

Glencoe Public Library




Kick-Off Workshop

June 7, 2024

SOM

1 Upcoming Workshops & Schedule

Upcoming Workshops & Schedule

	W001	W002	W003	W004	W005	W006	W007	W008	W009	W010	W011	W012	W013	W014	W015
Weekly Leadership Check-In If Needed	1		1		1		1		1		1		1		1
Monthly Board Meeting			1					1				1			
Kick-off Meeting	6/7														
Extended Tour & Understanding of Needs															
Mgmt.		X	6/10-14 TBC												
Staff A		X													
Staff B		X													
SOM Investigate Existing															
SOM Overlays Inputs															
First Thoughts / Feedback Meeting															
Leadership				X	6/24-28 TBC										
Management				X											
Staff A				X											
Staff B				X											
SOM Iterates Options															
Public Input / Staff Feedback															
Leadership					X	7/1-5	X	7/15-19							
Management								X	7/22-26 TBC						
Staff								X							
Public											X	8/12-16 TBC			
SOM Finalizes Options															
CCS Cost Estimation Prep - SOM Pause															
Board Review														X	9/6 T
Update Comments & Deliver Report															
Final Report Delivered															

Strategic Plan 2023-28 Excerpt

Renovating the Lower Level is also important. Patrons and staff have commented that the Lower Level is an unwelcoming space that is difficult to navigate without staff assistance. It is integral to revamp the Lower Level, roughly one-third of the total building.

Building a large programming space (minimum maximum occupancy of 100) is another important renovation concept. It's unlikely to fit this into the building's existing square footage, but it is an endeavor that needs to be investigated.

The ideal renovation model would include additional square footage. Currently, the library is a cruciform-shaped building. Squaring off the building on all three levels (Lower, Main, and Second) at the southwest and southeast corners would offer more space while providing an opportunity to improve the building's west and south exteriors.

Capital Needs Assessment

Priority 1 schedule items include:

- Staircase work, including replacing handrails and balusters and rebuild to code
- Replace main switchboard, electrical panels B and C
- Replace cloth-insulated wiring throughout the building
- Regrade and re-lay brick pavers to code
- Repair exterior concrete stairwells
- Replace electrical panels and subpanels on First and Second Floors, also 2000 addition (south building)
- Install building fire alarm system

Renovation Concepts

IV. Prioritization of Renovation Concepts

The following was prepared by Trustee Krafcisin. Referencing the responses from the Vision voting exercise (excluding votes from Library Board and staff). There were 45 total categories voted on. The 12 categories listed below represent 80% of all votes. Seven (7) of them refer to **building space use**.

Item	Votes
Updated and comfortable spaces	19
Quiet spaces	15
Art & culture programs	12
Adult/right-size collections	12
Popular library and display	10
Small group study rooms	8
Elevated children's space	8
Tech support and training	7
Local history	7
Outdoor spaces	7
Library promotion	6
Staff spaces	5

The 10 community focus groups offered by RTL were bundled into four (4) populations:

- Older adults
- General community
- Staff and Library Board
- General adults

There were six (6) renovation concepts to receive votes from all four populations:

- Updated and comfortable spaces
- Quiet spaces
- Small group study rooms
- Improved staff spaces and work areas
- Zoned youth area, ages 8-12
- Active collaboration space(s)

“What do we need that we don't have now?”

At its September 19 meeting, the Building Renovation Committee asked, “what do we need that we don't have now?” And how would the needs meet the library's mission, vision, and values?

The management team believes the seven (7) renovation concepts touching on building space use address the building needs that the staff feel to be paramount. In addition, the

management team feels that having a large, sub-dividing space for programs should be a renovation goal.

Large Program Space

The management team proposes that a building renovation include a large program space with the following general specifications:

- 100+ person occupancy
- Can be divided into two (2) 50+ person occupancy rooms via an automated, retractable partition wall
- Installed audiovisual system
- Ample storage for tables, chairs, and other programming equipment

Prior to the pandemic, the library was offering several large-scale programs that required staff to hold them in large public spaces such as the Johnson and Forte Rooms. Though these large-scale programs were well received, several operations sacrifices and obstacles were attached:

- Inability to use popular public spaces for long durations due to setting up for the program, conducting the program itself, and then set-up takedown
- Managing noise levels from various areas of the library that equally affected the program and patron services (phone calls, advisory, etc.)
- Complicated program set-ups and takedowns
- Inferior audiovisual equipment

Another issue is that the Hammond Room's maximum occupancy is 41 which is clearly too low for our large-scale programs. The management team envisions the Hammond Room continuing to be a meeting space for the Library Board, staff, and reservable space for patrons. In a renovation, it could also be repurposed to staff off-desk space.

Some examples of programs that would benefit from a large program space include:

- Friends classical music concerts - ~140 attendees
- Children's Services programs with musicians and entertainers - 75-150 attendees
- Programs & Communications Department programs - 40-80 attendees

Other Building Issues

The CNA has already been addressed in this presentation. In addition, there are two other areas that should be addressed in a potential building renovation:

Safety and Security

Public libraries nationwide have been facing several safety and security issues recently. The most notable was the surge of bomb threats being made against public libraries, schools, and other public buildings. Staff have also been trained to meet other challenges such as First Amendment Audits, deescalating patron incidents, serving patrons with mental health concerns, and managing the occasional rambunctious junior high students.

2 Floor Plans & Site

Visual Notes / Meeting Minutes

2024-06-07 GPL

Layers

Sorting | Manual

+ New Layer


- Measurement 100%
- Notes 100%
- Pen 100%
- Program 100%
- Fixed Elements 100%
- Images Half-Tone 50%
- Images 60%


Precision

- Grid | Graph Paper
- Snap Options
- Measure 1:636 in
- Guide | Line

44% 0° PRO

Objects





GLENCOE PUBLIC LIBRARY KICK-OFF WORKSHOP

PROGRAM REQUESTS

Notes, Pen, Program, Fixed Elements, Images Half-Tone, Images

GRAPHIC PROGRAM

LARGE PROGRAM SPACE REFERENCE

300 PERSON

1,100 SF PERMANENT + 5,000 SF ROOM

8 ft 7²⁵/₃₂ in

1,650 SF ROOM

STUDY/MEDIA INCREASE

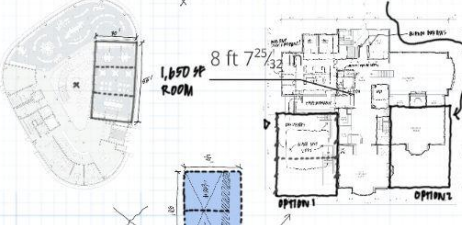
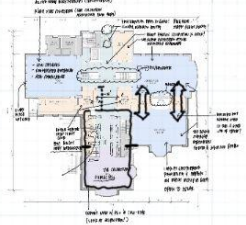


1,100-1,500 SF ROOM + 500-600 SF PERMANENT

CHILDREN'S AREA

STAFF INCREASE

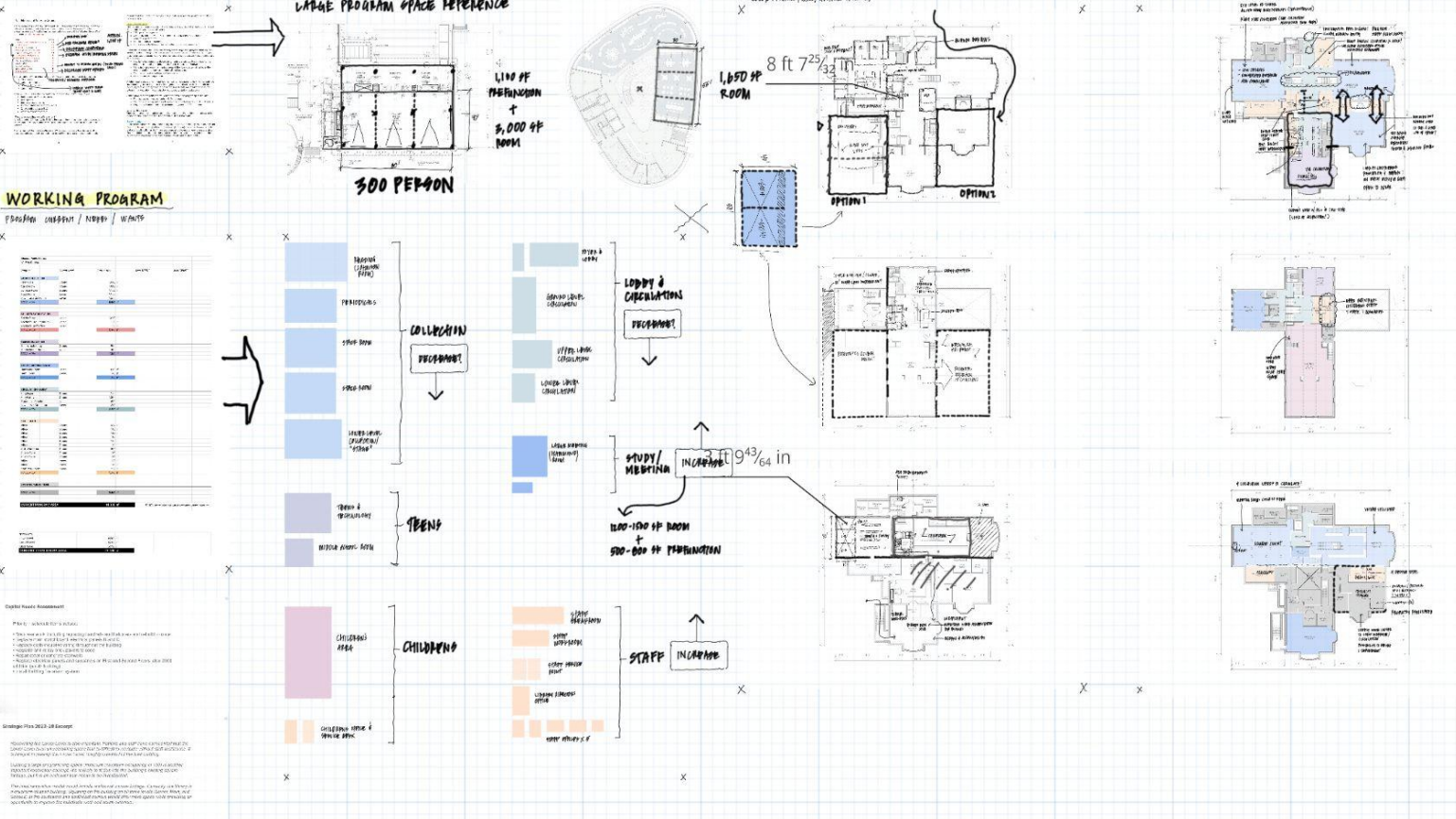
DRAWINGS

(INCLUDES FLOOR & WALLS, FLOOR, CEILING, FINISHES)

WORKING PROGRAM

Program Request / Notes / Images





Glencoe Metra Station

Tudor Court

Park Avenue

Vernon Avenue

Village Court

Southway Court

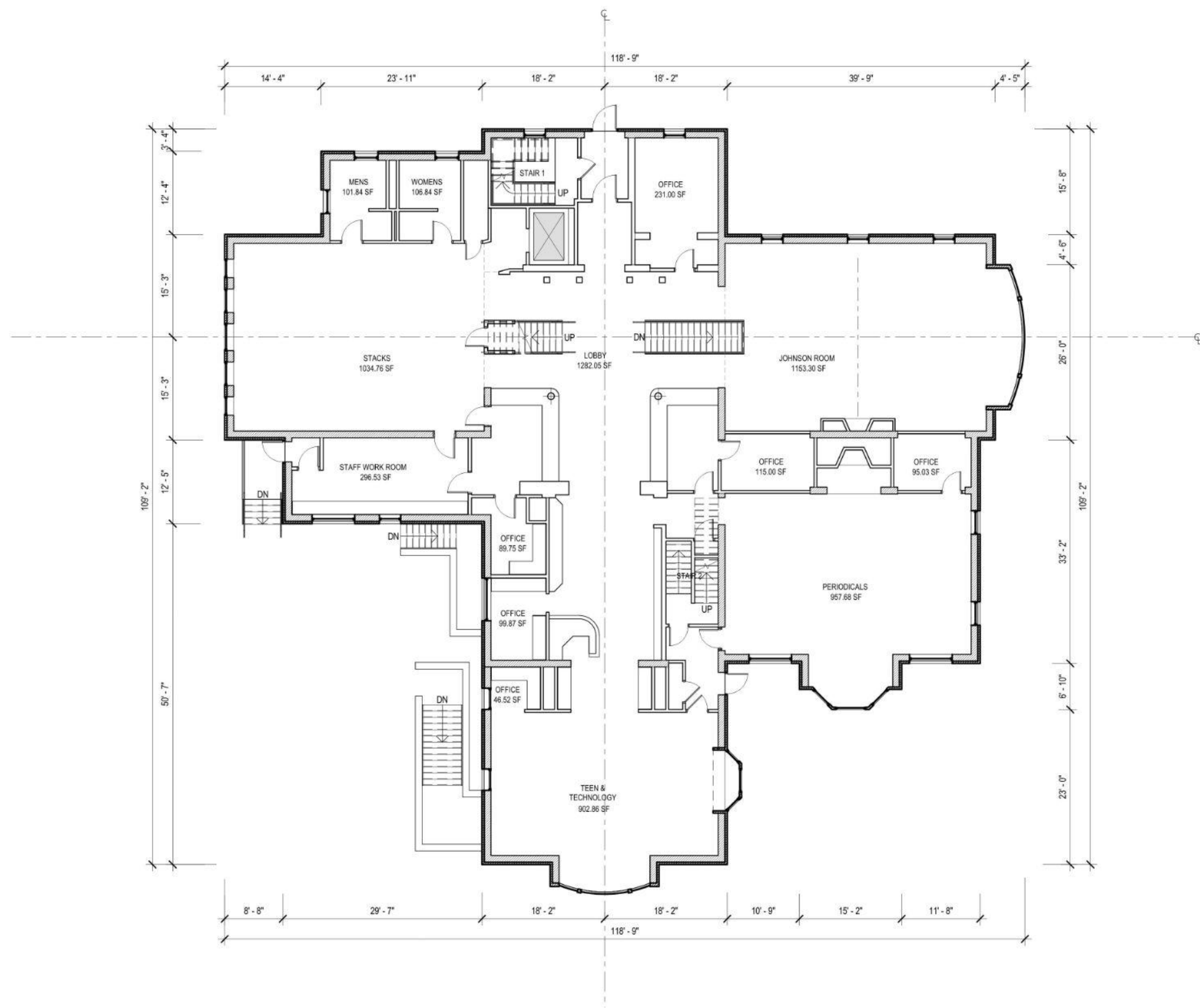
Village Green

Green Bay Road

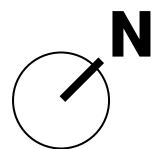
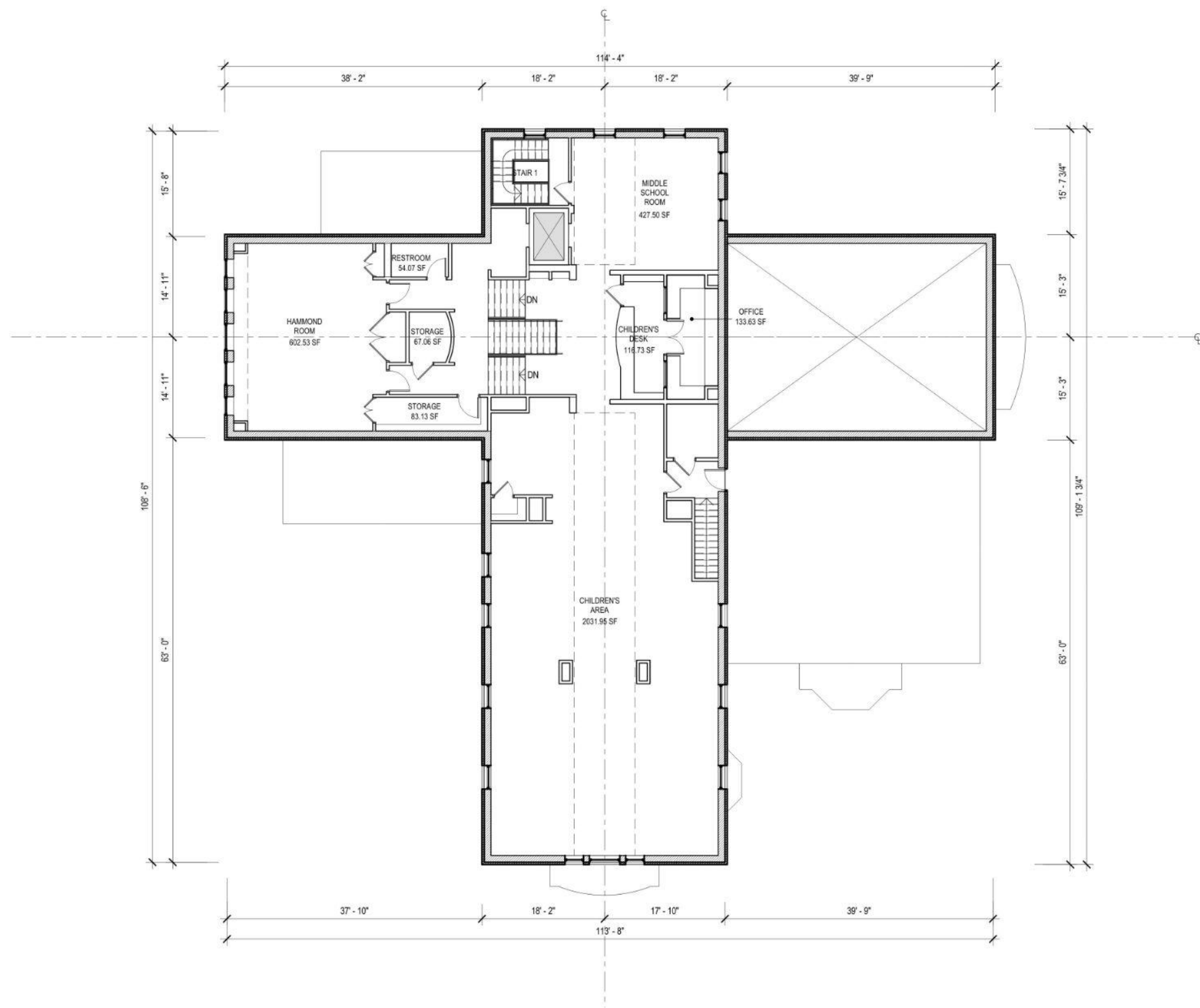
Metra Train Line

Hazel Avenue

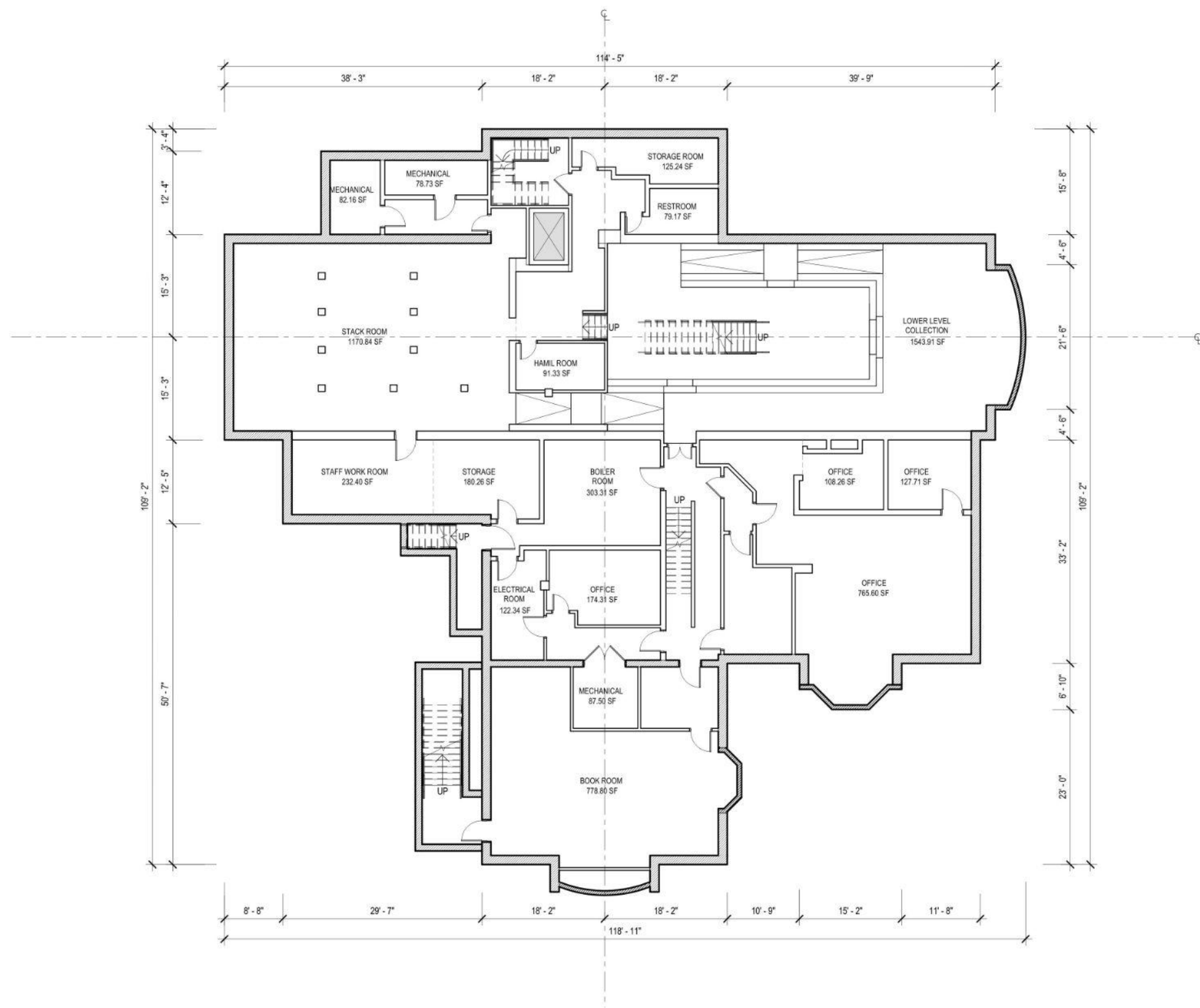
Ground Level Floorplan



Upper Level Floorplan



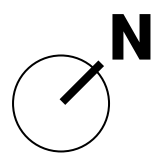
Lower Level Floorplan



3 Program Development

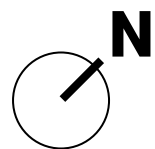
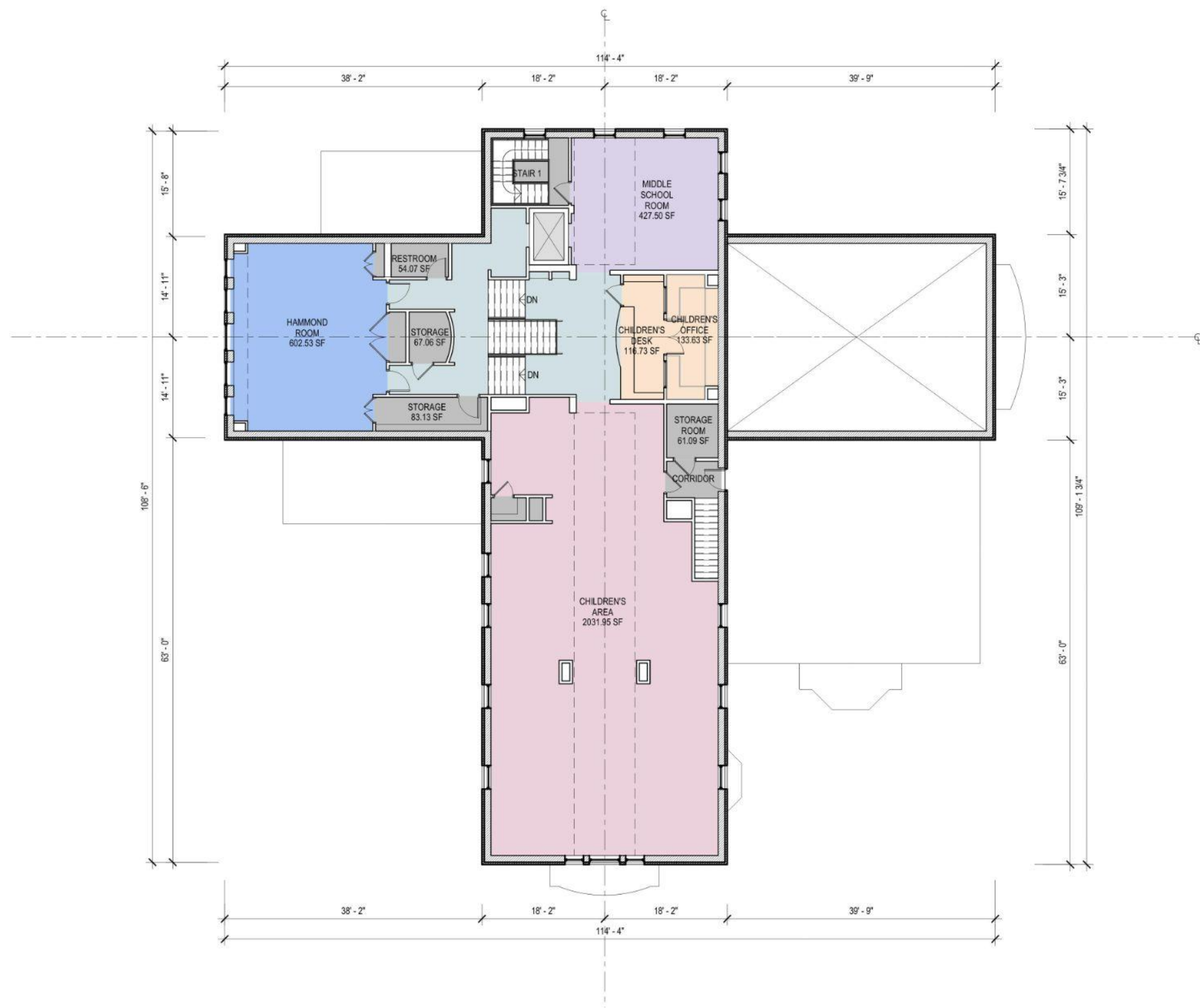
Ground Level

Program Area Plan



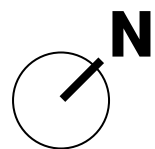
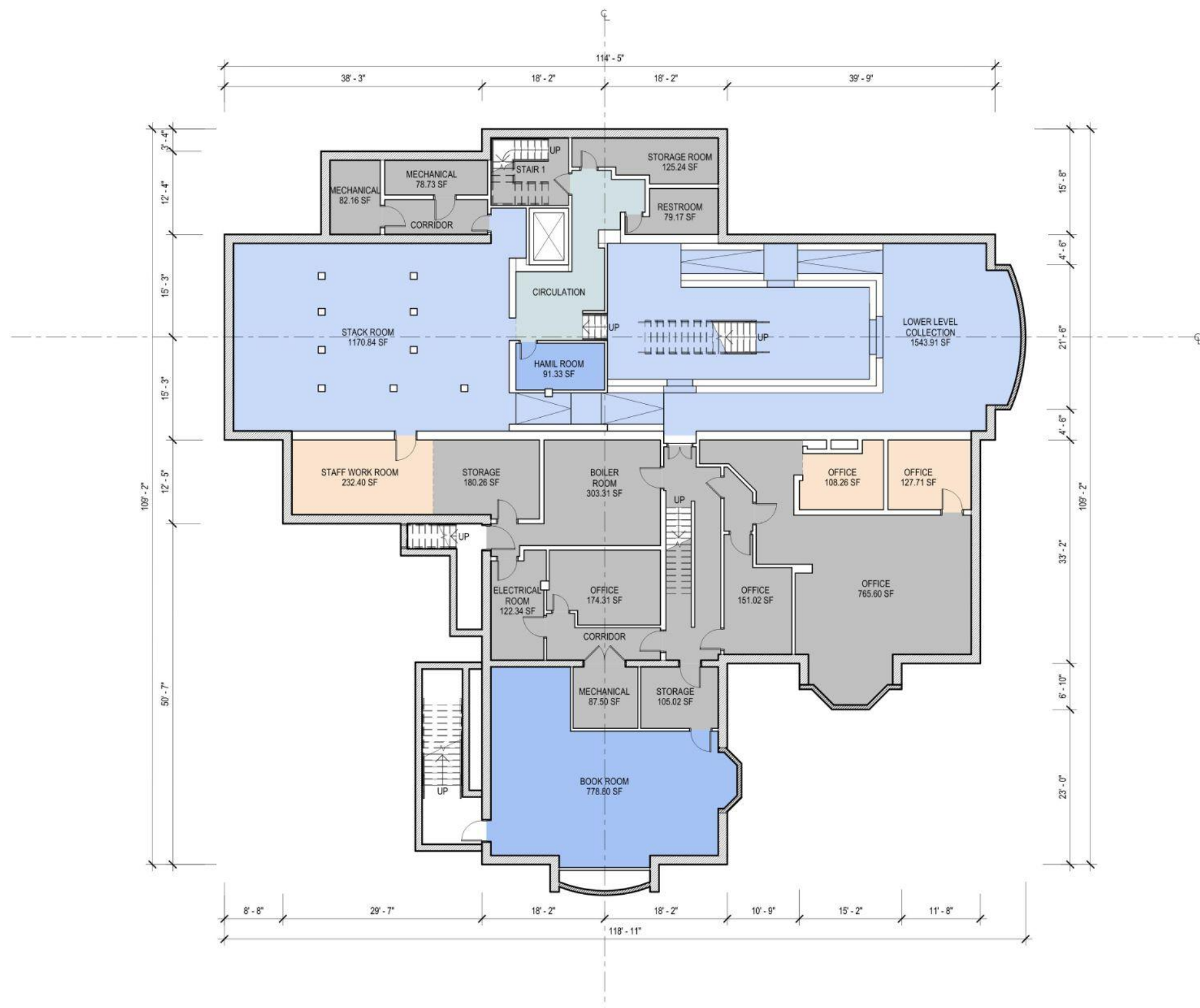
Upper Level

Program Area Plan



Lower Level

Program Area Plan

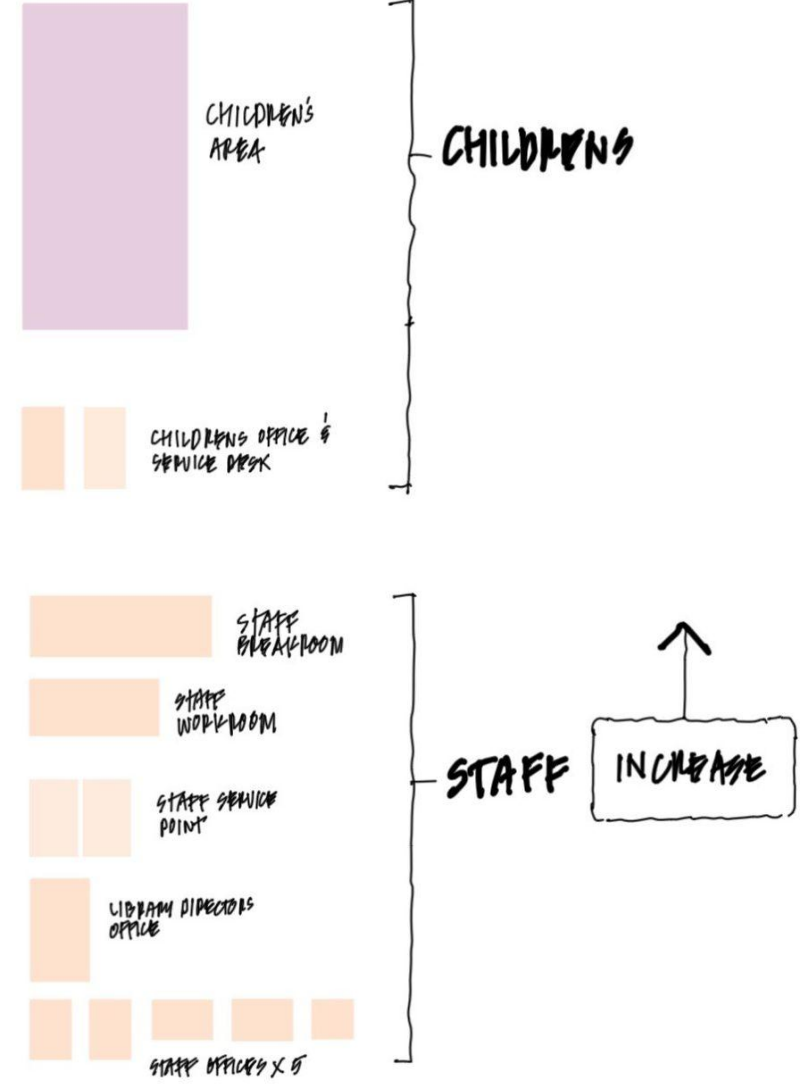


Current Program

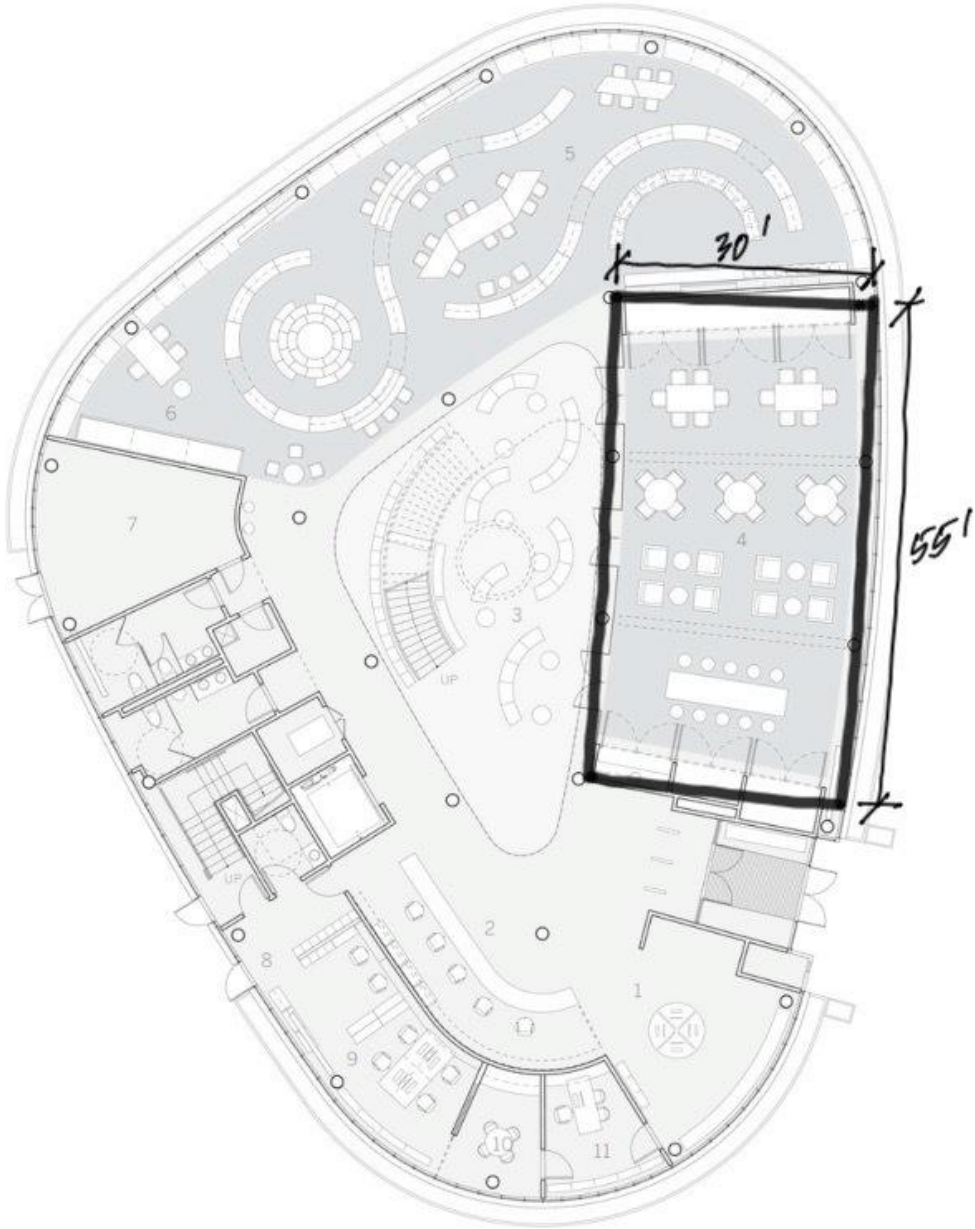
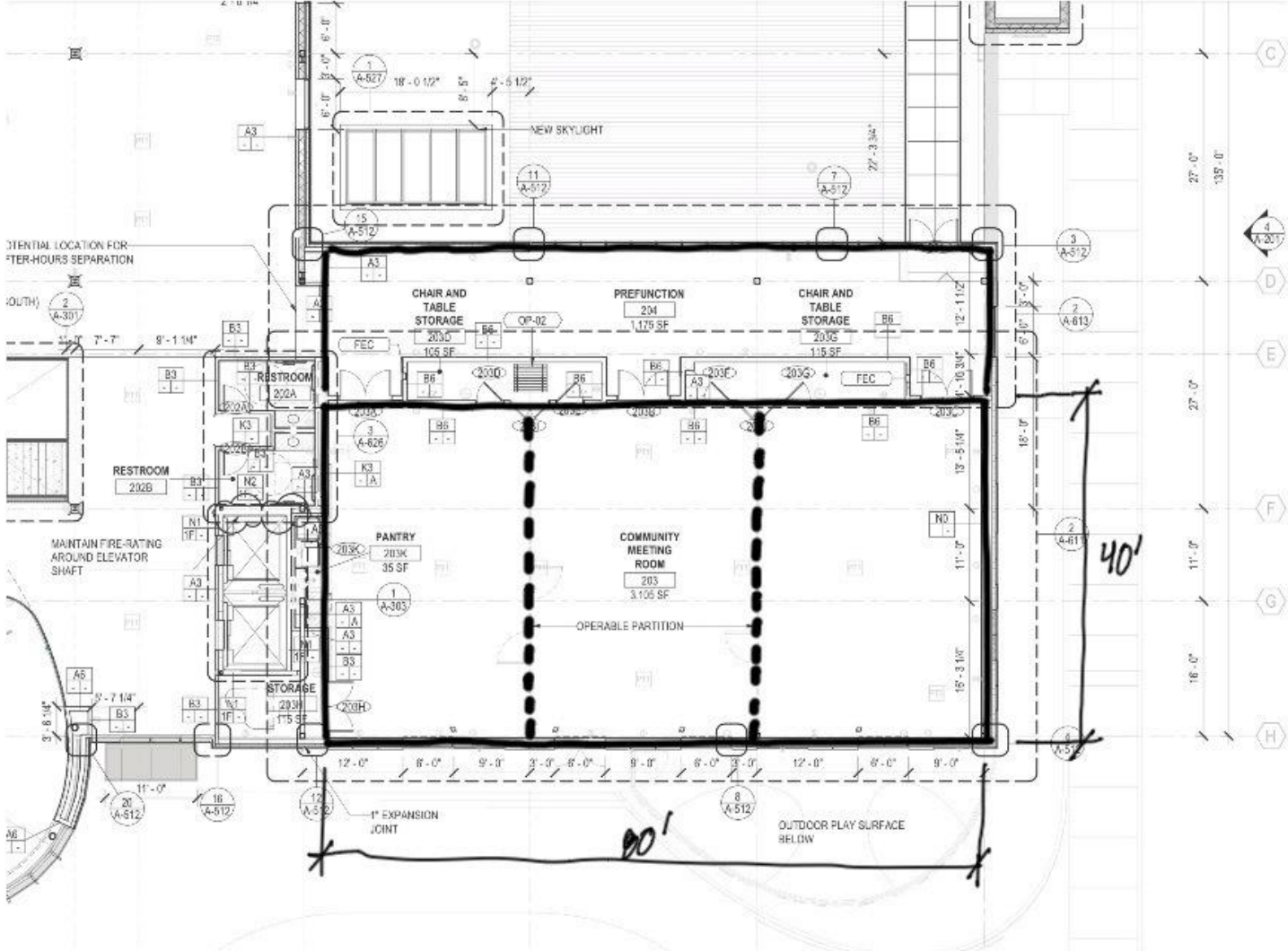
Program	Current Level	Current Area	Area "NEED"	Area "WANT"
ADULT COLLECTION				
Periodicals	Ground	1,000 <i>sf</i>		
Stack Room	Ground	1,000 <i>sf</i>		
Johnson Room	Ground	1,150 <i>sf</i>		
Stack Room	Lower	1,150 <i>sf</i>		
Lower Level Collection	Lower	1,550 <i>sf</i>		
TOTAL AREA		5,850 <i>sf</i>		
CHILDRENS COLLECTION				
Children's Area	Upper	2,050 <i>sf</i>		
Children's Circulation Desk	Upper	120 <i>sf</i>		
Children's Staff Office	Upper	130 <i>sf</i>		
TOTAL AREA		2,300 <i>sf</i>		
TEENS COLLECTION				
Teen & Technology	Ground	900 <i>sf</i>		
Middle School Room	Upper	430 <i>sf</i>		
TOTAL AREA		1,330 <i>sf</i>		
STUDY / MEETING SPACE				
Hammond Room	Upper	600 <i>sf</i>		
Hamil Room	Lower	100 <i>sf</i>		
TOTAL AREA		700 <i>sf</i>		
CIRCULATION / LOBBY				
Entry Foyer	Ground	150 <i>sf</i>		
Entry Lobby	Ground	1,300 <i>sf</i>		
Upper Level Circulation	Upper	600 <i>sf</i>		
Lower Level Circulation	Lower	240 <i>sf</i>		
TOTAL AREA		2,290 <i>sf</i>		

Program	Current Level	Current Area	Area "NEED"	Area "WANT"
STAFF SPACE				
Office	Ground	230 <i>sf</i>		
Office	Ground	100 <i>sf</i>		
Office	Ground	120 <i>sf</i>		
Office	Ground	90 <i>sf</i>		
Office	Ground	100 <i>sf</i>		
Office	Ground	50 <i>sf</i>		
Staff Work Room	Ground	300 <i>sf</i>		
Service Desk	Ground	150 <i>sf</i>		
Service Desk	Ground	150 <i>sf</i>		
Office	Lower	130 <i>sf</i>		
Office	Lower	110 <i>sf</i>		
Staff Work Room	Lower	230 <i>sf</i>		
TOTAL AREA		1,760 <i>sf</i>		
STORAGE / MECH / BOH				
TOTAL AREA		3,800 <i>sf</i>		
CURRENT PROGRAM AREA		18,030 <i>sf</i>	81.40% overall efficiency with wall thickness, shafts, stairs, etc	
TOTAL GFA				
Lower Level		8,500 <i>sf</i>		
Ground Level		8,500 <i>sf</i>		
Upper Level		5,150 <i>sf</i>		
CURRENT TOTAL GROSS AREA		22,150 <i>sf</i>		

Visual Program



Program Space References



SOM