
Lake Forest Library

Facilities Needs Assessment and Library Program

May 11, 2020



Executive Summary

A landmark building with outstanding art and architectural elements, the Lake Forest Library is a unique informational, cultural and civic asset. Located at 360 East Deerpath Road, the library has been in use for almost 90 years, but currently suffers from many deficiencies. Renovated several times over its lifetime, the library is hard to navigate, cramped and lacks adequate space to support library programs, events and meetings. These limitations restrict the library's ability to fulfill its mission and to serve its community with excellence.

In response to these issues, the Lake Forest Library hired HGA Architects to conduct a programming and predesign study. As part of this effort, HGA commissioned library facilities consultant Penny Hummel to develop a detailed library program to address the library's many service needs. The space recommendations that emerged from this effort indicate the need for a building of approximately 39,945 square feet, incorporating the following amenities:

- Significantly increased programming capacity:
 - A dividable 150-person meeting room with adjacent kitchen.
 - A Creation Space/Media Lab, designed to support imaginative programming for up to 12 people.
 - Reed Room, retrofitted to support programming for 16 – 18 people.
 - A Teen Activity Center, created for collaborative activities for young adults.
 - A Children's Programming Room for storytimes and other youth activities, with adjacent kitchen.
- Small meeting rooms for quiet study, community meetings and more:
 - One 10 – 12 person meeting room.
 - Four 2 – 4 person meeting rooms.
- Increased open seating for all age groups.

This study outlines the service components in a revitalized new library that are needed by Lake Forest residents now and into the future.

Methodology

In early 2020, library consultant Penny Hummel was hired to create a program for the Lake Forest Library in support of a programming and predesign study being undertaken by HGA Architects. This programming and predesign study builds upon a comprehensive 2018 facilities assessment also conducted by HGA, which evaluated the structural condition of the facility (including the library's ailing dome) and offered potential options to improve or expand the library's footprint.

On February 24 and 29, 2020, Penny met with Lake Forest Library Director Catherine Lemmer and HGA senior designer Jane Dederling to discuss priorities for the library program. The following themes emerged from these discussions:

- The 90 year old library is beloved by the community but functions poorly as a 21st century library.
- The facility has numerous structural, mechanical and accessibility issues.
- In recent years, the library has successfully expanded its programming efforts but lacks the space to support these activities.
- Staff and volunteer areas need significant improvements.
- Work to develop the library program should build upon the results of an extensive community engagement effort conducted by the library in 2017.

On March 10 – 12, 2020, Penny Hummel conducted information-gathering sessions with library staff, the library board and the Friends of the Library. Relevant quotations from these five sessions are included in this report. Penny also reviewed data about the library and its operations, including demographic information, circulation data and usage statistics. She also carefully reviewed the results of the 2017 community wide needs assessment survey (which generated 823 responses) for insights into the library's current space needs. Data and relevant comments from the 2017 survey are included in this report.

Basing her work on best practices in planning public library facilities, Penny then developed a draft program for the Lake Forest Library, which was reviewed with library staff on April 17, 20 and 27, 2020 and with the Lake County Library Board on April 27, 2020. Changes to the program that emerged from these discussions were incorporated into the library program that accompanies this narrative.

Community Information

The city of Lake Forest was incorporated in 1861 and has a current population of 19,375. Located on 17 square miles on the north shore of Lake Michigan, the community is nationally well-known for its scenic locale and rich architectural heritage. Early in its history, Lake Forest was developed as one of Chicago's most desirable suburbs, and the community has maintained this cachet for over a century. According to U.S. Census data, Lake Forest's current population is distinctive in numerous ways:

- 22.6% of Lake Forest residents are estimated to be 65 years and older, a higher percentage than that of Lake County (14.2%), and Illinois (15.6%).
- 84.5% of Lake Forest residents are white (not Hispanic or Latino), compared to 61% in Lake County and in Illinois.
- Only 3.8% of Lake County residents are Hispanic or Latino, compared to 22.2% in Lake County and 17.4% in Illinois.

Socioeconomically, Lake Forest residents are relatively affluent, educated and well connected to the online world:

- Median 2014 – 18 household income in Lake Forest is \$167,404, significantly higher than that of Lake County (\$86,244) and Illinois (\$63,575). Conversely, only 2.6% of Lake County residents are estimated to be living in poverty, compared to 8% in Lake County and 12.1% in Illinois.
- 79.2% of Lake Forest residents have a bachelor's degree or higher, compared to 45% in Lake County and 34.1% in Illinois.
- 93.3% of Lake Forest households in 2014 – 18 are estimated to have had a subscription to broadband Internet, compared to 88.5% in Lake County and 80.6% in Illinois.

In this context, the Lake Forest Library functions as an essential informational, educational and cultural hub for a literate community with a relatively high level of access to other resources. Two recent community surveys affirm that the library is highly valued by those it serves. According to a 2016 community survey conducted for the City of Lake Forest, 95% of respondents rated library services as "excellent" or "good." Similarly, 96% of participants in a library-sponsored 2017 needs assessment survey indicated that they agreed or strongly agreed with the statement that "the library is relevant to the Lake Forest community," while over 95% indicated that they would recommend the library to their neighbors. The quality of the library's services was most recently recognized in early 2020, when the national publication *Library Journal* designated the Lake Forest Library as a four-star "Star Library," an honor based on metrics such as library visits, circulation, computer use and program attendance.

According to U.S. Census data, the population of Lake Forest has remained relatively stable since 2010. To estimate a service population for the future, this assessment utilizes data released by the Chicago Metropolitan Agency for Planning (CMAP) in 2015. This forecast estimates that the city's population will modestly increase to 22,689 by 2040 and 23,378 by 2050.

Needs Assessment

Introduction

First located within City Hall, the library moved to its current location in 1931, and is one of the public buildings included in the Lake Forest Historic District. The original building was designed in the *Grecian Moderne* style and features a classical symmetrical plan around a central domed rotunda. The centerpieces of the library's extensive art collection are original installations in this rotunda/atrium: the stone relief *The Archer*, by Oskar J.W. Hansen, which is featured behind the circulation desk, and twelve surrounding art deco murals by Nicolai Remisoff depicting the poets and writers of antiquity.

Three wings were added in 1978 and in 1991, the central stack area was renovated and opened to the public. Located below the main floor, the Children's Library underwent significant renovations in 2000 and 2009. In 2014, an existing area in the library was repurposed as a digital media lab.

Currently, the library is 32,878 square feet in size. The original rooms of the library retain the look and feel they have had for almost ninety years. These include the foyer (which includes stair access to the lower level), the atrium/rotunda, the Reading Room, the Reference Room and Reference Annex and the Reed Room (originally the library director's office, now a meeting room).

According to its website, the mission of the Lake Forest Library is "inspiring lifelong learning, promoting the free and respectful exchange of ideas, and building community." In 2017, the library conducted a community needs assessment, which resulted in the following four overarching goals: 1) enhance the user experience 2) ensure accessibility for all Lake Forest residents 3) improve library space to ensure accessibility and desired functionality and 4) raise the visibility of the library and its work in the Lake Forest community. Components of Goals 1 – 3 are directly related to the need for the current study.

In fiscal year 2018 -19, the library had 13,946 registered users. That same year, the library welcomed 420,684 visits, an average of over 8,000 visits a week. Almost 90,000 reference

questions were answered in 2018 – 19, an average of over 1,730 questions a week. Prior to the temporary COVID-19 closure, the library was open 69 hours a week, from 9 am to 9 pm Monday – Thursday, from 9 am to 6 pm Friday, from 9 am to 5 pm Saturday and from 1 pm to 5 pm on Sunday.

Atmosphere

As a previous studies of the library building have noted, the current facility is a study in visual contrasts. The building's remarkable original spaces create the rich ambiance of a traditional and historical library. Downstairs, the Children's Library expresses the bright and brassy aesthetics of youth services library spaces designed a decade ago. However, the areas of the library featuring the adult fiction and nonfiction collections feels less like public space than closed library stacks, with very high shelving, virtually no seating and narrow aisles. The transitions between these spaces are abrupt. One walks directly from the 360 degree visual grandeur of the atrium's historical murals into the stripped down experience of the adult fiction collection and then into a low-ceilinged, cave-like area that currently houses the library's mystery collection.

Staff perceptions reflect the dissonant faces of this building. One said: "Every day, people come in. It's homey, like your other beautiful home. It's a reflection of our community." At the same time, staff also described the building as "dysfunctional" and compared it to a maze. One said, "Everything is one way alleys and dead ends."

Service Delivery

While aesthetically compelling, the building's original spaces were not designed to provide 21st century library services. These challenges start in the atrium, which features the library's fortress-like original marble circulation desk. Positioned to directly face incoming traffic, it beautifully complements the surrounding artwork but limited in its utility. As one staff member said, "We give a lot of space to a look that doesn't get us anything. People who work that circulation desk have no sight lines. They have to just wait for people to come to them." The same is largely true for the reference desk, positioned at the entry way to the Reference Room. Though not far from the circulation desk, staff at these two service desks cannot see each other.

Each room on the main floor has a particular focus and function, and they don't connect well to each other. To get to the Fine Arts Room, patrons and staff must first walk through the quiet Reading Room; the same is true for users of the Media Lab and Business Center, who have to pass through the Reference Room and its banks of computer users.

At a structural level, the library facility is equally disconnected; five different HVAC systems are in operation, resulting in extreme hot and cold spots throughout the building. Staff do their best to navigate what one called the “labyrinth effect” of the building’s narrow passageways. One said, humorously, “We call it the ‘excuse me’ library.”

Collections

The Lake Forest Library offers a collection of approximately 137,000 physical items, including books, DVDs, audio books, periodicals and a variety of “Take Out Tech” items. Lake Forest patrons also have access to a digital collection (including e-books, downloadable audio and video) of over 113,000 additional items. The library’s electronic collection also includes 58 databases on a wide range of topics, including business, homework help, news and the humanities.

The library is a member of Cooperative Commuter Services, a consortium of 28 public library systems in the north and northwest suburbs of Chicago who share a catalog and over 4.8 million books and other materials. Within this consortium, the Lake Forest Library is a net lender, sharing almost two items with other libraries for every one item borrowed.

Circulation and collection use at the Lake Forest Library are high for a library serving a population of less than 20,000 people. In FY18 – 19, library materials were involved in 520,000 transactions, or over 28 transactions for every man, woman and child in the city of Lake Forest. 38% of these transactions involved electronic resources, a high percentage that reflects the library’s robust collection of e-books and downloadable audio and video. 55% of the items circulated by the library in 2018-19 were adult materials, while children’s materials comprised 43% more and young adult materials accounted for the remaining 2%.

Shelving

The library currently struggles with multiple issues relating to its shelving. The first is capacity: although library materials are regularly weeded, shelves are full in most areas of the building. Height is also a challenge. Shelving in the children’s library goes as high as 84”, an inappropriate height for this age group given their size. Shelving for adult fiction and nonfiction in the central stacks is even higher, rising up to 90” in some areas. Such towering shelving creates accessibility and safety challenges for older or disabled patrons who cannot reach the top shelf without using a stool. Commenting on the adult nonfiction section, a 2017 survey respondent noted: “It is difficult to find items; the collection can be hard to browse, partly due to setup and partly due to how many items are on the shelf.” Much of the

library's current shelving is inflexible and limits capacity to showcase books face out or create displays.

Beyond capacity, height and ease of discovery, there is also the issue of a collection that is confusingly split up throughout the building. Due to lack of space, collections are by necessity housed where there is room for them, rather than in logical proximity to other related items. Adult nonfiction is found in three areas: the Fine Arts Room, the Business Center and the adult nonfiction book stacks in the center of the building. Media is also found into three areas: the audiobook room, the DVD collection in the stacks and music CDs in the Fine Arts Room. According to the people who work in the library, "staff spends a lot of time helping people find what they want."

Seating

The quality and quantity of seating at the Lake Forest Library varies considerably throughout the building. At the high end of the spectrum is the Reading Room, which provides lounge chairs and tables in a historically beautiful space (including a working fireplace) for periodicals reading and other study. The Fine Arts Room also provides table seating, albeit on a bulky octagonal study carrel and on circular tables not scaled appropriately to the space. In the middle with respect to quality seating is the children's area, which offers seating that is adequate but not entirely appropriate for those using it (see discussion below). At the low end of the spectrum is the seating in adult fiction and nonfiction, which consists of a lone chair here and there. With a current count of approximately 138 seats, or 7 seats per 1,000 people, the library is in the midrange of best practice for an independent, small town library (5 – 10 seats per 1,000 people). That said, the current distribution of seating is far from ideal, particularly with respect to the adult print collections, where having nearby lounge and table seating would be desirable.

The library's 2017 community needs assessment survey attracted a large number of seating-related comments. These included multiple requests for more seating in general and more quiet seating in particular. "There are times throughout the day when the library can get really loud," wrote one teen. Several survey respondents commented on the excessive noise they felt was generated by tutors and their students, and requested a room or area for them to collectively use so that they would not disturb other patrons. (Currently, tutors meet with their students in open spaces such as the Reference Annex and the Children's Library.)

Other seating-related comments made in response to the 2017 survey included requests for more electrical outlets/ access to power near seating, small study rooms and conference/ collaborative rooms. For their part, staff and board members in 2020 also noted the need for

quiet and group study areas, and for meeting rooms that the community could use. As a staff member shared, “Everyone wants to meet here.”

Programming and Event Space

At the Lake Forest Library, programming is a particular strength and a growth area. The library’s offerings range from a dozen different book groups, storytimes, craft programs, historical, literary and life skills talks, and activities for teens. The library’s Media Lab supports sessions on podcasting, software, photography and other technology based activities. In 2018-19, the library offered 834 programs that attracted 31,346 attendees. Due to the library’s space limitations, many of these programs are currently held offsite, in partnership with other community organizations.

The library’s current space for programming is limited to the following areas:

- **The Kasian Room** (capacity: 70 people). Originally a courtyard adjacent to the Children’s Library on the lower level, this area was converted into an enclosed programming area in 2001. Currently the space is dark and cave-like because its glass roof is covered in tarp to mitigate moisture issues. Water damage is visible on the walls, now exposed because cabinetry had to be removed. The perpetual coldness of this room causes patrons to wear their coats while attending library programs. As one staff member said, “I feel like we are losing people because our main activity room is uncomfortable and unattractive.” The Kasian Room also lacks nearby storage, which results in tables, chairs and other equipment being stored haphazardly around its perimeter.
- **The Reed Room** (capacity: 15 – 18 people). Until recently the Head Librarian’s Office, this is one of the historical rooms in the library, featuring built in shelving, wainscoting, wood paneled doors with Art Deco stylized pediments and large windows. Currently, it provides a much-needed space for small meetings and programs, although the lack of storage and historical styling of the room make it difficult to maintain as a flexible space with multiple seating options. It also lacks nearby storage.
- **The Media Lab** (capacity: 12 people). Repurposed from a room that held the library’s collection of gardening resources, the Media Lab was created in 2014. In addition to a small internal room with tech equipment, this space also includes three four-person tables for tech-related programming use. It is serviceable but cramped for this purpose.

As indicated, none of these three spaces were built specifically for programming, but were carved out from existing areas. They are inadequate to fulfill the library’s needs, which

include a larger meeting room to accommodate large and popular programs, smaller meeting rooms, a space for teen programs (which currently are sometimes held in the small seating area designated for that age group), kitchen/sink capacity for programs involving crafts or food, and storage.

Computers and Technology

Despite the fact that a relatively high percentage of Lake Forest residents have broadband access at home, many still access the internet at their library. Statistics from FY2018 -19 indicate that community members log onto the library's internet almost 1,900 times a week, for a total of over 769,000 individual sessions in a year. 3% of these individual sessions involved use of library computers, but the remaining 97% were accessed wirelessly on devices owned by library patrons. The library offers fifty computers for public use, including stand up and sit-down stations in the Reference Room, the Business Center and the Children's Library. On average, 100 residents a month also receive one-on-one technology assistance.

As noted above, the bulk of the library's collection (adult fiction and nonfiction) is housed without adjacent seating; it also lacks easy access to the library's OPACs (Online Public Access Catalogs). One 2017 survey respondent asked for "More terminals in the stacks! It is so frustrating to go upstairs to look for something, realize it isn't where you thought, and have to run down two flights to look it up."

Children's Library

Most recently renovated in 2009, the children's area of the Lake Forest Library is on the library's lower level and features its own circulation desk and security gates. Patrons can descend the stairs in the foyer to this area, check out materials or attend a program and leave without ever entering the main part of the library. The Children's Library features an extensive collection of picture books, children's fiction, children's nonfiction and other materials. The primary color scheme is orange, purple and chartreuse. These hues permeate the carpeting, the ceiling, the furniture and the wallpaper in multiple patterns, which are juxtaposed with tall, curving book stacks.

While the area's general playfulness is undeniable, the lack of natural light combined with the plethora of visual elements can be daunting. One respondent to the library's 2017 survey described the area as inducing "sensory overload due to its interior decoration;" this may not be just an aesthetic opinion but could also point to a potential accessibility issue with respect to library patrons on the autism spectrum. Another respondent wrote "It really bothers me that the children's library shelving is so high and there is very little play space. I often lose

sight of my kids among the shelving. They are older now, but it was truly terrifying a few times when they were young.”

Although it holds small child-sized tables and chairs, the Children’s Library lacks lounge seating or other comfortable places for patrons to use. One 2017 survey respondent wrote: “We currently have to find spots on the floor (and sometimes at tables) but there aren’t cozy nooks to sit closely and read together as parent and child.”

Teen Library

In 2017, a teenage survey respondent wrote: “In the Lake Forest Library there are spaces for young kids and adults. There are always kids running around in the kids’ area. If there were a teen area, I would make an effort to come and study more often. I would come weekly or daily if there was a cool and quiet place where I could study with my friends.” While the young adult collection has moved from behind the main floor fiction stacks to a somewhat more desirable area (the mezzanine), this comment highlights a still-current need. The recently relocated teen space primarily holds bookshelves and a few four person tables with chairs; more is needed to make it hospitable and attractive to this age group, including improved seating and an enclosed activity area.

Accessibility

The library has myriad accessibility issues which have been noted in previous studies. These include:

- Inadequate bathrooms, particularly on the main floor, which features only two single stall gender neutral restrooms. In the words of a staff member, the one accessible bathroom for the public is “far away and hidden.”
- The long and winding walk from the parking lot at the back of the library to the building’s entrance at the front— a difficult endeavor for anyone with mobility issues or small children in tow. These sidewalks are often slick in the winter.
- An inconveniently located and inadequately sized elevator, requiring those in a wheelchair to exit backwards and creating challenges for adults with small children in strollers. On the mezzanine level, the elevator opens up into the Friends of the Library sorting area, which is confusing and inappropriate.
- Areas of the collection that are inaccessible by wheelchair, including some aisles in the adult nonfiction collection and the audiobook room.

- External lighting that is too dark. The library’s ability to improve this lighting is limited by the restrictions in place for its historic district.
- A hazardous crosswalk in front of the library.
- Inadequate parking: a common complaint and the focus of over 40 comments in the 2017 community survey.

These accessibility challenges amplify each other and make using the Lake Forest Library a difficult proposition for anyone with mobility issues. One 2017 survey respondent said, “Since I walk with a cane I prefer Deerfield (Library) with an elevator and ample parking and easy access.”

Staff Areas

Like many public libraries with a staff of any meaningful size, the Lake Forest Library has staff tucked in various corners of the building. Youth services staff are housed in the basement; circulation staff are in an area behind the circulation desk, adult services staff are behind the Reference Annex, and most everyone else is in cubicles off the main library workroom. For the most part, these work areas are not particularly well laid out, have insufficient storage, and lack specific features that would allow staff to work efficiently, productively and collaboratively.

Friends of the Library Workspaces

Thirty members of the Lake Forest Friends of the Library sort books year round at the library for a large September book sale, and donate funds raised from that sale to support library programs and activities. This support is significant, averaging close to \$100,000 a year.

The Friends of the Library’s sorting activities start outside the library’s back door/loading dock, where book donations continually appear. The Friends conduct an initial presort outside (a challenge in inclement weather) and rely on library staff to transport the donated materials that make the first cut up to the mezzanine level of the library via elevator, where volunteers utilize 80 sections of library shelving to sort and box books for sale. The aisles in this area are narrow and do not allow more than one person at a time to inhabit them; unprocessed donations are in boxes in the perimeter and there is no place to spread out and sort materials efficiently. As noted earlier, the mezzanine level elevator doors are within this area, so patrons getting on the elevator in the basement or the top floor are often confused when they walk out into what looks like a non-public space.

After the books chosen for the sale are boxed up, library staff move them to a storage room on the first floor, where they are stacked until it is time to move them to an offsite sales location. This storage room also contains shelves for supplies and equipment (such as adding machines) used by the Friends at their sales. The Friends also maintain other offsite storage for additional supplies and furniture used at the sale.

While the financial support for the library raised by the Friends is important, the process of turning book donations into library revenue consumes staff time and space on three different levels of the facility. Ideally, this space would be consolidated and streamlined to increase efficiency.

Philosophy of Service

A successful public library today plays multiple roles in the life of the community it serves. First, it provides access to the world of learning, knowledge and human creativity. Access to books and the printed word for all age groups remains a basic library function. As a corollary, library service to children introduces families to the joy of reading and establishes a foundation for a lifetime of reading. This role has expanded in recent years to include access to creative and informative works in many formats, including digital media and electronic content. Libraries are also a primary public gateway to online information, offering wireless and free access to the Internet.

Even as the library's role as a resource for physical and digital media continues to be important, its traditional role as a community destination and gathering place is also evolving. The public library serves as the community's principal place for solitary reading and study as well as a venue for collaboration and group interaction. Book discussion groups, storytimes and teen tech programs are a few examples of the multitude of educational and social community events that draw significant participation. The library facility can and should offer residents a safe and comfortable place to be. This can be a sanctuary for solitary reflection, a quiet workspace or a social space for connecting with peers. To perform these roles, the library needs appropriate space – for collections, for people, for programming and for functional operations.

Like other public libraries around the world, the Lake Forest Library is striving to strike a balance between the traditional services that public libraries have provided for over a century, and newer services that have emerged in our digitally connected 21st century world. In Lake Forest's case, the creative tension between the historical and contemporary library is embodied in the building itself, which features remarkable historical spaces, but which also must provide the flexibility, access and opportunities for interaction, collaboration and engagement that will be as essential in the future as they already are today.

The proposed library program detailed below was developed prior to the library's COVID-19 closure in mid-March 2020. As the library develops its approach to reopening, and best practices in ensuring the safety of library patrons emerge in a time of a pandemic, elements of this plan (such as the amount and location of seating) may be adapted.

Recommendations

A detailed library program accompanies this narrative report. The program is a series of six interrelated spreadsheets that detail the contents of the library:

- *Summary*: a summary of the proposed spaces.
- *Detail*: a description of each element included in each proposed space.
- *Shelving*: the types of shelving proposed for each part of the collection, as well as other assumptions regarding shelving (percentage of each collection on the shelf, number of items that fit on one linear foot of shelving, etc.)
- *Seating*: the types and quantities of public seats for the public, including meeting room seating.
- *Computers and Equipment*: computers and other public access equipment.

For the Lake Forest Library, 65% of the building footprint is estimated to be programmable or subject to choice (shelving, furniture, computers, desks, etc.). The remaining 35% is considered unassigned space or gross square footage, utilized for bathrooms, hallways, mechanical spaces, wall thicknesses and other necessary building elements. Thus, since the programmed space in this plan for the Lake Forest Library is 25,964, square feet, at 65% efficiency the total (gross) square footage is 39,945.

With the exception of historical rooms that are likely to maintain the same services they current provide (the Foyer, the Atrium, the Reading Room, and the Reed Room), this program does not specify what will go where in the renovated building. Components and location of each space may change as the consulting architects and library leadership work with the program to develop a floor plan that fits within the library's available land and budget.

Collections

The community needs access to a well-balanced collection in both print and digital media formats. Adequate shelving capacity is needed to support a balanced physical collection, so that materials can be shelved and displayed for convenient browsing. Shelving capacity needs to allow shelves to be kept 20% to 25% clear, so that there is readily available shelving space for incoming materials. The various collections of the library need to be shelved in

appropriate locations within the overall space, clearly identified and easily found, and at heights appropriate to their target audiences.

Thus far, use of digital media by public library users in the U.S. has complemented but not replaced the use of books, DVDs, periodicals and other physical resources. It is an unknown at this point whether patrons in the COVID-19 era will prefer to avoid physical contact with library items when their libraries reopen, and whether this will significantly tip the scales in favor of downloadable resources. In the case of the Lake Forest Library, over one-third of materials transactions prior to COVID-19 already involved downloadable resources and media. Therefore, it is reasonable to assume that the proportion of downloaded library materials (in relationship to physical materials) will only continue to rise. Consistent with direction provided by the library's leadership, this plan assumes that the print and media collections in the renovated library will be reduced from their current size. These areas include adult fiction and nonfiction, children's fiction and nonfiction and media (DVDs and audiobooks).

To maintain desirable sight lines, accessibility and aesthetics, this plan recommends a maximum shelf height of 78" for adult nonfiction, 66" for adult fiction, media and young adult materials and 60" for the children's fiction and nonfiction. Picture and board books will be housed in a combination of 45" shelves and low browsing bins.

Proposed collection areas include the following:

- **Atrium:** as is the current practice, the original shelving in the Atrium (the rotunda) will be utilized for new adult fiction and nonfiction.
- **Reading Room:** as is the current practice, the Reading Room will utilize a combination of the original perimeter shelving and central shelving to house most of the library's adult newspaper and magazine collection.
- **Marketplace:** in addition to library holds and self-check machines, this new area (location to be determined) would include high interest items such as new DVDs and audiobooks, graphic novels, book group collections, and Friends giveaway books.
- **Business Center:** as is the current practice, this area will include the library's adult print business collection (300s and 600s), business-related periodicals and microform of local newspapers and a microform reader.
- **Adult Fiction and Large Print:** this area will include general adult fiction as well as genre fiction and adult large print.
- **Adult Nonfiction:** this area will include the library's adult nonfiction collection (with the exception of that housed in the Business Center), including what is now in the reference collection. For maximum flexibility, the program includes a distinct area for the Fine Arts collection (the nonfiction 700s and arts periodicals) but if the layout

recommends it, this portion of the collection may be combined with the rest of adult nonfiction.

- **Media:** this area will combine three adult collections now housed in three different areas of the library: DVDs, audiobooks and music CDs.
- **Teen Collection:** this area will include young adult fiction, nonfiction, graphic novels, audiobooks and periodicals.
- **Children's Library:** this area will include juvenile fiction and nonfiction, graphic novels, audiobooks, DVDs, periodicals and other materials for school aged children.
- **Family Center:** this area will include picture and board books, easy readers, LaunchPads and other materials for pre-K children and their caregivers.

Circulation

If there is one fixture in the library that stands out, it's the massive Art Deco semicircle of grey marble that is the library's circulation desk. In continual use since 1931, "it's a fortress but it's iconic," noted a staff member. Since removal of this desk is not a probable option, this program recommends that it be utilized to maximum effect. The library holds currently housed behind the desk on book carts and original shelving will be moved to the nearby Marketplace area (see description above), where self-check machines will be available for use. The library may want to explore staffing the desk with one circulation staff member and one reference staff member, which would streamline activities such as reader's advisory, and provide greater opportunities for concierge-level services.

Computers and Technology

While still an essential service, library reference is one area that has been transformed in the digital age. Consistent with national trends, the Lake Forest Library has been reducing its print reference collection, and anticipates incorporating what remains of this collection into circulating adult nonfiction in the future. Therefore, maintaining a "Reference Room" seems a misnomer. Instead, this program recommends creating a "Technology Center," which would incorporate the bulk of the library's public computers for adults, as well as the copy machine. Further, it also recommends that the large desk now housed in the Reference Room be replaced with a smaller one, and that the library should consider making that service point more focused on tech support, with telephone reference activities moving out of the public area.

Although the library's desktop Internet computers are still in regular use, usage statistics indicate that the vast majority of Lake Forest Library patrons are using the library's Wi-Fi with their own devices. Therefore, this program recommends a reduction in the number of adult desktop computers, and access to power at every possible library seat.

This program recommends 47 computers distributed in the following way:

- Technology Center: 12 desktop computers (with internet access) for adult and teen use.
- Business Center: 4 desktop computers (with internet access) for adult use.
- Children's Library: 8 desktop computers (with internet access) for youth use.
- Family Center: 4 early learning stations.
- Adult Fiction and Nonfiction (including Business Center) and Media : 12 stack-end catalogs.
- Family Center, Children's Library and Teen Collection: 7 stack end catalogs.

The program also includes four self-check machines in the Marketplace, with two more in the Children's Library, and copiers in both the Technology Center and the Children's Library.

Seating

In a library facility, it is as important to provide space for people to use the building, as it is to provide space to house and display the collection. The preschool/ family area needs chair seating for toddlers and their parents or caregivers. The children's area should offer distinct seating areas for individual school aged children who need to do homework or quietly read. Teens in particular need a designated area with age appropriate furniture. The design of the space should not only send a message that they are welcome at the library but should also create a buffer, both physical and psychological, between this gregarious age group and other library visitors.

Adults need both table seating and lounge chairs for quiet reading of books and periodicals as well as concentrated work at a laptop. All seats should be adjacent to electrical power, with outlets located safely out of circulation paths.

Overall, this plan recommends 150 open desk and lounge seats to offer appropriate work/ study, collaboration and reading space for the community. An increase of 12 seats above what the library currently offers, this seating is much better distributed throughout the building:

Area	Number of lounge seats	Number of table Seats	Number of other seats	Total
Foyer			8 (café tables)	8
Atrium			4 (benches)	4
Reading Room	10	8		18
Marketplace		12		12
Adult Fiction	4	4		10
Adult Nonfiction	6	8		14
Large Print	4			4
Business Center		8		8
Arts Collection	2	8		10
Media			4 (benches)	4
Family Center	6	8	4 (toddler table)	18
Children’s Library	4	16		20
Teen Collection	8	14		22
Total	44	86	20	150

Given that the population of Lake Forest is projected to increase to 22,689 by 2040, this amount of seating provides 6.6 seats/1,000 people, which is within the best practice range of 5 – 10 seats/1,000 for an independent public library serving a population of a similar size. In addition, this program provides additional capacity for small meeting rooms and larger programming spaces, which will substantially increase possibilities for patrons to gather, study and learn at the library.

Small Meeting Rooms

One of the library’s major deficits is its total lack of small meeting rooms. As the many comments shared on this topic in the 2017 community survey indicate, small meeting rooms are an amenity greatly desired by both adults and teens. Patrons desire privacy and quiet for some activities, and the existing Reading Room does not fulfill this need. This program recommends the addition of five small meeting rooms. The largest of these meeting rooms would have the capacity for 10 – 12 people. The remaining four meeting rooms would hold 2 – 4 people.

Programming and Event Space

Library programs are a basic library service that complements the collection, attracts new users and provides the community with needed information on many topics. Dedicated space within the library is needed to provide an appropriate, accessible venue for these events, with seating to accommodate different groups of people. The primary programming space needs to be flexible and multipurpose, with built-in media projection equipment, adjustable lighting, a kitchen, and table and chair storage.

Given that the library's existing programming space is entirely inadequate, this study recommends a significant expansion of capacity. The following spaces are recommended to support the library's programming efforts:

- **Creation Space/Media Lab:** Envisioned as an expansion of the current Media Lab, this space incorporates seating for 12 people at 3 tables, room for the equipment currently being used in the Media Lab, storage a sink (for arts and crafts programming) and a laptop storage/recharging station.
- **Dividable 150 Person Meeting Room:** Equipped with a moveable partition and sound barrier that will divide the room into two smaller spaces, this room will host the library's largest gatherings and programs. Its walls can be used for rotating art exhibits. The large meeting room is accompanied by two small storage rooms: one for technology, and one for tables, chairs and other non-secure equipment.
- **Large Meeting Room Kitchen:** Adjacent to the largest meeting room, this area will provide support for catering and crafts programs.
- **Reed Room:** Providing meeting room capacity for 15 – 18 people, this historical space will be fitted with needed projection equipment. A nearby storage closet will be built to house tables, chairs and other frequently used programming-related items.
- **Teen Activity Center:** Adjacent to the Teen Collection, this area will provide flexible capacity for collaborative activities designed for middle and high schoolers.
- **Children's Programming Room:** The replacement to the current Kasian Room, this will be sited adjacent to the Family Center and Children's Library, and will have the capacity host up to 40 participants for storytimes and other activities. A nearby storage area will store tables, chairs and other equipment.
- **Children's Programming Room Kitchen:** Adjacent to the largest meeting room, this area will provide support for catering and crafts programs.

Staff Areas

The proposed library program includes two enclosed offices for library staff: one for the library director (with a table and four chairs for small staff meetings) and one for a second library administrator. Twenty additional workstations are included for full-time library staff, with an additional five shared workstations for other staff who do not need a full-time desk. The library's ongoing operations will be supported through upgrades in the delivery area, materials handling, the staff workroom, and storage. The staff area also includes restrooms, a staff lounge, and a wellness room.

Friends of the Library Workspaces

In the library program, the year-round sorting activities conducted by the Friends of the Library will be supported by a sorting area with the capacity to hold approximately 7,000 books. This area also includes a work table and room for materials in various stages of the sorting process. The Friends of the Library are also allocated a storage area for book sale merchandise (sorted and boxed books) and equipment.

Conclusion

Developing a revitalized and expanded Lake Forest Library is a sound civic investment. Lake Forest residents cherish the beauty and history of their historical buildings. In the 2016 community survey conducted by the City of Lake Forest, 84% said that the maintenance of city parks and facilities was "essential" or "very important" to them, and close to half reported that their decision to live in the city was influenced by amenities such as the public library.

In a year when a deadly virus has upended daily life across the world, the critical services that the public library provides are needed more than ever. Designed with maximum flexibility to adapt to whatever the future holds, an expanded and revitalized Lake Forest Library will continue to provide opportunities for residents to connect with information and with each other.

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Lake Forest Library Program

		Total Net Assignable Square Feet:		25,964
		Total Gross Square Feet @65% Efficiency:		39,945
Code	General Area	Specific Area	SF	In GSF
Public Areas				
Public Areas				
1.02	Public Areas	Vestibule	42	
1.04	Public Areas	Foyer	178	
1.06	Public Areas	Atrium	596	
1.08	Public Areas	Restrooms	-	IN GSF
1.10	Public Areas	Reading Room	900	
1.12	Public Areas	Technology Center	544	
1.14	Public Areas	Marketplace	480	
	Total		2,740	
Adult Services				
Adult Services				
2.02	Adult Services	Adult Fiction	1,924	
2.04	Adult Services	Adult Nonfiction	2,210	
2.06	Adult Services	Large Print	248	
2.08	Adult Services	Business Center	731	
2.10	Adult Services	Arts Collection	827	
2.12	Adult Services	World Languages	12	
2.14	Adult Services	Media	464	
	Total		6,416	
Youth Services				
Youth Services				
3.02	Youth Services	Children's Library Service Center	216	
3.04	Youth Services	Family Center	2,123	IN GSF
3.06	Youth Services	Children's Library	2,488	IN GSF
3.08	Youth Services	Teen Collection	865	
3.10	Youth Services	Teen Activity Center	200	
	Total		5,892	
Meeting Areas				
Meeting Areas				
4.02	Meeting Areas	Creation Space/Media Lab	392	
4.04	Meeting Areas	Dividable 150 person Meeting Room	2,250	IN GSF
4.06	Meeting Areas	Large Meeting Room General Storage	201	
4.08	Meeting Areas	Large Meeting Room Tech Storage	31	
4.10	Meeting Areas	Large Meeting Room Kitchen	100	
4.12	Meeting Areas	Reed Room	270	
4.14	Meeting Areas	Reed Room Storage	36	
4.16	Meeting Areas	Children's Programming Room (Kasian)	640	
4.18	Meeting Areas	Children's Programming Room Storage	129	
4.20	Meeting Areas	Children's Programming Room Kitchen	80	
4.22	Meeting Areas	Meeting Room A (10 - 12 people)	300	
4.24	Meeting Areas	Meeting Room B (2 - 4 people)	120	

Lake Forest Library Program

Code	General Area	Specific Area	SF	In GSF
4.26	Meeting Areas	Meeting Room C (2 - 4 people)	120	
4.28	Meeting Areas	Meeting Room D (2 - 4 people)	120	
4.30	Meeting Areas	Meeting Room E (2 - 4) people)	120	
	Total		4,909	
Staff Areas				
Staff Areas				
5.02	Staff Areas	Delivery Area	143	
5.04	Staff Areas	Materials Handling	319	
5.06	Staff Areas	Staff Workroom	230	
5.08	Staff Areas	General Supply Room	160	
5.10	Staff Areas	Circulation	192	
5.12	Staff Areas	Adult Services	502	
5.14	Staff Areas	Youth Services	532	
5.16	Staff Areas	Technical Services	402	
5.18	Staff Areas	Communications	210	
5.20	Staff Areas	Administration	256	
5.22	Staff Areas	Assistant Director/Head of Adult Services	100	
5.24	Staff Areas	Administrative Office	180	
5.26	Staff Areas	Library Director's Office	225	
5.28	Staff Areas	Staff Lounge	386	
5.30	Staff Areas	Wellness Room	80	
5.32	Staff Areas	Staff Restrooms	-	IN GSF
	Total		3,917	
Support Areas				
Support Areas				
6.02	Support Areas	Friends of the Library Sorting Area	520	
6.04	Support Areas	Telecommunications/Server Room	120	
6.06	Support Areas	Storage (General)	500	
6.08	Support Areas	Storage (Youth Services)	270	
6.10	Support Areas	Storage (Friends of the Library)	364	
6.12	Support Areas	Main Facilities Closet	196	
6.14	Support Areas	Janitor's Closet (Lower Level)	60	
6.16	Support Areas	Janitor's Closet (Upper Level)	60	
	Total		2,090	
Grand Total			25,964	

Detail

Lake Forest Library Program

							Total Net Assignable Square Feet:	25,964
							Total Gross Square Feet @ 65% Efficiency:	39,945
Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF	
1.02	Public Areas	Vestibule	unassigned square footage	1	space	42	42	
Vestibule Total							42	
1.04	Public Areas	Foyer	security gates	1	unit	10	10	
1.04	Public Areas	Foyer	donor recognition display	1	unit	0	0	
1.04	Public Areas	Foyer	umbrella holders (historical)	2	unit	3	6	
1.04	Public Areas	Foyer	café tables with 4 chairs	8	seats	20	162	
1.04	Public Areas	Foyer	digital signage	2	unit	0	0	
Foyer Total							178	
1.06	Public Areas	Atrium	Information desk with two staff positions with computer workstations (12' x 20')	1	desk	240	240	
1.06	Public Areas	Atrium	book trucks	2	trucks	8	16	
1.06	Public Areas	Atrium	front desk supplies shelving, (on built in shelves)	1	section	12	12	
1.06	Public Areas	Atrium	new book collection (built in original shelves)				288	
1.06	Public Areas	Atrium	2 person bench (2' x 6')	2	bench	20	40	
Atrium Total							596	
1.08	Public Areas	Restrooms	main floor restrooms	GSF	restroom		IN GSF	
Restrooms Total							0	
1.10	Public Areas	Reading Room	shelving for magazines (original shelving)				240	
1.10	Public Areas	Reading Room	shelving for magazines (66")				36	
1.10	Public Areas	Reading Room	shelving for newspapers (66")				24	
1.10	Public Areas	Reading Room	lounge seats	10	seats	40	400	
1.10	Public Areas	Reading Room	table seats	8	seats	25	200	
Reading Room Total							900	
1.12	Public Areas	Technology Center	staff desk with 2 computer workstations	1	desk	100	100	
1.12	Public Areas	Technology Center	copy machine, standard	1	machine	64	64	
1.12	Public Areas	Technology Center	change machine	1	machine	4	4	
1.12	Public Areas	Technology Center	storage cabinet with work counter and small equipment	1	cabinet	16	16	
1.12	Public Areas	Technology Center	computer workstations	12	computer	30	360	
Technology Center Total							544	
1.14	Public Areas	Marketplace	shelving for holds	2	section	12	24	
1.14	Public Areas	Marketplace	self check machines	4	machine	12	48	
1.14	Public Areas	Marketplace	shelving for book group collections (66")				24	
1.14	Public Areas	Marketplace	shelving for Take Out Tech materials (66")				12	
1.14	Public Areas	Marketplace	shelving for Staff Picks, displays (66")				12	
1.14	Public Areas	Marketplace	shelving for new DVDs (66")				12	
1.14	Public Areas	Marketplace	shelving for new audiobooks (66")				12	
1.14	Public Areas	Marketplace	shelving for graphic novels (66")				12	
1.14	Public Areas	Marketplace	2 person tables	12	seats	25	300	
1.14	Public Areas	Marketplace	shelving for Friends of the Library giveaway books (66")				12	
1.14	Public Areas	Marketplace	community brochures, flyers, etc.	1	section	12	12	
Marketplace Total							480	
2.02	Adult Services	Adult Fiction	shelving for adult fiction (66")				1,620	
2.02	Adult Services	Adult Fiction	lounge seats	4	seats	35	140	
2.02	Adult Services	Adult Fiction	1 person table seats	4	seats	25	100	
2.02	Adult Services	Adult Fiction	online catalog @ stack end	4	catalog	16	64	
Adult Fiction Total							1,924	
2.04	Adult Services	Adult Nonfiction	shelving for adult nonfiction (78")				1,632	
2.04	Adult Services	Adult Nonfiction	shelving for genealogy/local history (66")				24	
2.04	Adult Services	Adult Nonfiction	shelving, magazine back issues (66")				48	

Detail

Lake Forest Library Program

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
2.04	Adult Services	Adult Nonfiction	lounge seats	6	seats	35	210
2.04	Adult Services	Adult Nonfiction	1 person table seats	8	seats	25	200
2.04	Adult Services	Adult Nonfiction	online catalog @ stack end	6	catalog	16	96
Adult Nonfiction Total							2,210
2.06	Adult Services	Large Print	shelving for adult large print (66")				108
2.06	Adult Services	Large Print	lounge seats	4	seats	35	140
Large Print Total							248
2.08	Adult Services	Business Center	shelving for business collection (66")				168
2.08	Adult Services	Business Center	shelving for business magazines (66")				24
2.08	Adult Services	Business Center	shelving for business newspapers (66")				36
2.08	Adult Services	Business Center	shelving for back issues of periodicals (66")				12
2.08	Adult Services	Business Center	shelving for misc. print resources (66")				12
2.08	Adult Services	Business Center	microform reader	1	unit	42	42
2.08	Adult Services	Business Center	microform case (2.6' x 9.5')	1	unit	63	63
2.08	Adult Services	Business Center	4 person table seats	8	seats	25	200
2.08	Adult Services	Business Center	computer workstations	4	wkstn	30	120
2.08	Adult Services	Business Center	printer and print release station	1	unit	30	30
2.08	Adult Services	Business Center	online catalog @ stack end	1	catalog	16	16
2.08	Adult Services	Business Center	vertical file cabinet	1	unit	8	8
Business Center Total							731
2.10	Adult Services	Arts Collection	shelving for arts collection (66")				492
2.10	Adult Services	Arts Collection	shelving for arts magazines (66")				65
2.10	Adult Services	Arts Collection	2 person tables	8	seats	25	200
2.10	Adult Services	Arts Collection	lounge seats	2	seats	35	70
Arts Collection Total							827
2.12	Adult Services	World Languages	shelving for world language collection (66")				12
World Languages Total							12
2.14	Adult Services	Media	shelving for adult DVDs, videogames (66")				180
2.14	Adult Services	Media	shelving for audiobooks (inc. Gr. Courses) (66")				108
2.14	Adult Services	Media	shelving for music CDs (66")				96
2.14	Adult Services	Media	shelving for playaways (66")				24
2.14	Adult Services	Media	2 person bench (2' x 6')	2	bench	20	40
2.14	Adult Services	Media	online catalog @ stack end	1	catalog	16	16
Media Total							464
3.02	Youth Services	Children's Library Service Center	staff desk with 2 computer workstations	1	desk	50	50
3.02	Youth Services	Children's Library Service Center	book trucks	2	trucks	8	16
3.02	Youth Services	Children's Library Service Center	security gates	1	unit	10	10
3.02	Youth Services	Children's Library Service Center	self check machines	2	machine	12	24
3.02	Youth Services	Children's Library Service Center	copier	1	copier/scan	64	64
3.02	Youth Services	Children's Library Service Center	print release station	1	station	16	16
3.02	Youth Services	Children's Library Service Center	shelving for print handouts	1	unit	12	12
3.02	Youth Services	Children's Library Service Center	shelving for coloring supplies	2	unit	12	24
Children's Library Service Center Total							216
3.04	Youth Services	Family Center	low book bins for board books/picture books				496
3.04	Youth Services	Family Center	shelving for picture books (45")				252
3.04	Youth Services	Family Center	shelving for easy readers (45")				396
3.04	Youth Services	Family Center	shelving for LaunchPads (45")				24
3.04	Youth Services	Family Center	shelving for AV media kits (book + CD) (45")				36
3.04	Youth Services	Family Center	circulating exploration kits (backpacks)	1	space	24	24
3.04	Youth Services	Family Center	book cart for grab and go adult books	1	cart	8	8
3.04	Youth Services	Family Center	lounge seats	6	seats	35	210
3.04	Youth Services	Family Center	4 place round toddler table	4	seats	15	60
3.04	Youth Services	Family Center	4 person tables	8	seats	25	200
3.04	Youth Services	Family Center	online catalog @ stack end	2	catalog	16	32
3.04	Youth Services	Family Center	sit-down early learning station	4	computer	25	100

Detail

Lake Forest Library Program

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
3.04	Youth Services	Family Center	art installation	1	unit	125	125
3.04	Youth Services	Family Center	area for play/interactive feature	1	space	100	100
3.04	Youth Services	Family Center	stroller parking (near storytime area)	10	strollers	6	60
3.04	Youth Services	Family Center	family restroom	GSF	restroom	0	IN GSF
Family Center Total							2,123
3.06	Youth Services	Children's Library	shelving for juvenile new books (60")				96
3.06	Youth Services	Children's Library	shelving for juvenile fiction (60")				672
3.06	Youth Services	Children's Library	shelving for juvenile graphic novels (60")				96
3.06	Youth Services	Children's Library	shelving for juvenile large print (60")				12
3.06	Youth Services	Children's Library	shelving for juv. reference/genealogy (60")				36
3.06	Youth Services	Children's Library	shelving for juvenile nonfiction (60")				564
3.06	Youth Services	Children's Library	shelving for juvenile Spanish F/NF (60")				12
3.06	Youth Services	Children's Library	shelving for juvenile audiobooks (60")				48
3.06	Youth Services	Children's Library	shelving for juvenile DVDs (60")				24
3.06	Youth Services	Children's Library	shelving for juvenile CDs (60")				12
3.06	Youth Services	Children's Library	shelving for juvenile playaways (60")				60
3.06	Youth Services	Children's Library	shelving for magazines (66")				12
3.06	Youth Services	Children's Library	lounge seats	4	seats	35	140
3.06	Youth Services	Children's Library	4 person tables	8	seats	25	200
3.06	Youth Services	Children's Library	2 person tables	8	seats	25	200
3.06	Youth Services	Children's Library	computer workstations	8	wkstn	25	200
3.06	Youth Services	Children's Library	online catalog @ stack end	4	catalog	16	64
3.06	Youth Services	Children's Library	coat rack	1	rack	10	10
3.06	Youth Services	Children's Library	display case, glass-enclosed, wall mounted (6' w x 2'd)	1	case	30	30
3.06	Youth Services	Children's Library	restrooms	GSF			IN GSF
Children's Library Total							2,488
3.08	Youth Services	Teen Collection	staff desk	1	desk	50	50
3.08	Youth Services	Teen Collection	shelving for YA new books (66")				24
3.08	Youth Services	Teen Collection	shelving for YA fiction (66")				84
3.08	Youth Services	Teen Collection	shelving for YA graphic novels (66")				12
3.08	Youth Services	Teen Collection	shelving for YA nonfiction/biography (66")				24
3.08	Youth Services	Teen Collection	shelving for YA audiobooks, playaways (66")				12
3.08	Youth Services	Teen Collection	shelving for YA magazines (66"/4 slanted shelf with flat shelves below for recent issues)				13
3.08	Youth Services	Teen Collection	4 person tables	8	seats	25	200
3.08	Youth Services	Teen Collection	2 person tables	6	seats	25	150
3.08	Youth Services	Teen Collection	lounge seats	8	seats	35	280
3.08	Youth Services	Teen Collection	online catalog @ stack end	1	catalog	16	16
Teen Collection Total							865
3.10	Youth Services	Teen Activity Center	flat screen monitor, wall mounted	1	monitor	0	0
3.10	Youth Services	Teen Activity Center	activity area	1	space	200	200
Teen Activity Center Total							200
4.02	Meeting Areas	Creation Space/Media Lab	4 person tables	12	seats	25	300
4.02	Meeting Areas	Creation Space/Media Lab	counter, 8' x 2', with double sink, commercial grade, cabinets above and below	1	counter	40	40
4.02	Meeting Areas	Creation Space/Media Lab	flat screen monitor, wall mounted	1	monitor	0	0
4.02	Meeting Areas	Creation Space/Media Lab	counter, 15' x 2' for equipment (light box, record player, keyboard, scanner, laminator, CD/VHS player, computers, etc.), cabinets above and below	1	counter	40	40
4.02	Meeting Areas	Creation Space/Media Lab	laptop storage/recharging station	1	unit	12	12
Creation Space/Media Lab Total							392
4.04	Meeting Areas	Dividable 150 person Meeting Room	Dividable 150 person meeting room	150	seats	15	2,250
4.04	Meeting Areas	Dividable 150 person Meeting Room	digital projector, ceiling mounted	1	unit	0	0
4.04	Meeting Areas	Dividable 150 person Meeting Room	ceiling mounted projection screen	1	unit	0	0

Detail

Lake Forest Library Program

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
4.04	Meeting Areas	Dividable 150 person Meeting Room	movable wall partitions	GSF	unit		IN GSF
Dividable 150 person Meeting Room Total							2,250
4.06	Meeting Areas	Large Meeting Room General Storage	chair dollies	8	dollies	7	56
4.06	Meeting Areas	Large Meeting Room General Storage	space for tables (nesting)	20	table	6	120
4.06	Meeting Areas	Large Meeting Room General Storage	circulation space	1	space	25	25
Large Meeting Room General Storage Total							201
4.08	Meeting Areas	Large Meeting Room Tech Storage	podium	1	podium	6	6
4.08	Meeting Areas	Large Meeting Room Tech Storage	A/V cart	1	cart	10	10
4.08	Meeting Areas	Large Meeting Room Tech Storage	circulation space	1	space	15	15
Large Meeting Room Tech Storage Total							31
4.10	Meeting Areas	Large Meeting Room Kitchen	work counter, 6' x 2', with double sink, cabinets above and below (adjacent or part of large meeting room)	1	kitchenette	100	100
Large Meeting Room Kitchen Total							100
4.12	Meeting Areas	Reed Room	flat screen monitor, wall mounted	1	monitor	0	0
4.12	Meeting Areas	Reed Room	15 - 18 person meeting room	18	seats	15	270
Reed Room Total							270
4.14	Meeting Areas	Reed Room Storage	space for tables (nesting)	4	table	6	24
4.14	Meeting Areas	Reed Room Storage	dollies, stacking, for chairs	2	dollies	6	12
Reed Room Storage Total							36
4.16	Meeting Areas	Children's Programming Room (Kasian)	40 person meeting room	40	seats	15	600
4.16	Meeting Areas	Children's Programming Room (Kasian)	work counter, 10' x 2', with sink, cabinets	1	unit	40	40
Children's Programming Room (Kasian) Total							640
4.18	Meeting Areas	Children's Programming Room Storage	space for tables (nesting)	8	table	6	48
4.18	Meeting Areas	Children's Programming Room Storage	podium	1	podium	6	6
4.18	Meeting Areas	Children's Programming Room Storage	chair dollies	4	dollies	7	28
4.18	Meeting Areas	Children's Programming Room Storage	A/V cart	1	cart	10	10
4.18	Meeting Areas	Children's Programming Room Storage	circulation space	1	space	25	25
4.18	Meeting Areas	Children's Programming Room Storage	laptop storage/recharging station	1	unit	12	12
Children's Programming Room Storage Total							129
4.20	Meeting Areas	Children's Programming Room Kitchen	work counter, 6' x 2', with double sink, cabinets above and below	1	kitchenette	80	80
Children's Programming Room Kitchen Total							80
4.22	Meeting Areas	Meeting Room A (10 - 12 people)	10 - 12 person meeting room	12	seats	25	300
4.22	Meeting Areas	Meeting Room A (10 - 12 people)	digital projector, ceiling mounted	1	unit	0	0
4.22	Meeting Areas	Meeting Room A (10 - 12 people)	white board, wall mounted, interactive	1	unit	0	0
Meeting Room A (10 - 12 people) Total							300
4.24	Meeting Areas	Meeting Room B (2 - 4 people)	2 - 4 person meeting room	4	seats	30	120
Meeting Room B (2 - 4 people) Total							120
4.26	Meeting Areas	Meeting Room C (2 - 4 people)	2 - 4 person meeting room	4	seats	30	120
Meeting Room C (2 - 4 people) Total							120
4.28	Meeting Areas	Meeting Room D (2 - 4 people)	2 - 4 person meeting room	4	seats	30	120
Meeting Room D (2 - 4 people) Total							120
4.30	Meeting Areas	Meeting Room E (2 - 4 people)	2 - 4 person meeting room	4	seats	30	120
Meeting Room E (2 - 4 people) Total							120
5.02	Staff Areas	Delivery Area	shelving for storage (84")	2	section	14	28
5.02	Staff Areas	Delivery Area	clear floor space for receiving and unpacking shipments	1	space	50	50
5.02	Staff Areas	Delivery Area	space for Friends donations (ready to deliver to Friends sorting area)	1	space	50	50
5.02	Staff Areas	Delivery Area	trash container	2	container	6	12
5.02	Staff Areas	Delivery Area	hand truck	1	trucks	3	3
Delivery Area Total							143
5.04	Staff Areas	Materials Handling	staff workstations for returns + check ins, height adjustable work surfaces	2	station	30	60
5.04	Staff Areas	Materials Handling	mail and delivery sorting counter	1	counter	30	30

Detail

Lake Forest Library Program

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
5.04	Staff Areas	Materials Handling	delivery box stacking space (4 stacks)	5	unit	3	15
5.04	Staff Areas	Materials Handling	work counter, 8' x 2' with cabinets above and below, and sink	1	counter	40	40
5.04	Staff Areas	Materials Handling	disc cleaner	1	unit	8	8
5.04	Staff Areas	Materials Handling	book truck parking	10	trucks	6	60
5.04	Staff Areas	Materials Handling	trash and recycling bins	2	container	6	12
5.04	Staff Areas	Materials Handling	shelving, 84" for supplies, snags and withdrawn materials	3	section	14	42
5.04	Staff Areas	Materials Handling	shelving for magazine check-ins	1	section	12	12
5.04	Staff Areas	Materials Handling	materials returns slot/bin	1	unit	10	10
5.04	Staff Areas	Materials Handling	space for (blue) courier boxes	1	space	12	12
5.04	Staff Areas	Materials Handling	bookdrop boxes	2	unit	9	18
Materials Handling Total							319
5.06	Staff Areas	Staff Workroom	copiers	2	copier/scan	64	128
5.06	Staff Areas	Staff Workroom	shelving for paper, copier supplies	1	unit	14	14
5.06	Staff Areas	Staff Workroom	lateral files	3	unit	15	45
5.06	Staff Areas	Staff Workroom	work counter, 10' x 2', with sink, cabinets	1	counter	40	40
5.06	Staff Areas	Staff Workroom	hand truck	1	trucks	3	3
Staff Workroom Total							230
5.08	Staff Areas	General Supply Room	Room for office and general supplies	1	room	160	160
General Supply Room Total							160
5.10	Staff Areas	Circulation	workstations for circulation staff	3	wkstn	64	192
Circulation Total							192
5.12	Staff Areas	Adult Services	workstations for fulltime adult services and digital services staff	4	wkstn	64	256
5.12	Staff Areas	Adult Services	workstation for part time adult services staff, Take Out Tech check in	2	wkstn	64	128
5.12	Staff Areas	Adult Services	secure cabinet for Take Out Tech	1	unit	50	50
5.12	Staff Areas	Adult Services	shelving, 84" for supplies and materials	4	unit	14	56
5.12	Staff Areas	Adult Services	printer	1	printer	12	12
Adult Services Total							502
5.14	Staff Areas	Youth Services	workstations for youth services managers and librarians	4	wkstn	64	256
5.14	Staff Areas	Youth Services	shared workstations for youth services assistants	2	wkstn	64	128
5.14	Staff Areas	Youth Services	shelving, 84" for supplies and materials	3	unit	14	42
5.14	Staff Areas	Youth Services	printer	1	printer	12	12
5.14	Staff Areas	Youth Services	work counter, 8' x 2', with double sink, cabinets above and dishwasher below	1	counter	30	30
5.14	Staff Areas	Youth Services	Workspace for Ellison dies, laminator, paper cutter, other storage (18' x 2')	1	space	64	64
Youth Services Total							532
5.16	Staff Areas	Technical Services	workstations for technical services staff	2	wkstn	100	200
5.16	Staff Areas	Technical Services	workstation for technical services staff	1	wkstn	64	64
5.16	Staff Areas	Technical Services	shelving, 84" for supplies and materials	5	unit	14	12
5.16	Staff Areas	Technical Services	shelving, 84" for materials in process (and supplies)	3	unit	12	36
5.16	Staff Areas	Technical Services	shelving, 84" for discarded and withdrawn materials	2	unit	12	24
5.16	Staff Areas	Technical Services	additional book truck parking	4	trucks	6	24
5.16	Staff Areas	Technical Services	trash/recycling containers	2	container	6	12
5.16	Staff Areas	Technical Services	lateral file cabinets	2	cabinet	15	30
Technical Services Total							402
5.18	Staff Areas	Communications	workstations for communications staff	2	wkstn	64	128
5.18	Staff Areas	Communications	work table, 8' x 3' with flat file storage below	1	table	40	40
5.18	Staff Areas	Communications	shelving, 84" for supplies and materials	3	unit	12	36

Detail

Lake Forest Library Program

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
5.18	Staff Areas	Communications	printer	1	printer	6	6
5.18	Staff Areas	Communications	wall board	1	unit	0	0
Communications Total							210
5.20	Staff Areas	Administration	workstations for head of operations, head of facilities, bookkeeper	3	wkstn	64	192
5.20	Staff Areas	Administration	workstation for part time facilities assistants	1	wkstn	64	64
Administration Total							256
5.22	Staff Areas	Assistant Director/Head of Adult Services	workstation for assistant director	1	wkstn	100	100
Assistant Director/Head of Adult Services Total							100
5.24	Staff Areas	Administrative Office	desk, chair, shelving, lateral files, table with 2 chairs	1	office	180	180
Administrative Office Total							180
5.26	Staff Areas	Library Director's Office	desk, chair, shelving, lateral files, table with 4 chairs	1	office	225	225
Library Director's Office Total							225
5.28	Staff Areas	Staff Lounge	lockers, 6 per stack	4	stack	5	20
5.28	Staff Areas	Staff Lounge	coat closet, 6' x 3'	1	closet	30	30
5.28	Staff Areas	Staff Lounge	two person couch	1	unit	30	30
5.28	Staff Areas	Staff Lounge	seating at 4-person tables	8	seats	30	240
5.28	Staff Areas	Staff Lounge	work counter, 8' x 2', with double sink, cabinets above and dishwasher below	1	counter	40	40
5.28	Staff Areas	Staff Lounge	refrigerator, full size	1	unit	20	20
5.28	Staff Areas	Staff Lounge	toaster oven, on counter	1	unit	0	0
5.28	Staff Areas	Staff Lounge	microwave oven, on counter	2	unit	0	0
5.28	Staff Areas	Staff Lounge	dishwasher, full size, in cabinet	1	unit	0	0
5.28	Staff Areas	Staff Lounge	trash and recycling containers	1	unit	6	6
5.28	Staff Areas	Staff Lounge	bulletin board, wall mounted	1	board	0	0
Staff Lounge Total							386
5.30	Staff Areas	Wellness Room	wellness room	1	room	80	80
Wellness Room Total							80
5.32	Staff Areas	Staff Restrooms	Staff restrooms	GSF	restroom		IN GSF
Staff Restrooms Total							0
6.02	Support Areas	Friends of the Library Sorting Area	sorting shelves				420
6.02	Support Areas	Friends of the Library Sorting Area	recycling bin	1	container	6	6
6.02	Support Areas	Friends of the Library Sorting Area	book trucks	4	trucks	6	24
6.02	Support Areas	Friends of the Library Sorting Area	work table, for book sorting	1	table	40	40
6.02	Support Areas	Friends of the Library Sorting Area	space for materials to be sorted	1	space	30	30
Friends of the Library Sorting Area Total							520
6.04	Support Areas	Telecommunications/Server Room	equipment racks, supply cabinet, telecom equipment	1	space	120	120
Telecommunications/Server Room Total							120
6.06	Support Areas	Storage (General)	unassigned square footage	1	space	455	455
6.06	Support Areas	Storage (General)	escalator to move Friends of Library book boxes	1	unit	45	45
Storage (General) Total							500
6.08	Support Areas	Storage (Youth Services)	shelving for puppets and props	6	section	14	84
6.08	Support Areas	Storage (Youth Services)	shelving for books and misc. supplies	8	section	14	112
6.08	Support Areas	Storage (Youth Services)	book trucks with supplies	4	trucks	6	24
6.08	Support Areas	Storage (Youth Services)	unassigned space for storage	1	space	50	50
Storage (Youth Services) Total							270
6.10	Support Areas	Storage (Friends of the Library)	Friends of the Library lateral file (stationery, etc.)	1	unit	15	15
6.10	Support Areas	Storage (Friends of the Library)	boxes ready for book sale	1	space	225	225
6.10	Support Areas	Storage (Friends of the Library)	flat truck	1	trucks	12	12
6.10	Support Areas	Storage (Friends of the Library)	shelving, supplies and equipment for book sale	8	section	14	112

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
Storage (Friends of the Library) Total							364
6.12	Support Areas	Main Facilities Closet	closet for secure janitorial supplies	1	unit	65	65
6.12	Support Areas	Main Facilities Closet	mop sink	1	space	25	25
6.12	Support Areas	Main Facilities Closet	shelving for supplies and storage	4	unit	14	56
6.12	Support Areas	Main Facilities Closet	clear space for temporary storage	1	space	50	50
Main Facilities Closet Total							196
6.14	Support Areas	Janitor's Closet (Lower Level)	janitor's closet	1	closet	60	60
Janitor's Closet (Lower Level) Total							60
6.16	Support Areas	Janitor's Closet (Upper Level)	janitor's closet	1	closet	60	60
Janitor's Closet (Upper Level) Total							60
Grand Total							25,964

Seating

Lake Forest Library Program

Code	General Area	Specific Area	Description	No of				
				Tables	Qty	Unit	SF/Unit	SF
1.04	Public Areas	Foyer	café tables with 4 chairs	2	8	seats	20	162
1.06	Public Areas	Atrium	2 person bench (2' x 6')		2	bench	20	40
1.10	Public Areas	Reading Room	lounge seats		10	seats	40	400
1.10	Public Areas	Reading Room	table seats	2	8	seats	25	200
1.14	Public Areas	Marketplace	2 person tables	6	12	seats	25	300
Public Areas Total				40				1,102
2.02	Adult Services	Adult Fiction	lounge seats		4	seats	35	140
2.02	Adult Services	Adult Fiction	1 person table seats	4	4	seats	25	100
2.04	Adult Services	Adult Nonfiction	lounge seats		6	seats	35	210
2.04	Adult Services	Adult Nonfiction	1 person table seats	8	8	seats	25	200
2.06	Adult Services	Large Print	lounge seats		4	seats	35	140
2.08	Adult Services	Business Center	4 person table seats	2	8	seats	25	200
2.10	Adult Services	Arts Collection	2 person tables	4	8	seats	25	200
2.10	Adult Services	Arts Collection	lounge seats		2	seats	35	70
2.14	Adult Services	Media	2 person bench (2' x 6')		2	bench	20	40
Adult Services Total				46				1,300
3.04	Youth Services	Family Center	lounge seats		6	seats	35	210
3.04	Youth Services	Family Center	4 place round toddler table	1	4	seats	15	60
3.04	Youth Services	Family Center	4 person tables	2	8	seats	25	200
3.06	Youth Services	Children's Library	lounge seats		4	seats	35	140
3.06	Youth Services	Children's Library	4 person tables	2	8	seats	25	200
3.06	Youth Services	Children's Library	2 person tables	4	8	seats	25	200
3.08	Youth Services	Teen Collection	4 person tables	2	8	seats	25	200
3.08	Youth Services	Teen Collection	2 person tables	3	6	seats	25	150
3.08	Youth Services	Teen Collection	lounge seats		8	seats	35	280
Youth Services Total				60				1,640
4.02	Meeting Areas	Creation Space/Media Lab	4 person tables	3	12	seats	25	300
4.04	Meeting Areas	Dividable 150 person Meeting Room	Dividable 150 person meeting room		150	seats	15	2,250
4.12	Meeting Areas	Reed Room	15 - 18 person meeting room		18	seats	15	270
4.16	Meeting Areas	Children's Programming Room (Kasian)	40 person meeting room		40	seats	15	600
4.22	Meeting Areas	Meeting Room A (10 - 12 people)	10 - 12 person meeting room	1	12	seats	25	300
4.24	Meeting Areas	Meeting Room B (2 - 4 people)	2 - 4 person meeting room	1	4	seats	30	120
4.26	Meeting Areas	Meeting Room C (2 - 4 people)	2 - 4 person meeting room	1	4	seats	30	120
4.28	Meeting Areas	Meeting Room D (2 - 4 people)	2 - 4 person meeting room	1	4	seats	30	120
4.30	Meeting Areas	Meeting Room E (2 - 4 people)	2 - 4 person meeting room	1	4	seats	30	120
Meeting Areas Total				248				4,200
Grand Total				394				8,242

Computers and Technology

Lake Forest Library Program

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
1.12	Public Areas	Technology Center	copy machine, standard	1	machine	64	64
1.12	Public Areas	Technology Center	change machine	1	machine	4	4
1.12	Public Areas	Technology Center	computer workstations	12	computer	30	360
1.14	Public Areas	Marketplace	self check machines	4	machine	12	48
Public Areas Total							476
2.02	Adult Services	Adult Fiction	online catalog @ stack end	4	catalog	16	64
2.04	Adult Services	Adult Nonfiction	online catalog @ stack end	6	catalog	16	96
2.08	Adult Services	Business Center	microform reader	1	unit	42	42
2.08	Adult Services	Business Center	computer workstations	4	wkstn	30	120
2.08	Adult Services	Business Center	printer and print release station	1	unit	30	30
2.08	Adult Services	Business Center	online catalog @ stack end	1	catalog	16	16
2.14	Adult Services	Media	online catalog @ stack end	1	catalog	16	16
Adult Services Total							384
3.02	Youth Services	Children's Library Service Center	self check machines	2	machine	12	24
3.02	Youth Services	Children's Library Service Center	copier	1	copier/scanner	64	64
3.02	Youth Services	Children's Library Service Center	print release station	1	station	16	16
3.04	Youth Services	Family Center	online catalog @ stack end	2	catalog	16	32
3.04	Youth Services	Family Center	sit-down early learning station	4	computer	25	100
3.06	Youth Services	Children's Library	computer workstations	8	wkstn	25	200
3.06	Youth Services	Children's Library	online catalog @ stack end	4	catalog	16	64
3.08	Youth Services	Teen Collection	online catalog @ stack end	1	catalog	16	16
Youth Services Total							516
4.02	Meeting Areas	Creation Space/Media Lab	laptop storage/recharging station	1	unit	12	12
Meeting Areas Total							12
Grand Total							1,388