RMC ARCHITECTS

Bellingham Central Library

Space Planning

Bellingham Public Library
November 2018

Cover Photo by Kenni Merritt

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The Bellingham Public Library is a foundational element in the life and heart of our community, providing a rich array of services for all ages, interests, needs and demographics. The library's mission is to connect our community with each other and the world to read, learn, meet and discover. In service to this mission, Bellingham's library supports, welcomes and inspires lifelong learning, civic engagement, the development of future leaders, and access for all to materials, digital resources and skills.

Extensive planning during recent years is positioning the Bellingham Public Library and the City of Bellingham to meet these needs in the future. Recent examination of long-term financial needs and funding options underscored the city's commitment to the library. Library leaders have worked diligently to identify optimal levels of service to meet the increasing demands and expectations of Bellingham residents. Levels of service standards adopted by city and library leaders include: hours of operation; staffing to support access and branch operations; materials funding to maintain current and useful collections; and facility square footage to keep pace with a growing population. These and other planning initiatives are summarized in **Section 1: Charter and Team.**

This and previous studies have identified the limitations of the Central Library as a constraint to delivering on these commitments and meeting these standards. The Central Library in downtown Bellingham, serving as the largest branch library in Bellingham's system as well as the administrative and operations services center, is housed in an aging, 1950s building with many structural barriers to modern public library services. A 1985 renovation, while adding some square footage, provided no additional flexibility or support for the dynamic service models required of today's libraries. Key challenges posed by the Central Library as identified in recent studies and confirmed by our analysis include: a consolidated stacks structure in the middle of the primary service floor; services separated on multiple floors, lack of public restrooms on the main floor; floor loading limitations; lack of public collaboration and meeting spaces; and need for updated HVAC, lighting, fire alarm and sprinkler systems. These and other needs are examined in **Section 2: Existing Building Assessment.**

The primary purpose of this study was to further analyze the space constraints of the Central Library and propose flexible, cost effective options to remedy those constraints. Accordingly, this space planning study analyzed the implications of the adopted level of service standards to offer short-term strategies for improvements and provide options to increase flexibility for longer-term facility needs. Library needs and goals related to the constraints posed by the Central Library are presented in **Section 3: Program.**

The strategy outlined in **Section 4: Design Strategy** was generated in collaboration with the project team. It proposes a multi-segment approach to meet short-term needs that can be delivered in sequential phases or bundled into a larger single project. Highlights include repurposing the west end of the main floor to improve materials handling efficiency and consolidate staff areas, relocating the teen area to a larger and more visible space, constructing two additional meeting rooms, and opening up the central part of the main floor to create better access to collections. **Section 5: Cost Opinion** contains estimated costs for each of the plan component elements as well as summarizes the total endeavor. Background materials for the development of the Design Strategy are included in **Section 6: Appendices.**

These proposed solutions focus on the main floor of the Central Library. It is important to note that the lower and upper levels of the Central Library also deserve and require future improvements, and we encourage ongoing City attention to those needs in future phases. Bringing the Central Library in line with level of service standards for facility size will be part of a longer-term planning process with a separate and updated programming study.

Thank you for the opportunity to work with city and library leaders to identify ways to support and strengthen Bellingham Public Library services today and in the future through improvements to the Central Library facility. We are enthusiastic about the options available within the Central Library to support the library's mission and strategic goals.

Brad Cornwell, AIA
Principal

Section 1

Charter & Team

Photo by Linda Wright

BELLINGHAM PUBLIC LIBRARY

Space Planning & Project Estimating

Project Charter

Project Summary: Develop a list of discreet projects within the Central Library to improve functionality and efficiency of existing library spaces to improve library user experiences and staff operations. Projects will include conceptual plans and preliminary cost estimates.

Background: The Central Library is outdated for today's library services and is undersized for the demonstrated use and needs of the Bellingham community. The BPL Board of Trustees and Library Management are looking for areas within the existing building that can be feasibly renovated or retrofitted to meet current demands and operations. Proposed projects should consider the possible future expansion of the Central Library.

Outline of Work: In consultation with the Board of Trustees Facilities Committee and the Library Management Team, the architect is expected to do the following.

- Discuss with library representatives programmatic projects and their feasibility, including but not limited to, and listed in no particular order:
    - Installation of an automated book sorting system and general improvement for the materials flow process;
    - Staff work areas, including plans for additional staff;
    - Development of quiet areas for library users;
    - Implementation of a computer lab for public use;
    - Teen use area;
    - Lecture room & other meeting spaces;
    - Other.
- Develop conceptual plans and preliminary cost estimates for proposed projects.
- Assist library representatives with developing a list of building constraints that affect both library visitors and library staff—e.g., HVAC and Indoor Air Quality, lack of a main floor restroom; ADA accessibility problems; safety concerns; etc. The library wishes to make these concerns more visible to city officials.

Schedule: The Library hopes to have some sort of information available to submit for budget proposals for the city's 2019-2020 biennial budget.

Contact: Rick Osen, Chair, BPL Board of Trustees, rosen@cob.org , 360-734-8577.

Bethany Hoglund, BPL Acting Library Director, bhoglund@cob.org , 360-778-7263

Bellingham Public Library

Bellingham Public Library Strategic Plan

READ: Inspire Bellingham to read, view, and listen.

Goal 1: Bellingham Public Library is everyone's favorite place to borrow books, films, and music, with help from knowledgeable, friendly staff.

Goal 2: Enhance reading, viewing, and listening opportunities through broadened library partnerships, programs, and promotions.

LEARN: Promote Lifelong Learning from birth through adulthood.

Goal 1: Establish Bellingham Public Library as the leading community center for Early Learning, where families read, play, and learn together.

Goal 2: Inform and delight our community with a varied calendar of programs.

Goal 3: Increase personalized services to meet individual needs for research, information, reading suggestions, and technology assistance.

MEET: Create thriving spaces where the community connects, accesses library resources, and shares their stories.

Goal 1: Improve public access to library services by increasing library open hours to meet community demand.

Goal 2: Optimize the public's ability to use the library 24/7 by enhancing our full-service, interactive virtual branch.

Goal 3: Replace the 62-year-old Central Library, the hub which supports the entire Bellingham Public Library system, so that we may better serve our community.

Goal 4: Ensure the city completes the seismic retrofit and historic renovations at the Fairhaven Branch Library.

Goal 5: Meet community demand for convenient library services by exploring options to provide additional library service outlets within the city.

DISCOVER: Provide library collections that introduce ideas, build skills, support lifelong learning, and spark creativity.

Goal 1: Offer the community a greater number and variety of library materials by increasing the materials budget to achieve the recommended library guideline of 15% of the Library's total budget.

Goal 2: Increase the quantity of library materials in new and emerging formats.

Goal 3: Provide public access to unique local content through digitizing local collections and promote access to other digital collections.

Bellingham Public Library

BELLINGHAM PUBLIC LIBRARY
GUIDING PRINCIPLES

Public Spaces

Our public spaces are welcoming and available to all who follow our Rules of Conduct
Our public spaces have areas for individual and collaborative use
Our public spaces have good sightlines
Our public spaces have restrooms on all floors
Our public spaces have areas for book and art display
Our public spaces have updated technology and wiring
Our public spaces are accessible
Our public spaces follow all local/state/federal laws
Our public spaces are comfortable
Our public spaces are easy to navigate
Our public spaces give care to first impressions
Our public spaces are flexible to adjust to the changing needs of library service
Our public spaces are both reflective of our community and aspirational for our community

Staff Spaces

All staff have the space they need to perform their work responsibilities
All staff have a quiet and private place to take a break
All staff have some space for work related items
All staff have access to collaborative work spaces
All staff have a safe, healthy and secure work space
All managers have spaces that are safe and private.
We are good stewards of public funds by creating efficiencies in our spaces and work

Bellingham Public Library

Level of Service Standards -- Bellingham Public Library

June 1, 2018

From 2015 to 2018 the Bellingham Public Library (BPL) Board of Trustees has worked with library management to develop a series of Level of Service (LOS) standards in order to evaluate and determine how resources dedicated to the library measure up in regards to community needs and expectations. LOS standards were established in four major areas of library services:

- Library facilities—square footage per capita;
- Open hours per week for the Central Library and for the library branches;
- Library materials—expenditures per capita;
- Library staffing in FTE.

To develop these standards, peer libraries across the nation and libraries within the state of Washington were used as benchmarks. Comparisons with these libraries confirmed that BPL has a higher level of usage than the vast majority of these other libraries. This demonstrated use and demand from the local community also factored into the development of these LOS standards.

Each standard identifies three levels of service:

1. Low or minimal – needed to provide the most basic of library services;
2. Medium or operational – allows the library to provide all needed services;
3. High or optimal – allows the library to enhance services.

In 2017, BPL and the City of Bellingham initiated a sustainability funding study for the library's future. The consulting firm BERK was hired to conduct the study and produce a report—"Bellingham Public Library Services and Funding Models Study", published December, 2017. On November 13, 2017, BERK presented findings from the report to the Bellingham City Council. At that meeting the City Council voted unanimously on the motion "…moved to direct the Administration to give recommendations to the Library Board of Trustees to move forward to Goal 2 *{i.e., medium/operational}* or 3 *{i.e., high/optimal}* as a priority."

At the beginning of 2018, BPL is operating below the low/minimal standards for staffing, at the low/minimal standards of open hours for the central library and the branches, and slightly above the low/minimal standard for materials facilities[1]. Upcoming budget requests will directly tie to a plan to attain the medium/operational standards over time. The standards listed on the following table are meant to represent an integrated approach to library services that need to be assessed and implemented in conjunction with each other.

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[1] Facilities square footage includes the large auditorium and two basement meeting rooms at the Fairhaven branch, none of which is actively used for library programs or services. Subtracting this space would place library facilities below the low/minimal standard.

Bellingham Public Library

BPL Level of Service Standards

Standard	Date of Adoption	Low/ Minimal	Medium/ Operational	High/ Optimal	Current 6/1/2018
Library Facilities-- square ft./capita	1/19/2016	0.6 sf/cap	0.8 sf/cap	1.0 sf/cap	0.65 sf/cap
Open hours per week-- Central Library	6/21/2016	56 hr/wk	64 hr/wk	68 hr/wk	56 hr/wk
Open hours per week-- Branch Libraries	6/21/2016	28 hr/wk	36 hr/wk	40 hr/wk	28 hr/wk
Library Materials-- Expenditures per capita	3/21/2017	$5.00/cap	$7.50/cap	$10.00/cap	$5.50/cap
Library Staff FTE	3/13/2018	50 FTE	58 FTE	64 FTE	46 FTE

There are several factors to take into account when applying these standards to BPL's services.

- The standards are not meant to be addressed independently from each other. E.g., it is unrealistic to reach the medium/operational level of open library hours while operating at the low/minimal level of staffing FTE.
- The three levels within each standard are reference points within a continuum, or sliding scale. It is not expected that an increase from the low/minimum level to a higher level would happen in one fell swoop. Rather, that gain would be attained in incremental steps.
- The standards should be reviewed periodically by the BPL Board of Trustees to determine that they are still an accurate representation. A partial list of issues that should be examined when standards reviews are conducted include:
    - Levels of community use, such as volume of circulation, number of library visits, and program needs and participation;
    - Amount of open hours and number of library branches;
    - Library materials data---size and age of collections, holds ratios, turnover rate, etc.;
    - Implementation of new technologies and their effects on library services, staffing and space.
- The one standard that is very difficult to address incrementally is the library facilities standard. A significant addition of library facility square footage can happen only through a major project. However, there are small steps that can be taken to address facility needs, such as renovating existing space to make it functionally better and to utilize other community spaces for outreach services.

Bellingham Public Library

STAKEHOLDER TEAM
BELLINGHAM PUBLIC LIBRARY

OWNER	Bellingham Public Library 210 Central Avenue Bellingham, WA 98225 360-778-7323	Rebecca Judd, Director rejudd@cob.org Rick Osen, Chair, Board of Trustees rosen@cob.org
KEY STAKEHOLDERS	BPL Staff & Board PW Staff	Jen VanderPloeg Head of Public Services & Operations Bethany Hoglund Head of Children's Services Jim McCabe Trustee Beth Farley Head of Collection Services Jon McConnel Head of Digital Services Janice Keller Community Relations, Communications, and Programming Manager Eric Johnston Public Works
ARCHITECT	RMC Architects 1223 Railroad Avenue Bellingham, WA 98225 360-676-7733	Brad Cornwell brad.c@rmcarchitects.com Jason Williard jason.w@rmcarchitects.com
ESTIMATOR	DCW Cost Management 1700 Westlake Ave. N #200 Seattle, WA 98109 206-259-2990	Trish Drew trish@dcwcost.com

Section 2

Existing Building Assessment

Photo by Radley Muller

RMC ARCHITECTS

Attn:			
Company:		**Date:**	October 2018
Project:	Bellingham Central Library Space Planning	☐	**Transmittal**
Job#:	RMC #1842	X	**Memo**
From:	Brad Cornwell	☐	**Phone Record**
RE:	Code Review for Existing Conditions at BPL Central Library	☐	**Other:**

Message

CENTRAL PUBLIC LIBRARY AT 210 CENTRAL AVENUE, BELLINGHAM

YEAR CONSTRUCTED: 1950 original (NBBJ) [2 Levels, 28,079 sf]

ADDITION (Year(s)): 1985 addition (EDL&A) [3 Levels, 15,671 sf]
Plus 1998-2016: Minor Interior Remodels

BUILDING FOOTPRINT: 19,970 sf

BUILDING AREA:

Upper Level:	8,995 sf
Intermediate Mezz.	2,850 sf
Main Level:	19,970 sf
Lower Level:	11,935 sf
Subtotal:	43,750 sf

2015 IBC/IEBC ALLOWABLE BUILDING AREA: Table 506.2 allows 15,500 Total SF for unsprinklered IIA construction with an A3 Occupancy.

NUMBER OF STORIES: 3 Stories (lowest level does not meet definition of basement)

BASEMENT : No

OCCUPANCY TYPE: A3 (Assembly)
S2 (Garage) (740 sf)

CONSTRUCTION TYPE: Type 2A (Non-combustible)

FIRE SPRINKLER SYSTEM: None

STRUCTURE:

FOUNDATION	Concrete AugerCast pilings with Grade beams and pile caps
FRAME:	Concrete columns and piers Limited steel columns (only at Upper Level over 1950s original)
FLOOR / CEILING/ROOF	Concrete flat slab or 30” pan slabs WF steel beams with composite pandeck (only above 1950s original)
EXTERIOR WALLS	14” or 8” thick CIP concrete walls
INTERIOR WALLS	Light gauge metal studs with 5/8” GWB typical

EXTERIOR MATERIALS:

WALLS	Brick veneer Plaster accent panels (at North and South)
OPENINGS (Windows, Doors)	Thermally broken fixed aluminum storefront/windows HM doors Glass block paneling
ROOFING	TPO (circa 2016)

VERTICAL CIRCULATION:

STAIRS (Quantity / Type / Enclosure Rating)	(1) ‘open’ public stair-CIP concrete – non rated Painted steel interior railings and guardrails appear to meet current code compliant (height) (1) staff steel stair (upper to main) (1) staff concrete stair (3 levels)
ELEVATOR (Number & ADA Compliance)	(1) Hydraulic 3-stop type cab (1) Hydraulic freight, 3-stop elevator
ELEVATOR LOBBIES	Non-rated lobbies provided at all 3 levels
AREAS OF REFUGE / EVACUATION	None

INTERIOR MATERIALS/ CONDITIONS:

WALLS	
Common Areas	Painted GWB (typical)
Suite Areas	Painted GWB (typical)

FLOORING	
Common Areas	Roll carpeting (typical) Sheet vinyl or ceramic tile at toilet rooms
Staff Areas	Roll carpeting (typical)
CEILINGS	
Common Areas	Non rated ACT ceiling system
Suite Areas	Non rated ACT ceiling system
PUBLIC TOILET ROOMS	
	Lower Level: 6 WC, 4 Lav, women; compliant 3 WC, 3 Urinal, 3 Lav, men; partially compliant due to access route Main Floor: 0 WC, 0 Lav, women 0 WC, 0 Lav, men; compliant
STAFF TOILET ROOMS	(1) at Lower Level, (1) at Main Level, (2) at Upper Level
DRINKING FOUNTAINS	(1) public
KITCHENETTE / BREAKROOMS	(2) staff
SPRINKLER SYSTEM	None Limited Fire Alarm System
ELECTRICAL	Not included in Report Analysis
EXTERIOR:	
ACCESSIBLE ENTRANCE	Yes to Public R.O.W. @ Central Avenue Yes with “New” walk & ramp to north from Lower Level.
PARKING STALLS ON SITE (ADA, Loading Area)	
	(12) On-site parking stalls at West side of lot (1) ADA parking stall

BELLINGHAM CENTRAL LIBRARY SPACE PLANNING

EXISTING BUILDING AREA

Lower Floor	11,935 GSF
Closed Stacks (Intermediate Mezzanine)	2,850 GSF
Main Floor	19,970 GSF
Upper Floor	8,995 GSF
TOTAL	**43,750 GSF**

EXISTING BUILDING USES

Public Space			
Children	3,224 SF	7.5%	
Teens	375 SF	0.9%	
Collections	6,171 SF	14.3%	(2016: 65% of collection 161,690+ items)
Periodicals	650 SF	1.5%	
Reference	325 SF	0.8%	
Training/Skill Share	800 SF	1.8%	
Audio/Visual/Holds	840 SF	1.9%	(2016: 17% of collection 42,937+ items)
Public Computers	680 SF	1.6%	
Book Sales	200 SF	0.5%	
SUBTOTAL	**13,265 SF**	30.7%	
Staff Space	13,874 SF	32.1%	(÷ 48 FT Staff POS = 289 SF/Staff)
Community Space	3,442 SF	8.0%	
Friends of Bellingham Public Library	1,204 SF	2.8%	
Building Services	970 SF	2.2%	
Circulation / Structure	10,512.5 SF	24.3%	(Load Factor)
TOTAL	**43,268 SF**	**100.0%**	

2018 City of Bellingham Population	88,500	Persons	
2020 Projected Population	90,491	Persons	(@ 4.5% Historical Growth/5yrs)
2030 Projected Population	98,818	Persons	(@ 4.5% Historical Growth/5yrs)
Circulation per Capita (2016)	17.86	/Resident	

Revised 2018-08-05

RMC #1842

Bellingham Public Library: FTE and Staff by Division and Position, 2017

DIVISION	POSITION	COLLECTIVE BARGAINING UNIT	NUMBER OF STAFF	FTE	PROJECTED GROWTH
ADMINISTRATION					
	Library Director	N/A	1	1.00	
	Administrative Assistant	N/A	1	1.00	
COMMUNICATIONS, COMMUNITY RELATIONS, AND PROGRAMS					
	Communications, Community Relations & Program Manager	N/A	1	1.00	
YOUTH SERVICES					
	Head of Youth Services/Librarian 3	AFSCME 114L	1	1.00	
	Public Services Librarian 2	AFSCME 114L	1	1.00	1.00
	Children's Specialist 2		3	2.00	
	Public Services Clerk	AFSCME 114	3	1.89	
PUBLIC SERVICES					
	Head of Public Services & Operations	Teamster 231	1	1.00	2.00
	Page Coordinator	AFSCME 114	1	1.00	
	Public Services Librarian 1	AFSCME 114L	1	0.50	1.50
	Adjunct Librarian	AFSCME 114L	3	0.30	
	Branch Library Specialist 3	AFSCME 114	1	1.00	
	Outreach Specialist 2	AFSCME 114	1	1.00	1.00
	Public Services Clerk	AFSCME 114	10	7.41	
	Pages	NU/AFSCME	34	14.00	
INFORMATION AND DIGITAL SERVICES					
	Head of Information & Digital Services/Librarian 3	AFSCME 114L	1	1.00	
	Public Services Librarian 2	AFSCME 114L	2	2.00	
	Public Services Librarian 2	AFSCME 114L	1	1.00	
COLLECTION SERVICES					
	Head of Collection Services/Librarian 3	AFSCME 114L	1	1.00	
	Specialist 1	AFSCME 114	5	4.50	
SECURITY SERVICES					
	UNASSIGNED				6.50
	Information & Security Attendant	AFSCME 114	3	1.50	
		TOTAL	76	46.10	12.00

Plus 2 City I.T.

Collection	On Shelf	Collection Total
Adult Basic ED	554	610
Adult DVD	3,671	8,719
Audiobooks	1,949	3,077
Biography (at end of nonfiction run)	3,255	3,671
Children's	24,515	49,253
Closed Stacks	9,192	9,882
Fiction	16,766	20,218
Graphic Novels	922	2,028
Large Print	2,951	4,232
New Books	1,306	5,204
Nonfiction	22,596	28,868
Oversize	5,352	6,391
Paperbacks	1,069	1,484
Periodical Titles in Alcove		215
Reference and Local History Ref	1,200	1,200
Teen	2,692	4,018
World Languages	955	1,002

Bellingham Public Library

Bellingham Public Library
Central Library
City of Bellingham

BPL Services and Funding Models Study
By BERK
December 2017

As part of the City's financial analysis and funding trends, BPL undertook a study to assess balancing the desired Level of Service (LOS) with options for sustained operating resources (not new one-time capital expenditures). Part of the analysis studied an option (from the 2009 Annexation with WCLS Report) for annexation, while 3 other options studied a Low, Medium, or High (to Optimal) LOS. A Medium or Better level of service is the model the Library seeks to deliver.

The study prompted conclusions that the disadvantages of a merger with WCLS outweighed the advantages of consolidation. In addition, the capacity and control of delivering a higher LOS would be enhanced by remaining a municipal library. Financing of desired Branch improvements, such as the seismic upgrade at the Fairhaven Branch and addressing major system improvements or expansions at the Central Branch remain challenges for the future.

Study recommendations were reviewed and presented to the Bellingham City Council on November 13, 2017. Council members Barker and Murphy moved to direct the Administration to give the Library Board of Trustees a recommendation to move forward with LOS Goals 2 or 3 as a priority. Motion was carried 6 – 0, with one absence.

Bellingham
Public Library

Bellingham Public Library
Central Library Critical Conditions
City of Bellingham

The City of Bellingham maintains through the PW Facilities Department an inventory of building system life cycle replacements and upgrades, with conditions ranging from "adequate" to "critical." A number of current "critical rated" systems that directly affect both staff working conditions and public perception and health include:

- Emergency Generator Renewal
- Upgrade of the Fire Alarm System
- Replacement/upgrade of Building HVAC System for compliance with current WSEC Air Changes and better Zoning/Comfort capacities
- Drinking Fountain Replacement
- Finishes throughout the 3 levels
- Some compromised Window Systems

This Space Planning Study does not address these issues with the exception of finishes at the Main Level and minor modifications to existing systems.

Should an expansion to the current Central Library be undertaken, the existing life safety, egress and HVAC systems along with primary electrical service (MD Panel) will either be required or recommended to be upgraded to meet current Building Codes.

Bellingham
Public Library

Photo by Linda Wright

Section 3

Program

PROGRAMMING

RMC met with key stakeholders, Trustee Liaison Rick Osen, Interim Director Hoglund, and Director Judd multiple times, initiating in July of 2018, to listen, identify project goals, develop space needs, understand LOS staffing, growth impacts and to ultimately develop remodel options for team consideration. Key meetings included:

- July 5, 2018 – Site Tour and Initial Download
- July 12, 2018 – L3 Priorities, Operation Insights, Staffing and "Pinch Points"
- July 20, 2018 – Internal Philosophy and Staff Work Areas
- August 2, 2018 – Initial Program Confirmation, (E) Space Analysis, and Confirmation
- August 6, 2018 – Concept Options A – D tested with bubble diagrams for Public, Staff & Circulation.
- August 13, 2018 – Judd/Osen input for budgeting and 4 scenario outline directive
- August 21, 2018 – Cornwell attended BPL monthly Public Trustee meeting and gave update of process and presented 4 scenarios.
- August 29, 2018 – Judd/Osen Budget Scenarios
- September 7, 2018 – Draft Budget & Scope graphic refinement
- September 11, 2018 – Review of Phased Options A1 to A3, B1 + B2, and C1.

From the insights and aspirations received, RMC developed the attached program which checked multiple space needs against an "ideal" program. The "ideal" program was developed using several nationally recognized library planning standards, including:

- Public Library Space Needs: A planning outline 2009 by Anders C. Dahlgren; published by the Wisconsin Department of Public Instruction.
- Whole Building Design Guide for Educational Facilities (WBDG) (2017), Public Library Space Planning (a reference program by the National Institute of Building Sciences).
- The Connecticut State Library, Library Space Planning Guide, 2014 edition (with worksheet).

The program was then vetted against the 2017 Level of Service Standards approved by the BPL Trustees, with Level 2-Medium or Level 3-Optimal as the intended Basis for space planning needs.

The "ideal" standards were then compared to the 2018 BPL Central Branch Existing Conditions, as well as against projections reflecting increasing City Population growth for both 2020 and 2030.

Several key observations were noted:

- The existing Central Library is inefficient with its current square footage layout as the upper level cannot readily be utilized for collections accessed by the Public. The existing original closed stack area also both precludes public use and impairs space planning flexibility. Thus while seeming to be adequately sized for the current service population area, latent building conditions are precluding achieving the proper ratios of collections, assembly areas, and staff areas near collections.
- For an expected 2020 population, the existing facility is deficient for the public access and meeting spaces. Note that the population numbers used, do <u>not</u> reflect inbound County resident use by commuters, which makes the existing conditions even more deficient.
- In a future project the current staff area at the Upper Level should be reconfigured to better support staff collaborative configurations to meet LOS Goals and Standards.
- Lack of Main Floor Restroom and Indoor Air Quality issues remain challenges for both the Public and the Staff.

PROGRAMMING SF
BPL CENTRAL LIBRARY SPACE PLANNING

Updated 20 Nov 2018
5-Aug-18

Area	Existing Conditions (88,500 pop)	Ideal Conditions (2018)	2020 Ideal (90,491 pop) 2	2030 Ideal (98,818 pop) 2	Comments
Total Building SF	43,750 SF	70,800 GSF 10	72,393 GSF 10	79,054 GSF 10	
Collection (Open & Closed) 7, 8A, 8B	11,481 SF	13,060 GSF 9A+9B			Includes Circulation
Public Access Computer Stations 4	680 SF 34+6 (E) Comp Stations	20 Stand + 20 Sit 1,400 NSF (1,820 GSF)			Includes Circulation
User Seating (Story Time)	2,610 SF Actual Unassgnd Seats 136+LowerConf/Mtg	3,255 NSF 217 seats 1 (4,232 GSF)			
Staff Work Spaces	8172 net SF (2017-78 total) (@ 48 FTE) [11,739 GSF]	17 @150 SF + 31 @140 SF + 10 @120 SF = 8,090 NSF [10,517 GSF] 3			*Add 30% load factor for circulation and support services
Meeting Space	1763 SF	100 Story Time x 7/NSF=700 NSF (1) Lg Meeting (120) = 1,800 (2) Conf Rooms = 600 (4) x Small Conf/Study = 600 x 1.3 Circulation= 4,800 GSF			
Special Use Spaces (SF) (Reserve, Shipping +Friends+Break, etc.)	620 SF Garage 1,204 SF FBPL	SAME			
ST	**32,268**	**45,619 NSF ±**			**Inefficiency & Shortfall of (E) Plan Revealed**
Non-Assignable Area (SF) (Incl. Building Services)	11,482 SF (26.2%)	20-30% 5	20-30%	20-30%	
TOTAL	**43,750 GSF** **+ 2 branches** **+ Holds Pick Up** **(=5,630 GSF)**	**70,800 GSF** 10 **<5,630 GSF @ Other Loc.>**	**72,393 GSF** 10 **<6,000 GSF @ Other Loc.>**	**79,054 GSF** 10 **<6,000 GSF @ Other Loc.>**	**2020 - 43% INCREASE FROM NOW** **2030 - 9.2% INCREASE FROM 2020**
Bellingham Public Library minimum Medium L.O.S. Basis with all facilities included (49,380 SF) 11	**0.56 SF/CAP**	**0.8 SF/CAP**	**0.8 SF/CAP**	**0.8 SF/CAP**	

PROGRAMMING SF REFERENCES Updated
BPL CENTRAL LIBRARY SPACE PLANNING 20 November 2018

1. Public Library Space Needs, Planning Outline 2009
   Step 2 – Reader Seating Ratios
   88,500 = 2.42 seats/1000 population = 214 seats
   90,500 = 2.33 seats/1000 population = 211 seats
   99,000 = 2.25 seats/1000 population = 223 seats

2. Uses average historic growth rates to calculate projected population.

3. Uses 3 average workspace sizes with 1.3 load factor
   150 SF for Leadership Office(s)
   140 SF for Management Office(s) – Maybe 100-120 sf if necessary
   120 SF for Open Workstation(s) – Maybe 60-100 sf if necessary

4. WBDG Educ. Facilities (2017) Public Library Space Planning
   Computer stations: 20 SF standing PAC and printer
   Sitting Stations for own equipment or training: 50 SF/station
   Microfiche workstation: 35 sf/station

5. WBDG, Educ. Facilities (2017), Step 8: Non-Assignable Areas

6. WBDG Educ. Facilities (2017), Step 6
   Theater/Story Time: 10 NSF/occupant
   Conference/Meeting: 25 NSF/occupant

7. Existing Collections (items from 8/18 snapshot) [150,072 items]

New Books	5,204
Childrens (+ 1/3 closed)	52,547
Teens + Graphic Novels	6,046
Media (DVD/Audio Books)	11,796
Fiction (+ 1/3 closed + paperbacks)	24,996
Non-Fiction (+Biog. + 1/3 closed)	35,833
Basic Ed / Language	1,612
Oversized	6,391
Reference / Local History	1,200
Periodicals (publications)	215
NW Collection	0
Happy Go Lucky	0

8A. Existing Closed Stack Area: 3,978 SF
[with high stack, efficient area]

8B. Existing Open Stack (and Seating) Areas: 11,481 sf

9A. Collections Projection(s) (B. Farley Aug '18 snapshot)
[use WBDG Educ Facilities (2017) Standard States 5 to 25 volumes per SF]
Books 138,061 items ÷ 15 = 9,204 sf NOW
Non Print 11,796 items ÷ 20 = 590 sf NOW
Periodicals 215 publications = 252 Net SF NOW (High Stack)
(or 504 sf low stack = 2.3 sf / Publication)

9B. Collections Projection(s)
[from Wisconsin Dept. of Public Instruction – Appendix A (2010))
uses 4 levels of service: Basic, Moderate, Enhanced, Excellent per capita]

ITEM	NOW	2020	2030
Books	9204 SF now x Basic (306)	9,682 SF (+ 478 SF)	11,680 SF (+ 2,476 SF)
Non Print	590 SF now x Enhanced (0.36)	626 SF (+ 36 SF)	776 SF (+ 186 SF)
Periodicals (assume low stack)	252 SF Min. Now x Basic (5.4) Calc – 88.5x5.4=478 publs Currently at 215 publs	1,125 SF (489 Publ/Pop)	1,227 SF (533.6 Publ/Pop)
ST	**10,046 SF x 1.3 circulation**	**11,433 SF x 1.3 circulation**	**13,683 SF x 1.3 circulation**

10. BPL Ideal Conditions scheduled using an extrapolated 'Medium' Level of Service (LOS) Standard, of 0.8 sf/cap standard.

11. Per June 1, 2018 BPL Level of Service definitions memo based on used 2018 square footage.

LOCATION	AVAILABLE SQ. FT.
Central Branch	43,750
Fairhaven Branch (Main Level Only)	3,670
Barkley Branch	1,460
Remote Hold Locations (3)	500

49,380 SF
Divided by population of 88,500 = **0.56 SF/CAP**

Section 4

Design Solutions

Photos this page by Library Staff

DESIGN STRATEGY

This space planning effort had the directive of both taking a long term view of future library space needs and crafting a strategy for implementing key short term-interim projects to increase staff efficiencies, improve public service, increase security and enable change with collections as needed.

One specific "shorter term" project goal was to find the best location for installing a new book sorting machine (10-14 bin size) to enable better sorting efficiencies and processing/delivery work flow.

An intentional, sequential phased process for short term building remodel improvements was requested and RMC folded this directive into crafting several divergent options, one of which studied a two-story building expansion to the east to best accommodate both short and longer term space needs. Multiple interior space plan possibilities were studied to both inform staff collaboration and to enhance the Publics' clarity, access to collections, and to provide flexible options for assembly. The Stakeholder Team recommended concentrating resources at the Main Level to best maximize service improvements to the Public. Through a collaborative process, the recommended, six part "phasable" space plan enables either incremental projects, or larger combinations of several components together.

Projects A-1/A-2
BPL is planning to install a sorter in the next biennial budget period – 2019-2020. Project A-1 creates space for the new sorter and repurposes the area adjacent to the garage, and in combination with Project A-2, improves the process flow of material coming into the library. In A-2 the current garage is modified into a receiving area. Materials incoming from WCLS will be offloaded in the receiving area and moved directly to the sorter. The internal book/materials drop is moved as indicated as part of A-1. This will improve the overall incoming materials handling efficiency.

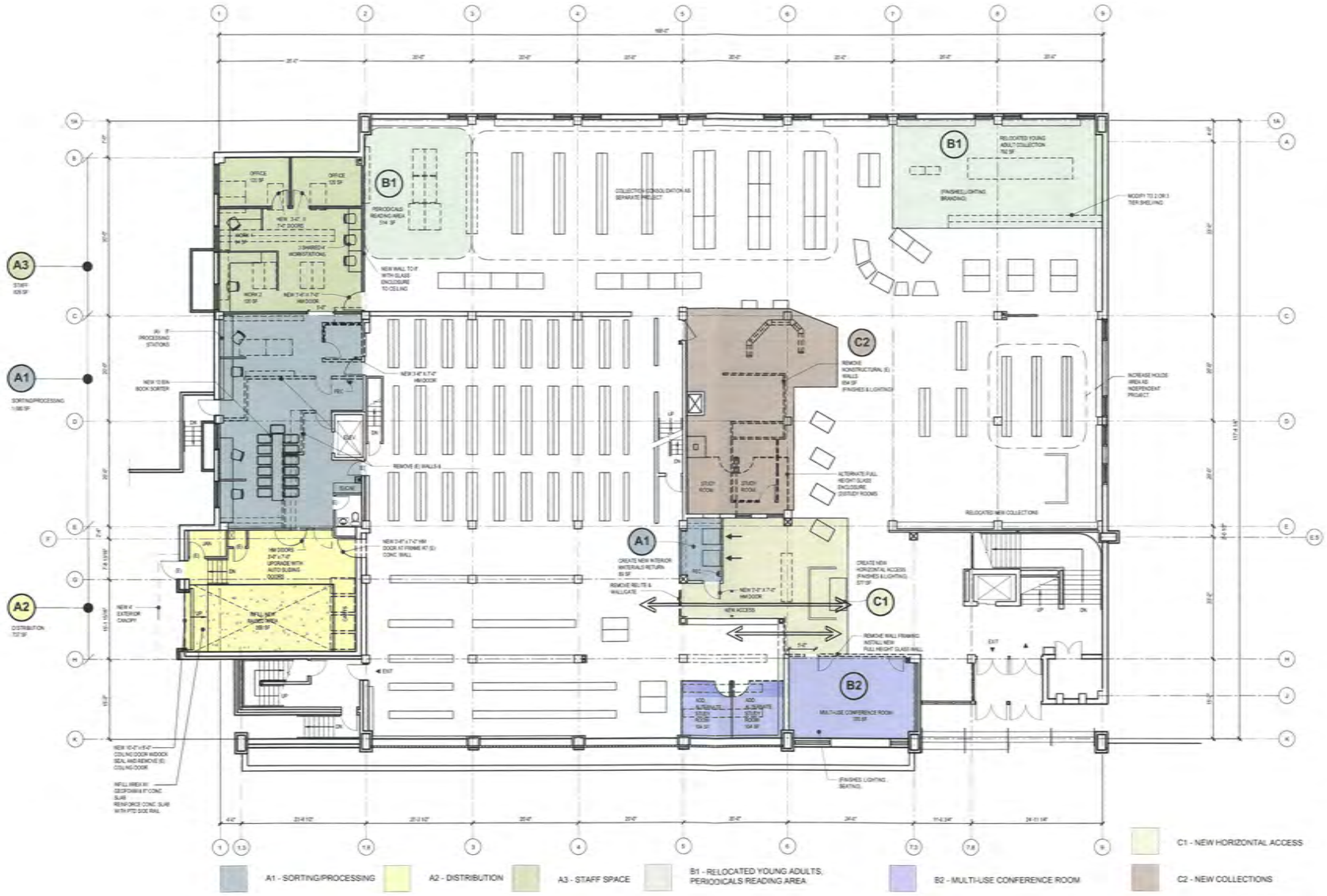
Project A-3
The current Teen Area is in the back NW corner of the library. Moving the teens to a better location frees up that corner for a staff area. This will consolidate the staff space scattered around the floor and make for a more efficient arrangement.

Project B-1
As a result of Project A-3, B-1 indicates the relocation of the teen area and those collections in the NW corner, and the relocation of the magazines/periodicals from the new teen location in the NE corner.

Project B-2
Moving the current indoor book drop and sorting area creates space for an additional public conference room and two small work areas.

Project C-1
The new receiving/sorting arrangement will open up area C-1 allowing for better direct access to the fiction/non-fiction stacks.

Project C-2
Moving the staff offices/areas to the NW corner opens up area C-2. This will allow reorganizing of the checkout area and open up the sightlines in that area.



1 Main Floor Plan - Remodel Areas

RMC ARCHITECTS

Bellingham Public Libraries
BELLINGHAM CENTRAL LIBRARY
SPACE PLANNING
210 Central Avenue
Bellingham, Washington 98225

Bellingham Public Library

Job No:	1942 Date: 2018-09-11
File No:	1942 Final Fr Pln
Drawn By:	KSL
Checked By:	BPC
Issued For:	REVIEW

MAIN FLOOR PLAN REMODEL AREAS

A2.0

Section 5

Cost Opinion

Photo by Radley Muller

BPL Central Library Space Planning
RMC # 1842

September 24, 2018

Phases	Base Scope*	Other Owner Costs*	Area (SF)
A1 Sorting Processing	$138,251	+ $200,000 Book sorter	1,149
		+ $ X (4) work stations	
		+ $ X Sorting bins	
A2 Distribution	$95,085	+ Alt. #1 $4,845	737
A3 Staff (West)	$96,690	+ (2) Office furn.	826
ST	$330,026	$265,000 (+/-)	2,712
		+ Alt #2 @ Main flr. $93,700	
B1 Relocated Y.A./Periodicals	$79,671 (high?)	+ Collection Transfer	1,306
B2 Multi-use Conference	$60,580	+ Alt #3 (2) Small study rms. $58,272	370
ST	$140,251	$58,272	1,676
C1 New horizontal access	$28,705		577
C2 New Collections	$57,258	+ Alt #4 + (2) Small study rms. $46,130	654
ST	$85,963	+ $46,130	1,231
TOTAL	**$556,240**	**Min. $463,102 with/ Alts.**	**5,619**

*Excludes WSST, Permitting, A/E Fees, Contingencies and furniture costs.

ADD ALTERNATE NO. 1
Add Aluminum Autoslider in lieu of hollow metal doors at Delivery to Booksorter $ 4,845

ADD ALTERNATE NO. 2
Replace all (E) ACT ceilings at Main Level (not included in Base Scope) $ 93,700

ADD ALTERNATE NO. 3
Create (2) small glass enclosed study rooms with Nana Wall system at B2 $ 58,272

ADD ALTERNATE NO. 4
Create (2) small glass enclosed study rooms with Nana Wall system at C2 $ 46,130

Additional Power/Data Distribution Budget Number: $ 2.50 to $ 6.50 / sf

Bellingham Public Library

Bellingham Public Library

Prepared for:

Brad Cornwell
RMC Architects
1223 Railroad Avenue
Bellingham WA 98225

Prepared by:

Trish Drew
DCW Cost Management
1700 Westlake Avenue N
Seattle WA 98109
206-259-2991

Bellingham Public Library

Overall Summary

	SF		$/SF	TOTAL	ALT Total
A1: Sorting & Processing	1149	SF	120.32	138,251	
A2: Distribution	737	SF	129.02	95,085	
Add Alternate 1					4,845
Add Alternate 2					93,704
A3: Staff	826	SF	117.06	96,690	
B1: Relocated Young Adult/Periodicals	1306	SF	61.00	79,671	
B2: Multi-use Conference Room	370	SF	163.73	60,580	
Add Alternate 3					58,272
C1: New Horizontal Access	577	SF	49.75	28,705	
C2: New Collections	654	SF	70.54	46,130	
Add Alternate 4					11,128
COMBINED CONSTRUCTION COST TOTAL	5,619	SF	97.01	545,112	167,949
TOTAL WITH ALTERNATES					713,061

Bellingham Public Library

Scope of Work

Project Scope Description

The project consists of the interior renovation to the main floor of the Bellingham Public Library, central branch within the following areas: A1: sorting/processing, A2: distribution, A3: staff space, B1: relocated reading areas, B2: multi-use conference room, C1: new horizontal access and C2: new collections. FF&E to be provided by owner.

Project Design

Concept Design drawings dated September 11, 2018 including existing conditions and remodel areas.

Procurement

The costs provided herein are based on the assumption that the project will be delivered as design bid build with the potential of different contractors for each project.

Site Conditions and Constraints

It is expected that the work will be performed during regular working hours.

Bellingham Public Library

Basis of Estimate

Assumptions and Clarifications

This estimate is based on the following assumptions and clarifications:

1. Hazardous materials abatement is not anticipated
2. The majority of work will be performed during regular business hours
3. Projects are considered separate with potentially different contractors
4. There is potential that costs would be reduced if all projects were combined
5. **Excludes** owner's soft costs including permits, A/E fees, jurisdiction fees and owner's contingency

A1: Sorting & Processing

	Quantity	Unit	Rate	Total
Project Summary	**1,149**	**SF**		**138,251**
General Conditions				13,713
Cost of Work				114,297
Cost of Work Subtotal				**128,010**
Insurance Cost (1%)			1%	1,280
Overhead & Profit (7%)			7%	8,961
Total Project Cost				**10,241**
General Conditions	**1,149**	**SF**	**11.93**	**13,713**
Supervision/Management	130	HRS	70.00	9,093
Document management	1	LS	2,500.00	2,500
Rental Toilet	1	MO	120.00	120
Temporary Protection/Dust Control	1	LS	1,200.00	1,200
Periodic & Final Cleaning	1	LS	800.00	800
				13,713
Cost of Work	**1,149**	**SF**	**99.48**	**114,297**
Demolition				
Demo interior walls	700	SF	2.50	1,750
Demo door/frames	4	EA	80.00	320
Demo glazing	110	SF	18.00	1,980
Abate/demo existing ceiling system	1,149	SF	8.00	9,192
Remove furniture by owner				NIC
Demo built-in casework	17	LF	3.00	51
Demo west shelving	25	LF	5.50	138
Demo north casework	37	LF	5.50	204
Remove relite & wall/gate	1	EA	350.00	350
New				
West				
3'-6"x7'-0" HM door at grid line 2	1	EA	1,655.00	1,655
Finishes				
ACT	1,049	SF	5.80	6,084
Wall paint	1,350	SF	2.10	2,835
Base	135	LF	3.80	513
Carpet	1,049	SF	7.50	7,868
Power distribution for equip./work stations	1,049	SF	22.60	23,707
Lighting/switching	1,049	SF	12.00	12,588
HVAC (size for A1 & A3 scope)	1,049	SF	28.50	29,897
13 bin materials sorter ($150,000 – 200,000 budget) FOIC	1	EA	8,000.00	8,000
South				
Wall at materials returns (grid G/5)	90	SF	15.50	1,395
3'-0"x7'-0" HM door	1	EA	1,655.00	1,655
Material drop slots, signage	2	EA	650.00	1,300
Finishes (paint, base, carpet)				
Wall paint	410	SF	2.10	861
Base	41	LF	3.80	156
Carpet	100	SF	7.50	750
(E) Lighting/adjust (E) HVAC	100	SF	10.50	1,050
				114,297

Bellingham Public Library

A2: Distribution

	Quantity	Unit	Rate	Total
Project Summary w/Alternate		**SF**		**193,635**
Add Alternate				
Provide alum auto slider 6'-0" opening in lieu of HM	1	EA	4,845.00	4,845
Add Alternate 2				
Replace all ACT ceilings on main excluding areas of work	14,306	SF	6.55	93,704
Project Summary- Base	**737**	**SF**		**95,085**
General Conditions				13,010
Cost of Work				75,032
Cost of Work Subtotal				**88,042**
Insurance Cost (1%)			1%	880
Overhead & Profit (7%)			7%	6,163
Total Project Cost				**7,043**
General Conditions	**737**	**SF**	**17.65**	**13,010**
Supervision/Management	127	HR	70.00	8,890
Document management	1	LS	2,000.00	2,000
Rental Toilet	1	MO	120.00	120
Temporary Protection/Dust Control	1	LS	1,200.00	1,200
Periodic & Final Cleaning	1	LS	800.00	800
				13,010
Cost of Work	**737**	**SF**	**101.81**	**75,032**
Demolition				
Remove coiling door	1	EA	700.00	700
Remove door & frame	2	EA	80.00	160
New				
4'x20' wide exterior steel framed canopy with TPO roofing	80	SF	178.00	14,240
Existing recessed area				

A2: Distribution

	Quantity	Unit	Rate	Total
Infill with geofoam	358	SF	25.50	9,129
Top with 6" reinforced concrete slab	358	SF	12.50	4,475
8” west side retaining wall	8	LF	255.00	2,040
PTD guard railing	12	LF	92.00	1,104
Install new coiling (10’-0”x8’-0”) door	1	EA	10,500.00	10,500
Provide dock seal and trailer bumpers	1	EA	820.00	820
Provide new (3’-0”x7’-0”) HM doors with auto opening button each side	1	EA	10,155.00	10,155
Provide new (3’-6”x7’-0”) HM door	1	EA	1,810.00	1,810
Provide new HVAC ventilation	737	SF	15.00	11,055
Provide new lighting/switching	737	SF	12.00	8,844
				75,032

Bellingham Public Library

A3: Staff

	Quantity	Unit	Rate	Total
Project Summary	**826**	**SF**		**96,690**
General Conditions				12,660
Cost of Work				76,867
Cost of Work Subtotal				**89,527**
Insurance Cost (1%)			1%	895
Overhead & Profit (7%)			7%	6,267
Total Project Cost				**7,162**
General Conditions	**826**	**SF**	**15.33**	**12,660**
Supervision/Management	122	HR	70.00	8,540
Document management	1	LS	2,000.00	2,000
Rental Toilet	1	MO	120.00	120
Temporary Protection/Dust Control	1	LS	1,200.00	1,200
Periodic & Final Cleaning	1	LS	800.00	800
				12,660
Cost of Work	**826**	**SF**	**93.06**	**76,867**
Demo				
Remove existing book shelves/furniture by Owner				*NIC*
Abate/demo (E) ceiling system	826	SF	8.00	6,608
New				
New interior walls to new offices	570	SF	12.00	6,840
New interior doors to new offices	2	EA	1,655.00	3,310
New wall at grid 2: 8’ high with tempered glass to top of (E) ceiling	280	SF	12.65	3,542
New HM door (3’-6”x7’-0”) at grid 2	1	EA	1,655.00	1,655
(2) new workstations	184	SF	33.00	6,072
New workstation partitions	138	SF	26.00	3,588
Shared 4’ work stations	3	EA	195.00	585
New power distribution	826	SF	22.60	18,668
New lighting and switching	826	SF	12.00	9,912
Extend new HVAC from A1 within space	1	LS	2,250.00	2,250
New finishes (ACT, paint, base, carpet)				

A3: Staff

	Quantity	Unit	Rate	Total
ACT	826	SF	5.80	4,791
Paint walls	1,150	SF	2.10	2,415
Base	115	LF	3.80	437
Carpet	826	SF	7.50	6,195
				76,867

Bellingham Public Library

B1: Relocated Young Adult/Periodicals

	Quantity	Unit	Rate	Total
Project Summary	**1,306**	**SF**		**79,671**
General Conditions				13,633
Cost of Work				60,136
Cost of Work Subtotal				**73,769**
Insurance Cost (1%)			1%	738
Overhead & Profit (7%)			7%	5,164
Total Project Cost				**5,902**

General Conditions	**1,306**	**SF**	**10.44**	**13,633**
Supervision/Management	136	HR	70.00	9,513
Document management	1	LS	2,000.00	2,000
Rental Toilet	1	MO	120.00	120
Temporary Protection/Dust Control	1	LS	1,200.00	1,200
Periodic & Final Cleaning	1	LS	800.00	800
				13,633

Cost of Work	**1,306**	**SF**	**46.05**	**60,136**
Demolition				
Relocate Periodicals to NW corner of library with seating	1	LS	7,500.00	7,500
Relocate Young Adults collection to new B1 location (NE corner of main floor)	1	LS	7,500.00	7,500
(E) furniture to be removed by Owner				*NIC*
New				
New finishes (lighting, branding and seating)				
Lighting	1,306	SF	26.00	33,956
Branding- Graphics	1,306	SF	5.00	6,530
Seating- By Owner	1,306	SF		*NIC*
Install existing shelves to 2 or 3 tier shelving at (south) for visibility	30	LF	155.00	4,650
				60,136

Bellingham Public Library

B2: Multi-use Conference Room

	Quantity	Unit	Rate	Total
Project Summary w/Alternate	**370**	**SF**		**118,852**
Add Alternate				
Study rooms - provide two full height glass enclosures	208	SF		
Glazed walls- Nano Wall system	300	SF	156.00	46,800
Glazed doors	2	EA	1,855.00	3,710
Carpet	208	SF	7.50	1,560
Base	42	LF	3.80	160
ACT	208	SF	6.55	1,362
HVAC Adjustments	208	SF	12.00	2,496
Lighting	208	SF	10.50	2,184
Project Summary	**370**	**SF**		**60,580**
General Conditions				14,140
Cost of Work				41,953
Cost of Work Subtotal				**56,093**
Insurance Cost (1%)			0.01	561
Overhead & Profit (7%)			0.07	3,927
Total Project Cost				**4,487**
General Conditions	**370**	**SF**	**38.22**	**14,140**
Supervision/Management	138	HR	70.00	9,660
Document management	1	LS	2,000.00	2,000
Rental Toilet	1.5	MO	120.00	180
Temporary Protection/Dust Control	1	LS	1,200.00	1,200
Periodic & Final Cleaning	1	LS	1,100.00	1,100
				14,140
Cost of Work	**370**	**SF**	**113.39**	**41,953**
Demolition				
Remove (north) wall framing	220	SF	5.50	1,210
New				

B2: Multi-use Conference Room

	Quantity	Unit	Rate	Total
Install new full height glass wall	220	SF	76.00	16,720
Install new glazed doors	2	EA	1,855.00	3,710
New finishes (lighting, dedicated HVAC)				
Lighting	370	SF	26.00	9,620
Dedicated HVAC	370	SF	28.90	10,693
New seating by Owner	370	SF		*NIC*
				41,953

Bellingham Public Library

C1: New Horizontal Access

	Quantity	Unit	Rate	Total
Project Summary	**577**	**SF**		**28,705**
General Conditions				8,682
Cost of Work				17,897
Cost of Work Subtotal				**26,579**
Insurance Cost (1%)			0.01	266
Overhead & Profit (7%)			0.07	1,860
Total Project Cost				**2,126**
General Conditions	**577**	**SF**	**15.05**	**8,682**
Supervision/Management	87	HR	70.00	6,062
Document management	1	LS	500.00	500
Rental Toilet	1	MO	120.00	120
Temporary Protection/Dust Control	1	LS	1,200.00	1,200
Periodic & Final Cleaning	1	LS	800.00	800
				8,682
Cost of Work	**577**	**SF**	**31.02**	**17,897**
Demolition				
Remove wall/relite	60	SF	6.50	390
Remove wall/gate	6	LF	80.00	480
New				
Create new horizontal access				
New finishes				
Lighting	577	SF	10.50	6,059
Flooring	577	SF	7.50	4,328
Base	115	LF	3.88	446
ACT	577	SF	6.55	3,779
Paint	1,150	SF	2.10	2,415
				17,897

Bellingham Public Library

C2: New Collections

	Quantity	Unit	Rate	Total
Project Summary	**826**	**SF**		**57,258**
Add alternate				
study room (new walls, doors and future glass enclosure)				
Glazed walls	300	SF		*Future*
Glazed doors				*Future*
Carpet	300	SF	7.50	2,250
Base	42	LF	3.88	163
ACT	300	SF	6.55	1,965
HVAC Adjustments	300	SF	12.00	3,600
Lighting	300	SF	10.50	3,150

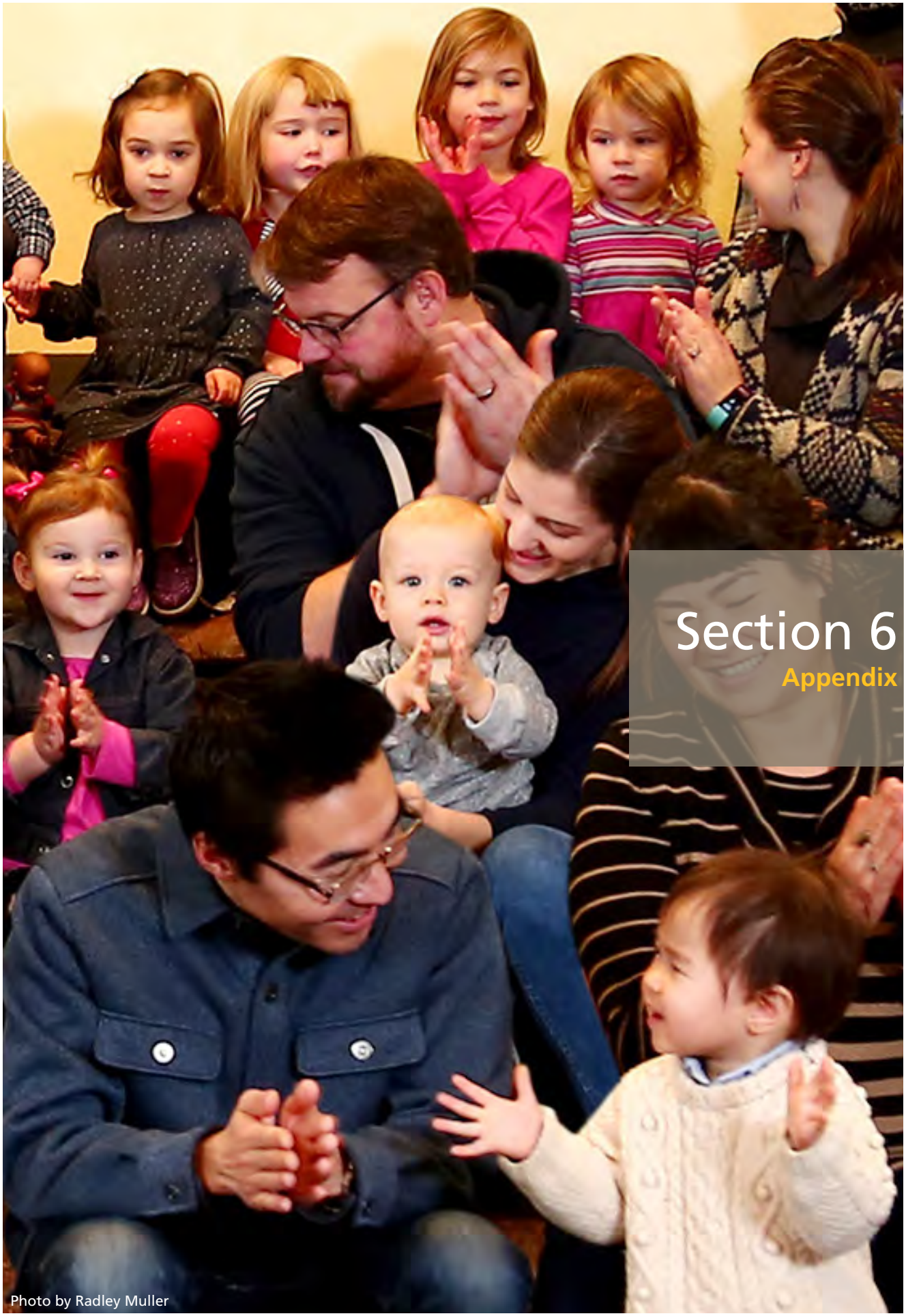
Project Summary	**654**	**SF**		**46,130**
General Conditions				10,570
Cost of Work				32,143
Cost of Work Subtotal				**42,713**
Insurance Cost (1%)			0.01	427
Overhead & Profit (7%)			0.07	2,990
Total Project Cost				**3,417**

General Conditions	**654**	**SF**	**16.16**	**10,570**
Supervision/Management	110	HR	70.00	7,700
Document management	1	LS	750.00	750
Rental Toilet	1	MO	120.00	120
Temporary Protection/Dust Control	1	LS	1,200.00	1,200
Periodic & Final Cleaning	1	LS	800.00	800
				10,570

Cost of Work	**654**	**SF**	**49.15**	**32,143**
Demolition				
Remove existing non-structural walls	800	SF	6.50	5,200
Remove doors and relites	1	EA	80.00	80
Abate/demo (E) lay-in ceiling systems	654	SF	8.00	5,232
New				
New finishes and lighting				

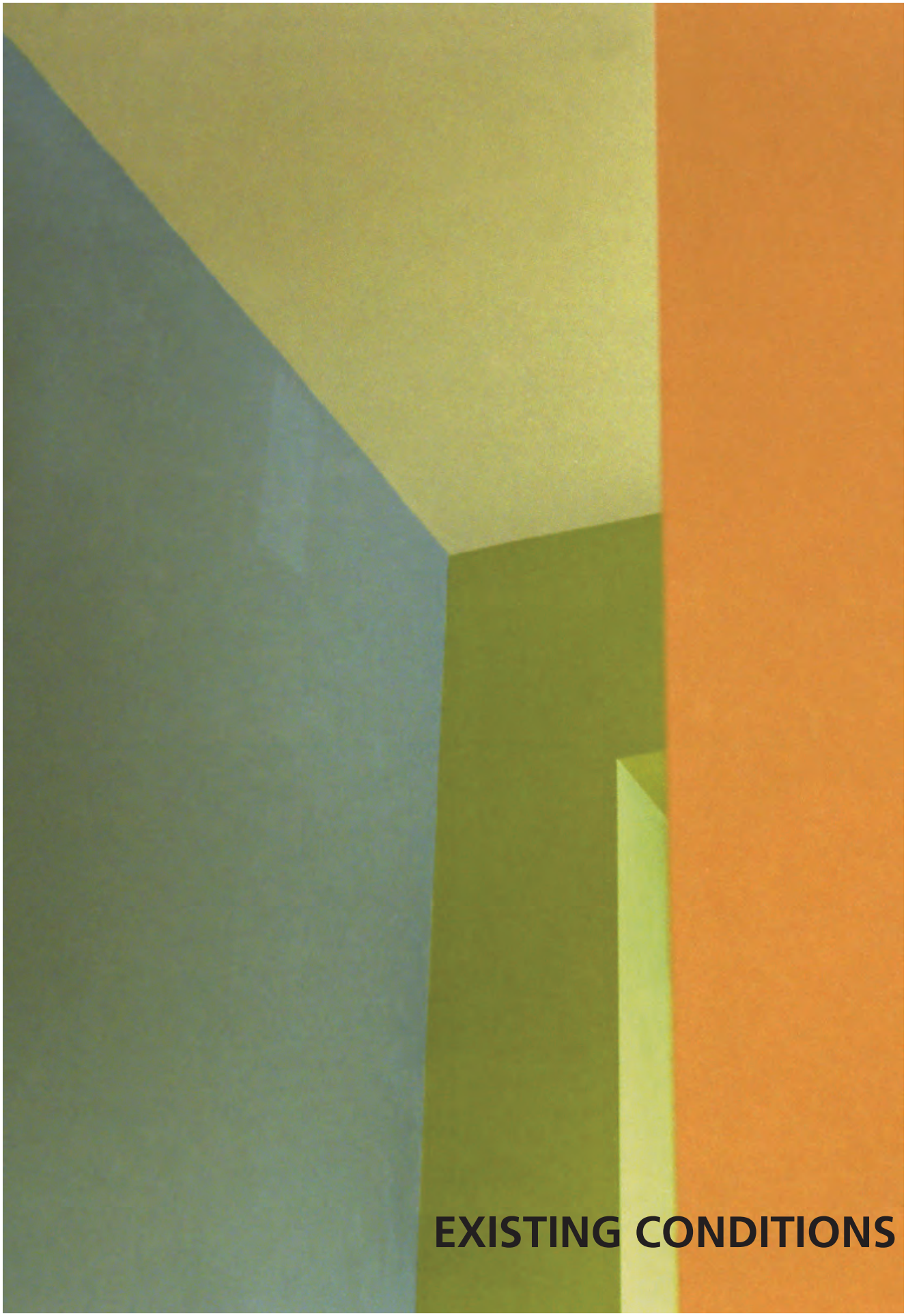
C2: New Collections

	Quantity	Unit	Rate	Total
ACT	654	SF	5.80	3,793
Wall paint	600	SF	2.10	1,260
Base	60	SF	3.80	228
Carpet	654	SF	7.50	4,905
Lighting/switching	654	SF	12.00	7,848
Adjust (E) HVAC	654	SF	5.50	3,597
				32,143



Section 6
Appendix

Photo by Radley Muller



EXISTING CONDITIONS

Job No. 1842 Date 2018.02.01
File No. BR_Main Branch Study.rvt
Drawn By: LT/ JK/ JC/ DW
Checked By: BC/Consult
Issued for: Concept Design

EXISTING PLAN ON SITE

A1

Bellingham Public Libraries

BELLINGHAM CENTRAL LIBRARY

210 Central Avenue
Bellingham, Washington 98225

RMC ARCHITECTS

RMC Architects, PLLC • 1225 Railroad Avenue, Bellingham, WA 98225
P: 360.676.7733 • F: 360.738.0448 • rmc@rmcarchitects.com

1 Ground Floor Plan

SCALE: 1/8" = 1'-0"

PUBLIC SPACE

STAFF SPACE

CIRCULATION

BUILDING MAINTENANCE

Project North

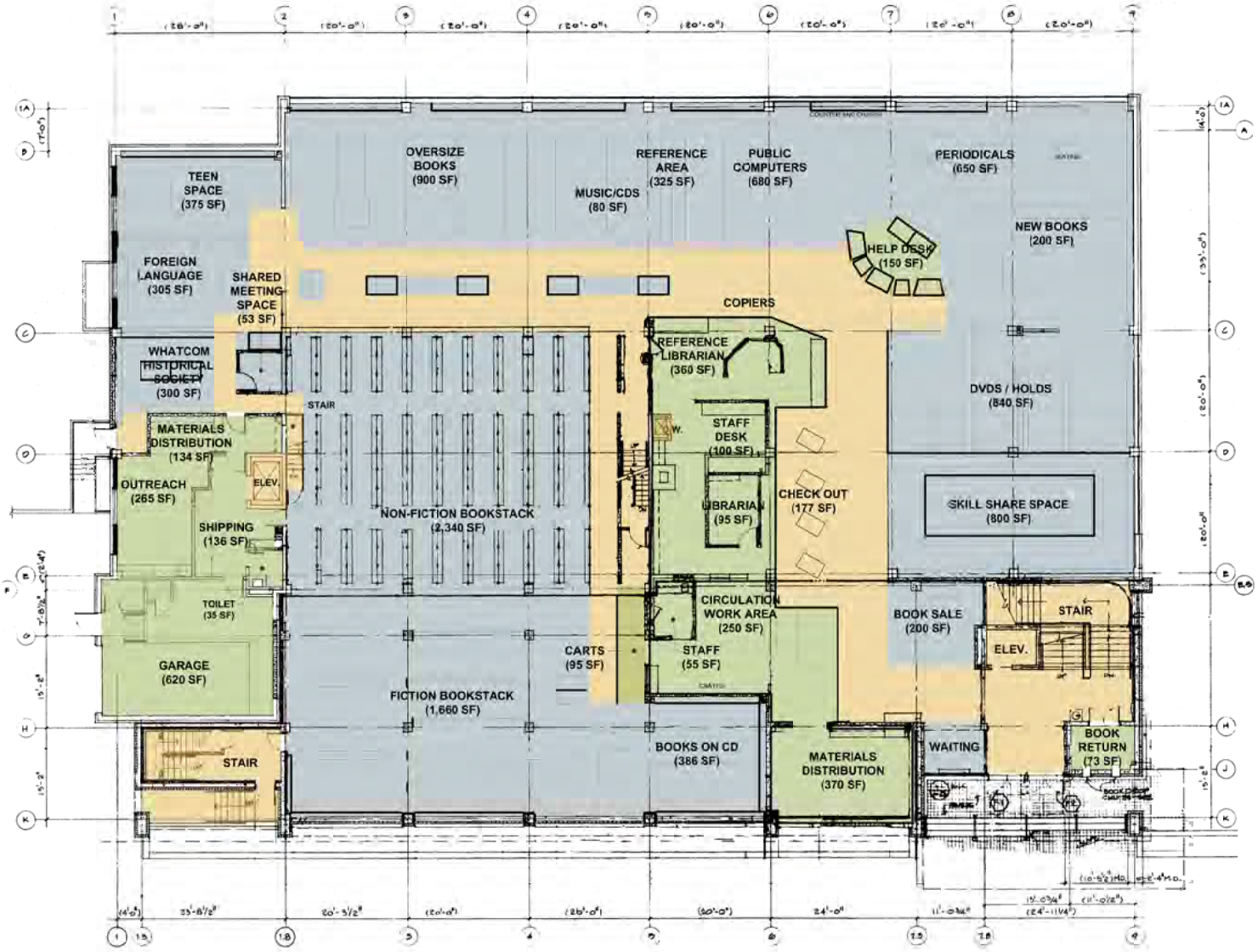
RMC ARCHITECTS

Bellingham Public Libraries
BELLINGHAM CENTRAL LIBRARY
SPACE PLANNING
210 Central Avenue
Bellingham, Washington 98225

Bellingham Public Library

GROUND FLOOR PLAN

A201



PUBLIC SPACE

STAFF SPACE

CIRCULATION

1 Main Floor Plan

SCALE: 1/8" = 1'-0"

Project North

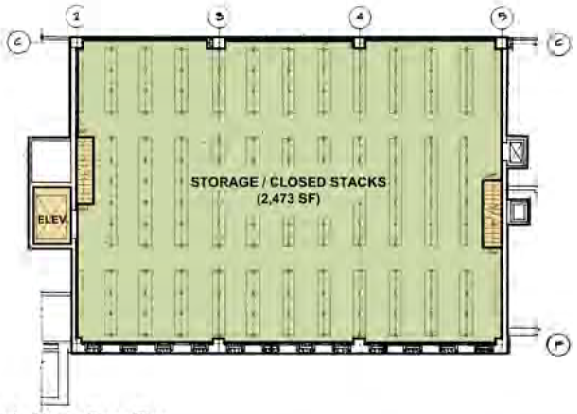
RMC ARCHITECTS

Bellingham Public Libraries
BELLINGHAM CENTRAL LIBRARY
SPACE PLANNING
210 Central Avenue
Bellingham, Washington 98225

Bellingham Public Library

MAIN FLOOR PLAN

A202



2 Intermediate Upper Floor Plan

1 Upper Floor Plan

STAFF SPACE

CIRCULATION

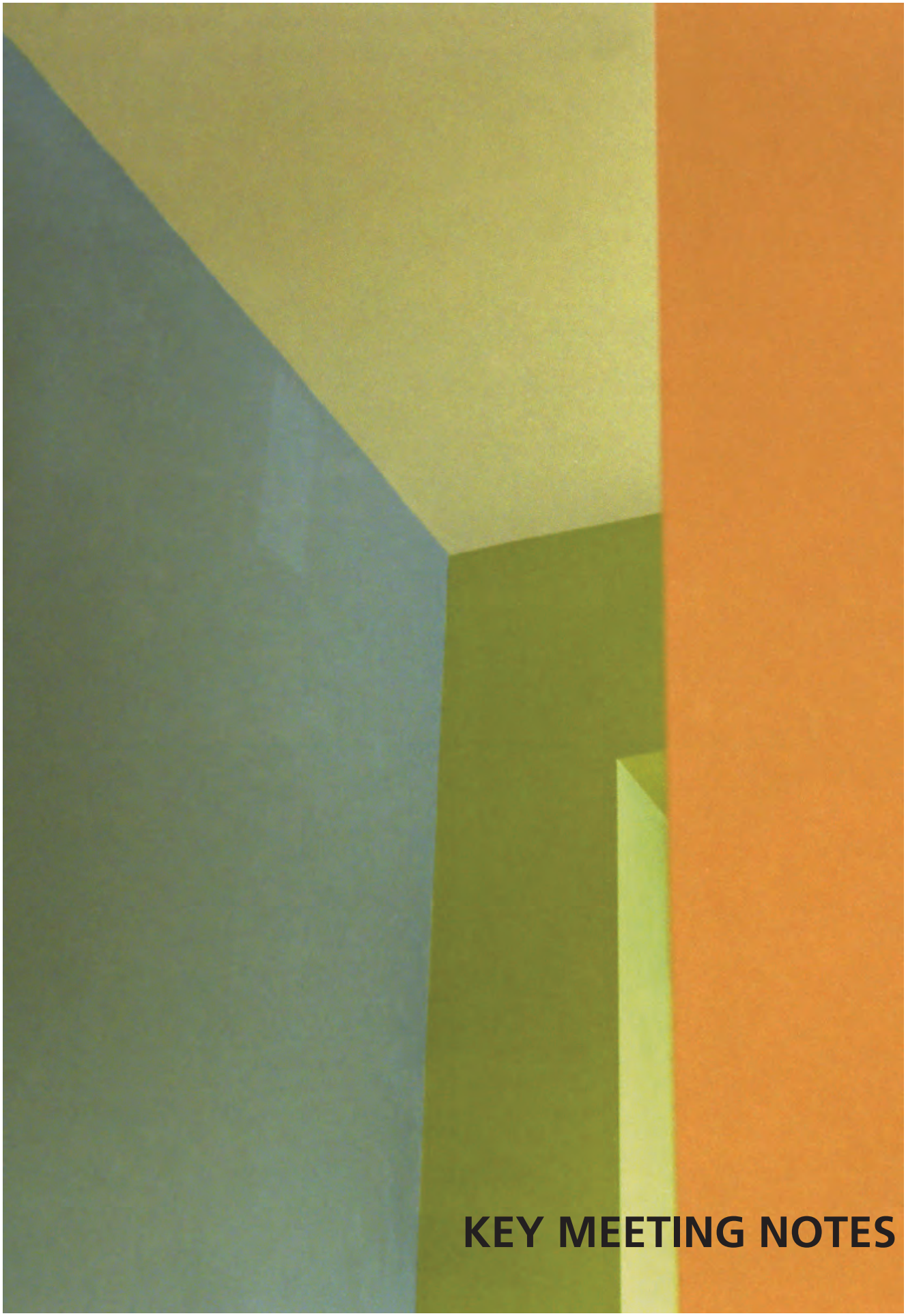
RMC ARCHITECTS

Bellingham Public Libraries
BELLINGHAM CENTRAL LIBRARY
SPACE PLANNING
210 Central Avenue
Bellingham, Washington 98225

Bellingham Public Library

UPPER FLOOR PLANS

A203



KEY MEETING NOTES

RMC ARCHITECTS

Attn:	Rick Osen		
Company:	Bellingham Public Library	**Date:**	05 July 2018
Project:	BPL Space Planning	☐	**Transmittal**
Job#:	RMC #1842	X	**Memo**
From:	Brad Cornwell	☐	**Phone Record**
RE:	Notes from Site Tour of Main/Central Library Branch	☐	**Other:**

Message

Site Tour of Main / Central Branch
8:30 AM, Thursday, 5 July 2018

Attendees
Jen
Beth
Bethany
Jim
Rick
Jon McConnel

Main – Materials

1. 1.6 million items, manually processed
   crates full,
   pinch-point
   Materials sorter
   - modular
   Have distributed services in nooks and crannies
   Process is separated – 3 vendor proposals
   A – Actual Need
   B – What can Fit
   Cart Staging in public circulation area

Staff / Break - SM
- Poor separation between Jen and public
- Improve public to staff separation
  - Self service took boundary away
- Space for staff needs materials
- Not space available for private conversations, too few doors
- Screen area, phones
- Multiple renovations have left spaces in limbo

Public
- Poor wayfinding
- Poor acoustics
- Skill share – collaborative, seating
- No power outlets for public use far too few
- In floor hydronic heating, caution
- Need more seating

1984 // 1950

Help Desk
- Reference and service
- Improve staff location
  - Adjacent to the public computer
  - Staff can see computers
- Visibility
- Previous projects haven't had consultant plan assistance
  - Previous use has been on the fly and on the cheap.
- Wifi bars with power strips

- Help Desk feelings of vulnerability
  - Lack of boundaries
  - Cash drawer, must be staffed
  - Circle
  - Only one locking cupboard.

- Priority balance between
  - Magazines and teen space
  - Reduce size, has opportunity for condensing
  - Important to public, seating
    - Special shelving is an impediment

Most popular up front
Browse on line to holds 25% of checkouts are holds

Public computers ideal, separate room for noise separation, enable classes
Power from above works
Remove sign for Reference
Flexibility in wayfinding and signage

Oversized (24") non-fiction and non-fiction (18") are separated so subjects are in two places which causes confusion.
Co-locating would fix

Structural Capacity is a major factor in relocating collections

Film microfiche, magnifier
Low usage, mixed messaging
Re-filing is a concern, done by staff
Herald back issues, license is owned by McClatchey; $ to scan.
Adjacency of equipment to help desk
Link to small collections

TEEN 12-18 yrs
Bethany
Teen space is an embarrassment to the community
Protected, welcoming and comfortable
Tech station
Listening
Noise Privacy / Separation
Enclosed with glass, need visual
More comfortable social space
Not enough power
Shelving is full, having to ask someone is a barrier
Self-Serve generation

General: need to maintain visibility as a service

Highly visible for small group study

Outreach
- Out to healthcare and assisted living
- Proximity to truck and dock
- Services big bins from collection boxes at Haggens.
- Truck deliveries have to come through front because the truck doesn't fit!
  - Whatcom 4x weekly block off front.
- Front deliveries at morning causes a security risk
- Large bins don't fit through the front.

Centralized Materials Delivery

Upper mezzanine – All Staff
- Expand staffing
- Offices with closed doors
- Co-locate staff
  - Not located next to staff that are most beneficial

Undersized outside book drop
- Piled on floor after a weekend
- Bins are too small

- No water, more frequent issues
- Some are patron related
  - Public works log of issues

- Book Drop and circulation are crossing

Patron natural light space

Directors office and conference room adjacent
- Poor separation
- No privacy
- Operable partition not sufficient acoustic or visual separation

Mendery
- Work area / hall way circulation conflict
- 2 staff
  - Functions could be relocated
  - Interlibrary loan
  - Adjacency to loading dock for acquisitions
  - Some processing
  - Some mending

General Staff – Doug / Paul—IT
- Not enough space for equipment/tools/materials
- +1 employee
- Secure space

- Shared workstations
- Everybody's junk storage
  - Designated spaces
- Laminator should be with mendery
- No collaborative space to meet. More open to work together
- Collection services

- Staff lounge/break needs definition
- May be able to reduce number of carts, organize corral.
- Something with nothing, holding on to materials.
- "might need it piles"
- <u>Culture change</u>

- Positions

Closed Stacks Ceiling 7'-2" (86")
- Circulation challenged
- Has done a lot of clean up.

Lower floor
- Lounge – not fully used
- Smoking lounge – Storage, lactation room, poor acoustics

FOBPL
- Adjacent to Elevator works

Crate overflow in Children's

Children's Staff area
- 3 in area behind circulation desk
- 3 out

Public works next week
- Planning & brainstorming

RMC ARCHITECTS

Attn:	Rick Osen		
Company:	Bellingham Public Library	**Date:**	07-12-2018
Project:	Bellingham Public Library	☐	**Transmittal**
Job#:	RMC #1842	X	**Memo**
From:	Brad Cornwell	☐	**Phone Record**
RE:	Kickoff/Direction Meeting	☐	**Other:**

Message

Meeting: 8:30am, 12 July 2018, Thursday
BPL Conference Room

Attending: Osen, McCabe, Hoglund, McConnel, Farley, Vander Ploeg, Johnston

Absent: Dir. Judd, Keller

Items presented and reviewed include:

1. RMC presented Board with Bellingham Public Library current Mission and the "Berk 2017 Reports" staffing chart. It is understood the Mission Statement informs all planning decisions. For the staffing, BPL intends to add 12 staff to raise the Level of Service (LOS) staff to 90 with also facilitating housing (2) City I.T. staff. Anticipated asks are reflected in the attached "Berk" chart.

2. RMC presented (3) 36x24 Floor Plans with associated Program Areas shown in color. A summary of these areas was additionally verbally reviewed and later shared and is attached. Current staff heritage locates Supervisors near areas of supervision.

3. Upper Level:
   - Need more efficiency at staff work area
   - (2) ADA toilet rooms have some coded deficiencies with today's clearances.
   - How can Library better use the "newer" skylight area?
   - Collection Services on this level – ideally nearer to Collections
   - Mendery is a currently disrupted space due to lack of enclosed hallway…
   - Board Room adequately sized
   - Staff needs window access – Current A/C works well at this level.

4. Main Level
   - The Core (former Circulation Desk/Work Area) is an impediment to open visual control and is <u>not</u> central to current building entry.
   - Public Computer Use – declining but adequately sized. Enclosure with visibility would be ideal.
   - Smaller glassed-in/visible small group or tutoring rooms would allow flexible programming.
   - Can there/should there be public toilet rooms at this level?
   - Fiction and Non-Fiction and Oversize Collections might be able to reduce in size.
   - Foreign Language/Basic Education could move.

- Whatcom Historical Society could move.
- Teen space remote and awkwardly accessed by young persons. Needs more visual control.
- Garage barely houses van.
- 10 parking stalls exist.
- RMC to verify side yard dimensions.
- Trend is for mobile devices v. fixed computer stations—currently no security devices for electronics.
- "Book sale" is well-positioned.
- Major issues with flow-Book Drop/Materials Distribution
- Maintain the windows!
- Explore a new vertical (N/S) staff layout and horizontal (E/W) layout.

5. Lower Level
   - Story Time works well as Accessory Interactive Space.
   - No size issues raised with Children's Library Collection.
   - Could the Lecture Room be subdividable? Explore.
   - Current Conference Room used for tutoring.
   - Program change of Lecture Room for scheduling for City/Library functions.
   - Corner of Elevator Lobby is inefficient
   - F.O.B.P.L. have a lot of storage.
     - Access through Children's is awkward.
   - Need Bargaining Agreement nursing space.
   - Lunch Room/Lounge adequately sized.
   - Verify if toilets are ADA compliant.

6. RMC to revisit spaces for more accurate measuring to refine existing SFs.

7. Next Meeting: 3:30pm Thursday, August 2, 2018 at Bellingham Public Library Conference Room

Space Planning DRAFT
Philosophy and Staff workstation needs
Drafted July 20, 2018. M-Team.
Shared with staff/input collect July 26, 2018

WS = workstation

Service Philosophy

- As much space dedicated to public use as possible.
- Because library services are always changing, library spaces need to be flexible
- Library spaces need to be both reflective of our community and aspirational for our community
- Collaborative learning environments foster lifelong education and promote civic engagement
- Our spaces follow all local/state/federal laws

Space Philosophy

- All employees need some space for work related items
- We're willing to have smaller individual work stations if it means adding collaborative spaces in our work area
- Managers need spaces that are safe and private. Rooms with doors.
- A safe, healthy and secure work space is essential for all library employees
- We are good stewards of public funds by creating efficiencies in our spaces and work

Collection Services
Adjacencies: locate near elevator / delivery dock

ILL (1)	WS	FT	Special space needs
Acquisitions (1)	WS	FT	
Cataloging (2)	WS (2)	FT, PT	
Serials and more (1)	WS	FT	
Manager (1)	Office	FT	

Security
Adjacencies: the shared station could be on main floor, or located away from main floor

Security work group (3)	WS	Shared	NEW

Youth Services
Adjacencies: Children's department

Children's Programming (3)	WS (3)	FT (1), PT (2)	
Youth Services Clerks (3)	WS	Shared	NEW

Teen Services librarian (1)	WS	FT	Adjacencies: adult librarian group
Manager	Office	FT	
Children's librarian (2019/20 proposal)	WS	FT	NEW. Adjacencies: ?

Communications / Community Engagement
Adjacencies: Administration offices, M-team, Librarians

Manager	Office	FT	NEW

Digital Services and ITSD

Public Services Librarians (4)	WS (4)	FT/PT	
Digital Services Manager Adjacencies: ITSD in-library staff	Office	FT	NEW.
ITSD IT (2) Adjacencies: Digital Services Manager Special space needs: closed office for privacy (COB help desk)	WS (2)	FT	
Systems Analyst (2019/20 proposal)	WS	FT	NEW

Public Services
Adjacencies: Main floor

Manager (1)	Office		Floor (?)
Supervisor (1) (2019/20 proposal)	Office	FT	NEW Main floor
Page Coordinator	WS	FT	Main floor

Clerks (4)	WS (4)	FT	
Clerks (7)	WS (3)	Shared	NEW
Adjunct Librarians + Pages	WS (3)	Shared	2 NEW

Note: preference for clerks, adjunct librarians, and pages to be co-located as group, floor preference main floor, but flexible.

Outreach Services	WS	FT

Adjacencies: Loading dock or elevator; special space needs. Current location works well.

Other:

Friends of the Library space		
Facilities: Public Works space		
Board Room	Conference Room	
Administration Offices (Director, Wendy)	Office (2)	
Large Group space for staff meetings/functions		
Collaborative group space(s) – open and closed	Conference Room (s)	NEW
Specialist (2019/20 propsal)	WS	

Ideas: field trip with work groups

RMC ARCHITECTS

Attn:	Rebecca Judd and Rick Osen		
Company:	City of Bellingham	**Date:**	9/11/2018
Project:	Bellingham Central Library Space Planning	☐	**Transmittal**
Job#:	#1842	X	**Memo**
From:	Brad Cornwell	☐	**Phone Record**
RE:	Scope of Remodel Components	☐	**Other:**

Message

Library Component Revisions:

A1: Sorting and Processing - 1,149 SF
Demo: demo interior walls, door/frames, built-in casework and glazing at grid E - C; abate/demo (E) ceiling system, remove furniture by owner; demo (E) shelving (west) casework (north), remove relite & wall/gate at grid G/5

New:
- 3'-6"x7'-0" HM door at grid line 2
- Finishes (ACT, wall paint, base, carpet)
- Power distribution for equip./work stations
- Lighting/switching
- HVAC (size for A1 & A3 scope)
- 13 bin materials sorter ($150,000 – 200,000 budget) FOIC
- Wall/HM door at materials returns (grid G/5)
- Material drop slots, signage
- Finishes (paint, base, carpet)
- (E) lighting/adjust (E) HVAC

A2: Distribution - 737 SF
Demo: remove (E) coiling door, remove (E) door and frame at grid line E

New:
- 4'x20' wide exterior steel framed canopy with TPO roofing
- Infill (E) recessed area with geofoam and top with 6" reinforced concrete slab and 8" west side retaining wall; provide 8 LF. PTD guard railing
- Install new coiling (10'-0"x8'-0") door
- Provide dock seal and trailer bumpers
- Provide new (3'-0"x7'-0") HM doors with auto opening button each side
- * Add Alternate: provide alum auto slider 6'-0" opening in lieu of HM
- Provide new HVAC ventilation
- Provide new lighting/switching

A3: Staff – 826 SF
Demo: remove existing book shelves/furniture by Owner; abate/demo (E) ceiling system
New:
- New interior walls and doors to new offices (120 SF/EA)
- New wall at grid 2: 8' high with tempered glass to top of (E) ceiling
- New HM door (3'-6"x7'-0") at grid 2
- (2) new workstations and partitions (64 SF and 100 SF)
- (3) shared 4' work stations
- New power distribution
- New lighting and switching
- Extend new HVAC from A1 within space
- New finishes (ACT, paint, base, carpet)

B1: Relocated Young Adult/Periodicals – 1,306 SF
Demo: relocate Periodicals to NW corner of library with seating; relocate Young Adults collection to new B1 location (NE corner of main floor); (E) furniture to be removed by Owner

New:
- New finishes (lighting, branding and seating)
- Install existing shelves to 2 or 3 tier shelving at (south) for visibility

B2: Multi-use Conference Room – 370 SF
Demo: remove (north) wall framing

New:
- Install new full height glass wall with two doors
- Add alternate study rooms; provide two full height glass enclosures
- New finishes (lighting, dedicated HVAC)
- New seating by Owner

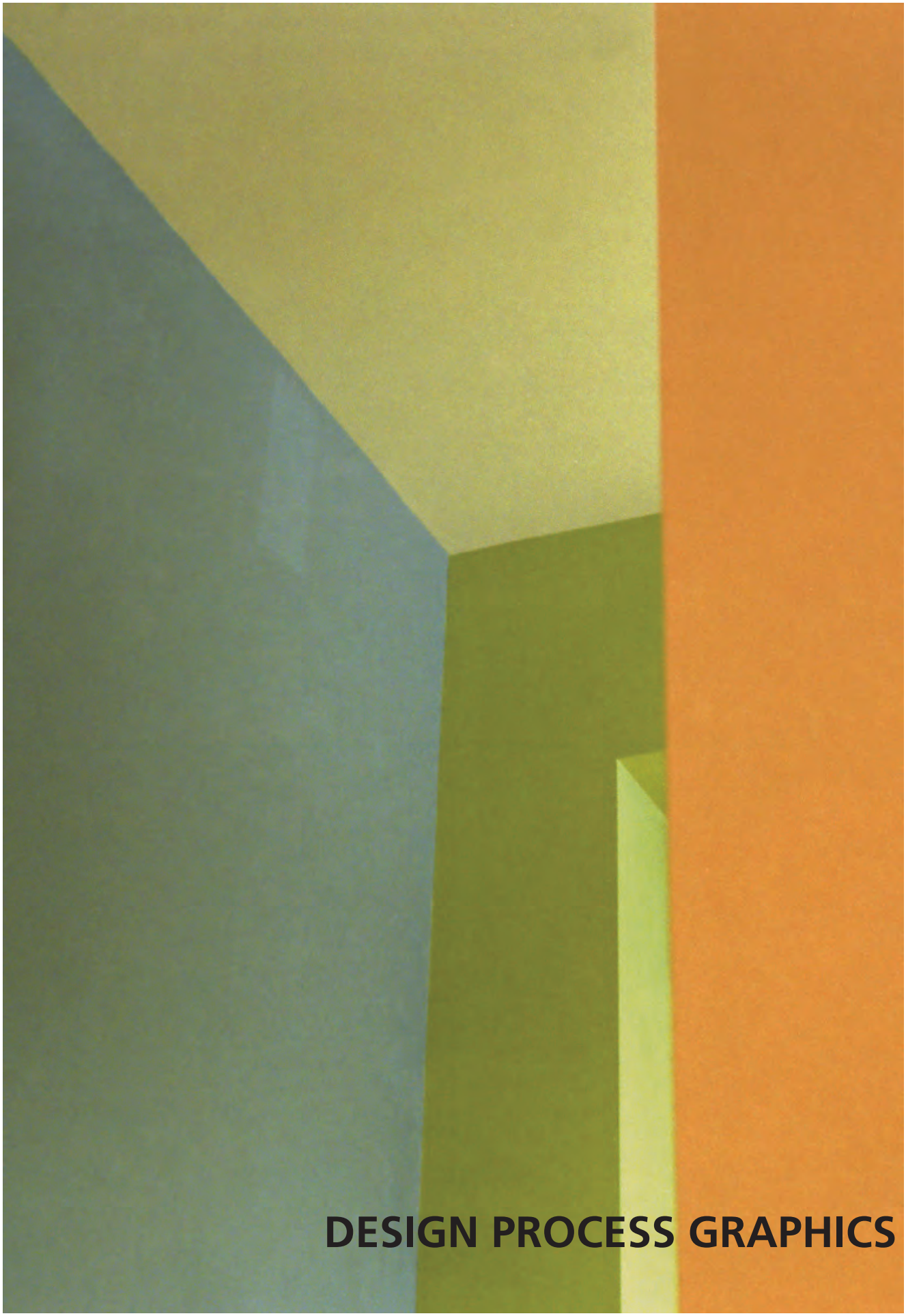
C1: New Horizontal Access – 577 SF
Demo: remove wall/relite and wall/gate

New:
- create new horizontal access
- New finishes (lighting, flooring, base, ACT, paint)

C2: New Collections – 654 SF
Demo: remove existing non-structural walls; doors and relites, abate/demo (E) lay-in ceiling systems

New:
- New finishes and lighting; adjust (E) HVAC
- Add alternate study room (new walls, doors and future glass enclosure)
-

Independent Scope (by BPL)
- Increase holds area at grid 8/9 – C/D
- Relocate new collection to grid line E
- Relocate Large Print to north of grid line C
- Relocate Historical/Genealogical Collections



DESIGN PROCESS GRAPHICS

DESIGN PROCESS

RMC initially generated conceptual improvements to all three levels of the Central Library, including the option of a potential 2-story future addition to the east. With stakeholder team insight and focus, the design consolidated multi-floor optional planning efforts to the Main Level, as modifications at the Main Level both improves primary staff service efficiencies and maximizes the Publics' perception of "return." Accordingly, four primary scenarios were created: A1 to A4, each studying the ratios of Public Space, Staff Space and Circulation efficiencies.

POTENTIAL EXPANSION MAIN LEVEL

A0

Job No. 3842 Date 2018-09-21
File No. BA_Main Branch Study.rvt
Drawn By: Author Checked By: ADCornell
Issued for:

Bellingham Public Libraries

BELLINGHAM CENTRAL LIBRARY

210 Central Avenue
Bellingham, Washington 98225

RMC ARCHITECTS

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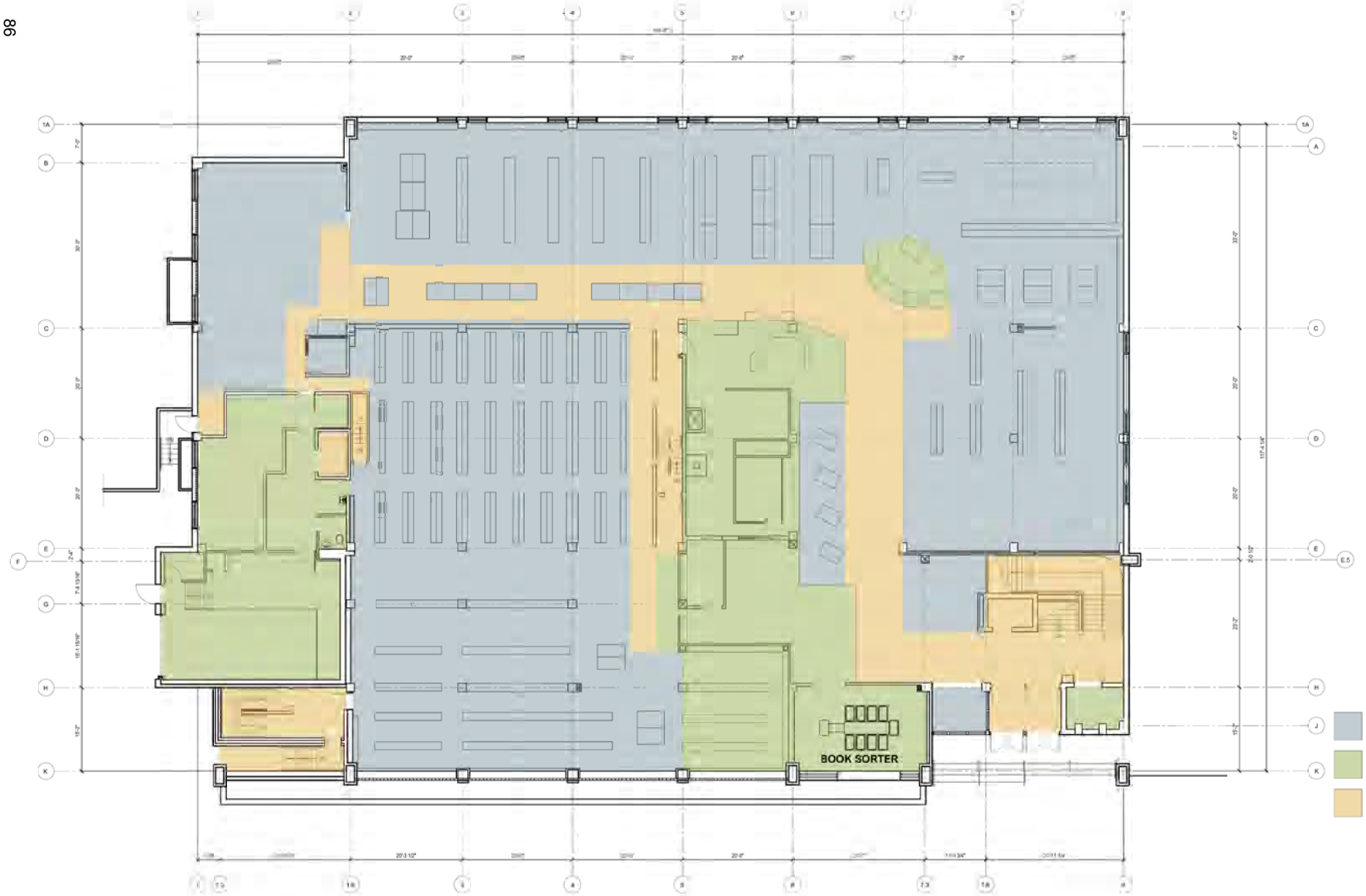

1 Main Floor Plan - Scenario 1

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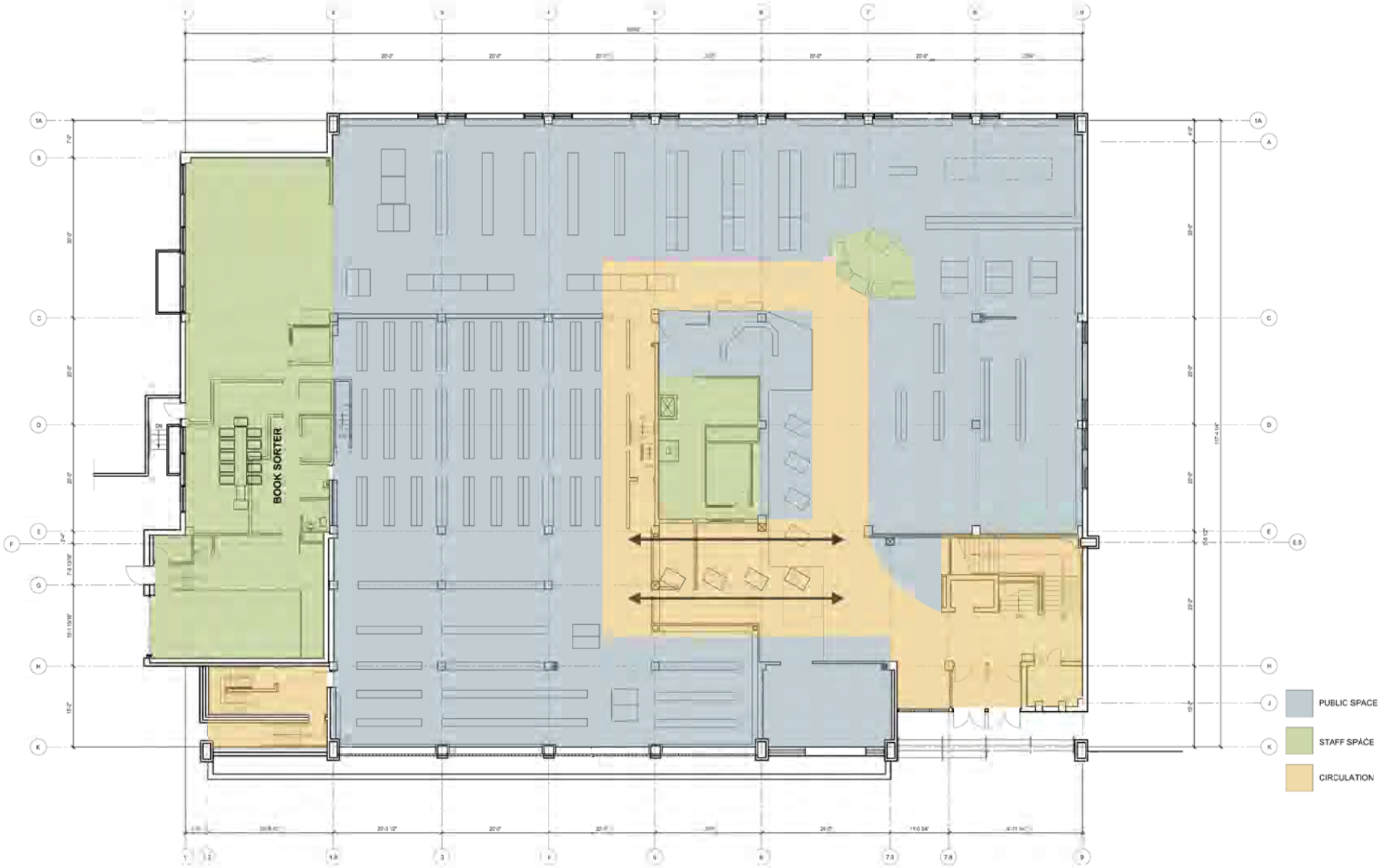
Bellingham Public Library

MAIN FLOOR PLAN

A1



1 Main Floor Plan - Scenario 2

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SPACE PLANNING
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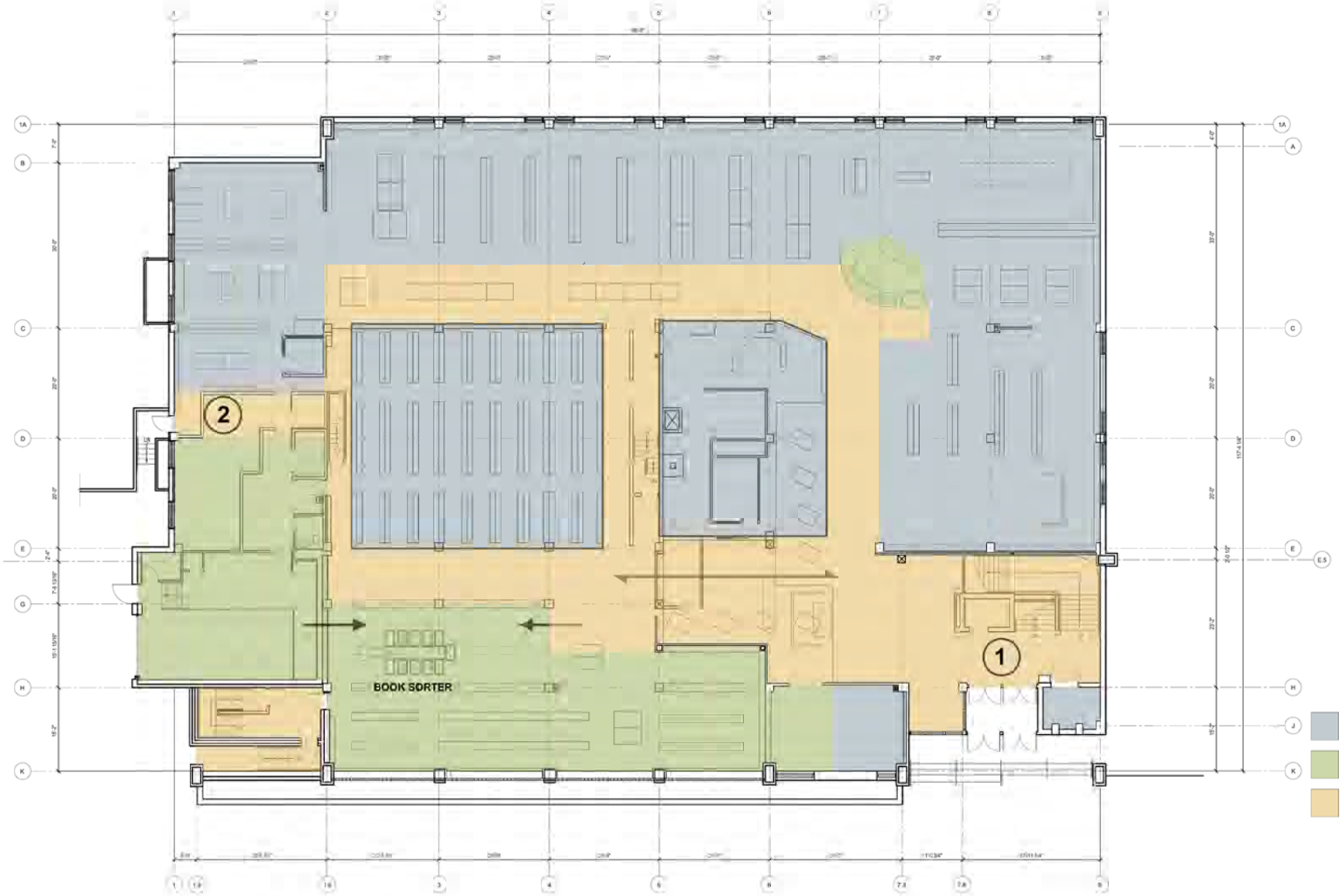
Bellingham Public Library

MAIN FLOOR PLAN

A2



1 Main Floor Plan - Scenario 3

RMC ARCHITECTS

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BELLINGHAM CENTRAL LIBRARY
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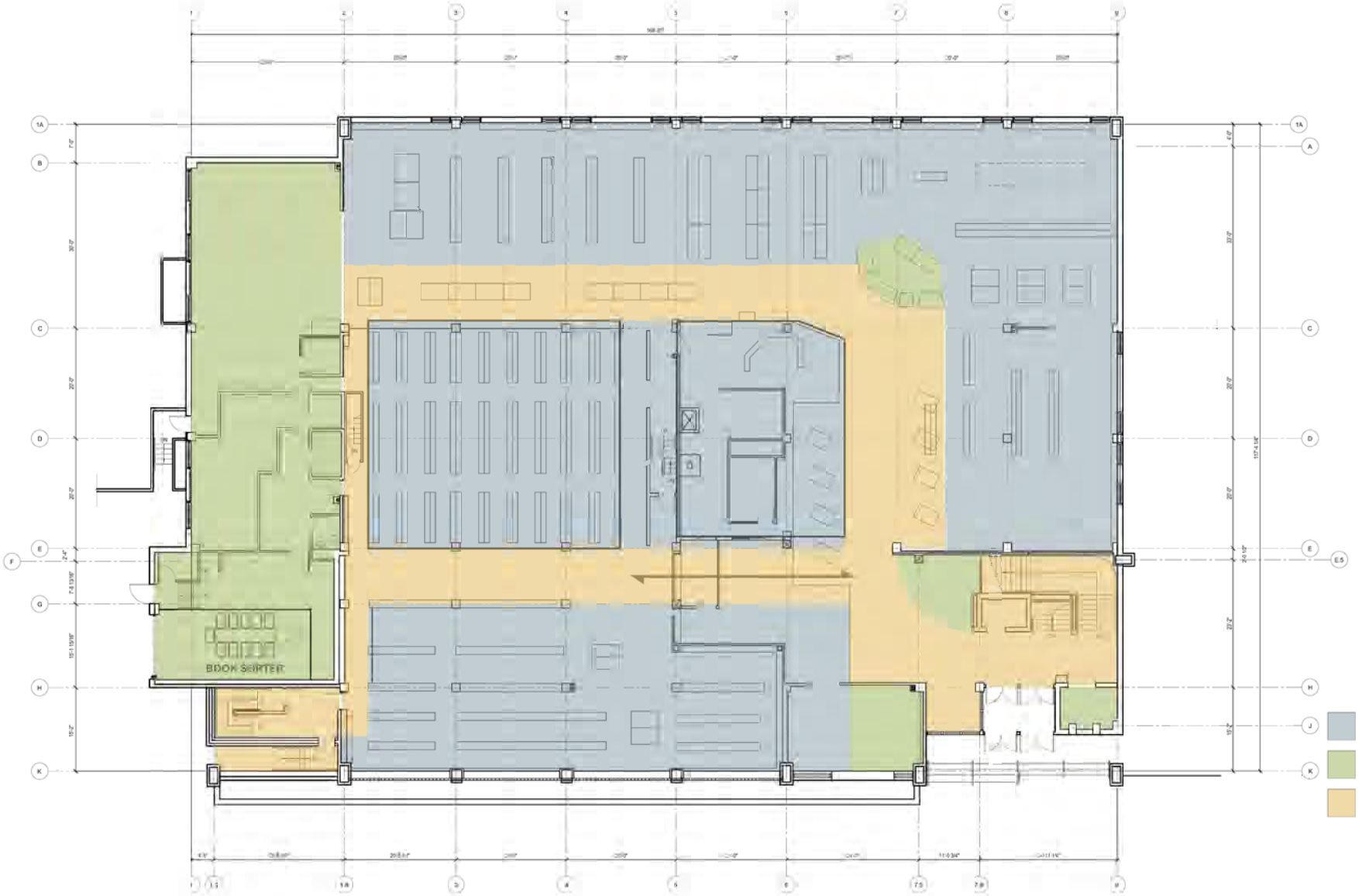
Bellingham Public Library

MAIN FLOOR PLAN

A3



1 Main Floor Plan - Scenario 4

RMC ARCHITECTS

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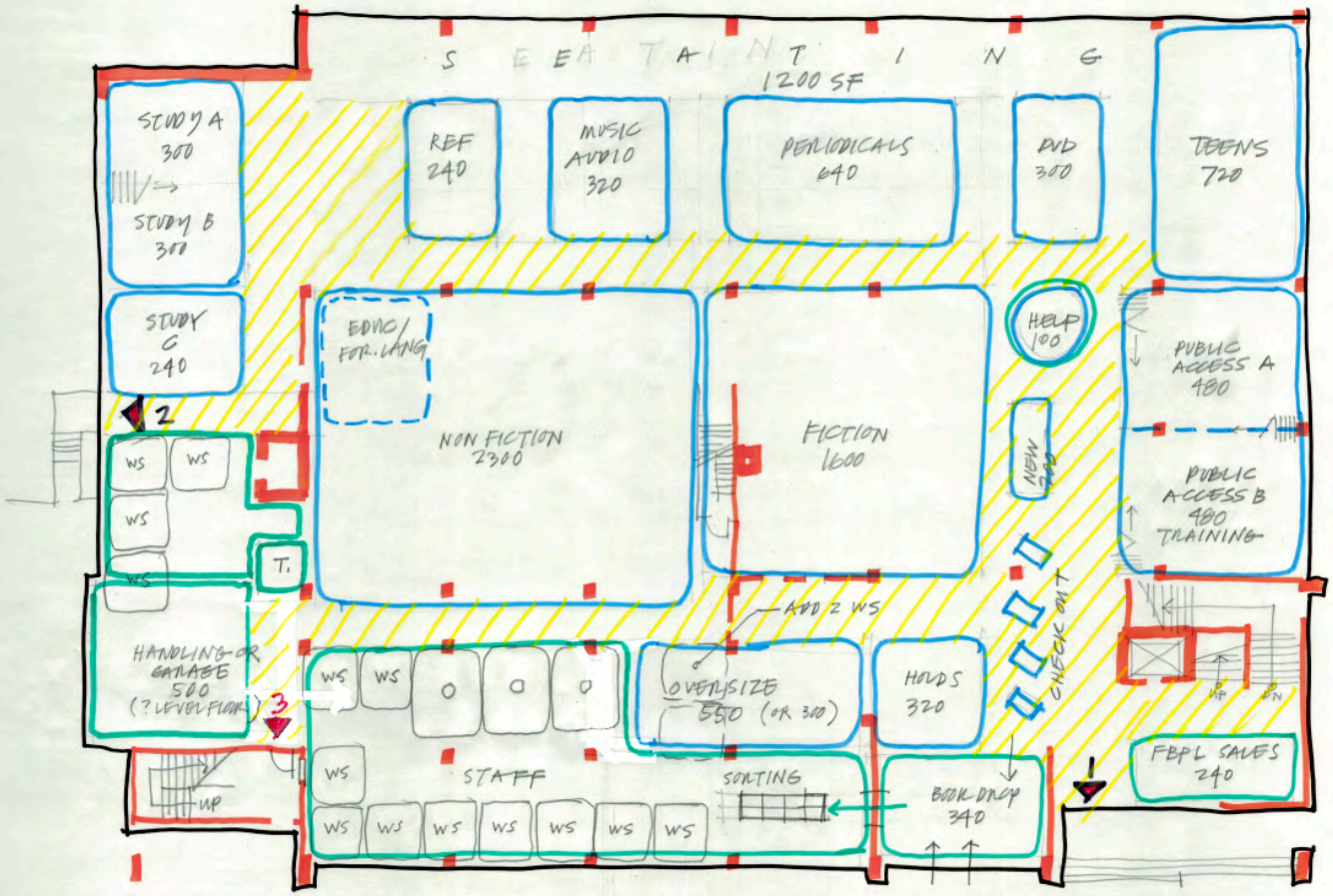
MAIN FLOOR PLAN

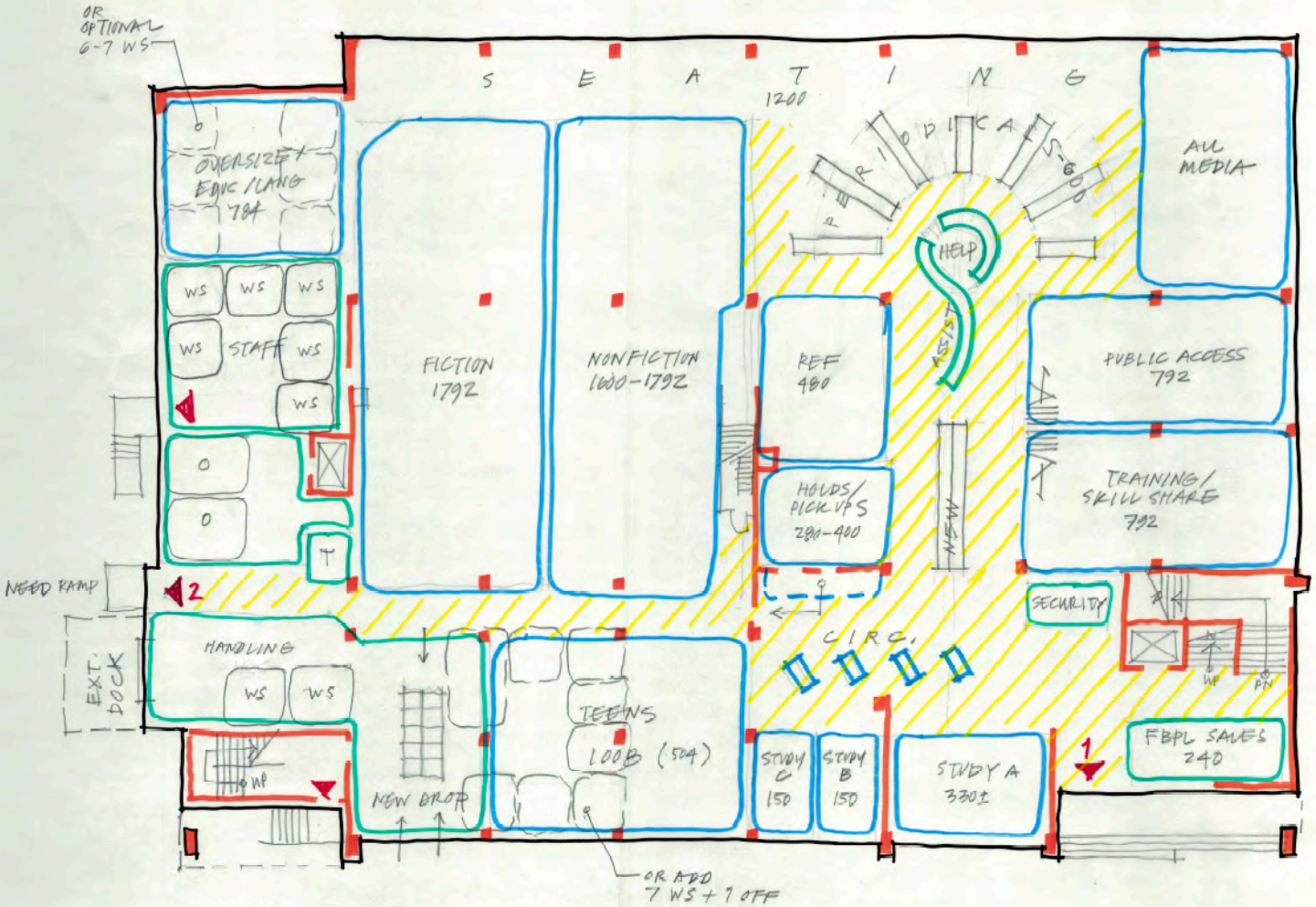
A4



STAFFING 3 OFFICES
14 WORKSTATIONS [+2] on MAIN @ STUDY 'C'

A

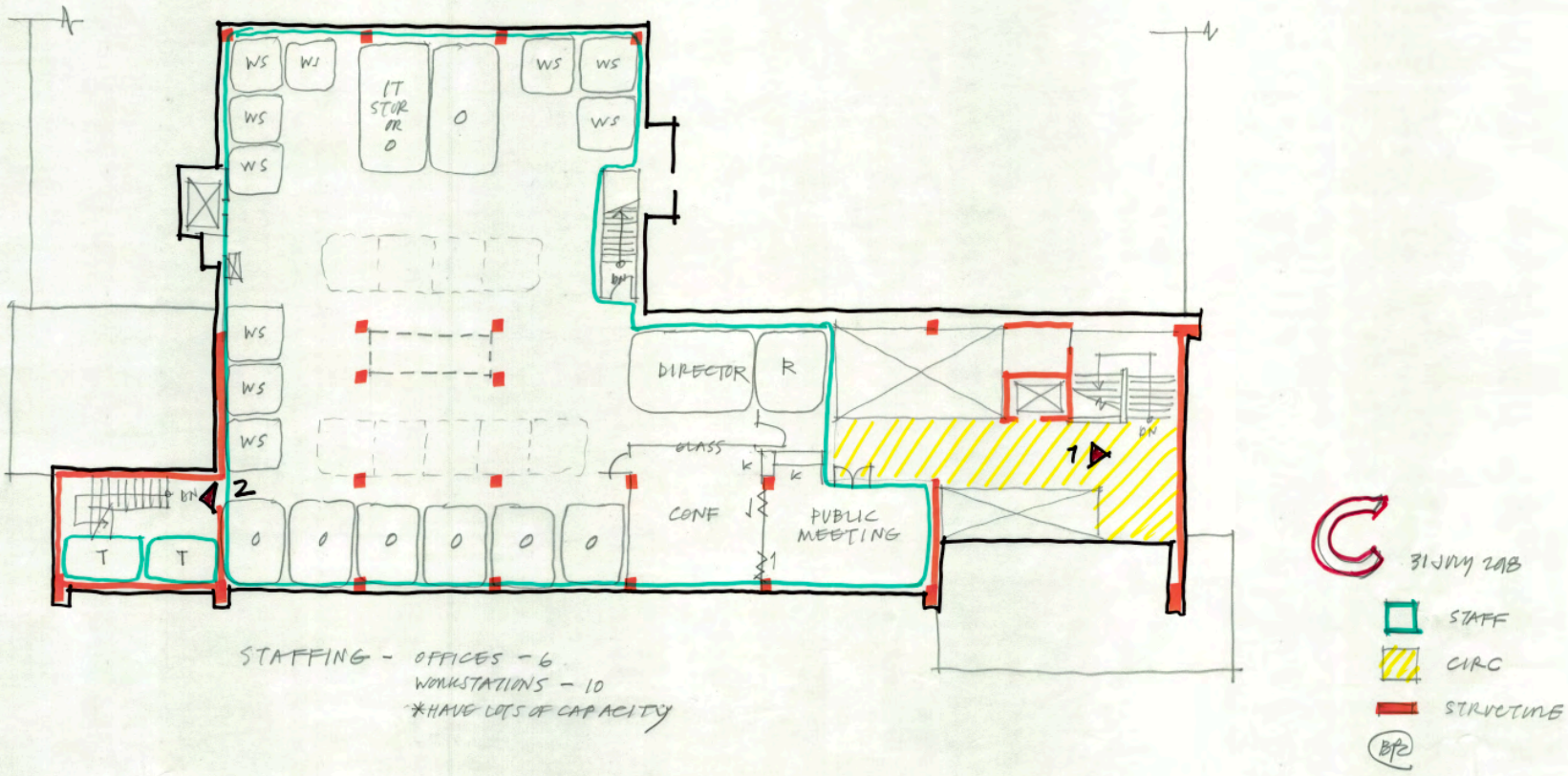
26 JULY 2018 BPL



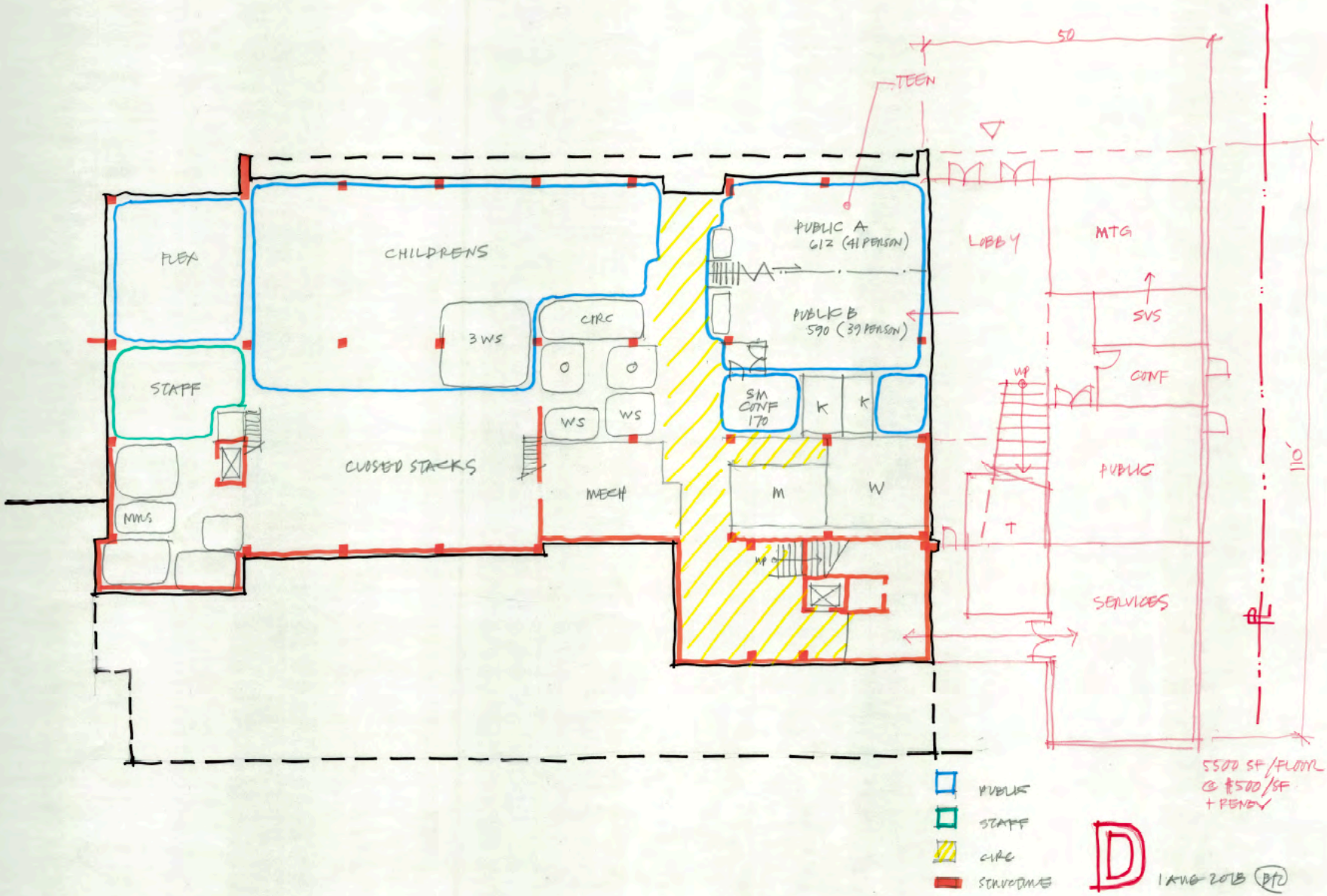
STAFFING 2 OFFICES [+ 1]
8 WORKSTATIONS [+ 7] @ TEENS OR OVERSIZE

B

30 JULY 2018 BPC



STAFFING - OFFICES - 6
WORKSTATIONS - 10
*HAVE LOTS OF CAPACITY


FLEX
CHILDRENS
3 WS
CIRC
STAFF
WS
WS
CLOSED STACKS
MECH
NMS
PUBLIC A
612 (41 PERSON)
PUBLIC B
590 (39 PERSON)
SM CONF 170
K
K
M
W
UP
TEEN
50
LOBBY
MTG
SVS
CONF
PUBLIC
SERVICES
110'
5500 SF/FLOOR
@ $500/SF
+ PENEV
PUBLIC
STAFF
CIRC
STRUCTURE
D
1 AUG 2018

Thank you.

1223 Railroad Ave, Bellingham, WA 98225 360.676.7733