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**FACILITIES MASTER PLAN
FOR
ST. LOUIS COUNTY LIBRARY DISTRICT
February 13, 2012**

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EXECUTIVE SUMMARY

This document outlines a proactive plan to improve the library space throughout St. Louis County. St. Louis County Library (SLCL) needs to re-imagine its facilities for the 21st century. The proposed assessment will provide SLCL with a framework to enhance children's spaces and early learning, teen, adult and senior programs. It will provide opportunities for growth by delivering direct investments to each community.

From 1973 to 1982, the Library Building Fund (.05/\$100 assessment) supported the construction of libraries in St. Louis County. The value of housing increased and job growth followed. Over the last three years (2008 to 2011), the overall assessment of housing, commercial and retail, has decreased by 11%. At the same time the economy has slowed, St. Louis County Library's circulation of library materials has increased by 34% and programming attendance has doubled.

The library's master facility plan offers a bold vision for the future. Aaron Cohen Associates (ACA) is grateful to the Staff Planning Committee and the many people who provided input in crafting this document. The plan lays out recommendations for each facility for the next ten years.

From December 2011 to February 2012, ACA analyzed all of the libraries in the St. Louis County Library system. Our team developed preliminary cost estimates for the construction of new buildings \$76.9M, renovations \$12.70M and additions and upgrades \$9M. A more detailed analysis is included in the study.

We found SLCL buildings in general need of significant retrofitting and renovation and in many cases, new buildings. The level of maintenance is good; but, the overall impression is of aging buildings. Other libraries in the region have invested significantly more in their buildings. Historically, SLCL has been fiscally conservative, but the time has now come when major facilities upgrades are necessary.

This update of the 2008 Facilities Master Plan focuses on support for families, children and teens.

OVERVIEW

Based on ACA's three decades of library building research and observations, this document was developed to instigate the modernization of the St. Louis County Library District. It starts by defining the space options for the Headquarters Branch and continues with a framework for the library system as a whole, which includes prioritizing improvements and identifying challenges.

St. Louis County Library can improve its infrastructure with a systematic investment plan for the next 10 years. In this document, we will illustrate the significance of the Headquarters Branch as a cultural hub and the need for Operations to be placed in a functional and modern building. In Appendix A, we provide a model building program for the Lewis and Clark Branch; options that move beyond the traditional matrix of library services – programming that maximize both educational and cultural opportunities.

This study represents a compelling case for a new and dynamic Headquarters with a children's library and dynamic meeting and collaboration space. It also includes investments required to update SLCL branches and improve library operations. The St. Louis County Library plays a vital role supporting positive activities within the community. This document presents an opportunity to strengthen children services and programming by enhancing the library facilities.

Updating the Facilities Master Plan

St. Louis County Library's Facilities Master Plan is ambitious in scope and scale. It responds to major forces affecting the library; an accelerated pace of change, dispersed information ecology (e-readers, iPads, books and DVD's), and a greater need to support families, children and teens. According to the 2008 Facilities Master Plan, developed by Robert H. Rohlf Associates, a major goal is to provide "Library users of all ages with friendly, inviting, safe facilities which are accessible physically and virtually."

For the past twenty years, library services have been evolving to include more electronic resources and new technologies. Moving forward, library patrons will increasingly use virtual means to access information. However, the library buildings and the services they provide still have a great impact on the communities they serve. The library buildings are places where children learn to read and adults learn computer skills. They are places teens go to use the computer for homework. They are places for people with limited means to cross the digital divide, engage in social networking, prepare taxes, fill out job forms and send resumes.

We believe there is an opportunity to dynamically support the region by creating opportunities to gather and collaborate at the public library. As we embrace an increasingly digital world, the library buildings need to be designed to engage the children of St. Louis County in new and different ways.

The Master Plan focuses on the importance of the library as a community gathering place as well as spaces for children and families to learn, discover and explore.

Headquarters Library Building

Patrons of the St. Louis County Library view the library as a good value for the money and as a well-respected organization. A conservative outlook has guided decisions in most areas including the budget and planning. Such conservatism has resulted in decades of stability, even when other libraries of similar size were closing branches, limiting hours and freezing collection budgets and salaries. However, the current Headquarters building configuration, which includes operations, processing, a shop and a garage, creates long term challenges that cannot be overlooked. The 1960's building contains a self-supporting stack system that was installed to provide efficient book storage. The self-supporting stacks are no longer useful to SLCL, because of innovations in the distribution and the delivery of materials to library branches.

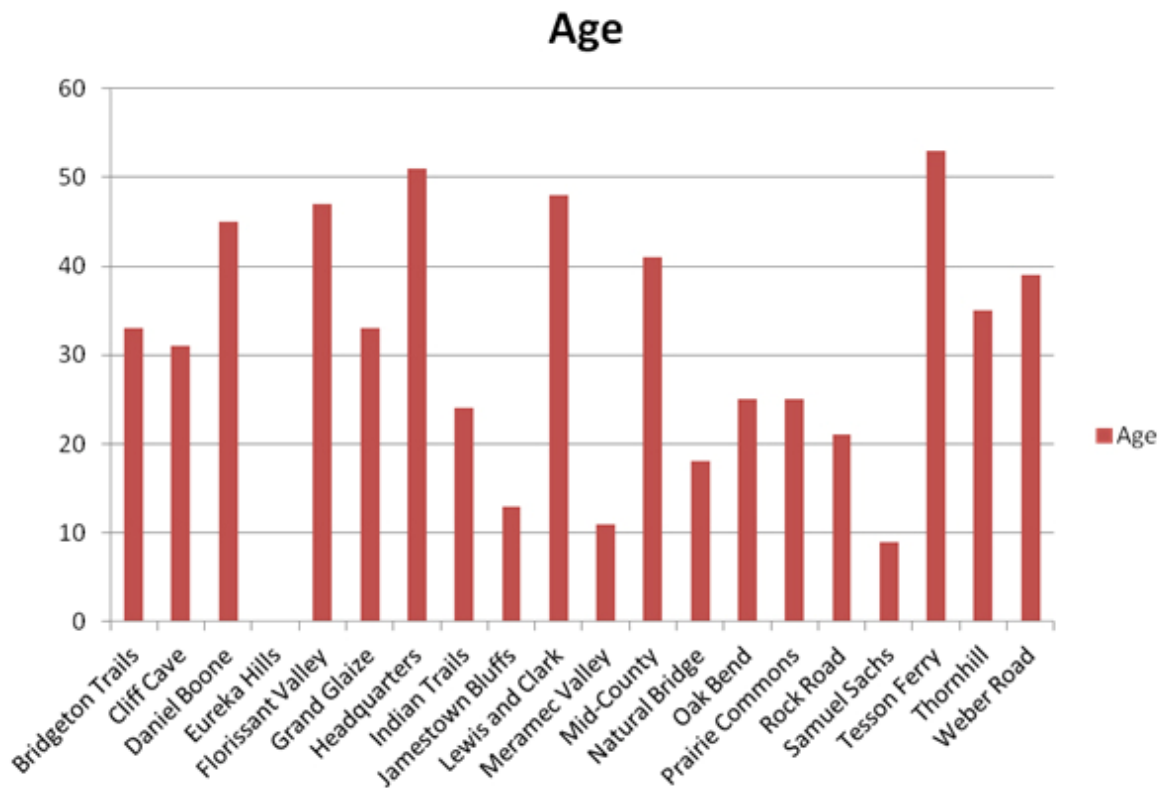
Headquarters is on an inadequate site for the number of functions and activities it supports. Parking space is shared between the library and operations center. Library patrons are often unable to find a parking space. Due to the growth of operations over the last thirty years, these services cannot efficiently function on the same site as a library.

The Headquarters Branch should focus on public service and collaborative/program spaces. The operations center can be moved off-site to a leased location, enabling staff to focus on circulation growth and modernizing customer service models.

Branches

During this project, the consultants visited SLCL branches and found that the service paradigm can be enriched with a series of new buildings, additions and renovation projects. The average age of SLCL buildings is 30 years old and many had not seen a renovation in over three decades.

The 2008 Facilities Master plan states that "Many of the branches are in need of repair and renovation, and developing a Facilities Master Plan is imperative. To do so without anticipating improvements to the service model is unwise. Rather, it is prudent to coordinate the service paradigm with the facilities' parameters in light of new technology and the community's expanding alternatives for entertainment and recreation." Below is a graph illustrating the age of the library buildings.



Overall, the level of maintenance that SLCL employed is good. However, many of the facilities are at least thirty years old. St. Louis County Library is striving to introduce new children’s services, teen spaces, computer training and new technologies for patron use. The existing building designs and lack of physical space makes it difficult to operate without major investments in the infrastructure.

Since the 2008 Facilities Master Plan was introduced, SLCL has continued to improve its facilities. Recently, the library moved to a new location in Eureka, greatly expanding its footprint and opening a new children’s zone. There is enthusiasm for the additional space and local community members are willing to volunteer and invest their funds to improve Eureka’s Branch library.

St. Louis County Library has managed their existing budget to improve all of the branches in some way. Most branches have updated HVAC (heating, ventilation, and air-conditioning) systems and lighting; others have made improvements in roofs and parking lots. The library has applied its best resources to make the physical spaces more inviting and original. However, it would be prudent to look at these fixes as stopgap measures and not long term solutions.

Recommendations

The primary recommendations resulting from this study are two-fold.

1. It is recommended that the SLCL makes system-wide improvements to family, children's and teen spaces. All of the branches should receive a budget to improve library services.
2. It is recommended that the library begin a ten-year construction program. To improve the physical space of each library branch, each facility should receive a budget in priority order.

The library needs to be a vibrant hub and crossroads for early learning in the community. St. Louis County Library's physical spaces will provide attractive and dynamic environments conducive to early learning, family activities, collaboration and children's programming.

- St. Louis County Library's physical presence should provide an opportunity for children and families to learn in an inviting and safe environment.
- The branch libraries should transform their physical layouts to ensure high-quality programming space; space for story time, crafts and tutoring activities.
- An updated plan should include flexible seating arrangements, new technologies and equipment, early learning themes and multipurpose space, essential to improve children's services at each branch.

Ten-year System-wide Construction Program

This document outlines a priority list of construction projects to be completed in the next ten years. The recommended projects are outlined on the next page. The Staff Planning Committee and Library Administration will review the recommendations and implement these projects based upon community needs and available funds.

The projects will include:

- Construction of new facilities.
- Expansion of existing facilities by building new additions.
- Replacement of existing facilities with new ones.
- Renovations of existing facilities.
- Implementation of new technologies.

Service improvements:

- Children's Services.
- Teen Service.
- Literacy spaces.
- User seating.
 - Quiet space (including individual and small group study rooms)

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- Increased number of seats at most locations
- Reference:
 - E-resources.
 - Seating for computer use (laptops, ipads, Kindle, Nooks).
 - Access to new technologies
- Flexible meeting spaces for community programs.
- Training in the use of new technologies.
- Operations:
 - Materials handling system: to make materials available to users more quickly and increase staff efficiency.
 - Reorganization of operations and improvement of staff workflow.
 - Improve environment comfort levels: lighting, heating, cooling, ventilating, etc.
 - Provide environments for staff collaboration: meeting spaces and training areas to promote system-wide efficiency.

Renovation issues:

- Improve aesthetics with new furnishings and interior finishes.
- Improve the flow in and out of the branches with express self-check equipment.
- Replacement of outdated and inefficient HVAC systems.
- Sustainable design and Green Technologies.
- Implement Americans with Disabilities transition plans, accessibility and physical safety.
- Enhance security systems for both personal and building protection.

Ten-year System-wide Improvement Priorities List

High Level

- Headquarters Branch – New Building Construction
- Tesson Ferry Branch – New Building Construction
- Lewis and Clark Branch – New Building Construction
- Meramec Valley Branch – New Building Construction
- Daniel Boone Branch – Existing Building/Renovation/New Addition Construction
- Grand Glaize Branch – Existing Building/Renovation/New Addition Construction

Intermediate Level

- Mid-County Branch - New Building Construction
- Thornhill Branch - New Building Construction
- Rock Road Branch – Existing Building/Renovation/New Addition Construction
- Florissant Valley Branch – Existing Building/Renovation/New Addition Construction

Upgrades

- Samuel Sachs Branch – Upgrade of Existing Facility
- Indian Trail Branch – Upgrade of Existing Facility
- Natural Bridge Branch – Upgrade of Existing Facility
- Cliff Cave Branch – Upgrade of Existing Facility
- Jamestown Bluffs Branch – Upgrade of Existing Facility
- Oak Bend Branch – Upgrade of Existing Facility
- Bridgeton Trails Branch – Upgrade of Existing Facility
- Prairie Commons Branch – Upgrade of Existing Facility
- Weber Road Branch – Upgrade of Existing Facility

The proposed projects will include new building construction, addition and renovation. Project implementation will be based upon the best use of library resources and available funding.

ST. LOUIS COUNTY LIBRARY SYSTEM PLANNING

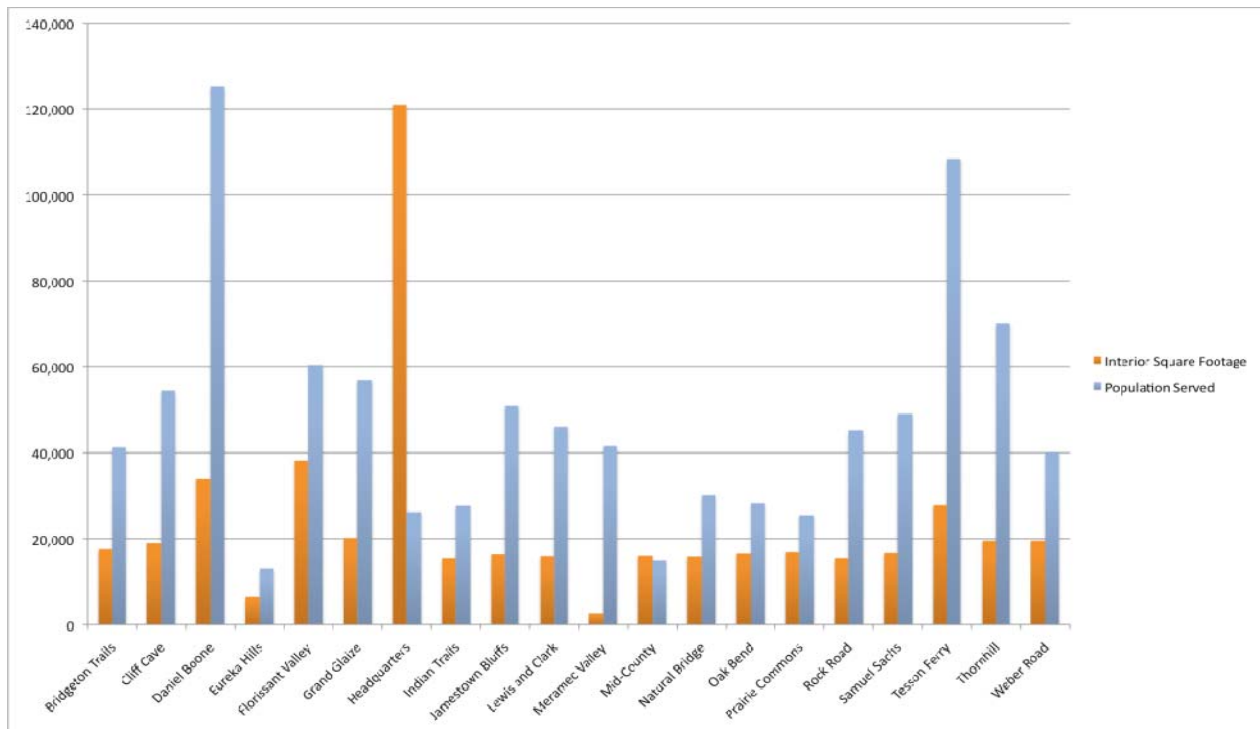
With the exception of Headquarters and the rental locations at Eureka and Meramec Valley, the branch libraries in St. Louis County have been developed in a fairly uniform way. Library services were extended to the north, south and west as populations moved in a ring around the City of St. Louis. Most branches were built between 1973 and 1982; based upon the need of the community.

- St. Louis County Library District needs a methodical process to re-imagine its’ facilities as was done in 1973.
- The library needs a facility plan that will enable it to improve services over the next ten years.

Meeting the Needs of the Community:

Over the years, Aaron Cohen Associates, LTD has completed a number of master facility plans. In the 1990’s, ACA developed a regional plan for Buffalo and Erie County. In 2005, a regional plan for the Las Vegas Clark County Library District and in 2007 Fort Collins Library District. The master plans focused on how to meet population growth with appropriate children and teen spaces, adult programming and meeting facilities. Over the years, this response to community needs has enabled library services to be extended to urban, suburban and rural communities in a methodical manner. It has proved to be a solid approach to extend services in a logical and effective manner.

Below is a graph that illustrates the interior square footage of each branch compared to the population served.



ST. LOUIS COUNTY LIBRARY SYSTEM TEN-YEAR PLANNING COST ESTIMATE

Construction of New Buildings - Preliminary Cost Estimate – \$ 76.9 million

• Headquarters	- 60,000 sq.ft.	\$ 19.5 million
• Operations #	- 40,000 sq.ft.	\$ 10.0 million
• Tesson Ferry *	- 40,000 sq.ft.	\$ 20.0 million
• Center for Family History	- 40,000 sq.ft.	(private funding)
• Lewis and Clark	- 20,000 sq.ft.	\$ 6.5 million
• Thornhill	- 20,000 sq.ft.	\$ 6.5 million
• Meramec Valley*	- 15,000 sq.ft.	\$ 7.9 million
• Mid County+	- 20,000 sq.ft.	\$ 6.5 million

Subtotal \$ 76.9 million

#Leased.

*Land Costs included in budget.

+Excludes land cost.

Renovations and Additions - Preliminary Cost Estimate – \$ 12.70 million

• Florissant Valley (new entrance)		\$ 3.0 million
• Daniel Boone (addition)	- 20,000 sq.ft.	\$ 6.5 million
• Grand Glaize (addition)	- 5,000 sq.ft.	\$ 1.6 million
• Rock Road (addition)	- 5,000 sq.ft.	\$ 1.6 million

Subtotal \$ 12.70 million

Upgrades - Preliminary Cost Estimate – \$ 9.0 million

• Bridgeton Trails		\$ 1.0 million
• Cliff Cave		\$ 1.0 million
• Indian Trails		\$ 1.0 million
• Jamestown Bluffs		\$ 1.0 million
• Natural Bridge		\$ 1.0 million
• Oak Bend		\$ 1.0 million
• Prairie Commons		\$ 1.0 million
• Samuel C. Sachs		\$ 1.0 million
• Weber Road		\$ 1.0 million

Subtotal \$ 9.0 million

Total	\$ 98.60 million
10% Contingency	\$ 9.86 million
GRAND TOTAL	\$108.46 million

TOTAL EXPENDITURE – 10-YEAR PLAN

The overall budget is estimated using 2012 cost models. The preliminary cost estimate for all the projects listed includes new constructions, improvements and option two for the headquarters library building – the total cost for the entire master plan, including contingency, is **108.46 million dollars**.

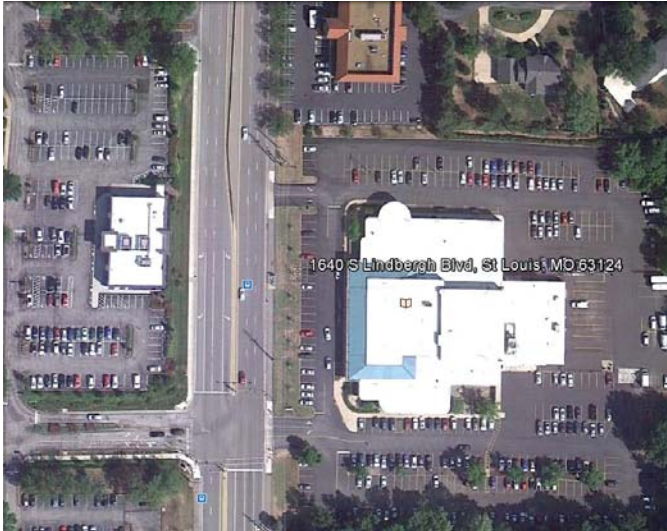
The following best practices can be used to support the master facilities plan:

Approach

- A. Develop a Building Program for new facilities.
 - B. Develop a Building Program for renovation, reorganization and additions.
 - C. Selection of architect(s).
 - D. Schedule.
 - New construction 3.5 to 4 years.
 - Renovation and addition 1 to 1.5 years.
 - Reorganization 6 months to 1 year.
- A. Develop a Building Program for each new facility:
- ACA has created a prototype building program for a 20,000 gross square foot library.
 - The library administration can give the prototype to the project architect.
 - The library staff will review and revise program requirements.
 - The library staff will develop library building programs for 15,000 GSF, 40,000 GSF and 60,000 GSF library building.
 - The library staff will develop the building program for the 40,000 GSF Operations Center.
 - The building program and function elements will be tested for ‘project fit’ during the schematic design phase.
- B. Develop Building Program for each of the upgrade projects; to be used for renovation, reorganization and library building additions.
- The library staff will develop building programs for each project.
 - The library will provide the Building Programs to the project architect.
 - The Building Programs functional elements will be tested for ‘project fit’ in the schematic design phase.

HIGH LEVEL

Headquarters Library/Operations



Constructed / Remodeled	1960	1989
Carpet	2004	2008
HVAC	1989	
Parking Lot	2006	
Roof	2008	

The Headquarters Branch is a full service facility. There are three components to the library:

- Regional Library
- Meeting Room Space
- Operations Center

The headquarters library building is centrally located in the County. It is in a good location for community services and operations including: outreach services, bookmobile and county-wide delivery of library materials. The headquarters library building is on a 7.76-acre site with 395 parking spaces.

The building was originally built in 1960 and expanded on several sides in 1989. The building is approximately 121,000 gross square feet. The library site includes 395 parking spaces. The parking lot limits the future expansion of library services and operations.

Condition Assessment

There are three major space components which make up the headquarters building, each occupies approximately one third of the space.

Public Library Space	-	42,660
Self-support book stack	-	40,740
Operations	-	<u>37,600</u>
		121,000

The self-supporting book-stacks consist of five (5) tiers measuring approximately 40,740 sq.ft.

The self-support book stack tiers should be removed. The disconnections and odd floor levels create significant security issues. The operations functions that are located in the self-supporting stack area are dysfunctional and create an inefficient working environment. The structure cannot be modified to support operations.

Public library functions occupy 37,067 sq.ft. on the first floor and consist of:

- Children's Services
- Reference, Computers
- Periodicals
- Book Shelving
- Reader Seating
- Circulation Desk
- Young Adult Services
- Meeting Spaces

Special Collections is located on 5th tier of self-supporting stacks and occupies 5,533 sq.ft.

Operations Center occupies 37,600 square feet

The Operations Center includes:

- Administration
- Technical Services and Processing
- Youth Services Support
- Outreach Services and Bookmobiles
- Delivery Services
- Information Technology
- Communications
- Facility Maintenance and Repair
- Garage

Seating and Service Assessment

- The library has a total reader seating capacity of 239 seats.
- There are no individual or group study rooms.
- There are four public service desks. Three desks are located on the main floor and one on Tier 5.
- The Headquarters collection consists of 369,000 items
- Headquarters circulates over 800,000 items a year
- The gate count is in excess of 500,000 visitors, without including patrons who attend meetings or training sessions in the meeting rooms.

History

The 51-year-old library facility was expanded on all sides in 1989. Over the years, it has become increasingly inadequate and inefficient. The building is not only undersized for present needs, but is extremely inefficient and awkward to operate.

The public areas need to be rearranged and expanded to support new Youth, Young Adult and Adult services – group study, tutoring, collaboration, quiet and individual research. The new Headquarters building should be built to support state-of-the-art library services.

Staff and Operations

The staff and work areas are extremely inefficient. The workflow, security and access in the building are dysfunctional. The building spaces limit operational efficiency.

The existing HVAC system does not provide proper heating, cooling and ventilation in the building. In particular, the work areas for Outreach, Communications, IT, Processing, Cataloging, Acquisitions and Facilities affect employees comfort and productivity. HVAC and lighting systems need to be improved using sustainable design and green technologies. Staff functions located in the 1987 expanded areas around the original building are poorly arranged and congested. The staff office areas are disconnected and are located on several split floor levels, wherever space could be found.

The need for parking of service vehicles is as follows:

- 8 - maintenance vans.
- 2 - vans that go to retirement homes.
- 1 -bookmobile that goes to retirement centers.
- 2 - vehicles for ITS Department.
- 3 - vehicles for staff use.
- 3 - bookmobiles that go to schools.
- 4 -delivery vans that go to the branches.
- 1 -van for special deliveries.

Conclusion

The Consultants proposed three options to be evaluated for the Headquarters Branch and Operation Center.

Facility Planning Options for Headquarters Public Service and Operations Center

Option One – 32.5 million

Demolish the present building in its entirety and construct a new 60,000 sq.ft. library building and a 40,000 sq.ft. Operations Center on the same site. Building on the present site would not increase the site coverage, but would require getting local community approval. This option would provide:

Library Building:

Public Services	40,000 sq.ft.
Youth Services & Programs	20,000 sq.ft.

Operations Center: 40,000 sq.ft.

This option would not require acquiring temporary space for operations and delivery of materials, because the existing space will be in operation during construction.

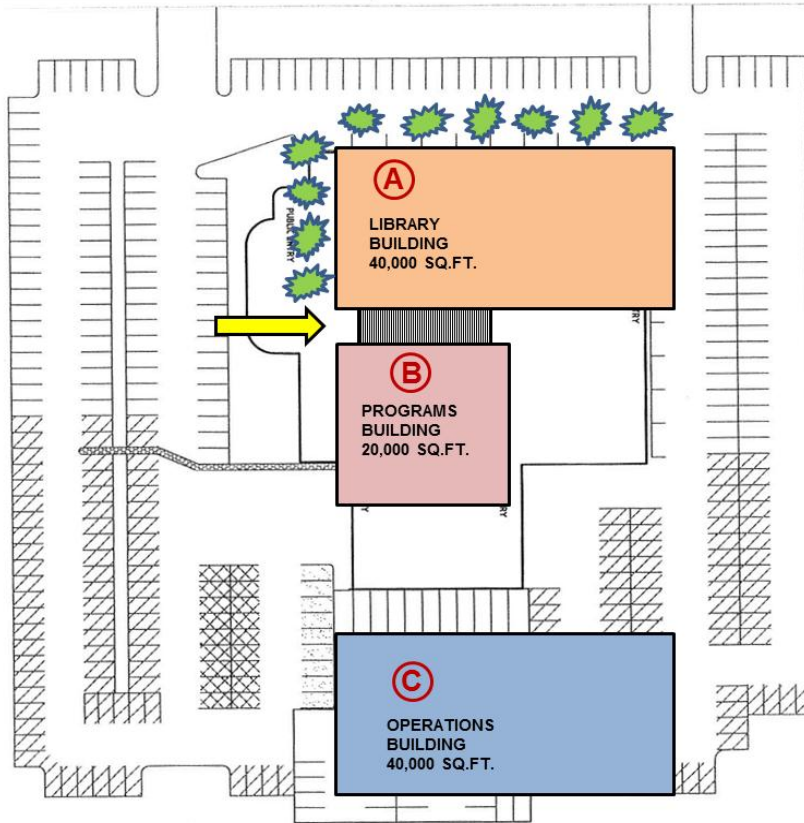
Option One – Advantages:

- Potential to achieve LEED Gold Status.
- New public space will increase from 42,660 to 60,000
- New Operations building will increase to 40,000 sq.ft.
- Operations building location is good for meetings with library administration.

Option One – Disadvantages:

- The existing site is too small for operations and a public library to co-exist.
- Option one requires half of the existing parking spaces for staff and operational vehicles. This option will provide less parking for the public; already a major concern.
- This option limits the overall site layout, reducing opportunities to improve the landscape around the facility.
- The size of the site in this option limits the flexibility of a new building design.
- This is the most expensive option.

Conceptual Plan – Option One



A – LIBRARY BUILDING:

1st Floor – 20,000 sq.ft.
2nd Floor – 20,000 sq.ft.

B – PROGRAMS BUILDING:

Programs - 10,000 sq.ft.
Youth Services – 10,000 sq.ft

C – OPERATIONS BUILDING:

1st Floor – 20,000 sq.ft.
2nd Floor – 20,000 sq.ft.

Option Two – Library – 19.5 million / Operations - 10 million

Demolish the present building in its entirety and construct a new 60,000 sq.ft. library building on-site and lease an Operations Center off-site.

Library Building:

Public Services	40,000 sq.ft.
Youth Services & Programs	20,000 sq.ft.

Operations Center:

Operations Center (off site lease):	40,000 sq.ft.
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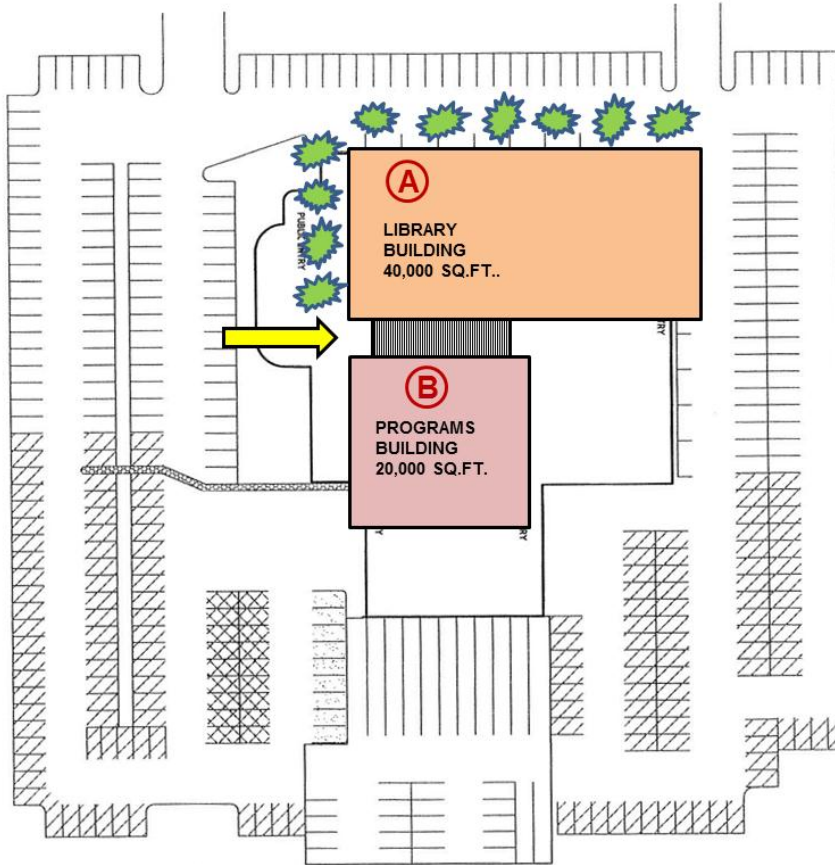
Option Two – Advantages:

- Potential to achieve LEED Gold Status.
- New public space will increase from 42,660 to 60,000.
- Excellent long-term solution for efficient operations.
- Better utilization of existing site: it can provide parking for approximately 150 more cars.
- This option allows for a better library site design solution.
- Development of a new children’s library and large state-of-the art programming space.
- This is the least expensive option.

Option Two – Disadvantages:

- Operations Center off-site may reduce collaboration between Public and Operations services.
- It is possible that travel expenses could increase for the delivery of services.

Conceptual Plan – Option Two



A – LIBRARY BUILDING:

1st Floor – 20,000 sq.ft.
2nd Floor – 20,000 sq.ft.

B – PROGRAMS BUILDING:

Programs - 10,000 sq.ft.
Youth Services – 10,000 sq.ft

Option Three – 31.0 million

In Option Three, the existing Headquarters building will be renovated. The five (5) tier self-supporting book stacks will be completely removed. This will allow construction of two new floors. The total renovation will be 60,000 sq.ft.

The present Operations Center will be demolished and a new building of 40,000 sq.ft. would be built at the rear of the present site.

Building on the present site would decrease the amount of parking and green space on-site. The amount of space would be the same as Option One:

<u>Library Building:</u>	60,000 sq.ft.
<u>Operations Center:</u>	40,000 sq.ft.

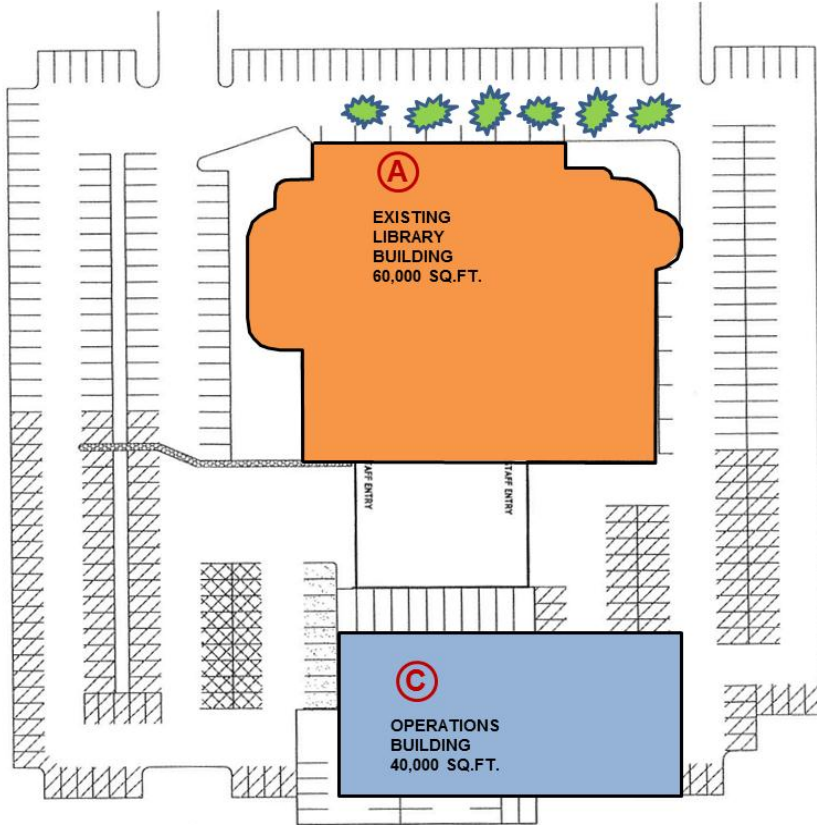
Option Three – Advantages:

- New public space will increase from 42,660 to 60,000.
- New operations building will be located on-site.

Option Three – Disadvantages:

- The existing site is too small for operations and a public library to co-exist.
- Cannot achieve LEED Gold Status with existing building.
- Option three takes up half of the existing parking spaces for staff and operational vehicles. This option will provide less parking for the public; already a major concern.
- This option limits the overall site layout, reducing opportunities to improve the landscape around the facility.
- The size of the site in this option limits the flexibility of the new operations building.
- This option has the highest risk for budget overruns.

Conceptual Plan – Option Three



A – LIBRARY BUILDING:
60,000 sq. ft.

C – OPERATIONS BUILDING:
1st Floor – 20,000 sq. ft.
2nd Floor – 20,000 sq. ft.

Recommendations

Comparative Cost

Option One	-	\$32.5 million
Option Two	-	\$29.5 million
Option Three	-	\$31.0 million

We recommend Option Two as the best long term solution for Headquarters.

Relocation of the Operations Center off-site to a leased facility is an efficient long-term solution.

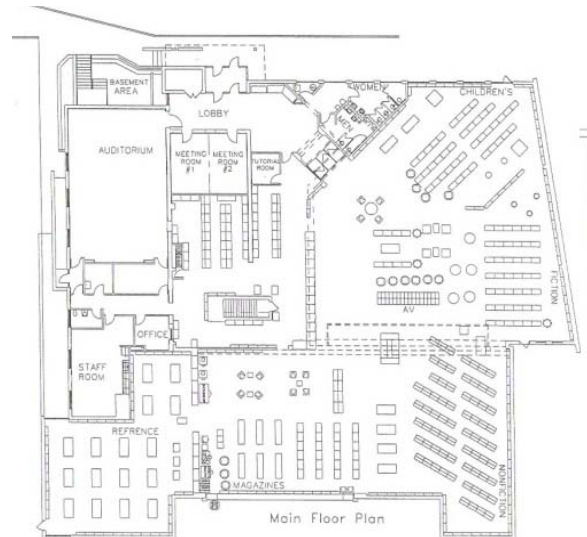
Tesson Ferry Branch – 9920 Lin Ferry Dr. St. Louis, Mo 63123



Constructed	/	1958, 1975, 1991
Remodeled		
Carpet		2005
Parking Lot		1991
Roof		2005

The Tesson Ferry Branch, built in 1958, is a 27,775 sq. ft. The building structure is deteriorating, mechanical systems are failing and the property features multiple sink holes. The design of the parking lot is inefficient and the number of spaces is inadequate.

Main Floor Plan



Recent updates to the facility include:

- Express Check
- Furniture Updates
- Lighting Interior
- Reference Desk
- Signage Interior
- Signage Exterior
- Teen Area

Recommendation

The present fifty-year-old Tesson Ferry Branch building should be replaced with a new building of 40,000 sq. ft. on a new site. A new lot a minimum of 200,000 sq. ft. and/or 5 acres is required.

Lewis and Clark Branch – 9909 Lewis-Clark Blvd. St. Louis, MO, 63136



Constructed / Remodeled	1963	2000
Carpet	2000	
HVAC	2007	
Parking Lot	2000	
Roof	2004	

The Lewis and Clark Branch, built in 1963, is a 16,000 sq. ft. building.

Recent updates to the facility include:

- Express Check
- Furniture updates
- Reference Area
- Signage Interior
- Signage Exterior

Recommendation

The present 49-year-old Lewis & Clark Branch building should be replaced with new building of 20,000 sq. ft. on the present site. The northeast side of the lot has the potential to develop a new building. The current library would be able to function during the construction.

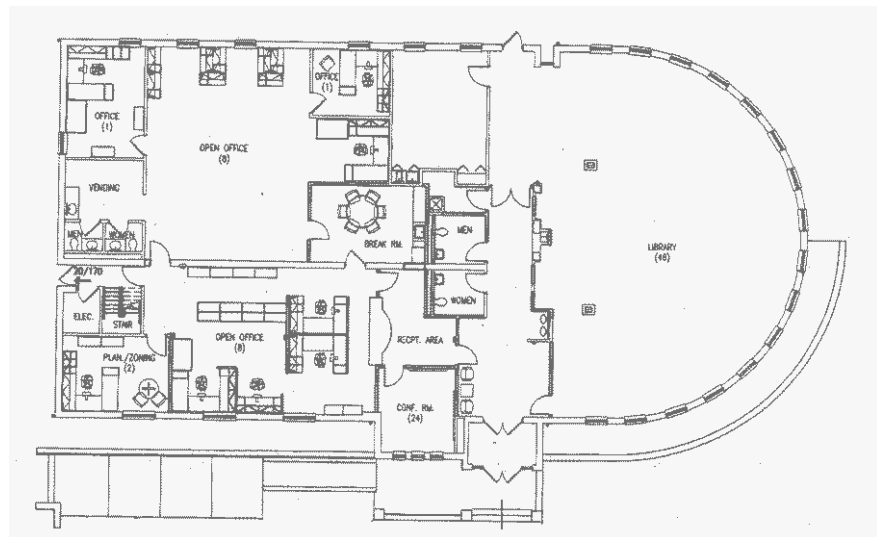
Meramec Valley Branch – 625 New Smizer Mill Rd. Fenton, MO, 63026



Opened in 2000, Meramec Valley Branch is a rental facility of 2,690 sq. ft.

The library's circulation was 241,601 last year. The present site is inadequate for the population that it serves and the volume of business it provides.

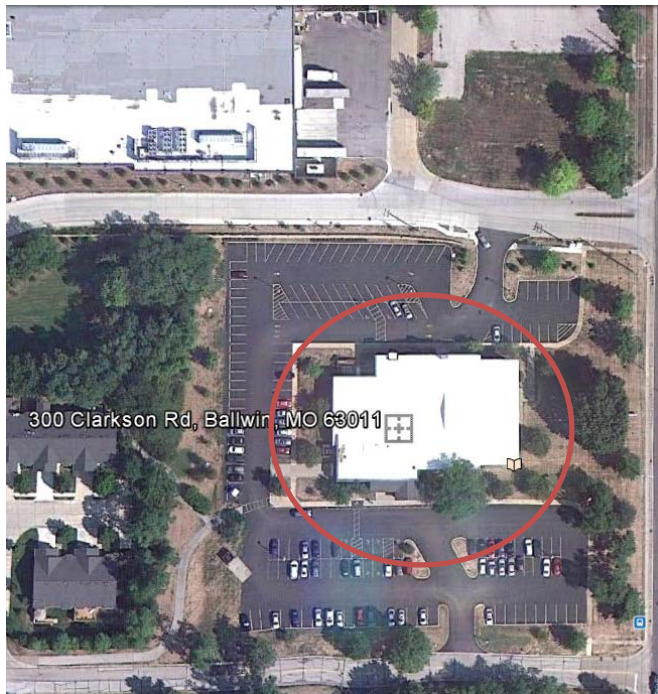
Floor Plan



Recommendation

The rental facility should be replaced with a new 15,000 square feet Library building. The building should be constructed in a new location; a minimum of 140,000 sq. ft. or 3.5 acres.

Daniel Boone Branch – 300 Clarkson Rd. Ellisville, MO, 63011



Constructed / Remodeled	1966	1996
Carpet	2008	
HVAC	2011	
Parking Lot	2009	
Roof	2008	

The Daniel Boone Branch, built in 1966, is a 33,960 sq. ft building.

The present site is inadequate for the population that it serves and the volume of business it provides. The library is split into two floors. The bottom floor is a meeting space with opportunities for interior expansion and utilization of space.

The two side entries to the library, the flow around the site and the trees conceal the library from the road.

Recent updates to the facility include:

- Express Check
- Furniture updates
- Lighting Interior
- Teen Area
- Signage Interior
- Signage Exterior
- Staff Work Area
- Automated Materials Handling

The strategic importance of the Asian Center and the space aligned to support future needs should be evaluated. Children’s and Teen areas are inadequate for demand.

Recommendation

The present facility should be reorganized and 20,000 square feet addition should be built:

- The main entrance area should be reorganized.
- New addition should be built to expand building on the east side.

Grand Glaize Branch – 1010 Meramec Station Rd. Manchester, MO, 63021



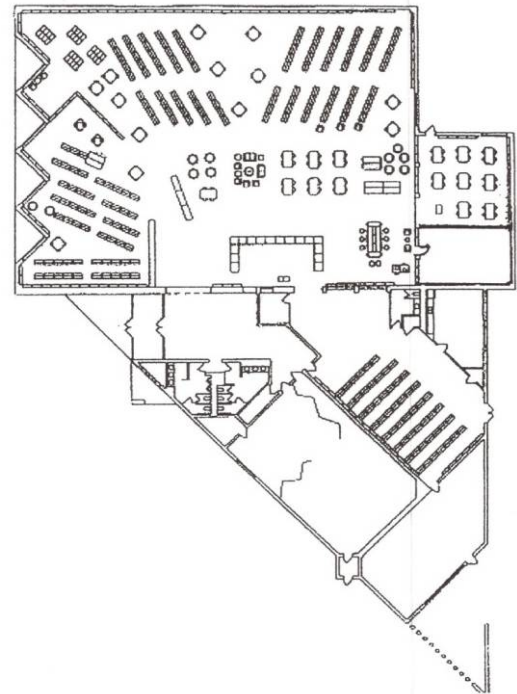
Constructed / Remodeled	1978
Carpet	1998
HVAC	2008
Parking Lot	2002
Roof	2011

The Grand Glaize Branch, built in 1987, is a 20,185 sq. ft. building.

Recent updates to the facility include:

- Express Check
- Furniture updates
- Reference Area
- Teen Area
- Signage Interior
- Signage Exterior

Floor Plan

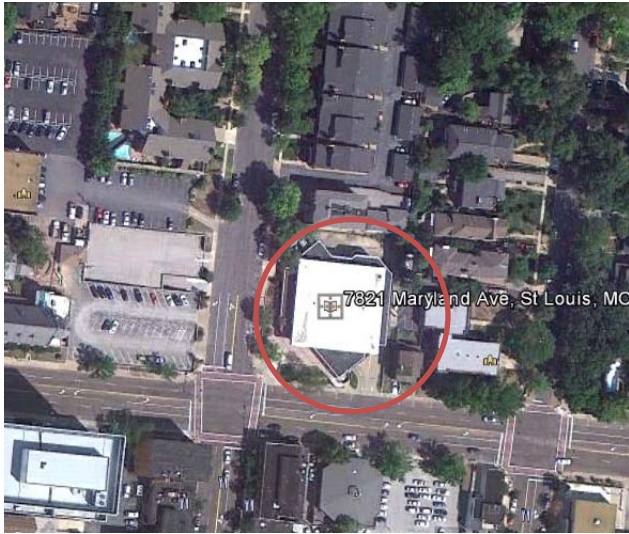


Recommendations

An addition of approximately 5,000 sq. ft. and a renovation of the existing 20,185 sq. ft building is required to improve services and efficiencies.

INTERMEDIATE LEVEL

Mid-County Branch – 7821 Maryland Ave. St Louis, MO, 63105



Constructed / Remodeled	1977
Carpet	2002
HVAC	2005
Parking Lot	1977
Roof	2007

The Mid-County Branch, built in 1977, is a 16,099 sq. ft. The parking on the site is not adequate or convenient. The meeting facility is limited by parking restrictions. It is difficult to restrict parking to library customers only.

Recent updates to the facility include:

- Express Check
- Furniture updates
- Interior Lighting
- Reference Area
- Signage Interior
- Signage Exterior

Recommendation

The present 35-year-old Mid-County Branch Library 16,099 square feet should be replaced with new single floor 20,000 sq. ft. building on a new site.

Thornhill Branch – 12863 Willowyck Dr. St. Louis, MO, 63146



Constructed / Remodeled	1976
Carpet	1999
HVAC	2007
Parking Lot	2008
Roof	1995

The Thornhill Branch, built in 1976, is a 19,500 sq. ft. building. The library is difficult to see from the road. The facility is unable to meet current and future needs of library users. The arrangement of staff work areas can be improved to increase efficiencies.

Recent updates to the facility include:

- Express Check
- Furniture updates
- Lighting Interior
- Reference Desk
- Signage Interior
- Signage Exterior
- Staff Area

Recommendation

The existing building should be replaced; a new 20,000 square foot building should be constructed on the existing site.

Rock Road Branch – 10267 St. Charles Rock Rd. St. Ann, MO, 63074

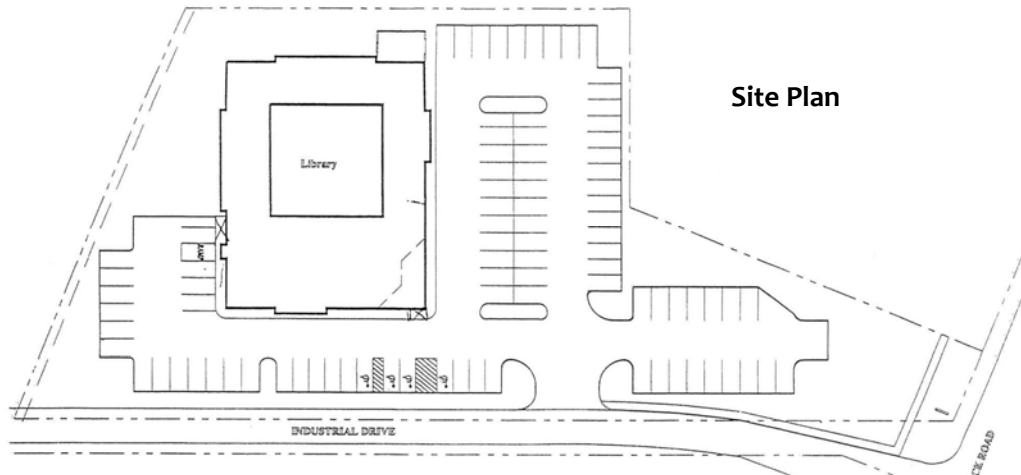


Constructed / Remodeled	1990
Carpet	2004
HVAC	2010
Parking Lot	2009
Roof	2009

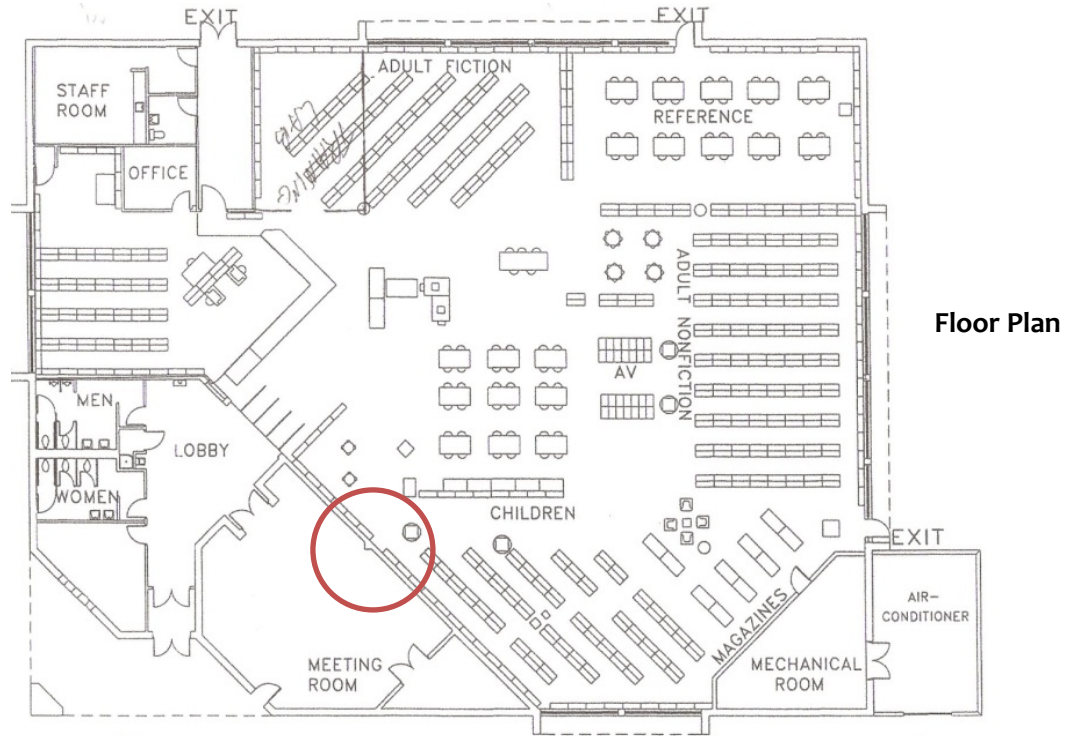
The Rock Road Branch, built in 1990, is a 15,500 sq. ft. building. The branch cannot be seen from St. Charles Rock Road. The demand for library services cannot be fully satisfied with the existing facility.

Recent updates to the facility include:

- Express Check
- Furniture updates
- Reference Desk
- Signage Interior
- Signage Exterior
- Staff Work Area



FACILITIES MASTER PLAN
ST. LOUIS COUNTY LIBRARY DISTRICT



SLCL should develop a connection between children's space and the current meeting room (as shown), improving the flexibility of the children's area.

Recommendation

An addition of approximately 5,000 sq. ft. and a renovation of the existing 15,500 sq. ft. building are required to improve services and efficiencies.

Florissant Valley Branch – 195 New Florissant Rd., S. Florissant, MO, 63031



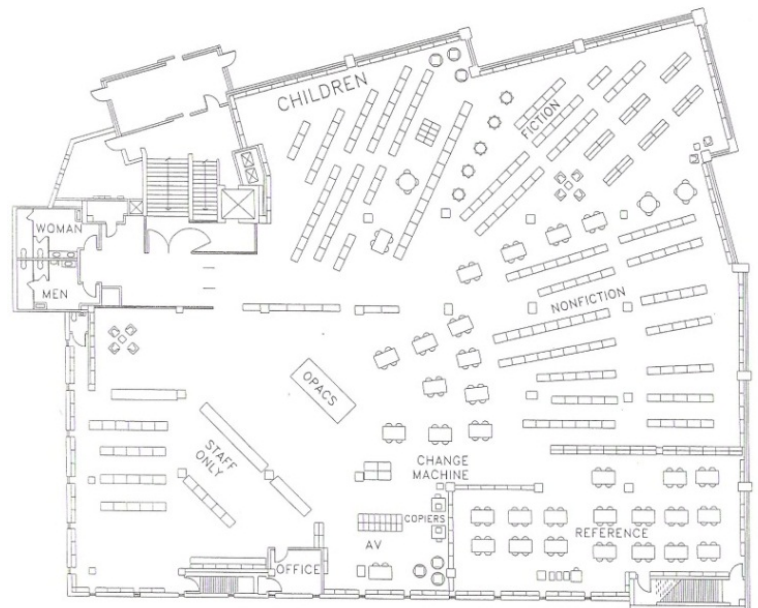
Constructed / Remodeled	1965	1996
Carpet	2008	
HVAC	2006	
Parking Lot	1996	
Roof	2007	

The Florissant Valley Branch, built in 1964, is a 38,168 sq. ft. building. The branch was recently updated with a new design for the service desk, self-check and self-service holds.

Recent updates to the facility include:

- Service Desks
- Computer Cables
- Express Check
- Furniture updates
- Lighting Interior
- Teen Area
- Signage Interior
- Signage Exterior
- Staff Work Area

Floor Plan

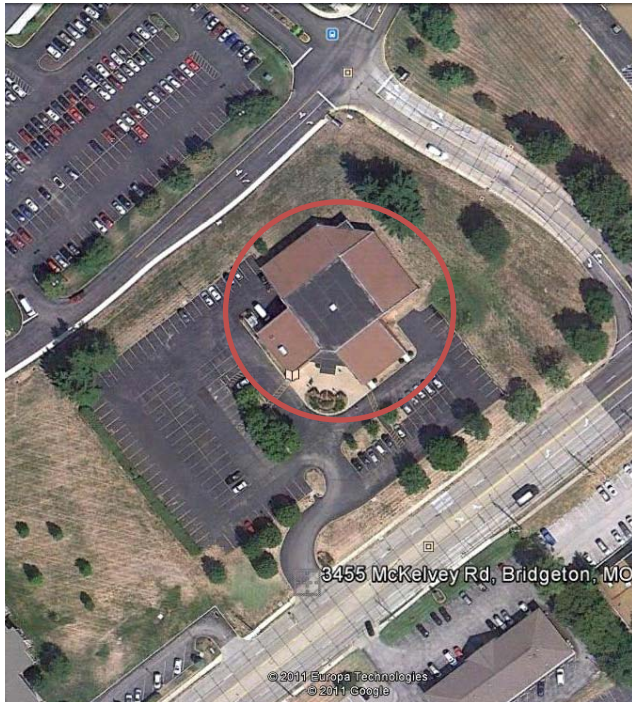


Recommendations

The front entrance can be relocated to improve accessibility and security. A renovation and re-organization of the 38,168 sq. ft. building is required.

UPGRADES

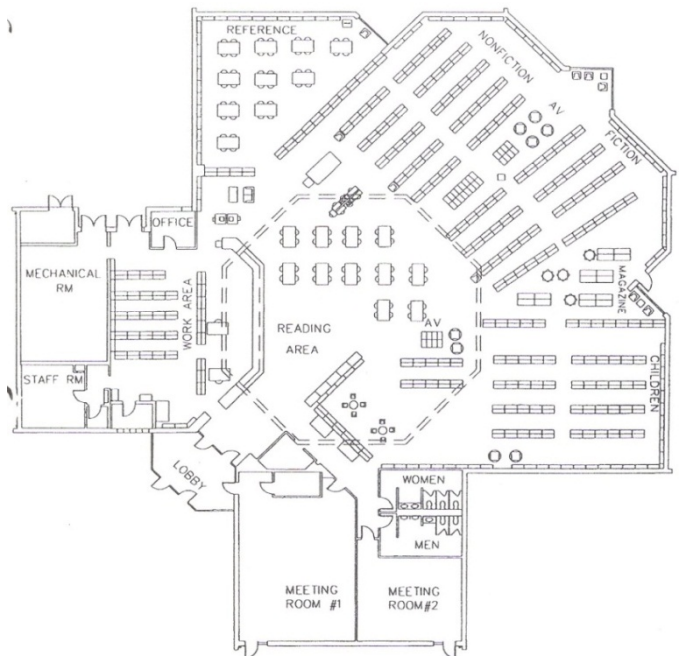
Bridgeton Trails Branch – 3455 McKelvey Rd., Bridgeton, MO, 63044



Constructed / Remodeled	1978
Carpet	1998
HVAC	2008
Parking Lot	1978
Roof	2007

The Bridgeton Trails Branch, built in 1978, is a 17,500 sq. ft. building.

Floor Plan



Recent updates to the facility include:

- Express Check
- Furniture updates
- Signage Interior
- Signage Exterior
- Teen Area

Recommendations

Upgrades should include enhancements to Children's, Teen and Adult spaces. Building improvements should include additional seating, collaborative spaces and upgrades to furniture and finishes.

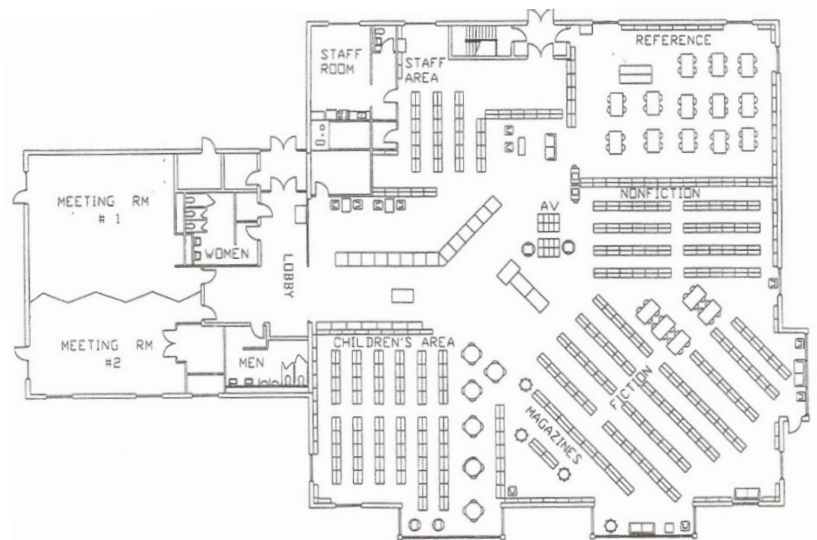
Cliff Cave Branch – 5430 Telegraph Rd. St. Louis, MO 63129



Constructed / Remodeled	1980
Carpet	1998
HVAC	2008
Parking Lot	2008
Roof	2011

The Cliff Cave Branch, built in 1980, is a 18,940 sq. ft. building.

Floor Plan



Recent updates to the facility include:

- Express Check
- Furniture updates
- Signage Interior
- Signage Exterior
- Teen Area

Recommendations

Upgrades should include enhancements to Children's, Teen and Adult spaces. Building improvements should include additional seating, collaborative spaces and upgrades to furniture and finishes.

Indian Trails Branch – 8400 Delport Dr., St. Louis, MO, 63114



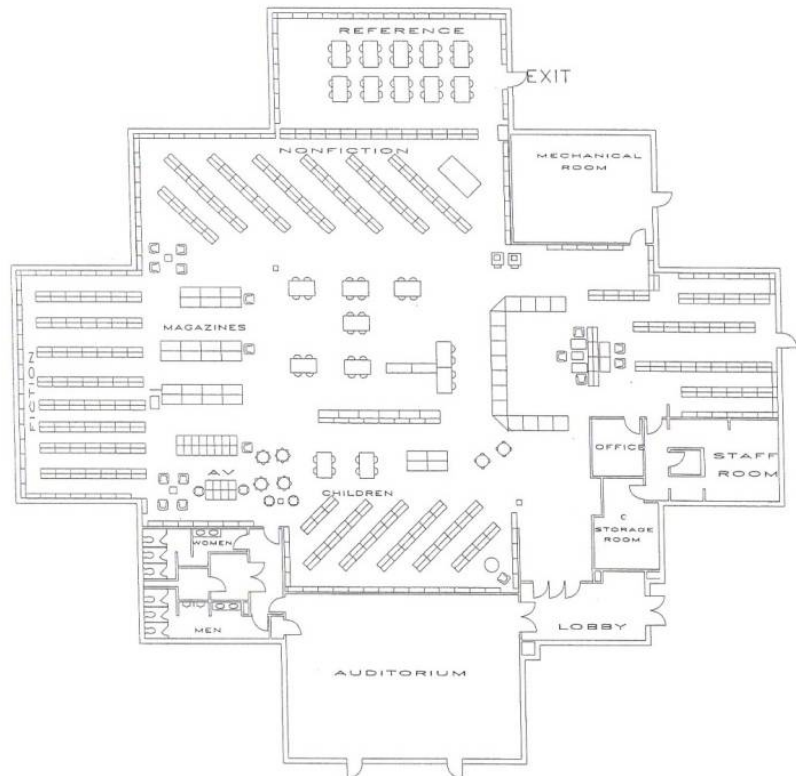
Constructed / Remodeled	1987
Carpet	2005
HVAC	2009
Parking Lot	2009
Roof	1987

The Indian Trails Branch, built in 1987, is a 15,500 sq. ft. building.

Recent updates to the facility include:

- Express Check
- Furniture updates
- Reference Area
- Signage Interior
- Signage Exterior
- Staff Work Area
- Teen Area

Floor Plan



Recommendations

Upgrades should include enhancements to Children’s, Teen and Adult spaces. Building improvements should include additional seating, collaborative spaces and upgrades to furniture and finishes.

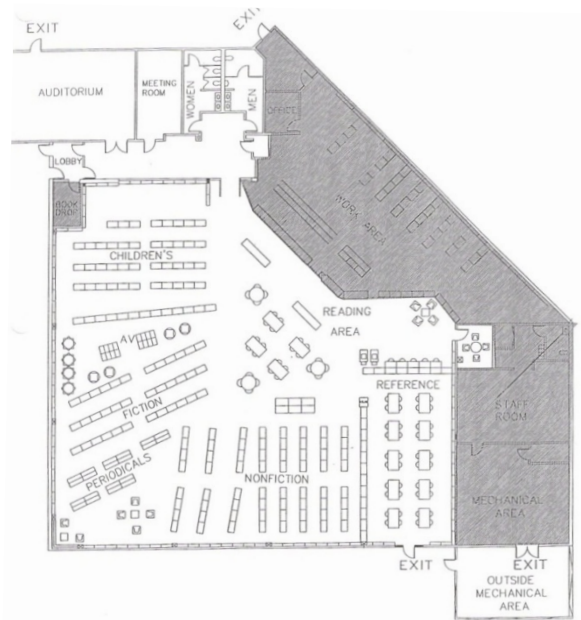
Jamestown Bluffs Branch – 4153 N. Highway 67, Florissant, MO, 63034



Constructed / Remodeled	1998
Carpet	1998
HVAC	1998
Parking Lot	1998
Roof	2001

The Jamestown Bluffs Branch, built in 1998 is a 16,500 sq. ft building.

Floor Plan



Recent updates to the facility include:

- Express Check
- Furniture updates
- Reference Desk
- Signage Interior
- Signage Exterior

Recommendations

Upgrades should include enhancements to Children's, Teen and Adult spaces. Building improvements should include additional seating, collaborative spaces and upgrades to furniture and finishes.

Natural Bridge Branch – 7606 Natural Bridge Rd., St Louis, MO, 63121



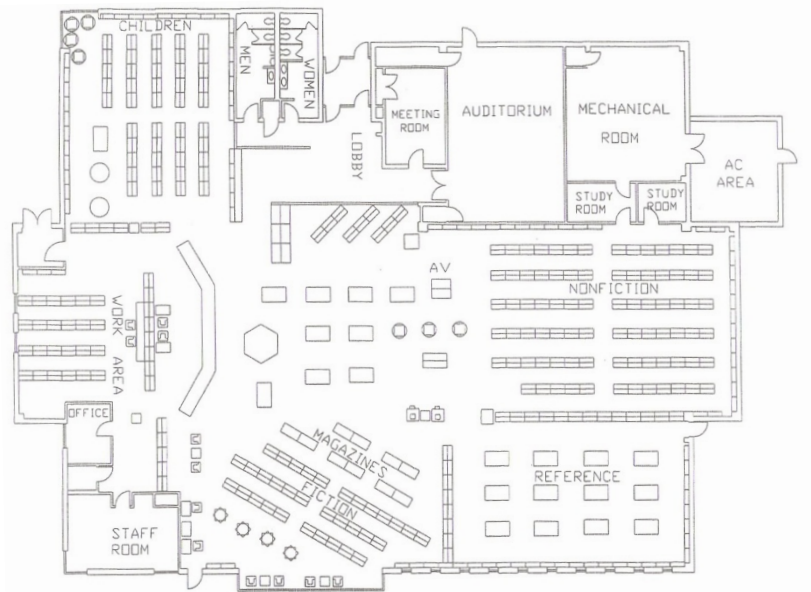
Constructed / Remodeled	1993
Carpet	2001
HVAC	2010
Parking Lot	1993
Roof	1993

The Natural Bridge Branch, built in 1993, is a 15,900 sq. ft building.

Recent updates to the facility include:

- Children Area
- Express Check
- Furniture updates
- Reference Desk
- Technology Center
- Lighting Interior
- Signage Interior
- Signage Exterior
- Teen Area

Floor Plan



Recommendations

Upgrades should include enhancements to Children’s, Teen and Adult spaces. Building improvements should include additional seating, collaborative spaces and upgrades to furniture and finishes.

Oak Bend Branch – 842 S. Holmes Ave, St. Louis, MO, 63122



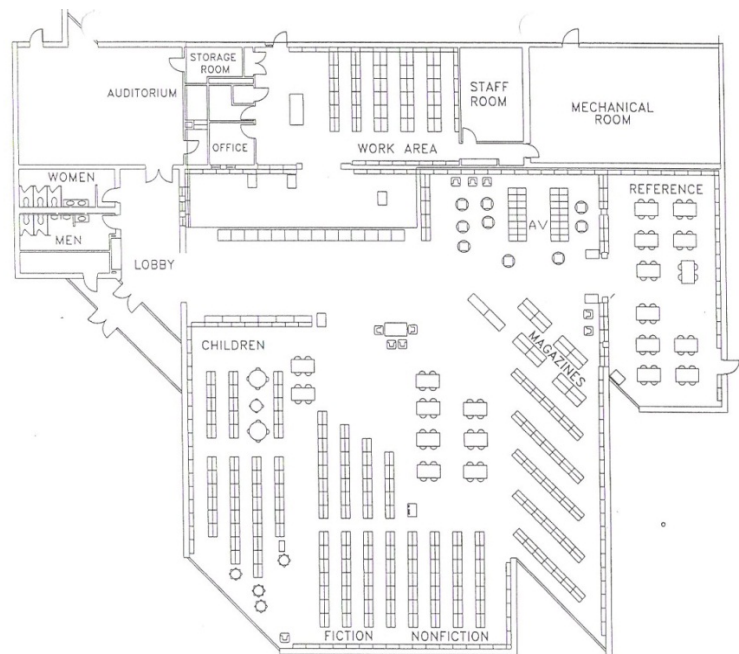
Constructed / Remodeled	1986
Carpet	2007
HVAC	2008
Parking Lot	2008
Roof	2007

The Oak Bend Branch, built in 1986, is 16,668 sq. ft. It has been 25 years since a major renovation.

Recent updates to the facility include:

- Express Check
- Furniture updates
- Reference Desk
- Signage Interior
- Signage Exterior

Floor Plan



Recommendations

Upgrades should include enhancements to Children's, Teen and Adult spaces. Building improvements should include additional seating, collaborative spaces and upgrades to furniture and finishes.

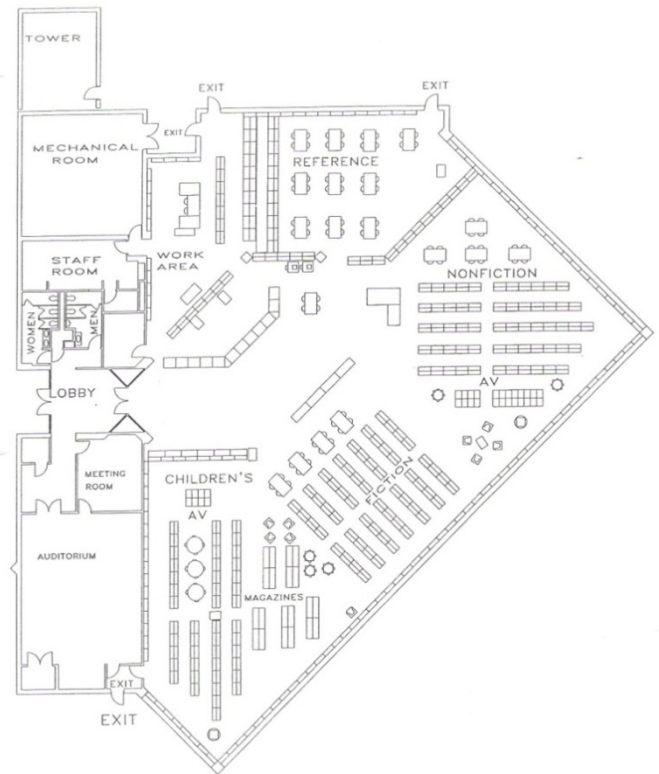
Prairie Commons Branch – 915 Utz Ln., Hazelwood, MO, 63042



Constructed / Remodeled	1986
Carpet	2007
HVAC	2006
Parking Lot	2003
Roof	2005

The Prairie Commons Branch, built in 1986, is a 16,995 sq. ft. building.

Floor Plan



Recent updates to the facility include:

- Express Check
- Furniture updates
- Reference Desk
- Signage Interior
- Signage Exterior

Recommendations

Upgrades should include enhancements to Children's, Teen and Adult spaces. Building improvements should include additional seating, collaborative spaces and upgrades to furniture and finishes.

Weber Road Branch – 4444 Weber Rd., St. Louis, MO, 63123



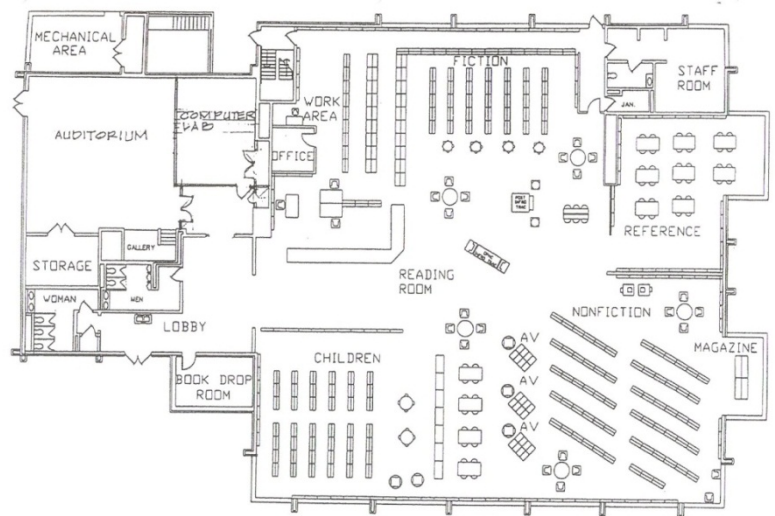
Constructed /	1971
Remodeled	1993
Carpet	2005
HVAC	2009
Parking Lot	2008
Roof	2007

The Weber Road Branch, built in 1972 is a 19,500 sq. ft. building.

Floor Plan

Recent Updates to the Facility Include:

- Express Check.
- Furniture updates.
- Service Desks.
- Reference Desk.
- Signage Interior.
- Signage Exterior.
- Staff Area.



Recommendations

Upgrades should include enhancements to Children’s, Teen and Adult spaces. Building improvements should include additional seating, collaborative spaces and upgrades to furniture and finishes.

APPENDIX A

Building program

APPENDIX A: BUILDING PROGRAM

Summary of Building Space Requirements

Rm. No.	Department Name	Room/Area Name	L.F.of Shelving	Patron Seating	Staff	Room or Area NASF	Subtotal NASF
LOBBY							290
101		Building's Lobby				290	
CIRCULATION							808
201		Circulation Desk			2	243	
202		Self Check-in/Check-out				200	
203		Circulation Office			3	325	
204		Bookdrop Room, Vandal and Fireproof				40	
ADULT SERVICES							5,678
301		Adult Services Desk			2	232	
302		Popular Library Collection	720			684	
303		Periodicals Collection and Seating	300	14		660	
304		Information Commons		14		640	
305		Copier Alcove				60	
306		Reference Collection	180			224	
307		Reference Seating		8		240	
308		General Collection	3,150			1,890	
309		General Seating		14		420	
310		2 Group Study Rooms		12		300	
311		Adult Services Office			4	328	
YOUNG ADULT SERVICES							610
401		Young Adult Collection	265			194	
402		Young Adult Seating		16		416	
CHILDREN'S SERVICES							3,541
501		Children's Service Desk			2	232	
502		Children's Computers Area		8		240	
503		Preschool Reading & Play Area	396	14		924	
504		Story Hour and Craft Room		16		395	
505		Parenting Area	15	4		108	
506		Children's Collection	846			612	
507		Children's Seating		12		308	
508		Homework Center		12		330	
509		Children's Services Office			3	392	
COMMUNITY ROOMS							1,730
601		Meeting Room Lobby & Cafe				560	
602		Multipurpose Meeting Room		100		1,110	
603		Galley Kitchen				60	
ADMINISTRATION AND SERVICES							896
701		Director's Office			1	170	
702		Administrative Assistant Area			1	127	
703		Library Services Workroom			4	399	
704		Conference Room		8		200	
CUSTODIAL OPERATIONS							130
801		Custodial Supplies Storage				130	
802		Cleaning Closets				N/A	
STAFF AREA							320
901		Staff Lounge / Lunch Room				260	
902		Staff Lockers				60	
SUBTOTAL			5,872	252	22	14,002	
LIBRARY TOTAL NET ASSIGNABLE SPACE							14,002
LIBRARY TOTAL NON-ASSIGNABLE SPACE							6,001
LIBRARY TOTAL GSF (NET/GROSS RATIO IS 70%)							20,002

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: Lobby
Space Name: Building's Lobby/Vestibule
Room or Area No: 101

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Set of exterior automated sliding doors	N/A	1	N/A
2	Electrically operated overhead gates leading to the Library proper	N/A	to be determined	N/A
3	Set of interior doors with electric opening capability (for the disabled), to the Community Rooms Complex.	N/A	1	N/A
4	Security gate system including in-turnstile(s) w/electronic counter	50	1	50
5	Alarm and security cameras for the doors	N/A	1	N/A
6	Pedimat (carpet) with chains and drains to collect and drain rain -- just inside the exterior doors.	50	2	100
7	Graphic map of Library, directional signs	N/A	1	N/A
8	Built-in Display cases	50	2	100
9	Electronic Kiosk 4-sided (library information)	40	1	40
10	Set of restrooms (outside security gate)	N/A	1	N/A
11	Water fountain (outside security gate)	10	1	10
12	Pay telephone (outside security gate)	10	2	20
Subtotal				290
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	2 for workstation		
2	High speed multimedia network connections	1 for workstation		
3	Electric receptacles for printer	1 for printer		
4	High speed multimedia network connections for printer	1 for printer		
5	Telephone outlets	1		

OCCUPANCY: Staff and patrons passing through.

DESCRIPTION OF USE: The public entry point into the building.

SPATIAL RELATIONSHIPS: Close to Circulation desk.

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Not required

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: N/a

ENVIRONMENTAL CONDITIONS (HVAC): +/- 60 degrees; +/- 30-50% RH.

ILLUMINATION: 300 lux

SPECIAL REQUIREMENTS: Security cameras and door alarms. Lockable doors. Security gate system just inside Library proper. Consider electronic keycard for all interior doors.

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name:
Space Name:
Room or Area No:

**Circulation
Circulation Desk
201**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Check-out counter section workstation (39"-40"h) w/knee hole, shelves and drawers underneath	80	1	80
3	Counter section workstation (30"-32"h) for handicapped w/knee hole	80	1	80
4	Shelving 6 shelves h x 12"d for reserves and book sorting	0.5	126	63
5	High stool, swivel, posture with casters	N/A	1	N/A
6	Chairs, swivel, posture with casters	N/A	1	N/A
7	Book trucks	5	4	20
9	Multifunctional computers, networked with bar code reader	N/A	2	N/A
10	Printer, networked	N/A	1	N/A
11	Telephone	N/A	2	N/A
12	Fire alarm control box	N/A	1	N/A
Subtotal				243
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	2 for workstation		
2	High speed multimedia network connections	1 for workstation		
3	Electric receptacles for printer	1 for printer		
4	High speed multimedia network connections for printer	1 for printer		
5	Telephone outlets	2		

OCCUPANCY: Staff - 2

DESCRIPTION OF USE: A major service point. Staff at the Desk maintains surveillance over the entry/exit, and performs the following: check-out and check-in library materials, and registration. Shelving is primarily used for sorting, reserves.

SPATIAL RELATIONSHIPS: In sight of and with good control of entry/exit, security gates

FLEXIBILITY AND EXPANDABILITY: Modular for flexibility

FENESTRATION: Not required

ACCESS FOR THE DISABLED: 1 counter with w/ free knee space outside and 30-32" high.

ACOUSTICS: Noise criteria NC-30.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 500 lux at Desk countertop; 300 lux at shelving. Task lights as required.

SPECIAL REQUIREMENTS: Cushioned carpeting behind Desk

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name:
Space Name:
Room or Area No:

**Circulation
Self Check Stations
202**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Self check-out stations	50	4	200
2	Self check-out computers, networked	N/A	4	N/A
Subtotal				200
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	1 for station		
2	High speed multimedia network connections	1 for station		

OCCUPANCY: N/a

DESCRIPTION OF USE: Patrons check-in/check-out library materials by themselves.

SPATIAL RELATIONSHIPS: In close proximity to the entrance and Reference Service desk

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: Not required.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Noise criteria NC-30

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 300 lux, indirect lighting.

SECURITY REQUIREMENTS: None.

SPECIAL REQUIREMENTS: Floor outlets for flexibility

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name:
Space Name:
Room or Area No:

**Circulation
Circulation Office
203**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Professional furniture workstation containing: swivel task chair - 1 mobile drawer pedestal w/ box, pencil and file drawers - 2 multifunctional microcomputer networked -1 telephone-1 printer networked-1	80	1	80
2	Support staff workstation containing: file/drawer mobile pedestal -2 adjustable height task chair -1 shelving bins above - 2 book truck -2 multifunctional microcomputer, networked -1 telephone - 1	60	2	120
3	Shelving 7 shelves h x 12"d for sorting	0.5	189	95
5	Book	5	6	30
Subtotal				324.50
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	2 for workstation		
2	High speed multimedia network connections	1 for workstation		
3	Telephone outlets	1 for workstation		

OCCUPANCY: Staff - 3

DESCRIPTION OF USE: The office where circulation staff perform their work.

SPATIAL RELATIONSHIPS: Behind the Circulation Desk

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Desirable

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Noise criteria NC-30

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 500 lux at desk and table top.

SPECIAL REQUIREMENTS: None

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name:
Space Name:
Room or Area No:

**Circulation
Bookdrop Room
204**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Depressible book truck	20	2	40
2	Book drop slot in exterior wall	N/A	2	N/A
Subtotal				40
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	N/A		
2	High speed multimedia network connections	N/A		

OCCUPANCY: N/a

DESCRIPTION OF USE: Patrons can drop out themselves library materials without going into the Library, the books are collected in this room and then brought to the workroom for sorting.

SPATIAL RELATIONSHIPS: Adjacent to Circulation Office

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Not required

ACCESS FOR THE DISABLED: N/a

ACOUSTICS: No special requirements

ENVIRONMENTAL CONDITIONS (HVAC): +/- 60 degrees; +/- 30-50% RH.

ILLUMINATION: 300 lux

SPECIAL REQUIREMENTS: The room should have 1 hour fire rating partitions and door.

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name:
Space Name:
Room or Area No:

**Adult Services
Adult Services Desk
301**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Counter section workstation (30"h) w/knee hole, shelves and drawers underneath	80	2	160
2	Shelving, ready reference	1	72	72
3	Chair, swivel castered, posture	N/A	4	N/A
4	Multifunctional microcomputers	N/A	4	N/A
5	Networked printer	N/A	1	N/A
6	Telephone	N/A	4	N/A
Subtotal				232
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	2 for workstation		
2	High speed multimedia network connections	1 for workstation		
3	Electric receptacles for printer	1 for printer		
4	High speed multimedia network connections for printer	1 for printer		
5	Telephone outlets	2		

OCCUPANCY: Staff - 2

DESCRIPTION OF USE: Staff provides consultation and assistance in research and use of the Library and its materials.

SPATIAL RELATIONSHIPS: Centrally located within Adult Services

FLEXIBILITY AND EXPANDABILITY: Modular for flexibility

FENESTRATION: Not required

ACCESS FOR THE DISABLED:

ACOUSTICS: Noise criteria NC-30.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 500 lux at Desk countertop

SPECIAL REQUIREMENTS: Floor outlets for flexibility

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Adult Services**
 Space Name: **Popular Library Collection**
 Room or Area No: **302**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Shelving, 5-shelf display type for New Books, Book Express, and Book Club	1	600	600
2	Shelving, 5-shelf display type for Paperbacks	0.7	120	84
Subtotal				684
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	as required		
2	High speed multimedia network connections	wireless		

OCCUPANCY: None

DESCRIPTION OF USE: Popular Library shelving

SPATIAL RELATIONSHIPS: In sight of and with good control from Circulation desk

FLEXIBILITY AND EXPANDABILITY: Open, flexible area

FENESTRATION: Not required

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Noise criteria NC-30.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 300 lux at shelving.

SPECIAL REQUIREMENTS: None

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Adult Services**
 Space Name: **Periodicals Collection & Seating**
 Room or Area No: **303**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Lounge seats	24	14	336
2	Occasional table	12	2	24
3	Shelving 5 shelves h x 12"d for periodicals (l.f.)	1	300	300
Subtotal				660
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	several floor outlets		
2	High speed multimedia network connections	wireless		

OCCUPANCY: Patrons - 14

DESCRIPTION OF USE: Lounge seating, gathering and reading periodicals. Patrons can use their laptops in this area.

SPATIAL RELATIONSHIPS: Within easy access of the entry.

FLEXIBILITY AND EXPANDABILITY: Open, flexible area

FENESTRATION: Desirable

ACOUSTICS: Noise criteria NC-30

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 300 lux

SPECIAL REQUIREMENTS: None

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Adult Services**
 Space Name: **Information Commons**
 Room or Area No: **304**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Equipment dedicated stations (individual tables that can be ganged together)	40	14	560
2	Counter high workstation (39"-40"h) equipment dedicated station for OPAC, stand-up	20	4	80
3	Chair, swivel castered	N/A	14	N/A
4	Multifunctional microcomputer	N/A	18	N/A
Subtotal				640
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	2 for workstation		
2	High speed multimedia network connections	1 for workstation		

OCCUPANCY: Patrons 18

DESCRIPTION OF USE: Online access, access to the catalog and other databases.

SPATIAL RELATIONSHIPS: In close proximity to the entrance and Adult Service desk

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: Not required.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Noise criteria NC-30

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 300 lux, indirect lighting.

SECURITY REQUIREMENTS: None.

SPECIAL REQUIREMENTS: Floor outlets for flexibility

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name:
Space Name:
Room or Area No:

**Adult Services
Copier Alcove
305**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Photocopier / Printer / Scanner, coin or card operated	50	1	50
2	Change machine, wall mounted	N/A	1	N/A
3	Counter height table for sorting	10	1	10
Subtotal				60

#	Power/Communication/Network Requirements	Amount and Description
1	Electric receptacles	1 for photocopier / printer
2	High speed multimedia network connections	1 for photocopier / printer

OCCUPANCY: None

DESCRIPTION OF USE: The copier is used by patrons and staff to copy library materials. The copier is connected to the network and can be used as high speed printer/scanner.

SPATIAL RELATIONSHIPS: Close to the Adult Services desk.

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Not required

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Noise criteria NC-30.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 300 lux

SPECIAL REQUIREMENTS: None

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name:
Space Name:
Room or Area No:

**Adult Services
Reference Collection
306**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Reference shelving 3 shelves h	1	180	180
2	Atlas case	10	1	10
3	Dictionary stand	10	1	10
4	Map case	24	1	24
Subtotal				224
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	not required		
2	High speed multimedia network connections	not required		

OCCUPANCY: None

DESCRIPTION OF USE: Reference Collection shelving and stands.

SPATIAL RELATIONSHIPS: Close to the Adult Services Desk

FLEXIBILITY AND EXPANDABILITY: Open, flexible area

FENESTRATION: Not required

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Noise criteria NC-30.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 300 lux

SPECIAL REQUIREMENTS: None

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name:
Space Name:
Room or Area No:

**Adult Services
Reference Seating
307**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Individual study table (tables that can be ganged together)	30	8	240
2	Reading chairs	N/A	8	N/A
Subtotal				240
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	1 for table		
2	High speed multimedia network connections	1 for table		

OCCUPANCY: Patrons - 8

DESCRIPTION OF USE: Reference patron seating

SPATIAL RELATIONSHIPS: Close to the Reference Collection

FLEXIBILITY AND EXPANDABILITY: Open area

FENESTRATION: Desirable

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Noise criteria NC-30.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 60 degrees; +/- 30-50% RH.

ILLUMINATION: 500 lux , indirect

SPECIAL REQUIREMENTS: None

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name:
Space Name:
Room or Area No:

**Adult Services
General Collection
308**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Shelving 7shelves h and various depth for: Fiction - 10"d Non-Fiction - 10"d	0.6 0.6	1,680 1,470	1,008 882
Subtotal				1,890
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	as required		
2	High speed multimedia network connections	wireless		

OCCUPANCY: None

DESCRIPTION OF USE: General Collection shelving

SPATIAL RELATIONSHIPS: Within Adult services.

FLEXIBILITY AND EXPANDABILITY: Open space

FENESTRATION: Not Required

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: No special requirements

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 300 lux at bottom shelf.

SPECIAL REQUIREMENTS: None

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name:
Space Name:
Room or Area No:

**Adult Services
General Seating
309**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Individual study table (tables that can be ganged together)	30	14	420
2	Reading chairs	N/A	14	N/A
Subtotal				420
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	2 for each table		
2	High speed multimedia network connections	wireless		

OCCUPANCY: Patrons - 14

DESCRIPTION OF USE: Seating for study and reading

SPATIAL RELATIONSHIPS: Near the windows and close to General Collection

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: Required

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Noise criteria NC-30

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 500 lux at table top

SPECIAL REQUIREMENTS: None

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name:
Space Name:
Room or Area No:

**Adult Services
2 Group Study Rooms
310**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	6 seat reading table w/ power/data/telephone outlets	150	1	150
2	Reading chairs	N/A	6	N/A
Subtotal for one room				150
Subtotal for two rooms				300
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	4 for table		
2	High speed multimedia network connections	2 for table		

OCCUPANCY: Patrons - 6 for each room

DESCRIPTION OF USE: Group study, conference

SPATIAL RELATIONSHIPS: Within Adult services

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Not required

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: No special requirements

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 500 lux at table top

SPECIAL REQUIREMENTS: Provide glass door and window with blinds to the interior.

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name:
Space Name:
Room or Area No:

**Adult Services
Adult Services Office
416**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Professional furniture workstation containing: swivel task chair - 1 mobile drawer pedestal w/ box, pencil and file drawers - 2 multifunctional microcomputer networked -1 telephone-1 printer networked-1	80	3	240
2	Shared workstation file/drawer mobile pedestal -1 adjustable height task chair -1 multifunctional microcomputer, networked -1	48	1	48
3	Lateral file	10	4	40
Subtotal				328
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	2 for workstation		
2	High speed multimedia network connections	1 for workstation		
3	Telephone outlets	1 for workstation		

OCCUPANCY: Staff - 4

DESCRIPTION OF USE: Adult services workroom

SPATIAL RELATIONSHIPS: Within Adult services

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Desirable

ACCESS FOR THE DISABLED:

ACOUSTICS: Noise criteria NC-30.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 500 lux at desk and task lights.

SPECIAL REQUIREMENTS: None

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Young Adult Services**
 Space Name: **Young Adult Collection**
 Room or Area No: **401**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Shelving, 5 shelves h, 12"d display type with storage/flat shelves underneath for Current Periodicals	1	15	15
2	Shelving, 5 shelves h, 10"d	0.7	255	179
Subtotal				194
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	as required		
2	High speed multimedia network connections	wireless		

OCCUPANCY: None

DESCRIPTION OF USE: Young Adult collection shelving

SPATIAL RELATIONSHIPS: In sight of and with good control from Service desk

FLEXIBILITY AND EXPANDABILITY: Open, flexible area

FENESTRATION: Not required

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Noise criteria NC-30.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 300 lux at shelving.

SPECIAL REQUIREMENTS: None

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Young Adult Services**
 Space Name: **Young Adult Seating**
 Room or Area No: **402**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Lounge seats	24	8	192
2	Occasional table	12	2	24
3	4-seater Table 4'x 6' with electrical and data connections	100	2	200
4	Reading chairs	N/A	8	N/A
Subtotal				416
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	floor outlets for tables		
2	High speed multimedia network connections	wireless		

OCCUPANCY: Patrons - 16

DESCRIPTION OF USE: Lounge seating, gathering and study. Patrons can use their laptops in this area.

SPATIAL RELATIONSHIPS: Within the Young Adult collection

FLEXIBILITY AND EXPANDABILITY: Open, flexible area

FENESTRATION: Required

ACOUSTICS: Noise criteria NC-30

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 500 lux

SPECIAL REQUIREMENTS: None

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Children's Services**
 Space Name: **Children's Services Desk**
 Room or Area No: **501**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Counter section workstation (30"h) w/knee hole, shelves and drawers underneath	80	2	160
2	Shelving, ready reference	1	72	72
3	Chair, swivel castered, posture	N/A	4	N/A
4	Multifunctional microcomputers	N/A	4	N/A
5	Networked printer	N/A	1	N/A
6	Telephone	N/A	2	N/A
Subtotal				232
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	2 for workstation		
2	High speed multimedia network connections	1 for workstation		
3	Electric receptacles for printer	1 for printer		
4	High speed multimedia network connections for printer	1 for printer		
5	Telephone outlets	2		

OCCUPANCY: Staff - 2

DESCRIPTION OF USE: Staff provides consultation and assistance in research and use of the Children's Library and its materials.

SPATIAL RELATIONSHIPS: In front of Children's Services

FLEXIBILITY AND EXPANDABILITY: Modular for flexibility

FENESTRATION: Not required

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Noise criteria NC-30.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 500 lux at Desk countertop

SPECIAL REQUIREMENTS: Floor outlets for flexibility

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Children's Services**
 Space Name: **Children's Computer Area**
 Room or Area No: **502**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Equipment dedicated stations (individual tables that can be ganged together) intermediate height	30	8	240
3	Chair, swivel castered, intermediate height	N/A	8	N/A
4	Multifunctional microcomputer	N/A	8	N/A
Subtotal				240
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	2 for workstation		
2	High speed multimedia network connections	1 for workstation		

OCCUPANCY: Patrons 8

DESCRIPTION OF USE: Online access, access to the catalog and other databases.

SPATIAL RELATIONSHIPS: In close proximity to the entrance and Children's Service desk

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: Not required.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Noise criteria NC-30

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 300 lux, indirect lighting.

SECURITY REQUIREMENTS: None.

SPECIAL REQUIREMENTS: Floor outlets for flexibility

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Children's Services**
 Space Name: **Preschool Reading & Play Area**
 Room or Area No: **503**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Shelving, 3 shelves h, 15"d for Picture Books.	1	324	324
2	Shelving, 3 shelves h, 10"d for Easy Readers, Board Books	1	72	72
3	Play area	1	160	160
4	Toy chest	1	20	20
5	Tackable wall space to display children's art	N/A	1	N/A
6	Table, round, 4-seater, juvenile height	100	3	300
7	Reading chairs, juvenile height	N/A	12	N/A
8	Lounge chair, adult height	24	2	48
Subtotal				924
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	not required		
2	High speed multimedia network connections	not required		

OCCUPANCY: Patrons - 14

DESCRIPTION OF USE: For children to look/read board books, picture books, easy readers, and other simple to read materials, and to play with toys.

SPATIAL RELATIONSHIPS: Close to the Children's Services Desk

FLEXIBILITY AND EXPANDABILITY: Open, flexible area

FENESTRATION: Required

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Noise criteria NC-30.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 300 lux

SPECIAL REQUIREMENTS: None

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Children's Services**
 Space Name: **Story Hour and Craft Room**
 Room or Area No: **504**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Counter with sink and cabinets above and below	50	1	50
2	Electrically operated beaded screen, flush mounted in ceiling	N/A	1	N/A
3	Puppet Theater Stage, portable	20	1	20
5	Table 3'x 6' (intermediate height), folding	100	2	200
6	Chair (intermediate height), stacking	N/A	16	N/A
7	Area to sit on the floor up to 30 children	100	1	100
8	Storage cabinets, built-in with shelves along one wall	25	1	25
9	Tackable wall surfaces to display children's art	N/A	8	N/A
10	Telephone	N/A	1	N/A
Subtotal				395
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	as required for equipment		
2	High speed multimedia network connections	as required for equipment		
3	Telephone outlets	1		

OCCUPANCY: Patrons - 16

DESCRIPTION OF USE: Children listen to stories; see puppet shows; work on crafts.

SPATIAL RELATIONSHIPS: Close to the Preschool Area

FLEXIBILITY AND EXPANDABILITY: Enclosed room

FENESTRATION: Desirable

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Noise criteria NC-30.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 60 degrees; +/- 30-50% RH.

ILLUMINATION: 300 lux , indirect

SPECIAL REQUIREMENTS: Sliding doors with viewing panel; wide opening to enable room expansion when needed.

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Children's Services**
 Space Name: **Parenting Area**
 Room or Area No: **505**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Shelving, 5 shelves h, 10"d (Parenting Collection) display type, includes brochures, videos, etc.	0.7	15	11
2	Lounge chair	24	4	96
3	Occasional table	12	1	12
Subtotal				108
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	as required		
2	High speed multimedia network connections	wireless		

OCCUPANCY: Patrons - 4

DESCRIPTION OF USE: Parents can read and wait for their children while they are in program.

SPATIAL RELATIONSHIPS: Within the Children's services.

FLEXIBILITY AND EXPANDABILITY: Open space

FENESTRATION: Not Required

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Noise criteria NC-30.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 300 lux

SPECIAL REQUIREMENTS: Children's restrooms should be in close proximity with baby changing stations.

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Children's Services**
 Space Name: **Children's Collection**
 Room or Area No: **506**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Shelving, 5 shelves h, 12"d display type with storage/flat shelves underneath for Current Periodicals	0.7	6	4
2	Shelving, 5 shelves h, 10"d	0.7	840	588
3	Dictionary Stand, child height, with rolling shelves	10	1	10
4	Atlas Stand, child height, with rolling shelves	10	1	10
Subtotal				612
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	as required		
2	High speed multimedia network connections	wireless		

OCCUPANCY: None

DESCRIPTION OF USE: School Children's collection shelving.

SPATIAL RELATIONSHIPS: In sight of and with good control from Service desk

FLEXIBILITY AND EXPANDABILITY: Open, flexible area

FENESTRATION: Not required

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Noise criteria NC-30.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 300 lux at shelving.

SPECIAL REQUIREMENTS: None

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Children's Services**
 Space Name: **Children's Seating**
 Room or Area No: **507**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	4-seater Table 4'x 6' intermediate height with electrical and data connections	100	2	200
2	Reading chair, intermediate height	N/A	8	N/A
3	Lounge chair	24	4	96
4	Occasional table	12	1	12
Subtotal				308
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	2 for each table		
2	High speed multimedia network connections	wireless		

OCCUPANCY: Patrons - 12

DESCRIPTION OF USE: Seating for study and reading

SPATIAL RELATIONSHIPS: Near the windows and close to the Collection

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: Required

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Noise criteria NC-30

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 500 lux at table top

SPECIAL REQUIREMENTS: None

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Children's Services**
 Space Name: **Homework Center**
 Room or Area No: **508**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	4-seater Table 4'x 6' with electrical and data connections	100	2	200
2	2-person table with electrical and data connections	60	2	120
3	Chair, swivel with casters	N/A	4	N/A
4	Reading chairs	N/A	8	N/A
5	Printer/copier/scanner, networked	10	1	10
6	Multifunctional computers	N/A	4	N/A
Subtotal				330
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	2 for each table		
2	High speed multimedia network connections	2 for each table		

OCCUPANCY: Patrons - 12

DESCRIPTION OF USE: A place for teens and children over 8 to perform homework tasks with help and supervision of tutors.

SPATIAL RELATIONSHIPS: Between Young Adult and Children's area with doors to each area.

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Desirable

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Noise criteria NC-30

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 500 lux at table top

SPECIAL REQUIREMENTS: Provide glass doors and windows with blinds to the interior.

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Children's Services**
 Space Name: **Children's Services Office**
 Room or Area No: **509**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Professional furniture workstation containing: swivel task chair - 1 mobile drawer pedestal w/ box, pencil and file drawers - 2 multifunctional microcomputer networked -1 telephone-1 printer networked-1	80	2	160
2	Shared workstation file/drawer mobile pedestal -1 adjustable height task chair -1 multifunctional microcomputer, networked -1	48	1	48
3	Shelving, 7 shelves h, 12"d for reserves and book sorting	0.5	63	32
4	Lateral file	10	2	20
5	Counter 12' l with a 4' knee space, and sink, shelving above and below; roll-out shelves	60	2	120
6	Supply cabinet	12	1	12
Subtotal				392
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	2 for each workstation		
2	High speed multimedia network connections	1 for each workstation		
3	Telephone outlets	2		

OCCUPANCY: Staff - 4

DESCRIPTION OF USE: Children's services workroom

SPATIAL RELATIONSHIPS: Close to the entrance to Children's area and Service desk.

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Desirable

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Noise criteria NC-30.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 500 lux at desk and task lights.

SPECIAL REQUIREMENTS: None

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Community Rooms**
 Space Name: **Meeting Room Lobby & Cafe**
 Room or Area No: **601**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Food display cases	50	1	50
2	Coffee cart on wheels	5	1	5
3	Paperback Spinners for donated books	25	1	25
4	Table, 4' square, cafeteria type	60	3	180
5	Chairs, stacking	N/A	12	N/A
6	Water fountain	N/A	1	N/A
7	Open area	300	1	300
8	Restrooms (accessible to Community Meeting Rooms after library hours and in close proximity) with baby changing stations	N/A	as per local code	N/A
Subtotal				560
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	as required by local code		
2	High speed multimedia network connections	wireless		

OCCUPANCY: Patrons - 12

DESCRIPTION OF USE: Meeting Room lobby & Café

SPATIAL RELATIONSHIPS: Adjacent to the building lobby with separate entrance.

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Desirable

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: N/A

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 300 lux

SPECIAL REQUIREMENTS: Provide possibility for hanging displays on the walls.

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Community Rooms**
 Space Name: **Multipurpose Meeting Room**
 Room or Area No: **602**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Stacking Chair	10	100	1,000
2	Table 3'x 6' (regular height), folding	N/A	12	N/A
3	Smart podium/w CPU and drives for CD, tapes, etc., connected to overhead projection unit; also connected to the library network	10	1	10
4	Overhead projection unit, ceiling mounted	N/A	1	N/A
5	Piano, on wheels with bench	50	1	50
6	Large electrically operated beaded screen, retracting, flush mounted in ceiling	N/A	1	N/A
7	Portable lectern with light	N/A	2	N/A
8	Mobile coat rack	N/A	2	N/A
9	Telephone	N/A	1	N/A
10	Easel, fold down	N/A	2	N/A
11	Storage closet for storing chairs, tables, etc.	50	1	50
Subtotal				1,110
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	as required by local code		
2	High speed multimedia network connections	wireless		
3	Telephone outlets	1		

OCCUPANCY: Patrons - 100

DESCRIPTION OF USE: The programs the Library offers includes community programs, professional and public meetings, conferences, staff events with capability for future teleconferencing, distance learning, etc.

SPATIAL RELATIONSHIPS: Adjacent to Meeting Room Lobby/Café.

FLEXIBILITY AND EXPANDABILITY: Meeting room is dividable in two.

FENESTRATION: Not required

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Special acoustical design.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 400 lux; dimmer switches; directional lighting at stage.

SPECIAL REQUIREMENTS: Electric assist moveable partition to divide Meeting Room into two.

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name:
Space Name:
Room or Area No:

**Community Rooms
Galley Kitchen
603**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Counter with deep sink, and dishwasher, cabinets above and below	40	1	40
2	Dishwasher, undercounter	N/A	1	N/A
3	Large capacity refrigerator/freezer	10	1	10
4	Large capacity microwave, oven/stove top with exhaust vents	5	1	5
5	Coffee maker	N/A	1	N/A
6	Coffee cart on wheels	5	1	5
7	Telephone	N/A	1	N/A
Subtotal				60
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	as required for appliances		
2	High speed multimedia network connections	wireless		
3	Telephone outlets	1		

OCCUPANCY: None

FUNCTIONAL ACTIVITY DESCRIPTION: Preparation food for café and events.

SPATIAL RELATIONSHIPS: Located on one side of the Lobby/Café, and have access to the Meeting Room

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: Not required

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: N/A

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 300 lux.

SPECIAL REQUIREMENTS: Folding doors or pull down gate.

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Custodial Operations**
 Space Name: **Custodial Supplies Storage**
 Room or Area No: **801**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Shelving industrial, 5 shelves h, 24"d, single face anchored to the wall	1	60	60
2	Area for boxes, special work, etc.	1	70	70
3	Rack for brooms and mops, wall hung	N/A	1	N/A
Subtotal				130
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	as required by local code		
2	High speed multimedia network connections	none		
3	Telephone outlet	none		

OCCUPANCY: None

DESCRIPTION OF USE: Store custodial supplies.

SPATIAL RELATIONSHIPS: In a non-public area of the Library.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: Not required

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: N/A

ENVIRONMENTAL CONDITIONS (HVAC): N/A

ILLUMINATION: 300 lux.

SPECIAL REQUIREMENTS: Lockable door.

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Custodial Operations**
 Space Name: **Cleaning Closets**
 Room or Area No: **802**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Cleaning closet with slop sink and racks to hold brooms, mops, etc., and with shelves for daily custodial supplies	N/A	2	N/A
Subtotal				N/A
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	as required by local code		
2	High speed multimedia network connections	none		
3	Telephone outlet	none		

OCCUPANCY: None

DESCRIPTION OF USE: Custodial closets

SPATIAL RELATIONSHIPS: In different places throughout the building.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: Not required

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: N/A

ENVIRONMENTAL CONDITIONS (HVAC): N/A

ILLUMINATION: 300 lux.

SPECIAL REQUIREMENTS: Lockable door.

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Administration and Services**
 Space Name: **Director's Office**
 Room or Area No: **701**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Executive furniture workstation containing: swivel task chair - 1 mobile drawer pedestal w/ box, pencil and file drawers - 2 multifunctional microcomputer networked -1 telephone-1 printer -1	100	1	100
2	Bookcase	5	2	10
3	Round Conference table	60	1	60
4	Chair, conference	N/A	4	N/A
Subtotal				170
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	2 for workstation		
2	High speed multimedia network connections	1 for workstation		
3	Telephone outlets	1		

OCCUPANCY: Staff - 1

DESCRIPTION OF USE: Office for Library Director.

SPATIAL RELATIONSHIPS: Within administrative suite.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: Required

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Noise criteria NC-30.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 500 lux at furniture workstation. Task lights as required.

SPECIAL REQUIREMENTS: Lockable door, drawers and cabinets..

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Administration and Services**
 Space Name: **Administrative Assistant Area**
 Room or Area No: **702**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Professional furniture workstation containing: swivel task chair - 1 mobile drawer pedestal w/ box, pencil and file drawers - 2 multifunctional microcomputer networked -1 telephone-1 printer networked-1	80	1	80
2	Bookcases	5	3	15
3	Guest chair	6	2	12
4	Lateral file	10	2	20
Subtotal				127
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	2 for workstation		
2	High speed multimedia network connections	1 for workstation		
3	Telephone outlets	1		

OCCUPANCY: Staff - 1

DESCRIPTION OF USE: Administrative Assistant area

SPATIAL RELATIONSHIPS: Adjacent to office of Library Director

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: Required

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Noise criteria NC-30.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 500 lux at furniture workstation. Task lights as required.

SPECIAL REQUIREMENTS: Lockable door, drawers and cabinets..

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Administration and Services**
 Space Name: **Library Services Workroom**
 Room or Area No: **703**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Professional furniture workstation containing: swivel task chair - 1 mobile drawer pedestal w/ box, pencil and file drawers - 2 multifunctional microcomputer networked -1 telephone-1 printer networked-1	80	2	160
2	Shared workstation file/drawer mobile pedestal -1 adjustable height task chair -1 multifunctional microcomputer, networked -1	48	2	96
3	Lateral file	10	2	20
4	Shelving, 7 shelves h, 10"d	0.5	126	63
5	Counter with sink, cabinets above & below	60	1	60
Subtotal				399
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	2 for workstation + 3 for counter		
2	High speed multimedia network connections	1 for workstation		
3	Telephone outlets	1 for workstation		

OCCUPANCY: Staff - 4

DESCRIPTION OF USE: Work supporting all library function.

SPATIAL RELATIONSHIPS: Within administrative suite.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: Required

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Noise criteria NC-30.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 500 lux at desk and table top. Task lights as required.

SPECIAL REQUIREMENTS: Lockable door, drawers and cabinets..

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Administration and Services**
 Space Name: **Conference Room**
 Room or Area No: **704**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	8 seat conference table w/ power/data/telephone outlets	200	1	200
2	Chair, conference	N/A	10	N/A
3	Large flat screen monitor, wall mounted	N/A	1	N/A
4	Telephone	N/A	1	N/A
Subtotal				200
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	2 for table		
2	High speed multimedia network connections	2 for table		
3	Telephone outlet	1		

OCCUPANCY: Staff or patrons - 8

DESCRIPTION OF USE: The room for special projects & conferences for staff and library users, using network & computer equipment.

SPATIAL RELATIONSHIPS: Within administrative suite with access from public area.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: Desirable

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Noise criteria NC-30.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 500 lux at desk and table top. Task lights as required.

SPECIAL REQUIREMENTS: Glass door, and possibly window to corridor.

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name: **Staff Area**
 Space Name: **Staff Lounge/Lunch Room**
 Room or Area No: **901**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Table, 4' square, cafeteria type	60	1	60
2	Chair, cafeteria type	N/A	4	N/A
3	Counter with kitchen sink, cabinets above and below	60	1	60
4	Bulletin board, wall hung	N/A	1	N/A
5	Large capacity refrigerator/freezer	10	1	10
6	Coffee maker	N/A	1	N/A
7	Toaster oven, countertop	N/A	1	N/A
8	Microwave oven, countertop	N/A	1	N/A
9	Electric Teakettle	N/A	1	N/A
10	Couch	60	1	60
11	Lounge chairs	24	2	48
12	Occasional table	12	1	12
13	Magazine display rack, wall hung	N/A	1	N/A
14	Vending Machine	10	1	10
15	Telephone	N/A	1	N/A
Subtotal				260
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	as required by appliances and code		
2	High speed multimedia network connections	wireless		
3	Telephone outlet	1		

OCCUPANCY: Staff - 10

DESCRIPTION OF USE: Staff eat lunch, take breaks and relax.

SPATIAL RELATIONSHIPS: In non-public areas of the building. Adjacent to the set of staff restrooms.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: Desirable

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: N/A

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 300 lux..

SPECIAL REQUIREMENTS: None.

**ST. LOUIS COUNTY LIBRARY
SAMPLE BRANCH BUILDING PROGRAM**

Department Name:
Space Name:
Room or Area No:

**Staff Area
Staff Lockers Area
902**

Ref #	Description of Furniture and Equipment	Unit NASF	Amount of units	Extended NASF
1	Staff Lockers	3	20	60
Subtotal				60
#	Power/Communication/Network Requirements	Amount and Description		
1	Electric receptacles	none		
2	High speed multimedia network connections	none		
3	Telephone outlet	none		

OCCUPANCY: None

DESCRIPTION OF USE: Staff lockers

SPATIAL RELATIONSHIPS: In non-public areas of the building and adjacent to the restrooms and near the Staff Lounge/Lunchroom.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: Not required

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: N/A

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 30-50% RH.

ILLUMINATION: 300 lux.

SPECIAL REQUIREMENTS: None.

APPENDIX B

Costs

New Construction: \$325 per square foot.

INCLUDES:

- Furnishing.
- Architectural & Engineering Fees.
- Demolition.
- Construction.

Renovation of Headquarters: \$300 per square foot.

INCLUDES:

- Furnishing.
- Architectural & Engineering Fees.
- Demolition.
- Construction.

Renovation of Branches: \$150 per square foot.