

# GENEVA PUBLIC LIBRARY DISTRICT

Connecting our community to discover, inspire, and grow!

## Concept Building Program

GPLD's vision for a new library is to provide community members with **flexible space** where they can **connect** with one another, **learn** from knowledgeable professionals, and **access** a wide variety of shared community resources (books, audiovisual, e-materials, technology, equipment, etc.) to **discover, inspire, and grow**.

The building program was developed around three user-focused actions: **consume, connect, and create** and the **support** services needed to enable those actions. Each of these actions is broken down further into a series of spaces and roughly translated into areas that provide space to carry out desired activities.

Additionally, as a building program precedes an actual design, a standard assumption has been made as to the approximate area of non-assignable space to account for mechanical requirements, corridors, stairs, elevator, restrooms, janitor closets, etc.

A more complete Building Program should be developed prior to the start of the final design sequence. This **Concept Building Program should act as a guide** rather than a dictate. Judgement based on actual conditions and circumstances should be used in developing a conceptual building solution.

The Concept Building Program was developed to promote the following:

- A patron and community focused library to **consume** (materials), **connect** (people) and **create** (content).
- **Accessibility** by eliminating barriers for use. This includes modes of transportation to the library (pedestrians, bicycle, vehicles and public transportation-Pace bus) as well as ADA compliance within the building, remote access and accommodating special needs within the community.
- **Sustainability** through minimizing energy consumption and use of design principles that foster individual and planet health.
- **Efficiency and convenience** for both user and staff.
- **Flexibility/adaptability** to allow easy reconfiguration to accommodate daily, event and seasonal need and larger scale changes in future service delivery. This applies equally to furniture, technology and staff function.
- Current and potential future **automation technology** to serve users and staff.
- **Open planning** principles to encourage interaction between users, activities and staff.
- **Transitional** attitude toward building and interior "style." That is, the eventual building design should not be focused on a particular historical style or futuristic in attitude or look. The final design should harmonize building interior and exterior with quality, durable materials and fit well in the social context and building fabric of Geneva.

The Concept Building Program also recognizes that the new library will be designed with the following important design considerations:

- The Library is an **inviting and welcoming home for community connections** and a **social hub for promoting user interaction and experiential learning** through programming, events, collections and spaces that promote this ideal.
- Library services are developed to **fit demographics** rather than library “standards.”
- **Mobile computing** with **specialized fixed workstations** for specific tasks and/or users will be emphasized.
- **Collaborative activities** for users and staff will play a more important role in the new facility.
- **Content creation** should be non-restrictive and **intergenerational** and include both open and limited access areas depending on specific requirements.
- A **robust collection**--print, periodicals and audiovisual materials to serve the intellectual and recreational needs of the broad community.
- A **concierge service approach** will be used to welcome and inform users. Small and potentially **mobile staff service points** will attend user needs throughout the facility.
- **Open, collaborative, staff work area(s)** will reinforce a collegial attitude and sharing of resources to further empower staff to provide service at the level of WOW!
- Fine tuning **self-service** (catalogues, check out, holds, copying, etc.) and **automation technology** (RFID, material sorter, communication systems) will allow users to function independently with staff support close by, promote back of house workflow efficiency, and allow staff more time to engage users one-on-one.
- Ability to **transform and adapt** to social climate and technological trends.

## CONSUME

These areas contain circulating and non-circulation materials associated with traditional, new, and emerging collection formats. Arrangement of materials, shelving configurations and displays need to encourage **browsing, discovery, and easy access to materials**. **Shelving should feature as many face-out topical arrangements as possible.**

Collections include: Adult fiction (print and audiobooks), Adult non-fiction (Print and audiobooks), Reference, Periodicals, Multi-generational AV formats (DVDs, CDs, games, etc.), Parenting materials, Biographies, New Materials, Book discussion sets, Teen fiction and high interest non-fiction, graphic novels, Youth fiction (print and audiobooks), Youth non-fiction (print and audiobooks), Picture books, Readers, Puzzles, Curated kits (STEAM, Early Literacy, Sensory, etc.), Middle school fiction and high-interest non-fiction. Planning must include space for circulating equipment (e-readers, tablets, cameras, tripods, projectors, etc.). Storage, charging, and security will need much consideration.

## CONNECT

These areas contain rooms and spaces for community members of all ages to **connect with one another** and participate in **experiential learning opportunities**. Flexibility for easy reconfiguration and adaptability based on current need will be emphasized.

**Meeting room(s):** a large, divisible (up to 4) meeting room to hold 120 at tables, with support areas, including: restrooms, coats, pre-function area, furniture and presentation equipment (including AV),

storage, and kitchenette. Meeting room(s) and support areas (restrooms, coats, etc.) need to be accessible outside of normal Library hours and positioned to allow other building areas to be closed. Storage areas need to be accessible without disruption to program participants.

**Culinary arts/display kitchen/science demonstration space:** flexible space that can be used for multiple purposes including food preparation and science demonstrations with counter and work surfaces, sink, stove, refrigerator, dishwasher, tables and chairs for participants, storage for preparing and serving food. Note: review health and fire code for required equipment based on extent of food storage and preparation.

**Conference room:** table and chairs for 12 participants and area with seating for 8 additional attendees. Sink with coffee prep area. Storage for dedicated users.

**Study/collaboration areas (adult and teen):** a range of areas and/or room sizes with furnishings, technology, and equipment to support the small business community, project work efforts of adults and teens, small conferences, club and school projects, tutoring, etc.

**Study/collaboration areas (youth):** a range of areas and/or room sizes with furnishings, technology and equipment to support collaborative youth alone and with adults working on school and club projects, small conferences, tutoring, etc.

**Middle Ground (older children/tween/early teen):** an area with furnishings, technology and equipment to support developmental needs of children transitioning from youth to young adult.

**Program room (youth):** an area with furnishings for special programs with easily accessible support areas for bulk storage, cabinets and a sink. The room should be arranged so that it accommodates both passive and active programming. Support areas need to be accessible while programs are occurring.

**Early childhood play:** an engaging area with furnishings, technology, and equipment to develop early literacy skills and learning through play. For example: performance stage, puppet theater, kitchen and market make believe stations, magnetic and light boards, etc.

**Parent time:** an area with furnishings, technology, and equipment designed for multigenerational use where parents and grandparents can connect with one another and their children.

**Outdoor space:** play, programming, and contemplative space for community members of all ages to connect with one another and the community. Indoor and outdoor spaces should complement one another and be free flowing.

**Quiet reading:** as activities and sound increase, an area with the opportunity for enclosure will be dedicated to users seeking a relaxed and quiet environment.

**Lobby:** a dynamic space that conveys the spirit of the Library. The lobby will not only act as an orientation and distribution point to other areas of the library but will offer users a series of other options and encourage further exploration. The Lobby should accommodate the following:

- Concierge service approach with a small staff point to welcome, inform and orient users to the building and Library services
- Social area for community arrival and departure
- Café and refreshment area for Library or user supplied coffee and small snacks (vending)
- Display-area for revolving and novel displays
- Self-service area for holds, check-out, copying, etc.
- Storage

## CREATE

These areas contain rooms, spaces, and equipment for community members of all ages to **create content and explore opportunities for innovation.**

### Maker Labs

- **Video and audio**-green screen, cameras, microphones, computers for recording and editing video. Select instruments, microphones, midi keyboard(s) and computers for recording, editing, mixing and playback of audio. Include storage and acoustical wall treatment.
- **Computer/technology classroom**-furniture and computers to support training, programming and coding efforts with storage. Note: final configuration (open or enclosed area) has not been decided yet the desire to not spend staff time on setup is desired.
- **Design Lab**-an area dedicated to the creation of manual and digital art and design projects.
  - Manual/Crafts-tables chairs, material storage, art supplies, pin up areas, tools to construct directed and self-directed art and craft projects
  - 3D Printing-instruction/demonstration area with furnishings and computers to support individual and group learning, creation of personal projects and prototyping. Storage of supplies for 2 3D printers. Printers and projects should be 'on display' (rather than stored) to allow viewing and inspiration.
- **Equipment lending area(s)** for checkout of material outside of the Library.

## SUPPORT

**Material Services Support Area** consolidates current Customer, Materials Handling and Technical Services staff and resources into a shared workspace providing support tasks related to the acquisition and use of materials: acquiring, cataloging and processing new media, mending and cleaning materials, processing holds, billing, registration, ILL, material sorting (Automated Material Handling system) and shelving (carts), RAILS deliveries, UPS deliveries, outbound homebound deliveries, etc.

- Shelving, sorting, packing and unpacking areas for processing books and media at all stages in the lifecycle of material management and handling
- Book drop (and/or drive-up window for pickup of materials if site constraints allow)

- Staff offices and work areas
- Storage space

**Library Administration Area** provides space for general operation of the Library.

- Reception area for visitors
- Storage: Record storage and centralized storage for office supplies, paper, toner cartridges, etc. that will serve all staff and patron needs
- Small Conference Room for meetings, interviews, onboarding, etc.
- Staff offices and work areas

**Public Services Support Area** provides space for staff and activities related to collection development, programming, and outreach.

- Storage and assembly space for preparing crafts, programs, collections, etc.
- Shared open space for collaboration and impromptu meetings
- Staff offices and work areas

**Digital Services Support Area** provides space for staff and activities related to the provision of IT and support, and graphics and communications productions.

- Work Areas for technology equipment and computer set up space, compiling publications, use of arts and crafts materials
- Storage and assembly space for computers, equipment, cameras, cords, as well as arts and crafts materials

Note: Graphic staff require workspaces that will accommodate large monitors, poster printers, etc.

**Server Room (IT)** is a dedicated room for library servers with independent heating/cooling system. Location in the facility should take cable runs and service into consideration.

**Maintenance** area for office, repairs and storage.

**Staff Breakroom** to provide areas for food prep and associated storage for cups, plates, silverware and utensils used by staff during lunch and dinner breaks. Provide display space for staff related announcements, OSHA notifications, etc.

**Friends Display and Workroom** provides storage (shelving) and sorting (tables) of donated and discarded books. Display should be in an area that is easily serviced and accessible to all users.

**Unassigned Areas included in Gross Floor Area** includes storage, restrooms, janitor closets, mechanical and electrical rooms.

- Storage spaces:
  - Easily accessible and appropriately sized storage should be provided in each department and sub area depending on specific need.
  - Bookmarks, flyers, promotional materials, paper, supplies, etc. need to be accessible to staff during all hours of library operation.

- General/Long Term Storage-provide an area that will hold infrequently used and large items.
- Recycling area for the separation of materials (aluminum, paper, plastics, etc.) for pickup.
- Restrooms-provide ganged, individual and family restrooms to accommodate user and staff needs with durable accessories and finishes.
- Janitor Closets-one per floor per code with slop sink and area for storage of cleaning supplies and paper goods.
- Mechanical/Electrical Rooms-provide appropriately sized rooms for the type of mechanical system and electrical requirements. Provide electrical/technology closets on each floor.