



Allen County Public Library

Facilities Master Plan



7 April 2022

Allen County Public Library
900 Library Plaza
Fort Wayne, IN 46802

Acknowledgments

This Facilities Master Plan was made possible through dedication of Allen County Public Library leadership to advance the strategic goal of “Library as Place” in the communities served. The content in this document was informed by thought leaders at the library, who individually and collectively contributed to discussions which have and will continue to shape the future of all ACPL facilities. We are grateful for their guidance and appreciative of the time required for them to participate in this process.

We would like to thank the Board of Library Trustees for their guidance and commitment to transparency of process both within ACPL and in the community. The Capital Projects Committee members in particular dedicated significant time and effort advising the team and supporting the plan’s production.

Board of Library Trustees

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Capital Projects Committee

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Library leadership shared the Board’s commitment to transparency, and were instrumental in providing insights, offering feedback, and shaping dialogue throughout the process.

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Executive Summary

PURPOSE

Allen County Public Library recognizes that as their public face in each community, facilities should reflect the same level of quality as services provided and do so equitably across the system. Currently there exists a quality disparity among individual branches, stemming from history, the development needs over time, and specific complexities of each location. This Facilities Master Plan quantifies these differences to aid decisions about the size, location, and function of branches so that over the next ten years and beyond, all facilities may more effectively and equitably serve residents.

While individual facility observations can be found in the balance of this report, there are three overarching influences that affect all facilities county-wide:

Evolving Demands:

Residents' needs and aspirations have evolved with cultural, economic, and technological change over the last two decades. ACPL strategic priorities and services keep pace, requiring facility infrastructure updates to support new demands.

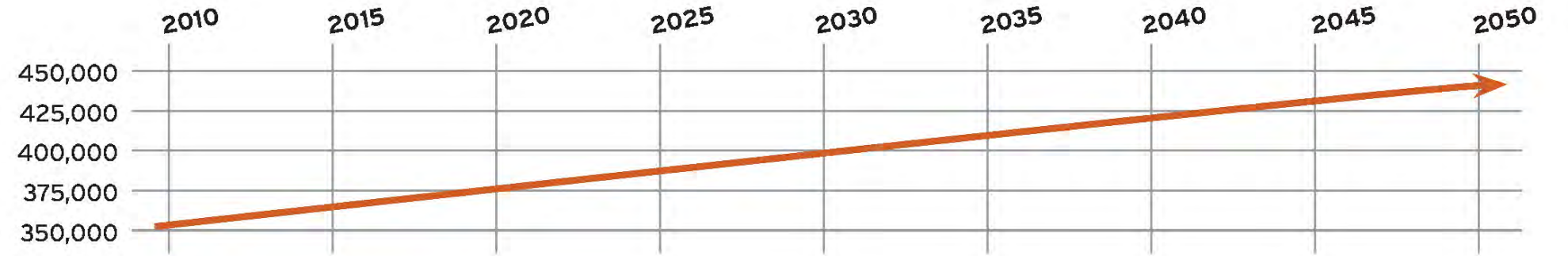
Population Growth:

Allen County population has increased by 15% since 2000 and continues to grow. All facilities experience the resulting usage increase, but inconsistently due to high and low growth areas within the county.

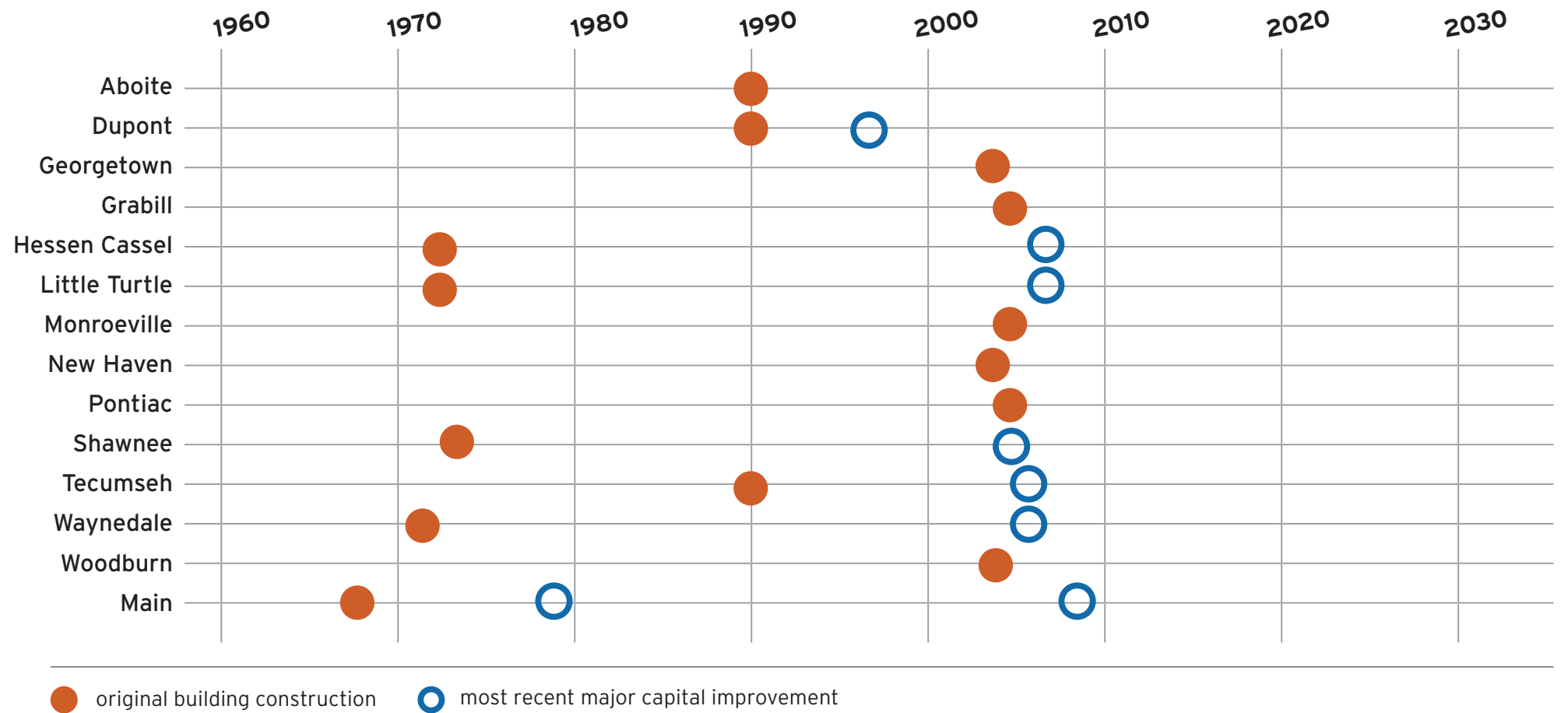
Facility Age:

Branches have not benefitted from any significant capital improvements since 2003-2008 building program. By 2030 all branches will be 25 years old, with two facilities approaching 40 years old.

Population Growth



Facility Timeline



PROCESS

A facilities master plan provides a framework for decisions about how, when, and where investments in the physical spaces that support library service delivery will be made over time. To achieve this, master plan recommendations are informed by a complexity of sources, including, but not limited to:

- the needs, wants, and aspirations of residents served by the system
- current and projected demographic trends
- current location, size, and condition of facilities
- the ability of facilities to support strategic library service goals
- near and long-term funding capacity

When drawn from these organizational and resident-specific influences, each master plan will be just as unique as the communities the library serves.

Master plan recommendations are designed to establish parameters for how to move forward and outline general recommendations for facilities collectively and individually, but will stop short of detailed facility solutions. Specific design responses for each facility are appropriately generated in collaboration with the community served at such time the opportunity, funding, and approvals allow. The Facilities Master Plan process for Allen County Public Library was designed consistent with the fundamentals outlined above, with a specific commitment to staff and community engagement at its core. While details have been customized along the way, the work was structured in three broad categories to accomplish ACPL goals as outlined below:

Discovery, Assessment, and Engagement

This phase started with staff-led tours of each facility. With that context, the team surveyed staff for input and insights, and facilitated a total of seven visioning workshops to gain shared perspectives on the future of library service in Allen County. During June, July and mid-August of 2021, the team reached out to Allen County residents for input in the form of community stakeholder focus groups, five in-person community conversations, and an

online survey in English and Spanish. Throughout this phase, meetings were held with the Library’s Management Team and the Library Board’s Capital Projects Committee to apprise of them progress, discuss initial findings, and clarify next steps.

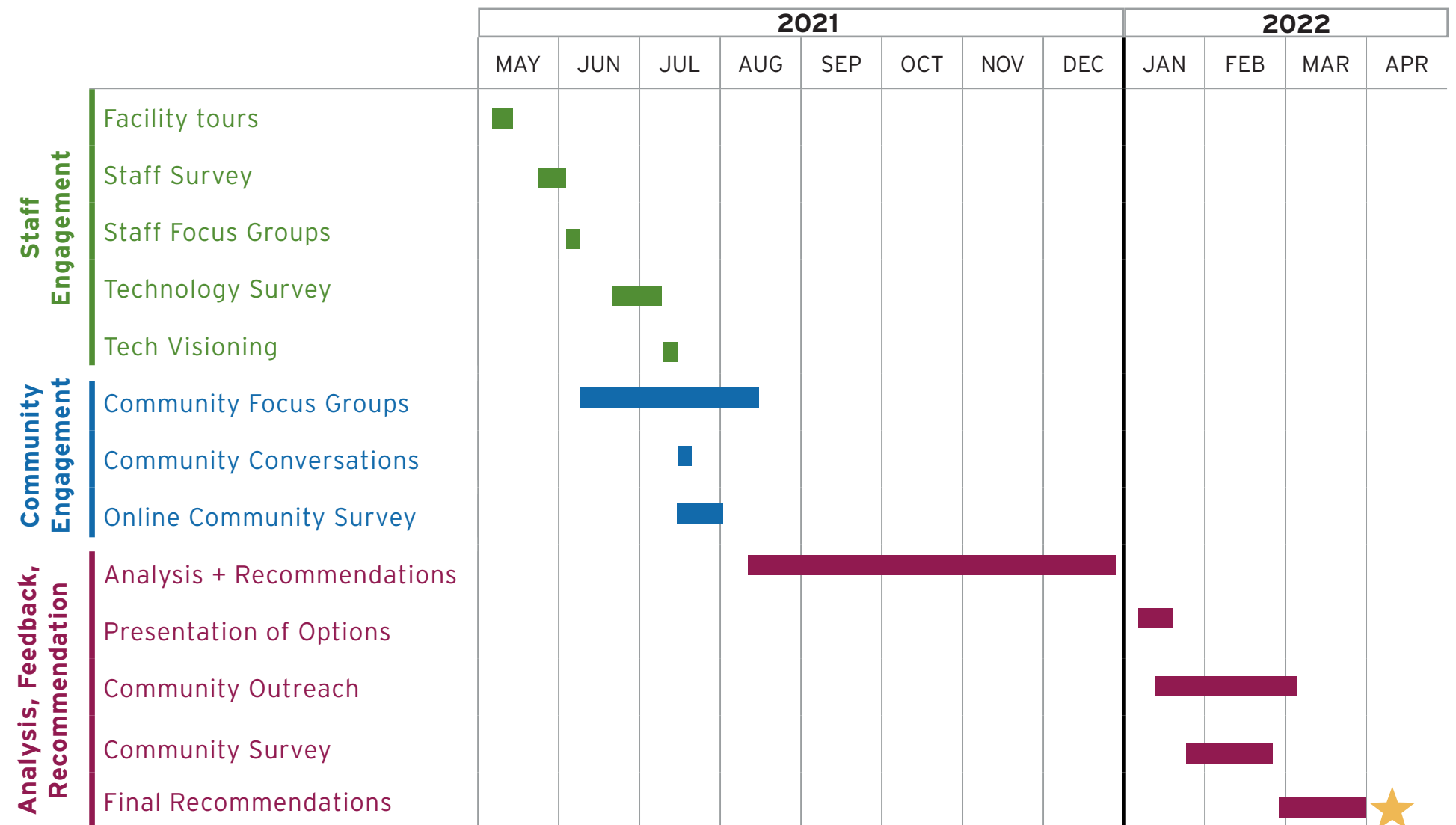
Analysis and Alignment

This phase built on the foundation of staff and community input, aligning the facility responses to current conditions, demographic trends, and evolving library service demands with the tpriorities of Allen County residents. The resulting analysis was

presented to the Library Board and County residents on January 5, 2022. Residents were encouraged to share their reactions to the recommendations and options included in the report, by responding to an online survey or attending one of five open houses facilitated by Library staff.

Master Plan Documentation and Presentation

The input received from all of the sources has resulted in this final document presented to the Board of Library Trustees on Thursday April 7, 2022.



RECOMMENDATIONS AND FISCAL IMPLICATIONS

The recommendations outlined below for each branch were drawn from the results of the process outlined above. The assessment and analysis details that informed these recommendations can be found in the balance of this document.

Estimates of cost for the recommendations account for knowable and predictable costs, and are presented as a range, consistent with a Facilities Master Plan level of detail. The estimates include construction costs (often referred to as 'hard' costs), 'soft' costs, and escalation.

Hard cost estimates for existing facilities have been informed by: observed and observable conditions; conversations with ACPL in-branch and facilities staff; detailed facility assessment reports prepared by EMG under separate contract in 2018; a comprehensive systems report prepared by Trane Building Advantage under separate contract in 2020; and the professional judgement of the planning team's professional estimator. Hard cost estimates for proposed expansions and/or new facilities are estimated based on a regional average as-constructed costs for library buildings, on a square foot basis.

Note that current market conditions and supply chain disruptions make the level of certainty less predictable, and the estimates represent the team's professional judgement as of the date of this report.

Soft Cost estimates include a wide array of related services and purchases that are outside of a construction project but necessary for any facility to be built. These include - but are not limited to: architect and engineering fees, surveys, permits, insurance, construction manager fees; plus - books, furniture, fixtures, equipment, technology, moving costs, and contingencies. These are budgeted based on square foot estimates and as a percentage of construction cost.

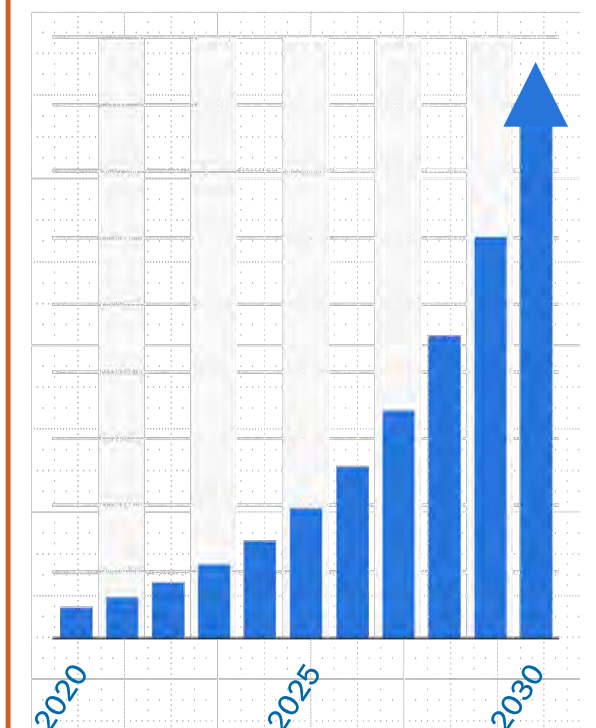
Escalation is the estimated increase in costs over time. The recommendations in this plan would necessarily be done in phases to avoid any comprehensive shut-down of facilities and service delivery to Allen County residents. Estimates included here have assumed a three-phase implementation process that would be carried out over eight years. For purposes of this report, escalation has been calculated at 4.0% annually.

Recommendations also include proposed sale of existing and purchase of new property, however the estimates do not yet include assumed value of existing or cost of new real estate. The map that follows outlines the recommendations for each location, alongside a branch by branch summary and cost range for the proposed 15-branch system-wide improvements.

Project: Allen County Public Libraries		Estimate	
New Haven Branch - A115		Fiskdale #3 2021	
Adrian Township, Indiana		PCH/Brno 210104	
Revision: 01/2021		Last Update: 01/2021	
Revision: 01/2021		Drawing No:	
SUMMARY of "CONCEPTUAL ESTIMATE"			
DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
BUILDING COMPONENTS			
100 GENERAL BUILDING COSTS	1	\$ 4,441	\$ 4,441
200 FOUNDATION/UNDERPINNINGS	2	\$ 1,181	\$ 2,362
300 CONCRETE	2	\$ 9,949	\$ 19,898
400 MASONRY	3	\$ 2,231	\$ 6,693
500 METALS	4	\$ 3,044	\$ 12,176
600 WOOD AND PLASTICS	5	\$ 9,406	\$ 47,030
700 FLOORING AND MEDIUM PRICED FINISH	8	\$ 25,125	\$ 201,000
800 GLASS	9	\$ 3,300	\$ 29,700
900 FINISHES	10	\$ 22,440	\$ 224,400
1000 MECHANICAL	11	\$ 66,633	\$ 733,000
1100 HEAVYWORK	12	\$ 9,000	\$ 108,000
1200 ELECTRICAL	13	\$ 8,000	\$ 96,000
1300 SPECIAL INVESTIGATION	14	—	—
1400 CONVEYING SYSTEMS	15	—	—
1500 FIRE SUPPRESSION	16	\$ 3,176	\$ 51,216
1600 PLUMBING	17	\$ 19,162	\$ 325,774
1700 PAINT	18	\$ 1,916	\$ 34,488
1800 AUTOMATION	19	\$ 9,000	\$ 171,000
1900 ELECTRICAL SYSTEMS	20	\$ 12,111	\$ 242,222
2000 FURNITURE, BOOKS, RECORDS, SAFETY and SECURITY	21	\$ 754	\$ 15,834
210000 ELECTRICAL, UTILITIES and SITE DEMONSTRATION	22	\$ 1,417	\$ 31,162
MINIMUM ALL TRADES WORK (Including Waste Removal)		\$ 180,302	\$ 1,564,091
GENERAL CONTINGENCY	0.00%	\$ 17,030	\$ 17,030
CONTRACTOR OVERHEAD and PROFIT and RISK	8.70%	\$ 137,144	\$ 1,701,235
TRUCKAGE to NEAREST POINT of CONSTRUCTION	0.07%	\$ 12,447	\$ 12,447
CONTRACTOR'S DESIGN, ESTIMATING, ORDERING and MARKET ESTIMATION	12.00%	\$ 217,802	\$ 2,601,797
PERMIT FEE	0.70%	\$ 1,266	\$ 12,660
TOTAL PROBABLE CONSTRUCTION COSTS:		\$ 287,507	\$ 2,896,811

'Hard' Costs

'Soft' Costs



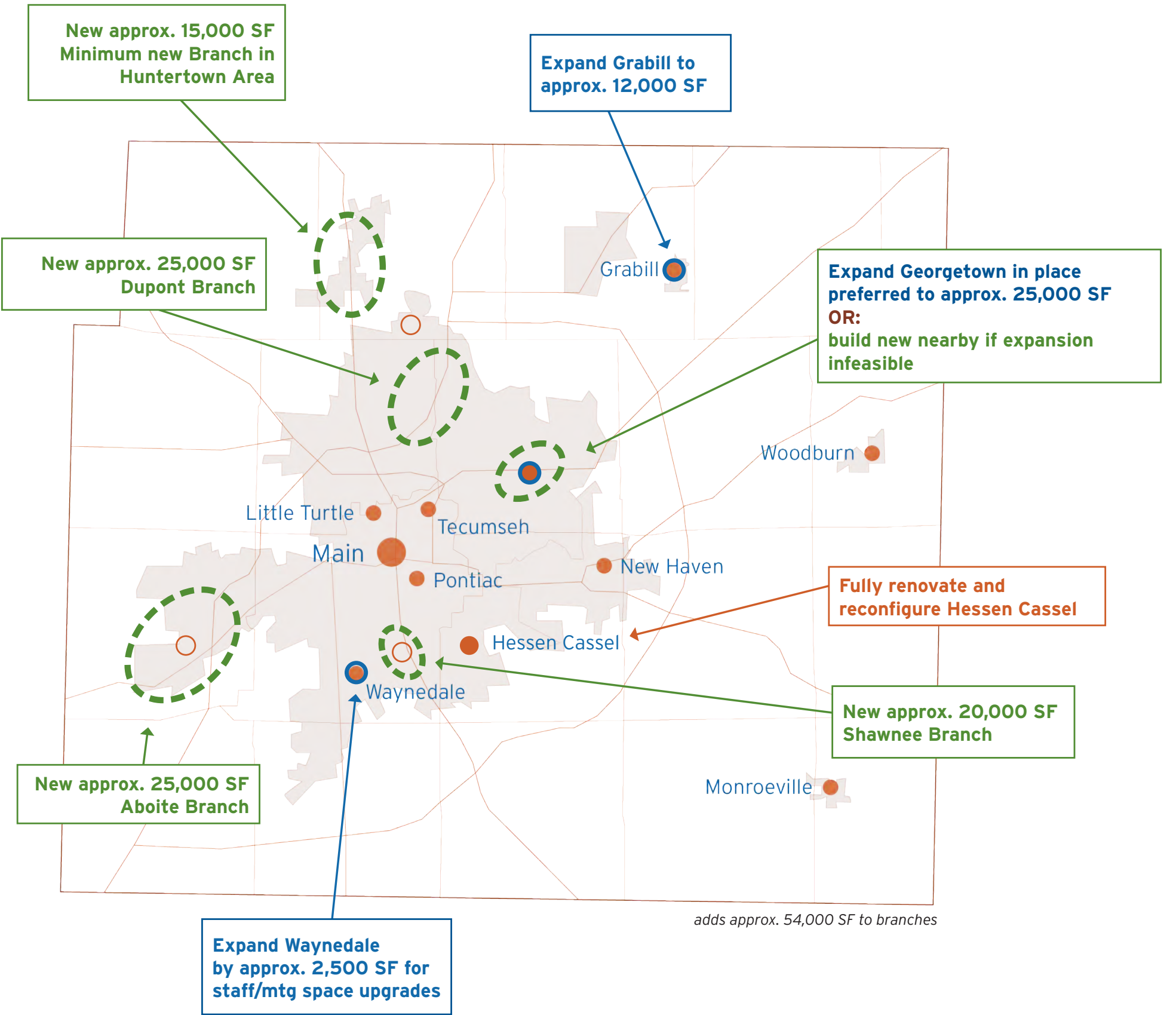
Escalation

**15 Branches - 54,000 SF added
Cost Range \$112 M to \$118 M**

Aboite	Sell Property + Build New Aboite Branch
Dupont	Sell Property + Build New Dupont Branch
Georgetown	Medium Renovation + Expansion or: Sell Property + Build New Branch
Grabill	Medium Renovation + Expansion
Hessen Cassel	Heavy Renovation
Huntertown	Build New Branch in Huntertown Area
Little Turtle	Medium Renovation
Monroeville	Medium Renovation
New Haven	Medium Renovation
Pontiac	Medium Renovation
Shawnee	Sell Property + Build New Shawnee Branch
Tecumseh	Medium Renovation
Waynedale	Medium Renovation + Expansion
Woodburn	Medium Renovation
Main	Select Renovations

15 Libraries:	4 New	2 Renovate/Expand	9 Renovate
	5 New	1 Renovate/Expand	9 Renovate

Note: Costs include estimated escalation but do not include purchase or sale of property



- Existing Branch to be Replaced
- Renovate + Expand Existing Branch
- Renovate Existing Branch
- New Branch





Context

SUMMARY

From its 1895 origins as a single location in Fort Wayne’s City Hall, the Allen County Public Library has grown to include 14 locations, including a flagship Main library and branches throughout Fort Wayne and in surrounding communities.

The original facilities at five ACPL locations date from between 1965 and 1975, which include: Main, Hessen Cassel, Little Turtle, Shawnee, and Waynedale. In 1990, three new libraries were added to the system: Aboite, Dupont and Tecumseh. A comprehensive system expansion between 2003 and 2008 renovated or expanded all the existing libraries except for Aboite and Dupont, and added six new libraries: Georgetown and Pontiac within Fort Wayne; and Grabill, Monroeville, New Haven, and Woodburn - each named for the city or town in which they are located.

The Library is governed by a seven-member Board of Trustees appointed by various bodies of elected officials. Each trustee is appointed to a four-year term and the terms are staggered so no more than two terms expire in any year. The Board levies its own taxes, adopts its own resolutions having the effect of local law governing library matters, and issues its own general obligation debt. It is also responsible for establishing and overseeing library policies, and shaping the Library’s priorities through the creation and adoption of multi-year Strategic Plans. The Library Board is also responsible for hiring and evaluating a library executive director who in turn is responsible for the operation of the Library in accordance with State Law and Board policies.

The Mission of the Library is “Enriching the community through lifelong learning and discovery.” Through its robust collections, creative programs, innovative services, and community partners, this mission comes to life every day thanks to ACPL’s dedicated and talented staff.

**By the Numbers
Fiscal Year
2021**

Population Served
385,410
(2020 Census)

Facilities
15
*including a Main Library;
13 branches; and an
Administrative Support
Center*

Operating Budget
\$31,165,237

Staff
305.15 FTE

Library Materials Budget
\$4,152,330

Collection Size
2.5 million
print books

Circulation
3.6 million

Library Visits
1,342,451

Registered Borrowers
188,086

Number of Programs and Events
1,980

Program Attendance
148,519

MISSION:

**Enriching the
community
through lifelong
learning and
discovery.**

ACPL STRATEGIC PLAN FOR 2018-2022

The Allen County Public Library adopted its 2018-2022 Strategic Plan in November 2017, after engaging in a planning process designed to answer three key questions:

1. What does the community want?
2. Where does ACPL want to go?
3. How does ACPL get there?

The planning process was carried out over six months and in three phases: Phase One included data gathering, analysis and stakeholder input; Phase Two included a planning retreat, visioning and generating the plan outline; and Phase Three generated the work plan to carry out the Strategic Priorities.

The Focus Areas, Goals, Outcomes, and Investments are reprinted here for reference, as these represent the strategic context within which the Facilities Master Plan was carried out. A full summary of the ACPL Strategic Plan and key findings can be accessed on the ACPL website via the following link:

[ACPL Strategic Plan 2018-2022](#)

As the current Strategic Plan was created to shape priorities through 2022, ACPL leadership will embark on a process to develop a new Strategic Plan for 2023 and beyond.

What does the
community
want?

Where does
ACPL want
to go?

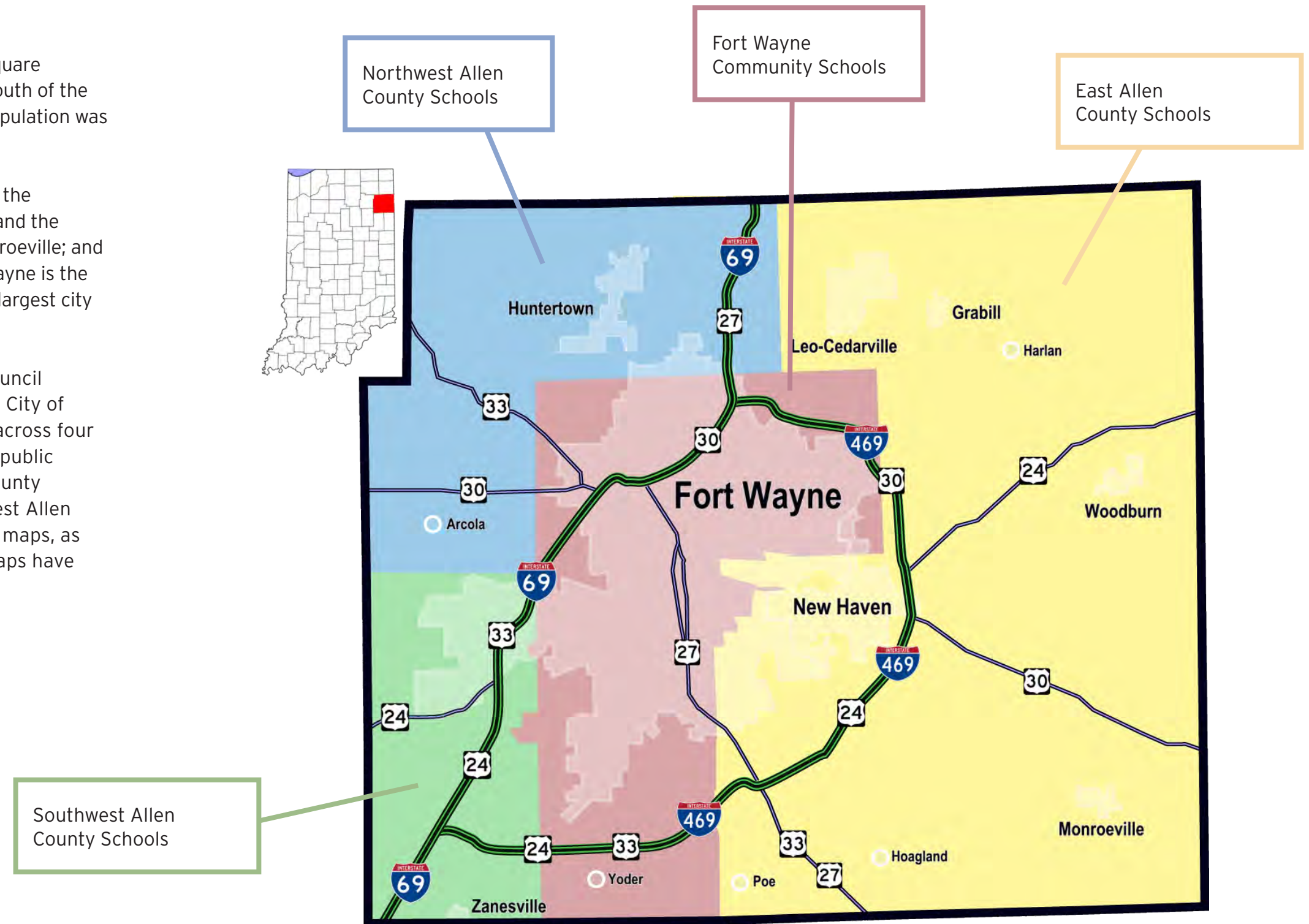
How does
ACPL get
there?

COMMUNITY

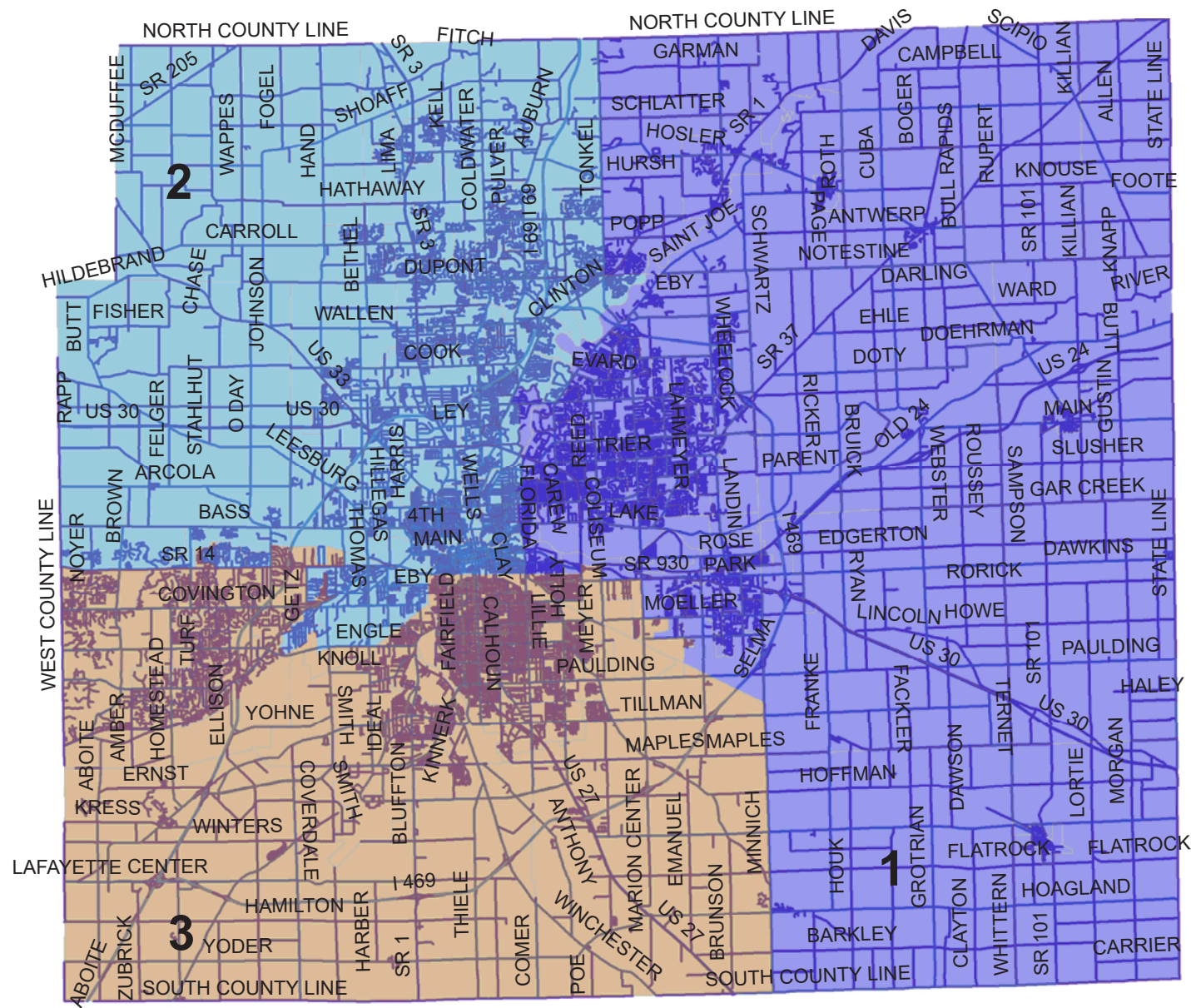
Located in northeast Indiana, Allen County covers 660 square miles bordering the western edge of Ohio and 34 miles south of the Michigan state line. According to the 2020 census, the population was 385,410, making it the third largest county in Indiana.

The county is subdivided into 20 Townships, and includes the following cities: Fort Wayne; New Haven; and Woodburn; and the following towns: Grabill; Huntertown; Leo-Cedarville; Monroeville; and a portion of Zanesville along the southern border. Fort Wayne is the county seat, and at 263,886 residents is also the second largest city in Indiana.

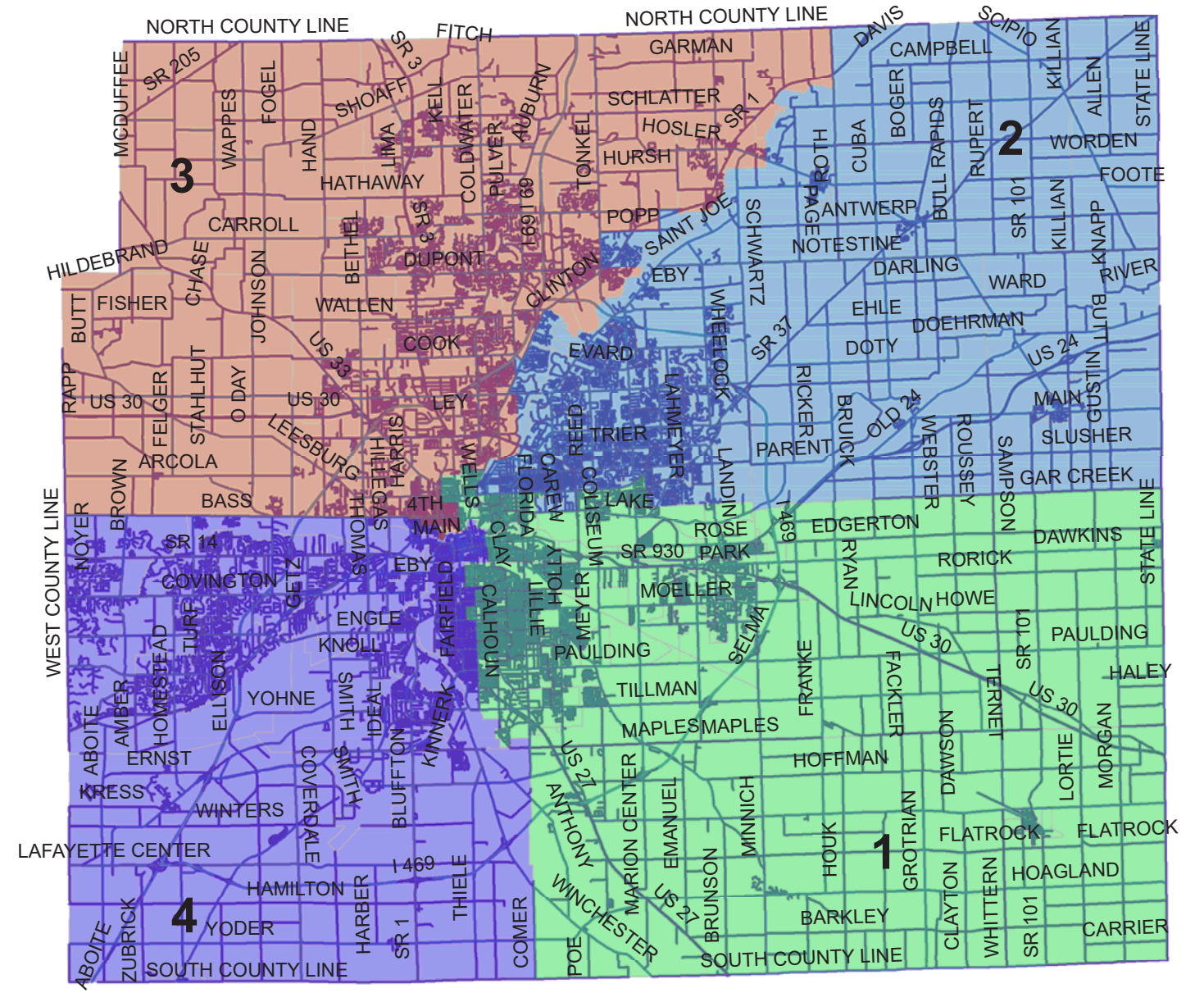
Politically the county is subdivided into four County Council Districts and three County Commissioner Districts. The City of Fort Wayne includes six City Council Districts overlaid across four Neighborhood Quadrants. There are four Allen County public school districts: Fort Wayne City Schools; East Allen County Schools; Northwest Allen County Schools; and Southwest Allen County Schools. The county council and school district maps, as well as the Fort Wayne quadrant and council district maps have each been reproduced here for reference.



Allen County School Districts Map



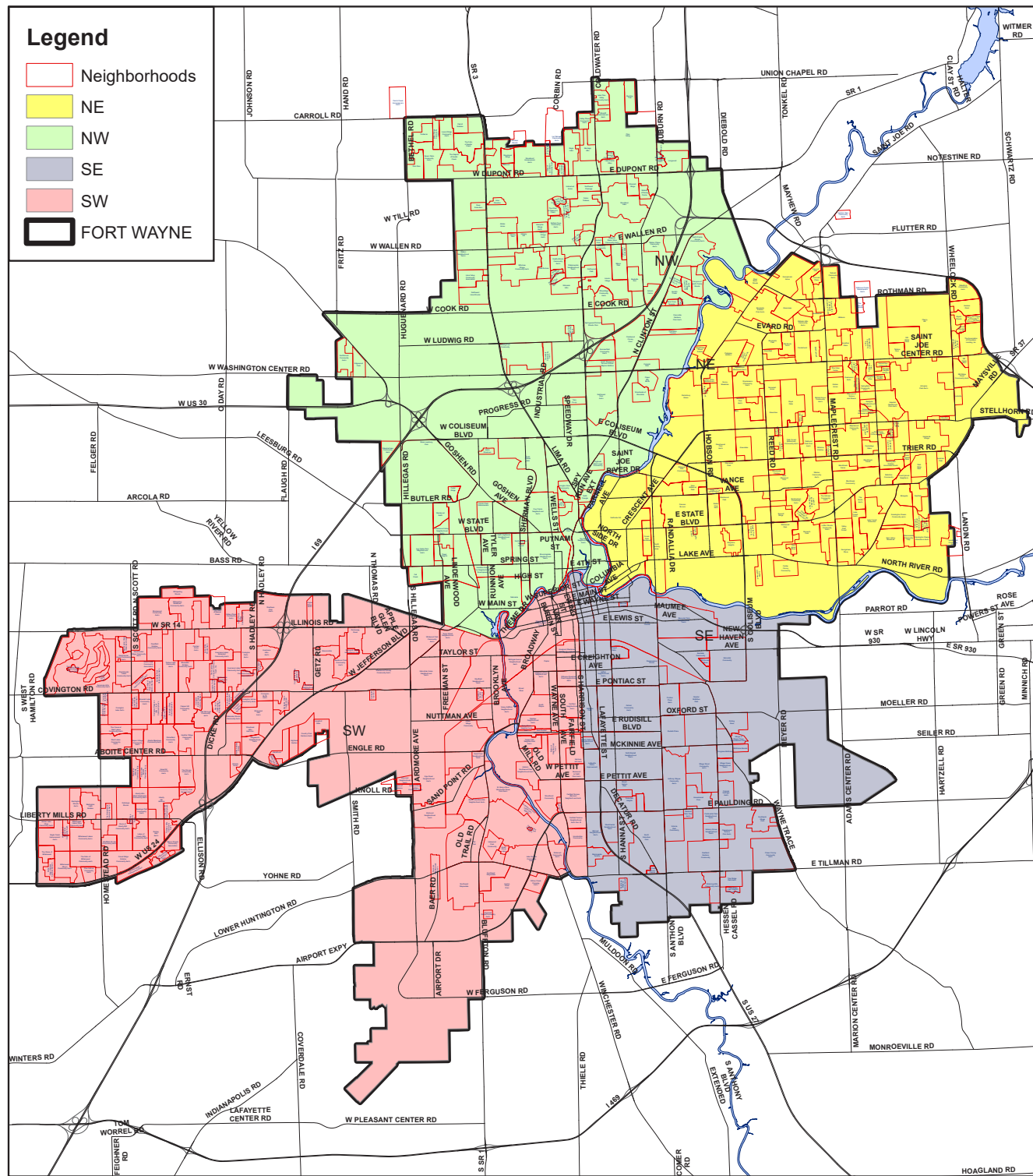
County Commissioner Districts



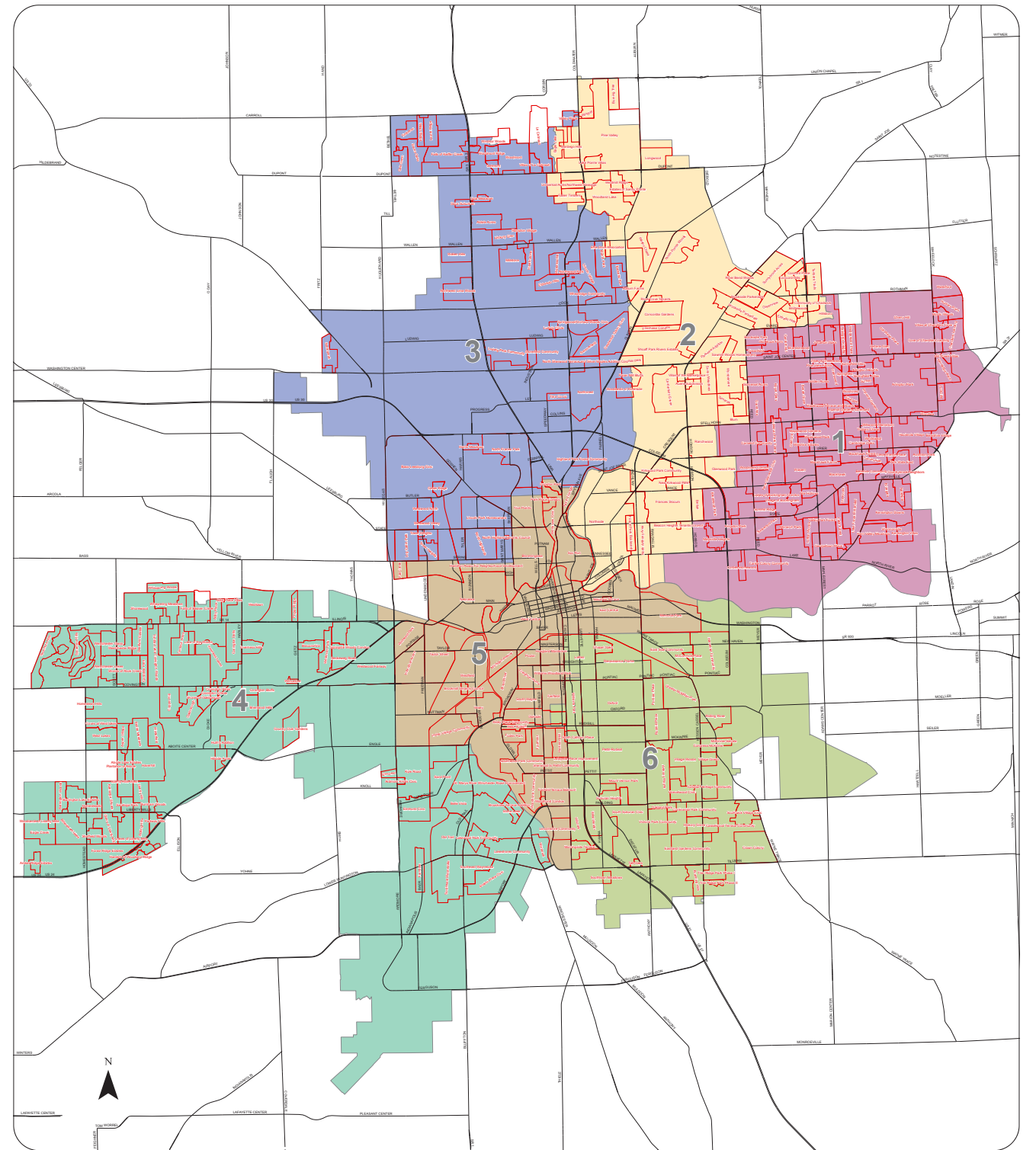
County Council Districts



2 Context



Neighborhoods and Area Partnerships



Fort Wayne Councilmanic Districts: 2010-2020

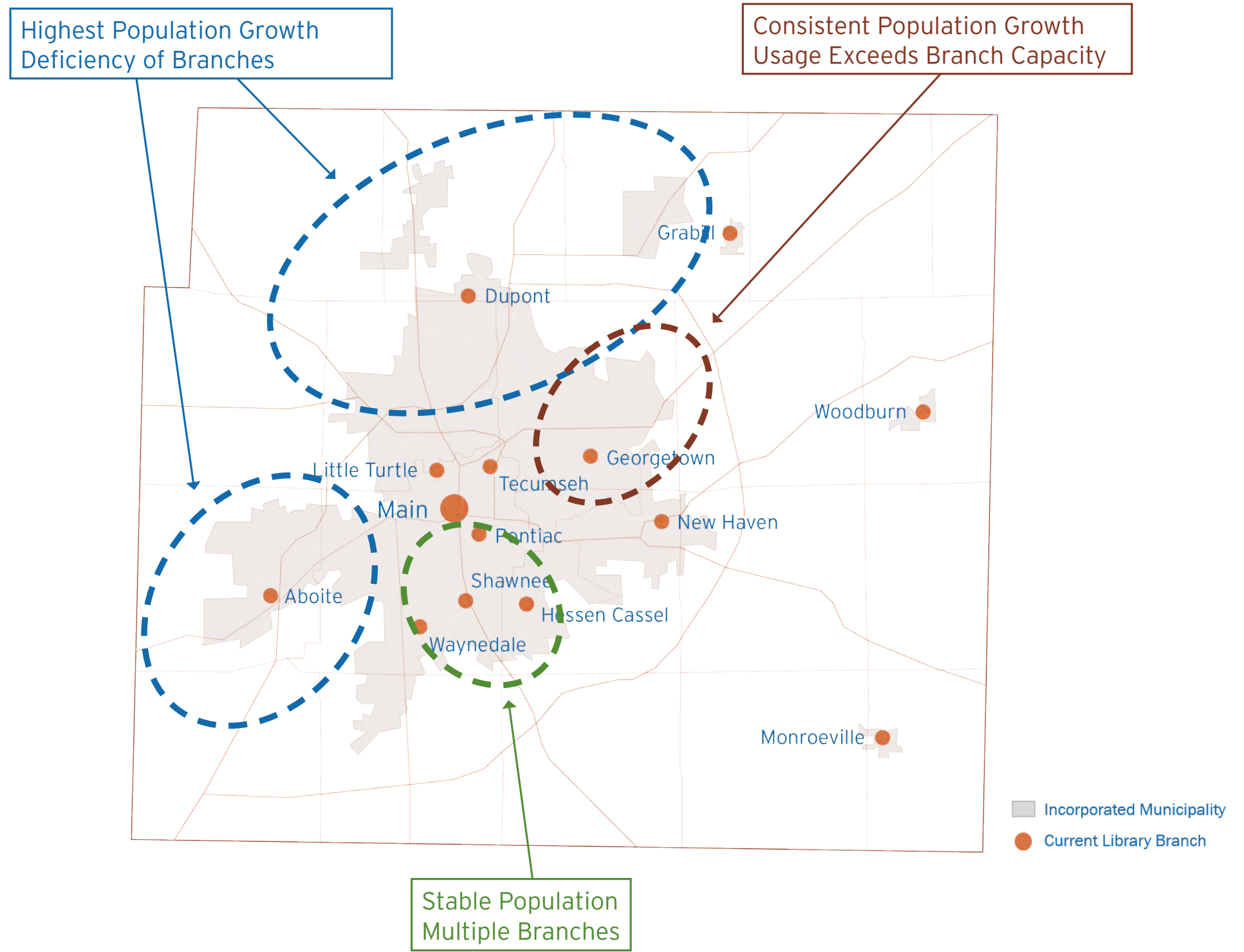
Population growth in Allen County has been steady over the last decade and is projected to continue. By 2030, the county is projected to grow by an additional 15,000-20,000 residents, according to STATS Indiana.

While growth in aggregate has been steady, it is experienced inconsistently across the county. Specifically, the northern and southwest parts of the county are experiencing the fastest growth. The Aboite neighborhood in the southwest, Huntertown and Leo-Cedarville in the north, and the Dupont neighborhoods are all experiencing population growth that outpaces the rest of the county. A June 2019 report prepared for ACPL by McKibben Demographics Research LLC projected that by 2035, growth would increase by 7.7% in Aboite, 16.9% in Dupont, and 61.7% in Huntertown over the 2010 population numbers. By comparison, the City of Fort Wayne in aggregate experienced modest growth of +/- 0.5% on average year over year.

As this population growth has been dynamic over time, it has created usage demands that in some locations exceed the capacity of existing Allen County Public Library branches to appropriately accommodate. In other areas, the density of branches is more than adequate to accommodate the current demands. The map included here highlights this relationship between population and branch density in a few specific areas.

A comprehensive demographics analysis of Allen County was beyond the scope of this report, however the data available through online resources informed the analysis and recommendations as presented. Below is a partial list of online resources referenced during the preparation of this report:

- [Allen County Indiana](#)
- [City of Fort Wayne](#)
- [STATS Indiana data for Allen County](#)
- [Greater Fort Wayne - Allen County Together](#)
- [All in Allen](#)
- [Northeast Indiana Regional Partnership](#)
- [The St Joseph Community Health Foundation, Vulnerable Populations Study](#)
- [United Way Allen County, ALICE Critical Population](#)
- [Allen County Regional Transit Authority](#)





3

Process

PROCESS

A facilities master plan provides a framework for decisions about how, when, and where investments in the physical spaces that support library service delivery will be made over time. To achieve this, master plan recommendations are informed by a complexity of sources, including, but not limited to:

- the needs, wants, and aspirations of residents served by the system
- current and projected demographic trends
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Discovery, Assessment, and Engagement

This phase started with staff-led tours of each facility. With that context, the team surveyed staff for input and insights, and facilitated a total of seven visioning workshops to gain shared perspectives on the future of library service in Allen County. During June, July and mid-August of 2021, the team reached out to Allen County residents for input in the form of community stakeholder focus groups, five in-person community conversations, and an

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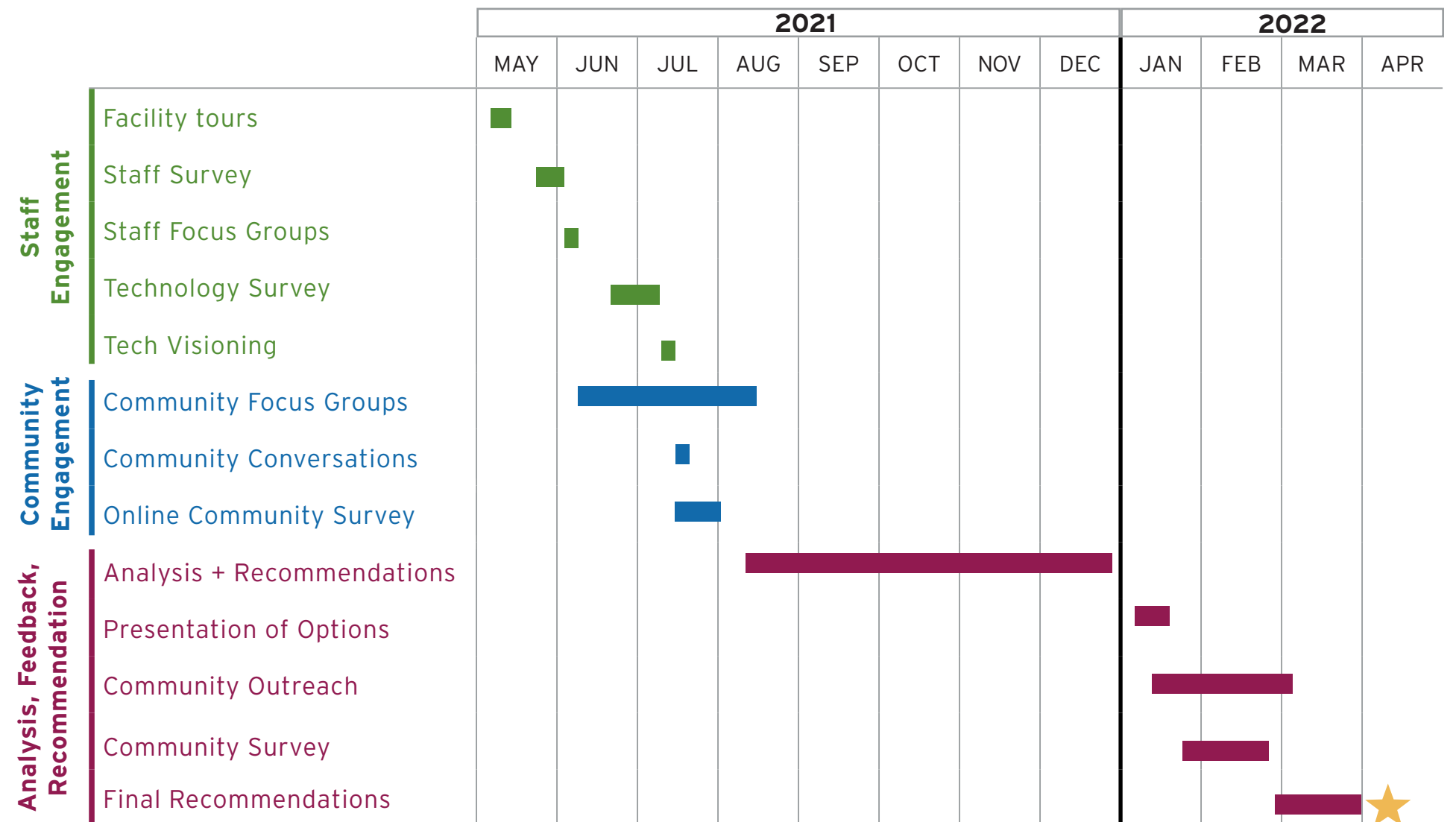
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STAFF ENGAGEMENT

Facility Tours

During the week of May 10th 2021, the Consultant team toured each of ACPL's facilities to gain an understanding of their current condition and how they might be renovated or expanded to better serve local residents.

Special attention was paid to:

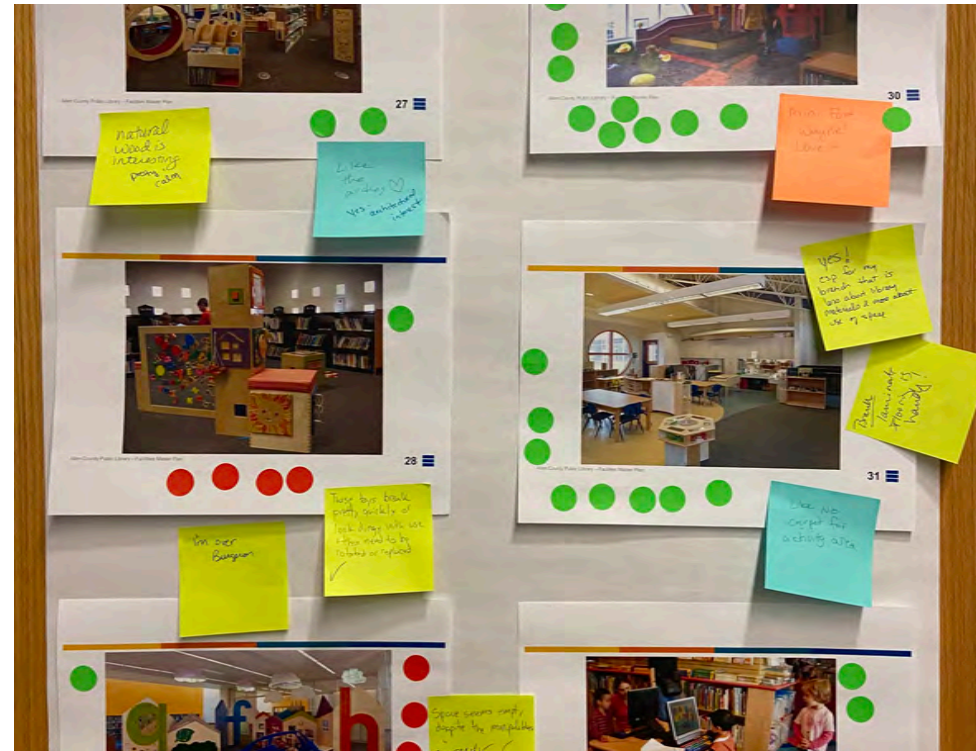
- Building site
- Building condition
- Space allocation and service functionality for the public
- Operational efficiency for staff
- Technology
- Ambiance

The tours were conducted by the Branch Manager or another member of the branch staff if the manager was unavailable. Whenever possible, the consultants also met with other branch staff to learn how the facility could be improved and what they liked about the branch.

The consultants took over 2,000 photos during the tours and have used them to illustrate the existing condition of each facility in Section 4 of this document.

After the tours were completed, the consultants prepared a preliminary summary of their findings in each of the categories described above. These summaries were then shared with the branch managers and other key staff to confirm they were accurate and complete. The summaries were then revised based on staff input, and they serve as the basis of the text in the ACPL Facilities Today session of this document.



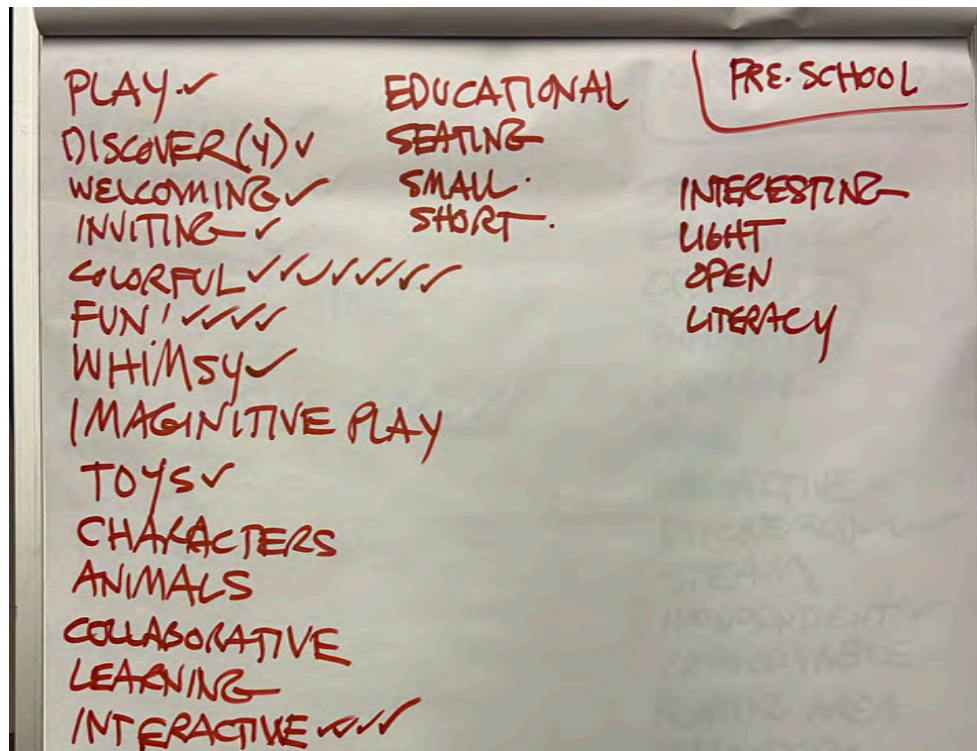


Staff Focus Groups

On June 7-8, 2021 staff attended a series of focus groups facilitated by Rick Ortmeier and June Garcia. Each focus group followed the same format: the consultants used a PowerPoint presentation to show images of how other public libraries had designed their spaces for a specific target audience or for a specific service/function. The images were not intended to represent best practice or recommendations for ACPL to adopt. Their purpose was to stimulate conversation and encourage staff to envision what spaces in ACPL facilities could or should be.

After the PowerPoint the consultants gathered staff in groups of 4 to 6 people to review the images in more detail and discuss them with others in their group. Each attendee was given some green dots and red dots to identify the images they liked the most (green dot) and those they liked the least (red dot).

Once all the attendees had a chance to view all of the images, the consultants facilitated a discussion to determine what staff liked about the images that received the most green dots and what they disliked about the images that received the most red dots.



In the final segment of each session, staff were asked to write down words or phrases that described the ideal space for the target audience or the specific service/function that was being discussed in the session. These words and phrases were then shared with the group and recorded by the consultants for inclusion in this report.

Spaces for Children: Interactive Play + Learning + Collections and Spaces for Teens + Tweens: Hanging Out + Study + Making + Collections

The PowerPoint contained 71 images. Those illustrating spaces for children included images of entrances into children’s areas, shelving for picture books and other types of library materials, comfortable seating, different types of tables and chairs, signage, interactive exhibits, computers, and program rooms. Those illustrating spaces for Teens and Tweens included images of comfortable seating, shelving for collections, computers, gaming, collaborative workspace, study rooms, and recording studios.

PRESCHOOL CHILDREN

- Colorful
- Fun
- Interactive
- Discovery
- Play
- Whimsy
- Hands on play
- Welcoming
- Inviting
- Toys
- Safe
- Accessible shelving
- Bright
- Imaginative play
- Characters
- Animals
- Collaborative
- Learning
- Comfortable
- Clean
- Educational
- Seating
- Small
- Short
- Interesting
- Light
- Open
- Literacy

SCHOOL-AGE CHILDREN (AGES 6-12)

- Collaborative
- Fun
- Interesting
- Discovery
- Color
- Interactive
- Technology
- Educational
- Welcoming
- Inviting
- Engaging
- Independent
- Non-intimidating
- Exciting
- Unique
- Transformational
- Variety
- Create
- Play
- Learn
- Space
- Signage
- Gaming
- Accessible
- Seating
- Opportunity
- Exploration
- Literacy
- Safe
- STEAM
- Comfortable
- Reading Area
- Characters
- Games
- Flexible

TEENS AND TWEENS

- Collaborative
- Technology
- Inviting
- Welcoming
- Social
- Flexible
- Safe
- Ownership
- Privacy
- Friends Space
- Amazing
- Accessible
- Visual
- Adaptable
- Variety
- Space
- Connectivity
- Sound proofing
- Bright
- Age appropriate
- Transitional (age appropriate)
- Modern
- Cool
- Fun
- Explore
- Comfort
- Trendy
- Color
- Entertainment
- Learning
- Sightlines
- Displays
- Vibrant
- Seating

Spaces for Adults: Collections + Seating + Computers + Service Points

The PowerPoint contained 46 images illustrating various types of shelving, comfortable seating, tables and chairs, access to power to charge personal electrical devices such as mobile phones and laptops, service desks for staff, computer labs, laptop vending, digital signage, makerspaces, copy machines, nooks for book sale items and holds pick up, vending areas and cafes.

- Comfortable
- Welcoming
- Flexibility
- Collaboration
- Inviting
- Bright
- Ease of use
- Eye Catching
- Accessible
- ADA Compliant
- Useful
- Enjoyable
- Translucence
- Air
- Roomy
- Multi-purpose

- Educational
- Open Access
- Space
- Natural Lighting
- Cozy
- Intuitive
- Chairs
- Displays
- Visibility
- Informative
- Easy to Understand
- Open
- Pertinent info
- Navigable
- Vibrant

Meeting Spaces: Large + Small + Formal + Informal

The PowerPoint contained 44 images illustrating a variety of meeting spaces including small study rooms for 2 -4 people, conference rooms of various sizes seating 4 - 20 people, program rooms seating 20 - 100+ people, program areas that were not enclosed, art galleries or display areas, and specialty program rooms for arts & crafts, maker spaces, or culinary classes.

SMALL MEETING SPACE (2 - 4 PEOPLE)

- Glass walls or windows - some privacy, not fishbowl
- White boards for collaboration
- Different types of seating
- Access to basic technology
- Good signage

MEDIUM MEETING SPACE (UP TO 20 PEOPLE)

- Visibility into space
- Good acoustics
- Ability to subdivide into two smaller rooms
- Flexible, comfortable furniture
- Natural light with ability to darken space for presentations
- Some storage
- Technology for presentations

LARGE MEETING ROOM

- Located so it could be used after hours
- Storage for tables and chairs not in use
- Kitchen or pantry
- Good sound system
- White board, perhaps movable or wall mounted
- Charging stations for laptops etc.
- Accessible, easy to use projection equipment

MAKER SPACE

- Flexible
- Easy to clean
- Proper flooring
- Flexible power
- Furniture that suits purpose
- Tables on wheels
- Trash disposal is safe and adequately sized

Outdoor Spaces: Contemplative and/or Active

The PowerPoint contained 41 images showing outdoor seating, landscaping, program areas, exterior lighting, bike racks, drive thru book drops, drive up service windows, community gardens, and outdoor activities such as games, story walks, and fitness apparatus.

EXAMPLES OF GOOD OUTDOOR SPACES IN ALLEN COUNTY AND NEARBY:

- Promenade Park -
- Parkview Field
- Freimann Square
- Science Central
- Fort Wayne Children's Zoo
- Lakeside Park and Rose Garden
- Kreager Park and Splash Pad
- Foster Park
- Storybook Park, Decatur, IN
- Riverbend Park - Mt. Vernon Park
- Winona Lake - Stained glass - Limitless Park

OUTDOOR SPACES

- Safe
- Accessible
- Good lighting - safety, but also fun and pretty
- Shade
- Appropriate landscaping
- Places to wait for rides
- Area to do outdoor programs
- Better parking
- Drive thru bookdrop
- Games in paving, such as hopscotch

STAFF ENGAGEMENT

Although the consultants met with some staff when they toured each facility, it was important that every staff member have the opportunity to share their observations and opinions about any facility in the system. The survey ran from May 24 - June 6, 2021 and 145 responses were received covering every branch and every public service department in the Main Library.

The information that was received was extremely valuable, helped the consultants gain a deeper understanding of each facility, and has been incorporated into the assessments of each facility (See Section 4 - ACPL Facilities Today).

STAFF SURVEY JUNE 2021



1. For Main Library Staff: Please indicate your department from list below.

- | | |
|--------------------------------|---------------------------------|
| Access Fort Wayne | Genealogy & Special Collections |
| Art Music Media | Materials Support Services |
| Business, Science & Technology | Readers Services |
| Children's Services | Teen Services |
| Circulation Services | Other: Please specify _____ |

2. For Branch Library Staff: Please indicate your branch from the list below.

- | | |
|---------------|-----------|
| Aboite | New Haven |
| Dupont | Pontiac |
| Georgetown | Shawnee |
| Grabill | Tecumseh |
| Hessen Cassel | Waynedale |
| Little Turtle | Woodburn |
| Monroeville | |

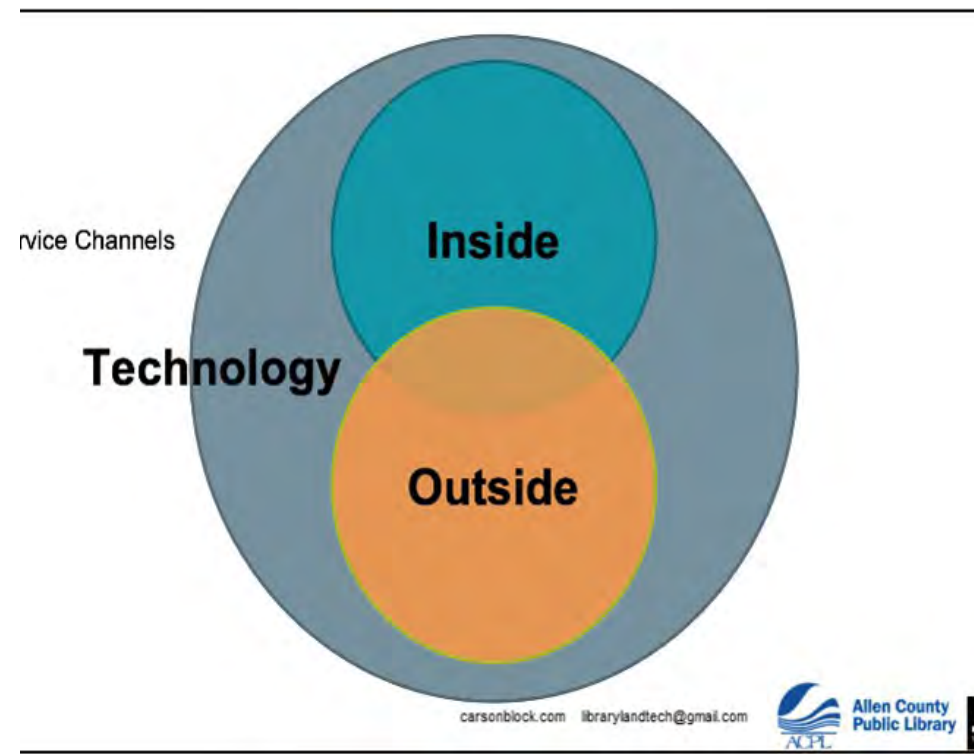
3. If you work at the DiSalle facility, please specify which department in the text box below.

4. What do you like best about the public spaces in the library? Be as specific as possible.
5. What do you like least about the public spaces in the library? Be as specific as possible.
6. What do you like best about the staff work areas in the library? Be as specific as possible.
7. What do you like least about the staff work areas in the library? Be as specific as possible.
8. What do like best about the outdoor spaces at the library? Be as specific as possible.
9. What do like least the outdoor spaces at the library? Be as specific as possible.
10. What technology equipment and services are working well for library patrons?
11. What technology equipment and services could be improved for patrons?
12. What technology equipment and services are working well for library staff?
13. What technology equipment and services could be improved for library staff?
14. If you could change three things about the library in which you work, what would you change and why would you do so?
15. Is there anything else you would like the consultants to know about the library in which you work?

Staff Survey June 2021

Q2: COVID? WHAT WILL STAY?

- VIRTUAL PROGRAMMING - SPECIFICALLY TO NURSING HOME RESIDENTS
* HELPED CARE GIVERS LEARN TO CONNECT
- WHEN CLOSED, VALUE WAS HIGHLIGHTED
x ACPL as PLACE
- PRE-CLOSE, SHELVES EMPTIED - PRINT = VALUED
- SHIFTING SYSTEMS, SHIFTING SKILLS TO TOUCHLESS - LEARNING - LEARNING / RECONNECTING THROUGH



TECHNOLOGY SURVEY AND VISIONING

In June 2021, technology consultant Carson Block performed a technology assessment of ACPL through staff surveys. An extensive collection of targeted surveys was created to assess the technology conditions throughout the library system through the perspectives of multiple staff groups.

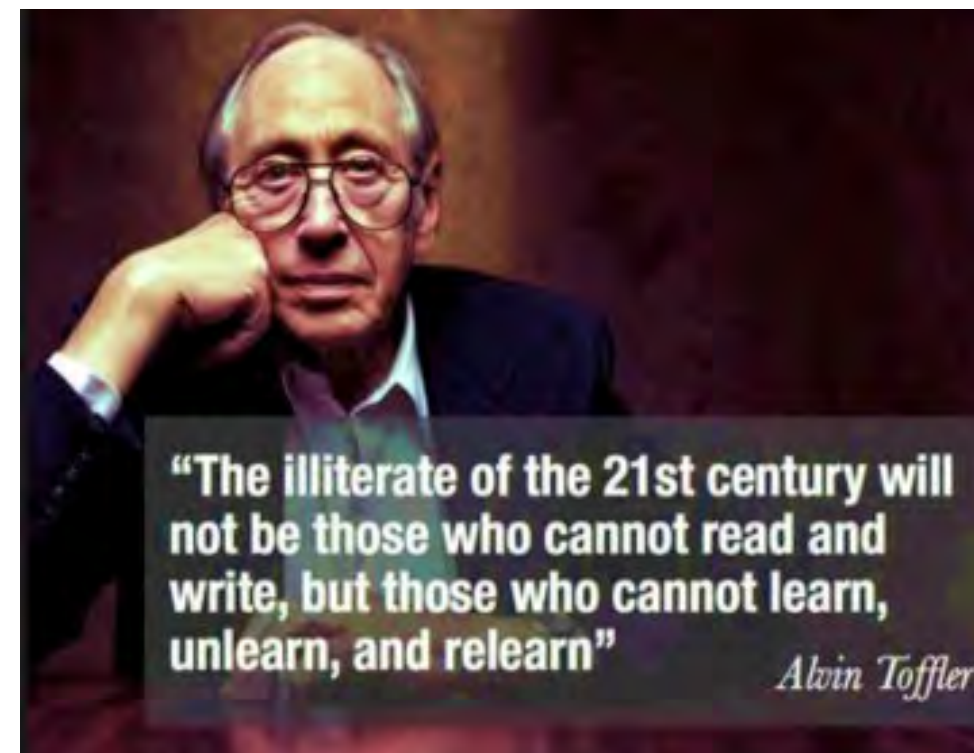
Special surveys were created and sent to each branch manager; each department manager at the Main Library; IT staff; the library leadership team; and the library director. The consultant also assisted the project team with staff and patron survey creation and analysis.

The survey process was followed in July 2021 with an on-site visit to learn more about the library, lead technology visioning sessions for staff and participate in public focus groups. and a remote visioning session with the library leadership team.

The site visit included a full tour of the Main library, as well as technology Focus Groups and interviews with:

- IT Staff
- Technical Services
- Online User Experience team
- Genealogy
- Digital Wayfinding (ad hoc group)
- Access Fort Wayne staff

Technology Visioning on-site included two 2-hour sessions performed for a broad range of staff. Topics included the role of technology, current technologies and futuristic technology-driven services in libraries. Attendees were given the opportunity to voice their preferences for technology ideas of particular importance to the ACPL service area. In August, a follow-up visioning session with library leadership followed the same agenda.



COMMUNITY ENGAGEMENT

Community Conversations

On July 14-16, 2021, community conversations were held at Main, Dupont, New Haven, and Waynedale. These drop-in sessions allowed the consultants to talk informally with library patrons and for those patrons to share their opinions about existing library facilities and how future facilities might look.

A set of large posters were placed on the wall in the meeting rooms with images of spaces from other public libraries divided into four categories:

- Spaces for Adults
- Spaces for Children, Tweens, and Teens
- Spaces for Meeting, Making, and Collaboration
- Outdoor Spaces

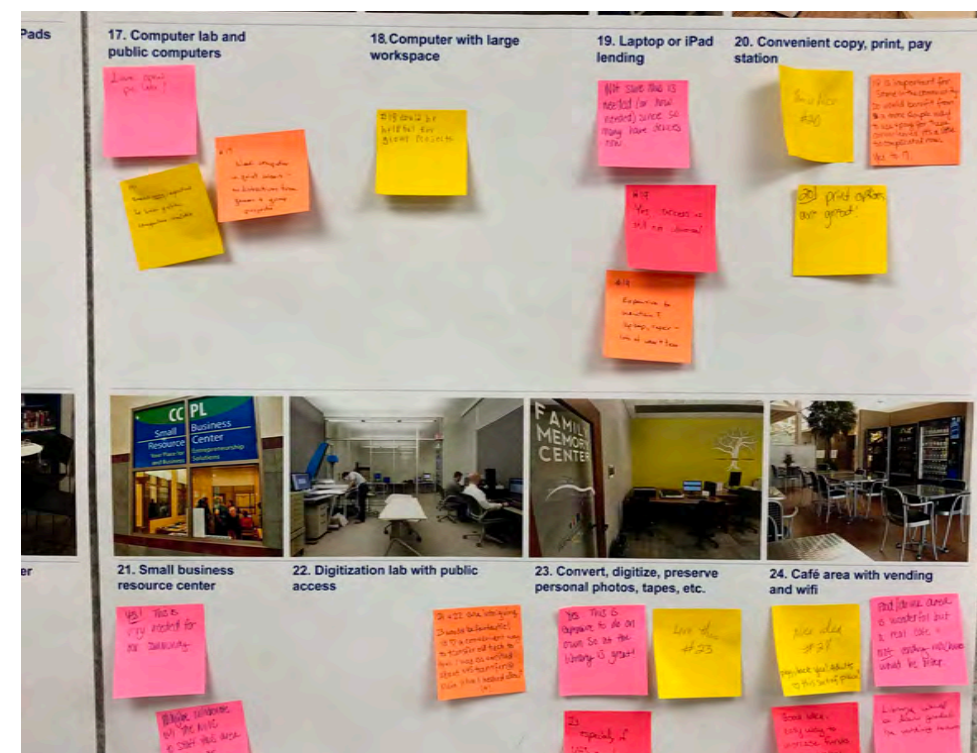
The images shown were a subset of those that were used during the staff focus groups, and as with staff they were not presented to patrons as recommendations. They were intended to encourage conversation and written comments.

Patrons were encouraged to look at the photos and share their opinions about them in various ways including putting a post-it note by the image, completed a Comment Card, or filling out the Comments and Recommendation Survey. Conversation about the images was also encouraged and most patrons talked with one another and with the consultants about what they liked and what they did not like in the various images.

On July 19, 2021, a session with a group of teen patrons was facilitated by the Executive Director. This session followed the same format as the open community sessions outlined above, and comments were gathered and shared with the consultants afterwards.

All of the written comments, regardless of the format in which they were submitted, were collected. They helped form the assessments and recommendations which are part of this Facilities Master Plan.

Although the overall attendance at the conversations facilitated by the consultants was low, upwards of 50 total, those in attendance were very engaged and the process was very effective. Press coverage of the events was also very positive. The consultants recommend that ACPL use a similar process in the future when they are planning to renovate, expand, or design new library facilities.



Focus Groups

From June to September 2021, the consultants held a series of focus groups on Zoom with representatives of various stakeholders. Sessions were held with:

- Community Partners (June 15) - 8 participants
- Spanish Speaking Community (June 22) - Conversation with the interpreter when no residents joined the call
- Elected Officials (June 23) - 6 participants including Mayor of Woodburn and 4 school board members
- Elected Officials (July 7) - 4 participants representing urban and suburban interests
- Greater Fort Wayne and Economic Development Groups (July 9) - 9 participants
- Homeschool Community (September 23) 6 of attendees
- Multicultural Organizations (September 29) 7 of attendees

Although the questions posed to each group varied slightly, they centered on the following topics:

- Based on your own experience or what you've heard from others, what is your overall impression of the ACPL?
- What do you see as the key strengths of ACPL?
- What are the critical community issues that ACPL needs to address in the next 3-5 years?
- What services currently offered by the library do you feel should be expanded or offered in greater quantity?
- What changes might ACPL make to their facilities that would benefit your family? Make you feel more welcome?
- What services would you like the library to offer which are not currently available?
- How might ACPL partner with your organization to better serve the needs of you clients?
- What changes might ACPL make to their facilities that would improve future collaboration or benefit your clients? Make them feel more welcome?
- Are you aware of any ACPL policies that are barriers to service for your clients?
- We're trying to get a sense of how close together our libraries should be. When you think about driving to a library, are you most apt to think of it in terms of distance/miles or the time it will take you get there? At what point do you think most residents will think it is too far or takes too long?

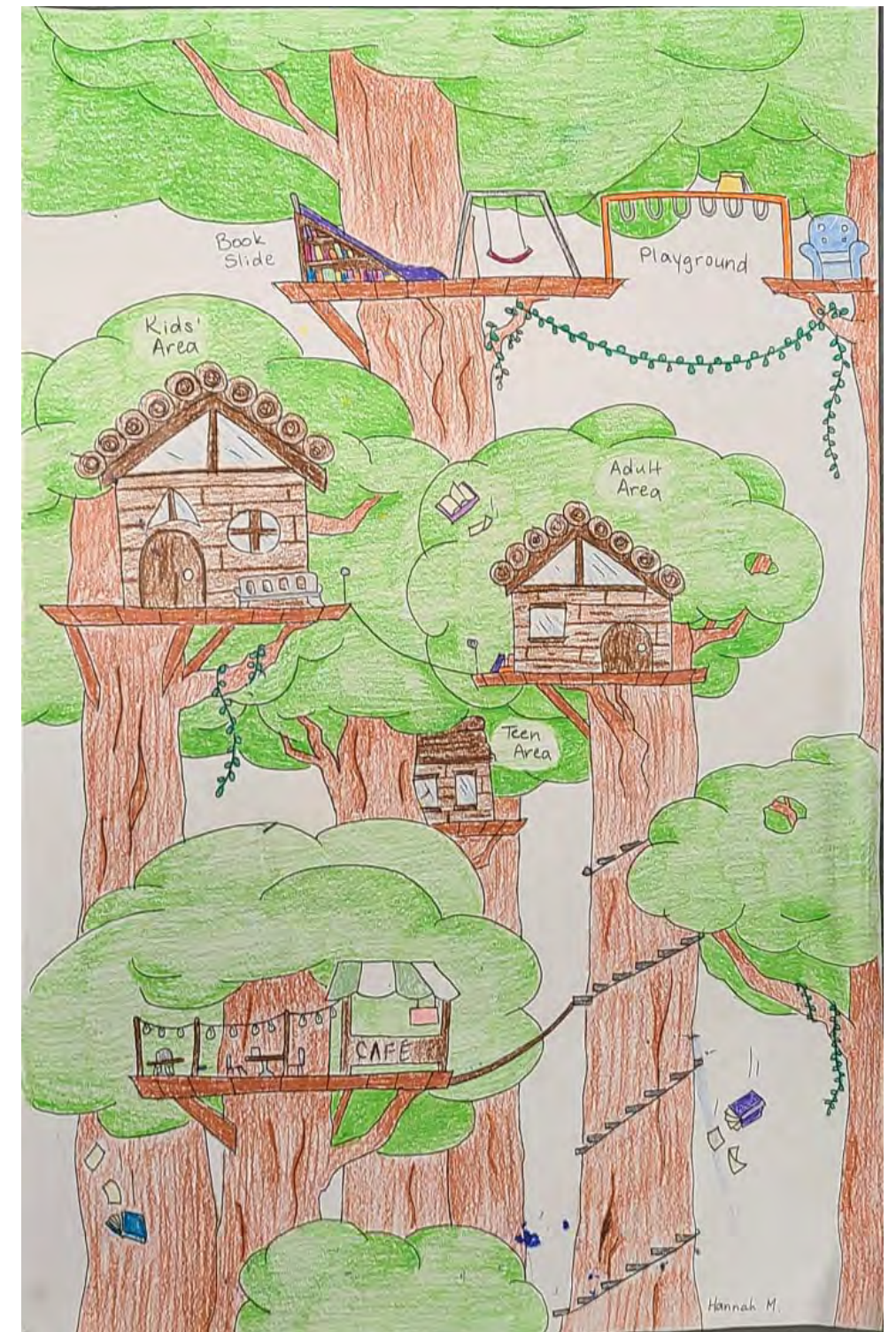
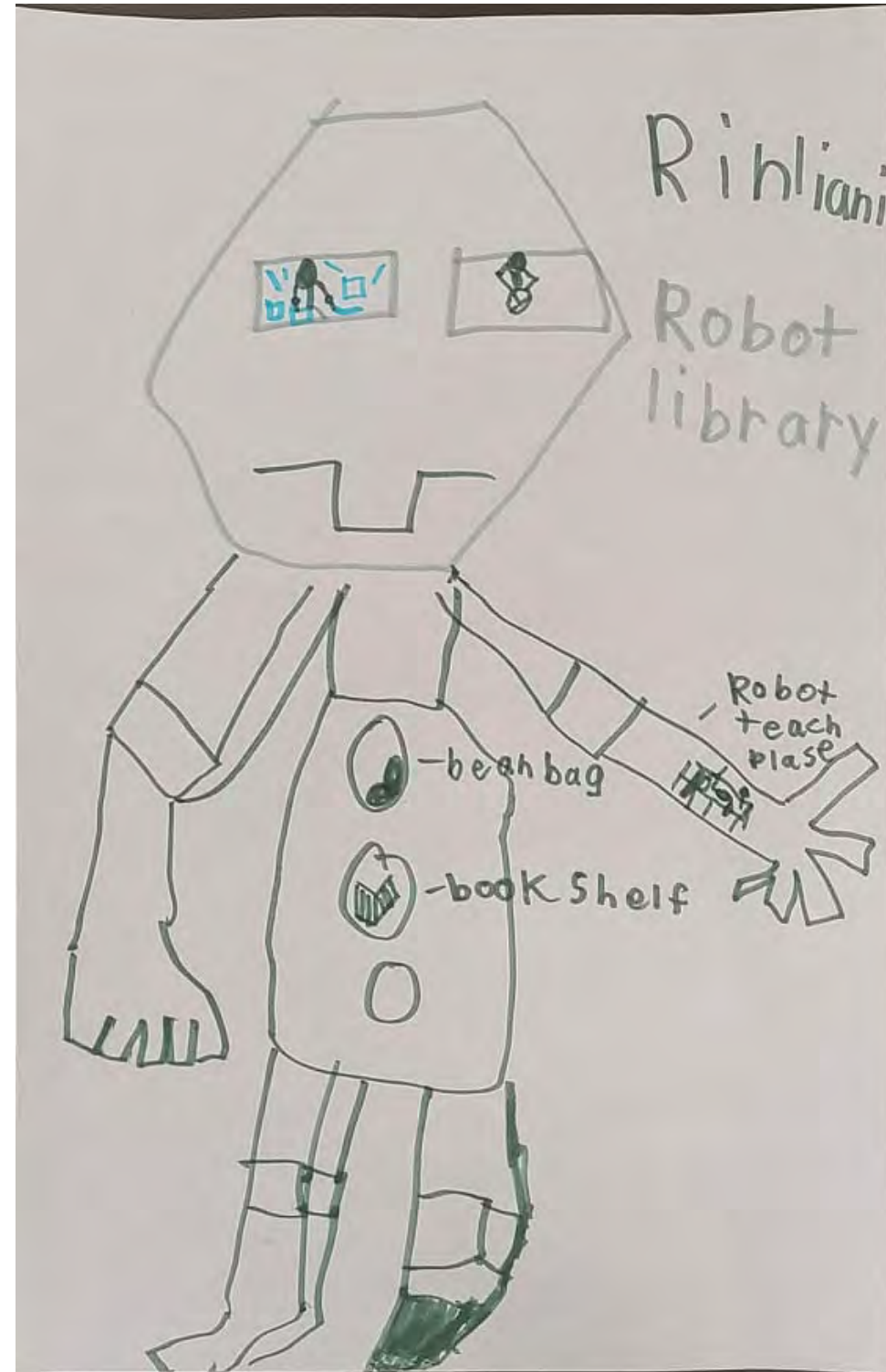
The participants were very pleased to be asked to participate in the focus groups. Their comments were very positive and mostly dealt with the role ACPL plays in the community and how important library services were to County residents. There were very few comments that dealt with conditions at a specific library, but those that were made were incorporated into the assessments and recommendations.

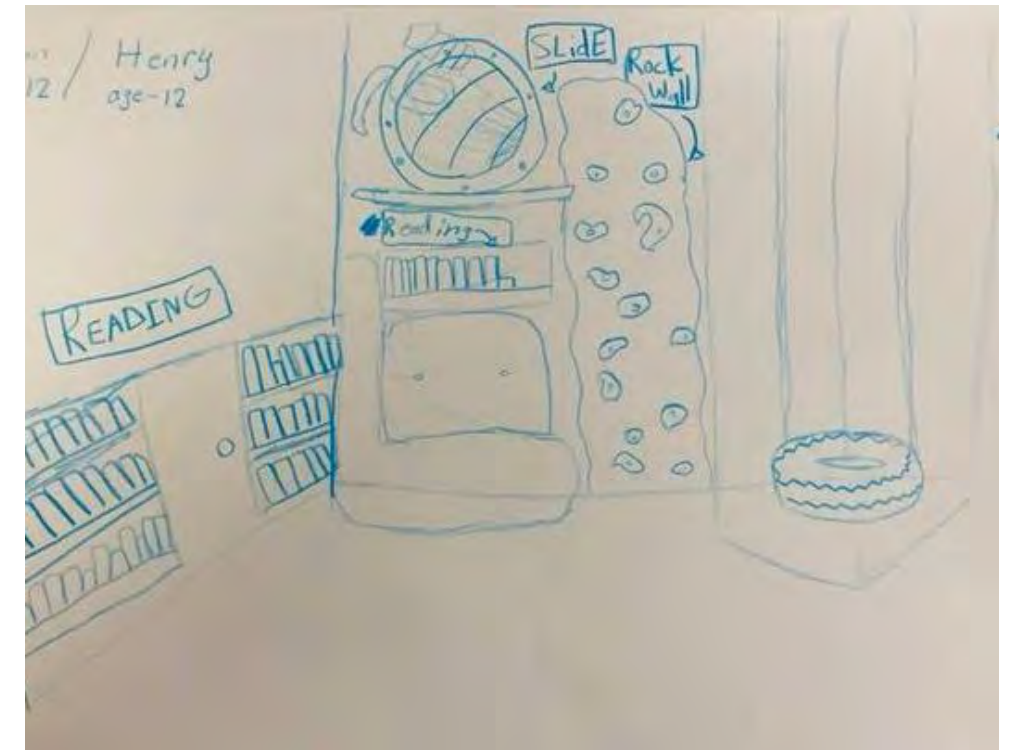
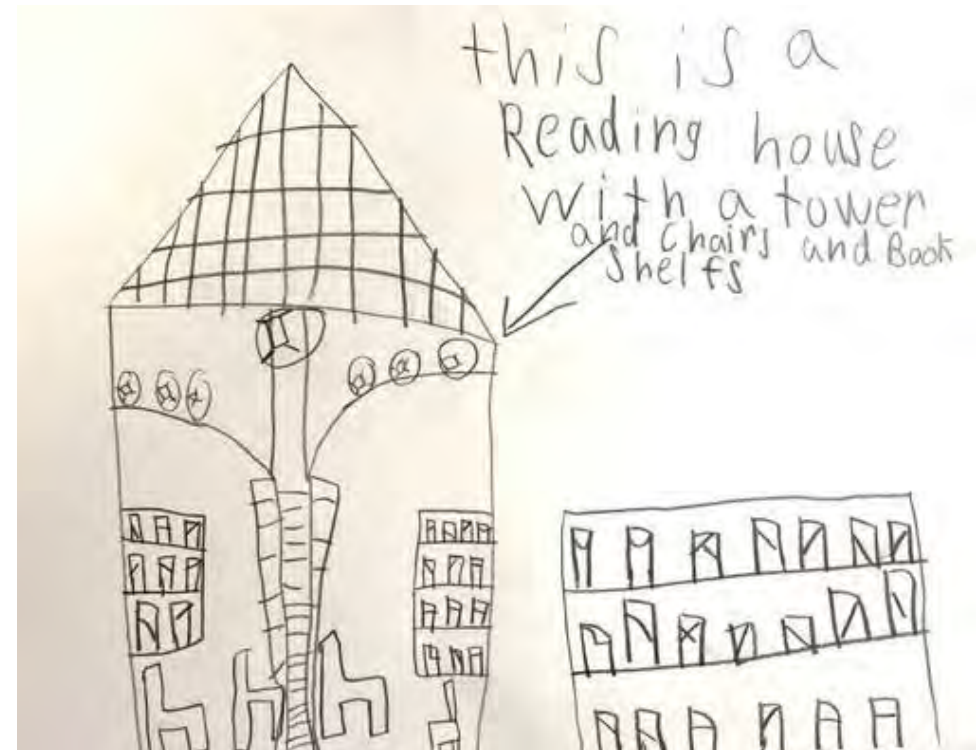
3 Process

Dream Libraries

During the Summer Learning Program children at some branches participated in a craft program during which they shared their vision of a dream library. Some children drew pictures while others created collages from images of spaces in other libraries.

The children really enjoyed the activity and it's wonderful to see their imaginative results. There isn't enough space in this document to share all of creations but we have included a few of our favorites.





3 Process

Community Survey

One of the most important activities in this initial phase of community engagement was the community survey. The survey ran from July 12 to July 31, 2021 and 704 responses were received: 702 in English and 2 in Spanish

The insights into current conditions and the patrons hopes and expectations for remodeled or new facilities helped shape the assessments of each facility and the recommendations in this report.

COMMUNITY SURVEY



1. Do you use the Allen County Public Library or visit any of their facilities?

Yes, I visit one or more of the library buildings and I use the Library's online resources such as e-books, audio-books, databases, etc.

Yes, I visit one or more of the library buildings but I do not use the Library's online resources.

Yes, I use the Library's online resources such as e-books, audio-books, databases, etc. but I do not visit a library building.

No, I don't use the Allen County Public Library

2. How often do you visit an ACPL branch?

Once a week or more

Several times a month

Once a month

Several times a year

3. Which ACPL branch do you visit most often?

Aboite	Grabill	Main Library	Pontiac	Waynedale
Dupont	Hessen Cassel	Monroeville	Shawnee	Woodburn
Georgetown	Little Turtle	New Haven	Tecumseh	

4. How far do you travel to reach the library you visit most often?

Less than a mile

More than one mile but less than three

More than three miles but less than five

More than five miles but less than ten

More than 10 miles

5. How you normally get to the library branch that you visit most often? (select all that apply)

Car/Carpool

Walk

Bike

Public transportation

Car service (Uber/Lyft/Taxi)

Other - Please specify

Community Survey

6. What do you typically do at the library that you visit most often (select up to 4)?

- | | |
|-----------------------------------------------------------------------------------|-----------------------------------------------------|
| Browse for or check-out books and other materials. | Meet friends |
| Use a library computer | Bring a child to find/read books or attend programs |
| Access wi-fi | Find information and/or do research. |
| Read | Use a study or conference room |
| Attend a meeting sponsored by a community organization or other non-library group | Visit an exhibition. |
| Attend a library program or presentation | Other (Please Specify) |

7. What do you like best about the library branch you visit most often?

8. What features should be improved at the library branch you visit most often (select up to 4)?

- Parking or access from parking
- Materials drop-off
- Access from public transportation
- Signage
- Quiet space
- Space for children
- Space for teens
- More space for books
- Spaces that support creating or making things
- A family or gender-neutral restroom
- Small group conference / study rooms
- Meeting rooms
- Space or resources to support solo business practitioners and entrepreneurs
- Other (Please specify)

9. What spaces or services don't exist at the library branch you visit most often that you would like to see added?

10. If in addition to the branch you visit most often, if you visit other ACPL locations please tell us which branch, what you like about it, and what we could improve.

11. What library services did you use during COVID that you hope ACPL will continue to offer?

12. Why do you not visit ACPL facilities? (select all that apply)

- | | |
|---------------------------------------------------|--------------------------------------------|
| Library hours are inconvenient | I have unpaid fines |
| The library doesn't offer anything I want or need | I don't want to incur fines |
| Parking is a challenge | I can find what I need on the internet |
| The library's locations are not convenient | I buy the books and other materials I want |
| I don't feel welcome at the library | I don't have time |

13. Are there services or features that could be added to ACPL facilities that would make you want to visit?

14. Think about other libraries or public spaces that you enjoy visiting. Are there spaces or features that would be good for ACPL to consider?

15. How likely are you to support a bond for the ACPL to support new facilities, expansions to existing libraries, and/or transformational improvements?

- | | | |
|-------------|-------------------|---------------|
| Very likely | Somewhat likely | Unlikely |
| Likely | Somewhat unlikely | Very unlikely |

16. Do you have any additional comments about the ACPL facilities? Please leave your thoughts below:

17. What is your age range?

- | | | |
|----------|-------|---------|
| Under 18 | 25-40 | 55-65 |
| 18-24 | 41-54 | Over 65 |

18. What is your zip code?



OPTIONS AND RECOMMENDATIONS

Draft Document and Presentations

The in-depth staff and community engagement process between June and September 2021 provided the Library and consultants substantial data, deep insights, and valuable context from a broad range of sources and constituents. This foundation of understanding allowed the consultants to prepare draft Facilities Master Plan options to share with the Library for review and refinement, in anticipation of a public presentation in early 2022.

Starting in September, the consultants analyzed the findings to generate preliminary recommendations for each location. Through late fall 2021, consultants worked with library staff and leadership closely to review data, discuss the details for each location, review usage patterns, and coordinate the branch-by-branch recommendations with system-wide goals.

In late November and through December 2021, as system-wide options were being honed in review, the consultants worked with ACPL leadership to design a process to solicit feedback on the options to be presented. This resulted in the preparation of the Facilities Master Plan Options and Recommendations document, which outlined proposed options and was designed specifically to gain public feedback.

The document was summarized in a PowerPoint presentation delivered to the Board in a public livestreamed session on January 5 2022. This was followed by a Virtual Livestream Public Presentation on January 12, 2022, during which viewers were able to have questions answered live after a presentation of findings and options.


The document and presentation created a foundation on which community dialogue was built. Virtual and in-person conversations solicited feedback that informed the final recommendations presented in this document were held as outlined below.


Community Outreach

Consistent with the Board’s commitment to a transparent process, ACPL engaged the community through multiple formats and locations in January and February 2022. The schedule outline below matches the FMP Timeline section of the youracpl.org website, included in this document for reference to demonstrate the process.

- January 5**
FMP recommendations presented to Board of Trustees
- January 10:**
Virtual Livestream FMP Public Presentation
- January 6 - February 20**
Public Survey
- January 24**
Georgetown Open House - Feedback on FMP Public Comment Draft - Focus on Georgetown, Tecumseh, New Haven
- January 31**
Aboite Branch Open House - Feedback on FMP Public Comment Draft - Focus on Aboite and Waynedale
- February 1**
Grabill Branch Open House - Feedback on FMP Public Comment Draft - Focus on Grabill, Monroeville, Woodburn
- February 5**
Dupont Branch Open House - Feedback on FMP Public Comment Draft - Focus on Dupont, Grabill, Little Turtle
- February 9**
Shawnee Branch Open House - Feedback on FMP Public Comment Draft - Focus on Shawnee, Hessen Cassel, Pontiac

Links to the referenced documents and recorded public presentations can be found at <https://www.youracpl.org>





Allen County Public Library

Facilities Master Plan

Options and Recommendations

January 12, 2022

4 Imagine Your Future Library

GOAL:
Build upon a foundation of welcoming and engaging places for all ages where lifelong learning, discovery, and personal service thrive and create an even more patron-friendly environment in all locations.

WHAT WE HEARD:

- Design spaces to showcase books and other library materials, allowing ease of access and browsability
- Incorporate flexible design strategies allowing ACPL to better respond to evolving service demands over time
- Integrate signage and wayfinding supporting user-friendly, easy-to-navigate, and accessible buildings and grounds
- Add more small and medium sized meeting spaces supporting community conversations, learning, and collaboration
- Create colorful and imaginative youth spaces to inspire a love of reading, learning, and discovery
- Expand the availability of technology and audiovisual resources and accommodate device charging everywhere
- Improve spaces to support STEAM (Science, Technology, Engineering, the Arts, and Mathematics) learning
- Create purpose-built exterior landscapes serving to beautify, while providing space for outdoor programming
- Design to accommodate a variety of programming needs, zoning buildings to separate loud from quiet activities
- Build welcoming spaces to engage residents of all demographics, ages, and abilities

Public Survey



1. Do you use the Allen County Public Library or visit any of their facilities?

Yes

No

2. Which ACPL branch do you visit most often?

- | | | | |
|------------|---------------|-----------|-------------------|
| Aboite | Hessen Cassel | New Haven | Waynedale |
| Dupont | Little Turtle | Pontiac | Woodburn |
| Georgetown | Main Library | Shawnee | I use ACPL Online |
| Grabill | Monroeville | Tecumseh | Services |

3. How far do you travel to reach the library you visit most often?

- | | |
|-------------------------------------------|-----------------------------------------|
| Less than a mile | More than five miles, but less than ten |
| More than one mile, but less than three | More than 10 miles |
| More than three miles, but less than five | I do not visit a library facility |

4. How do you normally get to the library branch that you visit most often? (select all that apply)

- | | |
|-----------------------|------------------------------|
| Car/Carpool | Walk |
| Public transportation | Car service (Uber/Lyft/Taxi) |
| Bike | Other - Please specify |

5. What do like best about the library branch you visit most often?

6. What do you like least about the library branch you visit most often?

7. Please share any comments you have about the recommendations for the Allen County Public Library buildings/facilities as outlined in the Facilities Master Plan report dated January 5, 2022.

8. How likely are you to support a bond for the Allen County Public Library to renovate, expand and/or build new buildings/facilities?

- | | | |
|-----------------|----------|----------------|
| Very likely | Somewhat | Very unlikely |
| Likely | unlikely | Unsure / Don't |
| Somewhat likely | Unlikely | know |

9. If you have any additional comments about the Allen County Public Library buildings/facilities, please add them in the comment box below.

Public Survey

Public Survey

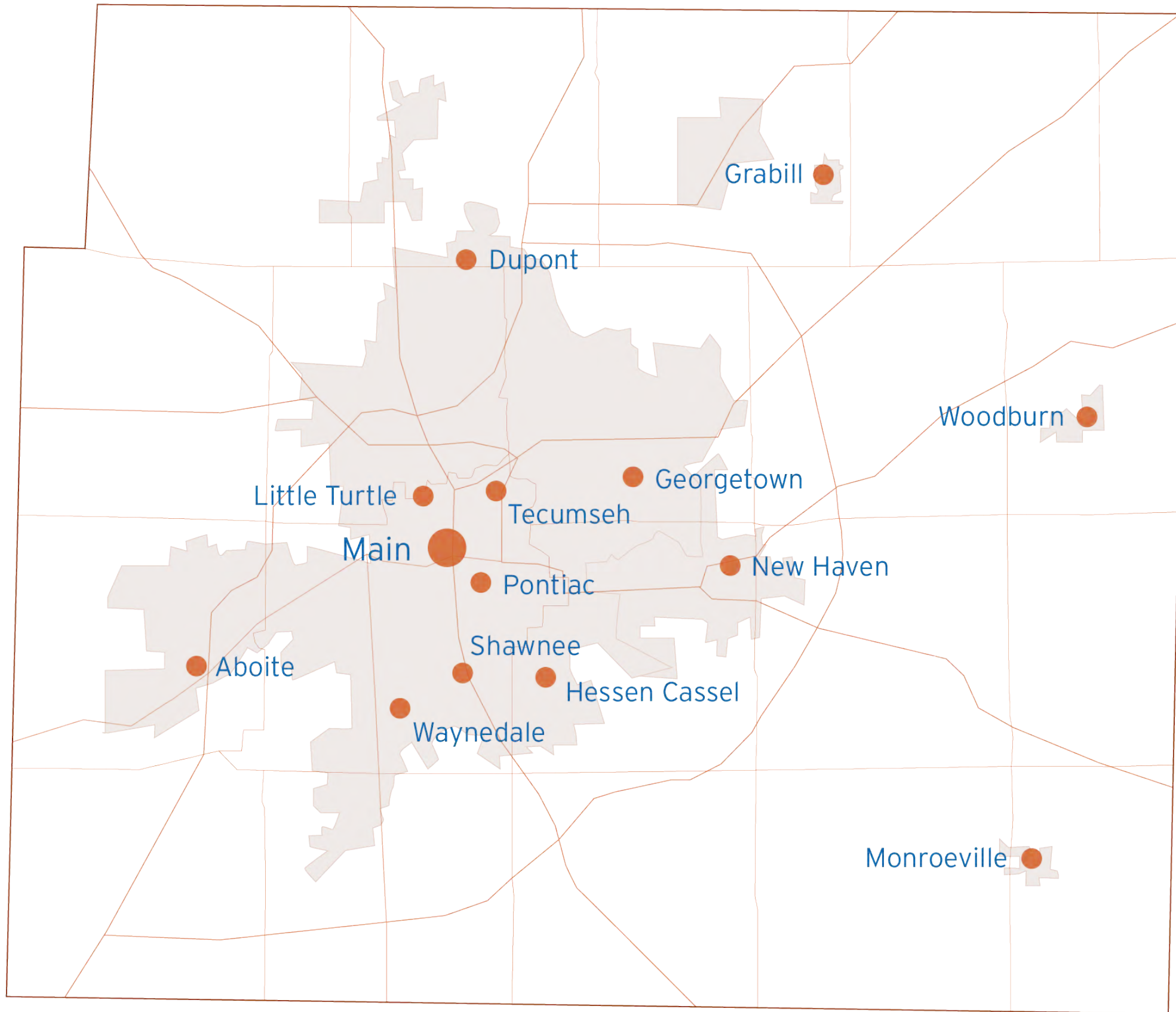
Similar to the feedback process designed in July 2021, the consultants and ACPL understood the importance of gaining feedback via an online survey. This allowed any resident, whether they were able to attend an open house or not, to comment on the options as presented when convenient for them. The survey ran from January 6 to February 20, 2022 and received 1,303 responses: 1298 in English and 5 in Spanish.

The responses were meaningful and represented diverse viewpoints. The results were summarized in the Executive Director’s report during the March 9, 2022 Board Meeting, and the feedback was instrumental in shaping the final recommendations, which have been adjusted from the January 2022 Options and Recommendations report based on the feedback received.



A large, stylized white number '4' with a dark orange shadow, positioned on the right side of the page. The background features several overlapping, curved, semi-transparent orange shapes of varying shades, creating a layered, abstract effect.

ACPL Facilities Today



From its 1895 origins as a single location in Fort Wayne's City Hall, the Allen County Public Library system has grown to include 14 locations, including a flagship Main library and branches throughout Fort Wayne and in surrounding communities.

The original facilities at five ACPL locations date from between 1965 and 1975, which include: Main, Hessen Cassel, Little Turtle, Shawnee, and Waynedale. In 1990, three new libraries were added to the system: Aboite, Dupont and Tecumseh. A comprehensive system expansion between 2003 and 2008 renovated or expanded all the existing libraries except for Aboite and Dupont, and added six new libraries: Georgetown and Pontiac within Fort Wayne; and Grabill, Monroeville, New Haven, and Woodburn - each named for the city or town in which they are located.

Note this study focuses on buildings that support service to the public. DiSalle is a facility that supports essential library functions, including Audio Reading Service, but does not include space for public service.

Aboite	50
Dupont	58
Georgetown	66
Grabill	74
Hessen Cassel	82
Little Turtle	90
Monroeville	98
New Haven	106
Pontiac	114
Shawnee	122
Tecumseh	130
Waynedale	138
Woodburn	146
Main Branch	154

BY THE NUMBERS

The consultants' facility analysis included gathering collections, usage, and building / site data for each branch. This data quantifies the current demand for each location individually, and when properly analyzed demonstrates how each branch performs relative to all other ACPL branches.

The data gathered was from fiscal year 2020, which while atypical in terms of building usage due to COVID, still allowed the consultants to perform comparative analytics across the system to inform recommendations.

The data is quantified in three categories: Collection Data; Usage Data; and Existing Facility Data. The subcategories for each category are illustrated in the spreadsheet.

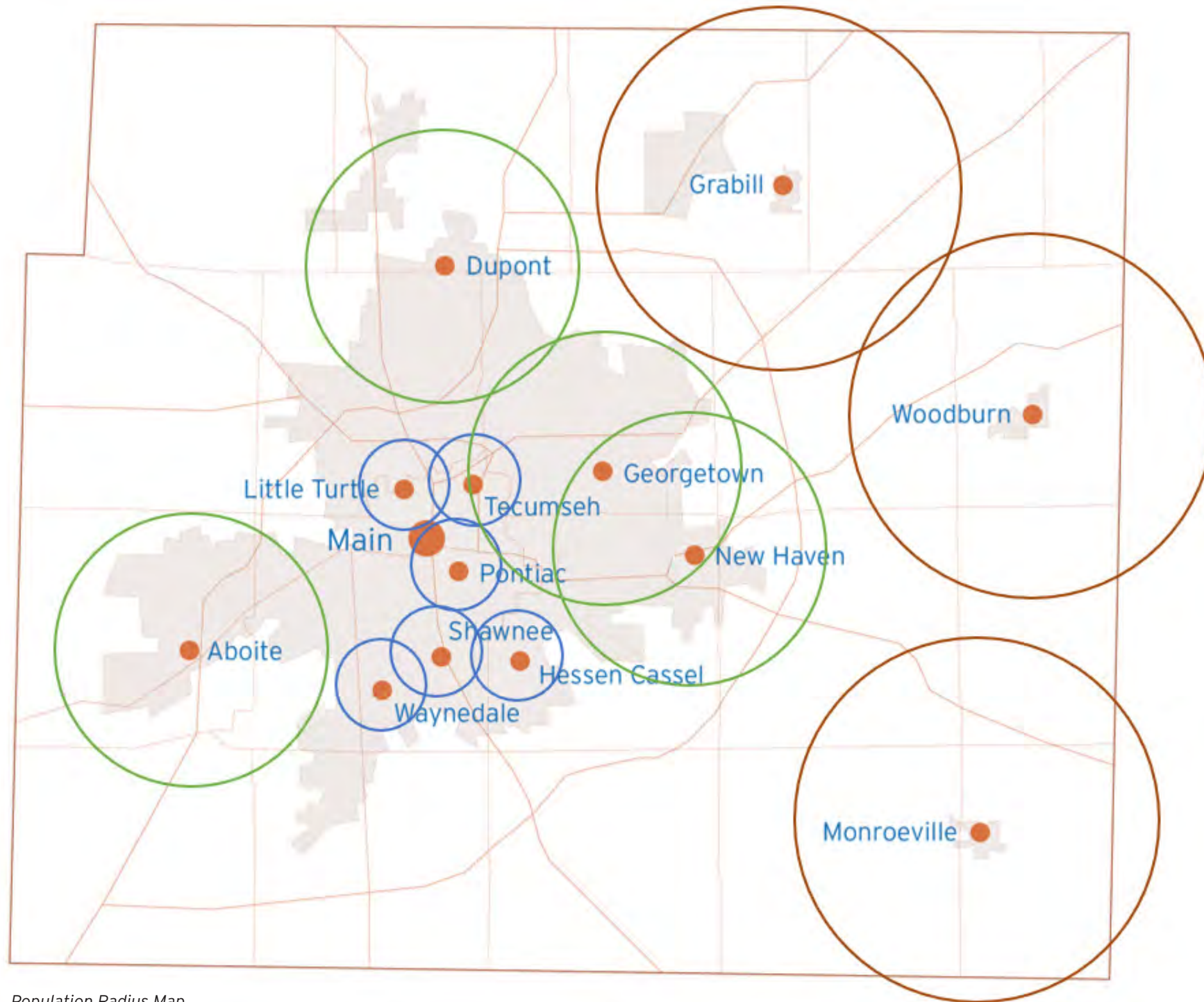
	Aboite	Dupont	Georgetown	Grabill	Hessen Casse	Little Turtle	Monroeville	New Haven	Pontiac	Shawnee	Tecumseh	Waynedale	Woodburn	Main
Population: Service Area (2019 - 5 year estimate) https://mcdc.missouri.edu/applications/capsACS.html	29,890	45,823	62,693	13,275	10,546	13,558	2,629	23,737	14,579	12,329	14,125	7,443	3,664	Not Applicable
Radius of population calculation, in miles	3	3	3	4	1	1	4	3	1	1	1	3	4	N/A
Collection Data - FY 2020														
Items - Adult	43,847	58,673	47,230	23,156	16,460	27,583	11,781	23,421	9,698	23,105	24,772	37,997	11,754	598,990
Items - Children	29,914	37,518	37,961	17,370	11,261	13,276	9,031	15,853	8,201	18,122	15,257	16,359	10,063	129,818
Items - Teen	3,135	4,581	2,468	1,590	1,131	1,864	922	1,791	900	1,667	1,700	2,488	903	26,631
Total Collection	76,896	100,772	87,659	42,116	28,852	42,723	21,734	41,065	18,799	42,894	41,729	56,844	22,720	755,439
Collection per Capita	3	2	1	3	3	3	8	2	1	3	3	8	6	N/A

	Aboite	Dupont	Georgetown	Grabill	Hessen Cassel	Little Turtle	Monroeville	New Haven	Pontiac	Shawnee	Tecumseh	Waynedale	Woodburn	Main
Usage Data - FY 2020														
Days open per week	6	6	6	6	6	6	6	6	6	6	6	6	6	7
Service hours per week	60	60	60	57	57	57	41	52	57	57	57	57	41	71
Service hours per year	2,220	2,220	2,220	2,109	2,109	2,109	1,517	1,924	2,337	2,337	2,109	2,109	1,517	2,911
Registered borrowers -home branch	1,893	46,245	24,665	5,063	13,114	6,590	1,218	6,970	14,367	1,986	1,242	7,479	1,493	65,009
Registered borrowers per capita	0.06	1.01	0.39	0.38	1.24	0.49	0.46	0.29	0.99	0.16	0.09	1.00	0.41	N/A
Visits (Door count)	67,581	96,646	104,528	28,798	26,370	40,525	16,075	34,269	25,451	40,166	36,662	48,219	11,148	640,976
Visits per capita	2.26	2.11	1.67	2.17	2.50	2.99	6.11	1.44	1.75	3.26	2.60	6.48	3.04	N/A
Visit density per SF annually	5.07	5.22	5.36	3.65	2.20	3.08	1.89	3.17	2.42	3.59	3.19	3.63	1.36	
Visit density per hour annually	30.44	43.53	47.08	13.65	12.50	19.22	10.60	17.81	10.89	17.19	17.38	22.86	7.35	
Circulation	233,714	309,121	254,898	96,641	20,008	56,192	13,003	67,981	8,114	26,785	54,590	77,093	20,816	1,317,168
Circulation per capita	7.82	6.75	4.07	7.28	1.90	4.14	4.95	2.86	0.56	2.17	3.86	10.36	5.68	N/A
Circulation per item in collection	3.04	3.07	2.91	2.29	0.69	1.32	0.60	1.66	0.43	0.62	1.31	1.36	0.92	1.74
Circulation per SF	17.55	16.68	13.07	12.26	1.67	4.27	1.53	6.29	0.77	2.39	4.75	5.80	2.54	3.59
Computer usage	4,909	7,847	14,778	1,951	7,046	8,756	627	5,084	9,959	9,914	7,077	9,329	548	51,215
Computer usage per capita	0.16	0.17	0.24	0.15	0.67	0.65	0.24	0.21	0.68	0.80	0.50	1.25	0.15	N/A
Computer usage per PAC	26.87	38.50	79.09	9.75	21.10	27.41	1.46	19.66	28.74	43.94	26.28	34.93	1.02	363.23
Programs	116	99	168	43	28	60	11	79	43	64	38	26	16	219
Program attendance	2138	2068	2002	575	193	871	101	1056	723	1266	419	380	185	4,985
Program attendance per capita	0.07	0.05	0.03	0.04	0.02	0.06	0.04	0.04	0.05	0.10	0.03	0.05	0.05	N/A



4 ACPL Facilities Today

	Aboite	Dupont	Georgetown	Grabill	Hessen Cassel	Little Turtle	Monroeville	New Haven	Pontiac	Shawnee	Tecumseh	Waynedale	Woodburn	Main
Existing Facility Data														
Full-Time Equivalent Staff (FTE)	8.50	11.55	12.10	5.00	5.13	5.40	2.25	5.45	3.50	5.38	5.50	5.98	2.25	53.00
Age of original building in 2021 (years)	31	31	17	16	49	49	17	18	17	49	31	49	18	54
Years since last major improvement	31	27	17	16	17	15	17	18	17	18	16	16	18	15
Parking spaces	37	56	48	42	44	55	19	31	43	22	42	59	33	
Parking spaces per 100 SF building	0.28	0.30	0.25	0.53	0.37	0.42	0.22	0.29	0.41	0.20	0.37	0.44	0.40	
Building size (SF)	13,319	18,528	19,500	7,885	11,973	13,150	8,502	10,800	10,500	11,200	11,500	13,300	8,200	367,000
Building size (SF) per capita	0.45	0.40	0.31	0.59	1.14	0.97	3.23	0.45	0.72	0.91	0.81	1.79	2.24	N/A
Staff work area (SF)	1553	2354	2261	1001	1713	1725	963	1409	1213	1214	1481	1597	1210	
Staff work area (SF) per FTE	183	204	187	200	334	319	428	259	347	226	269	267	538	
Public access computers	19	18	28	16	23	33	9	15	25	22	29	20	9	141
Meeting Rooms	1	4	2	1	1	1	1	1	1	1	1	1	1	6
Large Meeting Room Capacity (Room SF / 7 SF)	130	157	139	74	120	104	122	140	120	122	138	78	79	
Large Meeting Room Capacity per 1,000 residents	4.33	3.44	2.22	5.57	11.38	7.67	46.41	5.90	8.23	9.90	9.77	10.48	21.56	N/A
Study Rooms	1	2	3	1	2	2	1	1	2	1	2	1	1	



Some of the collected data is shown divided by a branch service population, a layer of analysis which allows statistics to be calculated “apples-to-apples” across smaller and larger branches. As ACPL does not have defined service area populations for each branch, the consultants worked with ACPL leadership to establish appropriate radii around each location to calculate service populations relevant and appropriate to the location. The radius shown at each branch on the map and spreadsheet are consistent with the Library’s own internal analysis of library service areas and population calculations in the community. Note that the Main Library is unique in scale and scope of services, and a comparison to another branch in the system not relevant to recommendations. Therefore Main does not include a service population calculation for reference.

Population Radius Map

FACILITY ASSESSMENT CATEGORIES

The categories by which each facility was assessed are designed to provide a quantitative and qualitative understanding of each branch. Quantitative items include measurable data such as: site and building size and relative condition; and qualitative items include less measurable but important items such as: functionality based on staff and community feedback and look and feel of interiors.

The annotated outline below summarizes key questions by category that the assessments intended to answer and document. The categories and subcategories are not all-inclusive nor limiting criteria, but rather guiding principles to inform the observations presented on branch by branch summaries that follow.

1. Site

- **Visibility:** does the library have presence in a way that promotes the library in the community, and makes it clear to visitors that this is a library?
- **Building access:** how easy or challenging is it to access the site, and once on site is the path to the main entrance intuitive, accessible, and safe?
- **Parking capacity + configuration:** does the site accommodate adequate, safe parking for the community demand?
- **Space for Public Use + Programming:** has the site been developed or landscaped to promote its use as space for events, gathering, or quiet reading?
- **Lighting + Site Safety:** is the site well-lit and does it feel safe at night?
- **Expansion capability:** can the site support a future building expansion including appropriate increase in parking?

2. Building Condition

- **Building Envelope + Structure:** in what condition is the structure and exterior of the library, and how challenging has it been to maintain?
- **Major systems:** in what condition are primary mechanical, electrical, and plumbing systems and how challenging have they been to maintain?
- **Finishes:** how are the current finishes wearing, and where

should updates or replacements be considered? Does the branch look dated?

- **Furnishings and Fixtures:** how are current fixtures working for the library, and where should updates or replacements be considered?
- **Universal Design Accommodation:** does the building meet ADA, and promote ease of access for all?

3. Service Functionality

- **Mix of public spaces:** do the types of spaces provided align well with the kinds of services required and anticipated for the community?
- **Size of spaces offered:** does the amount of space provided align well with the kinds of services required and anticipated for the community?
- **Flexibility of Configuration:** how easy or difficult is it to modify the arrangement of collections and spaces to accommodate emerging needs?
- **Programmatic adjacencies:** does the current space include mismatched adjacencies for factors such as age group, noise level, etc?
- **Sight Lines:** how easy or difficult is it as a patron to navigate the library, and as a staff member to monitor activity and easily find patrons in need of assistance?
- **Exits:** are the exits placed in a way that are or may be perceived to be effective and safe?

4. Operational Efficiency

- **Overall operational quality:** from the staff perspective, how does this building function as a library?
- **Circulation:** does the service point work for patrons, and is the configuration adequate for staff?
- **Staff work area size and configuration:** do staff have appropriate, ergonomic space to work, and are there adequate spaces for staff breaks and personal belongings?
- **Deliveries:** how well does the branch accommodate incoming and outgoing materials, and how much disruption is caused in

public or staff work areas?

- **Adjacencies:** is the arrangement of staff spaces effective and promote efficient workflow?

5. Technology

- **Capacity:** does the branch have the appropriate capacity to serve the community?
- **Adequate space:** are spaces for computer work appropriately sized for working on computers?
- **Wire management:** does the branch accommodate access and routing for power and network cabling with ease?
- **Placement:** how is technology distributed through the branch, and is the arrangement functional?
- **Convenience:** is technology readily available in all spaces including meeting rooms? Can computers be rearranged easily?
- **FFE alignment:** does the existing furniture support wire management and allow for ease of updating technology hardware?

6. Ambiance

- **Comfort:** is the building a place where the community wants to spend time? Does the library design accommodate preferences for different age groups and uses?
- **Layout:** does the arrangement of spaces make sense to patrons?
- **Welcoming:** does the building invite patrons of all demographics in equally?
- **Navigability / Signage:** how easy or difficult is it to find spaces or materials in the building?
- **Overall feel:** do lighting, acoustics, color choices, etc. enhance the patron and staff experience? Is this a pleasant place to visit and work?
- **Alignment with Community Requests:** does the library support strategic service delivery goals and does it reflect the community it serves?

BY THE NUMBERS - BRANCH SPACE ALLOCATION

The purpose of the graphs presented here is to provide a comparative illustration of branch space usage by type across the entire system, excluding Main. The two graphs presented here each quantify the existing ACPL branch space usage, in the following ways:

- The "Space Allocation by Square Foot" graph indicates the overall size of each building, and the amount of SF within the total dedicated to each defined category.
- The "Space Allocation by Percentage" graph presents the same data as a percent of the overall SF, and the percentage each defined category within that total.

A brief description of each selected space type categories calculated for these graphs is outlined to the right.

In general, all branches dedicate a high percentage of available space to the Collections, Technology and Seating category, highlighting these spaces as a priority. Shawnee and Waynedale devote the highest percentage to this space type compared to other branches.

Space dedicated to meeting and collaboration varies as a percentage of overall SF. In some cases, even in a small branch like Monroeville, the meeting room provided is very functional. In others like Waynedale what little meeting space there is does not function well for staff or patrons.

Few branches have adequate space dedicated to Staff Work Areas. Even larger branches - in particular Georgetown, Dupont, and Aboite - with more SF dedicated to staff, have outgrown the space due to a significant increase in service demand in these areas.

Floor plans of each branch that illustrate the corresponding arrangements of space types outlined in these graphs can be found in the assessments that follow in this section. Also, the functionality, efficiency, and ambiance notes in the branch assessment narratives add details regarding the adequacy of space usage at each branch.

COLLECTIONS, TECHNOLOGY, AND SEATING

- Space for books and other formats, for children, teens, and adults
- Computers and technology spaces
- Seating areas

MEETING AND COLLABORATION

- Enclosed spaces for meetings, and in-room storage at meeting rooms
- Children's story time rooms
- Enclosed study / small conference rooms
- Maker spaces

STAFF WORK AREAS

- Staff work areas not accessible to the public
- Circulation Service Desks

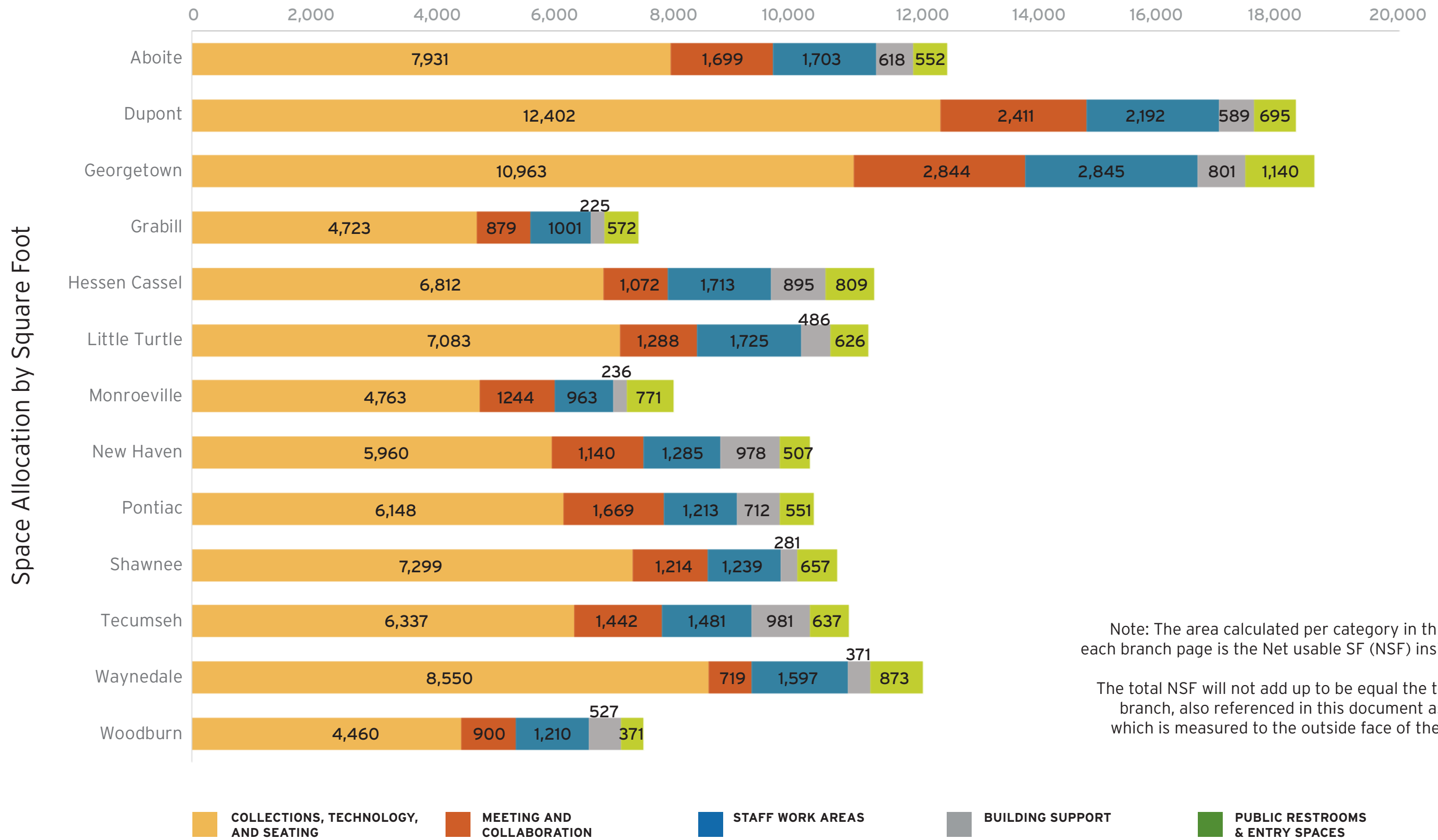
BUILDING SUPPORT

- Spaces for mechanical, electrical, plumbing and IT equipment
- Staff + building storage

PUBLIC RESTROOMS + ENTRY SPACES

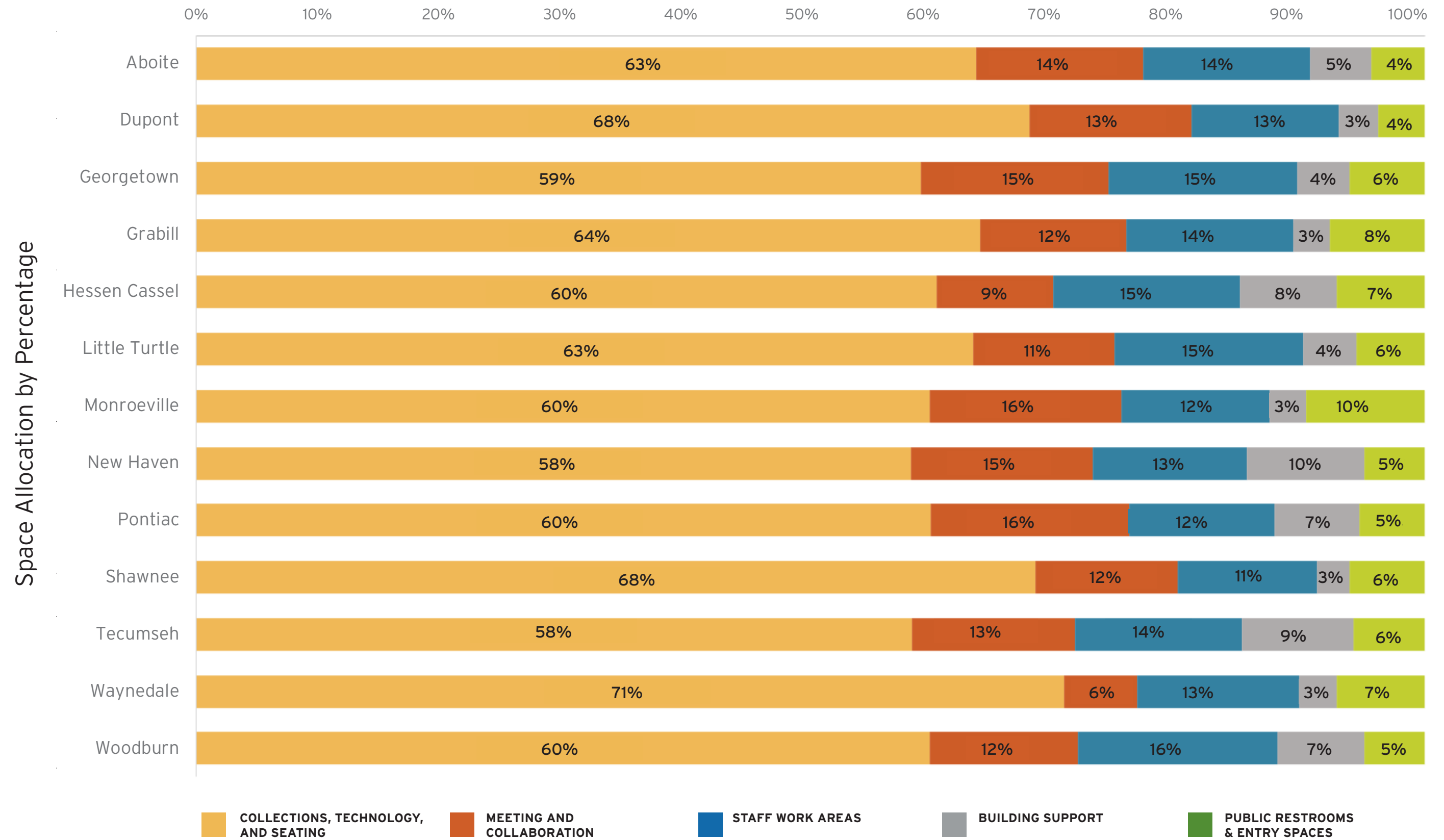
- Spaces accessible to the public but not for library service delivery

4 ACPL Facilities Today



Note: The area calculated per category in this chart and on each branch page is the Net usable SF (NSF) inside the branch.

The total NSF will not add up to be equal the total SF of each branch, also referenced in this document as Building Size, which is measured to the outside face of the exterior walls.



Aboite



The earliest public library collection in Aboite Township began as a deposit station that opened in 1921 at William Wilder’s general store. A second station followed in 1922 at Aboite Center. Both closed during the Great Depression, and the area remained rural without library service. Beginning in the 1960s and continuing through the 1970s and 1980s, Aboite Township became the site of many new, upscale housing developments. In 1984, a consultant recommended the construction of a branch library in Aboite Township in response to this residential growth. Five years later, the library Board purchased land in the Village of Coventry shopping center and broke ground for the branch, which opened to the public in November 1990. A popular branch from the beginning, its growth has been fueled by the continued expansion of the city of Fort Wayne to the southwest and the rapid commercial development of the area. It draws students from the Southwest Allen School District.

GENERAL INFORMATION

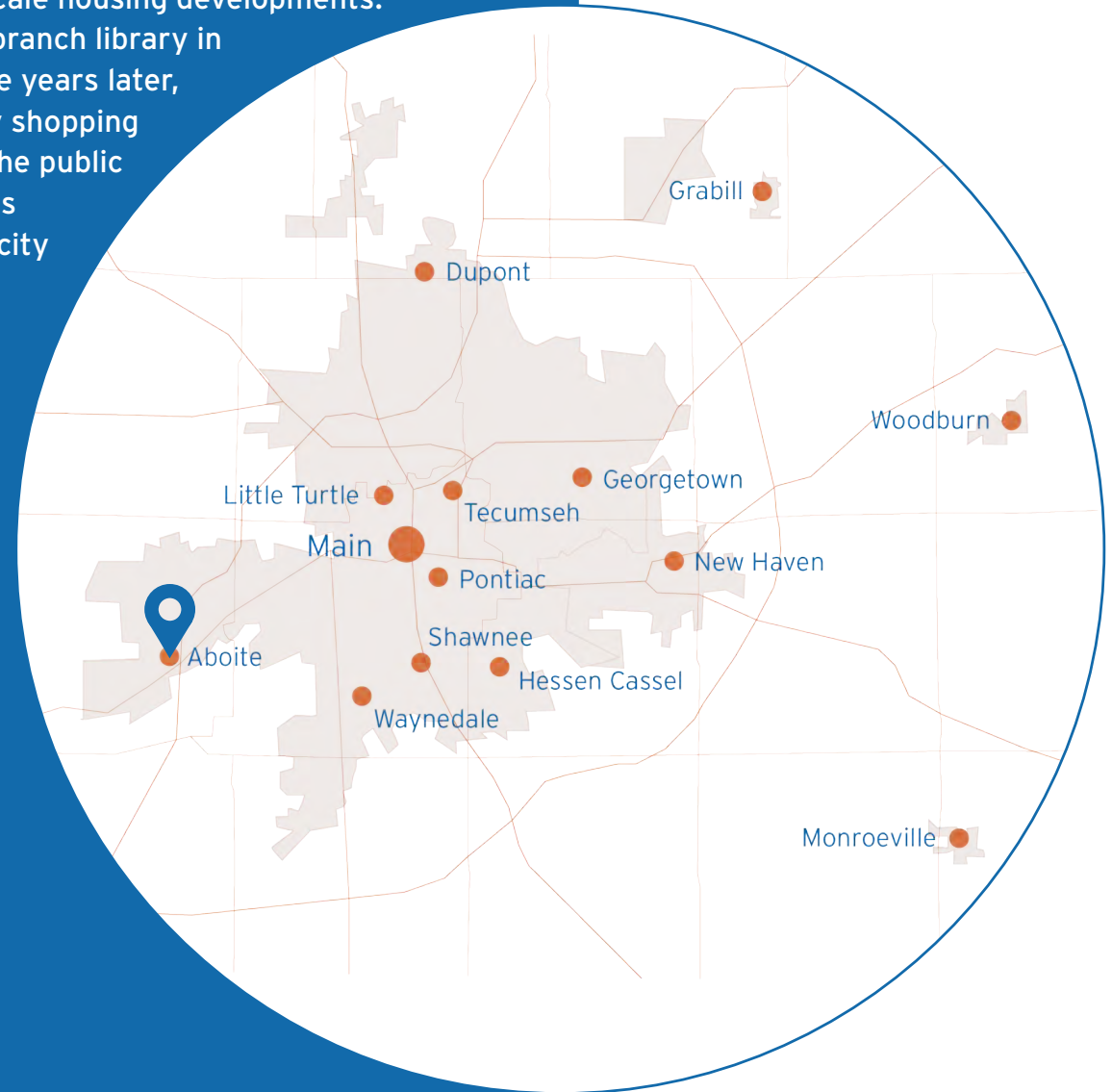
Address	5630 Coventry Lane Fort Wayne, IN 46804
Building Size	13,319 SF
Site Area	2.20 Acres
On Site Parking	37
Year Built	1990
Original Architect	Moake & Associates

MANAGEMENT INFORMATION

Population Served (3 mile)	29,890
Days Open	6 / week
Hours Open	60 / week
Full Time Staff	8.5

STATISTICS 2020

Door Count	67,581
Programs	116
Program Attendance	2,138
Collection Size	76,896
Circulation	233,714
Computer Usage	4,909



Regional Location Map

Adequately sized for current service demands

Yes **No**

Overall building condition

1 2 3 4 5

Scale: 1 = Poor to 5 = Good

Site allows for future expansion

Yes **No**

Renovation and/or expansion can meet 10-year service demand

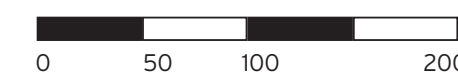
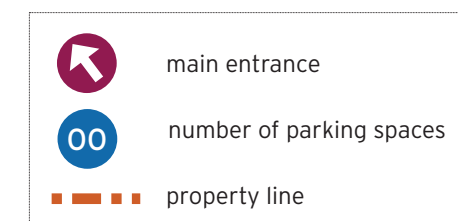
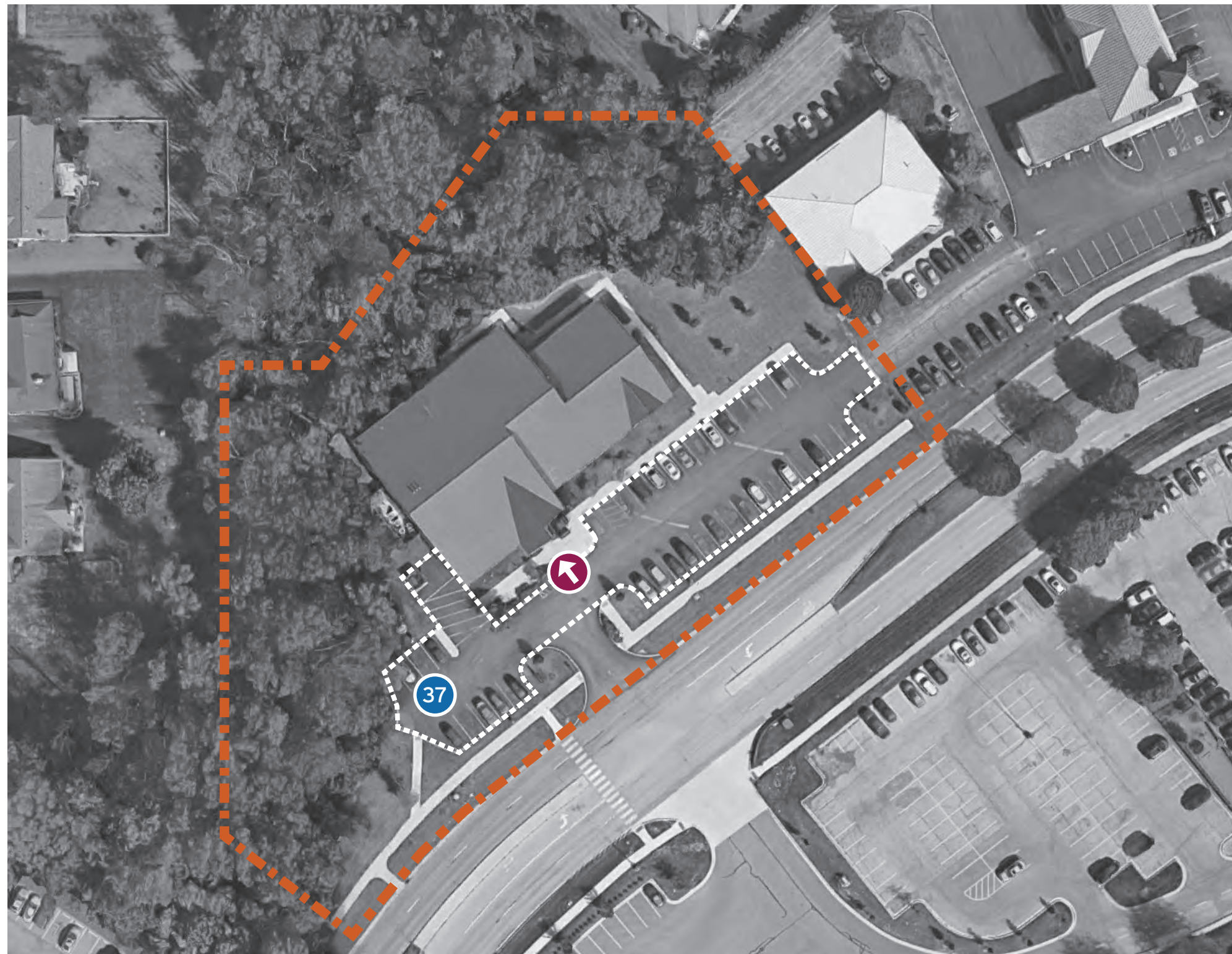
Yes **No**

SITE

The branch is easily identifiable from Coventry Lane, however this is a secondary road at the back of the Village at Coventry, a large mixed use retail development on the primary route, Jefferson Boulevard. The library is not visible from Jefferson Boulevard and there is no signage at the Coventry Lane intersection indicating the library location.

The parking lot is too small, and the configuration at a busy retail development requires overflow parking at adjacent lots across Coventry Lane requiring a hazardous street crossing to access the branch.

The site has a small grass yard to the north, but not sufficient for programming or expansion. The ravine to the south and west of the branch further limit any growth or development.



Site Plan

BRANCH CONDITION

The library was completed in 1990 and has not benefited from any major capital improvements since its original construction.

Major systems notes are informed by a January 2020 Trane Energy Contracting systems audit, as amended by ACPL facilities staff where applicable:

- The major equipment is in fair condition.
- Hot water boilers serve four central air handling units.
- Water heater has recently been replaced.
- The split system is 13 years into a 15 year expected useful life and will soon need repair or replacement.
- The boiler is 24 years into a 25 year expected useful life and will soon need repair or replacement.
- The motors for all 4 air handling units have reached their 18 year expected useful life. ACPL has entered into a maintenance agreement to attend to these.
- Lighting is fluorescent throughout, no LED upgrades to date.
- The building shows signs of settling along the west wall, with interior and exterior finishes separating.
- The exterior insulation and finish system has reached its life expectancy and requires increasing maintenance, including repairs from damage due to weather and pests.
- Many finish materials are original to the building. Furniture and equipment is a mix of old and new.
- The original building pre-dates the Americans with Disabilities Act, and a survey prepared by Huntington University identified conditions that are non-compliant with the current applicable law - including the main entrance.
- The second emergency exit from children's is through the meeting room
- The building is not sprinklered, and the 2018 conditions report recommended a full retrofit to include sprinklering
- Staff restroom plumbing not functioning well and door to restroom sticks



"More meeting room and study room space for groups who want to collaborate so quiet reading area is truly quiet."

Public Survey Response

"New and larger building with better parking. When I have used the overflow parking, I feel like I am taking my life in my hands trying to cross the street with children. The curve in the road makes it difficult to see oncoming traffic once I am already in the street. I wish that my family and I had access to a branch that was closer to where we reside."

Public Survey Response



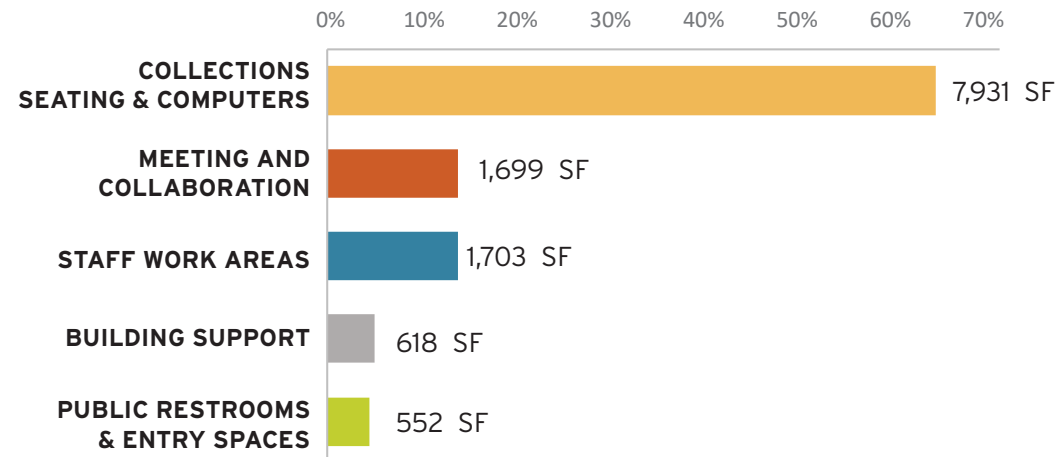


"I think the idea of expanding or getting a new building is great! I hope it can stay in the southwest but the building is really shabby so it needs improvements."

Public Survey Response



SPACE ALLOCATION





FUNCTIONALITY

In 2020, Aboite saw the third-highest number of visits per SF of any of the branches in the system. The building is too small for the current size of community served, and the anticipated population growth in SW Allen county will continue to place stress on the facility.

- The branch serves seniors and growing families but does not have space for adequate resources to appropriately satisfy each demographic.
- The small circulation desk results in patrons standing in front of checkout machines when talking with staff.
- The floor plan separates children's from adult spaces with a meeting room and restrooms, which has functional benefits but limits flexibility.
- The tiered story/puppet room limits visibility and flexibility of space use in the children's area. The lack of designated program or story space for children limits the use of the large meeting room for other purposes.
- The building does not include enough space for adequate shelving for collection demands along with spaces for collaboration or quiet reading.
- The meeting room is 875 SF which could serve 58 people maximum per original documents, and up to 130 based on a 7 person per SF calculation. The room lacks adequate storage and has very limited presentation wall space based on window and door locations.
- The building was not designed to accommodate after-hours meeting with restroom access.
- There is no adequate space to serve young adults.
- There is a small children's computer room between circulation and the children's area but it's located behind the children's information desk, and awkwardly configured so gets little use, except occasionally as an impromptu study area. More small and medium meeting and study spaces are needed.

EFFICIENCY

- The circulation service point is too close to the main entrance, resulting in congestion and noise issues.
- There is a single point of access to all staff areas that must pass behind circulation which creates a lot of staff traffic congestion.
- The information desk between circulation and children is not well-located for its function.
- The staff work areas are undersized and overcrowded, with no room to prepare for programs or complete other essential tasks that should not be done in the public area.
- There is no space to receive deliveries, which impose on an already insufficient staff work area.
- The open book return directly into the work space should be enclosed for sound and safety.

"We have no designated teen area/space. We lack the shelving space to accommodate the community we serve. We need additional meeting rooms/study rooms and a separate program room to better serve the people who use our rooms. Building-wise, this is not a very welcoming space."

Staff Survey Response

TECHNOLOGY

Building Technology Infrastructure

- There are not enough power outlets for charging mobile devices such as laptops and cell phones.
- Existing power outlets are not easy/comfortable to access.
- There are not enough wired network connections for all necessary computers for patrons and staff.

WiFi

- The existing WiFi covers the bandwidth needs of the library's computers and devices.
- The existing WiFi covers the physical space of the library adequately.
- The existing WiFi covers needs of users outside the library building.

Furniture, Fixtures & Equipment

- Public computer stations do not have enough space for patrons' items.
- There are no spaces for collaborative computing in the library.
- The library does not have at least one (1) ADA compliant public computer workstation.

Patron Computing

- There are usually enough public computers to meet demand.
- There are no public computer stations with capabilities to support those with visual, auditory, or physical impairments.
- The Children's area has collaborative computing space for caregivers and children.

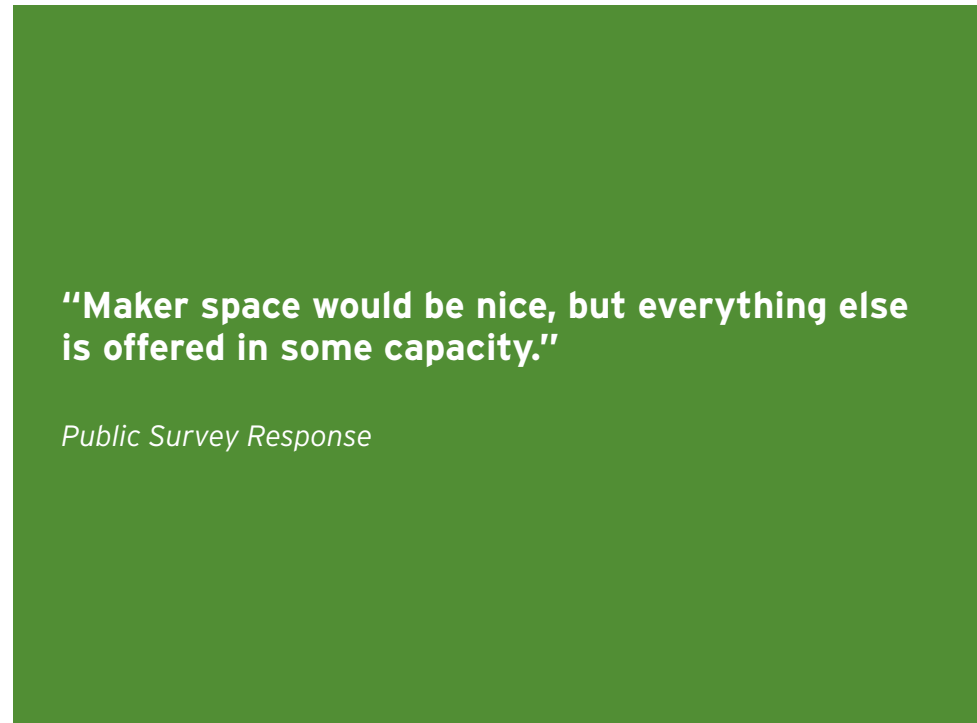
Staff Computing

- There are not enough computers/devices for all staff members.
- The Children's area provides space for adult caregivers to work while supervising children in their care



"Not enough outlets for laptops and other electrical needs."

Public Survey Response





“So small and looks so 1990s. Packed to the gills with books and people. It doesn't feel like a place to linger.”

Public Survey Response

AMBIANCE

- The acoustics within the building are problematic, specifically the crowded entry and circulation service point are loud. The manager's office adjacent to the restroom and meeting room is not acoustically private. The study room adjacent to the manager's office is also not acoustically private.
- The building is easy to navigate, once through the entrance area it's clear where services are located, although the meeting room location could be better highlighted.
- Interior space has been arranged to maximize comfort as possible, but the size limits do not allow for comfortable and quiet places to study or read.
- The mix of old and new furnishings, although functional, does not give the branch a cohesive look.
- The branch includes color in a number of areas to help identify different spaces, however all finishes need to be updated.
- Carpet pattern is bold and visually distracting.
- Public restrooms need updating, showing signs of age.

“I don't like the lack of nature light in the branch. It doesn't not match the bright, friendly environment of the branch. It also makes it feel dreary. Another thing that I least like about the space is the lack of it for the Teens. There isn't a space just for these patrons. The location where the Teen materials are seems to be a leftover space. It is not as inviting as it could be.”

Staff Survey Response



Dupont



In 1921, a library deposit station opened at the Scott Warehouse in Wallen, the first effort the Public Library had made to address the needs of residents living in northwestern Allen County. A second deposit collection opened at Hometown later that year and became known as the Hometown Branch, which operated through 1955. After its closure, several decades passed before a consultant recommended the construction of a new branch in northwestern part of Allen County. In 1989, the library Board purchased a lot at the Dupont Crossing Shopping Center at Coldwater and Dupont roads. Highly visible at its location and close to the Pine Valley subdivision, the branch in October 1990. Since that time, residential growth has continued to expand further to the north in the Hometown area. The branch proved so popular that it underwent an expansion in 1996, and for this reason it was not included in the library's large renovation project that began in 2002. The branch draws students from the Northwest Allen School District.

GENERAL INFORMATION

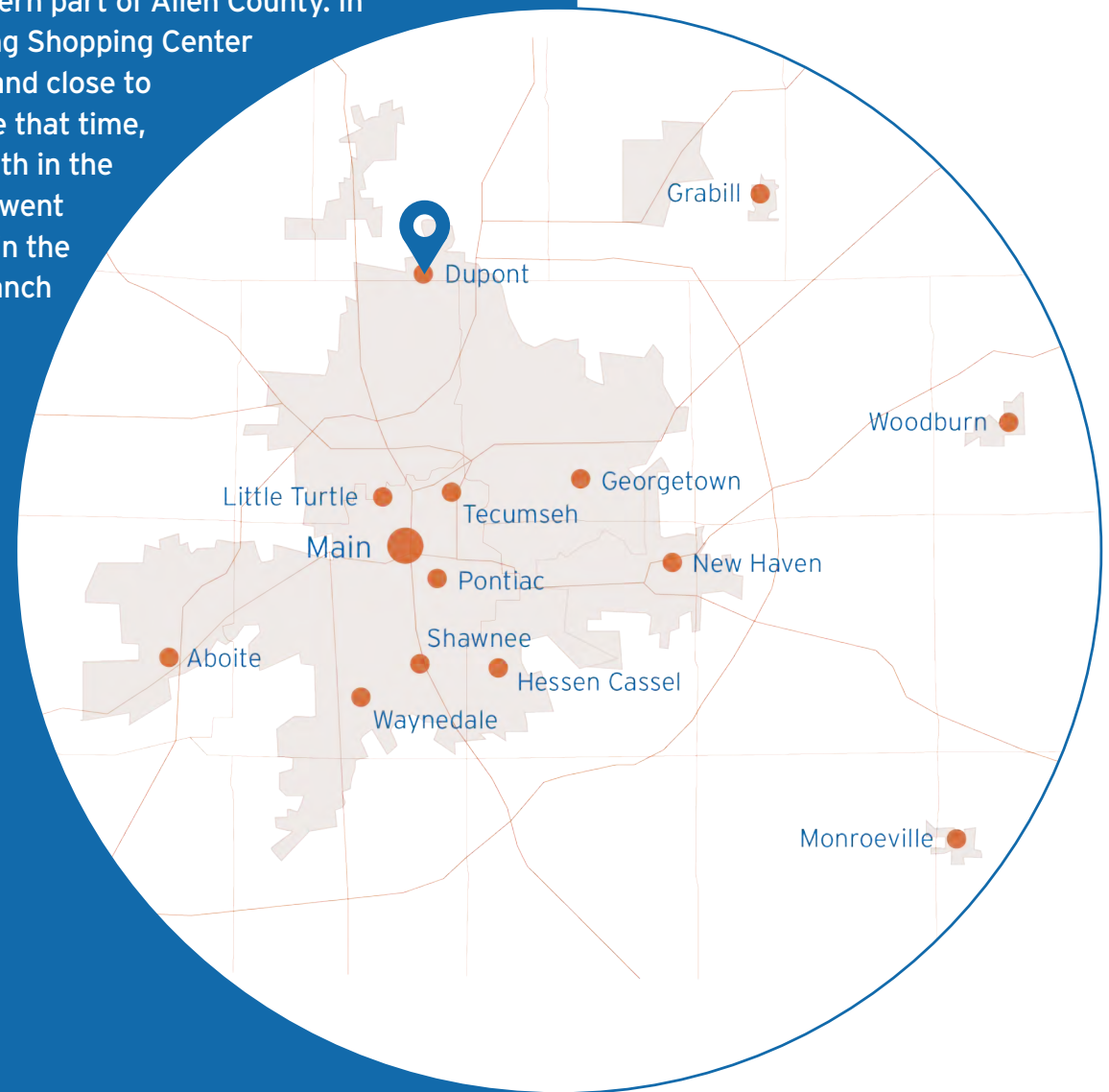
Address	536 East Dupont Road, Fort Wayne, IN 46825
Building Size	18,528 SF
Site Area	1.48 Acres
On Site Parking	56
Year Built	Constructed 1990, Expanded 1996
Original Architect	Moake Park Group

MANAGEMENT INFORMATION

Population Served (3 mile)	45,823
Days Open	6 / week
Hours Open	60 / week
Full Time Staff	11.55

STATISTICS 2020

Door Count	96,646
Programs	99
Program Attendance	2068
Collection Size	100,772
Circulation	309,121
Computer Usage	18



Regional Location Map

Adequately sized for current service demands

Yes **No**

Overall building condition

1 2 3 4 5

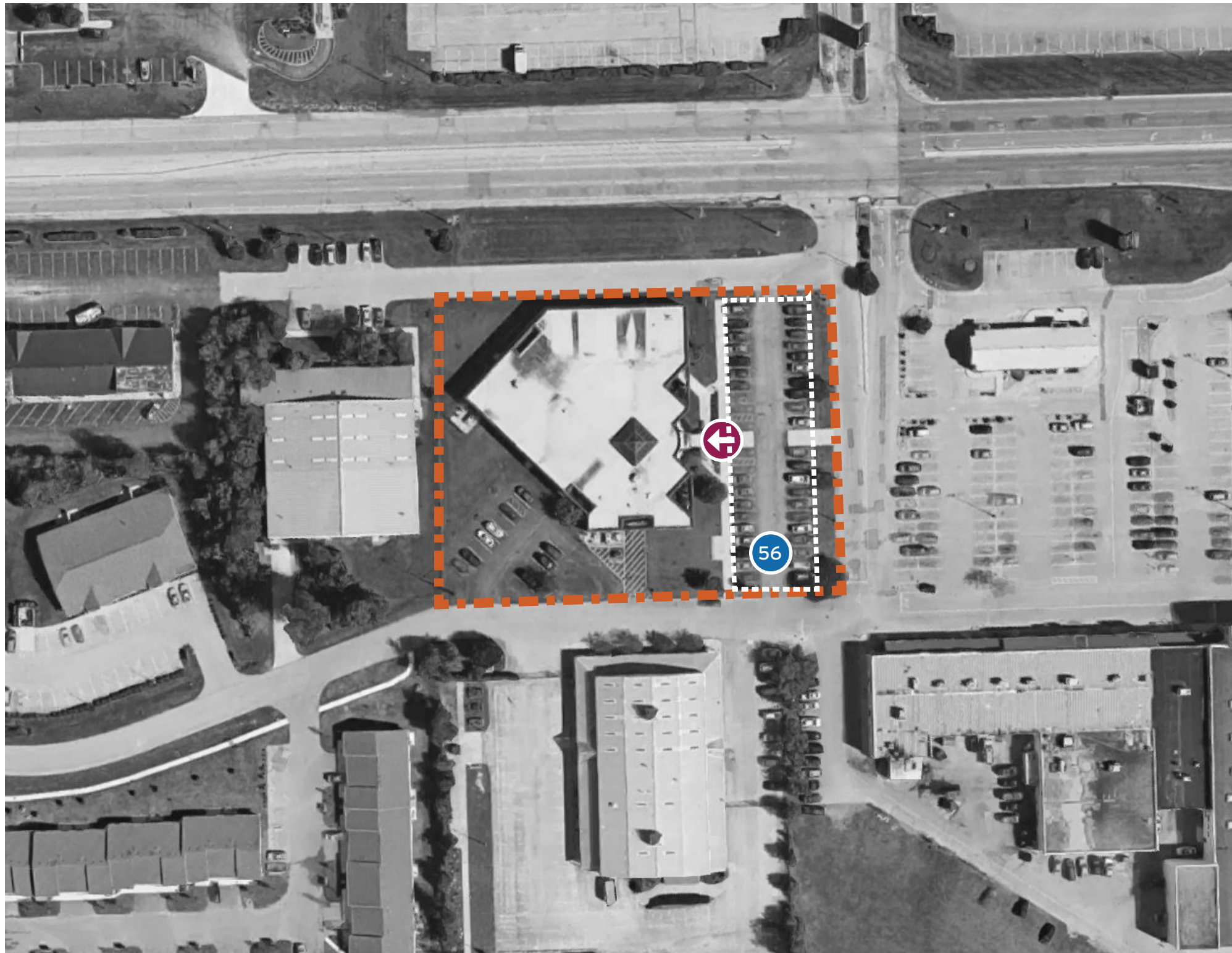
Scale: 1 = Poor to 5 = Good

Site allows for future expansion

Yes **No**

Renovation and/or expansion can meet 10-year service demand

Yes **No**



⊕ Site Plan

SITE

While separated by a frontage road, the branch has good visibility from Dupont Road, a primary thoroughfare in the community, and the location is considered convenient by the patrons who use it. However, the building and the standard blue ACPL signage cannot compete visually with the volume of mixed-use retail that surrounds the library on all sides and across the street.

The parking lot is small, and it is the largest concern to survey respondents. The configuration and access from a busy retail development can be confusing to new visitors, and potentially hazardous given competition with non-library traffic.

Overflow parking demands patrons park across the retail access drive which adds another hazard for pedestrian access. The small staff lot is a plus, and dedicated delivery and trash removal is functionally adequate.

There is no viable outdoor public program space.

	main entrance
	number of parking spaces
	property line



BRANCH CONDITION

The original library was completed in 1990, with an expansion to the north in 1996. Dupont has not benefited from any major capital improvements since the expansion.

Major systems notes are informed by a January 2020 Trane Energy Contracting systems audit, as amended by ACPL facilities staff where applicable:

- The major equipment is in fair condition.
- The system includes central DX VAV air handling units served by boilers.
- Water heater is 9 years into a 15 year expected useful life.
- The boilers are 24 years into a 25 year expected useful life. Rework for reliability underway now.
- The split system is 9 years into a 15 year expected useful life.
- The motors for one of the air handling units is at 28 years of an 18 year expected useful life. ACPL has entered into a maintenance agreement to attend to this.
- The motors for the 6 remaining air handling units range from 15 to 20 years of an expected 18 year expected useful life. ACPL has entered into a maintenance agreement to attend to these.
- Lighting is fluorescent throughout, no LED upgrades to date.

Additional observations:

- The building envelope is generally in fair shape and has been well maintained.
- Red exterior decorative tile has cracked and fallen off in a few places on the N and NW facades, an aesthetic and minor weather barrier concern to be corrected.
- Roof repairs were completed within the last 5 years, however staff indicated roof leaks remain an issue. The skylight dates to the original construction and contributes to the roofing and leak concerns.
- Many finish materials are original to the expansion. Furniture and equipment are a mix of old and newer.
- The original building pre-dates the Americans with Disabilities Act, and a survey prepared by Huntington University identified conditions that are non-compliant with the current applicable law.



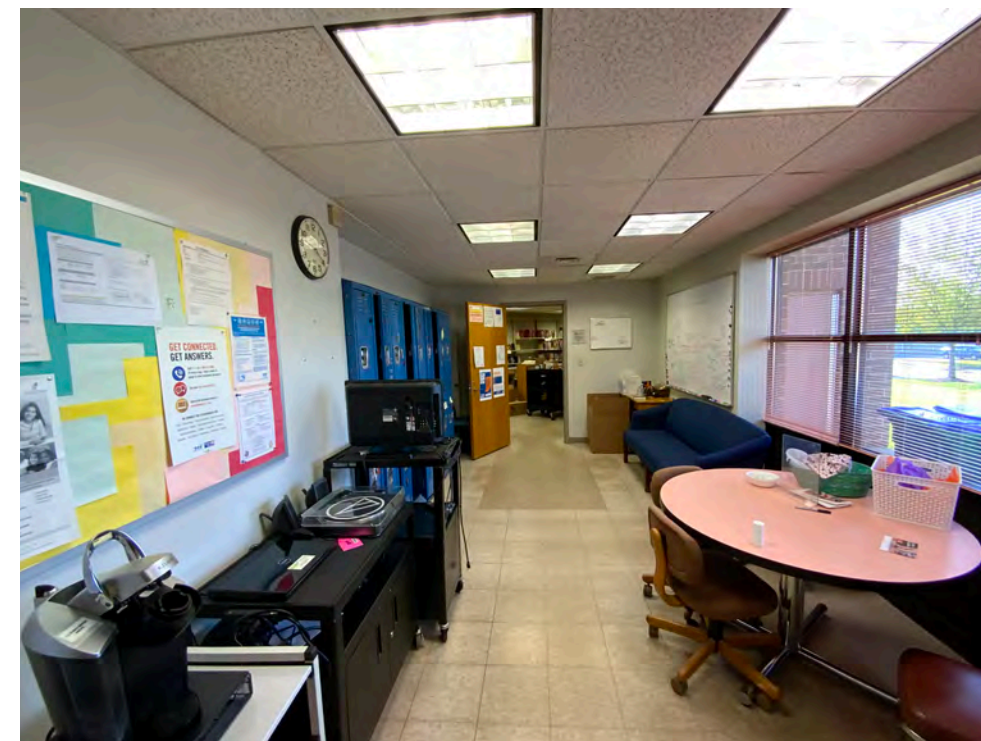
"I wholeheartedly support moving the Dupont branch. The parking lot is incredibly dangerous and the collection isn't safe with the roof leak. It is also a heavily used branch, so it should have space and a larger collection to reflect that."

Public Survey Response

"I would like to see more parking. The parking lot is too small and dangerous for patrons who must park in adjacent shopping complex and cross traffic. Additionally, the drop box should be accessible from your car, such as a circular drive/ convenient drop-off."

Public Survey Response



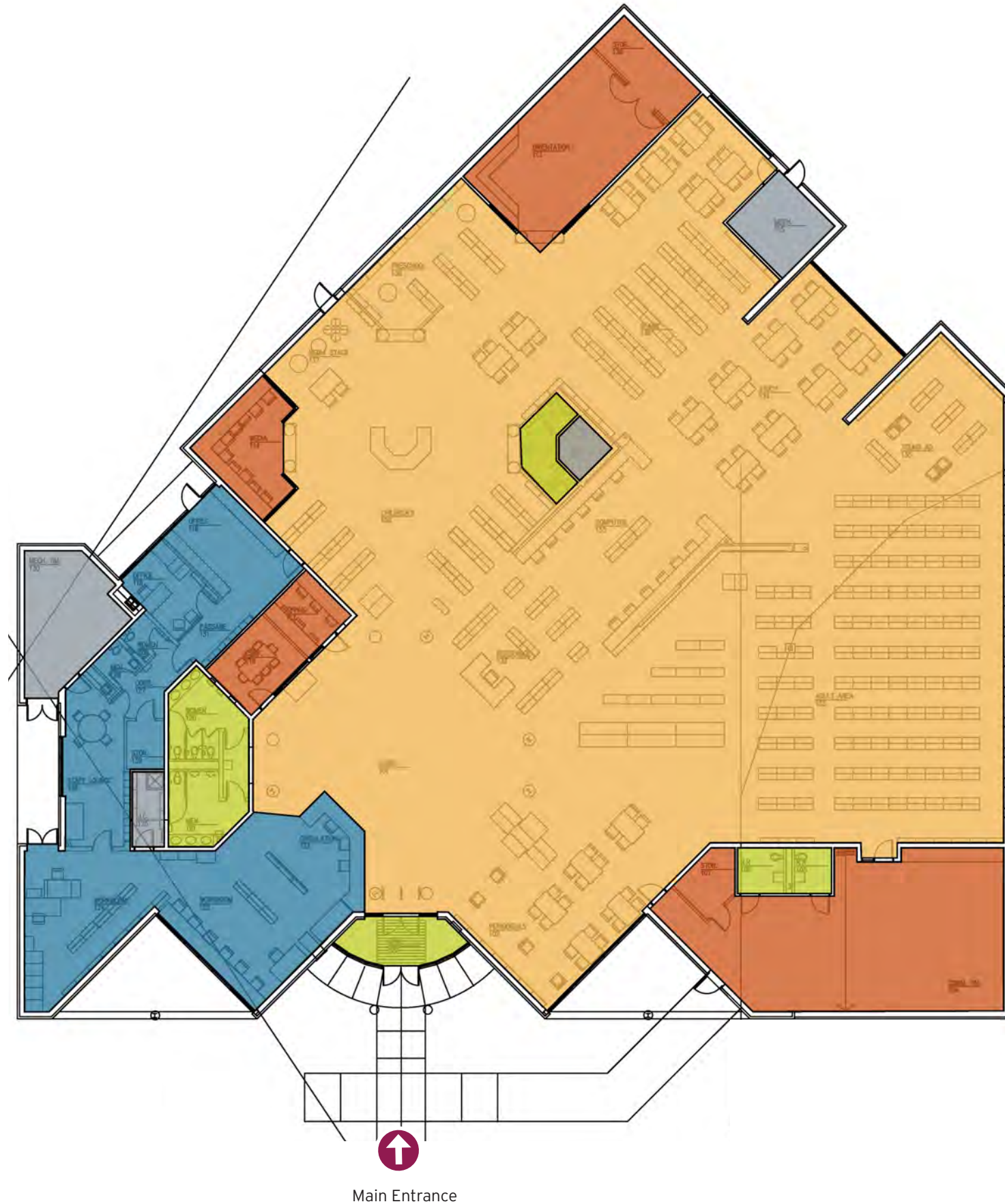
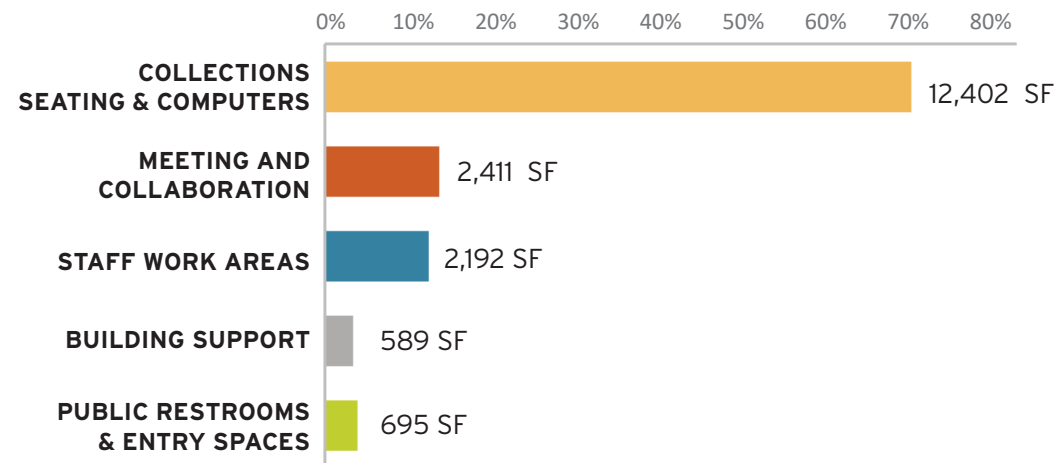


"We're very busy, and the space is inadequate. The building has many issues - paint, carpet, furniture, HVAC, roof."

Staff Survey Response



SPACE ALLOCATION





FUNCTIONALITY

In 2020, Dupont saw the second-highest number of visits per SF of any of the branches in the system. Dupont is too small for the current size of community served, and the anticipated population growth in NW Allen County will continue to place stress on the facility.

- The branch serves seniors and growing families, and has adequate space to meet the current needs of children, although overall configuration and adjacencies are problematic - specifically the location of adult computers adjacent to children's space.
- The meeting room is divided with an operable partition, and has approximately 1,000 SF of space when open, and 660 SF when closed. The room can accommodate up to 130 based on a 7 person per SF calculation, which is undersized for community needs. The room lacks adequate storage, and includes awkward access to restrooms directly into the smaller half of the room. The operable partition is difficult to use and not adequate for soundproofing.
- The building was designed to accommodate after-hours meetings with restroom access.
- The children's space is adequately sized, but chopped up into several smaller sections, including a corner space for mechanical systems. The resulting combination of open and enclosed spaces significantly limits flexibility. The story time room is of inadequate size, as is the storage capacity in the room.
- There is not adequate space to serve young adults, which is currently open and inappropriately located adjacent to quiet study.
- There are two small study rooms located near restrooms and circulation, but more small and medium size meeting and study spaces are needed.
- Sight lines were noted as positive from service points, however high shelving limits any view into the fiction and non-fiction areas west of the meeting room.



EFFICIENCY

- The circulation service point is too close to the main entrance, resulting in congestion and privacy concerns, particularly at the materials drop which is poorly located at the entrance end of the desk.
- The service points are not designed for current needs.
- The children's area is a good size, but as noted above its adjacency to quiet adult areas and computers is a significant dissatisfier to patrons and staff. The children's area is not big enough to hold the number of books we should have, given circulation patterns.
- The meeting room is very popular. Using it for large programs takes away public use. Another meeting room would allow us to have more programming.
- The information desk is obvious and well-placed for visibility.
- The staff work areas are undersized and overcrowded given the volume of work to serve this branch. Staff areas are also oddly configured given the triangulated building geometry in this part of the plan, including the location of public restrooms.
- The assistant manager should have an office, and full-time librarians should have cubicles.
- Storage is inadequate for craft supplies, book sale items, etc.
- The open book return directly into the work space should be enclosed for sound and safety.

"We need more collaboration space for patrons. Our study rooms are often full, and people sit and talk at tables."

Staff Survey Response

TECHNOLOGY

Building Technology Infrastructure

- There are enough wired network connections for all library computers.
- There are not enough power outlets for charging mobile devices such as laptops and cell phones, and outlets are hard to access.
- The existing space can accommodate expansion of power.

WiFi

- The existing WiFi covers: bandwidth needs for the library's computers; the physical space of the library for current usage; and the needs of users outside the library building.

Patron Computing

- There are no public computer stations with capabilities to support those with visual, auditory, or physical impairments.
- The Children's area has collaborative computing for caregivers and children.

Staff Computing

- There are not adequate computers or devices for all staff.
- The existing printers/scanners/photocopiers are adequate.
- The existing phones are adequate for use by staff.

FF&E

- There are usually enough public computers to meet demand, and
- There is adequate space at computer stations for patrons' items.
- There are no collaborative computing spaces.
- The library does not have at least one (1) ADA compliant public computer workstation.
- The Children's area does not have space for adult caregivers to work while supervising children in their care
- There is no assistive listening technology in public meeting room.
- The audio/visual facility in meeting/study rooms is not meeting patron needs.

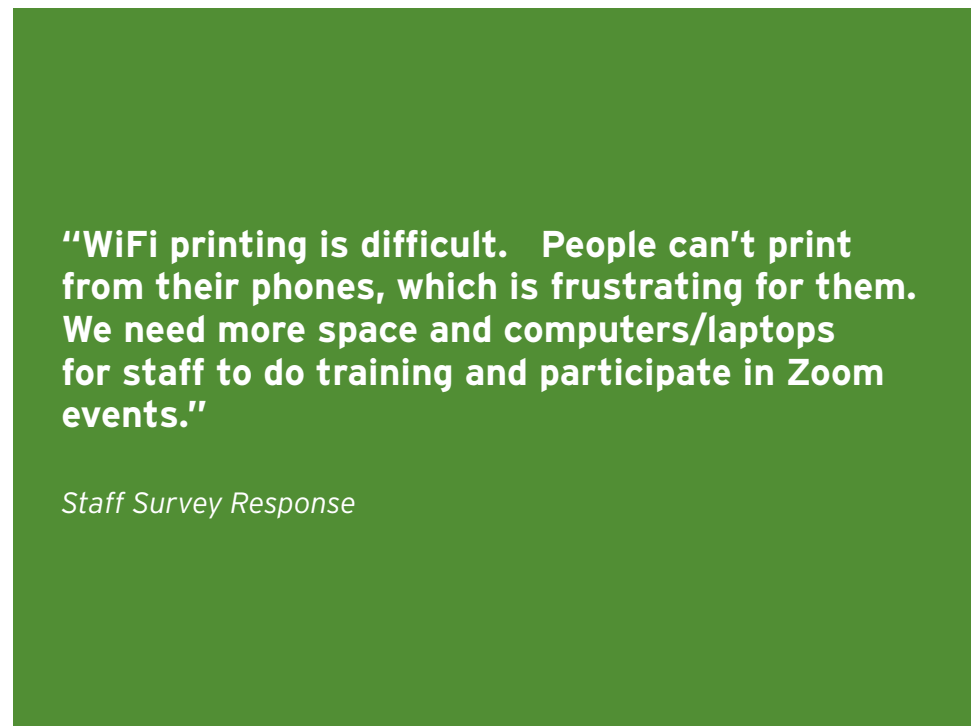
Other/Additional Technology

- There is interest in technology to support a "roaming" service model.



"More workstations / laptops so everyone can participate easily in regular duties, trainings, and Zoom events."

Staff Survey Response





“Update the décor, invite people in. It’s too utilitarian and not inviting, décor-wise.”

Public Survey Response

AMBIANCE

- The building has a few spots that are comfortable for quiet reading, however the zoning of the building creates functional and major acoustical concerns as outlined above.
- The building is fairly easy to navigate from the main arrival point, however the tall shelving limits visibility to some areas and the access to the main meeting room is invisible from the entry point.
- The interior finishes include pops of color, but generally feels dated and in need of an update.
- The mix of old and new furnishings, although functional, does not give the branch a cohesive look.
- The entire building is loud and needs noise reduction.
- The building needs more places for individuals to sit and read/study.

“My daughter loves the couch she can read a book on. Having bathrooms for kids in their section is huge with a toddler!”

Public Survey Response



Georgetown



St. Joseph Township was originally a rural area north of Fort Wayne, and the intersection of East State Street and Maplecrest the site of a small grocery store. The first deposit station opened in the township in 1921. During the 1960s, after the opening of Coliseum Boulevard, the township became the focus of rapid neighborhood development and suburban expansion. In 1970, Head Librarian Fred Reynolds and the Board of Trustees recognized the need for establishing a permanent branch that would serve the township's growing population. Accordingly, the library purchased a lot in the Georgetown Square Shopping Center for \$35,000. The new Georgetown Branch, under the design of the architectural firm of Bradley & Bradley, opened in November 1972. At 14,750 square feet, it was the largest branch after the Main Library. It proved immediately popular for both adults and students, the latter frequenting it after school to do homework. Georgetown underwent a significant remodeling in 1989, and it was replaced with a new building that opened in 2004.

GENERAL INFORMATION

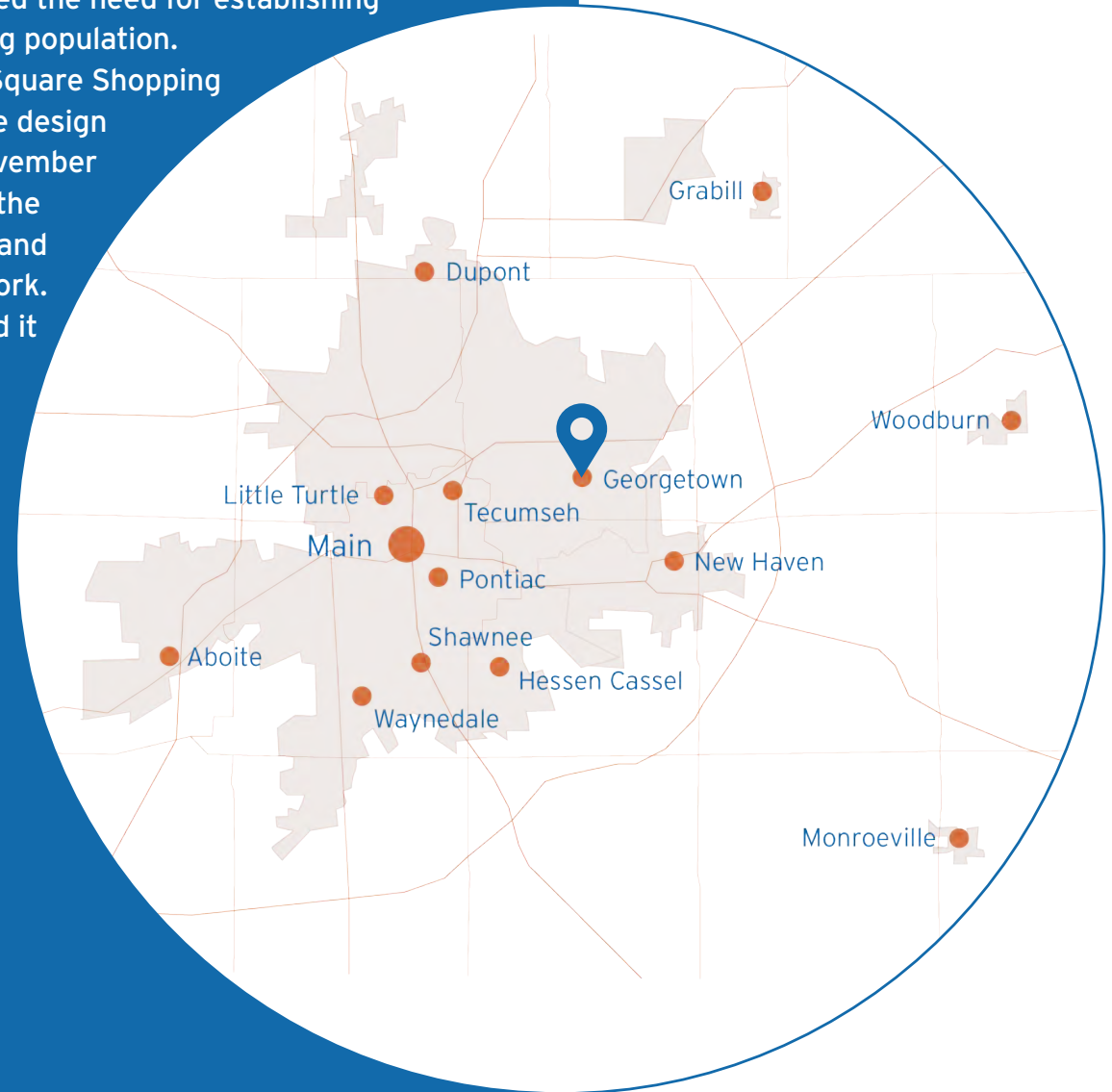
Address	6600 E State Blvd Fort Wayne, IN 46815
Building Size	19,500 SF
Site Area	1.62 Acres
On Site Parking	48
Year Built	2004
Original Architect	Moake Park Group

MANAGEMENT INFORMATION

Population Served (3 mile)	62,693
Days Open	6 / week
Hours Open	60 / week
Full Time Staff	12.1

STATISTICS 2020

Door Count	104,528
Programs	168
Program Attendance	2002
Collection Size	87,659
Circulation	254,898
Computer Usage	28



Regional Location Map

Adequately sized for current service demands	Yes <input type="radio"/>	No <input checked="" type="radio"/>			
Overall building condition	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input checked="" type="radio"/>	5 <input type="radio"/>
<i>Scale: 1 = Poor to 5 = Good</i>					
Site allows for future expansion	Yes <input type="radio"/>	No <input checked="" type="radio"/>			
Renovation and/or expansion can meet 10-year service demand	Yes <input type="radio"/>	No <input checked="" type="radio"/>			

SITE

The branch has good visibility from East State Road, a primary thoroughfare in the community, and the building design projects some presence as a library. The standard blue ACPL signage is easily visible and well-located at the entrance to the mixed-use retail that surrounds the library on three sides. The library location is considered convenient by the patrons who use it.

The parking lot is small and challenging to navigate, and the largest concern to survey respondents. The configuration and access from a busy retail development can be hazardous given competition with non-library traffic, including the difficulty of access from the lower level of parking on the south side of the site. The lot includes only one dedicated ADA spot, inadequate for this site.

After school the exterior and entrance area become overcrowded with school age patrons, creating noise, congestion, and hazards with arriving and departing vehicles. There are no sidewalks for students to walk safely.




The surrounding traffic patterns and slope of green spaces leave no viable outdoor public programming, although a few areas of seating could be added within green spaces along the east side of the building.

The property has no viable space for any significant building expansion. A possibility exists to enclose spaces under the sunshades along curved sections of the building, which could add minimal square footage but at a relatively high cost.

The location of the materials drop is hard to find



Site Plan

-  main entrance
-  number of parking spaces
-  property line



BRANCH CONDITION

The library was completed in 2004, with no major capital improvements since the original construction.

Major systems notes are informed by a January 2020 Trane Energy Contracting systems audit, as amended by ACPL facilities staff where applicable:

- The major equipment is in good condition.
- The system includes central chillers and boiler feeding VAV air handling units
- Water heater is 16 years into a 15 year expected useful life, and requires replacement.
- The boilers are 15 years into a 25 year expected useful life. Rework for reliability underway now.
- The chiller is 8 years into a 23 year expected useful life.
- The motors for both air handling units are 15 years into their 18 year expected useful life. ACPL has entered into a maintenance agreement to attend to these.
- Lighting is fluorescent throughout, no LED upgrades to date.

Additional observations:

- The building envelope is generally in good shape, however roof leaks and a window leak in the Teen area have been reported.
- The HVAC system does not work consistently, and does not adequately heat the Teen Area.
- Many finishes are original, but well maintained and aging well.
- Some areas the carpet has been repaired with duct tape.
- An information desk in the rotunda was removed, leaving an awkwardly placed outlet above floor in a high traffic area.
- A survey prepared by Huntington University identified a few minor and correctable conditions that are non-compliant with the current applicable Americans with Disabilities Act.
- The front doors occasionally do not close completely, and the staff door gets out of alignment on occasion complicating the ability to lock the door.



“Georgetown is in need of space. Especially space that is specific to ages and community needs. The meeting room is currently split between after school teenagers, storytimes, free lunches, library programs, meetings, job fairs for USPS, and more. If there could be a space just for public, just for children, just for teens, and just for programming, that could alleviate some of the issues.”

Public Survey Response

“The parking lot of the Georgetown library branch is uncommonly terrible, and the building doesn’t have the capacity or adequate services to reach the daily overflow of afterschool traffic from the nearby schools.”

Public Survey Response

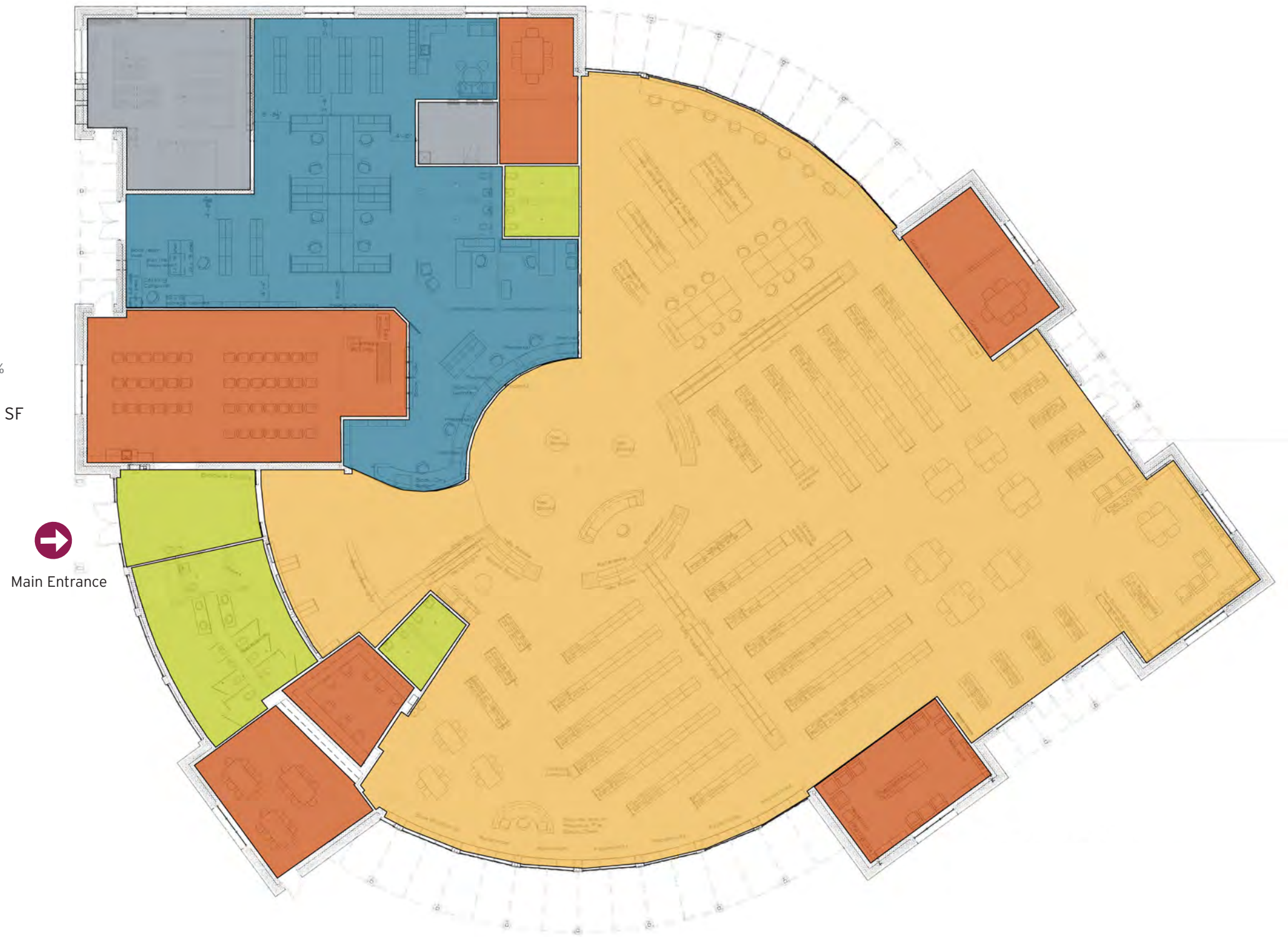
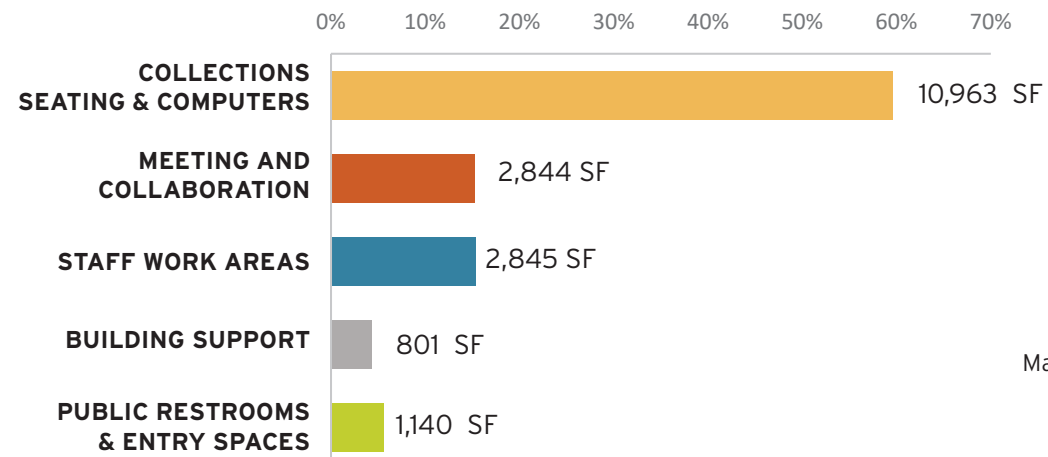




"I am concerned about the air quality. The heating ducts do not extend into the teen room so that area is always freezing in winter."
Staff Survey Response



SPACE ALLOCATION

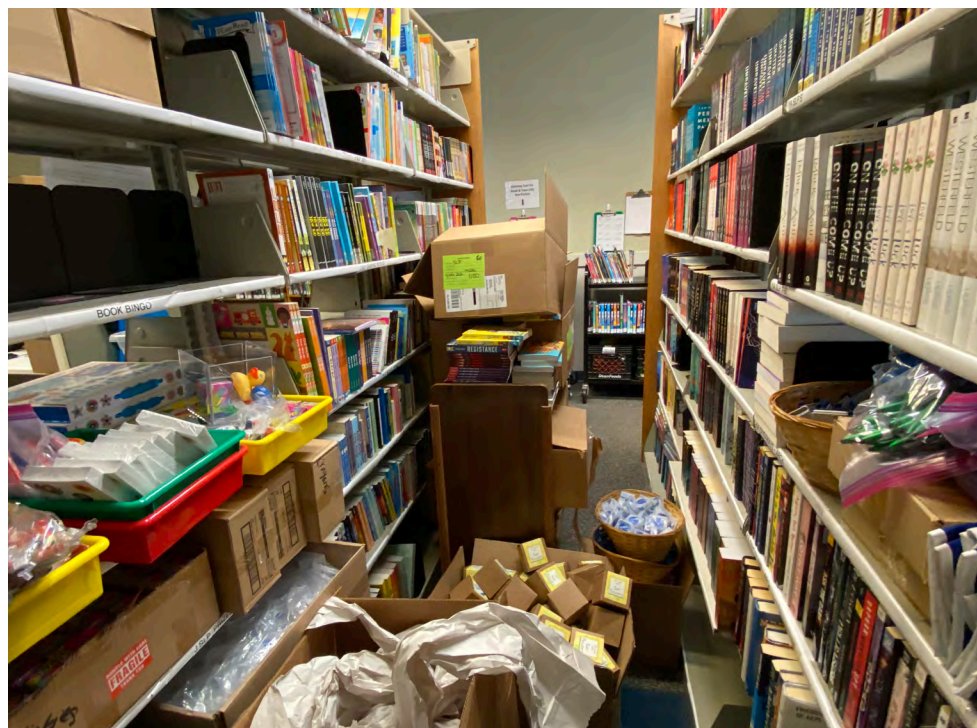




FUNCTIONALITY

In 2020, Georgetown saw the highest number of visits per SF of any of the branches in the system. Georgetown is small for the current size of community served and volume of use. Anticipated population growth in NE Fort Wayne will continue to add stress on the facility.

- The branch is a combination of round and rectilinear spaces, with built-in shelving dividers that separate the public area into a rotunda entrance area and three public services areas which significantly limits flexibility.
- The computer workstations along the west curved window are not visible from service points and occupy a space better suited for quiet reading.
- The meeting room is approximately 950 SF with a capacity of 63 on the original documents, and up to 139 based on a 7 person per SF calculation. The room is functional with decent storage, but undersized for community needs.
- The building was designed to accommodate after-hours meetings with restroom access.
- The children's space is conveniently located, but space dedicated to collections leaves little room for any other activities or programming, including no separate area for children's computers. The program room and computer room are positive amenities but poorly placed into a corner of the space.
- There is not adequate space to serve young adults, which is also located far from any service points and difficult to serve or monitor. There is also not adequate power located here for teens to power devices.
- The branch includes a maker space which is a positive and unique amenity among the branches. The space was repurposed from its original function, but it is not well-located or adequately sized to be a maker space.
- There are several study rooms which are adequate but not visible from service points.
- There is an unusually high number of restrooms to serve this branch, which offer convenience but takes space from other functions.
- The building does not acoustically separate loud and quiet areas, and there is no designated quiet space. After school the building fills with children, sometimes up to 75-100 at a time.



EFFICIENCY

- The entrance sequence is narrow and congested given the traffic that this library experiences. After school this space becomes a loud bottleneck.
- The circulation service point is oversized but inflexible to adjust to changing needs. The circulation desk curved and built around columns in a way that limits functionality and blocks sightlines.
- The information desk is too close to circulation and not easily identifiable as a place for assistance.
- The children's area is well located but undersized to provide the level of service the community requires.
- Study rooms are difficult to monitor, based on location and lack of windows.
- The staff work areas are undersized given the volume of work to serve this branch, and the space between circulation and staff work areas can be a bottleneck, especially for moving programming supplies from the work area to the meeting room or elsewhere. There is inadequate space for boxes, book trucks, tables/chairs not in use, etc.
- The shelving height and configuration limits views to perimeter areas.
- The branch manager's office is disconnected from all other staff work areas.
- The open book return directly into the workspace should be enclosed for sound and safety.

"The teen space is at the back of the building, which doesn't work well for our teen customers waiting for rides. They move back and forth from the front door to the back of the building. And there is no comfy hang out space (even when we had more furniture out pre-covid). Also the Maker's space is at the back of the building, so many people don't know where it is/what it does."

Staff Survey Response

TECHNOLOGY

Building Technology Infrastructure

- There are enough wired network connections for all library computers.
- There are not enough power outlets for charging mobile devices such as laptops and cell phones, and power is not easy to access.
- The existing space cannot accommodate expansion of power access needs.

WiFi

- The existing WiFi covers: bandwidth needs for the library's computers; the physical space of the library for current usage; and the needs of users outside the library building.

Patron Computing

- There are no public computer stations with capabilities to support those with visual, auditory, or physical impairments.
- The Children's area has collaborative computing for caregivers and children.

Staff Computing

- There are adequate computers or devices for all staff members.
- The existing printers/scanners/photocopiers are not adequate for use by staff.
- The existing phones are not sufficient for work needs.

FF&E

- Patrons experience a short (5-15 minute) wait during peak demand-times.
- There is a dedicated public computer lab.
- There is not adequate space at computer stations for patrons' items.
- There are collaborative computing spaces in the library.
- The library does not have at least one (1) ADA compliant public computer workstation.
- The Children's area does not have space for adult caregivers to work while supervising children in their care.
- There is no assistive listening technology in public meeting room.

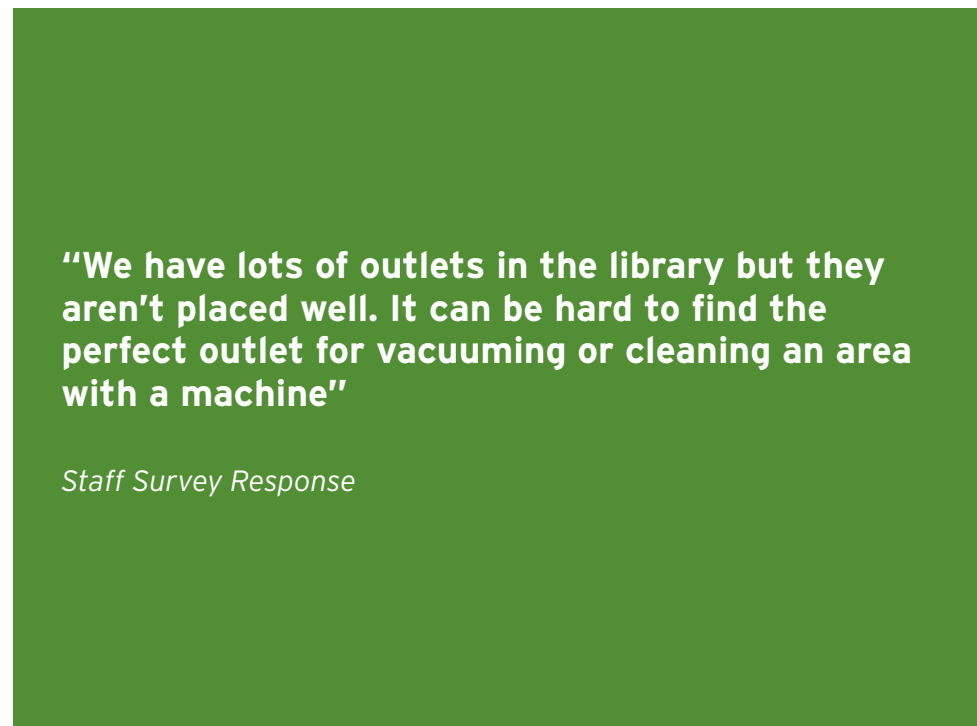
Other/Additional Technology

- The library would like to add: a "roaming" service model; WiFi Hotspots; Diagnostic coding device; Laptops to circulate to patrons; LCD projector.
- The library would like to add staff technology access to include:
 - An ipad with songs for storytime for children's programs.
 - The library would like updates in sound and AV capabilities for staff.



"No self check in Children's Area, No power or technology in the Teen Area, Cannot Wifi Print from Mobile Devices most of the time, Cannot Wifi Print in color, Cannot pay for printing with credit card, Cannot borrow laptops or mobile devices, No Video Display Screens."

Staff Survey Response





“The acoustics make it difficult to communicate with customers at the help desk while other staff next to us are communicating. We all end up practically yelling over each other.”
Staff Survey Response

AMBIANCE

- The building interior is generally well-kept with good access to natural light.
- The acoustics at the entry area major concern especially during peak hours after school. The rotunda is loud and echoey especially when the library is busy.
- Once at the rotunda, the building is fairly easy to navigate, however the tall shelving limits visibility to some areas.
- Except for the meeting room, the quality of interior finishes is good but uninteresting and dated - there is little color in the branch to help highlight services or spaces.
- The furnishings are aging and many in need of replacement. Cloth is stained and fraying, wood is faded, and all is outdated for emerging needs and flexibility.

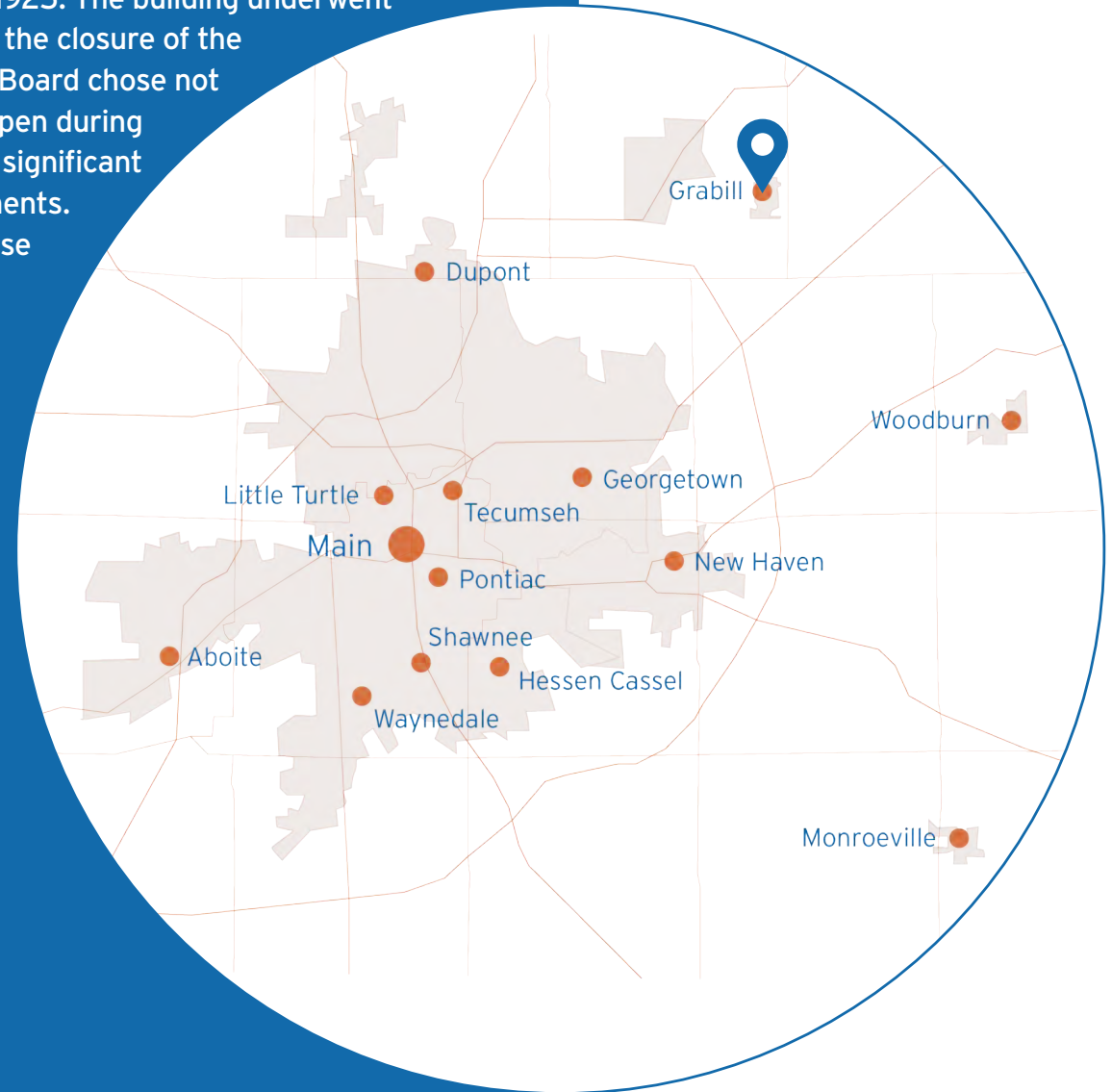
Because Georgetown is located near schools, students can walk there, but there seems limited space + staff to help control youth needs when using the branch services
Public Survey Response



Grabill



Public library services in Cedar Creek Township began in 1921 with the establishment of a deposit collection at the Reeder Drug Store in Harlan. Demand for a formal branch library began almost immediately, and the following year the library opened Harlan Branch in a small, rented, two-room building. With its popularity continuing, the library purchased a lot on Maysville Road in 1924 and constructed a colonial-style building that opened in January 1925. The building underwent a renovation in 1979, but in 1984, a consultant recommended the closure of the branch in favor of a larger branch at a different location. The Board chose not to act on that recommendation and kept the Harlan Branch open during the 1990s, a time when the Leo-Cedarville-Grabill area saw a significant population expansion with many new neighborhood developments. At the turn of the twentieth century, the Board decided to close the Harlan branch permanently and build a new branch in Grabill, which would be more centrally located to surrounding neighborhoods. The Grabill Branch opened in October 2004 at 13521 State Street near the intersection with Grabill Road. Since its opening, it has proved to be a popular branch in the northern section of Allen County. Area schools that use the branch are part of the East Allen School District.



Regional Location Map

GENERAL INFORMATION

Address	13521 State St Grabill, IN 46741
Building Size	7,885 SF
Site Area	1.38 Acres
On Site Parking	42
Year Built	2005
Original Architect	Design Collaborative

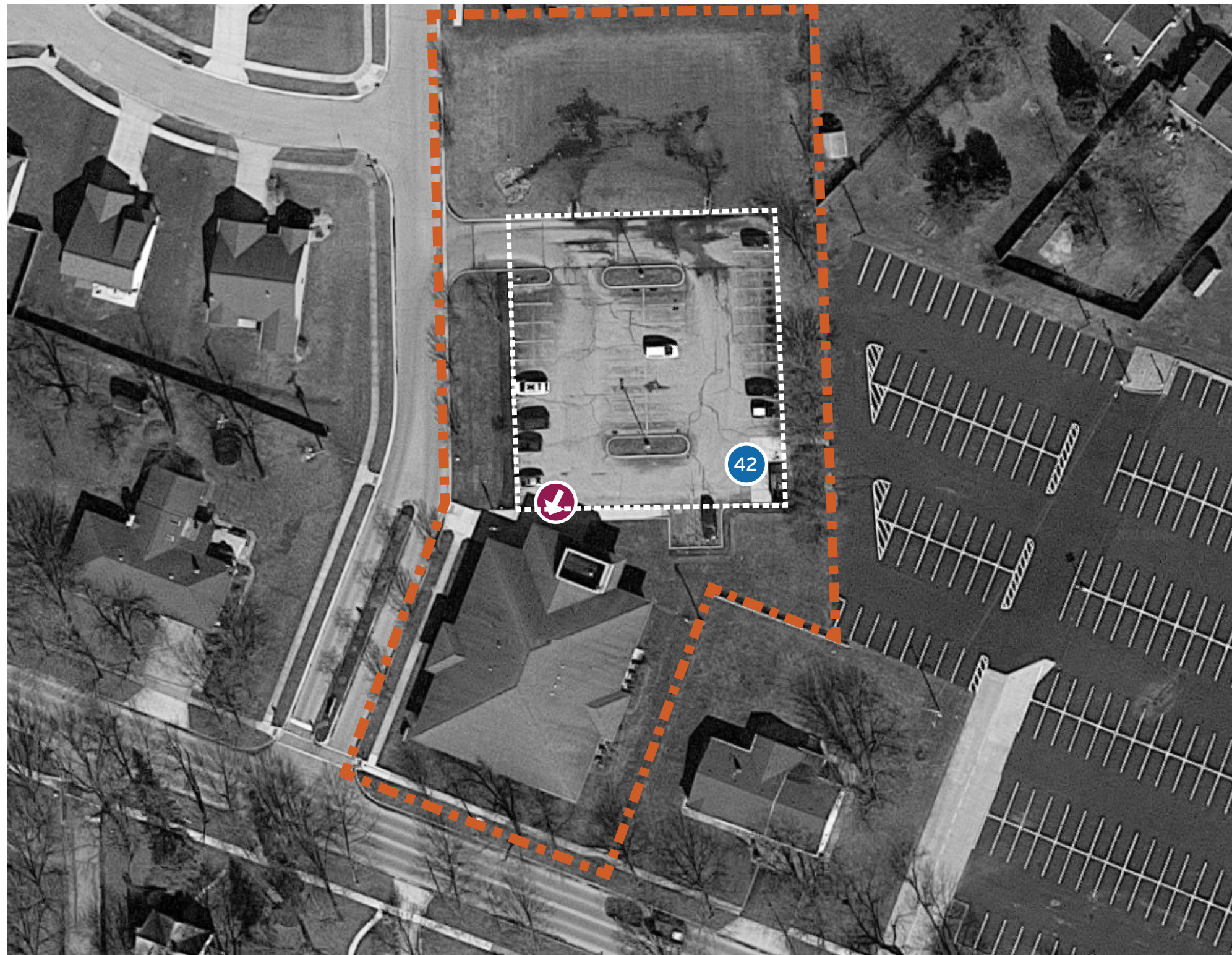
MANAGEMENT INFORMATION

Population Served (4 mile)	13,275
Days Open	6 / week
Hours Open	57 / week
Full Time Staff	5

STATISTICS 2020

Door Count	28,798
Programs	43
Program Attendance	575
Collection Size	42,116
Circulation	96,641
Computer Usage	16

Adequately sized for current service demands	Yes <input type="radio"/>	No <input checked="" type="radio"/>			
Overall building condition	1 <input type="radio"/>	2 <input type="radio"/>	3 <input checked="" type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
<i>Scale: 1 = Poor to 5 = Good</i>					
Site allows for future expansion	Yes <input checked="" type="radio"/>	No <input type="radio"/>			
Renovation and/or expansion can meet 10-year service demand	Yes <input checked="" type="radio"/>	No <input type="radio"/>			



SITE

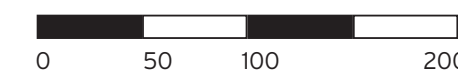
The branch has good visibility from Grabill Road, and the building design projects some presence as a library in a mixed but mostly residential part of Grabill just west of downtown. Parking is accessed off Grabill Road via Illinois Street immediately west of the library. The lot includes 42 spaces, a capacity that was not noted as a concern for the library.

The lot entrance location and configuration can cause some backup when cars are leaving and entering at the same time. Additionally, the first island location creates a tight turn, and many drivers run over the curb. The spaces dedicated for accessible parking are far from the entrance with an awkward path from vehicles.

The site does not include green space for outdoor programming. The available space within the property to the north is reserved for stormwater detention.

The property could accommodate expansion to the north, but this would require the stormwater detention to be built underground assuming parking would cover the current open detention area.

	main entrance
	number of parking spaces
	property line



Site Plan

BRANCH CONDITION

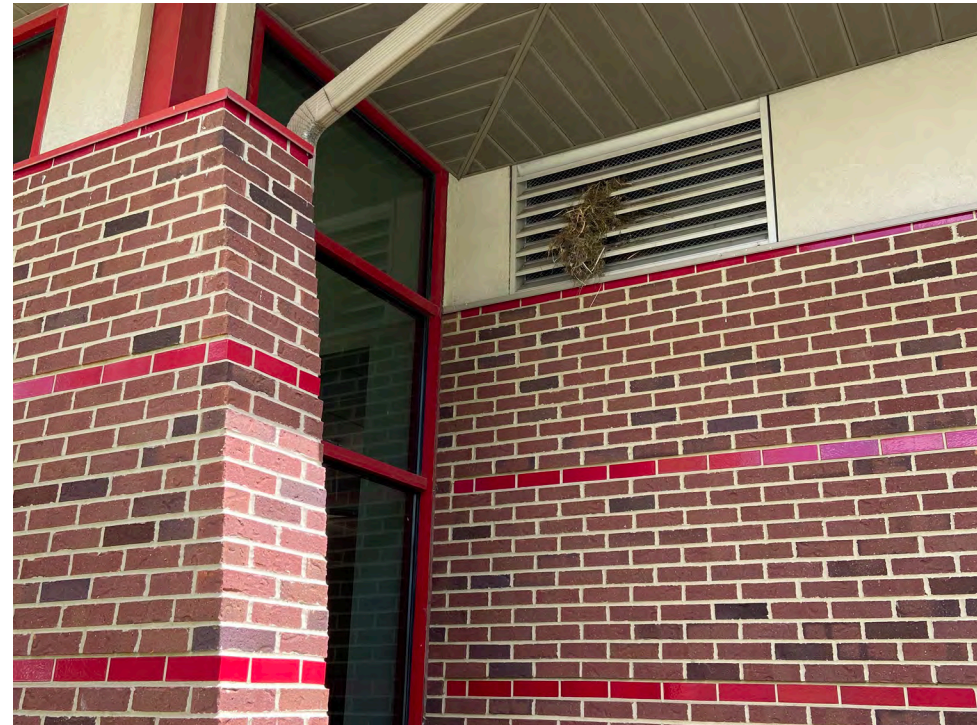
The library was completed in 2005, with no major capital improvements since the original construction.

Major systems notes are informed by a January 2020 Trane Energy Contracting systems audit, as amended by ACPL facilities staff where applicable:

- The major equipment is in good condition.
- The system includes split system air handling units including a high efficiency furnace.
- Water heater is 17 years into a 15 year expected useful life, and needs to be replaced.
- The split system is 17 years into a 15 year expected useful life, and needs to be replaced.
- The HVAC system is past its useful expected life and a general upgrade to a commercial vs residential system is recommended.
- Lighting is fluorescent throughout, no LED upgrades to date.

Additional observations:

- The building envelope is generally in good shape and has been well maintained.
- The building is served by a series of six residential HVAC units which have provided a base level of service but are inadequate for the nature of this facility. This results in inconsistent temperature control in interior spaces.
- Most finish materials are original, and they are showing signs of wear, in particular the entry walk off mat, carpeting, and floor tile in the vestibule.
- The main service point is not ADA accessible.



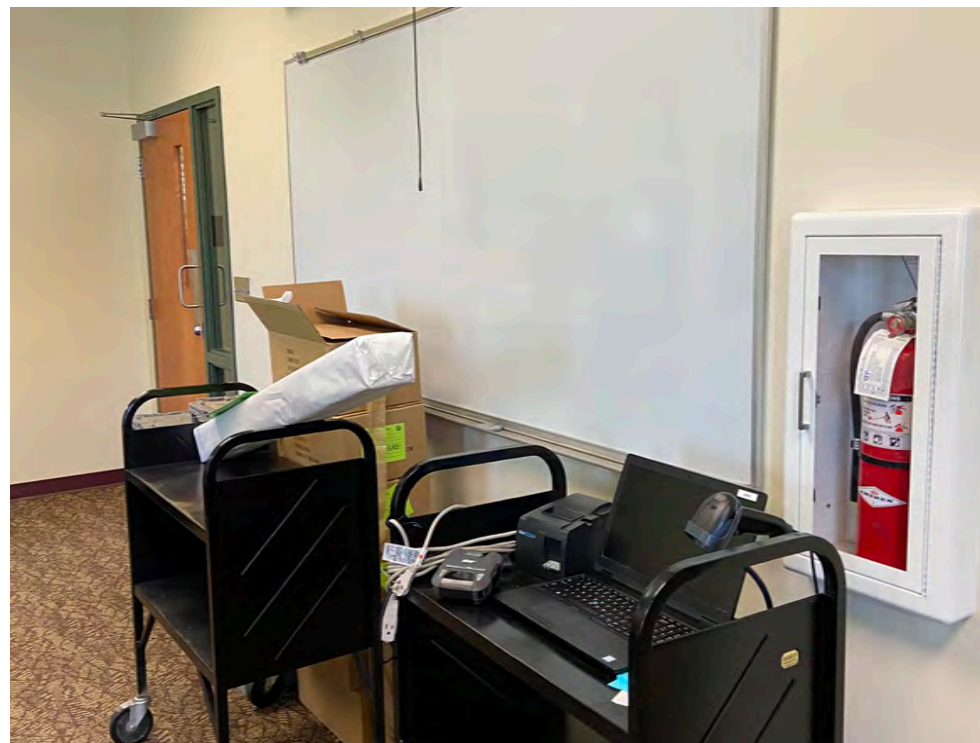
“Grabill’s parking lot is easy to get in and out of and feels safe. You don’t worry your kids are going to get hit”

Public Survey Response

“The walkway to the staff area is located in a way so that it seems like it is a public pathway and often we find toddlers behind the desk and random people walking into the staff area to find help. please help us gain more storage.”

Staff Survey Response



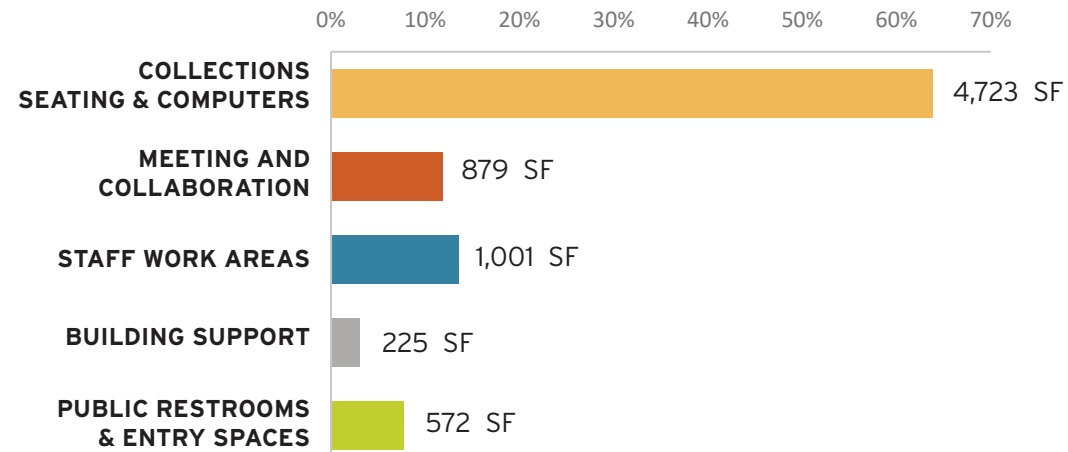


"I would enlarge the building to include additional meeting/programming room space and storage. Our community, it's needs, and our programming needs have outgrown the size of this building."

Staff Survey Response



SPACE ALLOCATION



Note:
2nd Floor mechanical space not included in analysis





FUNCTIONALITY

In 2020, Grabill saw the fourth-highest number of visits per SF of any of the branches in the system. Grabill is small for the community served and volume of use, and anticipated population growth in NE Fort Wayne will continue to add stress on the facility.

- The entrance sequence is simple and straightforward, but the space just inside the doors is crowded due to proximity to the circulation desk.
- The branch layout is simple and straightforward, and generally flexible except for the size limitations.
- The meeting room is approximately 510 SF, undersized for the community's growing need. The meeting room storage would be adequate except for the fact that it is the only storage room in the building, therefore it used for many different storage needs.
- The building was designed to accommodate after-hours meetings with restroom access.
- The children's space does not currently allow for enough space to accommodate the mix of materials, programming and manipulatives desired. The space includes a family restroom which is a plus.
- There is a young adult space which is a positive for this small branch.
- The study room is cramped but sought after space. More small group meeting and study space is needed.
- The limited size of the branch does not allow for adequate separation of quiet and loud spaces.
- Manager's office shares a wall with the



EFFICIENCY

- The circulation service point is sized appropriately but not functional due to the cramped proximity of the materials drop, circulation space and self-check.
- The path for staff to access the work area is not convenient for staff assisting patrons from the circulation area, it provides a view directly into the work area, and can be a place where patrons gather. Generally, this is a congestion point.
- The staff work area is undersized given the volume of work to serve this branch, and it does not include any storage.
- Sight lines are decent from the main circulation desk, except for into the teen area.
- The open book return directly into the work space should be enclosed for sound, weather-tightness, and safety.

“Need more hands on activities for children and tweens. Also a variety of activities for homeschooling families.”

Public Survey Response

TECHNOLOGY

Building Technology Infrastructure

- There are enough wired network connections for all computers.
- There are not enough power outlets for charging mobile devices.
- The existing power outlets are easy/comfortable for patrons to access.
- The existing space can accommodate expansion of power access needs.

WiFi

- The existing WiFi covers: bandwidth needs for the library's computers; the physical space of the library for current usage; and the needs of users outside the library building.

Patron Computing

- There are no public computer stations with capabilities to support those with visual, auditory, or physical impairments.
- The Children's area has no collaborative computing area for caregivers and children.
- The Children's area provides supervised access to new technologies.

Staff Computing

- There are not adequate computers or devices for staff.
- The existing printers/scanners/photocopiers are adequate for use.
- The existing phones are not adequate for work needs.

FF&E

- There are usually enough public computers to meet demand.
- There is a dedicated public computer lab.
- There is not adequate space at computer stations for patrons' items.
- There are no collaborative computing spaces.
- The library does not have at least one (1) ADA compliant public computer workstation.
- The Children's area does not have space for adult caregivers to work while supervising children in their care.
- There is no assistive listening technology in public meeting room.
- The audio/visual in meeting/study rooms is not meeting patron needs.

Other/Additional Technology

- For in-library programming the library would like to add a portable kitchenette.
- The library would like to add patron technology access to include: Vehicle diagnostic units for lending to patrons; Laptops/devices for lending to patrons; Library of things items for lending to patrons.
- The library would like to add staff technology access to include mobile library access (ILS, catalog, etc.) options



"I would love to see touch screens throughout our buildings: -in the stacks to integrate our online presence with the collection they are looking at; i.e. a patron is standing in front of the Chilton collection but does not find what he/she needs so they can turn to the device and access our online subscription and print any documentation they might need -would like to see touch screen options replace our desktop computers; people are so used to their smart phones now that I sometimes see them trying to swipe up on our desktop screens without success -in-house laptop checkouts/tablet checkouts."

Staff Survey Response

"Implement creative labs and opportunities."

Public Survey Response





“Dull lighting, not a good separation of space. The kids are loud in the little computer lab in the front.”

Public Survey Response

AMBIANCE

- The building is generally pleasant, has a residential feel and fits well into its community context.
- The acoustics are problematic, loud and quiet spaces can't be separated properly given the size of the building.
- The lighting is inconsistent and not adequate in the Adult Non-fiction area for stacks and browsing.
- Wayfinding is straightforward given the small size, but signage is inconsistent in supporting navigation.
- Interior finishes lack color, there is no differentiation between the spaces for adults and those for children.

“The lack of space for materials, meetings, and programs makes me feel cramped and limited. It would be nice to add color to our walls, create a teen area that says, ‘I’m your go-to spot.’ New, soft furniture in the adult and teen areas would be appreciated.”

Staff Survey Response



Hessen Cassel



The area east of Fort Wayne before reaching New Haven was an influential industrial area. The opening of the International Harvester plant in 1921 spurred the settlement of a large number of workers, who lived in neighborhoods built just before and after World War II. With the population growing, the need for library services increased. In 1970, the library Board purchased a two-acre tract in the area of South Anthony Boulevard, Hessen Cassel Road, and Paulding Road. Citizens of the Village Woods community had supported the plan for a southeastern branch and gave it strong support. The board chose the architectural firm of Schenkel, Shultz, and Hodge to design the building, which opened in October 1972 at 3030 East Paulding Road. The building underwent remodeling in 1989 and again with a more substantial upgrade in 2004. Although the Harvester plant later closed in the 1980s, the branch has proven popular especially for African American and other ethnic groups, many from Burma, that live in the area.

GENERAL INFORMATION

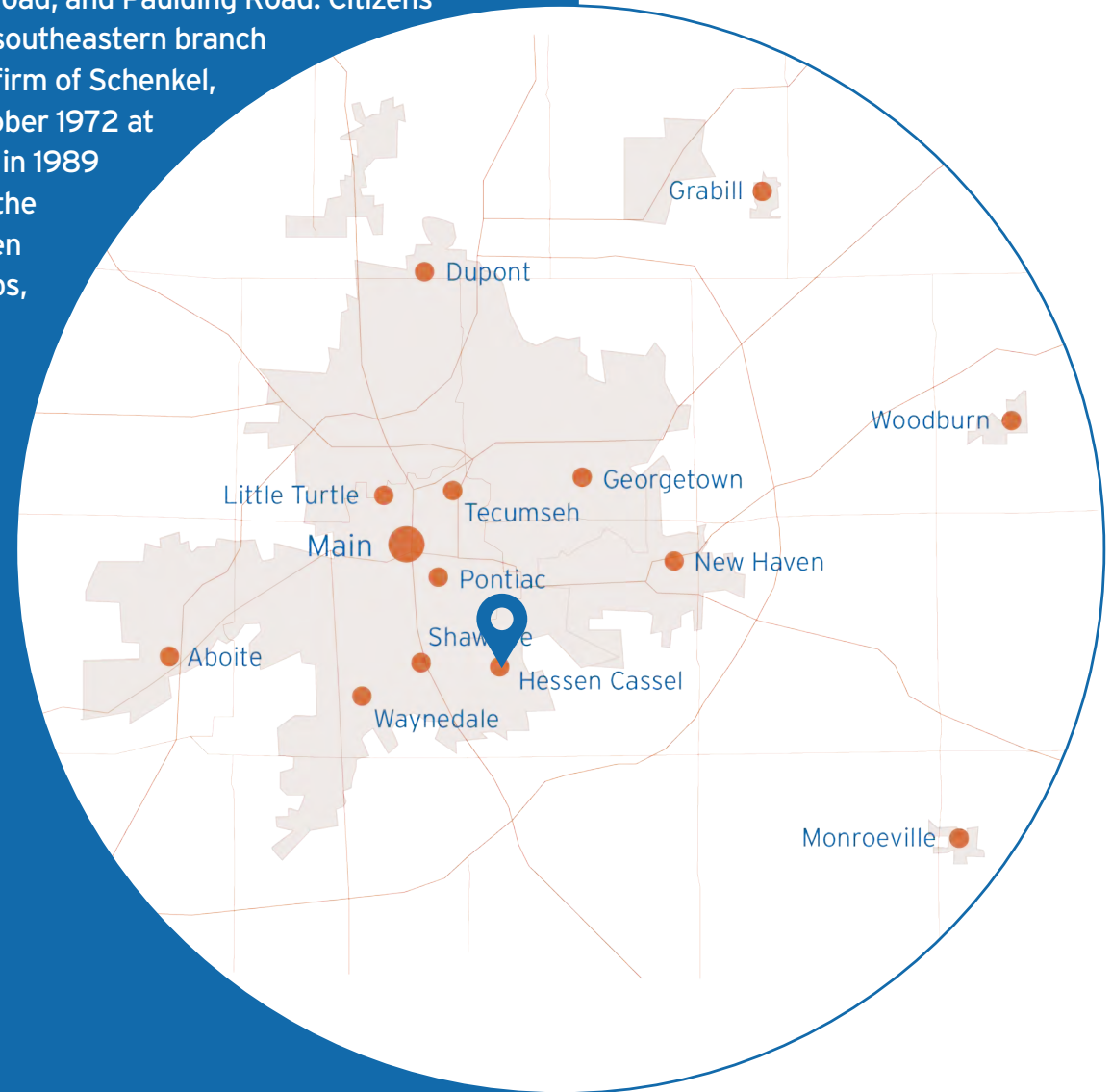
Address	3030 E Paulding Rd Fort Wayne, IN 46816
Building Size	11,973 SF
Site Area	1.83 Acres
On Site Parking	44
Year Built	1972, Renovation 2004
Original Architect	Schenkel Schultz & Hodge

MANAGEMENT INFORMATION

Population Served (1 mile)	10,546
Days Open	6 / week
Hours Open	57 / week
Full Time Staff	5

STATISTICS 2020

Door Count	26,370
Programs	28
Program Attendance	193
Collection Size	28,852
Circulation	20,008
Computer Usage	23



Regional Location Map

Adequately sized for current service demands

Yes No

Overall building condition

1 2 3 4 5

Scale: 1 = Poor to 5 = Good

Site allows for future expansion

Yes No

Renovation and/or expansion can meet 10-year service demand

Yes No

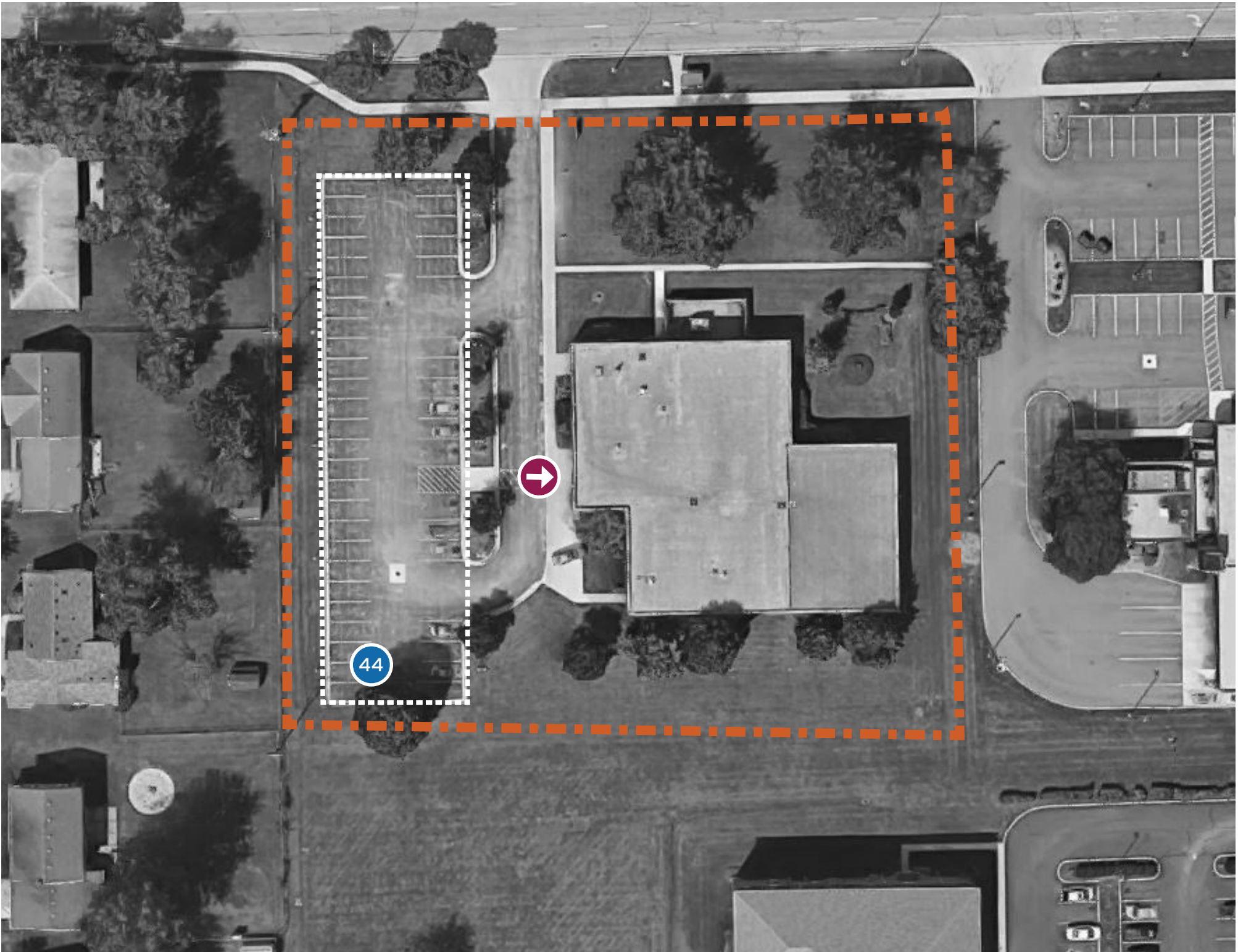
SITE




The branch has good visibility from East Paulding Road, and the building signage is clear. The building design does not project any presence as a library.

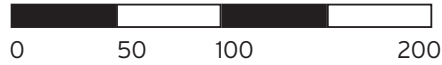
The parking lot includes 44 spaces, easily accessed and obvious from the street, however all parking spots are separated from the entrance by the access drive, including ADA spaces.

The site includes green space that could easily be improved for exterior programming or outdoor seating for library patrons.

The property could accommodate expansion in several locations, and original drawings specifically noted expansion capability to the south.



-  main entrance
-  number of parking spaces
-  property line



⊕ Site Plan

BRANCH CONDITION

The library was completed in 1972, with interior renovations in 2006, but no major capital improvements since the original construction.

Major systems notes are informed by a January 2020 Trane Energy Contracting systems audit, as amended by ACPL facilities staff where applicable:

- The major equipment is in fair condition.
- The system includes central DX VAV air handling units served by boilers.
- Water heater is 17 years into a 15 year expected useful life and needs to be replaced.
- The boiler is 17 years into a 25 year expected useful life.
- The split system is 17 years into a 15 year expected useful life and needs to be replaced.
- The motor for the air handling unit is 14 years 18 year expected useful life. ACPL has entered into a maintenance agreement to attend to these.
- Lighting is fluorescent throughout, no LED upgrades to date.

Additional observations:

- The exterior masonry in several areas is cracking, and water infiltration has caused masonry, lintel, and exterior soffit damage at several overhangs. This condition has been noted by ACPL as a concern to be addressed.
- Doors and windows are showing signs of age and some are not functioning appropriately.
- Finishes were updated in 2006 which are showing signs of age. Where original finishes remain they are in fair condition.
- The original building pre-dates the Americans with Disabilities Act, and a survey prepared by Huntington University identified conditions that are non-compliant with the current applicable law.



"An old building with a lot of old systems in it, and small for the community needs."

Public Survey Response

"The HC certainly needs renovated and I hope an outdoor natural play area is added. I would be so sad to have a library not within walking distance. Plus, there is a charter school being built in Village Woods and I'm sure they would love that resource."

Public Survey Response



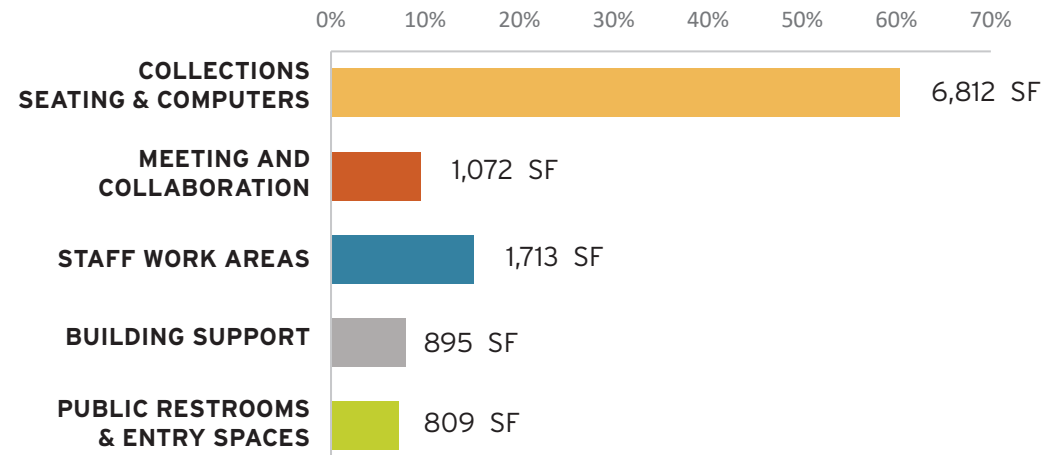


"This branch has felt dated since I was a kid. Could be exciting to see Shawnee and this property go away for something new. Would be good for the south side of town."

Public Survey Response



SPACE ALLOCATION





FUNCTIONALITY

Hessen Cassel is adequately sized for the community served and volume of use. The entrance vestibule is oversized for the need, and creates an awkward, undersized, and mostly invisible entrance to the meeting room and restrooms.

- The branch layout is a simple and straightforward combination of rectangular spaces, and generally flexible except for limits of the age of the building.
- The meeting room is approximately 830 SF. It lacks adequate storage and technology integration.
- The building was designed to accommodate after-hours meetings with restroom access.
- The children's space is adequately sized and located well, although its separation creates sightline concerns. It includes boys and girls restrooms which is plus, although lines of sight could be improved to this area. A lack of additional exit from this space has been noted as a safety concern.
- There is a young adult space which is clear and well defined, but not acoustically separated from the rest of the service areas.
- A small vending area is poorly located in an otherwise quiet area, and not well used.
- The study rooms are small and underutilized. One study room adjacent to the vending area is completely invisible to the public and staff. There are no medium sized meeting rooms.
- The layout of the branch does not adequately separate quiet and loud spaces.



EFFICIENCY

- The circulation service point is oversized and not ADA accessible.
- The building is an open and simple floor plan, but the construction limits flexibility for lack of adequate access to power.
- The staff work area is comparatively large relative to other branches, but poorly configured with outdated furniture, and has limited storage.
- Sight lines are poor to most areas of the library, given the height and location of collections shelving.
- The open book return directly into the work space should be enclosed for sound and safety.

"I would love to create a third meeting room space back by meeting room B. Our meeting rooms are in high demand and the current seating provided in this space goes largely unused."

Staff Survey Response

TECHNOLOGY

Building Technology Infrastructure

- There are enough wired network connections for all library computers.
- There are not enough power outlets for charging mobile devices such as laptops and cell phones.
- The existing power outlets are easy/comfortable for patrons to access.

WiFi

- The existing WiFi covers: bandwidth needs for the library's computers; the physical space of the library for current usage; and the needs of users outside the library building.

Patron Computing

- There are no public computer stations with capabilities to support those with visual, auditory, or physical impairments.
- The Children's area does not have collaborative computing space for caregivers and children.

Staff Computing

- There are adequate computers or devices for all staff members.
- The existing printers/scanners/photocopiers are adequate.
- The existing phones are adequate for work needs

FF&E

- Patrons experience a short (5-15 minute) wait during peak demand-times.
- There is adequate space at computer stations for patrons' items .
- There are no collaborative computing spaces.
- The Children's area has space for adult caregivers to work while supervising children in their care.
- There is no assistive listening technology in public meeting room.
- The audio/visual in meeting/study rooms meets patron needs.

Other/Additional Technology

- The library would like to add: Video games; Mobile lab; Music recording; portable kitchenette; Hotspots for checkout; "Library of Things"



"I want my staff to be able to easily explain how stuff works to library patrons, and to be able to do everything they expect to be able to do to get their job done."

Staff Survey Response

"There is also tension between kids playing games who want to look over each others' shoulders and adults who want quiet and the illusion of more privacy - physical distance between the computers and types of computer needs would be better."

Staff Survey Response





“It’s really hard that we don’t have good quiet areas vs noisy areas. Learning can be noisy with good reason, and also studying and reading often needs quiet spaces.”

Staff Survey Response

AMBIANCE

- The site has lots of green space which is a plus, but is very underdeveloped and could support landscaping and opportunities for beautification and programming.
- The building feels solidly constructed, but has an institutional, dated appearance.
- The exterior entrance includes a large overhang which is positive, but the amount of concrete and masonry without landscaping does not feel welcoming.
- Finishes are aging, and in high traffic areas are showing signs of wear and tear.
- The acoustics are problematic; loud and quiet spaces are not separated properly.
- Except for unacceptable access to the meeting room, the wayfinding is straightforward given the open nature of the building and clear delineation of children’s area, but signage is minimal in supporting navigation.
- Interior finishes lack color, there is no differentiation between adult and children’s spaces.

“I love that there’s a clearly defined kids room, a lot of branches don’t have that.”

Staff Survey Response



Little Turtle



The Little Turtle Branch was originally known as the Northside Branch when it opened in a rented property at 1630 East Wells Street in 1919. In 1926 it was renamed “Little Turtle” in honor of the local Miami chief. The branch moved to a building on Huffman Boulevard in 1929, where it remained until the early 1970s. In 1972, the library Board purchased a former Kroger grocery store building at 2201 Sherman Boulevard, which dated from the 1950s. The architectural firm of Martindale and Associates designed the renovation of the building, which opened in May 1973. Funds from the sale of the former branch building were used for carpeting, a security system, and photocopier equipment. The branch underwent remodeling in 1990 and again in 2006.

GENERAL INFORMATION

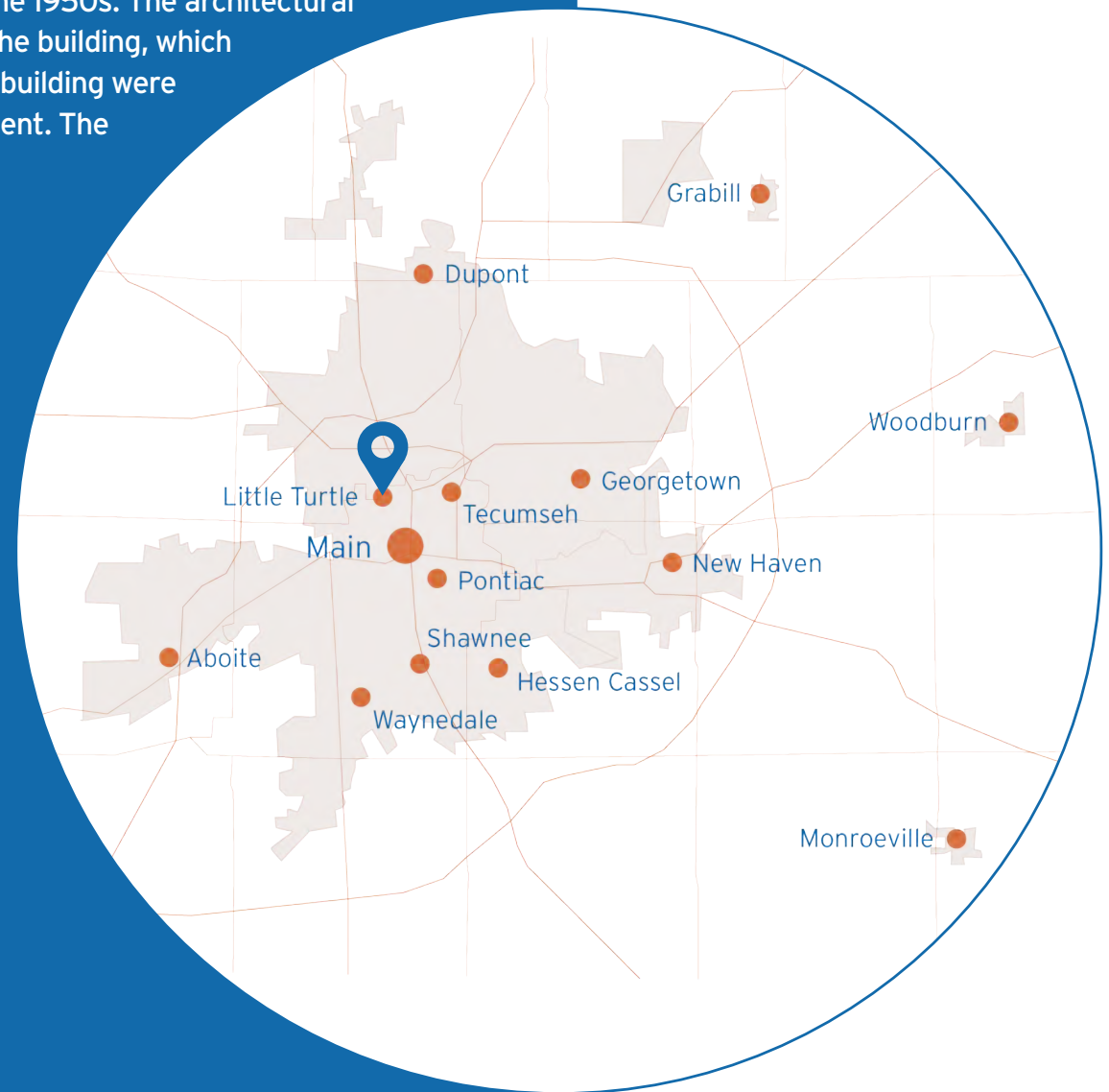
Address	2201 Sherman Blvd Fort Wayne, IN 46808
Building Size	13,150 SF
Site Area	1.04 Acres
On Site Parking	55
Year Built	1972, Renovation 2006
Original Architect	Vintage Archonics

MANAGEMENT INFORMATION

Population Served (1 mile)	13,558
Days Open	6 / week
Hours Open	57 / week
Full Time Staff	5.4

STATISTICS 2020

Door Count	40,525
Programs	60
Program Attendance	871
Collection Size	42,723
Circulation	56,192
Computer Usage	33



Regional Location Map

Adequately sized for current service demands

Yes No

Overall building condition

1 2 **3** 4 5

Scale: 1 = Poor to 5 = Good

Site allows for future expansion

Yes No

Renovation and/or expansion can meet 10-year service demand

Yes No

SITE

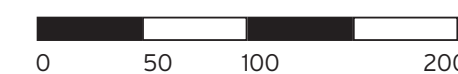
The branch and library sign are easily visible from Sherman Boulevard, however there is no presence from the main thoroughfare half a block to the north, West State Boulevard. The building design does not project significant presence as a library.

The parking lot includes 54 spaces, easily accessed and obvious from the street. The site has no green space, only the parking areas that could be used for outdoor programming.

The property could accommodate modest expansion into the parking areas to east and south.



	main entrance
	number of parking spaces
	property line



Site Plan

BRANCH CONDITION

The original building (which was not constructed as a library) was completed in 1972. The building was renovated in 1990, and it received a more comprehensive renovation in 2006.

Major systems notes are informed by a January 2020 Trane Energy Contracting systems audit, as amended by ACPL facilities staff where applicable:

- The major equipment is in good condition.
- The system includes central DX VAV air handling units served by boilers.
- Water heater is 14 years into a 15 year expected useful life and will soon need to be replaced.
- The boiler is 14 years into a 25 year expected useful life.
- The split system is 14 years into a 15 year expected useful life and will soon need to be replaced.
- The motor for the air handling unit is 14 years into a 18 year expected useful life. ACPL has entered into a maintenance agreement to attend to this.
- Lighting is fluorescent throughout, no LED upgrades to date.

Additional observations:

- The exterior masonry needs repair in several areas, a condition that has been noted by ACPL to be addressed.
- Finishes were updated in 2006 and are generally well-kept but showing signs of age.
- A survey prepared by Huntington University identified a few minor and correctable conditions that are non-compliant with the current applicable Americans with Disabilities Act.



“It’s very cold in our staff room and we have no way of changing the temp. Cold air drafts in through the drop box and the outside door.”

Staff Survey Response

“Little Turtle needs a room for children’s programs that isn’t carpeted and doesn’t compete with the public on meeting room space.”

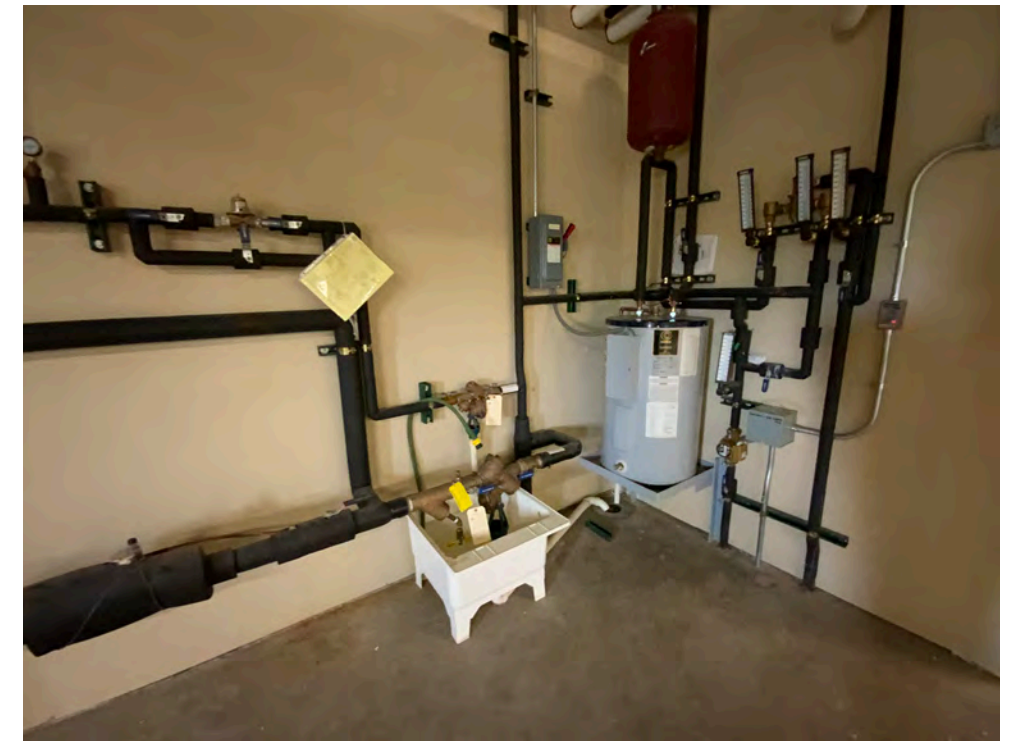
Public Survey Response



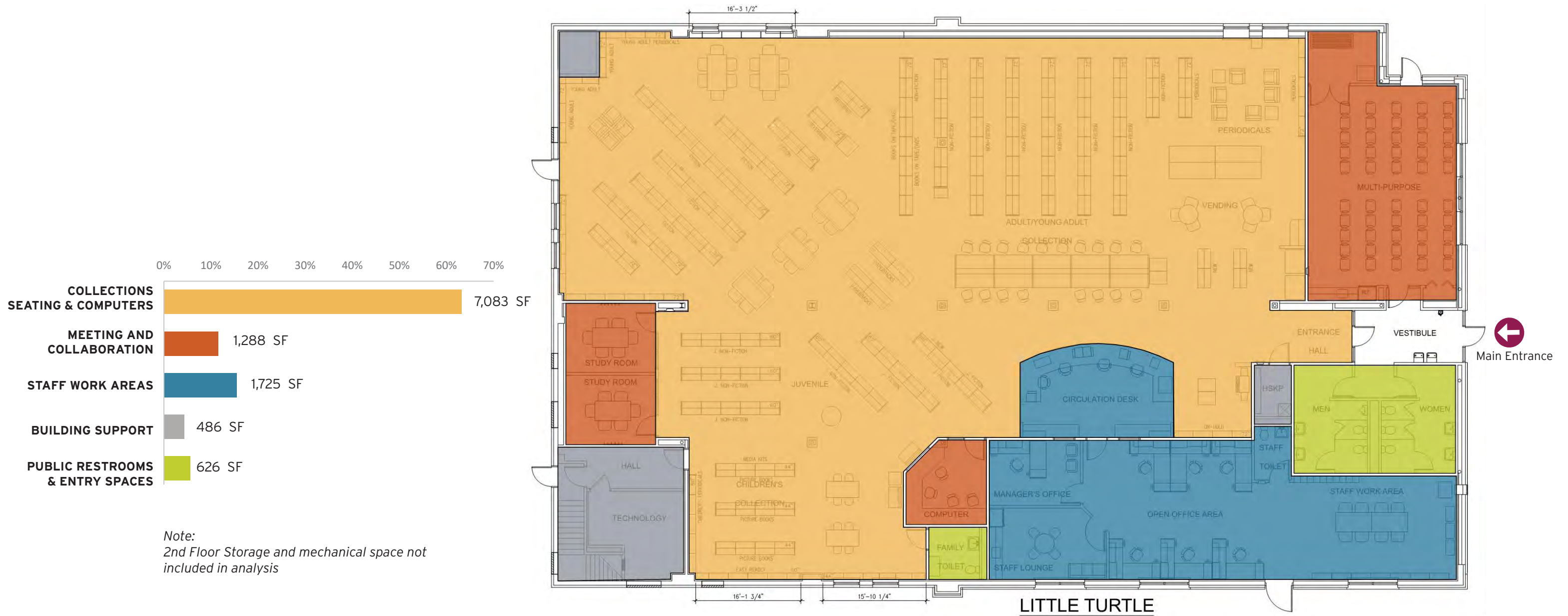


"We don't have enough grassy space. Some activities have had to be held next to the street-not safe when children go running after a ball or so forth. A bench or covered outdoor seating for wifi users would be much used."

Staff Survey Response



SPACE ALLOCATION





FUNCTIONALITY

Little Turtle is adequately sized for the community served and volume of use.

- The entrance vestibule is a bit cramped to allow access to meeting space and restrooms, but it is clean and well-kept.
- The branch layout is a simple and straightforward rectangular plan, and generally flexible except for the size limitations. Compared to other branches, there is a good balance of collections and seating space, however more tables with access to power needed.
- The meeting room is approximately 700 SF, undersized for large groups. It includes an adequate presentation wall and storage.
- The building was designed to accommodate after-hours meetings with restroom access.
- The children's space is small but well organized, and it includes a family restroom which is a plus.
- The young adult space is small and distant, located in what would otherwise be a quiet corner of the library. It is not acoustically separated from the rest of the space.
- Two small study rooms are adequately designed but not optimally located, as they are adjacent to the children's area.
- A small, enclosed computer room is oddly configured but sought after for quiet study. More quiet study needed.
- The large built-in computer area in front of circulation is functional but oversized and limits flexibility.
- The layout of the branch does not adequately separate quiet and loud spaces.



EFFICIENCY

- The circulation service point is oversized but in good condition and provides good sight lines.
- The staff work area is comparatively large relative to other branches, and it includes space to layout programming materials. There is storage located in some cabinets within the room, but no adequate dedicated storage room.
- Sight lines are good to most areas of the library from the main service point.
- The open book return directly into the work space should be enclosed for sound and safety.
- The original purpose of the building provided for a large storage space on the second floor. This is an unusually large amount of storage for a branch, but not convenient for branch use as there is no elevator access. The second floor space accommodates mechanical equipment, and storage areas have lots of capacity, and are used for some system-wide needs.

"I like this branch but its flow and setup are not ideal. You have to walk through the computer area to get to anything else. Convenient location near housing and other services."

Public Survey Response

TECHNOLOGY

Building Technology Infrastructure

- There are not enough wired network connections for all library computers.
- There are not enough power outlets for charging mobile devices such as laptops and cell phones.
- The existing power outlets are not easy/comfortable for patrons to access.

WiFi

- The existing WiFi covers: bandwidth needs for the library's computers; the physical space of the library for current usage; and the needs of users outside the library building.

Patron Computing

- There are no public computer stations with capabilities to support those with visual, auditory, or physical impairments.
- The Children's area does not have collaborative computing for caregivers and children.

Staff Computing

- There are not adequate computers or devices for staff.
- The existing printers/scanners/photocopiers are not adequate.
- The existing phones are not adequate for work needs.

FF&E

- There are usually enough public computers to meet demand.
- There is adequate space at computer stations for patrons' items.
- There are collaborative computing spaces.
- The Children's area does not have space for adult caregivers to work while supervising children in their care.
- There is no assistive listening technology in public meeting room.
- The audio/visual facility in meeting/study rooms is not meeting patron needs. The library would like to see a projector, TV, and DVD player as additional technology for audio/visual needs..

Other/Additional Technology

- The library would like to add: a portable kitchenette; laptops for lending; a portable projector



"Need a computer space where it is ok for kids/people to be loud that is not disruptive to everyone else."

Public Survey Response

"Curiosity! I wish for us to be conversant with tech that our patrons will soon be using. I wish for us to be capable of helping patrons use not just the newest tech, but more basic tools such as the photocopier, fax machine, printers, and scanners"

Staff Survey Response





“Prior to the rebuilding of the Little Turtle branch, the branch had character with displays, fish tanks, turtle shells, unique spaces, etc.”

Public Survey Response

AMBIANCE

- The site is urban, with no green space except for a small amount at the sidewalks.
- The exterior entrance includes a large overhang which makes the entrance obvious, however there is no visibility into the branch or exterior indication that this is a library other than the sign at the street.
- Finishes are in decent shape but lack color, there is no differentiation between adult and children’s spaces.
- The acoustics can be problematic; loud and quiet spaces are not separated.
- The layout makes wayfinding straightforward given the open nature of the building, but there is little signage to support navigation.

“Colors are outdated and drab. Could use more table space for people to work together or independently. Could use more private spaces for people to meet.”

Staff Survey Response



Monroeville



The town of Monroeville in eastern Allen County opened its first public library in 1885 in a school. The collection was later turned over to the Twentieth Century Club as a private library in 1905. The Fort Wayne Public Library began a depository collection in the upper room of the Village Hall in 1921, becoming known formally as the Monroeville Branch. In 1927, the town's citizens presented the library with a lot for use as a site for a permanent library building. Construction began on a new brick edifice, which opened in September 1928. That building remained in continuous use until 2003, when a new building was constructed that offered space for an expanded collection and much-needed meeting rooms.

GENERAL INFORMATION

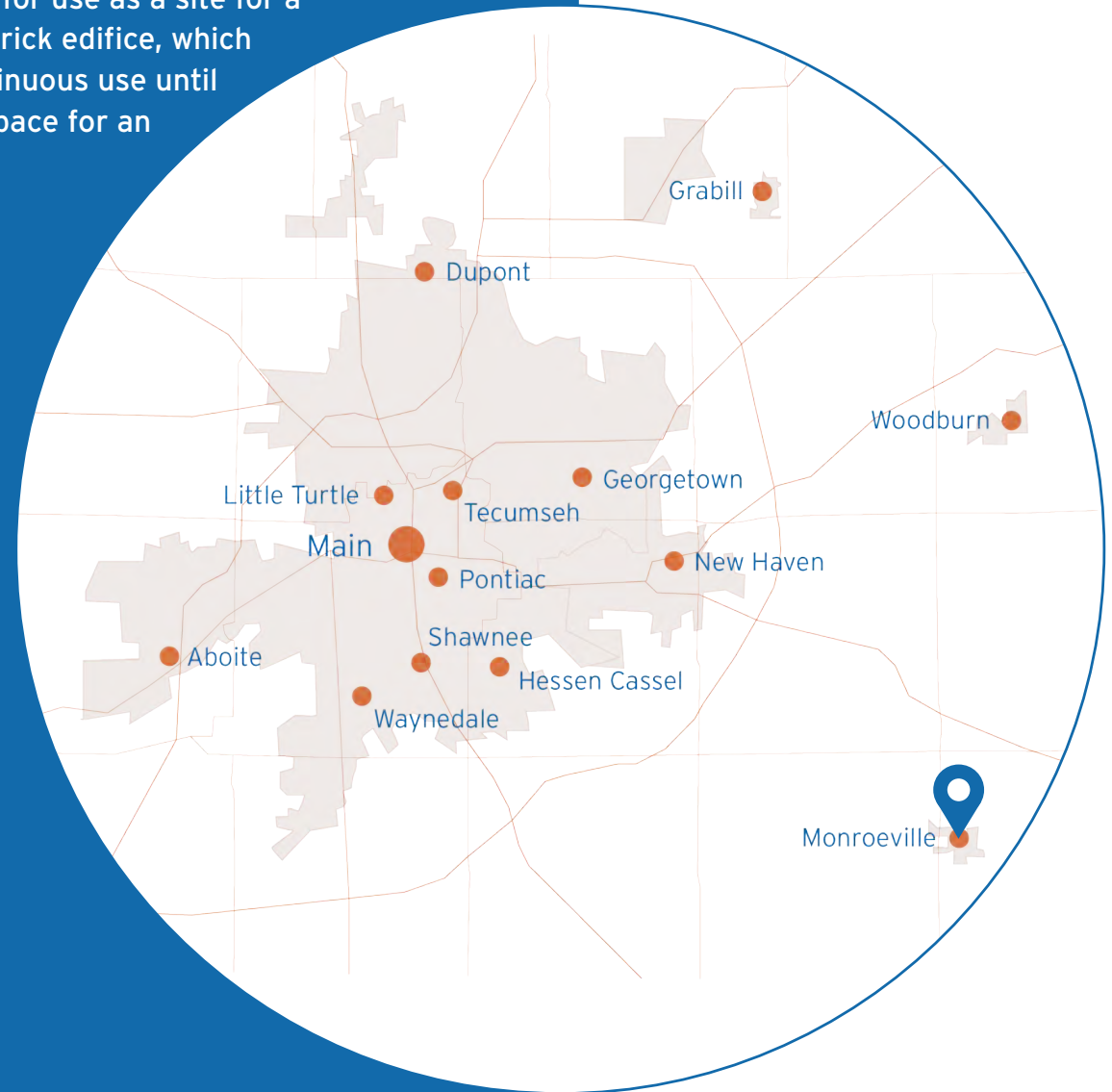
Address	115 Main St Monroeville, IN 46773
Building Size	8,502 SF
Site Area	0.56 Acres
On Site Parking	19
Year Built	2003
Original Architect	Schenkel Schultz

MANAGEMENT INFORMATION

Population Served (4 mile)	2,629
Days Open	6 / week
Hours Open	41 / week
Full Time Staff	2.25

STATISTICS 2020

Door Count	16,075
Programs	11
Program Attendance	101
Collection Size	21,734
Circulation	13,003
Computer Usage	9



Regional Location Map

Adequately sized for current service demands

Yes No

Overall building condition

1 2 3 **4** 5

Scale: 1 = Poor to 5 = Good

Site allows for future expansion

Yes **No**

Renovation and/or expansion can meet 10-year service demand

Yes No

SITE

The branch is easily visible from Main Street in Monroeville, and it projects an adequate presence as a library.

The library property includes 14 parking spaces, with some additional spaces on a lot immediately south of the branch across an alley drive. The site includes no green space, and any outdoor programming would need to be done in the parking lot.

The property lines are very tight to the building, and they could not accommodate any expansion.

The exterior book return is on the south side of the building and not obvious to visitors.



	main entrance
	number of parking spaces
	property line



Site Plan

BRANCH CONDITION

The building was completed in 2004, with no major capital improvements since the original construction.

Major systems notes are informed by a January 2020 Trane Energy Contracting systems audit, as amended by ACPL facilities staff where applicable:

- The major equipment is in good condition.
- The system includes central package unit feeding VAV boxes
- Water heater has recently been replaced.
- The split system is 17 years into a 15 year expected useful life, but process for planned replacement is underway.
- The motor for the air handling unit is 5 years into an 18 year expected useful life. ACPL has entered into a maintenance agreement to attend to this over time.
- Lighting is fluorescent throughout, no LED upgrades to date.

Additional observations:

- The exterior building envelope is in good condition and is well-maintained.
- Finishes are mostly original to the building and are generally well-kept but showing signs of age.
- The men's restroom is indicated as ADA compliant but is not. The adjacent Family Restroom accommodates ADA needs.



“Would love to see the updates regarding the children’s area. This is an important piece for families to actual use the library versus pick up books and leave.”

Public Survey Response

“Not too bad for a small community, but the HVAC and heating are totally out dated.”

Public Survey Response



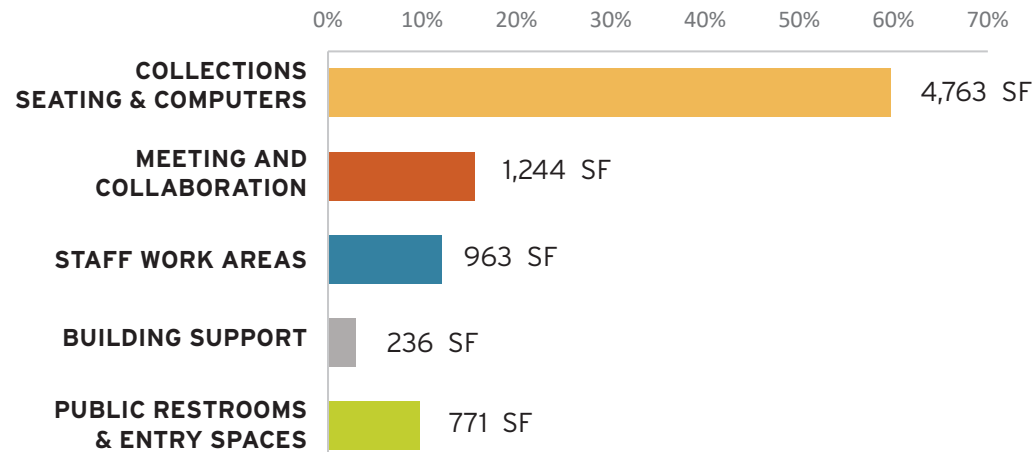


"We could use a second study room. We often book it & then have to put patrons in the large meeting room."

Staff Survey Response



SPACE ALLOCATION





FUNCTIONALITY

Monroeville is small, but it is adequately sized for the community served and volume of use.

- The entrance canopy and vestibule are clear and welcoming from the parking areas.
- The branch layout is a simple and straightforward rectangular plan, and generally flexible except for the size limitations.
- The meeting room is approximately 850 SF, is well-appointed and well used. It includes an adequate presentation wall and storage.
- The building was designed to accommodate after-hours meetings with restroom access.
- The children's space is small but well located and clearly organized. There is not adequate space for interactive play in addition to the existing collections.
- The space previously dedicated to vending should be remodeled to accommodate library service functions.
- The young adult space is small and not acoustically separated from the rest of the space. The volume of teens is low given there are other spaces in the area that support teen programming.
- A small study room and adjacent computer room are adequately designed but not optimally located since they adjacent to the children's area.
- The layout of the branch does not adequately separate quiet and loud spaces.



EFFICIENCY

- The circulation service point is large for the building but in good condition and provides good sight lines. The view from the desk to the vestibule and front door is a plus.
- The staff work area access point is too close to the entrance which allows staff access to the building exit, but can create a bottleneck at the entry area.
- The branch manager office is in good proximity to staff work areas and good views to the branch, but not convenient to help patrons.
- The staff work area is small but adequate for the current number of staff, however there is a lack of storage.
- The open book return directly into the work space should be enclosed for sound and safety.

"Adequate for population served. Layout could be improved."

Public Survey Response

TECHNOLOGY

Building Technology Infrastructure

- There are enough wired network connections for all library computers.
- There are enough power outlets for charging mobile devices such as laptops and cell phones.
- The existing power outlets are easy/comfortable for patrons to access.
- The existing space can accommodate expansion of power access needs.

WiFi

- The existing WiFi covers: bandwidth needs for the library's computers; the physical space of the library for current usage; and the needs of users outside the library building.

Patron Computing

- There are no public computer stations with capabilities to support those with visual, auditory, or physical impairments.
- The Children's area does not have collaborative computing space for caregivers and children.

Staff Computing

- There are not adequate computers or devices for staff.
- The existing printers/scanners/photocopiers are adequate.
- The existing phones are adequate for work needs.

FF&E

- There are usually enough public computers to meet demand.
- There is adequate space at computer stations for patrons' items .
- There are no collaborative computing spaces.
- The library does not have at least one (1) ADA compliant public computer workstation.
- The Children's area has space for adult caregivers to work while supervising children in their care.
- There is no assistive listening technology in public meeting room.
- The audio/visual facility in meeting/study rooms meets patron needs.

Other/Additional Technology

- The library would like to add: a "roaming" service model; a portable kitchenette



"Our aspiration is to use technology in ways that allows us to provide the best service we can to our patrons."

Staff Survey Response



"Internet access is a problem in rural areas so our patrons heavily use our wi-fi and internet."

Staff Survey Response





"I think the building is over-all pleasing visually. It has a "schoolhouse" appearance & still looks good even after all these years."

Staff Survey Response

AMBIANCE

- The site is rural, and the building design fits well into the context, but there is no green space except for a small amount at the perimeter of parking areas.
- The exterior entrance includes a large overhang which makes the entrance obvious, and welcoming.
- Finishes are in decent shape but lack color, there is no differentiation between adult and children's spaces.
- The acoustics can be problematic; loud and quiet spaces are not separated.
- The layout makes wayfinding straightforward given the open nature of the building, but there is little signage to support navigation.

"Change the color of the walls. Some color that brightens up the walls & is not so drab."

Staff Survey Response



New Haven



The first New Haven branch library opened in 1921 in a room in the town hall that was provided rent free by the town board. In 1925, the Board awarded a contract to Elmer Zeis to construct an English-style stucco, brick, and tile building at a cost of \$15,400, which opened in October that year at Main and Emily streets. As the building aged, it required extensive repairs. It underwent a variety of renovations over the years, the most significant in 1989, when the size of the branch was doubled. Both the collection and patron use at the branch continued to grow, and a consultant recommended to the board in 1997 that a new branch be built in New Haven. In 2003, the old building was closed and a new one constructed at 648 Green Street near Lincoln Highway East. The branch enjoys high visibility and draws students from the East Allen School District.

GENERAL INFORMATION

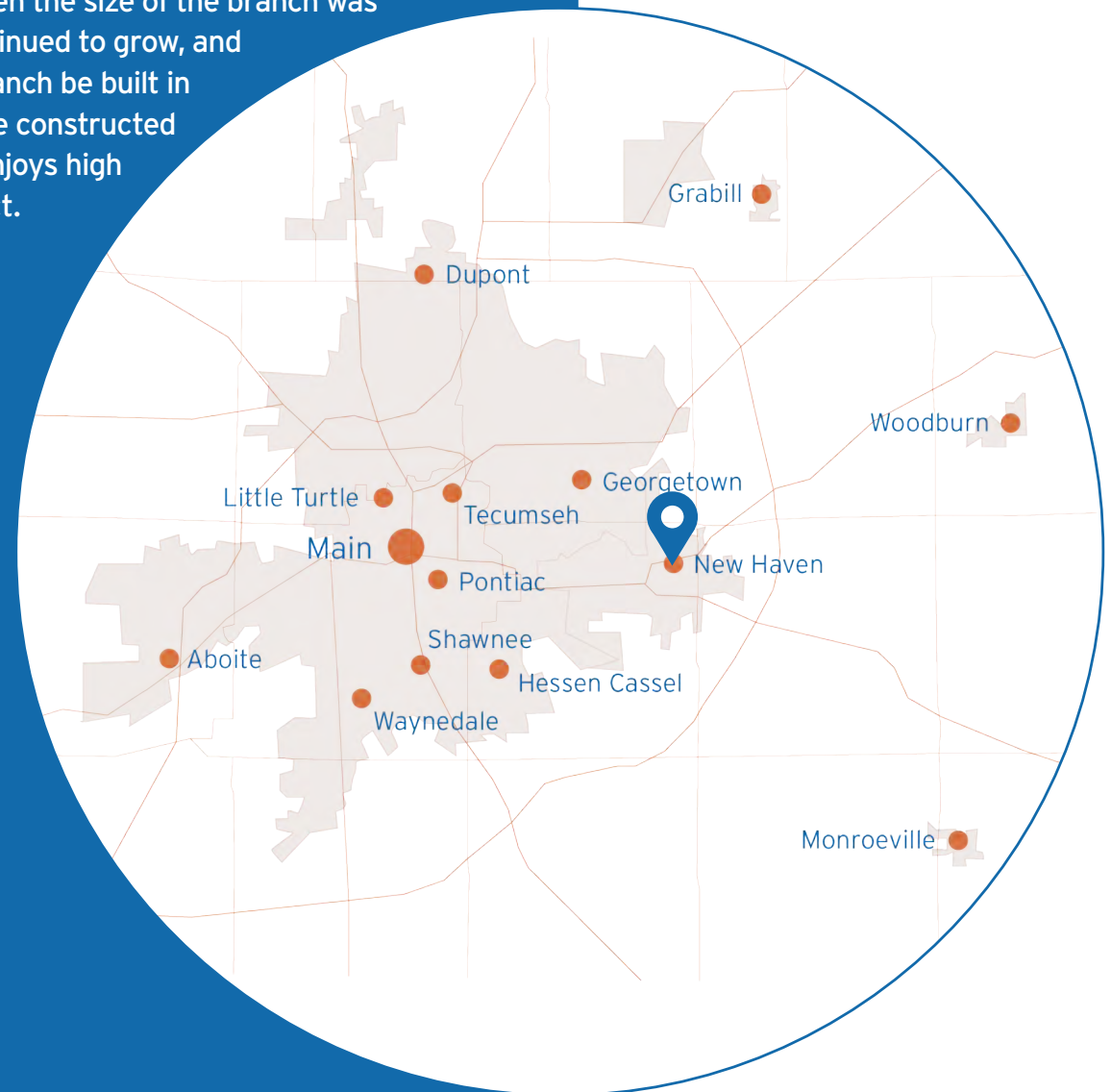
Address	648 Green St New Haven, IN 46774
Building Size	10,500 SF
Site Area	0.94 Acres
On Site Parking	31
Year Built	2003
Original Architect	Martin, Riley, Mock

MANAGEMENT INFORMATION

Population Served (3 mile)	23,737
Days Open	6 / week
Hours Open	52 / week
Full Time Staff	5.45

STATISTICS 2020

Door Count	34,269
Programs	79
Program Attendance	1056
Collection Size	41,065
Circulation	67,981
Computer Usage	15



Regional Location Map

Adequately sized for current service demands

Yes No

Overall building condition

1 2 **3** 4 5

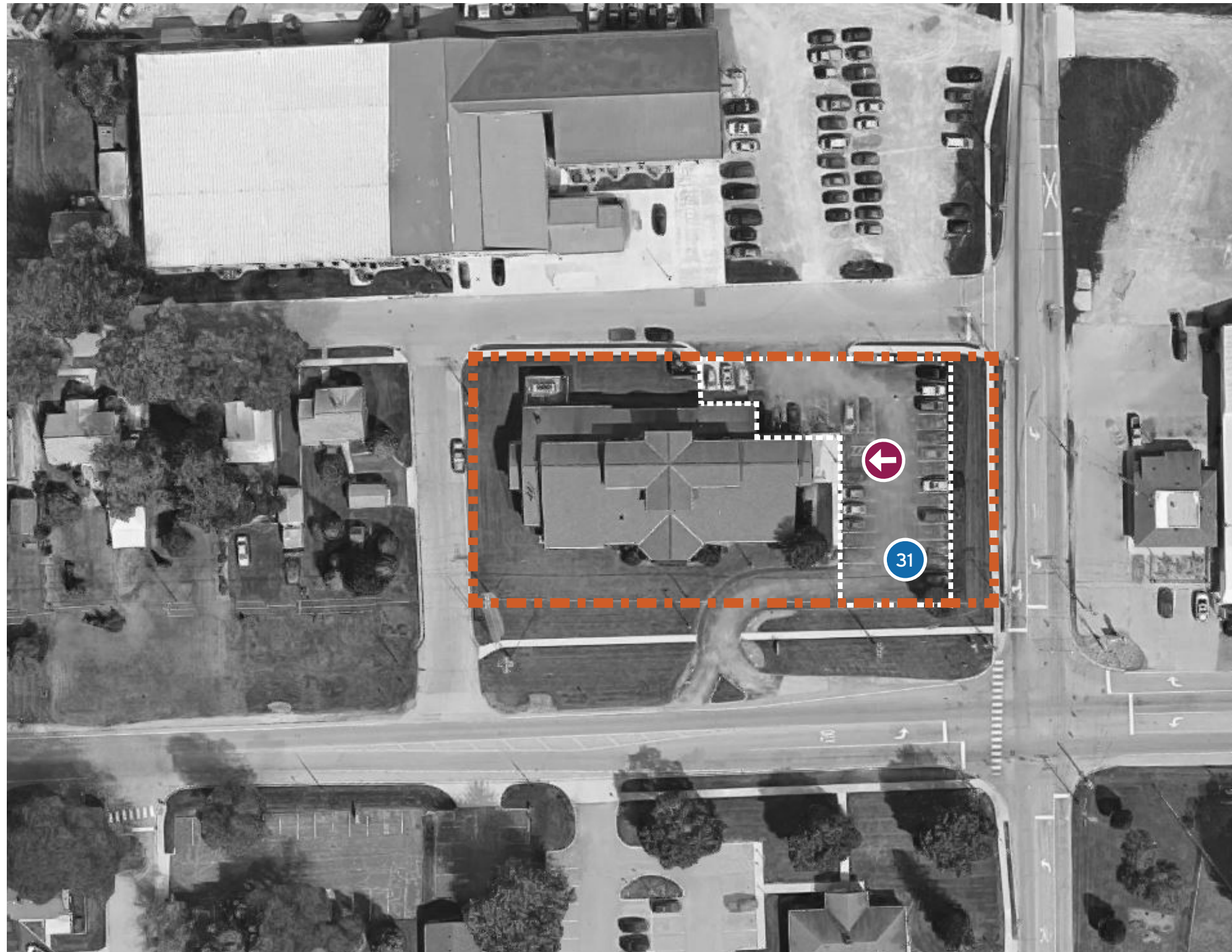
Scale: 1 = Poor to 5 = Good

Site allows for future expansion

Yes No

Renovation and/or expansion can meet 10-year service demand

Yes No



⊕ Site Plan

SITE

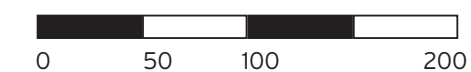
The branch is easily visible from Lincoln Highway and Green Street in New Haven, and it projects a good presence as a library. The building address is Green Street, however the sign is at Lincoln, and the entrances to the site are from Lincoln and Hartzell.

The parking lot includes 31 spaces, which are awkwardly configured onto the site, with challenging access from Hartzell Street and only one-way ingress/egress at Lincoln Highway. This location draws patrons with larger vehicles, which can be a challenge to accommodate with the current lot and space size. The parking access, layout and configuration are all confusing and have contributed to accidents in the lot.

Parking is also undersized for the number of cars arriving during busy times and/or for special programs and events.

The site includes some green space along the south and west sides. Lincoln Highway is a major traffic route, and it would be noisy for outdoor events. None of the green space is currently developed to accommodate programming.

	main entrance
	number of parking spaces
	property line



BRANCH CONDITION

The building was completed in 2003 and has had some maintenance upgrades, but no major capital improvements have occurred since the original construction.

Major systems notes are informed by a January 2020 Trane Energy Contracting systems audit, as amended by ACPL facilities staff where applicable:

- The major equipment is in good condition.
- The system includes central chiller and boiler feeding VAV air handling units
- Water heater is 17 years into a 15 year expected useful life and will soon need to be replaced.
- The boilers are 17 years into a 25 year expected useful life.
- The split system is 18 years into a 15 year expected useful life and will soon need to be replaced.
- The motors for both air handling units are 17 years into an 18 year expected useful life. ACPL has entered into a maintenance agreement to attend to these.
- Seven fan coil units are 17 years into a 20 year expected useful life and will soon need to be replaced.
- The chiller is 7 years into a 23 year expected useful life.
- Lighting is fluorescent throughout, no LED upgrades to date.

Additional observations:

- The exterior building envelope is in decent condition, but presents ongoing maintenance concerns seasonally.
- Interior finishes around the clerestory windows show signs of separating and cracking.
- The acoustical finish at the high ceiling is 'shedding' - not hazardous but a concern.
- Roof leaks are noted and will need to be addressed.
- Temperature control is a challenge, and no control in the staff restroom.
- Ceiling fans do not help temperature control, effectively non-functional.
- A survey prepared by Huntington University identified conditions that are non-compliant with the current applicable Americans with Disabilities Act.



"The temperature in our building is never consistent. It is either too cold or too hot. We are considered a cooling station and many customers have been disappointed by the lack of reliable AC."

Staff Survey Response

"It isn't living up to its full potential. We could develop the property into a destination which could be accessed through the library. Shade trees with benches, a playscape, an outdoor story-time area and a community or butterfly garden."

Staff Survey Response



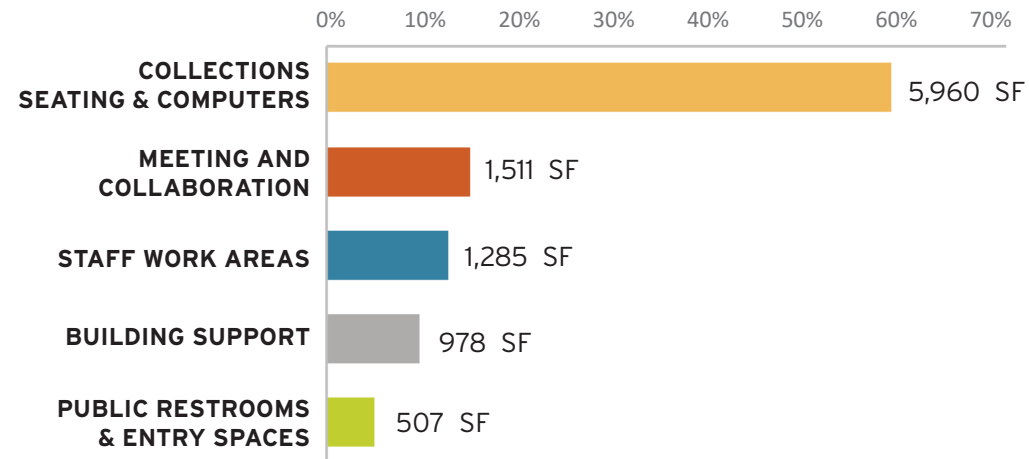


"The computers are in the middle of the library and this is a problem when younger patrons are a little rambunctious (especially since noise carries in our tall building) or when older patrons are looking for a little more privacy. I'd love to see the computers relocated to a less centralized area. The computer furniture also needs changed. I often have pairs of people working on documents and such at the same time but they can't fit in that space without invading the space of another computer user."

Staff Survey Response



SPACE ALLOCATION





FUNCTIONALITY

New Haven is adequately sized for the population served, but poorly configured for library service, with a lot of columns and pockets of space shaping but limiting flexibility.

- The entrance canopy is clear and welcoming from the parking areas, but the vestibule is small, congested, and loud at busy times.
- The meeting room is approximately 960 SF, is well used but dated and inflexible for modern needs. It includes an adequate presentation wall but no technology. Storage is convenient but shared with the rest of the building and cannot be accessed whenever the room is in use .
- The building was designed to accommodate after-hours meetings with restroom access.
- The children's space is too small for the demand, and not easily reconfigured within the building.
- The young adult space is small and not acoustically separated from the rest of the space.
- The small group meeting room adjacent to the manager's office is functional, but not acoustically private. More small group study rooms would be welcome.
- The enclosed computer room between children and teens spaces should be repurposed; it could possibly be converted into one or two small meeting rooms.
- The layout of the branch does not adequately separate quiet and loud spaces.



EFFICIENCY

- The building configuration does not lend itself to flexibility of layout and service delivery.
- Access to power is limited to floor boxes which are challenging to access
- The circulation service point is well located but includes too much workspace behind the desk. A smaller, more efficiently configured desk is needed.
- The staff work and break areas are adequate but the rooms are not connected, and staff are also separated from the branch manager office.
- The open book return directly into the work space should be enclosed for sound and safety.
- Staff area does not include adequate space for deliveries.
- Staff workstations are near the exterior door. This makes it uncomfortable to work there when deliveries are being made, especially during bad weather.

“Renovating the New Haven Library Branch and the reconfiguration of the children’s space and teen’s area would be extremely beneficial. The children need individual spaces for reading and exploring books. Scattered reading nooks would allow children to engage in reading inside the library and transform the space into a “stay in” experience not just “check out” books.”

Public Survey Response

TECHNOLOGY

Building Technology Infrastructure

- There are enough wired network connections for all library computers.
- There are not enough power outlets for charging mobile devices such as laptops and cell phones.
- The existing power outlets are not easy/comfortable for patrons to access.
- The existing space can accommodate expansion of power access needs.

WiFi

- The existing WiFi covers: bandwidth needs for the library's computers; the physical space of the library for current usage; and the needs of users outside the library building.

Patron Computing

- There are no public computer stations with capabilities to support those with visual, auditory, or physical impairments.
- The Children's area does not have collaborative computing space for caregivers and children.

Staff Computing

- There are not adequate computers or devices for staff.
- The existing printers/scanners/photocopiers are adequate.
- The existing phones are not adequate for work needs.

FF&E

- There are usually enough public computers to meet demand.
- There is not adequate space at computer stations for patrons' items.
- There are no collaborative computing spaces.
- The library does not have at least one (1) ADA compliant public computer workstation.
- The Children's area does not have space for adult caregivers to work while supervising children in their care.
- There is no assistive listening technology in public meeting room.
- The audio/visual facility in meeting/study rooms meets patron needs.

Other/Additional Technology

- The library would like to add: a "roaming" service model; a Smart Board; a portable kitchenette.



"I want my patrons to have plenty of workspace to use the computer, especially if they have a second person working with them. I want them to be able to have some privacy and the capability to work in a more quiet spot of the library."

Staff Survey Response

"We have 30' ceilings and most of it is drywalled so if the tech has to come from above it's next to impossible to do."

Staff Survey Response





"I agree with the assessment on the building. The windows are gorgeous, but cause sunshine glare several times a year. The building feels old and worn on the inside, and we do need more outlets and some updates there. I think the building also needs another study room."

Public Survey Response

AMBIANCE

- The building design is unique and an identifiable landmark, but the resulting interior spaces feel too tall, and result in inconsistent lighting and dark corners, plus glare from high windows.
- The building configuration includes pockets of space to the north and south, which coupled with high shelving does not make wayfinding intuitive. There is insufficient signage to support navigation.
- Large pendant fixtures are too high to easily maintain and collect dust and insects.
- The primary defining feature is the interior trusses which draw attention away from services and spaces provided in the building.
- The exterior entrance includes a large overhang which makes the entrance obvious, and welcoming. A bulldog statue at the entrance provides unique local identity.
- Finishes are mostly original to the building and showing signs of age. Restrooms are particularly showing signs of use and age.
- The building lacks color, and there is no differentiation of finishes between adult and children's spaces.
- The acoustics can be problematic; loud and quiet spaces are not separated.
- The meeting room is functional, but finishes are dated and need to be upgraded.

"Definitely needs upgrades to flooring, lighting and technology. More meeting spaces would be nice too."

Public Survey Response



Pontiac



In 1922, residents of the Weisser Park Community Association on the east side of Fort Wayne petitioned the library for a branch. In October that year, the Pontiac Branch was formally established in the Menefee building at 1023 East Pontiac Street. Like Tecumseh and Little Turtle, the branch was named for a Native American, Chief Pontiac, and not the street. In 1972, the old Macedonian Hall at 3304 Warsaw Street was selected for the site of a new library. Built in 1950, it was a fairly modern building and offered four times the floor space of the Menefee building. The firm of Grinsfelder-McArdle Associates was selected to design the renovations. In 1997, a consultant recommended the closure of the building and the construction of a new branch. A new brick building under a design by Grinsfelder Associates opened in 2004 at 2215 South Hanna Street. It was located on a campus that also included the Fort Wayne Urban League and Community Action Northeast.

GENERAL INFORMATION

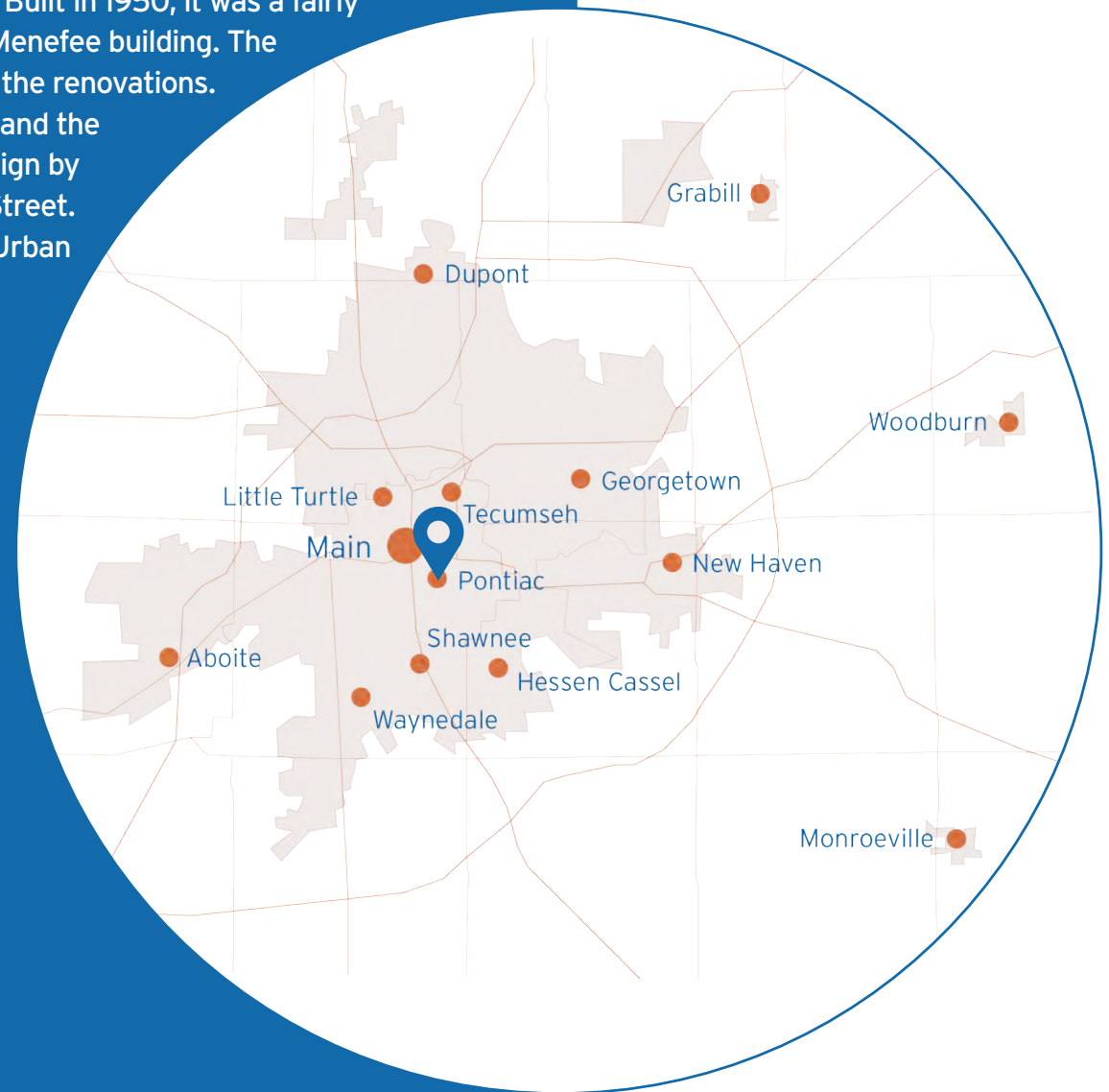
Address	2215 S Hanna St, Fort Wayne, IN 46803
Building Size	10,500 SF
Site Area	1.26 Acres
On Site Parking	43
Year Built	2004
Original Architect	Grinsfelder Associates

MANAGEMENT INFORMATION

Population Served (1 mile)	14,579
Days Open	6 / week
Hours Open	57 / week
Full Time Staff	3.5

STATISTICS 2020

Door Count	25,451
Programs	43
Program Attendance	723
Collection Size	18,799
Circulation	8,114
Computer Usage	25



Regional Location Map

Adequately sized for current service demands

Yes No

Overall building condition

1 2 3 **4** 5

Scale: 1 = Poor to 5 = Good

Site allows for future expansion

Yes No

Renovation and/or expansion can meet 10-year service demand

Yes No

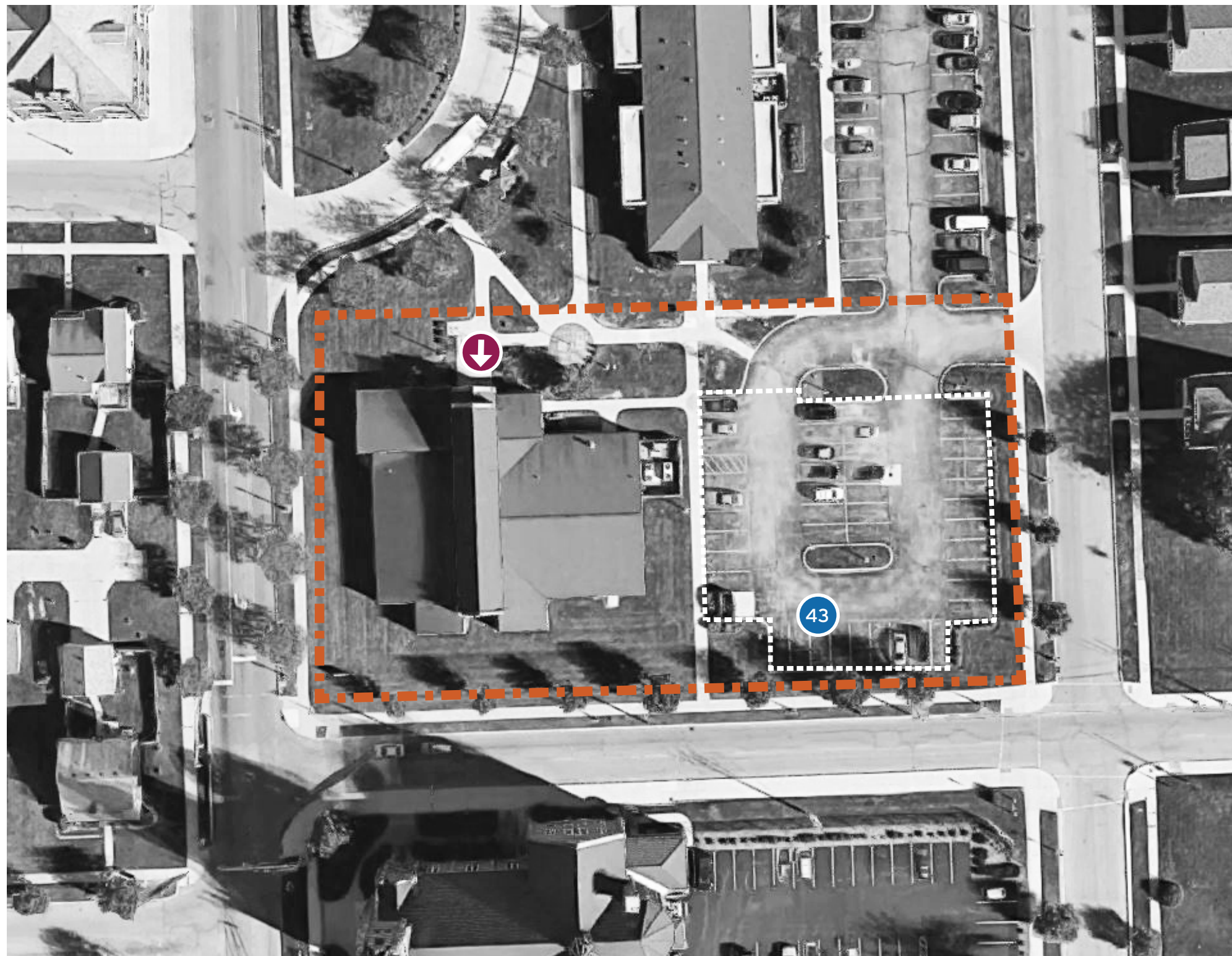
SITE

The branch is easily visible from Hanna Street and Creighton Avenue, and it projects a good presence although not immediately recognizable as a library. This is in part due to the location on a campus of buildings with similar architecture.

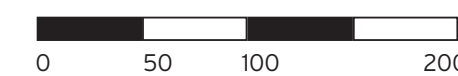
The parking lot includes 43 spaces which is adequate. Parking is accessed only off a side street Weisser Park Avenue to the east of the branch, and not directly from Hanna Street.

The main entrance is close to a drop-off drive to the north that serves other buildings for bus traffic only. This causes confusion as that drive does not lead to library parking, but is close to the entrance and off of Hanna Street, the library's address. The distance from the parking lot to the entry is unusually far, and particularly difficult for those with mobility challenges and for all patrons during bad weather.

The site includes green space that could be developed to support outdoor programming. The site could accommodate a modest expansion of the building along the northeast and east walls.



	main entrance
	number of parking spaces
	property line



Site Plan

BRANCH CONDITION

The building was completed in 2004, with no major capital improvements since the original construction.

Major systems notes are informed by a January 2020 Trane Energy Contracting systems audit, as amended by ACPL facilities staff where applicable:

- The major equipment is in good condition.
- The system includes central DX VAV air handling units served by boilers.
- Water heater is 16 years into a 15 year expected useful life and will soon need to be replaced.
- The boiler is 16 years into a 25 year expected useful life.
- The motors for both air handling units are 16 years into an 18 year expected useful life. ACPL has entered into a maintenance agreement to attend to these.
- Lighting is fluorescent throughout, no LED upgrades to date.

Additional observations:

- The exterior building envelope is in decent condition, with two exceptions: the roof leaks in heavy rain, and some exterior window seals are broken allowing condensation into the airspace between panes.
- Interior finishes are original and showing signs of age and significant use, including 'shadows' in carpet where shelving has been moved, and carpet delaminating from the floor below creating some trip hazards.
- A survey prepared by Huntington University identified conditions that are non-compliant with the current applicable Americans with Disabilities Act.



"Pontiac's layout is also too open, allowing for lots of noise and echoing. The children inevitably end up being a little too loud, which is not their fault--just the way the room is set up at the moment"

Staff Survey Response

"The door is indeed far from the parking lot. The architecture is very pretty at Pontiac, so I hope we can maintain that."

Public Survey Response

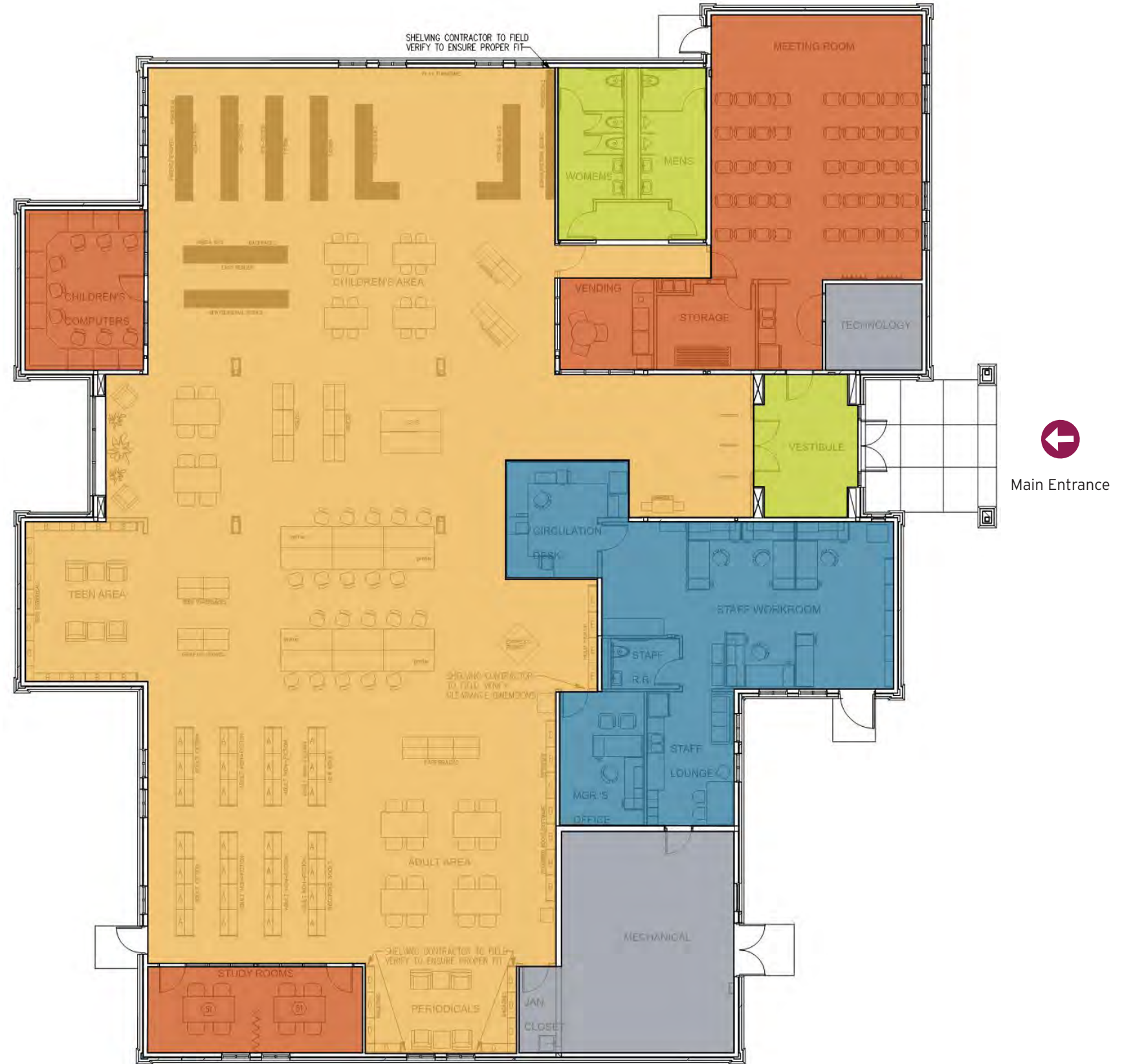
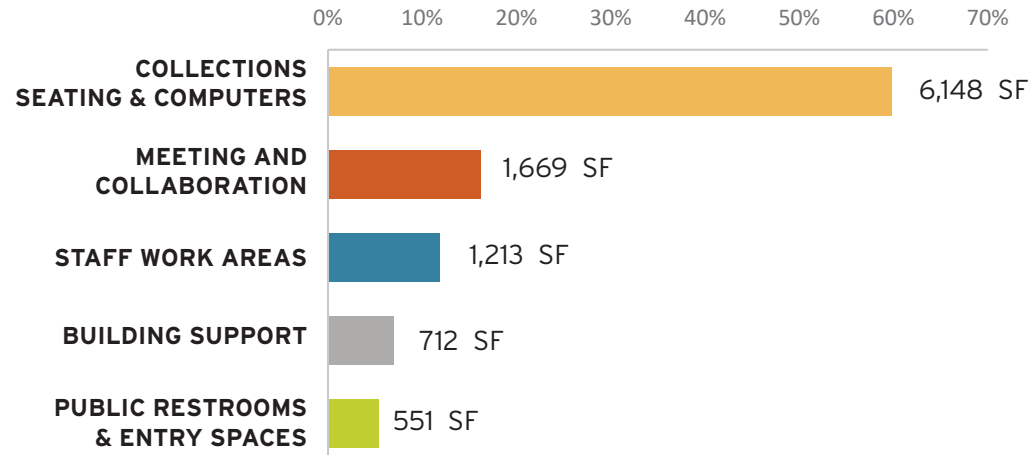




"Perhaps add several half-size meeting rooms"
Public Survey Response



SPACE ALLOCATION





FUNCTIONALITY

Pontiac is adequately sized for the population served.

- The building is challenging to reconfigure given the floor plan and architectural features - in particular the tall central ceiling aligned with the entrance and running north-south through the building and computers noted below.
- The two built-in computer areas in the center of the branch are functional but oversized and presents a significant challenge to flexibility.
- The entrance is clear architecturally, but not obvious from the parking areas as noted above.
- The meeting room is approximately 770 SF, with an adequate presentation wall but no integrated technology. Storage is convenient but shared with the rest of the building and therefore not accessible when the meeting room is in use.
- The building was designed to accommodate after-hours meetings with restroom access.
- An underused café/vending area is included as part of the branch which can be accessed after hours.
- The building does not lend itself well to accommodating adequate space for children. The existing space is undersized for the demand, not separated from other spaces in the branch, and currently includes an area where shelving is too tall.
- The young adult space is small and not acoustically separated from the rest of the space.
- The two small conference rooms in the southeast corner do get a lot of use, but they are not acoustically private and lack adequate technology. They could be reconfigured into one larger room via an operable partition.
- The enclosed computer room between children and teens spaces serves a purpose for gaming or other computer usage that includes sound. This space could possibly be repurposed.
- The layout of the branch does not adequately separate quiet and loud spaces.



EFFICIENCY

- The building configuration does not lend itself to flexibility of layout and service delivery, as noted above.
- The circulation service point is well located but is too small to properly accommodate all of the functions and services located here. The desk is also not ADA compliant.
- The staff work areas are undersized, and the space between circulation and staff work areas can be a bottleneck.
- The branch manager's office is disconnected from all other staff.
- The open book return directly into the work space should be enclosed for sound and safety.
- Staff workstations are near the exterior door. This makes it uncomfortable to work there when deliveries are being made, especially during bad weather.

"The play area is fun for kids. Needs better lighting and a more functional lay out."

Public Survey Response

TECHNOLOGY

Building Technology Infrastructure

- There are enough wired network connections for all library computers.
- There are not enough power outlets for charging mobile devices such as laptops and cell phones.
- The existing power outlets are not easy/comfortable for patrons to access.
- The existing space can accommodate expansion of power access needs.

WiFi

- The existing WiFi covers: bandwidth needs for the library's computers; the physical space of the library for current usage; but not the needs of users outside the library building

Patron Computing

- There are no public computer stations with capabilities to support those with visual, auditory, or physical impairments.
- The Children's area does not have collaborative computing space for caregivers and children.

Staff Computing

- There are adequate computers or devices for all staff members.
- The existing printers/scanners/photocopiers are not adequate.
- The existing phones are adequate for work needs.

FF&E

- Patrons experience a short (5-15 minute) wait during peak demand-times.
- There is adequate space at computer stations for patrons' items.
- There are no collaborative computing spaces.
- Some of the public computer workstations are ADA compliant.
- The Children's area does not have space for adult caregivers to work while supervising children in their care.
- There is no assistive listening technology in public meeting room.
- The audio/visual in meeting/study rooms is not adequate.

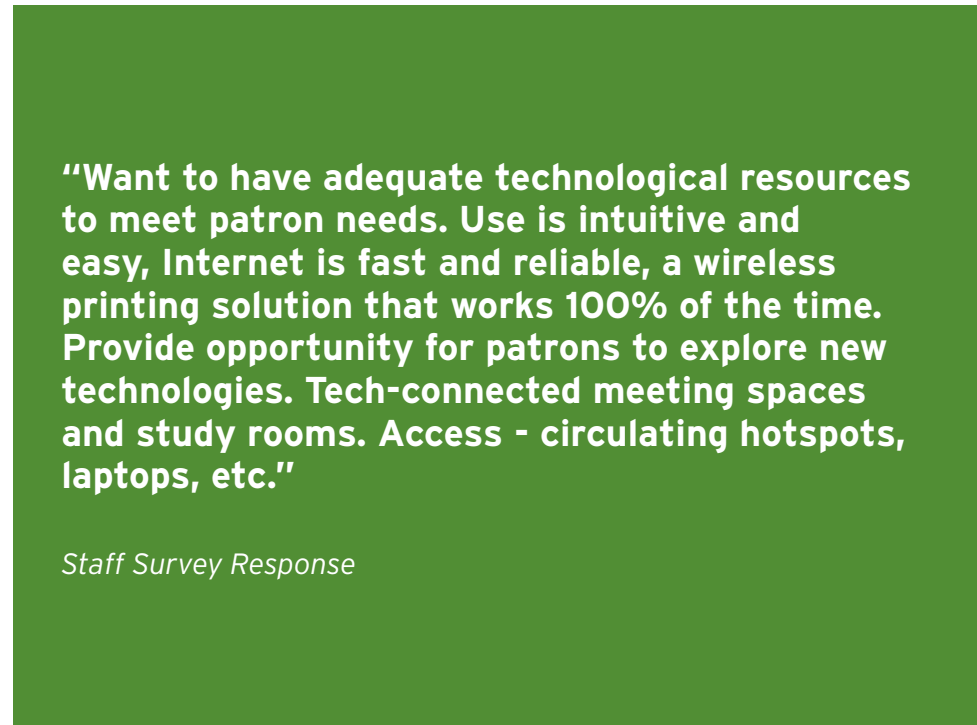
Other/Additional Technology

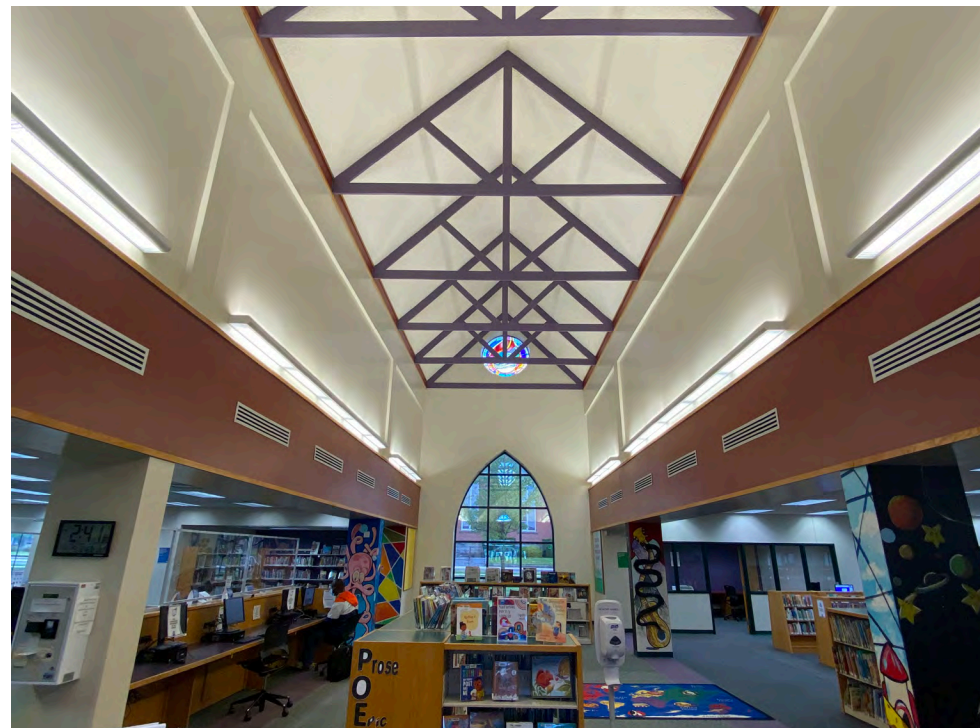
- The library would like to add: a "roaming" service model; Smart Boards; Library of Things; a portable projector.



"We need permanent, mounted technology for meeting spaces. Wireless printing needs to work 100% of the time. (Air drop would be most ideal.)"

Staff Survey Response





“This library tends to be very noisy, maybe something could be put into place to separate those who are reading or working on computers who need quiet time from the kids playing.”

Public Survey Response

AMBIANCE

- The building is small but includes many different types of spaces. That coupled with insufficient signage results in poor wayfinding.
- The primary defining feature is the tall interior space and the stained-glass window which draws attention away from services and spaces provided in the building.
- The building includes a few targeted areas of color, and interesting murals on several columns, but there is little else to help differentiate adult, teen, and children’s spaces.
- The acoustics are problematic; loud and quiet spaces are not separated.
- The meeting room is functional, but the finishes are dated and need to be upgraded.

“Please add some art to the walls. Also the kids here are so amazingly artistic and it would be nice to have a gallery for them to show off their art.”

Staff Survey Response



Shawnee



Shawnee Branch has its origins with the Southside Branch, which opened in 1912 in the north room of the Schwartz building at 2520 South Calhoun Street. In 1926, it was renamed the Miami Branch, but because it sounded too close to the Maumee Branch, its name was changed again to the Shawnee Branch. During the 1930s, Shawnee moved from 2520 South Calhoun to 2903 South Calhoun. Then in 1937, the Richardville Branch at 4011 South Wayne Avenue was discontinued, and the building at that location became the new Shawnee Branch. From that time until 1973, it operated at that location. In 1970, the library's Board of Trustees decided to relocate the branch and paid \$35,000 to the Catholic Diocese of Fort Wayne-South Bend for an acre lot near South Calhoun and Doan Drive. Because of its proximity to Bishop Luers High School, Harrison Hill Elementary School, and Ben Geyer Junior High School, the Board considered it an ideal location. The architectural firm of Jankowski-Schulz designed the H-shaped building that would sit five feet below the ground. Despite access issues, the design gave the building what the architects considered an open, flexible feel. The branch opened in December 1973. In 2003, it underwent an extensive renovation.

GENERAL INFORMATION

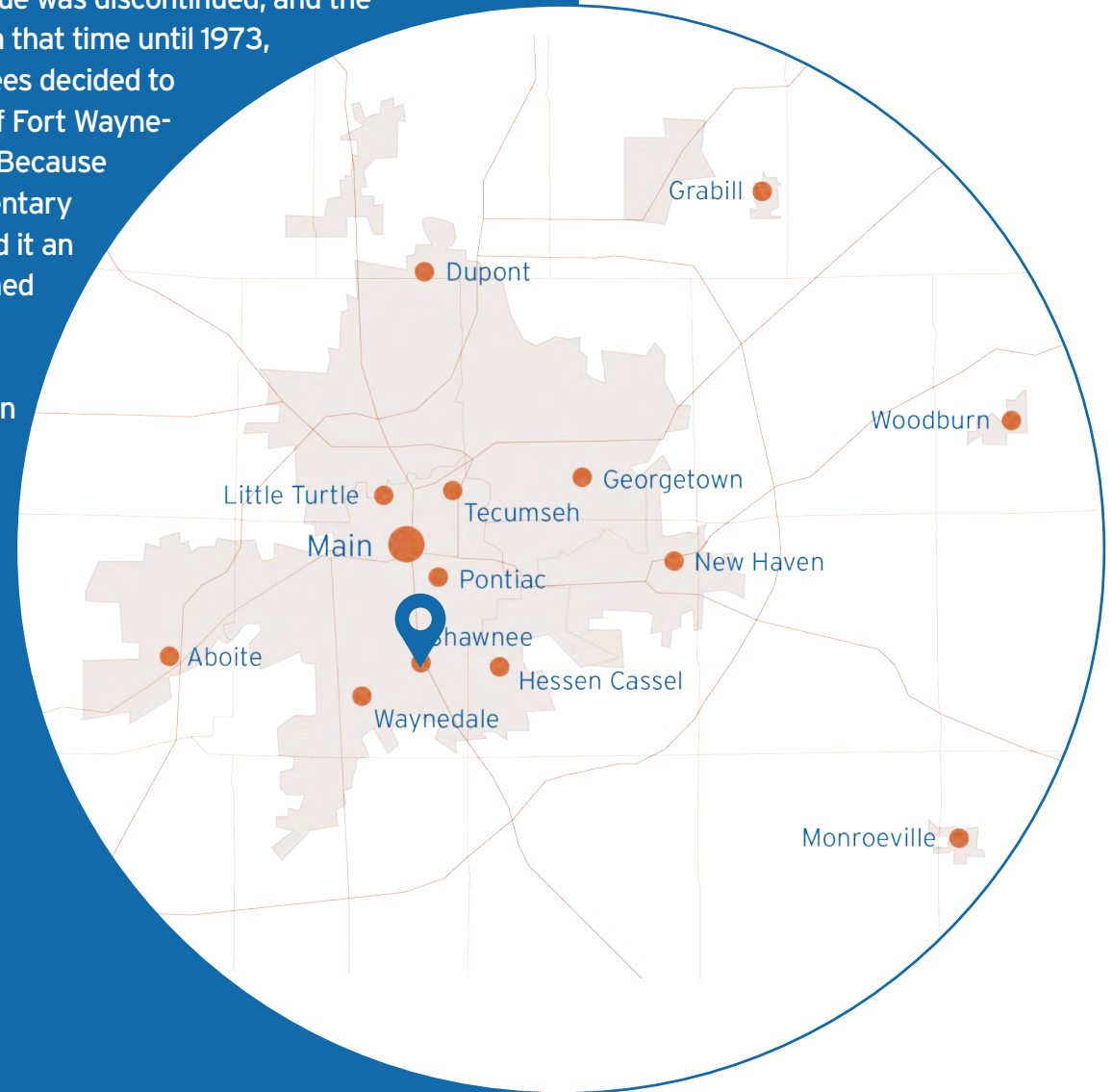
Address	5600 Noll Ave Fort Wayne, IN 46806
Building Size	11,200 SF
Site Area	1.43 Acres
On Site Parking	22
Year Built	1973, Renovation 2003
Original Architect	Jankowski Schultz

MANAGEMENT INFORMATION

Population Served (1 mile)	12,329
Days Open	6 / week
Hours Open	57 / week
Full Time Staff	5.38

STATISTICS 2020

Door Count	40,166
Programs	64
Program Attendance	1266
Collection Size	42,894
Circulation	26,785
Computer Usage	22



Regional Location Map

Adequately sized for current service demands **Yes** No

Overall building condition **1** 2 3 4 5
Scale: 1 = Poor to 5 = Good

Site allows for future expansion Yes **No**

Renovation and/or expansion can meet 10-year service demand Yes **No**



Site Plan

SITE

The branch is somewhat visible from the address street Noll Avenue, but more visible from Doan Drive to the south and South Calhoun Street to the west. Calhoun is the largest of the three streets, but none are major thoroughfares for this part of Fort Wayne, as are Paulding Road a block south or Lafayette Street a few blocks to the east.

Even at the streets that border the site, the building projects negligible presence as a library, given the design placed much of the building below grade on a sloping site and the roof is the defining exterior feature.

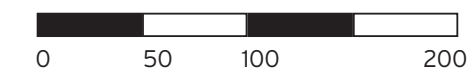
The parking lot includes 22 spaces, accessed from Doan Drive only, which is undersized for busy times and/or when special programs/ events are being held.

The parking limitations, level changes, and below-grade main entrance are all inadequate and are a barrier to access for this library. Accessible parking is provided but the ramp to access the main entrance is unacceptably long and can be dangerous in bad weather.

The site includes some green space along the north and west sides, and between the parking lot and Noll Avenue. Some areas could be developed for outdoor programming, but all this green space is sloped and wooded.

The site could theoretically accommodate a branch expansion to the west, but it would be very expensive due to the slope of the site and the nature of existing architecture.

	main entrance
	number of parking spaces
	property line



BRANCH CONDITION

The original building was completed in 1973, with several renovations, the most recent and significant in 2003.

Major systems notes are informed by a January 2020 Trane Energy Contracting systems audit, as amended by ACPL facilities staff where applicable:

- The major equipment is in fair condition.
- The system includes rooftop units.
- Water heater is 19 years into a 15 year expected useful life and will soon need to be replaced.
- The rooftop unit is 19 years into a 15 year expected useful life and will soon need to be replaced.
- The split system is 19 years into a 15 year expected useful life and will soon need to be replaced.
- Lighting is fluorescent throughout, no LED upgrades to date.

Additional observations:

- The exterior building envelope is problematic with expanses of roof subject to weather and heavily wooded surroundings.
- The masonry is prone to leaks, and the glazing outdated and difficult to replace.
- The complex geometry presents ongoing maintenance concerns as materials expand and contract seasonally.
- Interior finishes include original stone walls and wood ceilings combined with newer flooring and ceilings. Some areas of the stone walls have chronic leaks and shed mortar dust.
- Temperature control is a challenge, with areas that are seasonally too hot and/or cold for comfort.
- The building has poor water pressure, and that there are drain backups in public restrooms.
- The surrounding woods and partially buried building design appear to contribute to pest control problems.
- The original building pre-dates the Americans with Disabilities Act, and a survey prepared by Huntington University identified conditions that are non-compliant with the current applicable law.



"Not accessible. Seems kind of dark. I can see why the building and location isn't ideal for expansion or remodel. It would be nice to still have a neighborhood library in that area though that may be difficult."

Public Survey Response

"Shawnee is the branch I visit most often when not going to the Main library. I grew up there and have fond memories. However, I know the building is outdated and not accessible. I welcome a new, different, better facility on the south side of Fort Wayne, in spite of my attachment to Shawnee. I am all for progress."

Public Survey Response



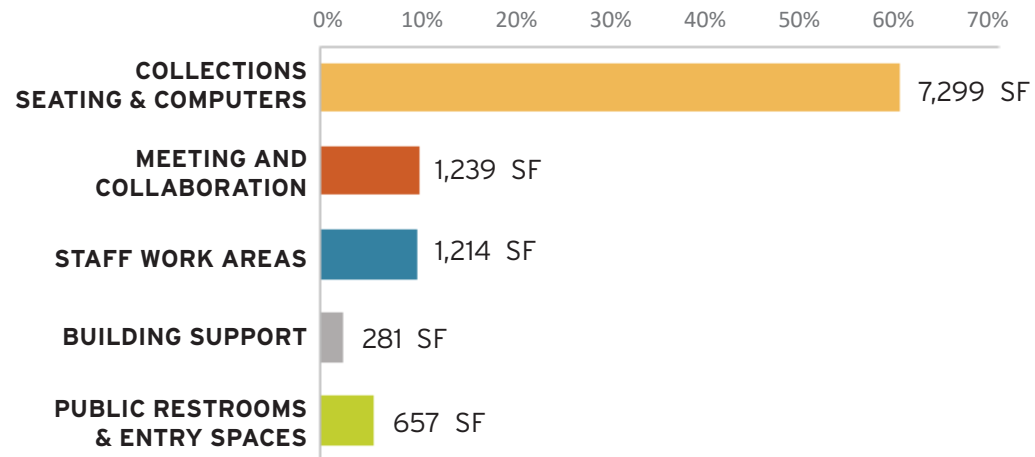


"The stairs down to the entrance are scary in the winter, and not a great option for folks that don't move so well. There may be an additional entrance, but I am unaware of it personally."

Public Survey Response



SPACE ALLOCATION





FUNCTIONALITY

Shawnee is adequately sized for the population served, however the accessibility challenges and configuration inefficiencies inhibits adequate service delivery.

- The entrance vestibule contains the book drop return bin, which is entirely inappropriate for safety and security of returned materials.
- The vestibule also includes an alarm panel which should not be in a space where patrons could view or tamper with it.
- The building was designed to accommodate after-hours meetings with restroom access.
- The meeting room is approximately 850 SF, and design in a way that is difficult for presentations. There is an undersized storage closet and a separate closet with a water heater.
- The children's area is too small for the demand and cannot be easily reconfigured within the building.
- There is a family restroom which is a plus, but this lacks privacy as the door opens to the main circulation point.
- A small laptop counter is well-used for laptop users needing quiet space, but is awkwardly located behind the family restroom
- A small reading nook, an enclosed children's computer area, and a room for children's storage leave the open part of the children's library with an odd and inflexible shape.
- The young adult space is undersized, indistinguishable and not acoustically separated from the rest of the space.
- The small group meeting room adjacent to the manager's office is functional, but there is little acoustical privacy for the manager or those using the meeting room.
- The layout of the branch does not adequately separate quiet and loud spaces.



EFFICIENCY

- Shawnee is adequately sized for the population served, but the access issues, building design, and layout of interior spaces make the building unacceptable for library service delivery.
- The building configuration does not lend itself to flexibility of layout and service delivery
- Access to power is limited throughout, for staff as well as patrons.
- The circulation desk is oversized and awkwardly configured for service delivery. This service point is also far from any non-public staff work area.
- The reference desk is oversized and typically unstaffed. There are plans to have this desk removed.
- The staff work and break areas are tucked into the southeast corner of the building, and inappropriately sized and configured. There is no separate staff entrance, and the workroom has only one way in and out, presenting security concerns.
- The location and configuration of the staff area does not allow for deliveries, which are inappropriately received at the main service point.

"I wish that the back room was closer to the front desk so we could process materials in the back room; currently, it is more trouble than it is worth to do delivery, for example, in the back room."

Staff Survey Response

TECHNOLOGY

Building Technology Infrastructure

- There are not enough wired network connections.
- There are not enough power outlets for charging mobile devices, and outlets are not easy/comfortable to access.
- The existing space cannot accommodate expansion of power access needs.

WiFi

- The existing WiFi covers: bandwidth needs for the library's computers; the physical space of the library for current usage; and the needs of users outside the library building.

Patron Computing

- There are no public computer stations with capabilities to support those with visual, auditory, or physical impairments.
- The Children's area does not have collaborative computing space for caregivers and children.

Staff Computing

- There are not adequate computers or devices for staff.
- The existing printers/scanners/photocopiers are not adequate.
- The existing phones are adequate for work needs.

FF&E

- Patrons experience a short (5-15 minute) wait during peak demand-times.
- There is not adequate space at computer stations for patrons' items.
- There are no collaborative computing spaces.
- Some of the public computer workstations are ADA compliant.
- The Children's area does not have space for adult caregivers to work while supervising children in their care.
- There is no assistive listening technology in public meeting room.
- The audio/visual facility in meeting/study rooms is not meeting patron needs and believes an overhead projection with sound capabilities would be helpful.

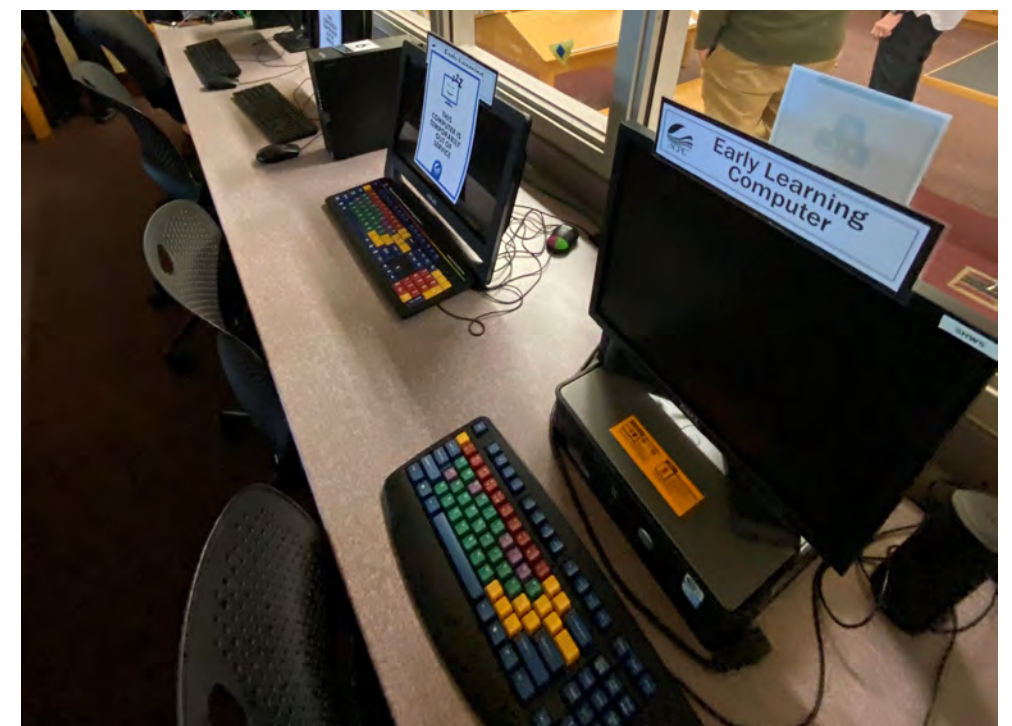
Other/Additional Technology

- The library would like to add: a "roaming" service model; new copier/scanners; laptop lending; info monitor in the lobby



"Full competency in library technology and applications with special focus on accessing computers in the library and understanding printing process."

Staff Survey Response





“Flooring is outdated and worn; also, the big service desk right in front when you enter makes it hard to see the rest of the space and makes it feel smaller than it is.”

Staff Survey Response

AMBIANCE

- The building design is unique but feels dated and unwelcoming.
- Being below grade makes many of the interior spaces feel compressed, which in combination with some higher sloped ceilings result in inconsistent lighting and dark corners.
- The building configuration includes pockets of space tucked into corners, which coupled with high shelving creates sight line concerns and makes wayfinding unintuitive. There is insufficient signage to support navigation.
- The primary defining feature are the sloped ceilings, stone walls, and perimeter windows highlighting the large exterior structural supports which draw attention away from services and spaces provided in the building.
- Finishes are mostly original to the 2003 renovation and showing signs of age.
- The building lacks color, and there is no differentiation of finishes between adult and children’s spaces.
- The acoustics are problematic; loud and quiet spaces are not separated.

“Flooring is outdated and worn; also, the big service desk right in front when you enter makes it hard to see the rest of the space and makes it feel smaller than it is.”

Staff Survey Response



Tecumseh



Tecumseh Branch, named for Chief Tecumseh, opened in a rented building at 1314 East State Boulevard in January 1927. Originally a one-story brick building measuring just 50 by 60 feet, it came as a welcome addition to the many State Street-area neighborhoods that had developed in that portion of Fort Wayne in the 1910s and 1920s. Due to high rents, the branch nearly closed during the Great Depression, but it remained operational. In the 1940s, the Board moved the branch to 1411 East State Boulevard. Always among the smallest branches, it became the focus of a plan in the 1960s that would have moved it to the area of Anthony Boulevard and St. Joe River Drive, but the Board later tabled the discussion. In 1984 a consultant advocated for its closure, but swift public protest at the proposal led the Board to relent. In April 1990, the building opened after an extensive upgrade. It was renovated again in 2005.

GENERAL INFORMATION

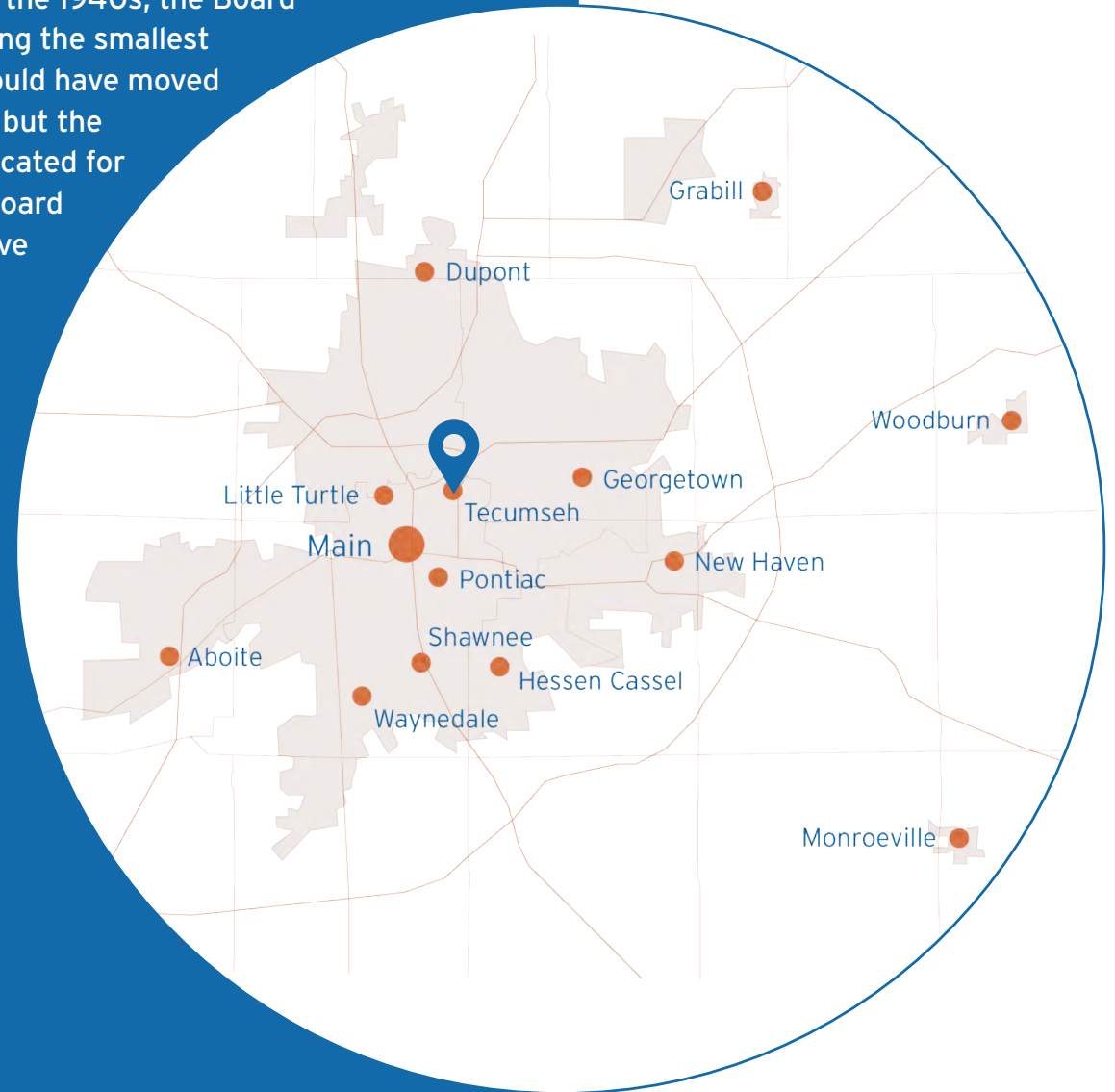
Address	1411 E State Blvd Fort Wayne, IN 46805
Building Size	11,500 SF
Site Area	0.88 Acres
On Site Parking	42
Year Built	1928
Original Architect	Renovation 1990 & 2005 Morrison, Kattman Associates

MANAGEMENT INFORMATION

Population Served (1 mile)	14,125
Days Open	6 / week
Hours Open	57 / week
Full Time Staff	5.5

STATISTICS 2020

Door Count	36,662
Programs	38
Program Attendance	419
Collection Size	41,729
Circulation	54,590
Computer Usage	29



Regional Location Map

Adequately sized for current service demands

Yes No

Overall building condition

1 2 **3** 4 5

Scale: 1 = Poor to 5 = Good

Site allows for future expansion

Yes No

Renovation and/or expansion can meet 10-year service demand

Yes No

SITE

The branch and library sign are easily visible from East State Boulevard. The building entrance is visible coming from the east, but the south (street-facing) façade has no windows and does not project a significant presence as a library.

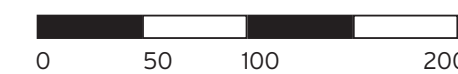
The parking lot includes 42 spaces, easily accessed and obvious from the street, but problematic in that the entrance is adjacent to a smaller one-way parking lot with 14 spaces, and the large lot with 28 spaces requires pedestrians to walk around the building to enter.

The site has some green space to the west and at the southeast corner near the entrance, some of which has been used for programming and is planned to be developed into a Pollinator Prairie Garden. The parking lot west of the building was designed specifically to support events.

The property is not large enough to support any significant expansion. Some modest renovation could occur near the entrance or along the west wall.



	main entrance
	number of parking spaces
	property line



Site Plan

BRANCH CONDITION

The original branch (the east half of the current library) was completed in 1990. The branch was fully renovated and expanded into a former grocery store to the west in 2005. Tecumseh has not benefited from any major capital improvements since the renovation/expansion.

Major systems notes are informed by a January 2020 Trane Energy Contracting systems audit, as amended by ACPL facilities staff where applicable:

- The major equipment is in fair condition.
- The system includes central DX VAV air handling units served by boilers.
- Water heater is 15 years into a 15 year expected useful life and will soon need to be replaced.
- The boiler is 15 years into a 25 year expected useful life.
- The split system is 15 years into a 15 year expected useful life and will soon need to be replaced.
- The motors for both air handling units are 15 years into an 18 year expected useful life. ACPL has entered into a maintenance agreement to attend to these.
- Lighting is fluorescent throughout, no LED upgrades to date.

Additional observations:

- The building envelope is generally in good shape and has been well maintained.
- Finishes were updated in the 2005 and are showing signs of age.
- A survey prepared by Huntington University identified a few conditions that are non-compliant with the current applicable Americans with Disabilities Act.



"Heat/cold are tricky because there's nothing to block us from the bookdrop. I don't want to face the wall to work, because we often work collaboratively."

Staff Survey Response

"Having to walk from the large parking area all the way around the front of the building is really bothersome. I would love for the entrance to be on the other side of the building so that I can park and walk in without extra navigation. I would enjoy another table or sitting space separate from other patrons for reading or working (does not have to be another study room - just an open table). I would bring my laptop to avoid sitting on the log table of computers; I don't want to be elbow-to-elbow with others while I work."

Public Survey Response



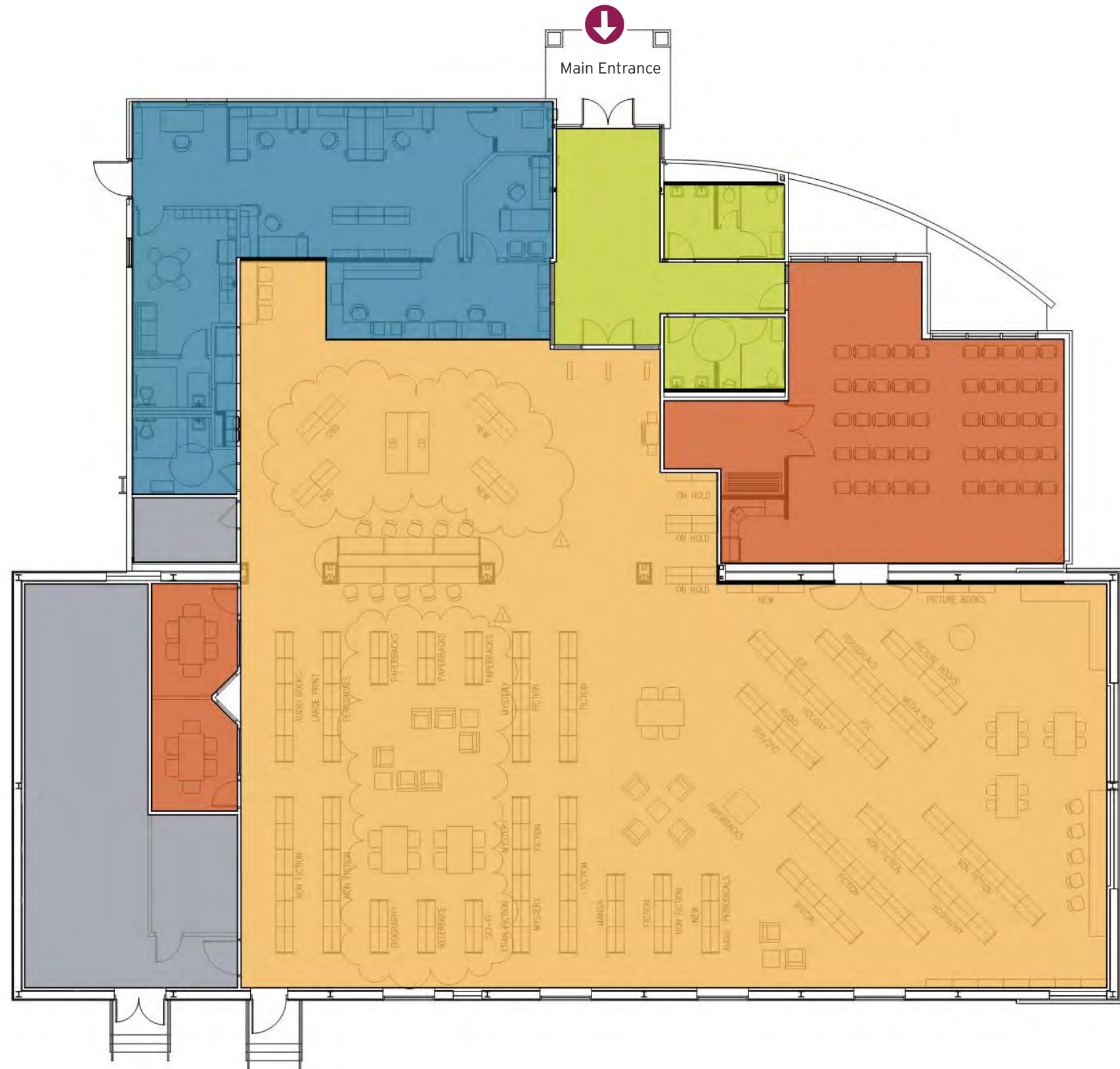
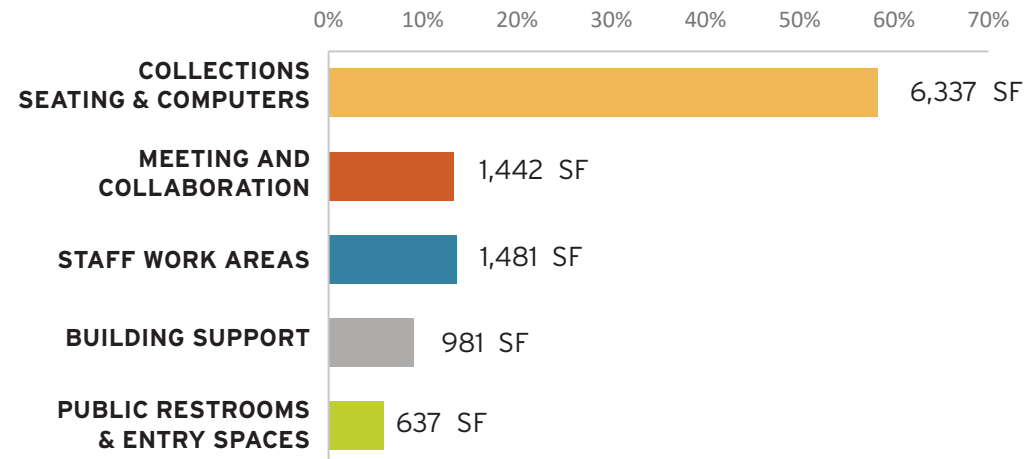


"Space is an issue. We just don't have a lot of extra space to add computer workstations. Phone and cable TV comes into the branch at the Northeast corner of the building, everything has to be run from there."

Staff Survey Response



SPACE ALLOCATION





FUNCTIONALITY

Tecumseh is adequately sized for the population served.

- The entrance vestibule feels oversized for the branch, but it is designed to provide access to the meeting rooms and restrooms.
- The branch layout is relatively simple and straightforward, and generally flexible except for the size limitations and the columns between the original branch and the expansion.
- The meeting room is approximately 1,000 SF, a good size for the branch, but the L-shaped arrangement limits flexibility. It includes an adequate presentation wall, but storage is shared for the entire facility and undersized as a result.
- The building was designed to accommodate after-hours meetings with restroom access.
- There is a café space adjacent to circulation area which is not well located and is underused.
- There is a family restroom near the café area, a positive amenity, but not well located for privacy.
- The children's space is appropriately sized for the community to be served, and its adjacency and access to the meeting room is a plus.
- The young adult space is small and centrally located in the open library and is not acoustically separated from the rest of the space.
- Two small study rooms are adequate and well located. The building could use more quiet space.
- The built-in computer area in front of circulation between the columns is functional but limits flexibility and some visibility.
- The layout and size of the branch do not adequately separate quiet and loud spaces.



EFFICIENCY

- Tecumseh is adequately sized for the community served and volume of use.
- The circulation service point is oversized, with too many different functions occupying one location. The location is convenient to staff work areas but does not offer ideal sightlines.
- The staff work area is functional but too small and cluttered. There is storage located in some cabinets within the room, but no adequate dedicated storage room.
- The book return opens directly into the workspace. It should be enclosed for sound and safety..
- Staff workstations are near the exterior door. This makes it uncomfortable to work there when deliveries are being made, especially during bad weather.

“Staff work area needs more space to accommodate the staff that works in the building. The space is cramped with as many desks as possible and shelves for reshelving books. There is no good way to fix this with the space given.”

Staff Survey Response

TECHNOLOGY

Building Technology Infrastructure

- There are enough wired network connections.
- There are not enough power outlets for charging mobile devices, and outlets are not easy/comfortable to access.
- The existing space can accommodate expansion of power access needs.

WiFi

- The existing WiFi covers: bandwidth needs for the library's computers; the physical space of the library for current usage; but not the needs of users outside the library building.

Patron Computing

- There are no public computer stations with capabilities to support those with visual, auditory, or physical impairments.
- The Children's area does not have collaborative computing space for caregivers and children.

Staff Computing

- There are not adequate computers or devices for staff.
- The existing printers/scanners/photocopiers are adequate.
- The existing phones are adequate for work needs.

FF&E

- There are not enough computers to meet demand, patrons may experience wait times over 20 minutes during peak hours.
- There is a designated computer lab.
- There is adequate space at computer stations for patrons' items.
- There are no collaborative computing spaces.
- Some of the public computer workstations are ADA compliant.
- The Children's area has space for adult caregivers to work while supervising children in their care.
- There is no assistive listening technology in public meeting room.
- The audio/visual facility in meeting/study rooms is not meeting patron needs, and notes that patrons have requested public access projectors.

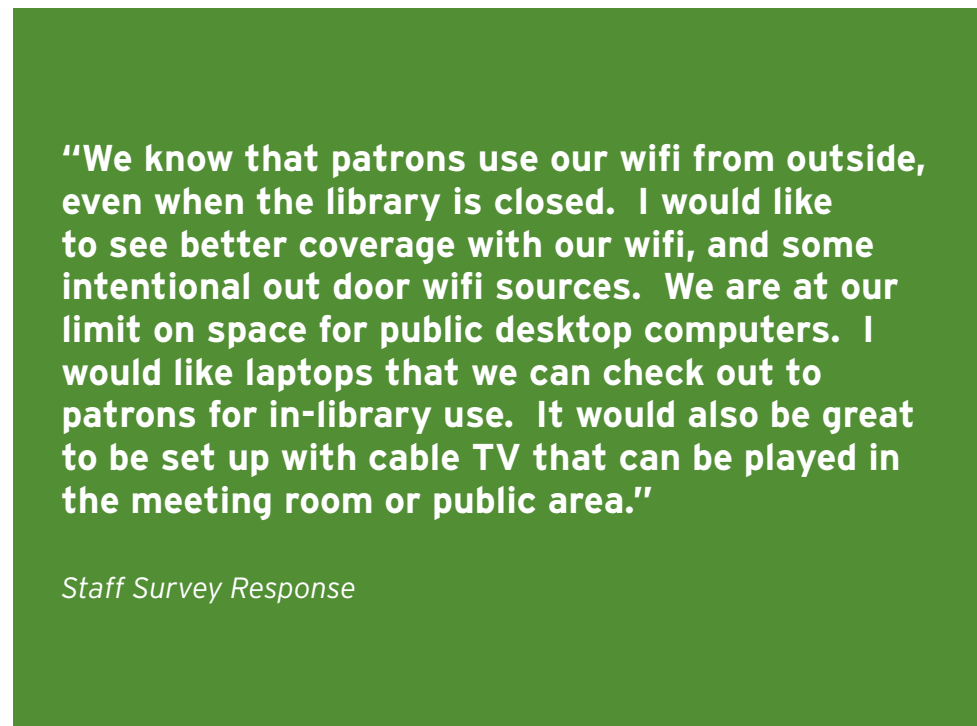
Other/Additional Technology

- The library would like to add technology that supports a "roaming" service model.



"Most of the issues are at the Children's computers, which has no line of sight. There isn't really a place to move these computers to be more in the line of sight for the Circulation desk."

Staff Survey Response



Staff Survey Response





“Move reference desk (to see better) and make it minimalist so we can move it if we need to for programming or other big reason.”

Staff Survey Response

AMBIANCE

- The site is urban, but it has incorporated green space into the site in a positive way. The west parking lot includes red brick pavers which is a handsome material for parking.
- Finishes are aging and showing increasing signs of wear. The interior décor feels dated.
- The west half of the building benefits from a simple layout, higher ceilings, and decent lighting. The original east half includes most of the enclosed spaces and feels more crowded.
- There is some color in the branch, including color and murals specifically to enhance the children’s area.
- The acoustics can be problematic; loud and quiet spaces are not separated.
- The layout makes wayfinding straightforward given the open nature of the building, but there is little signage to support navigation.

“I love the Tecumseh branch. Bigger is not always better. It is warm and inviting.”

Public Survey Response



Waynedale



The library established a deposit collection in Waynedale as early as 1928, and in 1935, it opened a reading room together with a collection in the Noble Store. The collection grew, and in 1939 the library opened formally the new Waynedale Branch in a room at the Waynedale Public School building. The initial collection had 4,000 volumes. At a date probably in the mid-1950s, the branch closed, but it was still listed in reports at late as 1953. In 1970, the Board authorized the establishment of a temporary branch at the old post office building in Waynedale, and the following year it purchased just over an acre at 2200 Lower Huntington Road for a new Waynedale Branch. Under a design by the architectural firm of Barton-Coe Associates, the new building opened in 1972. It underwent renovation in 1989 and again in 2004.

GENERAL INFORMATION

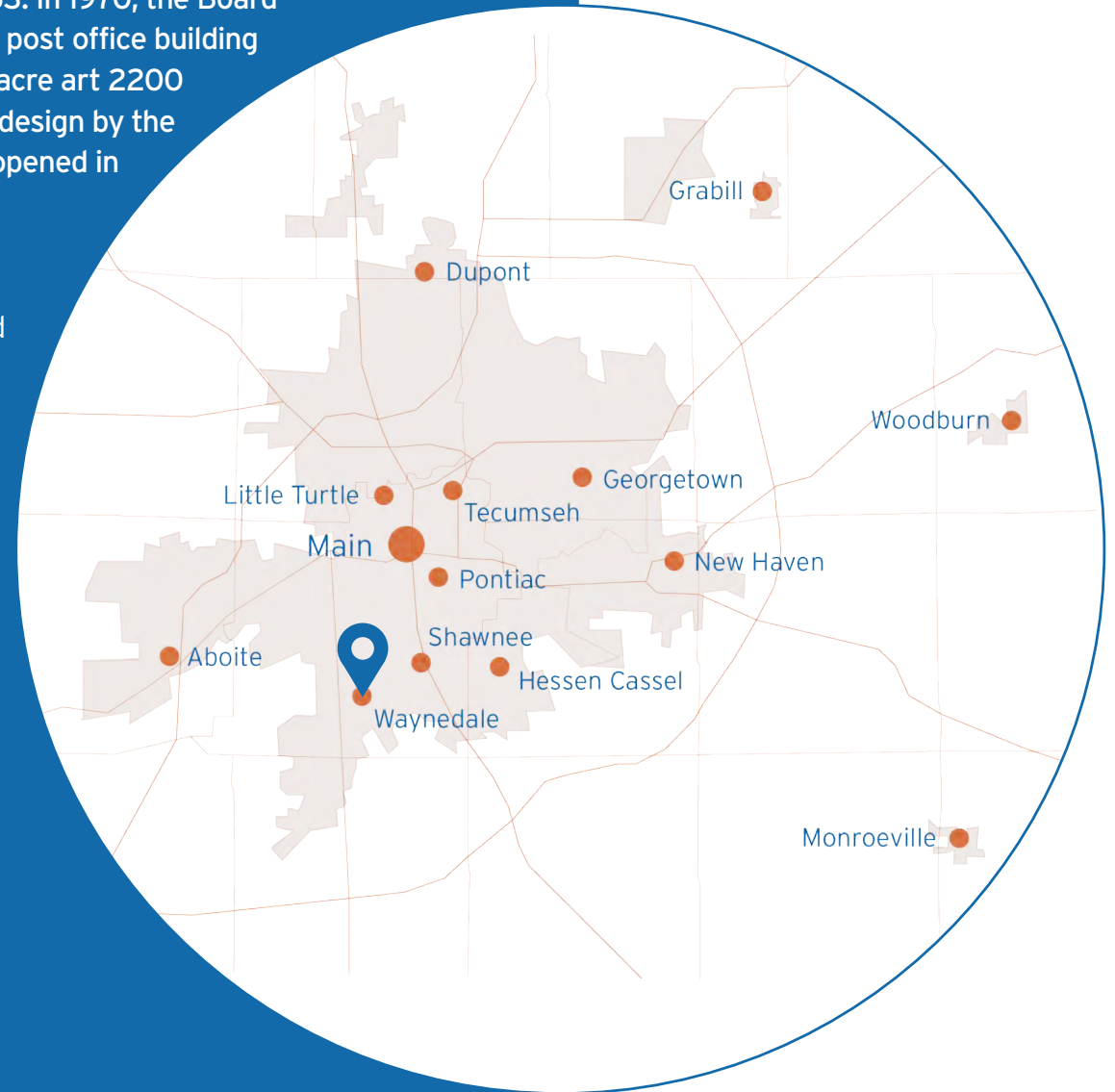
Address	2200 Lower Huntington Rd Fort Wayne, IN 46819
Building Size	13,300 SF
Site Area	2.49 Acres
On Site Parking	59
Year Built	1971
2005 Addition/Renovation	
Original Architect	Barton, Cxoe Associates

MANAGEMENT INFORMATION

Population Served (3 mile)	7,443
Days Open	6 / week
Hours Open	57 / week
Full Time Staff	5.98

STATISTICS 2020

Door Count	48,219
Programs	26
Program Attendance	185
Collection Size	56,844
Circulation	77,093
Computer Usage	20



Regional Location Map

Adequately sized for current service demands

Yes No

Overall building condition

1 2 **3** 4 5

Scale: 1 = Poor to 5 = Good

Site allows for future expansion

Yes No

Renovation and/or expansion can meet 10-year service demand

Yes No

SITE

The branch and library sign are easily visible from Lower Huntington Road, a primary route in the area. The building is close to the street at the southeast corner but does not project a significant presence as a library.

The parking lot includes 59 total spaces, split between the front and back of the branch with 21 to the south (front) and 38 to the north (back).

The front lot is easily accessed and obvious from the street, although the entrance drive is narrow and seen as a collision hazard. The front lot includes four accessible parking spaces, however the ramp to access the building is inappropriately placed to the south of and well behind all the ADA spaces. It is not obvious that the back parking lot can also be used by library patrons.

There are no overhangs at either entrance to shield patrons from weather or winter ice build-up. The north facing entrance is convenient to the back parking lot, but a long walk to the entrance.

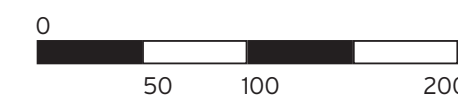
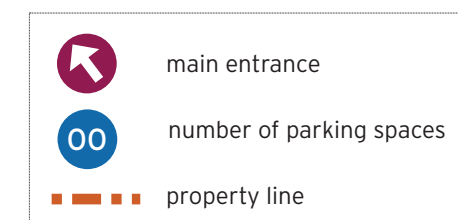
A wood fence along the neighboring yard to the west needs repair.

The site is generous and has ample green space to the north. Exterior spaces have not been developed for library programming.

The property could support expansion, although the architectural design and layout does not lend itself to easy expansion.



Site Plan



BRANCH CONDITION

The original branch was completed in 1971, and it was fully renovated and expanded to the north in 2005. The branch has not benefited from any major capital improvements since the renovation/expansion.

Major systems notes are informed by a January 2020 Trane Energy Contracting systems audit, as amended by ACPL facilities staff where applicable:

- The major equipment is in fair condition.
- The system includes central DX VAV air handling units served by boilers.
- Water heater has recently been replaced.
- The boiler is 16 years into a 25 year expected useful life.
- The split system is 15 years into a 15 year expected useful life and will soon need to be replaced.
- The motor for the air handling unit is 15 years into an 18 year expected useful life. ACPL has entered into a maintenance agreement to attend to these.
- Lighting is fluorescent throughout, no LED upgrades to date.

Additional observations:

- The exterior building envelope is well maintained, but the glazing failures and masonry concerns are visible, including rusted window frames and leaks in several locations.
- The complex geometry presents ongoing roof drainage concerns and maintenance challenges as aging materials expand and contract seasonally.
- Finishes are original to the 2005 renovation and showing signs of age.
- The sink in the housekeeping closet needs to be replaced.
- The original building pre-dates the Americans with Disabilities Act, and the team recognized several conditions that are non-compliant with the current applicable law. A full audit would be required as part of any future renovation or expansion.



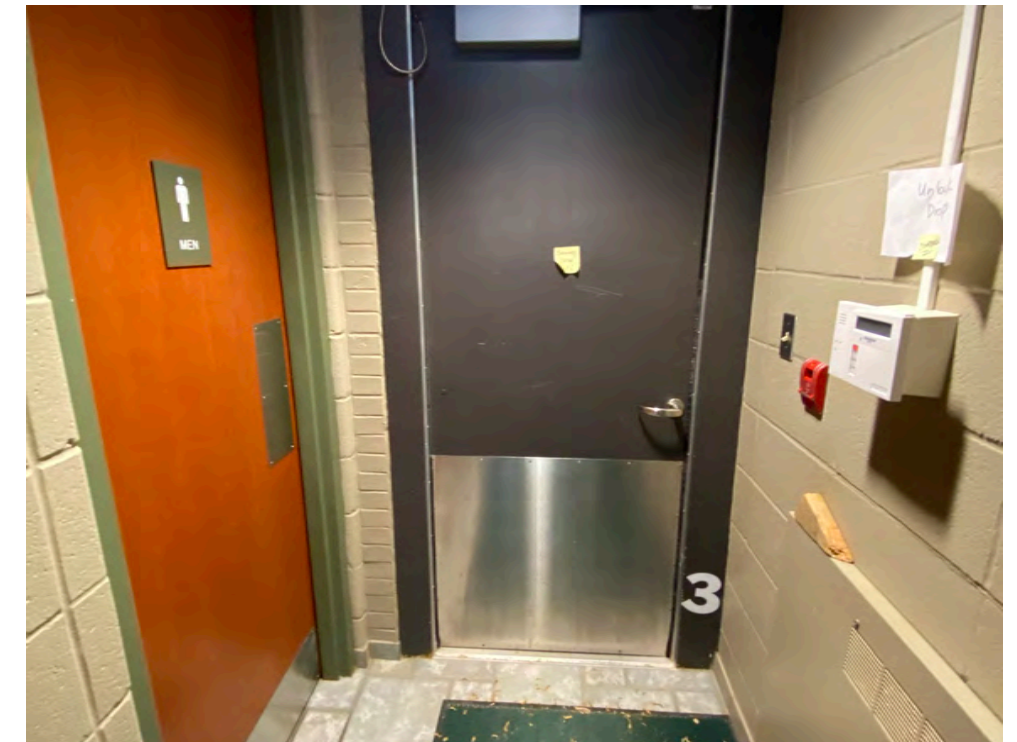
“We like our library the way it is, though my kids and myself might enjoy the opportunities created if there was a makers space.”

Public Survey Response

“I like the front meeting room, but it could be bigger and have better lighting. Should have a space for the afterschool crowd.”

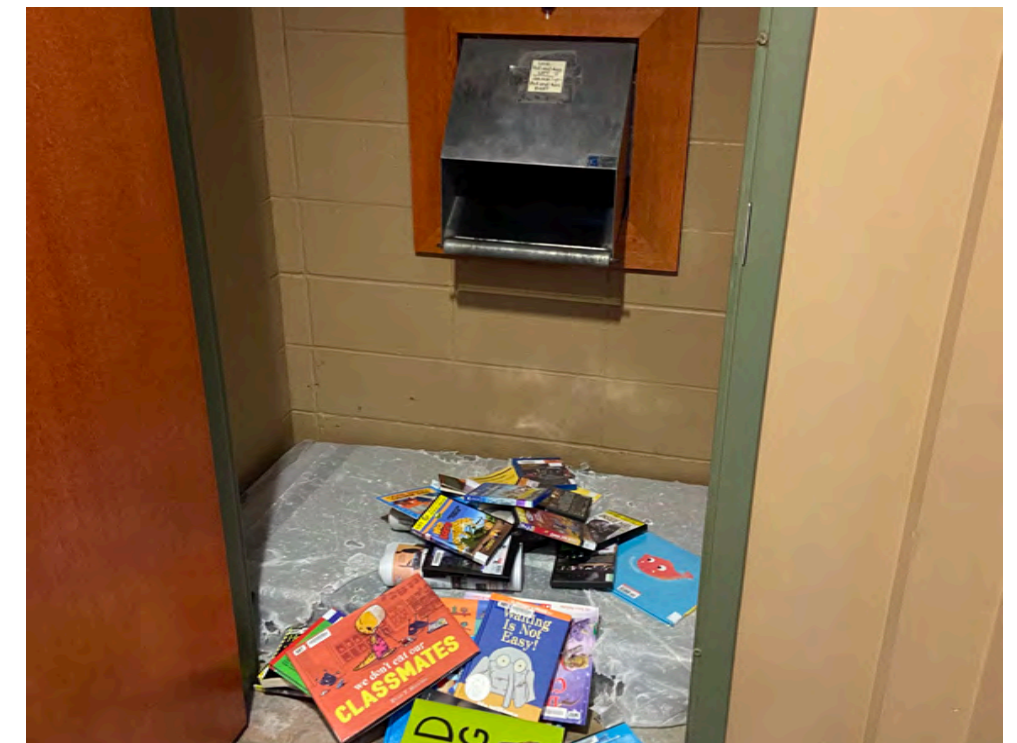
Public Survey Response



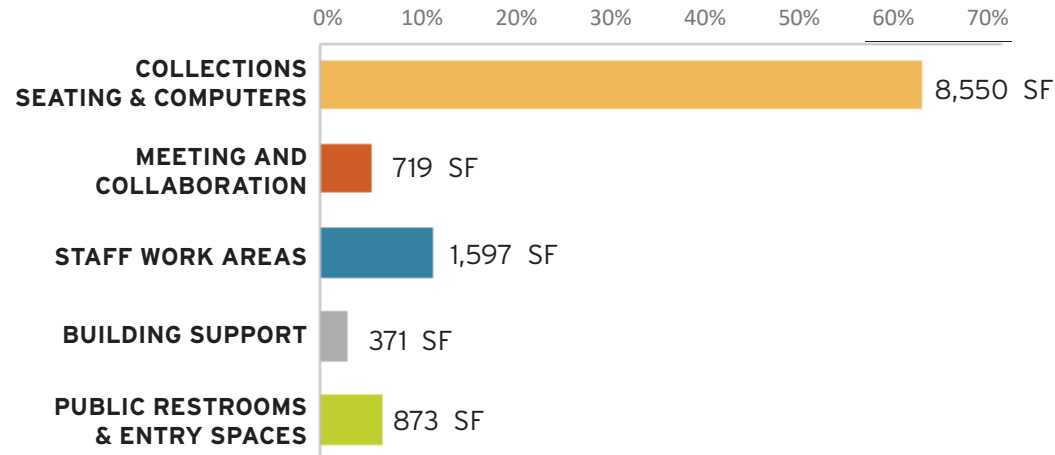


"The driveway from the street to the parking lot is too narrow, lots of near-misses from one car coming in and one coming out at the same time. Not enough handicap accessible parking. The accessible cut in the sidewalk is too far away from the spots. Parking spots in the back have lines painted in the middle of parking spots, very confusing."

Staff Survey Response



SPACE ALLOCATION





FUNCTIONALITY

Waynedale is adequately sized for the population served, although the meeting spaces and staff areas are undersized for effective use.

- The branch layout separates the public meeting function - and staff areas - with a main entrance corridor that runs north to south. The east portion where the public services areas are located is relatively simple and straightforward, and generally flexible except for access to power and current furniture.
- The meeting room is approximately 550 SF, and is inadequate in location, size, and configuration. Storage is negligible.
- The building was designed to accommodate after-hours meetings with restroom access.
- There is a vending area located in the main entrance corridor which is well located and were well-used prior to COVID protocols stopping use.
- The children's space is well located but limited in its current configuration, with little space for older children. There are two unisex children's restrooms in the area which are a plus, they do not have changing tables.
- The young adult space is small and centrally located in the open library, and is not acoustically separated from the rest of the space.
- There is one small study room which is functional, but the building needs more spaces of this type.
- The built-in computer areas in front of circulation between the columns are functional but limit flexibility and some visibility.
- The layout and size of the branch does not adequately separate quiet and loud spaces.

"The staff area is separated from the front desk by a public hallway and a locked door. Not enough storage space. The outside drop box's back door is located directly in front of the bathrooms and is a safety hazard."

Staff Survey Response



EFFICIENCY

- Waynedale is adequately sized for the community served and volume of use.
- The circulation service point is oddly configured and separated from all other staff service points. There are not good sightlines to the children's spaces, and the shelving arrangements make much of the north and east walls of the building difficult to monitor. Patrons arriving from the north enter behind staff working at the desk.
- The branch manager's office is disconnected from all other staff, and noise from adjacent restrooms on three sides is problematic.
- The staff work area is disconnected from library service areas, small and cluttered. There is storage located in some cabinets within the room, but no adequate dedicated storage room.
- The book return at the south entrance is enclosed but too small to accommodate a bin, which results in returned materials dropping directly to the floor which results in damage to materials and takes extra time for staff to process them. The door to the book return is also in conflict with the adjacent restroom and can be a safety hazard.
- There is a separate door to the staff area, but the small (and non-ADA compliant) doorways are not adequate for deliveries.
- There is a storage room accessed only from the exterior which currently houses library materials.
- The housekeeping closet is too small to be functional.
- Staff restrooms do not lock, are too small, and are awkwardly arranged.
- There is a pull-down access stair to an attic mechanical room that blocks the staff entrance, restroom and housekeeping closet when opened.

TECHNOLOGY

Building Technology Infrastructure

- There are enough wired network connections.
- There are not enough power outlets for charging mobile devices, and outlets are not easy/comfortable to access.
- The existing space can accommodate expansion of power access needs.

WiFi

- The existing WiFi covers: bandwidth needs for the library's computers; the physical space of the library for current usage; but not the needs of users outside the library building.

Patron Computing

- There are no public computer stations with capabilities to support those with visual, auditory, or physical impairments.
- The Children's area does not have collaborative computing space for caregivers and children.

Staff Computing

- There are not adequate computers or devices for staff.
- The existing printers/scanners/photocopiers are adequate.
- The existing phones are adequate for work needs.

FF&E

- There are not enough computers to meet demand, patrons may experience wait times over 20 minutes during peak hours.
- There is a designated computer lab.
- There is adequate space at computer stations for patrons' items.
- There are no collaborative computing spaces.
- Some of the public computer workstations are ADA compliant.
- The Children's area has space for adult caregivers to work while supervising children in their care.
- There is no assistive listening technology in public meeting room.
- The audio/visual facility in meeting/study rooms is not meeting patron needs, and notes that patrons have requested public access projectors.

Other/Additional Technology

- The library would like to add technology that supports a "roaming" service model.



"Put the computers in a separate room so when students come to play games, they aren't disturbing everyone else in the building."

Staff Survey Response





“Not enough outlets, poor lighting in adult area, not super welcoming to teens, kids space needs more color, meeting room too small.”

Staff Survey Response

AMBIANCE

- Finishes are aging and showing increasing signs of wear. The interior décor feels dated.
- The main reading area central to the adult services space is unacceptably dark, and acoustically echoey and uncomfortable.
- Furnishings are dated and heavy, and they are showing signs of age.
- Other than a few blocks of color on the south wall at the children’s area, the branch palette includes greens and browns and feels a bit dark.
- The acoustics are problematic; loud and quiet spaces are not separated.
- The layout makes wayfinding straightforward given the open nature of the building, but there is little signage to support navigation.

“Lighter/sound proofed ceilings in adult area. it’s far too dark and echoes.”

Staff Survey Response



Woodburn



One of the first deposit stations in rural Allen County opened at the Stuckey Brothers store in Woodburn in November 1921. Because of high demand for books, the library created two more deposit collections over the next two years. In 1925, a reading room opened with one of the depository collections in the Town Hall, and in three years it reopened in a separate building. By 1933, it was formally known as the Woodburn Branch Library. The building was remodeled in 1980 and again in 1989. It was later slated for demolition, and a new building opened in 2003 at 1701 State Road 101 North.

GENERAL INFORMATION

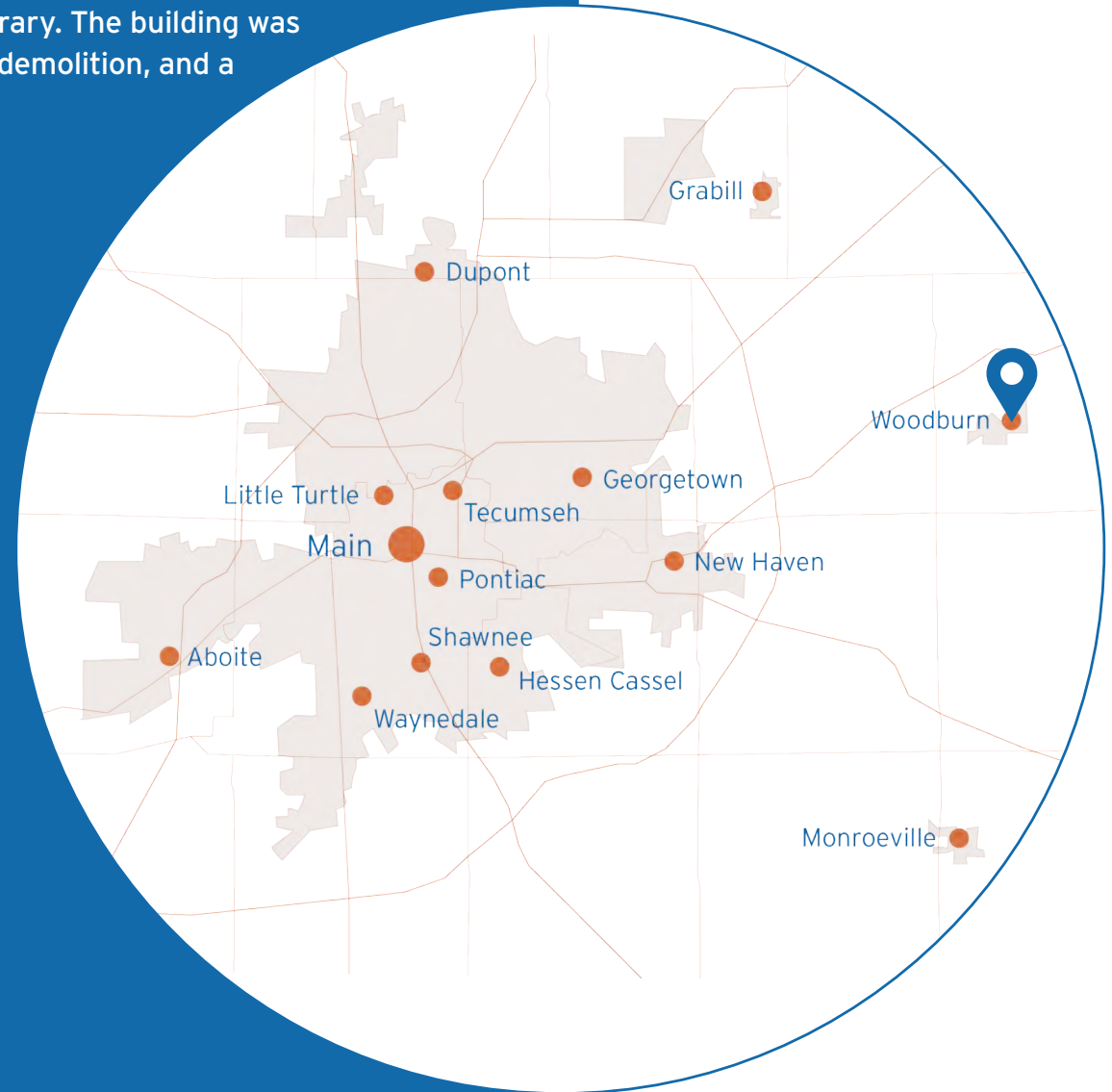
Address	4701 State Route 101 North Woodburn, IN 46797
Building Size	8,200 SF
Site Area	1.81 Acres
On Site Parking	33
Year Built	2003
Original Architect	--

MANAGEMENT INFORMATION

Population Served (4 mile)	3,664
Days Open	6 / week
Hours Open	41 / week
Full Time Staff	2.25

STATISTICS 2020

Door Count	11,148
Programs	16
Program Attendance	185
Collection Size	22,720
Circulation	20,816
Computer Usage	9



Regional Location Map

Adequately sized for current service demands

Yes No

Overall building condition

1 2 3 **4** 5

Scale: 1 = Poor to 5 = Good

Site allows for future expansion

Yes No

Renovation and/or expansion can meet 10-year service demand

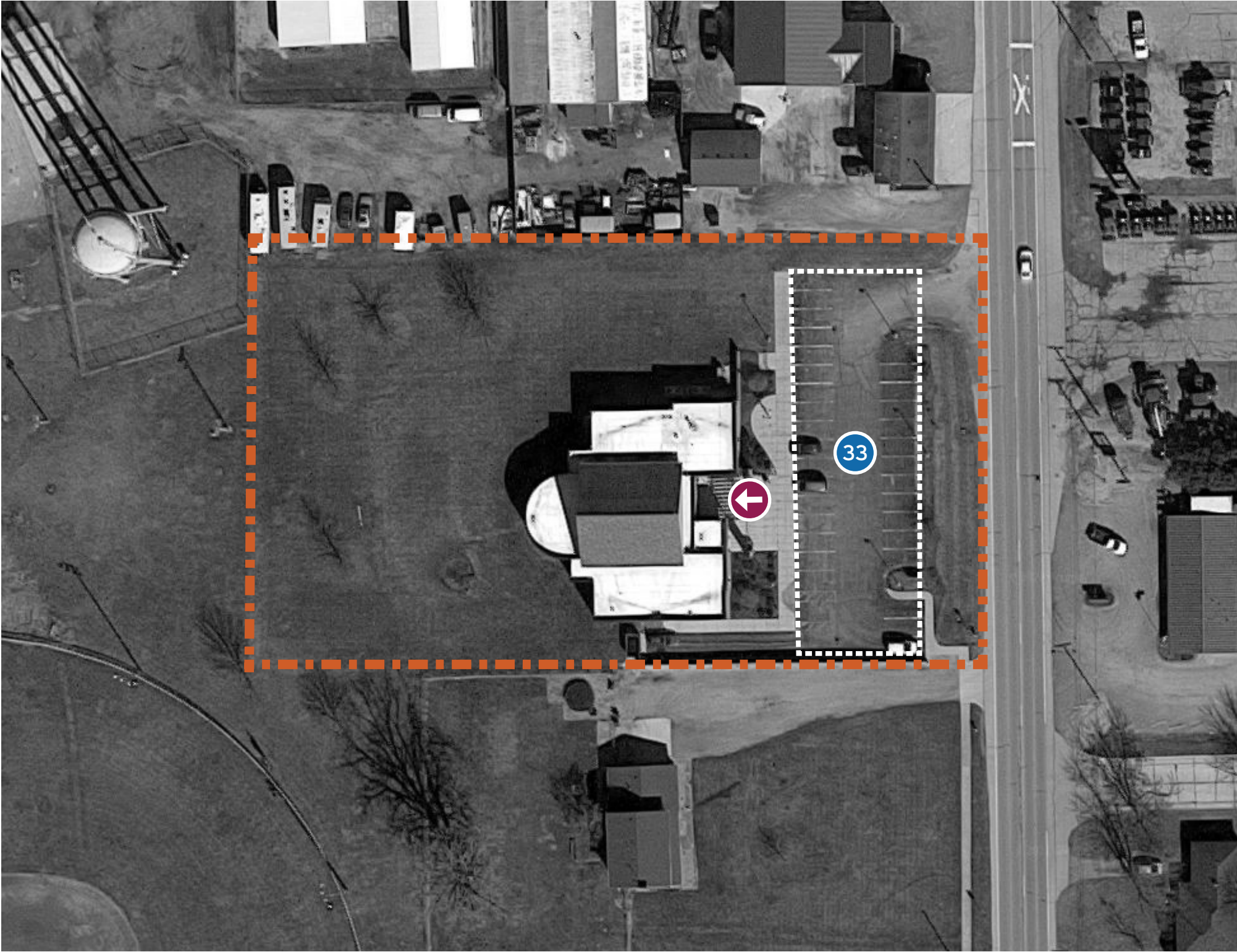
Yes No




SITE

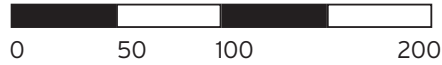
The branch is easily visible from State Route 101 in Woodburn, and it projects an adequate presence as a library. The library property includes 33 parking spaces, with easy access from the main road and good access to the library.

The site includes ample green space, particularly to the north and west, none of which has been developed for exterior programming. There is a storm detention area in the lawn west of the branch which limits some of the potential use. The property could accommodate expansion, most easily to the north.

The exterior book return is immediately adjacent to the main entrance. There is a convenient location for deliveries from the exterior near the dumpster enclosure, but no ramp for hand carts to get onto the sidewalk.



-  main entrance
-  number of parking spaces
-  property line



Site Plan

BRANCH CONDITION

The building was completed in 2003, with no major capital improvements since the original construction.

Major systems notes are informed by a January 2020 Trane Energy Contracting systems audit, as amended by ACPL facilities staff where applicable:

- The major equipment is in good condition.
- The system includes central DX VAV air handling units served by boilers.
- Water heater is 16 years into a 15 year expected useful life and will soon need to be replaced.
- The boiler is 15 years into a 25 year expected useful life.
- The split system is 17 years into a 15 year expected useful life and will soon need to be replaced.
- The motor for the air handling unit is 15 years into an 18 year expected useful life. ACPL has entered into a maintenance agreement to attend to these.
- Lighting is fluorescent throughout, no LED upgrades to date.

Additional observations:

- The exterior building envelope is in good condition and is well-maintained. One small area of exterior siding was observed to be missing from the west side upper roof.
- Finishes are mostly original to the building and are generally well-kept but showing signs of age.
- The men's restroom is indicated as ADA compliant but is not. The adjacent Family Restroom accommodates ADA needs.



"The Children's Area. There just isn't enough room for materials or an early literacy space. The shelves are also too close to together and you can barely fit a stroller. The tables also in the area are too tall or too short. There aren't many places one can plug their device into to charge."

Staff Survey Response

**"Woodburn has a nice branch for their town."
"Small town branches are the best."**

Public Survey Response



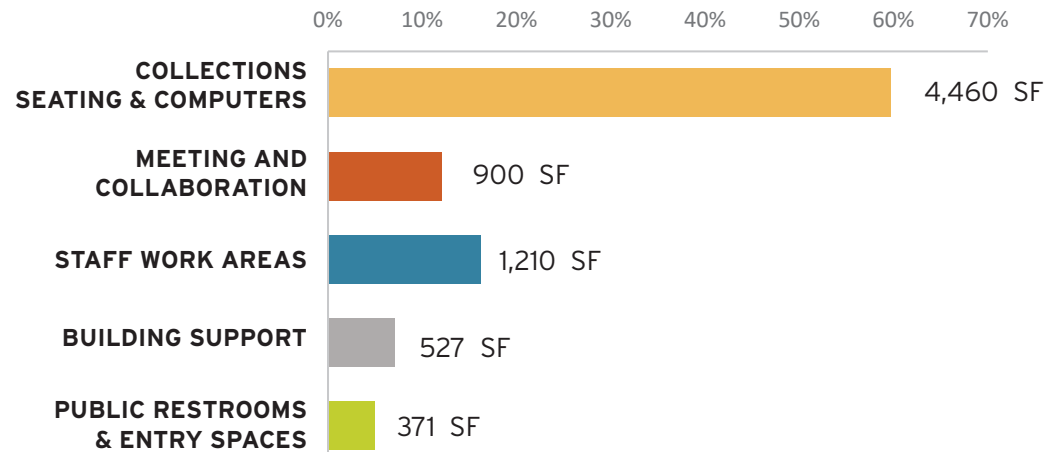


"My least liked part about the staff area is the Circulation desk. It takes a lot of time to walk around and if we have a runaway toddler trying to leave we have to go around the desk to get to the door. That takes a lot of time and gives the child a chance to run."

Staff Survey Response



SPACE ALLOCATION





FUNCTIONALITY

Woodburn is small, but adequately sized for the community served and volume of use.

- The branch layout is a simple and straightforward, and generally flexible except for the size limitations.
- The meeting room is approximately 550 SF and is undersized for larger groups. It includes an adequate presentation wall but storage is shared with custodial staff and inadequate for the building.
- The building was designed to accommodate after-hours meetings with restroom access.
- There is a family restroom which is a plus, although it is located far from any public service areas.
- The children's space is small but located along the curved west side of the building, limiting flexibility. There is not adequate space for interactive play in addition to collections.
- The young adult space is small and not acoustically separated from the rest of the space, and does not get much use in this branch.
- A small study room and adjacent computer room are adequately designed but not optimally located and not often used.
- The layout of the branch does not adequately separate quiet and loud spaces.



EFFICIENCY

- The circulation service point is appropriately sized but inflexibly configured. It does not allow staff access to the entrance side of the branch, and the space on the west side of the desk is large enough that patrons sometimes walk into staff areas.
- There are good sightlines from the main service point through the library.
- The branch manager office is in good proximity to staff with good views to the branch and connectivity to staff workspace.
- The staff work area is small but adequate for the staff except for a lack of storage.
- The breakroom is adequate and will be well-used with recent hours and staffing changes.

"I would love to see the meeting room be larger and have a door that leads to outdoors. It's not uncommon for us to have programs where 100 people wish to attend, but our meeting room is unable to accommodate that."

Staff Survey Response

TECHNOLOGY

Building Technology Infrastructure

- There are enough wired network connections for all library computers.
- There are not enough power outlets for charging mobile devices such as laptops and cell phones.
- The existing power outlets are not easy/comfortable for patrons to access.
- The existing space can accommodate expansion of power access needs.

WiFi

- The existing WiFi covers bandwidth needs for the library's computers.
- The existing WiFi covers the physical space of the library for current usage.
- The existing WiFi covers the needs of users outside the library building.

Patron Computing

- There are no public computer stations with capabilities to support those with visual, auditory, or physical impairments.
- The Children's area does not have collaborative computing space for caregivers and children.

Staff Computing

- There are not adequate computers or devices for all staff members.
- The existing printers/scanners/photocopiers are adequate for use by staff.
- The existing phones are adequate for work needs.

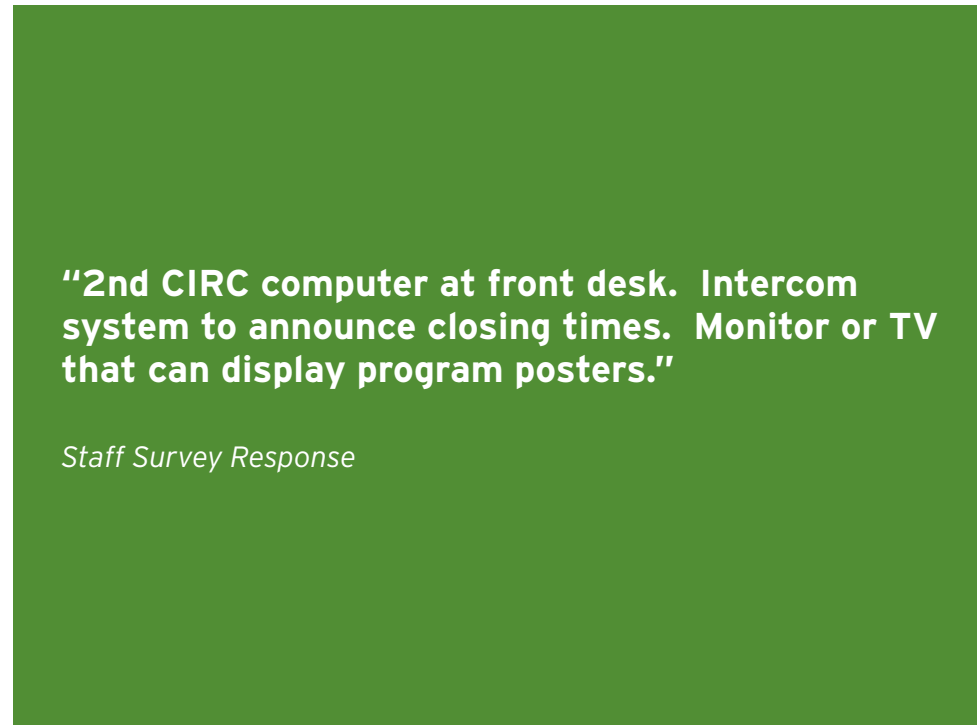
FF&E

- There are usually enough public computers to meet demand.
- There is a designated computer lab.
- There is adequate space at computer stations for patrons' items.
- There are no collaborative computing spaces.
- The library does not have at least one (1) ADA compliant public computer workstation.
- The Children's area does not have space for adult caregivers to work while supervising children in their care.
- There is no assistive listening technology in public meeting room.
- The audio/visual facility in meeting/study rooms meets patron needs.



"More accessible outlets."

Staff Survey Response





“I would make the teen area more welcoming to them. Right now it looks as though they were an afterthought when the building was laid out. However, if we were to make the teen area more interesting by adding color and more modern seating we would be able to increase teens use.”
Staff Survey Response

AMBIANCE

- The site is rural and the building design fits well into the context.
- The exterior entrance includes a large overhang which makes the entrance obvious, and welcoming.
- Furnishings and finishes are in decent shape for their age but lack color, there is little differentiation between adult and children’s spaces.
- The acoustics can be problematic; loud and quiet spaces are not separated.
- The windows and clerestory at the central high ceiling space provide good natural light, although glare is a problem at certain sun angles.
- The layout makes wayfinding straightforward given the open nature of the building, but there is little signage to support navigation.

“I like that the public space is very open and you can see almost everything when you walk in the door.”
Staff Survey Response



Main



The first public library opened in Fort Wayne in 1895 in City Hall. Three years later the Board purchased the Breckenridge home at the corner of Webster and Wayne streets, where it remained until 1901. That year the Women’s Club League petitioned philanthropist Andrew Carnegie for funding for a proper building. After refusing the first request, he agreed to provide \$75,000 for a library proposal that had the endorsement of the mayor, an agreement from the city to provide land for the site, and \$7,000 annual commitment for its maintenance. The new building opened in 1904 at a total cost of \$110,000. By the 1960s, the collection had outgrown its space with many books stored in surrounding buildings. The old Carnegie building was demolished and a new building constructed at a cost of \$3 million. An addition for Genealogy, Young Adults, and a public access television studio was completed in 1981. Then in 2001, Allen County taxpayers approved a bond for the financing of \$84 million to expand and completely renovate the Main library. Construction was completed in 2007 with a grand opening in January.

GENERAL INFORMATION

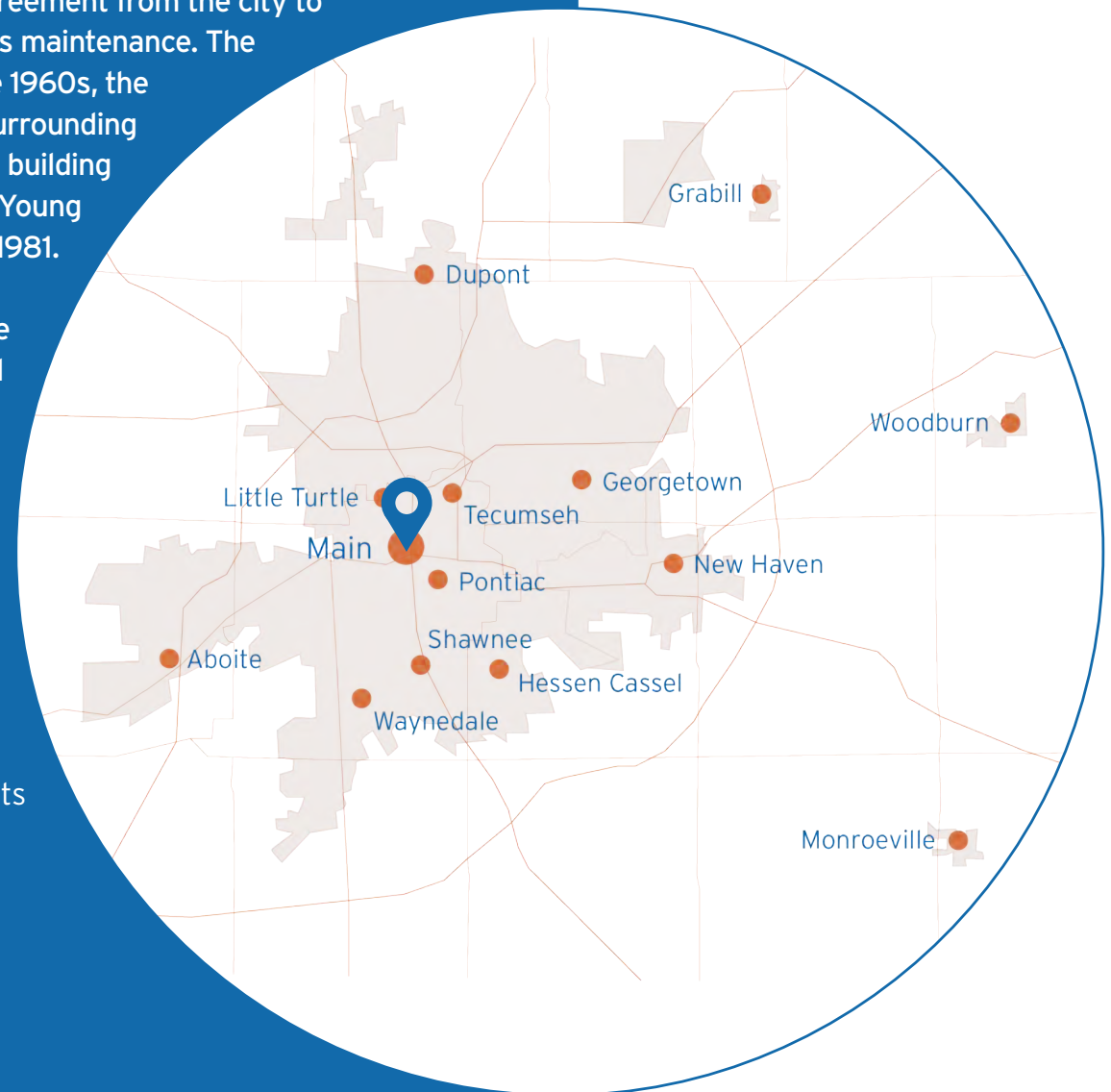
Address	900 Library Plaza Fort Wayne, IN 46802
Building Size	367,000 SF
Site Area	4.53 Acres
On Site Parking	125
Year Built	1968/1979/2007
Original Architect	Bradley & Bradley Architects

MANAGEMENT INFORMATION

Days Open	7 / week
Hours Open	71 / week
Full Time Staff	165.75

STATISTICS 2020

Door Count	640,976
Programs	219
Program Attendance	4,985
Collection Size	755,439
Circulation	1,317,168
Computer Usage	141



Regional Location Map

Adequately sized for current service demands	Yes	No			
Overall building condition <i>Scale: 1 = Poor to 5 = Good</i>	1	2	3	4	5
Site allows for future expansion	Yes	No			
Renovation and/or expansion can meet 10-year service demand	Yes	No			



Site Plan

SITE

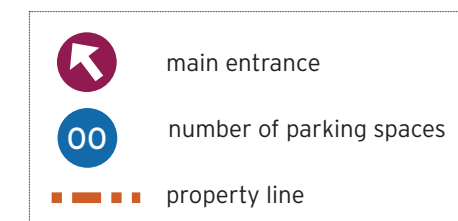
The Main Library occupies an excellent spot in downtown Fort Wayne, with easily recognizable entrances on Ewing Street to the west and facing Library Plaza to the east. The building is clearly identifiable as a civic building, but other than windows along the curving Children’s Area wall at the northwest corner, the façade offers no views to the interior to highlight services or activity inside.

The building benefits from convenient adjacent parking to the northeast, immediately south across Washington Blvd, and at a lower-level garage within the building footprint accessed from Wayne Street. Parking to the south requires patrons to cross Washington Blvd to access the entrance.

There is a convenient drop-off/pick-up drive at the main west entrance facing Ewing Street. The east entrance is access by pedestrians only from the plaza, although very near two adjacent parking lots as noted above.

The urban plaza to the east is a welcoming and functional space, and successful for hosting events. There is an outdoor café seating area adjacent to the former Dunkin Donuts at the southeast corner of the building, which is an asset even with no tenant in the adjacent interior space.

The property has no viable space for significant building expansion, without sacrificing either the east drop-off drive or plaza space to the west.



CONDITION

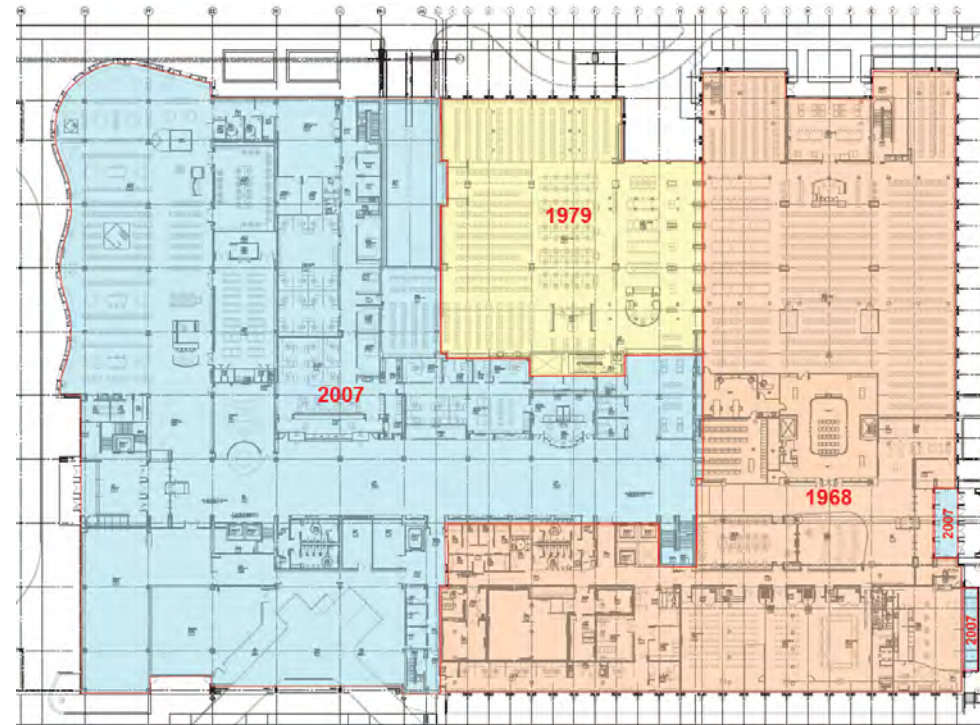
A complete renovation and significant expansion in 2007 updated the original 1968 building and 1979 expansion, and increased the Main Library to its current size and configuration at 367,000 SF.

Strategic improvements over time have modernized aspects of the library, such as the new Rolland Center, but the library mostly remains as designed in 2007. A floor plan highlighting the three eras of construction is included here for reference.

- The major equipment is in fair condition, installed in the 2007 renovation
- The system includes central chillers and boiler feeding VAV air handling units
- The generator is 16 years into a 20-year expected useful life.
- The cooling tower is 16 years into a 20-year expected useful life but has benefitted from recent refurbishment.
- 2 water heaters recently replaced, the remainder all 16 years into an 18-year expected useful life.
- The boilers are 16 years into a 25-year expected useful life. Rework for reliability recently completed.
- The chillers are 16 years into a 23-year expected useful life, one benefitted from recent work.
- The motors for all air handling units are 16 years into their 18-year expected useful life. ACPL has entered into a maintenance agreement to attend to these.
- Humidifiers are all 16 years into a 17-year expected useful life.
- Lighting is mixed, some original with LED upgrades in some areas.

Additional observations

- The building envelope is generally in good shape and has been well maintained
- Most finish materials are original to the 2007, but they are well maintained and aging well.

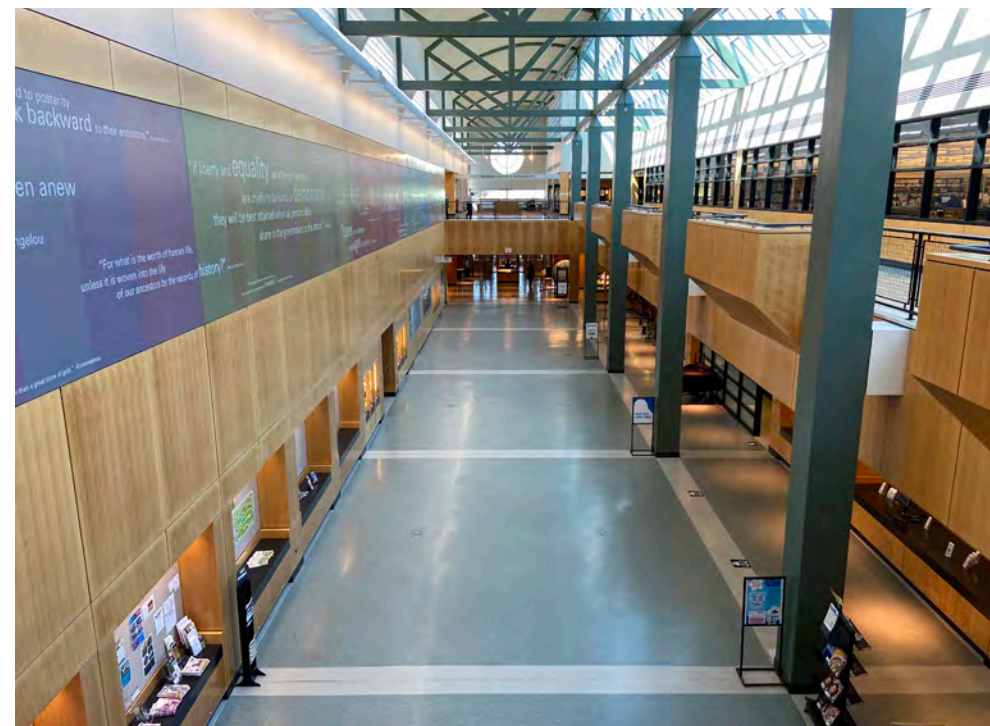


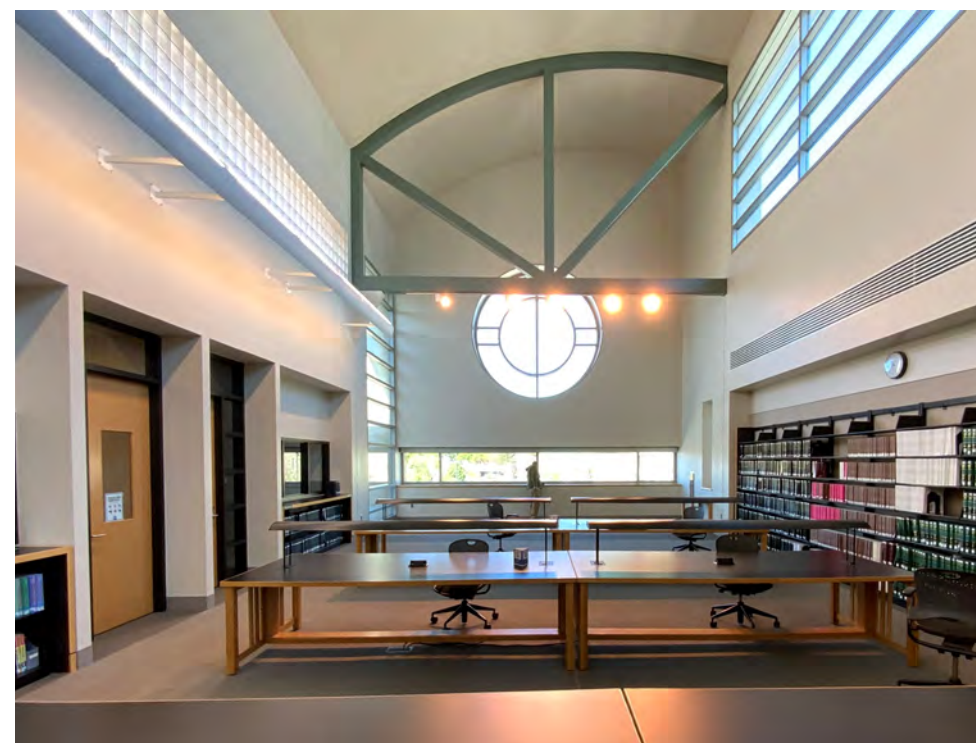
“Main library reminds me of an airport. It isn’t welcoming or friendly especially for people who have a difficult time walking.”

Public Survey Response

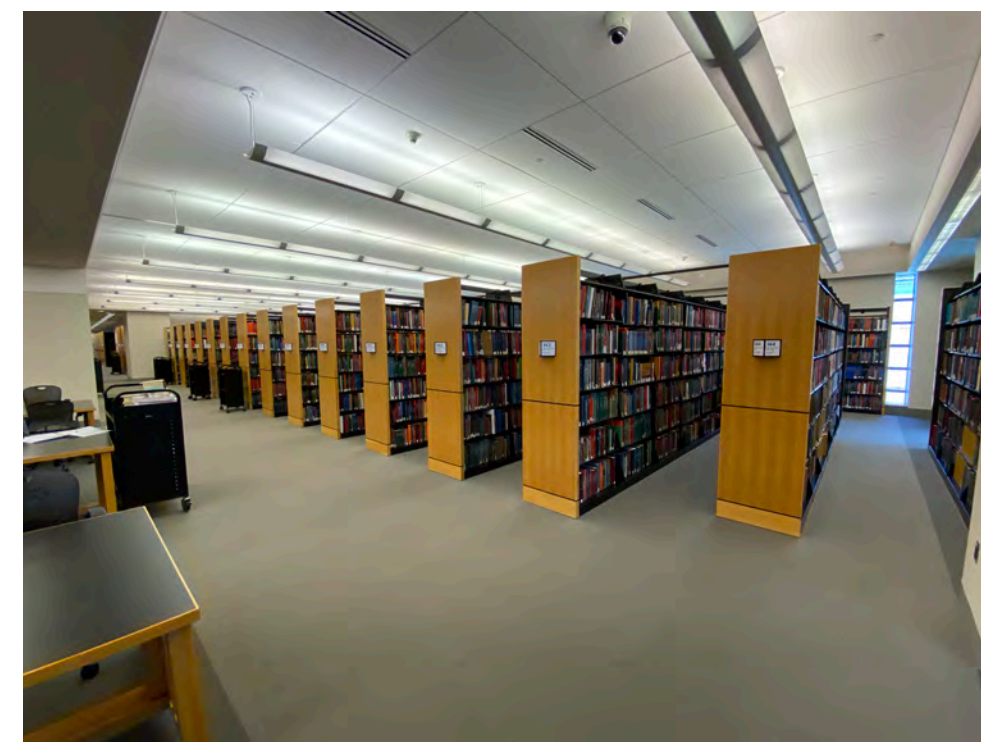
“I want to see Main receive the LEAST priority. It received some of the most recent renos in the system & is already more “state-of-the-art” than most of our branches.”

Public Survey Response

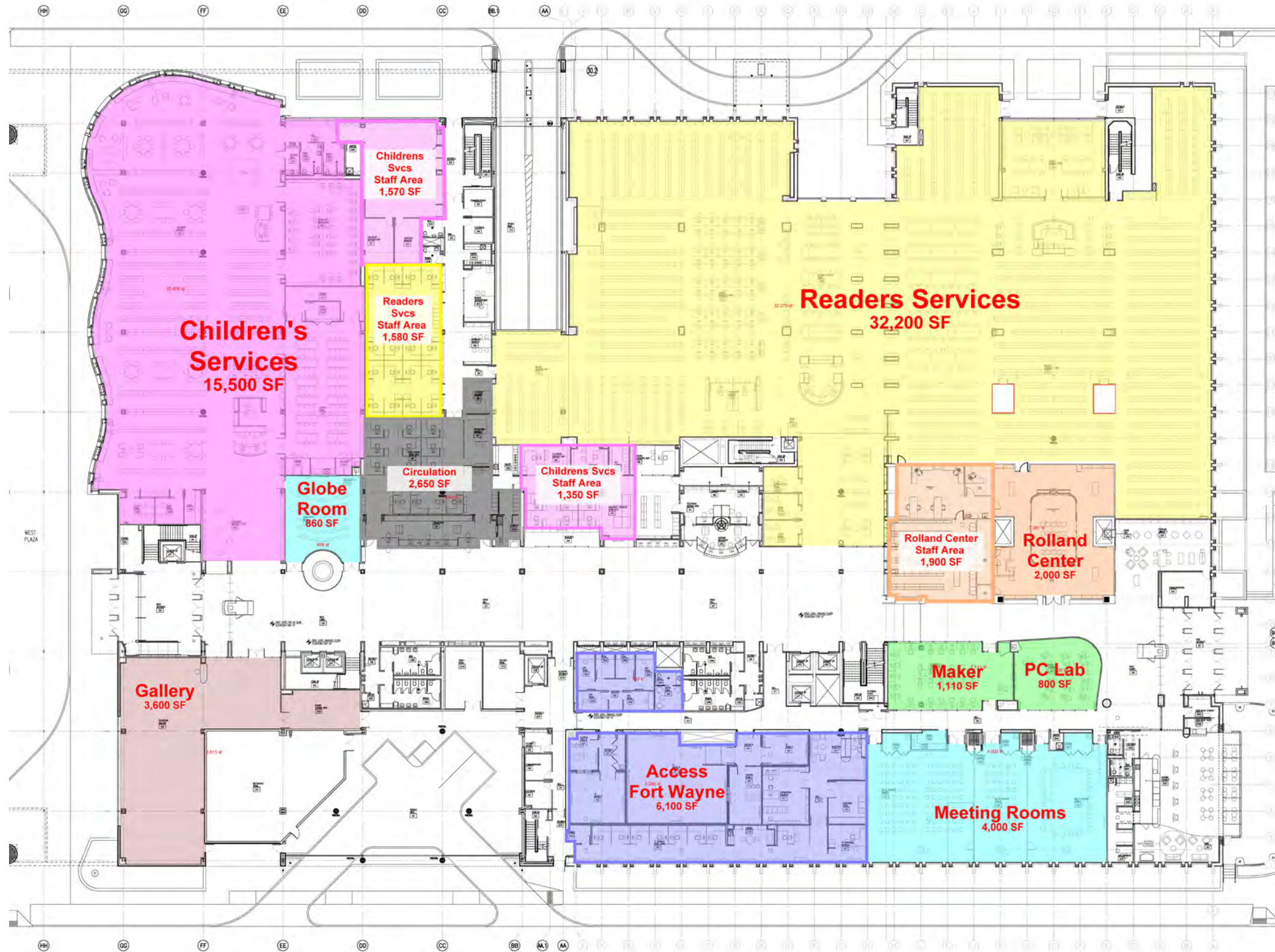




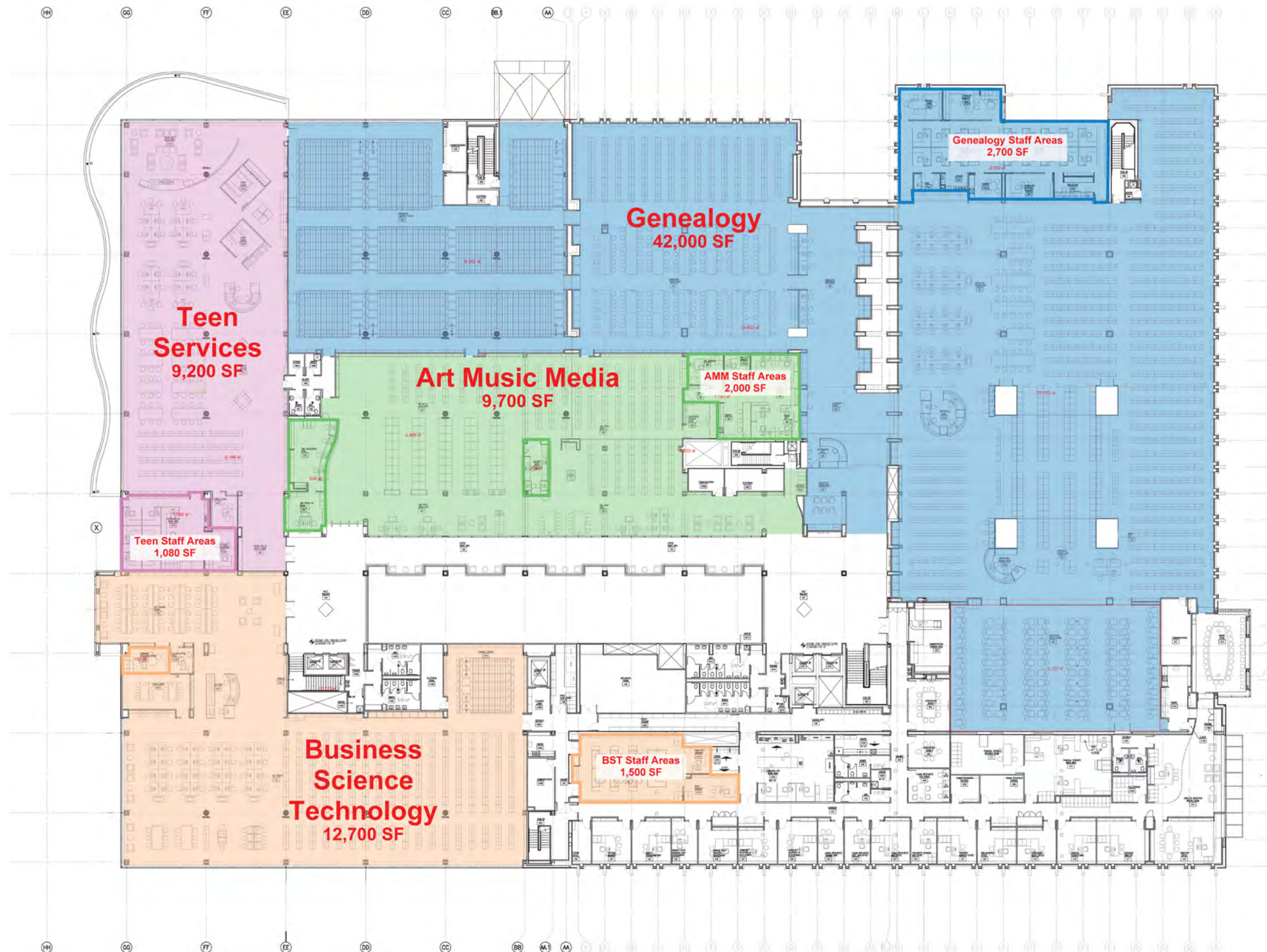
"Improved wayfinding, perhaps combining all non-fiction on one floor."
Public Survey Response



SPACE ALLOCATION



First Floor Plan



Second Floor Plan

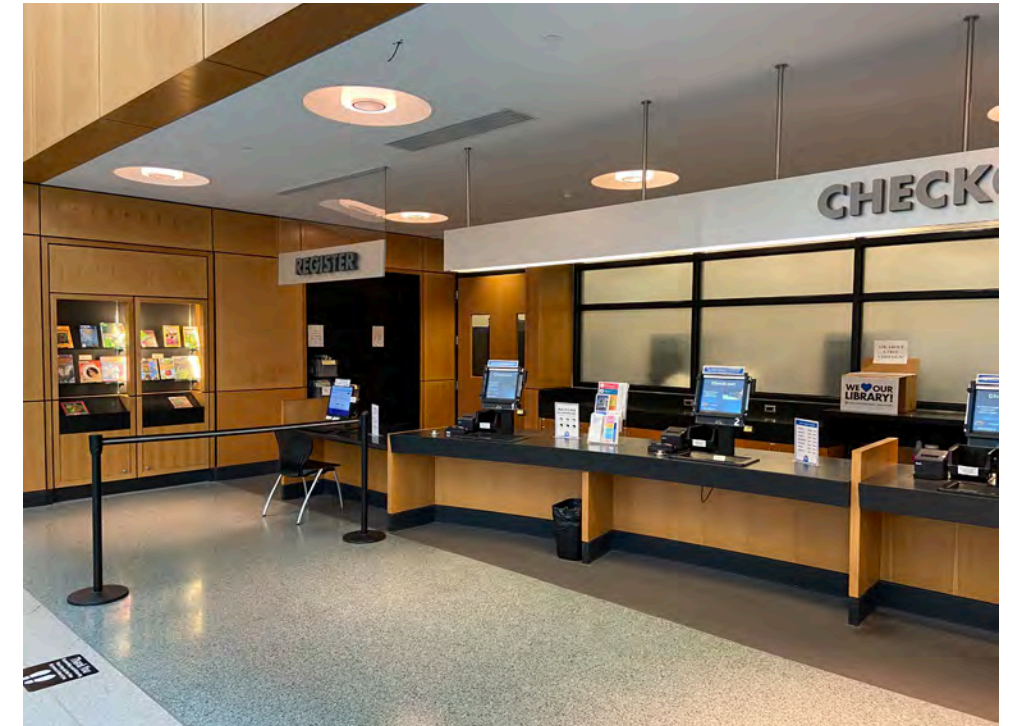
FUNCTIONALITY

The building is large and spacious, serving as a true destination for events, large meetings, Children's Services, Research, and Genealogy. The building includes plenty of space to accommodate the local and regional demands, with ample shelving capacity for collections.

- The collection arrangement can be confusing, as materials collected by current subject matter categories create discontinuous numbering, sometimes on two different levels of the building.
- Large meeting room spaces are well-used, but the lack of medium-sizes and small public meeting rooms does not align with demand and adds significant scheduling pressure to the larger rooms.
- The children's library is convenient to the on-site parking and west entrance, and provides a destination space for families.
- Teen services occupies a large space in the northeast corner of the second-floor with great views to the city. The location disconnects it from the rest of Youth Services, and also places this more active space between the quieter Art, Music & Media and Business, Science & Technology spaces.
- Genealogy has and will continue to be a national destination. It is well located and offers a god mix of collection, technology, research, and collaboration space. The Rolland Center on the first floor is positioned to draw new audiences into the library as a destination.
- The library offers good places for browsing, reading, research, and technology use. The arrangement of these in relation to each other creates discontinuity and inefficiency, and finding your way comfortably to these spaces can be a challenge.

EFFICIENCY

- The Great Hall occupies a large amount of space in the building but remains underutilized for public service.
- The empty space where Dunkin Donuts was a tenant offers as yet unrealized opportunity for patron amenities or new/expanded public service area.
- The maker space is a positive asset but remains underutilized in its current location and configuration.
- Staff work areas are distributed among the corresponding departments they serve, which misses the opportunity for enhanced staff cohesion and serendipitous collaboration.
- Materials sorting remains a manual operation, and while efficient it has lost the benefit of a small automated materials handling system that no longer functions.
- Access Fort Wayne is a unique asset and occupies a central spot on the first floor. Some infrastructure and functional improvements are needed, and the reception area by default acts as a welcome center for patrons looking for meeting rooms.



"Less showpiece, more function-- more books, bigger hold space so you can allow more holds per person, more maker space, meeting space, more books!"

Public Survey Response





“Patrons enjoy trying new and high-quality tech at the library. They would like more options for what they can check out in and out of the buildings. For example, laptops that they can use in the library or out of the library. They like having tech for completing school assignments and gaming. They do some social media (but usually on their own phones). They want charging stations and wifi and well-equipped study and meeting rooms.”

Public Survey Response

“Most of the IT architecture in the building was from a building plan conceived in the 1990s, and was not built for heavy WiFi use or personal device use. Laptops for both patrons and staff have to compete for power outlets, and the meeting rooms especially could stand to have better wiring. WiFi within the building is pretty good, but there are still some dead spots. Computing needs to move from desktop only computing for patrons to mobile friendly options such as circulating laptops, and seating/tables designed for collaboration or single use while being wired for both needs. The meeting rooms especially are dated. The ceiling projectors have a horrible speaker system that is way too quiet.”

Public Survey Response



TECHNOLOGY

- The building generally accommodates the need for network connectivity throughout, with the exception of Children’s and Art, Music & Media.
- Wi-Fi coverage is inconsistent, with some areas experience strong and full coverage and others do not. The existing WiFi does not cover the needs of patrons outside of the building.
- Most areas in the Main Library do not provide enough power for charging mobile devices to meet the demand.
- The amount of workspace provided at PCs is adequate in the building with the exception of Genealogy.
- There are not enough small or medium-sized meeting spaces in the building, and the large meeting rooms on the first floor are not equipped with Audio-Visual equipment adequate to meet evolving presentation demands.
- Except for Genealogy, there are no collaborative computing spaces in the building.
- The first floor PC lab is tiered and inflexible, and was purpose-built for what is now an outdated mode of computer learning.
- The maker space on the first floor is a valuable asset, but the space was not originally designed specific to the kinds of technology now being offered, and what is anticipated.
- Staff computing and technology needs are generally adequate, with inconsistencies offset by equipment updates over time. The building and current technology available does not support a roaming service model favored by many staff.

AMBIANCE

- The building is impressive in scale and scope, and the interior wood and terrazzo finishes are timeless and durable. Aesthetically, the building in general projects a conservative academic or corporate feel, lacking the color and environmental vibrancy preferred by many staff and county residents.
- The great hall is light-filled but loud and echoey even with small crowds. This creates acoustical problems for all adjacent spaces on both levels, in particular the quiet reading area in Business Science & Technology.
- The plaza-side main entrance from the east is dark and much less welcoming than the open and light west entrance.
- The second-floor openings between Genealogy and Readers' Services allow daylight to reach the first floor but are also a path for noise, generating complaints in both spaces.
- As noted above, the departmental distribution creates navigation challenges which the existing wayfinding does not effectively address.
- Investments in the Children's area will continue to improve the look and feel of the space as an exploratory play and learn environment for parents and families.



"I recommend that additional attractive, inspiring and high-quality artwork be added to the walls throughout the Main library."

Public Survey Response

"I'm proud of the main branch, it's a beautiful building, but since the major renovation the layout is VERY funky and doesn't make a lot of sense. The long "great hall" model just doesn't work for several reasons. Also, there should be more areas for quiet private (or semi-private) reading/researching and there should be a coffee shop (either reopen Dunkin' Donuts or some equivalent). Additionally, you should be able to pass freely from one part of art and music to the other without having to literally leave one side to get to the other. Finally, the genealogy department should be more inviting/conducive to newbies and amateurs."

Public Survey Response





A large, stylized white number '5' with a blue drop shadow, positioned on the right side of the page. The background features several overlapping, curved blue shapes in various shades of blue, creating a layered, abstract effect.

Recommendations

IMAGINE YOUR FUTURE LIBRARY

GOAL:

Build upon a foundation of welcoming and engaging places for all ages where lifelong learning, discovery, and personal service thrive and create an even more patron-friendly environment in all locations.

WHAT WE HEARD:

- Design spaces to showcase books and other library materials, allowing ease of access and browsability
- Incorporate flexible design strategies allowing ACPL to better respond to evolving service demands over time
- Integrate signage and wayfinding supporting user-friendly, easy-to-navigate, and accessible buildings and grounds
- Add more small and medium sized meeting spaces supporting community conversations, learning, and collaboration
- Create colorful and imaginative youth spaces to inspire a love of reading, learning, and discovery
- Expand the availability of technology and audiovisual resources and accommodate device charging everywhere
- Improve spaces to support STEAM (Science, Technology, Engineering, the Arts, and Mathematics) learning
- Create purpose-built exterior landscapes serving to beautify, while providing space for outdoor programming
- Design to accommodate a variety of programming needs, zoning buildings to separate loud from quiet activities
- Build welcoming spaces to engage residents of all demographics, ages, and abilities

5 Recommendations

ADULT

As existing library buildings are renovated, ACPL should incorporate the following concepts into the design of its spaces for adults:

- Adult collections and seating should be located away from active/ noisy spaces.
- Signage should be informative, attractive, and easy to change
- Shelving should be arranged in a logical order and enable patrons to easily find books and other materials of interest. When appropriate, a portion of the shelving might be movable and have locking casters.
- Lighting should allow patrons to easily see and access materials on shelving, view study materials on tabletops, and read comfortably in seating areas. Lighting should also be arranged to anticipate the relocation of functions without diminishing the effectiveness.
- Furniture should be durable, easy to clean, and comfortable
- In addition to tables and chairs, there should be comfortable seating options throughout the area, especially near the windows.
- Patrons should have easy access to electrical outlets to charge their phones, computers, etc.
- If a service point is included, it should be visible to patrons entering the area and located away from the designated quiet areas. It should not create a barrier for patrons entering the area.

When new branches are constructed, ACPL should also include:

- Moveable furniture (e.g., small tables, chairs, etc.) patrons can easily relocate within the space to accommodate their needs
- Self-check machines in visible and convenient locations so adults can checkout their materials without staff involvement
- A quiet room/area when people can read, study, etc. without being disturbed by others





5 Recommendations

CHILDREN + TEENS

As existing library buildings are renovated, ACPL should incorporate the following concepts into the design of its spaces for children and teens:

- Locate close to other active areas and away from quiet areas
- The overall space should be zoned by developmental age group and the décor should be appropriate for the age of the primary audience
- Sound baffling should be used, when possible, to minimize noise traveling to other parts of the library
- Shelving should help define the zones and the height and design of the shelving should vary based on the type of books and materials being shelved. Ideally, most of the shelving should be on casters
- Signage should be informative, attractive, and easy to change
- Furniture should be durable and easy to clean. Lounge seating should be comfortable for children and parents/caregivers
- Tables and chairs of various heights should be available, scaled in size for the age of the use.
- Early literacy computers should be available in the pre-school area
- Computers for older children and pre-teens should provide access to online resources that support school success and also encourage creativity and discovery
- Ample electrical outlets conveniently located so patrons can charge their personal devices
- Lines of sight should enable library staff to see most, if not the entire area.

When new branches are constructed, ACPL should also include:

- Activity areas encouraging young children to learn through imagination and play
- Program room, with ample storage, that can be used for story-times, STEAM activities and a wide variety of other programs for children and teens
- Self-check machines for patrons to check-out their materials before leaving the area
- A family restroom
- Ample space for stroller parking
- Windows that allow natural light but do not create glare on computer screens or make it difficult for staff to see the entire area throughout the day
- Separate and appropriately sized teen area
 - Zoned by activity, including quiet and active areas

- Have good sight lines from other service points in the library and/or a service point within the area that can be staffed during busy times
- Separate enclosed space for collaboration
- Décor should be interesting, colorful, and clearly designed for teens, not little children
- Furniture should be durable, comfortable, and easy to clean
- Furniture should be easy to move, having lockable casters whenever possible.
- Shelving should be movable whenever possible and have lockable casters.
- Technology is essential in the teen area: multipurpose computers, gaming equipment, workstations that encourage collaboration
- Small meeting room (2-4 people) that could be used for collaboration should be included in the Teen area or located nearby





5 Recommendations

MEETING + COLLABORATION

As existing library buildings are renovated, ACPL should incorporate the following concepts into the design of its primary large meeting room:

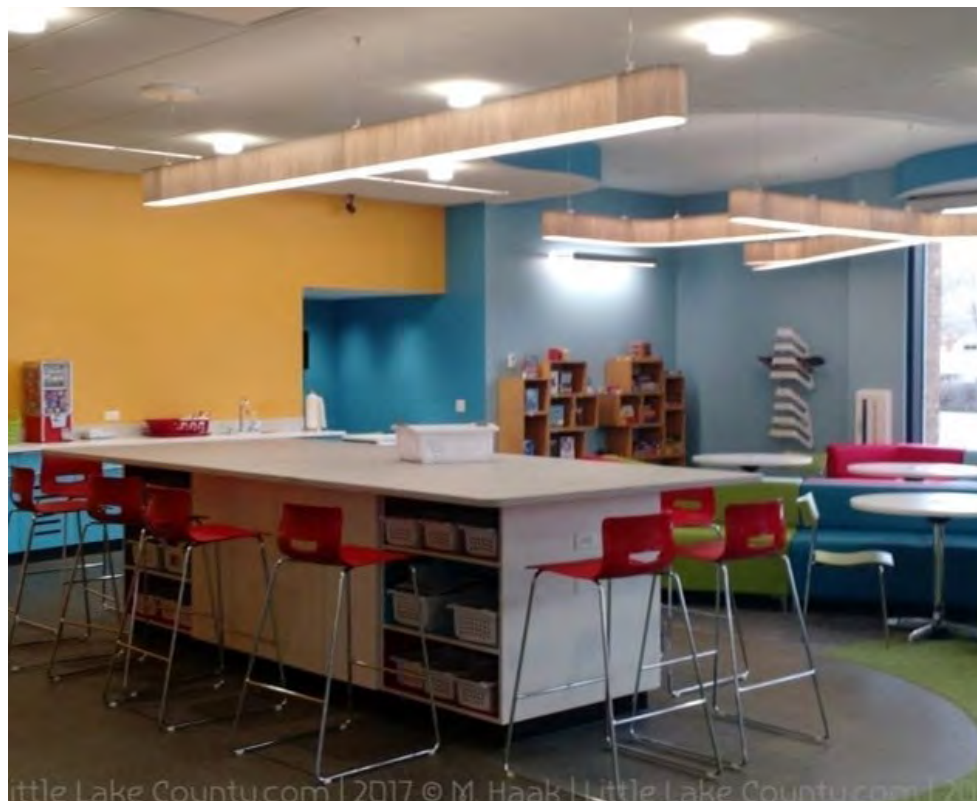
- The primary large meeting room should be adjacent to or easily accessible from the main entrance and close to the public restrooms. It should include:
 - A small kitchenette with a counter, refrigerator, sink, and storage cabinets
 - A large easily accessible storage closet should be provided for storing tables, chairs, and equipment when they are not in use
 - Wi-Fi and other technologies must support a variety of programs, meetings, and activities
 - Durable, easy to clean furniture that can be easily re-arranged by staff or patrons who are using the room
 - Wall surfaces should consider a balance of reflective, sound absorptive and tackable to align with the acoustics and proposed uses for the room.
 - Flooring materials should be durable, easily cleanable, and sound absorptive.
- Whenever possible, renovated branches should include one or more small meeting rooms with the ability to accommodate 4-12 people using the spaces for a variety of purposes. They should include:
 - Durable, easy to clean furniture.
 - Tables that can be re-configured based on the needs of those using the space.

When new branches are constructed, ACPL should also include:

- A highly adaptable program room in or close to the children's area. It should include:
 - A small kitchenette with a counter, refrigerator, sink, and storage cabinets
 - A large easily accessible storage closet should be provided for storing tables, chairs, and equipment when they are not in use
 - Wi-Fi and other technologies must support a variety of programs, meetings, and activities
 - Wall surfaces should consider a balance of reflective, sound absorptive and tackable to accommodate the variety of programming and displays this room may accommodate.
 - Flooring should be durable that is easily cleanable from messes that can be anticipated from craft-based programming.

- A variety of small meeting rooms of various sizes with the ability to accommodate anywhere from 2 to 20 people
 - Durable, easy to clean furniture.
 - Tables that can be re-configured based on the needs of those using the space
 - Larger room might include countertop that could be used for beverages, items for distribution or use during the meeting.
 - Wall surfaces should balance presentation (possibly writable) and acoustical properties.
 - Flooring should be durable and easily cleanable.
- Collaborative multi-functional spaces where patrons can learn, create, and explore topics of mutual interest
- Meeting spaces of all sizes should include robust technology that supports presentations, collaboration, etc.





5 Recommendations

OUTDOOR SPACES

As existing library buildings are renovated, ACPL should incorporate the following concepts into the design of its outdoor spaces:

- Clearly visible signage so facilities can easily be identified as an ACPL location
- Well-lit parking lots and walkways
- Attractive and well-maintained library grounds
- Highly visible, easily accessible, and preferably drive-up book drop
- Easy-to-read and uncluttered library hours signage located at the entrance
- Robust WiFi that patrons can access anywhere on the library property including the parking lot
- Conveniently located and accessible outdoor furniture that is durable and easy to clean with access to power for charging personal devices
- Durable bike racks in a well-lit safe location

When new branches are constructed, ACPL should also include:

- Property large enough to accommodate future expansion of the facility and/or parking
- A parking lot with a logical and safe traffic flow for patrons in cars, riding bikes, walking, etc.
- A drive-up book drop and/or drive-thru service window where patrons can pick up holds without entering the building
- Safe and attractive outdoor spaces where patrons can wait for a ride, sit and read, use Wi-Fi, charge a device, enjoy a snack, etc.
- Outdoor programming space





TECHNOLOGY

As existing library buildings are renovated and new facilities designed, ACPL should:

- Provide robust Wi-Fi inside and outside all properties, including parking lots and outdoor seating and program areas.
- Design spaces with maximum flexibility to accommodate current and future technologies
- Adequate space between computer/technology uses to enhance privacy and provide a reasonable amount of workspace
- Furniture designed for computer use that provides access to electrical outlets, enables efficient wire management, and enables staff to easily install and/or repair equipment
- Locate multiple self-check machines in easy-to-locate areas to best meet patron needs and facilitate use
- Provide convenient and centralized access to copiers, printers, scanners, etc.
- Install electrical outlets throughout public areas near tables and chairs and lounge seating so patrons can use and easily charge their devices
- Equip meeting and study rooms with up-to-date technology to support presentations, collaborative work, videocalls, etc.
- Incorporate digital signage throughout buildings to promote library programs and information.
- Explore installing book lockers in the lobby or outside the library so patrons can pick up their reserves when the library is not open

BRANCH BY BRANCH SUMMARY

The narratives included here represent the consultants' recommendations for each branch. These are shaped by the quantitative and qualitative information gathered in the process and outlined in this document, and the community's feedback on the Facilities Master Plan Options and Recommendations document received by the board and presented to the community in January 2022. A summary of recommendations for each branch is outlined below, including a proposed size for new and expanded branches. **Note the square footages are a target, which will be re-validated at such time when the plan moves forward for each location.**

The combination of recommendations is illustrated after the branch narratives by a system-wide map along with the corresponding estimated budget range. As presented, the consultants recommend the library administration and Board consider a 15-branch system to accommodate Allen County Public Library's projected 10-year community needs.



Aboite Branch

Aboite is undersized to accommodate current demands in rapidly growing southwest Allen County area it serves. The building is in poor condition relative to other branches, including structural concerns and settling along a ravine to the north. The current site cannot accommodate expansion to meet the projected 10-year service demand.

A new 25,000 SF Aboite Branch is recommended on a new site to be determined in this service area. The existing branch property could be vacated and sold, but would remain open until the new branch is occupied.



Dupont Branch

Dupont is undersized to accommodate current demands in the rapidly growing north central and northwest Allen County area it serves. The building is in poor condition relative to other branches, with no major improvements since 1996. The current site cannot accommodate expansion to meet the projected 10-year service demand.

A new 25,000 SF Dupont Branch is recommended on a new site to be determined, in this service area and a little south of the current location to assist with appropriate branch distribution in northwest Allen County. The existing branch property could be vacated and sold, but would remain open until the new branch is occupied.



Georgetown Branch

Georgetown is undersized to accommodate current demands in the northeast quadrant of Fort Wayne. The building is in good condition relative to other branches, but experiences a volume of children and teens from nearby schools that exceed the building's capacity to satisfy. The current site cannot accommodate expansion to meet the projected 10-year service demand.

A 25,000 SF Georgetown Branch is recommended. The preferred way to achieve this would be to expand the current branch in place, requiring the acquisition of adjacent property not yet owned by ACPL. If this preferred method proves unachievable, the alternative would be to build a new 25,000 SF branch at a new site to be determined as near the current location as possible, possibly in nearby retail space of the appropriate size. In this option the existing branch property could be vacated and sold, but would remain open until the new branch is occupied.



Grabill Branch

Grabill is undersized to accommodate current demands in the growing northwest Allen County area it serves. The building is in decent condition relative to other branches, but the usage has outgrown the current branch size. The current site can accommodate expansion to meet the current projected 10-year service demand.

A 12,000 SF Grabill Branch is recommended, achieved by renovating the existing branch and expanding by approximately 4,000 SF on the current site.



Hessen Cassel Branch

Hessen Cassel is appropriately sized to accommodate current and anticipated 10-year demands in the southeast quadrant of Fort Wayne, although the configuration is poor, particularly in access to public meeting spaces. The building is in poor condition relative to other branches, including older infrastructure and a need for significant masonry repairs. The current site is capable of expansion should the service demand over time exceed the ability for the current branch to satisfy it.

A comprehensive renovation of the existing Hessen Cassel Branch is recommended, including targeted reconfiguration and system upgrades or replacements as appropriate to improve conditions and enhance service delivery to patrons in this community. Special consideration to improve the meeting room is required.



New Branch in Huntertown area

The population growth in northern and northwestern Allen County has created a current and projected service demand that cannot be adequately served by the existing Dupont and Grabill branches. To accommodate this need, a new 10,000 SF minimum branch is recommended on a new site to be determined in this service area. The site should be large enough and the building should be designed to anticipate a branch expansion up to a total future branch size of 25,000-30,000 Sf over time.



Little Turtle Branch

Little Turtle is appropriately sized to accommodate current and anticipated 10-year demands northwest of downtown Fort Wayne. The building is in adequate condition relative to other branches, retrofitted from a former grocery store with the last renovation in 2006. The current site is capable of modest expansion, at the expense of parking, should the service demand over time exceed the ability for the current branch to satisfy it.

A renovation of the existing Little Turtle Branch is recommended, including targeted reconfiguration and system upgrades or replacements as appropriate to improve conditions and enhance service delivery to patrons in this community.

5 Recommendations



Monroeville Branch

Monroeville is small relative to other branches but appropriately sized to accommodate current and anticipated 10-year demands in southeast Allen County. The building is in good condition relative to other branches, a well-maintained facility built in 2003. The current site cannot accommodate expansion, should the service demand over time exceed the ability for the current branch to satisfy it.

A renovation of the existing Monroeville Branch is recommended, including targeted reconfiguration and system upgrades or replacements as appropriate to improve conditions and enhance service delivery to patrons in this community.



New Haven Branch

New Haven is appropriately sized to accommodate current and anticipated 10-year demands of this city and surrounding community in east central Allen County. The building is in adequate condition relative to other branches, although the site configuration has been noted as a challenge. The building is geometrically complex, but it and the current site could accommodate a modest expansion into some surrounding green space, should the service demand over time exceed the ability for the current branch to satisfy it.

A renovation of the existing New Haven Branch is recommended, including targeted reconfiguration and system upgrades or replacements as appropriate to improve conditions and enhance service delivery to patrons in this community.



Pontiac Branch

Pontiac is appropriately sized to accommodate current and anticipated 10-year demands southeast of downtown Fort Wayne. The building is in good condition relative to other branches, a well-maintained facility built in 2004. The current site is capable of some expansion, at the expense of parking, should the service demand over time exceed the ability for the current branch to satisfy it.

A renovation of the existing Pontiac Branch is recommended, including targeted reconfigurations, possible site improvements to minimize distance from parking, and system upgrades or replacements as appropriate to improve conditions and enhance service delivery to patrons in this community.



Shawnee Branch

Shawnee is appropriately sized to accommodate current and anticipated 10-year demands in the southeast quadrant of Fort Wayne, although the configuration and condition concerns outweigh space adequacy. The building is in poor condition relative to other branches, and being half-buried into the site creates unique access and egress challenges, as well as temperature control issues, leaks, and pest intrusion concerns. The current building configuration could not accommodate expansion should the service demand over time exceed the ability for the current branch to satisfy it.

A new 20,000 SF Shawnee Branch is recommended on a new site to be determined, as close as possible to the existing Shawnee Branch, possibly in nearby retail space of the appropriate size. The existing branch property could be vacated and sold, but would remain open until the new branch is occupied.



Tecumseh Branch

Tecumseh is appropriately sized to accommodate current and anticipated 10-year demands northeast of downtown Fort Wayne. The building is in adequate condition relative to other branches, with the last renovation in 2005. The current site is capable of modest expansion, at the expense of a new garden and/or some parking, should the service demand over time exceed the ability for the current branch to satisfy it.

A renovation of the existing Tecumseh Branch is recommended, including targeted reconfiguration and system upgrades or replacements as appropriate to improve conditions and enhance service delivery to patrons in this community.



Waynedale Branch

Waynedale is appropriately sized to accommodate current and anticipated 10-year demands in this area, however the meeting room and staff workspaces are configured in a way that may necessitate a targeted expansion as outlined below. The building is in adequate condition relative to other branches, with the last renovation in 2005. The current site is capable of expansion, should the service demand over time exceed the ability for the current branch to satisfy it or should an expansion be determined a beneficial priority among the options below.

A renovation of the existing Waynedale Branch is recommended, including targeted reconfiguration and system upgrades or replacements as appropriate to improve conditions and enhance service delivery to patrons in this community. An expansion of the branch by approximately 2,500 SF is also recommended, to add a larger meeting space and correct accessibility and functional concerns in the staff area.



Woodburn Branch

Woodburn is small relative to other branches but appropriately sized to accommodate current and anticipated 10-year demands in east Allen County. The building is in good condition relative to other branches, a well-maintained facility built in 2003. The current site can be developed for programming and is able to accommodate expansion, should the service demand over time exceed the ability for the current branch to satisfy it.

A renovation of the existing Woodburn Branch is recommended, including targeted reconfiguration and system upgrades or replacements as appropriate to improve conditions and enhance service delivery to patrons in this community.



Main Library

As the flagship branch of ACPL, Main is appropriately sized to accommodate the combination of collections and services it offers patrons in Allen County and beyond. The building is in good condition, having benefitted from a comprehensive expansion and renovation completed in 2007. The site is capable of modest expansion at the expense of adjacent drives and/or landscaping, should the demands over time change in a way that necessitates growth.

Recommendations for Main are more qualitative than quantitative, and include targeted improvements such as: improve collection navigability to enhance patron experience; add medium and small meeting room spaces; design to improve function and acoustics in the great hall; address noise transfer between Genealogy and Readers Services; renovate the vacated café space to an appropriate public service area; and redesign the east entrance to be brighter and more welcoming.

RECOMMENDATIONS AND FISCAL IMPLICATIONS

The recommendations outlined below for each branch were drawn from the results of the process outlined above. The assessment and analysis details that informed these recommendations can be found in the balance of this document.

Estimates of cost for the recommendations account for knowable and predictable costs, and are presented as a range, consistent with a Facilities Master Plan level of detail. The estimates include construction costs (often referred to as 'hard' costs), 'soft' costs, and escalation.

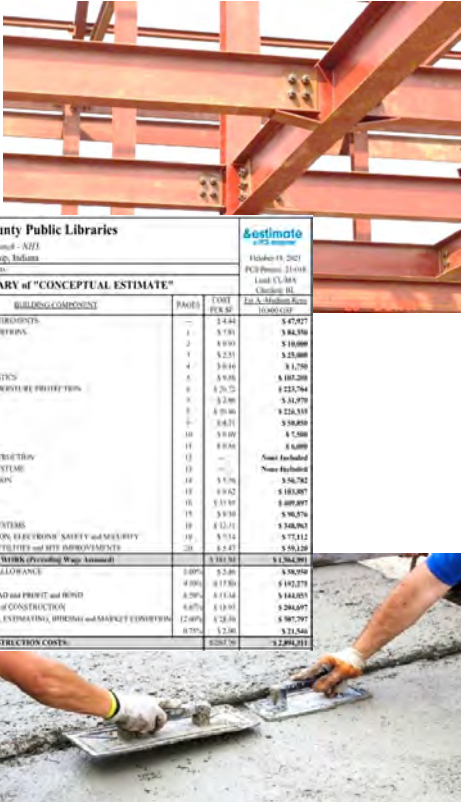
Hard cost estimates for existing facilities have been informed by: observed and observable conditions; conversations with ACPL in-branch and facilities staff; detailed facility assessment reports prepared by EMG under separate contract in 2018; a comprehensive systems report prepared by Trane Building Advantage under separate contract in 2020; and the professional judgement of the planning team's professional estimator. Hard cost estimates for proposed expansions and/or new facilities are estimated based on a regional average as-constructed costs for library buildings, on a square foot basis.

Note that current market conditions and supply chain disruptions make the level of certainty less predictable, and the estimates represent the team's professional judgement as of the date of this report.

Soft Cost estimates include a wide array of related services and purchases that are outside of a construction project but necessary for any facility to be built. These include - but are not limited to: architect and engineering fees, surveys, permits, insurance, construction manager fees; plus - books, furniture, fixtures, equipment, technology, moving costs, and contingencies. These are budgeted based on square foot estimates and as a percentage of construction cost.

Escalation is the estimated increase in costs over time. The recommendations in this plan would necessarily be done in phases to avoid any comprehensive shut-down of facilities and service delivery to Allen County residents. Estimates included here have assumed a three-phase implementation process that would be carried out over eight years. For purposes of this report, escalation has been calculated at 4.0% annually.

Recommendations also include proposed sale of existing and purchase of new property, however the estimates do not yet include assumed value of existing or cost of new real estate. The map that follows outlines the recommendations for each location, alongside a branch by branch summary and cost range for the proposed 15-branch system-wide improvements.

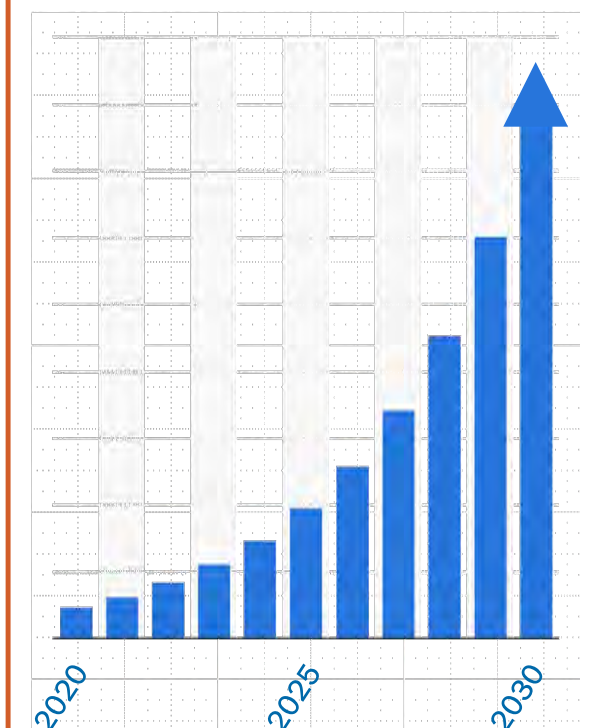


Allen County Public Libraries			
Project:		Estimate	
New Haven Branch - A215		Fiskdale #3 2021	
Adrian Township, Indiana		PCH/Brans 201918	
Project No. 201918		Last Update	
Revision No.		Original No.	
SUMMARY of "CONCEPTUAL ESTIMATE"			
SECTION	DESCRIPTION	UNIT	PER SQ FT
100	GENERAL BUILDING COSTS	10,000.00	\$ 4,227
20	FOUNDATIONS	2	\$ 4,190
30	CONCRETE	2	\$ 4,949
40	MASONRY	1	\$ 2,231
50	METALS	4	\$ 3,044
60	WOOD AND PLASTICS	5	\$ 4,106
70	GLASS AND MIRROR OR PRISM FRON.	8	\$ 25.12
80	GLASS	8	\$ 3,200
90	PAINTS	5	\$ 21,315
100	METALS	2	\$ 6,615
110	ROOFING	10	\$ 1,500
120	FINISHINGS	11	\$ 1,046
130	SOFT LINES INSTALLATION	12	—
140	CONVEYING SYSTEMS	13	—
150	FIRE SUPPRESSION	14	\$ 1,762
160	PLUMBING	15	\$ 10,087
170	MECH.	16	\$ 8,887
180	ELECTRICAL	17	\$ 9,874
190	ELECTRICAL SYSTEMS	18	\$ 12,111
200	TELEPHONE, DATA, FIRE ALARM, SAFETY and SECURITY	19	\$ 1,114
210	EARTHWORK, UTILITIES and SITE IMPROVEMENTS	20	\$ 1,147
SUBTOTAL ALL TRADES WORK (Including Waste Removal)		5,180.50	\$ 1,264,291
GENERAL CONTINGENCY		4.00%	\$ 50,960
CONTRACTOR OVERHEAD and PROFIT and BOND		8.75%	\$ 110,455
TRUCKAGE to SITES/PROJECTS of CONSTRUCTION		0.40%	\$ 5,077
CONTRACTOR'S DESIGN, ESTIMATING, OFFERING and MARKET ESTIMATION		12.00%	\$ 151,715
PERMIT FEE		0.75%	\$ 9,362
TOTAL PROBABLE CONSTRUCTION COSTS:		6,024.75	\$ 1,541,860

'Hard' Costs



'Soft' Costs



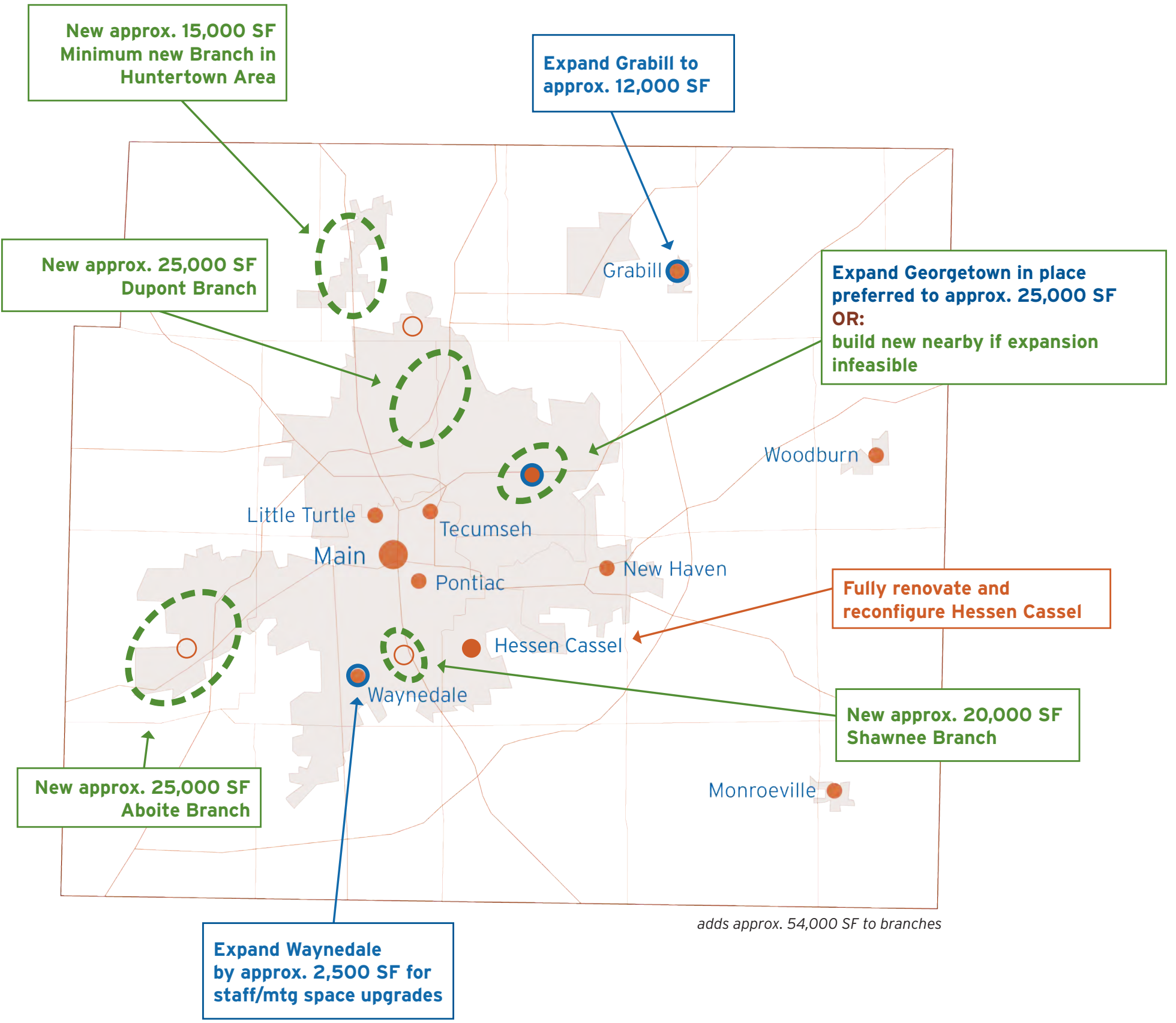
Escalation

**15 Branches - 54,000 SF added
Cost Range \$112 M to \$118 M**

Aboite	Sell Property + Build New Aboite Branch
Dupont	Sell Property + Build New Dupont Branch
Georgetown	Medium Renovation + Expansion or: Sell Property + Build New Branch
Grabill	Medium Renovation + Expansion
Hessen Cassel	Heavy Renovation
Huntertown	Build New Branch in Huntertown Area
Little Turtle	Medium Renovation
Monroeville	Medium Renovation
New Haven	Medium Renovation
Pontiac	Medium Renovation
Shawnee	Sell Property + Build New Shawnee Branch
Tecumseh	Medium Renovation
Waynedale	Medium Renovation + Expansion
Woodburn	Medium Renovation
Main	Select Renovations

15 Libraries:	4 New	2 Renovate/Expand	9 Renovate
	5 New	1 Renovate/Expand	9 Renovate

Note: Costs include estimated escalation but do not include purchase or sale of property



- Existing Branch to be Replaced
- Renovate + Expand Existing Branch
- Renovate Existing Branch
- New Branch

SERVICE DELIVERY OPTIONS

Although this Facilities Master Plan is focused on ACPL's buildings, we should remember that it is possible and often preferable to deliver quality service by other means.

The Library offers a wide variety of E-content (books, audiobooks, magazines, streaming video etc.) that can be accessed 24/7 by anyone who has a valid ACPL library card. During the pandemic, these materials became even more popular as patrons were often unable to visit their local library to borrow books and other materials. Over the past two years, the library staff also offered a variety of programs for children and adults online.

Now as ACPL begins work on its next strategic plan, it should consider whether offering a variety of services at other locations and by other means would be an efficient and effective method to serve County residents. These methods might include, but not be limited, to the following which are listed in alphabetical order:

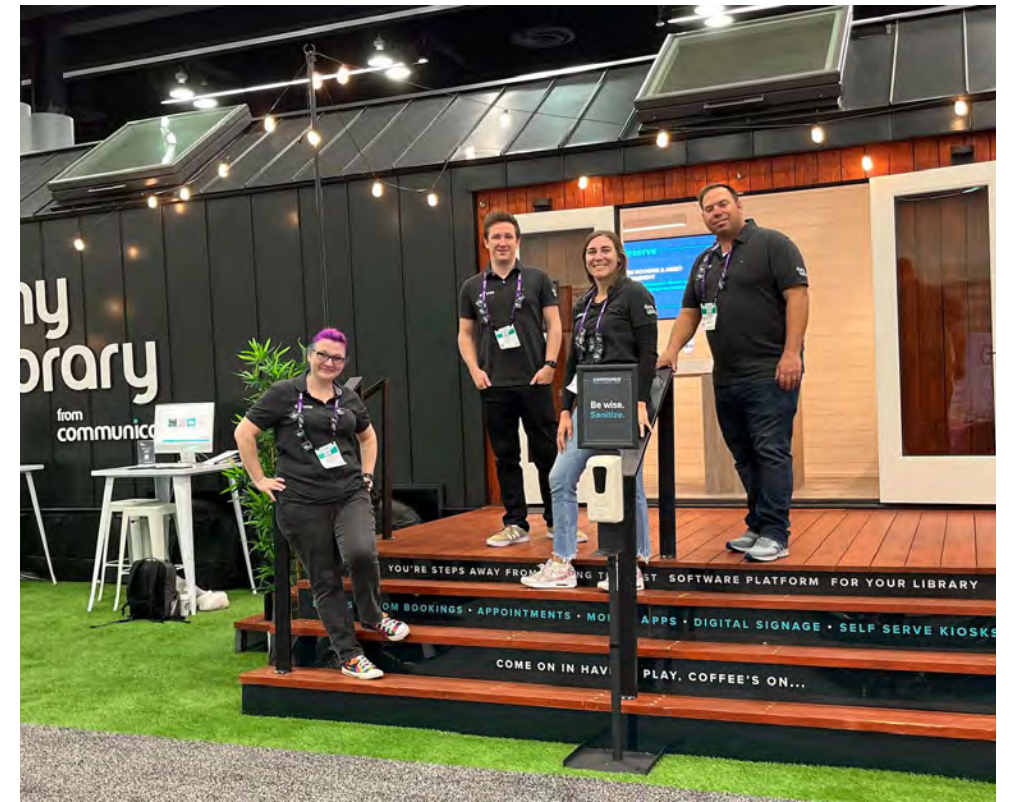
- Book bikes that offer materials at public locations such as parks, shopping centers and might participate in community parades and events.
- Booth at events, festivals, or fairs happening in the Library's service area
- Classes or programs on a wide variety of topics of interest to children, teens, families and/or adults at various locations managed by one of the Library's partners.
- Delivery of library materials by mail to County residents who are homebound
- Deposit collections at locations such as day-care centers, senior centers, nursing homes etc. and offer a small selection of materials of potential interest to the locations' clientele.
- Lockers where patrons can pick up their reserves when the branch is not open.

- Machines that vend books and other materials that can be accessed 24/7 depending on the location of the machine.
- Outreach van that can take materials to scheduled locations where staff can also offer pop-up library programs.
- Pop-up library with materials for children, teens, families, and/or adults at locations (retail stores, parks, special events etc.) that are expected to draw an interested audience.
- Pop-up programs for children, teens, families, and/or adults at locations (shopping malls, retail stores, parks, special events etc.) that are expected to draw an interested audience.
- Tech-mobile that goes to various locations (parks, retail stores, office buildings, etc.) where staff can demonstrate various technologies and answer questions residents might have about their own devices or items they might purchase.

The interests of the local community as well as the availability of other near-by amenities should influence which of these service delivery methods might be used in various parts of the County.
Self-Service Libraries

Libraries have been experimenting with the concept of self-service libraries. In some cases, patrons can access all or portions of the library when staff are not present. In other cases, the entire facility has been designed to be totally self-service. Security software is now available from companies such as Biblioteca <https://www.bibliotheca.com/open-library/> to support options such as these.







Looking Ahead

LOOKING AHEAD

With the submittal of this Facilities Master Plan, the first phase of the re-envisioning of ACPL's facilities draws to a close. In this final section, the consultants want to share some of the key initiatives that they believe the Library Board and staff will need to undertake in the next 9-12 months.

We believe these initiatives can be clustered in five primary categories which are covered in more detail below:

- Policies or Guidelines
- Processes and Procedures
- Document Creation
- Ongoing Transparency
- Staffing Needs to implement the Facilities Master Plan

POLICIES OR GUIDELINES

As ACPL moves forward with any major facility project, it should have relevant policies or guidelines in place. At a minimum, we encourage the Board of Library Trustees to develop policies on guidelines addressing the following topics:

Site Selection

A policy or set of guidelines on this topic needs to address two key questions:

- What criteria should be considered when selecting a site for a library?
- How will members of the public be involved in the selection of site for a new library?

Typically, public libraries have considered criteria such as these, listed in alphabetical order:

- **Accessibility:** The site will be easily accessible by car. When possible, it will also be accessible by bicycle, public transportation, and on-foot. The site will provide for a high degree of personal safety for people entering and leaving the building, especially at night. Natural or man-made barriers should not impede access to the site.
- **Acquisition cost:** The cost of the site will be within the Library's budget, and the price to be paid for the site should not exceed the fair market value of the site.

- **Adjacent uses:** The current and anticipated use of the surrounding land will complement library use in terms of function, peak use times, and traffic patterns.
- **Availability:** Whenever possible, the site should be currently available for acquisition. The time required to acquire the site will not negatively impact the proposed project timeline.
- **Community opinion:** The site will be one that will be acceptable to the residents in the service area of the proposed branch library.
- **Construction/Site development cost:** The site will enable the Library to construct a branch without incurring significant additional costs to prepare the site for construction or to construct the branch library.
- **Convenience:** The site will be close to the geographic and/or traffic center of the area to be served.
- **Environmental issues:** The site will enable the Library to construct a branch without incurring significant additional costs to mitigate prior soil contamination or other pre-existing environmental conditions such as poor drainage or unstable land formation. The site will not be in a flood plain or on protected lands.
- **Legal Matters:** The site will enable the Library to acquire the property and construct the branch without incurring significant additional legal costs.
- **Parking:** The site will allow for adequate onsite parking for library users and library staff.
- **Size and shape of the property:** The site will allow for the construction of an efficiently designed branch library. The site will allow for landscaping and required setbacks. The site will allow for expansion of the building and expansion of the parking lot.
- **Visibility:** The site and the branch library will be visible from major streets.

Here are links to how two libraries have approached the issue:

Clearview Library District. Windsor, CO

[Facilities Policy](#)

Sno-Isle Libraries. Marysville, WA

[Site Selection and Acquisition Policy](#)

NAMING LIBRARY FACILITIES

When ACPL builds a new facility in a portion of the County that currently does not have a library or replaces an existing facility with a new one in a different location, the Board should engage in a thoughtful and transparent process to name the facility.

As with site selection, the two primary questions to be answered are:

- What criteria should be observed when naming a library facility?
- How will members of the public be involved in the process to name a library facility?

Here are links to how other libraries have approached the issue:

DC Public Library. Washington DC

[Library Naming Policy](#)

Denver Public Library. Denver, CO

[Recognition Policy](#)

Hartford Public Library. Hartford, CT

[Naming Policies](#)

Ramsey County Library. Shoreview, MN

[Naming Rights](#)

San Antonio Public Library

[Library Facilities Naming Policy](#)

Facility Planning and Design Guide

In the Fall of 2020, ACPL staff created a Facility Planning and Design Guide which addressed topics such as site criteria, space considerations for various functions and services, and design guidelines for furniture, shelving, interior finishes etc. This excellent document is now being expanded to provide greater detail on these topics and to expand the scope.

When the draft is complete, it should be reviewed by the Capital Project Committee and revised based on their comments. The final document will be very useful to the architects, contractors etc. who will be hired to work on various facility related projects.

PROCESSES AND PROCEDURES

The Facilities Master Plan recommends that ACPL build several new libraries to replace existing facilities that cannot be expanded onsite for various reasons. To accomplish this, the Library will need to identify the steps necessary to acquire property for these new facilities. Once each new facility is completed, ACPL should proceed to sell the no longer needed facility and use the proceeds of that sale to offset the cost of other facility related projects.

Process to acquire new property

The consultants recommend that ACPL work with a real estate consultant to identify and acquire the properties needed for the new library facilities. The process that ACPL will observe should be approved by the Library Board.

The process should be as transparent as possible but also recognize that the Board might need to conduct some aspects of the acquisition process in executive session and that sometimes it might be necessary to move quickly to purchase a site that might otherwise be sold to another party.

Ideally, ACPL would acquire the various properties as soon as possible, even if construction would not occur for a few years. Purchasing the desired properties as soon as possible should allow ACPL to select sites that meet its site selection criteria and obtain them for less than they might cost 2-5 years from now if they are still available for sale.

Process to sell existing properties

The consultants recommend that ACPL work with a real estate consultant to sell the designated facilities once the Library no longer needs them. The process that ACPL will observe should be approved by the Library Board.

DOCUMENT CREATION

The Facilities Master Plan calls for an ambitious agenda of renovated some facilities, expanding and renovating others, and constructing

four or five new facilities. To implement this agenda, the Library needs to create a set of documents to guide the work and to manage the process of hiring the various firms that will perform the various tasks to complete the projects.

The consultants recommend that ACPL create the following documents:

Generic Building Programs

ACPL will need to provide the architects with a building program that provides information necessary to design the building and identify the furniture, fixtures, and equipment that it is expected to contain. Although every building will be different in design and even in the size of spaces within it, there should be enough similarity that by initially creating a generic building program it will be easy to customize the document for each facility as needed.

It is recommended that ACPL create three generic building programs:

- 15,000 SF Library
- 20,000 SF Library
- 25,000 SF Library

RFQ/RFP to select Real Estate Consultant

The recommendations as outlined in Section 5 include new and replacement branches on new sites, necessitating the acquisition and sale of real estate. The value of ACPL library facilities in the communities they serve is evident by the robust community response to the January 2022 Recommendation Options, and the specific interest in future branch locations.

ACPL should prepare an RFQ/RFP to solicit the services of a qualified real estate consultant capable of advising the Board on the sale and acquisition process, assembling a list of suitable sites for each location, and negotiating the purchase of new and sale of existing properties.

RFQ/RFP to select Owner's Rep to implement FMP

The process of guiding ACPL through a comprehensive Facilities Master Plan demands a specialized expertise in project management and deep knowledge of the regional design and construction industry.

The demand for this skillset would be significant but not permanent, aligning with the duration of the Master Plan. ACPL should prepare an RFQ/RFP to solicit the services of a qualified Owner's Representative who can oversee the implementation of the Facilities Master Plan.

RFQ/RFP to select Architects

ACPL should create a basic RFQ/RFP that can be used to solicit proposals from architects, a process which may be done in collaboration with a qualified Owner's Representative as noted above. This basic proposal can then be modified to contain the specific information about the project or projects for which the proposals are being sought.

Using the same structure for the RFQ/RFP will not only make it easier for ACPL to evaluate the responses, but it will also make it easier to architects to reply to multiple solicitations if they wish to do so.

RFQ/RFP to select Construction Manager at Risk

Each of the recommended renovations, expansions, or replacements will include a level of design, technical, and construction complexity consistent with the scale and scope of the work. Carrying out multiple construction projects simultaneously compounds this complexity, demanding a level of oversight and coordination across projects to minimize the risk inherent to multi-building facility plan implementation processes.

It is typical for multi-building master plans, and advisable for ACPL, to implement these projects via a Construction Manager at Risk (CMR) delivery method. A qualified CMR will be able to; manage the overall schedule across multiple projects; analyze bids for each major trade for best value and risk avoidance; leverage efficiencies and help avoid capacity shortages in the trades; and manage the overall budget openly and transparently.

As such, ACPL should create a basic RFQ/RFP that can be used to solicit proposals from qualified CMR candidates, a process which may be done in collaboration with a qualified Owner's Representative as noted above.

6 Looking Ahead

ONGOING TRANSPARENCY

As previously described in Section 3, ACPL actively engaged the community in the development and review of the Facilities Master Plan. This commitment to transparency should, of course, continue as the renovations, expansions, and creation of new facilities occur during the next decade.

We recommend that ACPL create and maintain a robust online site where community residents can easily find up to date information about each project including all public meetings where such projects will be discussed.

Here are links to how some libraries are keeping their communities informed:

[Cincinnati Hamilton County Public Library. Cincinnati, OH](#)

[DC Public Library. Washington, DC](#)

[Multnomah County. Portland, OR](#)

[Pueblo-City County Library. Pueblo, CO](#)

[Salt Lake County Public Library. West Jordan, UT](#)

STAFFING NEEDS TO IMPLEMENT THE FACILITIES MASTER PLAN

Over the past year, the Consultants had the opportunity to work closely with many ACPL staff members. We found them to be conscientious, dedicated, and talented. However, we do not believe that the current staff has the time, and in some cases, the expertise to undertake and complete in a timely manner many of the initiatives we described above.

We encourage the Library Board and the Library Director to carefully review the organizational capacity that will be necessary to implement the Facilities Master Plan and then to determine whether additional staff are needed and/or whether some needs could best be met by qualified consultants.



Bostwick
Design
Partnership



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