



## EXECUTIVE SUMMARY

1. General Statement - a general, introductory statement about the project and this document.
2. Project Scope - a quantitative summary of the proposed collection size, building size and estimated capital cost.
3. Key Concepts - a point form summary of the key concepts invested in this document.
4. Background and Process - a summary of the key planning efforts leading up to this current stage and the process followed in developing this document.

### 1. GENERAL STATEMENT

The PROPOSED PROJECT is to build a new central public library for the City of Seattle, as a key part of the redevelopment of the library system as a whole. This proposal reflects the efforts of the library to understand the needs of the community, the future role and scope of library services that should be provided and the opportunities and constraints offered by existing facilities.

The new Central Library will greatly enhance opportunities for all members of the community to access traditional services and collections, new and emerging media, to interact with one another in a mix of informal and formal meeting places, to provide a more attractive and meaningful place for youth, and to support the neighborhood library system as a whole.

This FACILITY PROGRAM is a pre-design document that includes general planning criteria and a description of activities, concepts and physical space estimates for the proposed new Central Library. Its primary purpose is to:

- provide the approving and funding authorities, the library and the Seattle community with a detailed description of the facilities needed to accommodate the proposed project;
- provide the design team with an understanding of the activities and facilities required in the proposed Central Library and of the functional criteria to be addressed during the schematic stages of the design process;
- provide library staff with a reference manual from which to discuss and evaluate design schemes, and to develop administrative and organizational policies for the new facility.

**2. PROJECT SCOPE**

A planning horizon of the Year 2025 was established for the purposes of projecting collection size, 50+ years for the building and as forward thinking as possible for technology. To emphasize these parameters, planning focused on defining a building for future generations rather than solely focusing on current needs and expectations. Key project scope outcomes are as follows:

**Collection Capacity:** 1,434,065 volumes

**Staffing:** 285.14 full-time-equivalents (excluding volunteers)

**Building Size:** 357,600 gross square feet (library)  
70,000 gross square feet (parking) <sup>1</sup>  
 427,600 Total Space Requirements

**Capital Costs:** Total project costs are estimated at \$139,338,000 <sup>1</sup>, including:

1996 Base Costs:	
Total Construction Costs:	\$77,501,000
Base Soft Costs:	\$12,553,000
Furniture and Equipment:	\$15,987,000
Escalation to Feb 1998:	<u>\$11,961,000</u>
Total Project Cost (Feb '98)	\$118,002,000
Escalation to May 2002:	<u>\$21,336,000</u>
Total Project Cost (May '02)	\$139,338,000
<u>Parking Garage <sup>2</sup>:</u>	<u>\$5,725,000</u>
Total Project Cost	\$145,063,000

Notes:

<sup>1</sup> These capital cost estimates were based on an earlier building program space estimate totaling 355,000 gross square feet.

<sup>2</sup> Total Project Costs for a 200 car underground parking garage, escalated to May 2002.

**3. KEY CONCEPTS**

Key building organization concepts identified through the course of planning are summarized below.

Public Forum

A wide range of formal and informal meeting and gathering places have been included, ranging from a 275 seat auditorium and a meeting room complex through to small patron meeting rooms on every floor of the building. The auditorium and meeting room complex and associated main lobby area will be capable of being operated independently of the library.



### General Information Services

General Information Services will be a major reference destination in the library, augmenting patron self-service and specialized reference services provided throughout the facility by specialty librarians. Many patron inquiries will be fully resolved here.

### Special Focus Areas

Special focus areas have been defined in each of the non-fiction collection components, each of which includes specialized materials pulled from the overall library collection and a range of supporting facilities. Focus areas include:

- literacy / ESL and multilingual
- business / jobs
  - careers / jobs
  - international trade
  - small business / investments
- aviation
- environment
- music and performing arts
  - music
  - local arts information
  - visual resources
  - special collections
- genealogy and local history

### Technological Sophistication Balanced with Human Interaction

The new facility will be technologically sophisticated, providing patrons and staff with greatly expanded access to on-line resources and optimizing the operational efficiencies that new building systems can provide. At the same time, the building will warm and inviting and will provide many resources for people to meet, read and socialize in an effort to support the library's role as a major public forum for Seattle.

### Learning and Teaching Facilities

In addition to the library resource as a whole, learning and teaching facilities will include classroom/computer laboratories for adult patrons and staff, a language/ literacy/ ESL learning room and multilingual resources, a homework room for young adults and a story hour room and open computer laboratory area for children.

### Flexibility

In order to support the long term viability of the building and future, unforeseen changes in services and technological



requirements, concepts of flexibility have been included throughout. These concepts range from minimizing the use of permanent walls in order to ensure a flexible floor plate, through to flexible access to power and cabling infrastructures through the use of raised plenum floor and/or other flexible systems.

#### Legibility

Public service desks, patron meetings rooms, information areas, photocopy areas, signage systems and other patron services will be located on the same place on every floor in order to assist in making the building understandable and easily navigated.

#### Mechanical Materials Conveyance System

The building will be equipped with a sophisticated mechanical materials conveyance system in order to improve efficiency and minimize staff requirements for handling higher volumes of materials (this arrangement is expected to utilize existing staffing complements). The system will convey materials from the main sorting room in Operations to satellite collection maintenance areas on each floor level.

#### Spatial Zones of Activity

The successful functioning of the library will depend on a balanced relationship between the public and non-public areas of the building, with optimal operational efficiency occurring if non-public spaces are planned as carefully as the public areas.

#### Support for the Neighborhood Library System

The new facility will support the library system as a whole through the following centralized services:

- specialized reference and readers' advisory services
- comprehensive main, periodicals, government publications and law collections
- children's and young adults' services
- materials handling and collection processing
- technology systems coordination
- administrative services

#### Special Places

While there will be areas that are both welcoming and intimate within the building, there will also be areas that are inspiring, uplifting and grand. Example component locations to be considered for these areas include the public forum, general information services, periodicals, special collections and the reader's forum.



### Components

The proposed new central library will be physically organized into 15 functional components, as follows:

- **Public Forum**

Capable of independent operations from the library, the Public Forum is a major meeting and gathering place focus for the project and includes a large open lobby area, a 275 seat auditorium and the meeting room complex. The lobby may have multiple street access points and will open onto a main library entrance.

- **Entrance, Information and Borrowers' Services**

This component accommodates a main entrance to the library, characterized as warm, inviting and unthreatening. It also includes an information desk providing basic welcome and directional and informational services, staffed and self-service check-out and check-in desks, and supporting staff facilities. Due to the sloped site, the library may require two entrances, likely located on 4<sup>th</sup> Avenue and on 5<sup>th</sup> Avenue. This requirement will be further investigated during design.

- **Readers' Forum**

This is a highly active browsers' library dedicated to recreational learning, where many of the new materials first arrive and are displayed. It accommodates the Library's entire fiction collection and includes a café with seating inside the library and an informal central reading area.

- **General Information Services and Periodicals**

General Information Services is the first order reference destination in the library and augments patron self-service and more specialized reference services provided throughout the facility. Many patron inquiries will be fully resolved here. Periodicals includes the main periodicals collection in bound, unbound, microform and electronic formats on a variety of shelving types. This collection is a general resource for all other departments and the city-wide system.

- **Children's Center**

This component accommodates the children's collection and a range of child oriented program and learning resources. It provides specialized resources and reference services to the system as a whole, and to parents and child development professionals. The Children's Center will be designed to promote familiarity and interest, and to

showcase the resources and services provided by the system.

- **Young Adults' Center**

This component provides a focus for young adult patrons aged 12 to 18 years, combining fiction and non-fiction collections of particular interest to this patron group. It provides a recognizable base for young adults and will help foster a pattern of life long library use. Functions include recreational reading and use of electronic media, individual and group study and instruction. The environment will be educational, social and meaningful to this patron group.

- **Technology Learning and Support Center**

This component includes a learning laboratory for public user education in information technology. It also includes a Center for Reference Technologies that accommodates the design, production and delivery of training modules for library staff throughout the State. The main computer room and associated technical/maintenance and staff work areas are also located here, making this component a major technological focus in the building.

- **Main Non-Fiction Collection (0-999)**

The main non-fiction collection is organized into 4 components, reflecting the likely capacity of any given floor of the building. Each component includes its portion of the main collection, a range of patron seating and technology devices, patron meeting rooms, staff facilities and the special focus areas noted previously:

- Main Collection (0-499, 300's partial) Philosophy, Psychology, Religion, Social Sciences, Languages  
(Focus Areas: Literacy/ESL and Multilingual)
- Main Collection (500-699, 300's partial) Business, Science, Technology  
(Focus Areas: Business/Jobs, Aviation, Environment)
- Main Collection (700-899) Arts & Literature  
(Focus Areas: Music, Visual Resources, Local Arts Information, Special Collections)
- Main Collection (900-999 Bio.) History & Biography  
(Focus Areas: Seattle History, Genealogy, Local History, Special Collections)

- **Government Publications & Law**

Government Publications & Law provides a centralized collection of government generated documents, law reports, and popular law and legal reference books, supported by reference expertise.



- **Collection Services**

Collection Services accommodates the functions required to select, order, catalog, process and repair print and non-print resources entering all collections, including the neighborhood library collections. It includes Collection Management, Acquisitions, Cataloging, Inventory Control, Inter-Library Loan and Preservation.

- **Operations**

Operations accommodates the maintenance functions required to operate and maintain the facility, its furnishings and equipment. It also includes shipping and receiving, central storage, the print shop and the central materials sorting room.

- **Administration**

Administration includes Seattle Public Library administrative functions as well as central facilities in support of staff social activities such as the main staff lounge. Administrative functions serve the city-wide public library system as well as the network of institutional partners.

#### **4. BACKGROUND AND PROCESS**

##### Background

In 1991, the library commissioned a space needs and facility study. The study, and its 1994 update, confirmed the downtown library's role as an anchor facility for the library system and indicated that considerable physical upgrading and more space were required to serve the existing and future needs of Seattle citizens. Following a determination by the library's Board of Trustees that the central library should be replaced, a ballot measure to fund the proposed new central library and improvements to the Neighborhood Library system was placed before Seattle voters. It was defeated in November, 1994 by a narrow margin.

As part of the subsequent re-examination and refinement of the library's capital improvement plans, the City Librarian and CEO sent out a Request for Qualifications in August 1995 for detailed facility programming services for a new central library. In September, The RPG Partnership (RPG) was selected by the Project Planning Committee to undertake the facility programming study.

##### Process

Overall, the process followed to develop this document was highly collaborative and participatory, involving the efforts and thinking of all library staff.



From late 1995 through late 1996, RPG worked closely with library staff. The first stage of work focused on confirming and refining broad based project parameters including overall collection size, role and scope of services, building organization and a preliminary estimate of building size. During this period, existing library information was reviewed and meetings conducted with library groups to gain an understanding of the intended future role of the library and define what was required. The second stage of work further developed this information into detailed building program, planning criteria and capital cost information, summarized in the form of a "Facility Program". After a brief holding period, a final draft of the Facility Program was submitted to the library in March 1997. Subsequently, the process went into an extended holding period as the library underwent an administrative reorganization and site selection process.

In mid-1998, two key decisions were made by the library: of the candidate sites under consideration the existing site was selected as the best alternative and a November 1998 public bond date was confirmed. The public bond, which included the construction of a new Central Library, was passed successfully.

In February 1999, final revisions were provided by the library, based on additional work undertaken since the submission of the last draft. These revisions were incorporated into the final Facility Program presented herein.