Lincolnwood Public Library District:
MASTERPLANNING REPORT
JULY 31 2014

Planning for the Future

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INTRODUCTION

In early 2012 the Lincolnwood Public Library District Board of Trustees began to evaluate library usage, and paid special attention to the number of cardholders in the community. At the end of fiscal year 2011 less than 30% of Lincolnwood residents held a library card. This was a primary reason that the library board began a strategic planning process in July 2012. Through a series of in-person interviews and focus groups along with a community-wide survey, they learned that the outdated facility was one reason why residents weren't using the library. There were also concerns and questions about the mechanical, electrical, plumbing and structural components of the facility.

In order to address these issues, Product Architecture + Design was retained by Lincolnwood Public Library to explore capital improvement projects available to the library. The library has built a capital reserve fund in recent years to fund these projects.

Tiffany Nash and Dan Pohrte headed the study team. Several visits were made to conduct this study. The following constitutes the meetings that were conducted as part of this study.

- December 10: Building existing conditions documentation
- December 19: Board meeting to discuss future library trends, specific programmatic needs, deficiencies in the library
- January 10: Full staff meeting to discuss library issues within the current space and new programmatic needs
- January 14: Meeting with library management to discuss more specific needs and goals
- January 29: Meeting with library management to discuss plan options
- February 6: Meeting with department heads to discuss 5 plan options in order to prioritize goals
- February 20: Presentation to the Library Board of preliminary options, including expansion options

The report that follows summarizes those findings and recommendations, including meeting minutes from the meetings with the Board and staff. The following individuals contributed directly to the direction of the study:
Board of Trustees:

President: Kendra L. Beard  
Vice President: Christopher M. Martel  
Secretary: Dany R. Fields  
Treasurer: James E. Berger  
Bertha Gimbel  
Linda Poulsom  
Pamela Stavinoga

Lincolnwood Public Library District Management staff:

Su Bochenski, Library Director  
Julie Anne Nitz-Weiss, Assistant Library Director/Head of Community Relations  
Amy Thayer, Office Manager  
Gail Inman, Head of Adult Services  
Barbara Friedman, Interlibrary Loan Coordinator  
Vandana Sehgal, Head of Circulation  
Jennifer Hunt, Technology Librarian  
Deborah Keegan, Marketing Associate  
Sharon Levine, Head of Youth Services  
Sheila Cody, Assistant Head of Youth Services

The board and staff discussed the primary goals of this study. It is clear that there is a near-term need to address major issues with the roof, wearing carpet, general aging of the building. At the same time, the library decided to take this opportunity to study the mechanical, plumbing, and electrical systems, the exterior wall, and to take a broader look at possible improvements to the library.

Having operated in the building for many years, the staff and library board have become aware that patron experience and staff spaces could be improved. The patron experience of entering the building, the delineation of quiet and loud space for adult use, the heavy use of the library by elementary and junior high children during specific times of day, and the oddly shaped meeting rooms needed to be addressed for a more effective use of space within the existing building.

**Sustainability**

The Lincolnwood Library is committed to making decisions that conserve energy and are environmentally friendly. During the master plan implementation the library will investigate options such as a green roof, solar or wind energy, rain water drainage and use, recycled materials, etc. The library will make "green" choices that support environmental resource management and environmental protection. One goal is to provide models of sustainability for the community while reducing energy consumption.
Expansion Options – Facility/Site

At the beginning of the project the board and staff carefully considered the need and opportunity for expansion of the site, the library building, and the parking lot.

Both vertical and horizontal expansion options were explored as part of this study. The existing site of the library would only allow for vertical expansion. A structural study was conducted to determine if the existing structure could support a second floor. It was determined that the existing structure could not support a second floor, and should the structure be made to accommodate a second floor, current codes would necessitate a costly retrofit of structural connections, even just those that would support a roof. The benefits of an expansion did not justify the expense that this would incur.

A first floor addition was also studied. The library does not own the land that would be needed for this expansion. Lincolnwood is a landlocked community with little opportunity for a significant increase in residential population, and the board and staff felt that the current square footage is sufficient to meet the library’s needs as long as improvements to usage and patron traffic flow were implemented. Therefore, the focus of the study was directed towards working within the current footprint of the site.

However, the board recognized that while the existing footprint is sufficient for current use, additional square footage would allow for more enclosed study spaces and larger meeting spaces. There is also a need for some outdoor space, to be used as a reading garden, event space, and also as overflow for the very busy after school period. It is recommended that the library should seriously consider any opportunity to purchase adjacent land for use as mentioned above, and/or additional parking or an additional access/egress point.

The structural report and a horizontal expansion study are attached within this report.

Expansion Options – Parking

The library’s original parking lot included 27 spaces (including required handicap accessible spaces). In 2008 the library completed an expansion of the parking lot by acquiring a neighboring property, bringing the current total spaces to 56. During regular library hours parking is typically sufficient for staff and patrons, but during larger events and after school the lot is filled. An additional 15-30 parking spaces would accommodate the growing need for parking.

Traffic flow in the existing lots is constrained, primarily due to the single entrance/exit on Pratt Ave. The single entrance is narrow and is often misused by a single car taking up both lanes. Ideally the entrance would be enlarged to provide a wider access point for vehicles. However, even widened, the single access point is a deficiency and causes
congestion, especially during busy times. If there was ever an opportunity to augment the parking lot with an additional access/egress point, the library should take advantage of it.

PRIORITIES TOWARD A REDESIGN

Board, staff, and management team meetings were held to determine priorities for improvements within the library. Suggestions and comments from these three meetings are attached to this report. A summary of the findings from these meetings is as follows.

A. Front Entry: The appearance of the building is currently a solid wall of brick and should be more welcoming to patrons. This would include landscaping as well as potential façade improvements.

B. Entry Sequence/Lobby: The lobby should be welcoming to patrons. Staff should be visible at the entry, while maintaining space out of the path of travel as people enter the building. The lobby should have enough space for new materials. A vending café should be located near the entry.

C. Service Points: The building should contain 3 service points. A circulation/help desk, an adult service desk, and a children’s service desk centrally located in the space. All desks should have space for 2 people.

D. Meeting Rooms: The Roehri Room should be able to be split into two useful rooms, and the shape should be efficient for seating. The Grant Room should also be an efficient space for seating. It should be able to be opened up for extra seating after school.

E. Study Rooms/Quiet Spaces: Several study rooms should be provided to offer quiet study space in the building. Adult seating areas should be located so that there are quiet places to sit, much like the existing carrels behind the fiction collection. A separate Quiet Study room will not be necessary if these goals can be accomplished.

F. Computers: Provide 6 computers for adults, 6 computers for youth plus 2 AWE stations, if all are located in the same general area. Provide enough space for an extra chair at computer stations for children.

G. Adult Seating: Provide one and two person seating options, including tables seating and lounge seating. Provide private as well as social seating areas.

H. Youth Area: The youth area should be very flexible to allow for the influx of kids after school. Floor space should be provided in the picturebook area for free play by the youngest children.

I. Collections (size, use of shelving, types of shelving, which collections need to grow and which ones can be reduced): The adult collection can be slightly smaller in size, and all shelves, including the bottom shelf, may be used in the new space in order to allow more space for study rooms. The children’s collection
is to remain the same size. The teen collection should be 25% larger. Picturebook bins would be preferred for the children’s picturebook collection. The AV collection should grow and utilize face out displays. This can be accomplished in the same current space if different packaging options are used (sleeves instead of cases.)
J. Staff Spaces:
   a. Tech Services: 1 manager, 1 full time, 3 part time staff. There should be 4 total desks for this group. Part time staff needs 2 desks to share. The current storage space is sufficient and was recently redone. IT should be duplicated in the new plan. The area needs shelving and a worktable. There are 2 counters for processing. These counters could be consolidated in the new plan.
   b. Circulation: 1 manager, 1 full time. The area should have 2 desks. ILL should be in this area and requires a place for bins. Part time staff for this area work the circulation desk and do not need off-desk space. They just need a place for coats and purses.
   c. Adult Services: 1 manager, 1 full time, 2-3 part time for adult services. Additional 1 manager, 2 full time unrelated to adult services. Part time staff does not do any off-desk work and does not need a workstation, although if this changes they could share workspaces. The room can continue to house the 2 shelving units used for local history.
   d. Server Room: The existing server rack will remain in place along with the existing electrical panels with additional proper ventilation. The staff position is used 2 days per week and should not be located in this space. The room currently has storage for monitors and other IT related materials. It would be preferred to have this room near large staff workroom if possible, although this room cannot move.
   e. Youth Services: 1 manager, 3 full time, 3 part time. 1 additional full time (marketing) is currently in this room and doesn’t need to be by youth staff. Part time staff for this area does do off-desk work and needs workspace. The area needs more storage than they currently have.
   f. Outreach: 2 part time staff currently sits in the small room in youth services will require space in the new workroom.

RENOVATION STRATEGIES
The existing building is the foundation for a remodeling project in its present location. It is important to understand the assets and liabilities it offers.

Amongst the buildings assets is the prominent location within Lincolnwood. It has potential to be highly visible to passers-by in the car and on foot. The high ceiling areas
in the existing adult “chute” and within the youth department offer interesting architectural details. The addition in youth with the use of wood, and the existing Grant Room are also interesting and attractive features in the building.

There are currently a number of general liabilities in the building as well.

**Entry/Lobby:**

- The patron’s experience is very linear and was described as a “chute” while entering the building. The entry to the building is very compressed, and the circulation desk provides a pinch point upon entering the building.
- The lighting within the chute is currently dim and needs to be reexamined. The stack lighting is efficient and works well.

**Meeting Rooms:**

- All of the meetings rooms are highly used and all of them are deficient in some way. The Roehri Room has an odd shape and cannot be effectively divided into two rooms. The Grant Room does not have any storage, and the circular shape does not allow for full capacity. Neither room contains updated media technology.

**Adult Collection area:**

- The adult area only has one window within the open space of the library. Other windows are in enclosed rooms that are not highly used.
- The adult book stacks are not fully utilized with many empty shelves. The quantity of shelving units is prohibiting individual study space within the open space of the adult collection area. The carrels along the exterior wall is highly used because it offers quiet space, but the patron has no access to windows and is facing a wall that feels like it is in the back of the building.
- Displays of current materials and AV could provide for more face-out, browsing types of displays.
- The quiet study area is currently is only used by few people and it takes up valuable space within the library.
- The computer lab is far from the service desk and would be better placed in open space.

**Children’s Collection Area:**

- This area is well used and offers plenty of seating, except after school. During afternoon hours during the school year, the children’s area, much of the adult area and the Grant Room are full with children. The service desk is not placed in
a location that offers views to the entire children’s collection area and to the Grant room. The teen collection should be larger, and the picture book collection needs to be displayed in a face-out manner.

Café Area:

- There is no existing dedicated space for patrons to consume food or drink, and this service is frequently requested, especially by the after school crowd.

Staff Areas:

Staff areas are scattered throughout the building and should be centralized for more collaboration and to maximize shared space.

DESIGN SCHEMES

Product Architecture + Design presented 3 strategies to solve the issues mentioned above, improve the aesthetic of the building, and to provide a more welcoming entry to the building. The three schemes ranged from moderate changes to more extensive changes. Both the board and the staff determined that Scheme C best met the goals of the community and met the needs of the library. Subsequently, Scheme C was priced along with exterior modifications, roof repair/replacement, and necessary MEP repairs/replacement. A fourth scheme (D) was created to show the possible horizontal expansion options.

Scheme A:

Scheme A required the least amount of construction to the existing building. The meeting room spaces would remain in place, staff workrooms and offices were placed on the north side of the building, and all collection areas were centralized in the plan. This scheme was ranked as the 2nd choice by the board and the staff. The general plan was flexible and generally many of the goals. Noise between adult and children was going to be a problem, private seating areas for adults were not provided, and the existing meeting room configurations are not desirable.

Scheme B:

Scheme B left the existing meeting rooms in place and moved the office areas to the center of the building in order to separate adult and children’s collection areas. The café was located between the 2 collection areas. The staff and board ranked this scheme their 3rd choice because it maintained the existing “chute” effect, and the adult collection felt monotonous.

Scheme C:
Scheme C solved the most goals set forth from the programming sessions and was therefore the top ranked. The new entry vestibule leads into the new lobby space and is reconfigured to stop cold air from directly penetrating the building as easily. A central lobby area with new materials and AV collection welcomes patrons as they approach and enter the building with large new windows to the exterior. The circulation desk has room for patron interaction without being in the way of people entering the building. A café/fireplace area occupies the old Grant Room and provides space for all ages. This would be a popular comfortable seating area during quiet times of the day, and provide overflow space for after-school hours. The meeting room problem is solved by relocating and providing rectangular shaped Roehri and Grant Rooms. The Roehri Room could be divided into 2 usable smaller rooms. The children’s and adult collection areas would be separated by staff office areas, solving the current noise issue. All staff offices have been located in one central workroom to provide a more collaborative environment. The new plan has 4 new study rooms, increased number and variety of seating types, increased face-out displays of collection, increased teen collection space, and equal shelving space for youth and adult collections.

**FUNDING**

In 2011 the library established a Special Reserve Fund to use for facilities and grounds repairs, renovations, or possible expansion. At this time it is the library’s intention to self-fund the projects listed in this master plan.
### Master Plan Comparison Chart

<table>
<thead>
<tr>
<th>Item</th>
<th>Standard</th>
<th>Existing</th>
<th>&quot;Ideal&quot;</th>
<th>Master Plan</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking</td>
<td>44</td>
<td>56</td>
<td>71-86</td>
<td>56</td>
<td>Village standard. Includes required handicapped spaces.</td>
</tr>
<tr>
<td>Collection</td>
<td>70,000</td>
<td>55,000</td>
<td>50-70,000 physical</td>
<td>60-70,000 physical</td>
<td>Changes in stacks, shelving, and AV packaging will impact the amount of volumes. More virtual items are being added, Hoopla (FY15) will add 156k volumes of music, movies, and audiobooks.</td>
</tr>
<tr>
<td>Meeting space</td>
<td>n/a</td>
<td>1100 sf</td>
<td>1500 sf</td>
<td>1100 sf</td>
<td>At 7sf/person, 150 people seated. Current capacity posting is 125 people. (15sf/person tables/chairs = 73) The additional &quot;ideal&quot; sf is for table/chair storage. It would be great to hide away tables/chairs when not in use, but it’s not a requirement.</td>
</tr>
<tr>
<td>Roehri Room</td>
<td></td>
<td>1100 sf</td>
<td>1500 sf</td>
<td>1100 sf</td>
<td>At 7sf/person, 150 people seated. Current capacity posting is 125 people. (15sf/person tables/chairs = 73) The additional &quot;ideal&quot; sf is for table/chair storage. It would be great to hide away tables/chairs when not in use, but it’s not a requirement.</td>
</tr>
<tr>
<td>Grant Room</td>
<td>n/a</td>
<td>700 sf</td>
<td>500-600 sf</td>
<td>550 sf (rectangle)</td>
<td>Current capacity posting is 55 people. Smaller room is preferred for some programs</td>
</tr>
<tr>
<td>Public desk</td>
<td>n/a</td>
<td>1-2 stations</td>
<td>2 stations</td>
<td>2 stations</td>
<td>Circ currently has 3 stations, but only uses 2. YTS and AS only have 1 each, but 2 would better help meet our needs.</td>
</tr>
<tr>
<td>Staff</td>
<td>n/a</td>
<td>23 dedicated; 0 shared</td>
<td>15 dedicated; 10 shared</td>
<td>tbd</td>
<td>Some staff have no off desk space. &quot;Hotel&quot; spaces could be used by all staff during off desk time.</td>
</tr>
<tr>
<td>Public seating</td>
<td>65 seats</td>
<td>113 seats</td>
<td>75-115</td>
<td>113 seats</td>
<td>5 seats for every 1,000 users. Not meeting rooms or dedicated computers. Includes study rooms.</td>
</tr>
<tr>
<td>Private study room</td>
<td>n/a</td>
<td>None</td>
<td>2-10</td>
<td>4</td>
<td>Currently the most requested library feature</td>
</tr>
<tr>
<td>Outdoor storage</td>
<td>n/a</td>
<td>None</td>
<td>30sf</td>
<td>None</td>
<td>Outdoor storage for snow blower, yard equipment, tools etc. would be ideal.</td>
</tr>
</tbody>
</table>
PROGRAMMING SESSION MEETING MINUTES

- Board of Trustees Meeting
- Lincolnwood Library Staff Meeting
- Administration Staff Meeting
Meeting Minutes:
Lincolnwood Public Library District: Master Plan Programming Meeting

Date of Meeting: December 14, 2013 2:00 pm
Location: Lincolnwood Public Library
Attendees: Su Bochenski, Library Director
Amy Thayer
Tiffany Nash, Product Architecture + Design
Dan Pohrte, Product Architecture + Design

Outside:
• Needs a security camera
• Would like exterior sitting area

General:
• Provide keyless doors throughout building.
• Currently maintenance has a desk and some storage in the mechanical room as well as several other rooms. Maintenance needs dedicated storage, some of which may be in a shed outside. It also needs a small desk and a workbench.
• Existing mopsink is not in a good spot and difficult to get to. Storage is outside of mopsink area and makes it difficult to get the janitors closet.

Staff Entry
• It should not be through the garbage area, and the staff door should have a window

Booksale Storage Area:
• Booksale books are stored in boxes, and existing compact shelving does not work for the boxes. Would prefer to have it on shelves

Bookdrop Room
• The bookdrop near the front entrance is not well used, so it doesn’t need to stay in the building. There is one in the parking lot that is used more often.

Staff lounge
• Generally is the right size. It could be a little bigger if relocated. It should have a 6 person table, a sofa, and a desk.
• IT has more cabinet space than what is needed
• Currently has a microwave, dishwasher, and refrigerator. All of these are needed. The range could be removed and the millwork reconfigured, allowing for additional seating.
Staff Bathroom
- Needs to be renovated.

Staff Copy Area:
- Needs 8 half-lockers, coat racks and place for boots
- Currently copy, mail, and paper storage are in separate areas. They should be in one central area. The area should have a central copy, storage area with 1 larger copy machine, worktable for cutter, scale, postage meter, mailboxes for staff and board members (current quantity is acceptable), storage space for envelopes and paper.
- Replicate storage that is in existing supply closet
- Provide (6) 4-drawer lateral files for central filing. This does not need to be part of copy area but would be considered central filing.

Staff Workroom
- All staff work areas could be located in one large workroom
- A collaborative work area, small meeting space should be provided.
- The director should have the only office. The current size is acceptable. The office should have a small table with chairs rather than lounge chairs. Existing binders in the office should be relocated to either a central files area or a storage area in the board room
- The assistant director would have a cubicle rather than an office in the new plan.
- All managers should have a cubicle that offers some amount of privacy.
- All full time staff should have a desk and part time staff will utilize a hoteling concept. The quantity of desks for part time staff is yet to be determined
- Tech Services: 1 manager, 1 full time, 3 part time staff. There should be 4 total desks for this group. Part time staff needs 2 desks to share. The current storage space is sufficient and was recently redone. IT should be duplicated in the new plan. The area needs shelving and a worktable. There are 2 counters for processing. These counters could be consolidated in the new plan.
- Circulation: 1 manager, 1 full time. The area should have 2 desks. ILL should be in this area and requires a place for bins. Part time staff for this area work the circulation desk and do not need off-desk space. They just need a place for coats and purses.
- Adult Services: 1 manager, 1 full time, 2-3 part time for adult services. Additional 1 manager, 2 full time unrelated to adult services. Part time staff does not do any off-desk work and does not need a workstation. The room can continue to house the 2 shelving units used for local history.
- Server Room: the rack can remain. There are electrical panels in the room. The IT desk should not be in the server room. This desk is used 2 days per week. The room needs proper ventilation. The room currently has storage for monitors and other IT related materials. It would be preferred to have this room near large staff workroom if possible, although this room cannot move.
Youth Services: 1 manager, 3 full time, 3 part time. 1 additional full time (marketing) is currently in this room and doesn't need to be by youth staff. Part time staff for this area does do off-desk work and needs workspace. The area needs more storage than they currently have.

Outreach: 2 part time staff currently sits in the small room in youth services. They need space in the future workroom.

**Circulation Desk:**
- Desk should have 2 computers
- Staff answers phones here and does some work in this area. The desk is not strictly for patron checkout. Workspace should be provided by 2 phones at the desk.
- More storage should be provided
- The space behind the desk is currently used as a corridor. This should not be replicated in the new plan.
- Holds are currently behind the desk. They can be behind the desk or open in the new plan. 6 total shelves should be provided.

**Lobby:**
- Security gates do not need to be active. They should be provided as a deterrent and could be spaced further apart.
- Provide 1 display case if possible, but not necessary.
- Donor wall should not be as large as it is now. Parts of the donor wall may be reused. The donor wall does not need to be in the lobby and should not be a focal point in the lobby.
- New materials should be displayed near entrance.
- Booksale should have 1 shelving unit. This could be located in the lobby or by vending.
- Vending area: this will be provided as a dedicated eating area. It will have vending machines and coffee service. It does not need to be located within lobby necessarily.

**Adult Collection area:**
- Collection Size: The collection has been weeded, and there are empty shelves now. The nonfiction can be further weeded. Fiction should have some extra room. Audiobook collection is proper size. DVD and CD’s should allow for growth and better display. Shelving heights would preferably be lower.
- Computers: They may be in open space rather than enclosed lab. 6 computers for adults plus 3 express stations. They should be located by the service desk. The copiers, printer, scanner, and coin tower should be located nearby. Provide laptop checkout for 5 laptops and 5 I pads. They will be checked out at the adult services desk. Provide 2 opacs, probably on I pads.
- Adult services desk: should accommodate 2 people
- Magazines: The existing area is popular because it is near windows. There are a minimal amount of back issues currently housed in acrylic boxes on a slatwall.
The new issues may not be checked out and may be taken out of current folders. The existing display method works well.

- Living Room: There should be someplace within the adult area that has a living room feel with a potential fireplace. Should be quiet.
- Study Rooms: Provide study rooms of various sizes in new plan. Quantity has not been determined. Study rooms should not be near teen area.

**Youth Collection Area:**

- Collection size: Teen collection needs 50% more shelves. Other collection sizes are correct size. Would prefer picture book bins for picture books. AV collection is appropriate size and does not need to be located near adult AV.
- Service Desk: should be centrally located and have views to entire seating area. IT should have 2 seats. Current teen desk is only located in current area for sightlines. It is only used at peak times.
- Computers: could combine all youth computers or keep them separate. All computers are primarily used for gaming and are used by groups of kids. Provide 10 computers and 2 AWE in new plan. Provide space for 2 people at each station. Consider larger monitors. There are currently 3 express stations that are not used as express. Perhaps adult computer area could be provided instead so that parents may use them. Provide 2 opacs probably on Ipads.
- Seating: All seating is well used in the area. Provide more floor space for toddlers, preferably not in front of path to Grant room. The existing bench is the only seating that is currently not used.
- Restrooms: should remain.

**Grant Room:**

- Needs more storage. Storage is currently on mobile carts, and closet is too crowded. The gaming is currently on 2 carts and is housed in the closet in the Grant Room. This method for gaming is preferred for flexibility. Provide storage for tables and chairs.
- Should have projector and screen
- Would like it to be open and viewed by service desk so that is can be used for overflow seating during peak times.
- The circular shape is awkward. A rectangular room is preferred.

**Roehri Room:**

- The existing kitchen would not need to be as large if a vending area is provided. It would only need a refrigerator, a sink, and a coffee area.
- The room could have less storage, but more efficient. Need storage for tables and chairs. AV storage could be reduced when ceiling mounted projector is provided.
- The shape is hard to use. The room does not need to divide in half.
- Provide new furnishings in this room.
- ESL currently uses a closet in this room. This group uses the room for programs. This will continue, and storage should be provided somewhere in the building.
Staff meeting room/ Board Room

- If there is going to be a separate board room and staff meeting space, it should be larger than current room to allow visitor seating. It should have a small refrigerator and a place for coffee service.
- Ceiling mounted projector
- The furniture should be flexible and allow for a connection to the projector at the table.
- The room is currently used for one-on-one sessions, staff meetings as well as board meetings.
- We may consider having the board meet in the large meeting room and having staff meet in new study rooms in the new plan. Plans should be provided with and without this space for consideration.
Meeting Minutes:
Lincolnwood Public Library District: Master Plan
Board Kick-Off Meeting

Date of Meeting: December 19, 2013 7:30 pm
Location: Lincolnwood Public Library Board Meeting
Persons Attending: Su Bochenski, Library Director
                    Kendra Beard, Board President
                    Chris Martel, Board Vice President
                    Dany Fields, Board Secretary
                    Jim Berger, Board Treasurer
                    Bertha Gimbel, Board Trustee
                    Linda Poulsom, Board Trustee
                    Pamela Stavinoga, Board Trustee
                    Dan Pohrte, Product Architecture + Design
                    Tiffany Nash, Product Architecture + Design

Distributions included for discussion (see attached):
- 11x17 existing floor plan indicating existing conditions, collection, and furniture
- Proposed Project Schedule indicating deliverables, board dates and project milestones.
- Key Discussion Topics including a list of items to be addressed during the meeting.

During the meeting, a white board was used to list the key points that were part of the open discussion throughout the evening. A photograph of the final board is also included in this package for reference.

At the onset of meeting, Director Su Bochenski presented the Library Strategic Plan in order to revisit a number of established goals and to set the tone for the project in general to achieve a forward looking solution for the next twenty years.

Following the presentation, Dan Pohrte and Tiffany Nash opened the discussion to the Library Board to inquiry what were some of the major goals for the overall project master plan and also more specific questions about certain areas and/or issues that are present in the current facility.

1. Fix the infrastructure issue currently present in the building:
   - New roof
   - Potential IT distribution issues linked to slow WI-FI and wired speeds
   - Verify required parking with city Zoning.
   - Additional electrical distribution for laptop use

2. Enhance the Library experience:
   - Library needs to be more comfortable and welcoming.
Library program spaces need to be more **flexible** and multipurpose. The obvious example is the adult population that is present throughout the day and evening and the influx of 100 11-14 year old patrons from 3pm-5pm. Opportunities to share swing/margin space would be great.

The sequence of entering the building is cluttered and dark and was likened to a chute terminating at the adult services desk.

Way finding needs to be more clear and intuitive overall and linked directly to the program/plan for the spaces. Currently the staff is relying solely on signage to direct patrons.

The front facade of the building facing the parking lot is solid brick with multiple signs prohibiting parking and yellow do not cross lines. Goals would be for it to be more inviting and for the activities within the spaces to read through, if possible.

Multiple types and sizes of quiet study/study rooms for patrons who have different needs and/or levels of noise.

The Library as Resource to the public was a repeated topic. This has changed from just being a repository for books and the Library needs to be relevant.

Overall space is too old school and needs to be updated.

3. **Master Plan Project Parameters:**
   - Project should be all encompassing and if phasing of multiple projects is required as additional funds become available to achieve goals, this is acceptable.
   - Product Architecture + Design will develop multiple schemes including vertical and/or horizontal expansion as appropriate. There were discussions related to the efficiency of a small floor plate and the required vertical transportation for ADA and exiting codes. Our team will also examine options that either reposition and/or relocate the current toilet rooms to understand the impact on the overall plan. This will also apply to other areas of program including administration, etc.

4. **Specific Topics of Discussion:**
   - Roehri Meeting room is not big enough due to the current geometry. On programs such as Sunday Concert, the Library is currently issuing tickets and required to turn away patrons. The idea of a standalone auditorium was discussed and there is not public need to support this program.
   - The general feeling expressed by Su was that currently, the Library cannot offer enough programs to the public, especially for the 0-5 ages and also families. More flexible space to accommodate additional programs of various sizes would be great.
   - Grant Room has a difficult geometry and substandard storage. The high windows and bad acoustics are also undesirable.
   - Computers: There is a possibility to combine the (2) sets of computers in the children’s collection to gain efficiency/space. The current computer room is not required and they should be in the open. Design team to explore the idea of scattered terminals. Hand held devices and laptops are reducing the need for wired stations. If the Library can supply the desired number of sit down adult computer stations, this would be helpful.
• The idea of laptop bar and internet express stations to check emails, etc was good.
• There are currently (7) separate office functions scattered throughout the building. If these can be combined to gain efficiency, that would be positive. There are currently (13) full time employees that require desks and (30+ part time employees that require transient type spaces that can be used at different times by multiple persons.
• The office in children’s is not useful as an office.
• The Library wants a media lab that is a software resource to patrons. This could also include a small maker space for 3d printing, etc. The Library as Resource to the public was a repeated topic.
• Quiet Study should not be located next to teen and should be multiple rooms of various sizes and types.
• Fireplace, Fireplace, Fireplace.
• In the Children’s Collection, there is no real comfortable space for kids or adults or adults with kids together. The 11-14 year old need more collection space. There is also a need for dedicated or swing study rooms in this area. There is also a need for more dedicated early learning activities and manipulatives.
• The collection size can be reduced to accommodate more seating, lower shelving, and programs. The schemes developed by the design team will show various degrees of weeding and the impact on the overall library experience, space.

5. Administration Area:
• There is dead space outside the current boardroom.
• The current board room is extremely useful as the only staff meeting/collaboration space but is undersized. The fixed furniture is not flexible and needs to be. The room needs better integrated AV.
• The main circulation desk is too big and cumbersome.
Meeting Minutes:
Lincolnwood Public Library District: Master Plan Programming Meeting

Date of Meeting: January 10, 2014 2:00 pm
Location: Lincolnwood Public Library
Attendees: Su Bochenski, Library Director
Tiffany Nash, Product Architecture + Design
Dan Pohrte, Product Architecture + Design
Lincolnwood Public Library District Staff

EXTERIOR:
- The façade is not attractive. The brown doors and bike racks contribute to this.
- The building needs new landscaping towards the entry, along with a bench outside.
- Would like heated sidewalk
- Provide a picnic table

GENERAL/LOBBY:
- Entry acts as a corridor and should be more of a stopping place
- Provide seating by the front door
- Need better lighting throughout
- Would like more windows
- The different light fixtures throughout the building make it feel cluttered
- Provide a vending area
- Provide displays and brochures where people can see them
- A drive-up window would be nice
- Provide a book return at the entry separate from the desk
- The building needs more even heating. The Grant Room varies quite a bit.
- The baseboard under the desks needs to be adjusted.
- The staff entry is very unpleasant because it is through the trash enclosure. People also tend to smoke in this area. A staff door should have a window or a security camera.
- The building generally needs good display for new materials in youth and in adult.
- Any design should be flexible
• Provide announcement system
• One person wanted all new windows throughout (energy efficient)
• Provide central copy area
• All ballasts should be easy to change
• Provide key cards
• Provide fireplace
• Any large room should be able to be turned into a maker lab
• Provide a teaching lab
• The historical collection should be properly ventilated. This could be available to the public.

STAFF AREAS:
• Youth staff need place for coats
• Youth workroom is an odd shape, and it is difficult to store things
• Need secure storage and storage for coats and shoes
• The circulation desk is a pass through for all staff now. The desk should be separate enough so that it has its own space.
• The circ desk area is tight
• Maintenance area needs a desk, phone, storage. Would like workbench.
• Provide space for equipment, such as snow blower
• Staff lounge could be larger
• Youth workroom needs more workspace

ADULT COLLECTION AREAS:
• Bookstacks are too tall
• Would like windows in seating areas
• Individual study rooms are needed
• Provide media lab
• Would like a place to preview DVD and CD’s, maybe use the games
• AV should be easier to browse. Currently, the space is tight and two people do not fit comfortably in an aisle.
• Adult computer room is wasted space
• Computers should be near the desk
• IT would be nice to be able to see the youth desk from the Adult desk
• Provide tech petting zoo near service desk
• People like nooks and private spaces
• The quiet study is too large. Would prefer more small study rooms. Smaller study rooms allow more flexibility
• The quiet study does not need to be in the building
YOUTH COLLECTION AREAS:
- Entire library is busy with junior high kids
- Junior high kids need a place for their personal items (backpacks and coats)
- Kids need to keep their things near them, not in a separate place
- Teen space is adjacent to quiet room and causes noise issues
- More outlets are needed. People currently have to plug in across walkways.
- The desk should be situated to be able to see most of the seating areas
- Would like dedicated toy area (currently on the ends of shelves)
- The fishtank is very popular

GRANT ROOM:
- Space echoes
- Has HVAC issues
- Needs storage for tables and chairs.
- Circular shape is very difficult
- The program room could have a movable wall that opens when the teens are in the library to help with the overflow

RHOERI ROOM:
- The acoustics in this room are great.
DESIGN SCHEMES

- Scheme A
- Scheme B
- Scheme C
- Scheme D
LINCOLNWOOD PUBLIC LIBRARY DISTRICT
ARCHITECTURE + DESIGN
February 20, 2014

Completed 9/18/14
FINAL DESIGN SCHEME DEVELOPMENT

- Scheme C
- Exterior Elevation and Interior Rendering Studies
- Summary Pricing
product architecture + design

Completed 9/18/14

rendering of new lobby

Final

Page 36
product architecture + design

rendering looking toward adult service desk

Completed 9/18/14

Final

Page 37
product architecture + design

Completed 9/18/14

rendering of new children’s space

Final

Page 39
rendering of new grant room

Completed 9/18/14
product architecture + design

Completed 9/18/14

existing west elevation

Final
product architecture + design

Completed 9/18/14

Final

west elevation study

Page 42
product architecture + design
Completed 9/18/14

east elevation study
Final
product architecture + design

Completed 9/18/14  Final  Page 44
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