility and multipurpose use in mind.
- Maintains and respects the historic character of the building.
- Allows for all types of uses, quiet and loud, without causing disruptions from one to another.
- Is timeless in its design and use of low maintenance materials, finishes, furniture, and equipment.
- Has updated infrastructure to support new and future technologies and building systems.
- Creates awareness, enthusiasm, attracts more users and increases use.

## A Process that...

- Develops and evaluates a variety of solutions.
- Gathers, considers, and utilizes input from staff, patrons, public, and planners.
- Builds upon partnerships with local and regional organizations.
- Identifies a long-term vision and prioritizes short-term steps that are implementable and fundable.

# 04 / REVIEW AGENDA

1. **Introductions**
2. **Review agenda and today's goals**
3. **Advisory Task Force Role**
4. **Review Draft Goals for Success**
5. **Relevance of a 21st Century Public Library**
6. **Review process**
  - a. Space Needs Evaluation & Program of Spaces
  - b. Condition Assessment
  - c. Advisory Task Force input, what would you like us to study?
  - d. Design workshop – SPARK (September 13 and 20)
7. **Review Schedule**
  - a. Dates & location for future meetings & workshops, virtual & hybrid
8. **Next steps, assignments, and next meeting – September 6, 2023, ATF meeting at 6:00 PM**
  - a. Think about needs and key participants who should be added

# 05 / 21<sup>ST</sup> CENTURY LIBRARIES



- Young adult, youth spaces
- Flexible spaces & furnishings
- Integrated technology
- Marketplace/neighborhood
- Makerspaces
- Collaboration, gathering



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- Makerspaces
- Collaboration, gathering



# 05 / COMMUNITY MEETING SPACES



- Meeting rooms
- Gathering spaces
- Event spaces
- Celebration venues
- Quiet places
- Classroom and training spaces





# 05 / SPACE NEEDS PROGRAM

## Existing Square Footage Comparison to Recommended Square Footage

FUNCTIONAL AREA	Minimum Acceptable User-Friendliness	Ample User-Friendliness	Mean Value	Existing	Difference From Minimum	Difference From Mean
<b>COLLECTION SPACES</b>						
Adult Collections (108,000 vol.)	5,678	11,949	10,201	7,451	1,773	(2,750)
Children's Collections (52,600 vol.)	2,764	5,346	4,625	3,009	245	(1,616)
Young Adult Collections (5,800 vol.)	369	649	659	375	6	(284)
<b>SEATING SPACES</b>						
Adult Casual & Study (105 seats)	3,142	4,189	3,928	3,411	271	(515)
Children's Casual & Study (32 seats)	1,047	1,571	1,440	409	(638)	(1,031)
Young Adult Casual & Study (17 seats)	524	698	655	639	115	(16)
Adult Computer/Technology (16 seats)	560	720	680	656	96	(24)
Children's Computer/Technology (10 seats)	300	400	375	345	45	(30)
Young Adult Computer/Technology (5 seats)	175	225	213	135	(40)	(78)
<b>MEETING &amp; GATHERING SPACES</b>						
Conference Room #1 (20 seats)	660	660	660	583	(77)	(77)
Conference Room #2 (30 seats)	960	960	960	0	(960)	(960)
All-Purpose Room #1 (120 seats)	1,800	1,800	1,800	1,480	(320)	(320)
All-Purpose Room #2 (80 seats)	1,200	1,200	1,200	0	(1,200)	(1,200)
Children's Program Area (65 seats)	880	880	880	697	(183)	(183)
Children's Craft Area (40 seats)	540	540	540	0	(540)	(540)
Children's Creative Play Space (occupancy 12)	240	240	240	439	199	199
Maker Space (20 seats)	700	700	700	492	(208)	(208)
Teen Gaming (4 seats)	220	220	220	0	(220)	(220)
Tutoring Spaces (16 seats distributed)	610	610	610	0	(610)	(610)
Group Study Space (12 seats)	470	470	470	318	(152)	(152)
Whisper Room				272		
<b>SPECIAL USE SPACES</b>						
Art Gallery	1,273	1,779	1,645	978	(295)	(667)
Friend's Book Sale Area	159	222	206	305	146	100
Friend's Office/Sorting Space	1,591	2,224	2,057	381	(1,210)	(1,676)
Co-Working Spaces/Zoom Room (5 seats total)	600	600	600	0	(600)	(600)
Automated Materials Handling	483	483	483	0	(483)	(483)

**Questions?**



**FEH** DESIGN

# 04 / CONDITION ASSESSMENT

Building Area	Code/ Maintenance Item	Recommendation to Correct	Urgency Level	Costs
<b>INTERIOR</b>				
5 Second and Third Floor	Building not fully sprinklered	Consider providing sprinklers in the building for full coverage	Recommended	To Be Determined
2 Upper Level	Water issue in Children's Program Room	Provide waterproofing at building exterior, below grade	Recommended	\$5,000
3 Upper Level	Door sweep missing at roof access door	Provide door sweep	Urgent	\$150
4 Lower Level	Raised floor slab into third floor mechanical room	Provide threshold at door frame	Required	\$150
4 Lower Level	Drive up book drop return room has moisture issues and freezing in the winter	Provide air circulation in the room, provide perimeter waterproofing to prevent water infiltration	Urgent	See Line 23
5 Lower Level	Water infiltration noted at exterior wall finish in children's area, adjacent to book drop	Provide perimeter waterproofing to prevent water infiltration through foundation wall	Urgent	\$15,000
6 Interior	After-hours movable, security partitions are at their end of life and no longer have parts available	Replace movable, security partitions with new units that are serviceable.	Recommended	\$65,000
7 <b>SUBTOTAL</b>				<b>\$85,300</b>
<b>EXTERIOR</b>				
8 Historic Building	Exterior masonry corbels and detail elements have periodic failures due to age	Conduct annual review of the exterior masonry elements to evaluate for loose elements	Recommended	\$1,000
9 Building Addition	No roof overflow drains	Provide overflow scuppers	Required	See Line 28
10 Building Addition	Water drainage concerns at main entrance with trench drain, water directed towards building	Consider tework of the sidewalk slope at this entrance and overall drainage strategies	Recommended	\$27,000
11 Perimeter	Deterioration at stone mortar and gaps in mortar at pipe penetrations	Repair mortar and seal around pipe penetrations	Urgent	\$1,500
12 East Façade	Soffit finish deterioration	Repair paint finish	Recommended	\$300
<b>SUBTOTAL</b>				<b>\$29,800</b>
<b>ACCESSIBILITY (ADA)</b>				
13 Interior	Drinking fountains are not dual-height and do not have detectable aprons	Where possible, install dual-height drinking fountains. At all locations, install detectable aprons under the drinking fountains to meet ADA requirements	Required	\$2,500 and line item 27
14 Upper Level	Basement space is not ADA compliant and still has door knobs	When updates are made to the basement equipment, consider providing ADA compliant spaces. This is currently a staff-only space and, as such, is not required to be compliant	Recommended, Staff-Only Space	\$50,000
<b>SUBTOTAL</b>				<b>\$50,000</b>



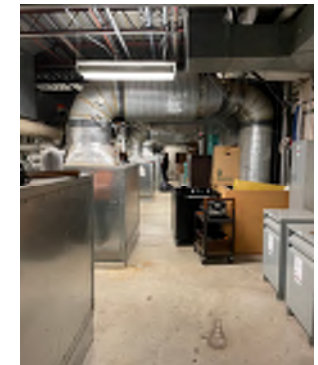
# 04 / CONDITION ASSESSMENT

## MECHANICAL

15	Boilers	Capacity and maintenance	De-couple heating and humidification to separate systems, improve capacity requirements, increase redundancy. Revise boilers to be hot water and remove steam to hot water heat exchanger to simplify	Recommended	\$200,000
16	Chilled Water Pumps	Capacity	Increase capacity to have improved redundancy	Recommended	\$60,000
17	Condenser Water Pump	Redundancy	Add 2nd pump to provide redundancy	Recommended	\$60,000
18	Humidifiers	Maintenance and redundancy	Provide separate dedicated humidifiers(steam generator) for each AHU to improve redundancy and remove from boilers. (qty=5)	Recommended	\$100,000
19	Heat Stratification	Space Comfort	Revise space heating equipment to reduce stratification where current heating components are high in the space and trap the heat. (qty=4)	Recommended	\$50,000
20	Temperature control	Space Comfort	Revise thermostat locations and add space heating equipment at exterior envelope load. (qty=1)	Recommended	\$6,000
21	IT Equipment cooling	Failure and Redundancy	Install new cooling equipment and add redundancy	Recommended	\$25,000
22	Mechanical Room Exhaust	Refrigerant leak exhaust	install exhaust for temperature relief and refrigerant leak exhaust.	Required	\$10,000
23	Book Drop	Temperature and Moisture Issues	Add ventilation and heat source at book drop area.	Urgent	\$5,000
24	Maker's Space	Ventilation	Add ventilation to improve space conditions	Recommended	\$5,000
<b>SUBTOTAL</b>					<b>\$611,000</b>

## PLUMBING

25	Domestic Water Piping	Build up	Replace domestic water piping due to build-up inside pipes, provide allowance	Recommended	\$75,000
26	Domestic Water Heater	Age	Replace domestic water heater due to age	Recommended	\$5,000
27	Electric Water Coolers	Non-ADA compliant	Install ADA compliant water coolers	Required	\$30,000
28	Roof Drainage	No overflow drains/scuppers on low roof (east)	Add overflow roof drains.	Required	\$10,000
<b>SUBTOTAL</b>					<b>\$120,000</b>



# 04 / CONDITION ASSESSMENT

## ELECTRICAL

29	Circuit Breakers	Recommended Maintenance	Exercise breakers per manufacturer's recommendations. If not already done annually, thermally scan bus and cable connections or consider de-energizing the switchboard for a brief period to allow the mechanical connections to be retorqued to ensure no loose connections exist which can lead to arcing and premature equipment failure	Required	\$1,000 ANNUALLY
30	Arc Flash Labeling	Recommended Safety Improvement	Have an arc flash and short circuit current study performed and label equipment with working hazards.	Recommended	\$10,000.00
31	Generator Distribution	Code Requirement	Separate emergency and standby loads onto dedicated transfer switches.	Recommended	\$10,000.00
32	Panelboard Working Clearances	Code Requirement	Future renovations should remove original panel in staff breaker area on Level 3. It is behind a refrigerator.	Recommended	\$5,000.00
33	Lighting	Energy upgrade	As fixtures fail, replace with LED versions	Recommended	\$250 per location

**SUBTOTAL** **\$25,000.00**

**ANTICIPATED TOTAL** **\$821,100**

**Total Cost Expectation (Includes General Conditions, Overhead and Profit & 1 year inflation, excludes design fees, FF&E)** **\$985,320**



# 04 / CONDITION ASSESSMENT

## LIBRARY NEEDS:

URGENT = \$21,650

REQUIRED = \$51,150

RECOMMENDED = \$749,300

TOTAL INVESTMENT = \$985,320

\* Total Cost Expectation (includes General Conditions, Overhead and Profit & 1 year inflation, excludes design fees, FF&E)



**Questions?**



**FEH** DESIGN





FEH DESIGN

SPARK  
SESSION



# WHAT IS A SPARK SESSION?

It is a **F**ast-paced, **E**ngaging, **H**ighly-focused **D**esign Session.



## FAST-PACED

In a 1 or 2 day session we create concept drawings in a short span of time based on your ideas. These concepts are then presented creating awareness and enthusiasm.



## ENGAGING

Input comes from your selected committee or from the collective thoughts of your entire community or business. Having a broad base of support, reflects the needs and desires of the community, school or business, and develops built-in ownership.



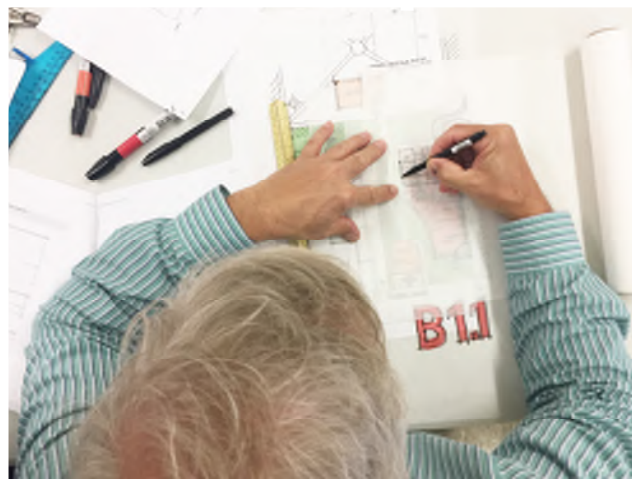
## HIGHLY-FOCUSED

Our team of designers set up shop in your space with their design toolkits. There, we focus all our attention on listening and responding to your suggestions. We bring our tools, our creativity but no preconceived notions as we work with you.



## DESIGN

Through the Spark Session, multiple design concepts are created. During the day we step back, reflect and then refine the designs. The best move forward and a concept moves to a more refined design.



# 07 / REVIEW SCHEDULE & TIMELINE

- Advisory Task Force (ATF) Meeting #1 – 6:00PM Wed August 23, 2023
- Advisory Task Force (ATF) Meeting #2 – 6:00PM Wed September 6, 2023
- Advisory Task Force (ATF) Meeting #3 – 6:00PM Wed September 13, 2023
  - All Day SPARK Design Workshop (9AM-5PM)
- Advisory Task Force (ATF) Meeting #4 – 6:00PM Wed September 20, 2023
  - All Day SPARK Design Workshop (9AM-5PM)
- Advisory Task Force (ATF) Meeting #5 – 6:00PM Tues October 3, 2023
  - To make recommendations of preferred option

**Questions?**



**FEH** DESIGN



Next Meeting:  
Wednesday September 6, 2023  
@ 6:00 PM

**THANK  
YOU**



**SUMMARY OF ESTIMATED SPACE NEEDS - FEH DESIGN**

BASIC INFORMATION	
Library Name	Carnegie-Stout Public Library
Year Space Needs Analysis Performed	2023
Space Needs Calculation Target Year	2043
Design Population Applied	61,900

COLLECTION SPACES	Square Footage
Adult Collection Space Required	11,779
Children's Collection Space Required	5,323
Young Adult Collection Space Required	644
<b>TOTAL COLLECTION SPACE REQUIRED</b>	<b>17,745</b>

RUNNING TOTAL  
71,975 GSF

SEATING SPACES	User Seats	Square Footage
<b>Recommended Total User Seating Base (not including computer or meeting room seating). NOTE: Total number of seats may differ from sum of counts for individual areas due to rounding.</b>		
	175	
<b>CASUAL AND STUDY SEATING</b>		
Adult Casual and Study Seating Suggested Based on Population Served	105	4,189
Children's Casual and Study Seating Suggested Based on Population Served	52	1,571
Young Adult Casual and Study Seating Suggested Based on Population Served	17	698
<b>TOTAL CASUAL AND STUDY SEATING REQUIRED</b>		<b>6,459</b>
<b>COMPUTER/ TECHNOLOGY SEATING</b>		
	<b>Computer Seats</b>	<b>Square Footage</b>
Adult Desktop Computer Workstations	16	720
Children's Desktop/ Early Literacy/ Educational Game Workstations	10	450
Young Adult Desktop Computer Workstations	5	225
Laptop Bar Stations	0	-
<b>TOTAL COMPUTER/ TECHNOLOGY SPACE REQUIRED</b>		<b>1,395</b>
<b>TOTAL USER SEATING SPACE REQUIRED</b>		<b>7,854</b>

RUNNING TOTAL  
71,975 GSF

STAFF SPACES	Square Footage
Director's Office	220
Other Enclosed Offices	1520
Circulation Workstations	540
Reference/ Information Desk Workstation(s)	300
Children's Service Desk Workstation(s)	330
Young Adult Service Desk Workstation(s)	120
Other Service Desks	310
General Staff Workspace	6480
Staff Lunch/ Break Room	1360
<b>TOTAL STAFF WORKSPACE REQUIRED</b>	<b>11,180</b>

<b>MEETING AND GATHERING SPACES</b>	<b>Occupancy</b>	<b>Square Footage</b>
Conference Room #1	20	660
Conference Room #2	30	960
All-Purpose Room #1	120	1,800
All-Purpose Room #2	80	1,200
Children's Program Area	65	880
Children's Craft Area	40	540
Children's Creative Play Space	12	240
Maker Space	20	700
Computer Lab	4	220
Tutoring Space(s)	16	610
Group Study Space(s)	12	470
Other Meeting Space #1	0	-
Other Meeting Space #2	0	-
<b>TOTAL MEETING &amp; GATHERING SPACE</b>		<b>8,280</b>

**RUNNING TOTAL**  
71,975 GSF

<b>SPECIAL USE SPACES</b>	<b>Square Footage</b>
Coffee Bar	-
Café	-
Art Gallery	1,802
Friends' Book Sale Area	225
Friends' Gift Shop	-
Friends' Office/ Book Sorting Area	2,253
Co-Working Space	600
Office for another organization/ agency	-
AMH (RFID) sorting equipment	483
<b>TOTAL SPECIAL USE SPACES</b>	<b>5,363</b>

**RUNNING TOTAL**  
71,975 GSF

<b>MISCELLANEOUS SPACES</b>	
Space for areas such as restrooms, mechanical rooms, janitorial storage are included in the percentage that is applied in the Structural Space/ Non-Assignable Space category. However, there are some important spaces that are not included in the functional categories above that are important to library operations. These are broken out below.	
	<b>Square Footage</b>
Self Checkout Unit(s)	240
Copy Machine(s)	150
Dictionary Stand(s)	50
Atlas Stand(s)	35
Map Case(s)	0
Microform Cabinet(s)	60
Vertical File Cabinet(s)	24
Lateral File Cabinet(s)	0
<b>TOTAL MISCELLANEOUS SPACES</b>	<b>559</b>

<b>UNCATEGORIZED SPACE</b>	
	<b>Square Footage</b>
Supply Storage	447
General Storage	1522
Entrance Lobby(ies)	1522
Service/ Loading Entrance	507
<b>TOTAL UNCATEGORIZED SPACE</b>	<b>3,999</b>

**TOTAL FUNCTIONAL SPACE** 54,980

STRUCTURAL SPACE/ NON-ASSIGNABLE SPACE PERCENTAGE APPLIED

28 %

<b>GRAND TOTAL ESTIMATED TOTAL SPACE NEED (GROSS SQUARE FEET)</b>	<b>71,975 GSF</b>
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FUNCTIONAL AREA	Minimum Acceptable User-Friendliness	Moderate User-Friendliness	Ample User-Friendliness	Hyper User-Friendliness	Mean Value	Existing	Difference From Minimum	Difference From Mean
<b>COLLECTION SPACES</b>								
Adult Collections (108,000 vol.)	5,678	7,762	11,949	15,416	10,201	7,451	1,773	(2,750)
Children's Collections (52,600 vol.)	2,764	3,627	5,346	6,761	4,625	3,009	245	(1,616)
Young Adult Collections (5,800 vol.)	369	525	649	1,093	659	375	6	(284)
<b>SEATING SPACES</b>								
Adult Casual & Study (105 seats)	3,142	3,666	4,189	4,713	3,928	3,413	271	(515)
Children's Casual & Study (52 seats)	1,047	1,309	1,571	1,833	1,440	409	(638)	(1,031)
Young Adult Casual & Study (17 seats)	524	611	698	786	655	639	115	(16)
Adult Computer/Technology (16 seats)	560	640	720	800	680	656	96	(24)
Children's Computer/Technology (10 seats)	300	350	400	450	375	345	45	(30)
Young Adult Computer/Technology (5 seats)	175	200	225	250	213	135	(40)	(78)
<b>STAFF SPACES</b>								
Director's Office (1 office)	180	190	210	220	200	439	259	239
Other Enclosed Offices (8 offices)	1,280	1,360	1,440	1,520	1,400	1,407	127	7
Circulation Workstations (3 Checkout Positions)	450	480	510	540	495	190	(260)	(305)
Reference/Information Desk (2 Positions)	240	260	280	300	270	274	34	4
Children's Service Desk (2 positions)	270	290	310	330	300	127	(143)	(173)
Young Adult Service Desk (1 position)	90	100	110	120	105	74	(16)	(31)
Other Service Desks (2 positions)	250	270	290	310	280	237	(13)	(43)
General Staff Workspaces (Distributed Among Departments)	4,860	5,400	5,940	6,480	5,670	3,367	(1,493)	(2,303)
Staff Lunch/Break Room	1,360	1,360	1,360	1,360	1,360	521	(839)	(839)
<b>MEETING &amp; GATHERING SPACES</b>								
Conference Room #1 (20 seats)	660	660	660	660	660	581	(79)	(79)
Conference Room #2 (30 seats)	960	960	960	960	960	0	(960)	(960)
All-Purpose Room #1 (120 seats)	1,800	1,800	1,800	1,800	1,800	1,480	(320)	(320)
All-Purpose Room #2 (80 seats)	1,200	1,200	1,200	1,200	1,200	0	(1,200)	(1,200)
Children's Program Area (65 seats)	880	880	880	880	880	697	(183)	(183)
Children's Craft Area (40 seats)	540	540	540	540	540	0	(540)	(540)
Children's Creative Play Space (occupancy 12)	240	240	240	240	240	439	199	199
Maker Space (20 seats)	700	700	700	700	700	492	(208)	(208)
Teen Gaming (4 seats)	220	220	220	220	220	0	(220)	(220)
Tutoring Spaces (16 seats distributed)	610	610	610	610	610	0	(610)	(610)
Group Study Space (12 seats)	470	470	470	470	470	118	(352)	(352)
Whisper Room						172		
<b>SPECIAL USE SPACES</b>								
Art Gallery	1,273	1,467	1,779	2,062	1,645	978	(295)	(667)
Friend's Book Sale Area	159	183	222	258	206	305	146	100
Friend's Office/Sorting Space	1,591	1,834	2,224	2,578	2,057	381	(1,210)	(1,676)
Co-Working Spaces/Zoom Room (6 seats total)	600	600	600	600	600	0	(600)	(600)
Automated Materials Handling	483	483	483	483	483	0	(483)	(483)
<b>MISCELLANEOUS SPACES</b>								
Self Checkout Units (4)	240	240	240	240	240	100	(140)	(140)
Public Copy Machines (3)	150	150	150	150	150	38	(112)	(112)
Dictionary Stands (2)	50	50	50	50	50	25	(25)	(25)
Atlas Stands (1)	35	35	35	35	35	25	(10)	(10)
Genealogy/Microform Cabinets (4)	60	60	60	60	60	80	20	20
Genealogy/Vertical Files (2)	24	24	24	24	24	81	57	57
<b>UNCATEGORIZED FUNCTIONAL SPACE</b>								
Supply Storage (Distributed Among Departments)	359	388	418	447	403	37	(322)	(366)
General Storage (Distributed Throughout Building)	1,087	1,247	1,503	1,736	1,393	1105	18	(288)
Entrance Lobby/Lobbies	1,087	1,247	1,503	1,736	1,393	524	(563)	(869)
Service/Loading Entrance	362	416	501	579	465	0	(362)	(465)
<b>TOTAL FUNCTIONAL SPACE</b>								
TOTAL FUNCTIONAL SPACE	39,379	45,104	54,269	62,600	50,338		(8,825)	(19,784)
NET TO GROSS PERCENTAGE APPLIED	28%	28%	28%	28%	28%			
SQUARE FOOTAGE RESULTING FROM 28%	11,026	12,629	15,195	17,528	14,095			
VERTICAL CIRCULATION (STAIRS & ELEVATOR)	2,500	2,500	2,500	2,500	2,500			
STRUCTURAL/NON-ASSIGNABLE SPACE	13,526	15,129	17,695	20,028	16,595			
TOTAL GROSS SQUARE FEET	52,905	60,233	71,964	82,628	66,933	53,723		

# Carnegie-Stout Public Library

Space Comparison Summary  
2023.08.23



	Building Area	Code/ Maintenance Item	Recommendation to Correct	Urgency Level	Costs
<b>INTERIOR</b>					
1	Second and Third Floor	Building not fully sprinklered	Consider providing sprinklers in the building for full coverage	Recommended	To Be Determined
2	Upper Level	Water issue in Children's Program Room	Provide waterproofing at building exterior, below grade	Recommended	\$5,000
3	Upper Level	Door sweep missing at roof access door	Provide door sweep	Urgent	\$150
4	Lower Level	Raised floor slab into third floor mechanical room	Provide threshold at door frame	Required	\$150
5	Lower Level	Drive up book drop return room has moisture issues and freezing in the winter	Provide air circulation in the room, provide perimeter waterproofing to prevent water infiltration	Urgent	See Line 23
6	Lower Level	Water infiltration noted at exterior wall finish in children's area, adjacent to book drop	Provide perimeter waterproofing to prevent water infiltration through foundation wall	Urgent	\$15,000
7	Interior	After-hours movable, security partitions are at their end of life and no longer have parts available	Replace movable, security partitions with new units that are serviceable.	Recommended	\$65,000
<b>SUBTOTAL</b>					<b>\$85,300</b>
<b>EXTERIOR</b>					
8	Historic Building	Exterior masonry corbels and detail elements have periodic failures due to age	Conduct annual review of the exterior masonry elements to evaluate for loose elements	Recommended	\$1,000
9	Building Addition	No roof overflow drains	Provide overflow scuppers	Required	See Line 28
10	Building Addition	Water drainage concerns at main entrance with trench drain, water directed towards building	Consider rework of the sidewalk slope at this entrance and overall drainage strategies	Recommended	\$27,000
11	Perimeter	Deterioration at stone mortar and gaps in mortar at pipe penetrations	Repair mortar and seal around pipe penetrations	Urgent	\$1,500
12	East Façade	Soffit finish deterioration	Repair paint finish	Recommended	\$300
<b>SUBTOTAL</b>					<b>\$29,800</b>
<b>ACCESSIBILITY (ADA)</b>					
13	Interior	Drinking fountains are not dual-height and do not have detectable aprons	Where possible, install dual-height drinking fountains. At all locations, install detectable aprons under the drinking fountains to meet ADA requirements	Required	\$2,500 and line item 27
14	Upper Level	Basement space is not ADA compliant and still has door knobs	When updates are made to the basement equipment, consider providing ADA compliant spaces. This is currently a staff-only space and, as such, is not required to be compliant	Recommended, Staff-Only Space	\$50,000
<b>SUBTOTAL</b>					<b>\$50,000</b>

**MECHANICAL**

15	Boilers	Capacity and maintenance	De-couple heating and humidification to separate systems, improve capacity requirements, increase redundancy. Revise boilers to be hot water and remove steam to hot water heat exchanger to simplify	Recommended	\$200,000
16	Chilled Water Pumps	Capacity	Increase capacity to have improved redundancy	Recommended	\$50,000
17	Condenser Water Pump	Redundancy	Add 2nd pump to provide redundancy	Recommended	\$60,000
18	Humidifiers	Maintenance and redundancy	Provide separate dedicated humidifiers(steam generator) for each AHU to improve redundancy and remove from boilers. (qty=5)	Recommended	\$100,000
19	Heat Stratification	Space Comfort	Revise space heating equipment to reduce stratification where current heating components are high in the space and trap the heat. (qty=4)	Recommended	\$50,000
20	Temperature control	Space Comfort	Revise thermostat locations and add space heating equipment at exterior envelope load (qty=1)	Recommended	\$6,000
21	IT Equipment cooling	Failure and Redundancy	Install new cooling equipment and add redundancy	Recommended	\$25,000
22	Mechanical Room Exhaust	Refrigerant leak exhaust	Install exhaust for temperature relief and refrigerant leak exhaust.	Required	\$10,000
23	Book Drop	Temperature and Moisture Issues	Add ventilation and heat source at book drop area.	Urgent	\$5,000
24	Maker's Space	Ventilation	Add ventilation to improve space conditions.	Recommended	\$5,000

**SUBTOTAL****\$511,000****PLUMBING**

25	Domestic Water Piping	Build up	Replace domestic water piping due to build-up inside pipes, provide allowance	Recommended	\$75,000
26	Domestic Water Heater	Age	Replace domestic water heater due to age.	Recommended	\$5,000
27	Electric Water Coolers	Non-ADA compliant	Install ADA compliant water coolers	Required	\$30,000
28	Roof Drainage	No overflow drains/scuppers on low roof (east)	Add overflow roof drains.	Required	\$10,000

**SUBTOTAL****\$120,000**

**ELECTRICAL**

29	Circuit Breakers	Recommended Maintenance	Exercise breakers per manufacturer's recommendations. If not already done annually, thermally scan bus and cable connections or consider de-energizing the switchboard for a brief period to allow the mechanical connections to be retorqued to ensure no loose connections exist which can lead to arcing and premature equipment failure	Required	\$1,000 ANNUALLY
30	Arc Flash Labeling	Recommended Safety Improvement	Have an arc flash and short circuit current study performed and label equipment with working hazards.	Recommended	\$10,000.00
31	Generator Distribution	Code Requirement	Separate emergency and standby loads onto dedicated transfer switches.	Recommended	\$10,000.00
32	Panelboard Working Clearances	Code Requirement	Future renovations should remove original panel in staff breaker area on Level 3. It is behind a refrigerator.	Recommended	\$5,000.00
33	Lighting	Energy upgrade	As fixtures fail, replace with LED versions	Recommended	\$250 per location

**SUBTOTAL****\$25,000.00****ANTICIPATED TOTAL****\$821,100****Total Cost Expectation (includes General Conditions, Overhead and Profit & 1 year inflation, excludes design fees, FF&E)****\$985,320**