PROGRAM OF REQUIREMENTS
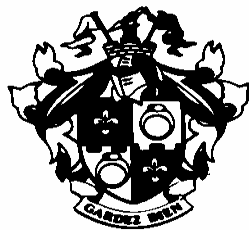
FOR

OLNEY COMMUNITY LIBRARY RENOVATION

Montgomery County Government

PREPARED BY

MONTGOMERY COUNTY
DEPARTMENT OF PUBLIC LIBRARIES
AND
DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION DIVISION
OF FACILITIES AND SERVICES

September 9, 2001
Appendices B & C added 10/02

PROGRAM OF REQUIREMENTS

FOR

OLNEY COMMUNITY LIBRARY

3500 Olney-Laytonsville Road
Olney, Maryland 20832

APPROVED:

_____   _____

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GENERAL RENOVATION GOAL

Renovation planning is a process that looks at a building and its services as an integrated whole. This overall systematic analysis of the building on a reasonable timetable is critical to maintaining adequate, safe and up-to-date public facilities. Working with the Division of Facilities and Services, the Department of Public Libraries does major renovation assessments on a regular 20-year cycle in order to:

? provide up-to-date, comfortable and safe physical facilities for the delivery of effective, efficient, and equitable access to library services for citizens throughout Montgomery County, Maryland;

? protect capital investment by maintaining the library system's infrastructure;

? assure that overhaul and replacement of major mechanical, electrical, duct, and lighting systems which are outdated and beyond economical repair are performed while maximizing public service hours from one year to the next;

? upgrade buildings to meet new code requirements (ADA, fire code, energy, safety requirements, etc.);

? update building requirements necessitated because of technological change by:
- meeting electrical load and cabling requirements in order to provide adequate access to power and communications,
- providing flexible space design,
- providing a sufficient number of dedicated conduits,
- providing some blank circuits for future growth needs,
- changing lighting and acoustics as needed to accommodate new technology;

? determine whether building size is appropriate to meet current and projected service demands by studying:
- changing population density,
- changing key demographics of the population which may alter library use patterns, i.e., age, ethnicity, income characteristics,
- changing program emphasis,
- changing information formats;

? update old, dated furniture and equipment to meet the needs and expectations of the community by:
- replacing outdated/outmoded equipment,
- replacing furniture to accommodate new equipment and customer requirements,
- replacing telephone systems with more efficient modern equipment,
- replacing seating to meet the needs of the community, and
- replacing information and circulation desks with ergonomically designed desks that accommodate new equipment and address changing ways of doing business;

? redesign the interior to more efficiently utilize staff and enable customers to better "help themselves" by:
- creating joint Adult/Children's information desks where feasible in community libraries,

- creating an open floor plan which allows:
  - ? Information and Circulation staff to monitor the building for safety and security
  - ? various collections to expand, contract and adapt as the community and information formats change,
- creating simple, logical floor plans for better service,
- adding signage which will encourage self-service,
- providing more electronic workstations for customers to use to access information and their personal library records,
- designing a quiet study space into the building so that customers can work away from the sounds of telephones, equipment, staff, and other customers,
- redesigning staff work areas to provide adequate workspace for each staff member.

INTRODUCTION

Mission Statement: The mission is to provide a full range of public library services to the greater Olney community. This includes information services and professional guidance in accessing materials for children and adults; a broad based circulating collection on a wide variety of subjects, a sizable selection of popular reading; sources to supplement the school curriculum from early childhood through the high school level, including a homework center; a general reference collection; electronic workstations for linkage to the library system as a whole and linkage to the greater information world of the Internet; referrals to other sources of information; and programming activities to supplement and enrich other services.

Level of Use: The Olney Community Library accommodates the following volume of use (FY01):
- Traffic: 421,530 visits per year
- Circulation: 526,611/year (FY 01)
- Information/Reference questions: 44,383/year
- Library sponsored programs: 223 annually

Meeting Room Use: Approximately 20 groups use the two Olney meeting rooms on a monthly basis, plus other one or multiple time users for a total of 963 hours booked for the large meeting room and 1,298 hours for the small meeting room. The total hours booked for the fiscal year of 1999 was 2,261.

Hours of Service: The Olney Community Library currently offers 61 hours of public service per week:

Monday - Thursday	10:00 a.m. - 9:00 p.m.
Friday	10:00 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

Staff Complement: Library staff consists of 14.5 work years, including 9 full-time staff:

l Library Manager
1 Senior Librarian
2 Librarian II's
1 Librarian I
l Library Assistant Supervisor
1 Library Assistant II
2 Library Assistant I's

In addition, there are 11 part-time staff:

1 Senior Librarian (Sunday Staff Supervisor)
4 Librarian I's
2 Library Associates
2 Library Assistant I's
2 Library Desk Assistants

Plus 10 shelving assistants working a total of 107 hours per week -- not included in work years, above. The library uses a corps of community volunteers, numbering 15, providing 35 to 40 hours of service weekly.

GENERAL BUILDING REQUIREMENTS
FOR A COMMUNITY LIBRARY

General Building Description

The Olney Community Library opened in May, 1982. The building is a partial two-story structure with a total of 16,825 square feet. Three second floor utility towers, which are located in the center and at each end of the building, house the heating and air-conditioning equipment and are accessible only by ladder.

The lower level houses all the public service and staff areas of the library. Customers can enter the building from the street side or from the parking lot side into a foyer and have access to the circulation area, two meeting rooms, and the public restrooms. A doorway behind the Circulation desk opens into the staff office, workroom and kitchen/lounge areas. The doorway to the left of the circulation desk opens to the public spaces including the Adult area, the Children's area, the OPAC's (online public access catalogs), the Reference room, the Periodical area, and the public word processing PC room. The remaining non-public areas include Children's storage and staff workroom areas.

When the Olney Library opened in 1982, the population in the Olney Planning Area was approximately 17,000 and has about twice that population now—33,850:

1980	1985	1990	1995	2000	2005	2010	2015
16,915	19,645	29,030	31,575	33,850	36,165	37,515	37,180

Source: Montgomery County Department of Park and Planning, Research and Technology Center, Demographic Model.

The population in this Planning Area is expected to grow gradually over the next few years. The library opened as a "small" community library, but because of heavy use was designated as a "large" community library—with additional hours and staff—in the early 90's.

Inadequate space for the collection and seating space have been an ongoing and growing problem because of the heavy use of this facility.   When additional staff was added to meet public service demands, space in the offices became overcrowded and inadequate. Because of the changing way of delivering information, space needed for electronic equipment has grown tremendously.

There have been some minor renovations to improve the use of space. A wall dividing the Reference and Children's rooms was moved in the spring of 1988 to provide additional space for the Children's collection. The Reference office was converted for the "public access computer project" in October 1987. A mini-renovation in 1997 provided six additional staff workstations in the workroom and along one wall in the Periodical storage room. As collections expand for a growing population and more computers are needed to provide access to electronic information, the limited space does not meet the needs for shelving, seating and display areas.

The building is architecturally interesting and has excellent natural lighting in the Adult, Reference, and Children's areas, which is provided from the huge overhead windows. The wood paneled cathedral ceiling, overhead windows, and surrounding brick walls all provide an open, airy environment and have space for the monthly exhibits of original art work displayed by the Olney Art League. A mosaic mural, "The Delights of Reading," enhances an exterior wall at the front of the building.

While the building is attractive, the design and use of space also poses several problems. First, the library entryway and circulation desk area uses a disproportionate amount of space when compared to libraries that incorporate the circulation area into the larger volume of the library. Second, in parts of the main reading areas of the library, there are walls with windows starting about 42" from the floor with heating units mounted on them just above the floor. This design negates the use of these walls for shelving or seating. The renovation design must address how to use this wall space for either shelving or seating. Third, the library was designed for closed stacks (now used for periodical storage with part of it open for public access) and children's storage. The brick walls that close off this part of the building to the public need to be removed so these spaces can become public areas that staff can monitor. Fourth, the brick floor in the entryways and circulation area is very attractive, but it is noisy and, when it is wet, slippery and hazardous. Fifth, the high ceilings and building materials cause an acoustic problem, with noise carrying throughout.

Centrally located in Olney, near the intersections of Olney-Sandy Spring Road and Georgia Avenue, this facility contains meeting rooms to serve community groups. It also provides the weekly site for our Mid-County Government Services Center staff to more closely serve the citizens of Olney, Sandy Spring, Ashton, Brookeville, and Laytonsville communities. Access to the building can be difficult because of the heavy traffic and high speeds on Sandy Spring Road.

There have been physical problems in the building. The most serious was the leakage from the roof, windows, and under doors—and the ceiling has had wood boring insects in several areas. The roof and clerestory windows were replaced in 2000. The HVAC system has also been failing. In the Spring of 2001 several heat pumps were replaced, but more work needs to be done. Other specific problems will be detailed under the areas listed in the document.

Summary of Renovation Needs

⇒ Replace the HVAC system, bringing all building systems up to applicable building and energy requirements; install new management technologies; and replace the building envelope (storefront and windows); and improve the pedestrian walkways, parking lot, exterior lighting, and stormwater management.
⇒ The Olney Community Library is heavily used and there is not enough space for the collection and number of electronic workstations needed serve the public. There is also not enough seating in the building to accommodate the needs of library users.
⇒ The space in the building needs to be utilized more effectively.
⇒ There are two opportunities to add space to the building: one is a 2,880 gsf addition in the front of

the building and the other is a 1,380 gsf off the back of the children's room.

⇒ Because of heavy use and the age of the furniture, it needs to be replaced.

⇒ Most of the shelving can be re-used, however, approximately 20% needs to be replaced, plus additional shelving is needed for the addition to the building.

⇒ Office space is very crowded and needs to be redesigned, and if possible, expanded. Service heads should have private offices instead of shared offices if possible.

⇒ Storage space is inadequate in this library and space must be found for it.

⇒ Two interior brick walls (one between children's room and children's storage and another housing periodicals) need to be removed to provide public space that can be monitored.

Site Use and Building Access

Conditions in the Existing Building:

? Library space is inadequate for collection, electronic and seating needs of the public.

? Library has sidewalks leading to entry doors from the parking lot and from Olney-Laytonsville Road. Sidewalks are in fair condition, but bricks need resetting and some are missing from the front walkway.

? There is no sidewalk (handicap exit) from the large meeting room exit to the parking lot, so that exit can only be used for emergencies. The public needs to exit from the library lobby after hours, which presents a security problem.

? Vehicle circulation and access create a dangerous situation for drivers entering and exiting the library driveway because three lanes of traffic on Olney-Laytonsville Road (Route 108) must be crossed. Several accidents have occurred.

? There is a semi-circular drive at front entrance for drop off and waiting.

? Delivery entrance access into the staff workroom is good, with no interference with public entries.

? Library is set back from the road with large trees in front and visibility from Olney-Laytonsville Road is inadequate. Due to the darkly tinted windows, it is difficult to know if the library is open.

? There is one small sign directing the public to the building.

? There is no signage to indicate if building is open or closed other than posted hours on doors.
   ? Shrubs and other plants are in relatively healthy condition and should be maintained and preserved.

? The benches on the street side of the building are worn and rotting.

? The roof was replaced in 2000.

? Flagpole mechanisms are worn and do not work properly.

? There is no light on the flag.

Recommendations for Change:

- ? Add 2,880 and the 1,380 gsf addition to the building to meet collection, electronic and seating space needs.
- ? Replace the existing brick walkways with flooring that will absorb sound and are non-stick.
- ? Construct a sidewalk from the large meeting room exit to the parking lot to allow the public to use the room's exit after hours.
- ? Improve entry driveway.
- ? Work with the State Highway Department to determine ways to improve safety for drivers entering or exiting the parking lot onto Olney-Laytonsville Road. Consider: a traffic light, or signs lowering the speed limit on Olney-Laytonsville Road by the entrance to the library's driveway.
- ? Use clear rather than tinted windows on north or street side of the building to increase visibility.
- ? Need large sign on the building and freestanding by the road to advertise library. Add a lighted sign to indicate if the library is open or closed..
- ? Replace benches on north or street side of the building.
- ? Review ADA requirement compliance and make changes as necessary.
- ? Renovate flagpole mechanisms.
- ? Install light to shine on the flag so it can fly 24 hours a day.

Structural Issues

Wood boring insects in the ceiling have been a problem. Also, the proposed addition will require the removal or bridging support of two existing masonry walls.

Recommendations for Change:

- o Correct problem of wood boring insects.

Parking Lot

Conditions in the Existing Building:

- ? There are 96 parking spaces in the parking lot, with 4 handicapped parking spaces.
- ? There currently is adequate parking for normal library use. However, Children's programs and County programs create parking overflows to the adjacent shopping center.
- ? The signs in the lot are rusted.
- ? The surface of the lot shows signs of weathering.
- ? Many sections of the curbing are broken and anchor spikes protrude from a few of them.
- ? Lighting is inadequate in most areas of the parking lot and in front of the building.
- ? Water pools in the back of the parking lot when there is heavy rain.

- ? Replace signs.
- ? Mill and overlay the existing parking.
- ? Replace curbs and storm drain inlets.
- ? Install two emergency call boxes in the parking lot.
- ? Modify storm water management flowing from the site as required.
- ? Enhance lighting to eliminate dark areas.
- ? Correct drainage problem.

Safety and Security

Effective security must be provided for the staff, the public, and the equipment including library materials.

Conditions in the Existing Building:

- ? Motion detection system is in operation in part of the building.
- ? Checkpoint materials security system is in operation.
- ? There is no public address system except through the telephone paging system, which has proven inadequate.
- ? There is some emergency lighting, but it is inadequate.
- ? There are smoke alarms and visual signals for hearing impaired.
- ? The rear exit door from staff room has a regular lock with a panic bar for quick escape in an emergency.
- ? The public entry doors have panic bars for quick escape.
- ? Button-controlled automatic doors are installed on main entry doors on both sides of the building, but they do not function properly.
- ? The brick floor tile in the lobby becomes very hazardous when wet and extremely noisy when book trucks must travel over it.
- ? A safe has been anchored to the floor in the book drop room.
- ? There are no security cameras in the building to monitor activity.
- ? Locking and unlocking the main doors is very difficult requiring an allen wrench.

Recommendations for Change:

Effective security must be provided for the staff, the public, and the equipment, including library materials. Specific needs:

- ? Replace security system for the entire building and grounds.
- ? Provide public address system throughout building.

- ? Update and install additional emergency lighting.
- ? Replace public entry doors and automatic openers
- ? Install security cameras in areas that cannot easily be monitored by the information and circulation desks.
- ? Replace doors with key locking/unlocking system.
- ? Replace brick floor tile in lobby with safer non-skid, low-noise tile.

Lighting, Electrical, Electronic Needs

The interior of the building must be wired for future flexibility for a variety of equipment--both electric and electronic and voice and data lines.

Lighting

Conditions in the existing building:

- ? Lighting is good in some places, but inadequate in others. For example, in the Adult stack area there are dark spots and heavy shadows resulting from high book cases and overhead lights that are not positioned between the aisles so spine labels can be read.
- ? Natural lighting is exceptionally good in all other reading areas.
- ? There is no natural lighting in the 2 meeting rooms.
- ? Windows in several areas of the building are clouded. Windows are not energy efficient.
- ? Emergency and parking lot lighting (see Parking Lot section above).
- ? Clerstory windows were replaced in 2000.

Recommendations for Change:

- ? Lighting needs to be improved so there are no dark spots or shadows cast from the high bookcases and customers/staff can read the labels and spines of the books.
- ? Replace all of the windows (except clerestory windows).
- ? Update emergency lighting and parking lot lighting (see Parking Lot section above).
- ? Provide natural light in the meeting rooms, if feasible.

Electrical, Electronic Needs

Conditions in the existing building:

- ? Conduit runs for electricity, electronic cabling, voice and data lines are not large enough for current equipment or future expansion. As a result, there are power poles and exposed cables and wires, which have negative safety and aesthetic implications.

? Information and Circulation desks and workspace areas do not have ample raceways for wire management.
? Some workroom and office spaces do not have sufficient electrical outlets.
? Fibernet is on the site but needs to be brought into the building.

Recommendations for Change:

? Improve flexibility of wiring, providing conduit runs of sufficient capacity to allow for opening day and future wire insertion, as well as a some blank circuits for future dedicated lines.
? Provide electrical/conduit plan that is flexible enough to accommodate future rearrangement of shelving and furniture.
? Include the addition of the County's Fibernet network needs in the electrical/conduit plan.
? Provide flush mounted floor outlets and ample numbers of wall outlets at regular intervals throughout the building and wire management in all furniture.
? Reroute and add outlets in public, office, and workroom areas to meet current and future needs. Eliminate power poles.
? Bring fibernet into the building to run the telephone and computer systems. This location is currently not funded for fibernet in the County plan.

Acoustics

Conditions in the existing building:

? In general, noise carries too easily all across the library.
? Circulation area is noisy because of brick floor.
? Children's area becomes so noisy it is difficult to hear when talking on the telephone.
? Staff work areas offer few barriers to absorb noise or to provide for privacy and a quiet workspace
? The restroom sounds are heard in the hallway, meeting rooms and circulation desk areas.

Recommendations for Change:

? Evaluate noise and reverberation levels and bring them to standards.
? Replace the brick floor in the entry way with a material that absorbs sound.
? Devise a way to absorb/buffer excessive noise from the Children's area without closing off the Children's room from the rest of the library.
? Provide acoustical materials to help eliminate some of the noise throughout the library.
? Plan an office arrangement or office system that addresses noise levels in the work areas (see Administrative Offices and Staff Work Spaces sections).
? Provide the necessary acoustics to the restrooms.

Mechanical Systems, Environmental Controls & Energy Conservation

Conditions in the existing building:

- ? No direct digital control energy management system exists.
- ? Ventilation/air circulation is uneven and poor in the Circulation Desk, Periodical, Children's room, and workroom areas making the building very uncomfortable with extremes of heat or cold in some areas. The Circulation Desk area can be very cold or very hot in winter or summer and there is no control over it.
- ? The workroom is generally too cold for comfort unless the wall heaters in the staff offices are on and the doors are open.
- ? Technology of the HVAC system is outdated and inefficient and the system is generally unreliable.
- ? Building has operable windows but the opening space is so small that they are most ineffective. Staff must rely on opening Emergency doors, which are not screened to ventilate the building.
- ? Filtering system is inadequate which results in much dust accumulation.
- ? Air circulation system in Adult reading and Circulation areas is very inadequate and can become stifling to patrons and staff.
- ? Plumbing is generally adequate.
- ? Hot water does not get to the staff kitchen/lounge.
- ? There is a recurring backup of sewer gas in a floor drain in the mechanical room next to the door to the small meeting room.
- ? Building surfaces are generally in fair condition.
- ? There are no ceiling fans to provide ventilation in poorly ventilated parts of the building.
- ? The roof was replaced in 2001.

Recommendations for Change:

See attached Engineering Program of Requirements

Signage and Tack Space

Conditions in the existing building:

- ? Interior signage is inadequate for easy public use of the building.
- ? One bulletin board 24 square feet (4' X 6') is currently located across from Circulation Desk and is inadequate for community information displays.

Recommendations for Change:

? Replace signs with new signs with large, clear lettering that meet the needs of the diverse community. Use differing types of furniture to help define function and purpose of the public areas, allowing the public to easily use the building.

? Double the current public bulletin board space to two bulletin boards 4' X 6' (see Library Entry for Additional Display Items section).

Carpeting, Finishes and Furniture

Conditions in the existing building:

? By the time the building closes for renovation, carpeting will need to be replaced.
? Walls need repainting.
? Furniture is wearing and in generally poor condition.

Recommendations for Change:

? Replace carpeting with grade that will withstand heavy public use. Install carpet pad under the carpet behind the circulation desk.
? Paint walls and other surfaces as needed inside and outside of the building.
? Replace furniture (see individual spaces in the section, **Components of the Olney Library**, for specifics).

Shelving

Conditions in the Existing Building:

There is a combination of metal, standard shelving, JD shelving (used for media and paperbacks), and some specialty shelving (for CDs). The metal shelving is in good condition.

Recommendations for change:

? Reuse and reconfigure existing metal, standard shelving in discreet sections of the library.
? Replace all JD and specialty shelving to match standard shelving. It is estimated that 1/3 of the shelving needs to be replaced. Funding is also needed to reconfigure shelving.

COMPONENTS OF THE OLNEY COMMUNITY LIBRARY

In the following sections, the components of the Olney Community Library (the activities, participants, area required for the activity, the environment desired, equipment, furnishing and adjacencies required) are described component by component. After each (at a future time), there will follow recommendations for change.

Library Entry

The Circulation Desk needs to be close to the library entry. It is also useful to have an attractive community information area containing bulletin boards, community information display area, lounge chairs and tables, and space to accommodate customers to line up in front of the Circulation Desk and to enter or exit the programming rooms.

The public entrance to the library consists of two vestibules, handout areas, and lobby area. The two vestibules are too small and lack sufficient wall space area for the numerous pamphlets, flyers, and newspapers displayed.

This entry area contains more than 525 linear feet of shelving for Adult materials, which are displayed directly across and to the side of the circulation desk. The area is congested, causing customers to queue along the side of the Circulation Desk, providing poor visibility for staff.

Some materials are stored on a freestanding metal bookcase, wall mounted and island unit wire shelving units (brand name is JD), and wooden frame racks with plastic spindles. Most of the shelving is 80" high JD with 4' and 2' long sections. Some collections (CD's, for example) would be best located in another area of the library. They are in the entry only because of space limitations in other parts of the building. The area includes:

- taped books, 137 linear feet
- taped music, 12 linear feet
- CD's, 58 linear feet
- paperbacks, 320 linear feet (Adult fiction, Romance, Science Fiction, Westerns, and Mystery)

Conditions in the Existing Building:

- ? Automatic doors are noisy and close on people in the vestibule area.
- ? Door locks are difficult to open and close.
- ? The heating/air conditioning in the entry area seems not to work at all.
- ? The space is too large to dedicate to circulation functions only, and trying to provide other services there—seating or shelving—creates problems.
- ? Theft detection equipment is in place.

- ? Motion detection security system is in place (see Safety & Security Section, above).
- ? People counter system is in place and works well.
- ? Brick floor is noisy and hazardous when wet.
- ? 2 pamphlet display units are 4' X 6' and are inadequate.
- ? Display units for giveaway newspapers are inadequate.
- ? There are 48 linear feet of local book sale shelving, which is adequate.
- ? There are 24 square feet of space on one bulletin board, which is not adequate.
- ? There is no space available for seating.
- ? There are 527 linear feet of miscellaneous bookshelves and audio-visual materials shelves.

Recommendations for Change:

- ? Replace doors to automatically open on a horizontal track.
- ? Provide an improved door locking system.
- ? Upgrade heating/air-conditioning/ventilation in the entry area.
- ? Find a compatible library function to utilize part of this space with the circulation functions.
- ? Update the materials security system to be compatible with a new self-charge system.
- ? See Safety & Security Section for recommendations for brick floor.
- ? Redesign giveaway area in the two vestibules to accommodate larger pamphlet racks (6' X 6' instead of 4' X 6').
- ? Replace newspaper display units.
- ? Add new plastic tower display units to house giveaway newspapers and large handout display items.
- ? Add a second bulletin board with 24 square feet of surface.
- ? Increase the area to allow space for 6 of lounge chairs and 2 of side tables.
- ? Relocate 525 linear feet of books on tape, CD's, cassette tapes and paperbacks to the Adult reading area.
- ? Replace signage.

Circulation Desk

Activities at the Circulation Desk include: check-in, renewal and check out of library materials, pick up of reserved and located materials, user registration for library cards, and back up telephone answering. Additional services include purchase of Metro Cards, and Ride-On passes. Returned library materials are checked in and sorted into book trucks and tubs for shelving or forwarding to other libraries. Reserve books are stored on shelved behind the desk. Miscellaneous supplies and materials essential to the Circulation function are stored in and under the desk.

During peak times, as many as 25+ people may queue up to receive the services provided by staff at this desk. One to three staff members may be scheduled on the desk depending on public demand. A minimum of 600 square feet is needed for three circulation terminals, one or more self-check out

machines, a registration area, a cash register, and a shared printer for the Sirsi computer system. The circulation and self-check out workstations will require space for a monitor, scanner, printers and desensitizer for the new security system, in addition to due date stampers and other supplies. The desk must have adequate space with clear circulation pattern for the queuing of lines at the check out stations (in front of the desk), and ample space inside the desk for at least 9 book carts, 3 sorting tubs and shelving for reserves/located items.

The Circulation Desk must be adjacent to the entrance to the staff workroom. The desk should also be placed in a manner which allows staff to help monitor activity in the building.

Conditions in the Existing Building:

- ? Registration section of the Circulation Desk is a table to the right of the main desk and is several inches lower than the counter.
- ? Circulation desk was not designed for computer terminals, printers, security systems, telephones, and the cash register and lacks the proper channels for wiring and cabling.
- ? There is one self-charge machine.
- ? There is no security system that requires desensitizing materials before checking out.
- ? There are 4 tubs in use—2 under the desk to catch returned materials and 2 used to sort returns and holds, 1 of which is in the workroom due to space restrictions, and there are also 9 book trucks in use.
- ? Space behind the desk is inadequate and crowded. Shelving for reserves starts at the floor, which does not allow tubs and trucks into that area.
- ? There is adequate space in the desk to store materials.
- ? There is a silent alarm under the desk.
- ? 3 adjustable drafting chairs are in fair condition.
- ? There is a buzzer from the circulation desk to the workroom.

Recommendations for Change:

- ? Provide a new Circulation Desk that meet ergonomic standards for three staff and one self-charge workstations, with adequate space for the electronic equipment and a proper wire/cable management system and with well-arranged storage space (placement and depth) underneath. There needs to be knee room under the workstations so staff can sit on the stools. (see attached report)
- ? Provide Circulation Desk with enough space to accommodate four depressible book tubs and nine book trucks.
- ? Replace 3 ergonomic, adjustable drafting chairs.
- ? Consider adding 2 additional self-charge machines.
- ? Maintain the buzzer from the circulation desk to the workroom.

Book Depository

Book depositories should be convenient to the parking lot and entrance to the building, and slots should empty into dry, well-ventilated, fireproof rooms.

Conditions in the Existing Building:

- ? The book depository room is approximately 81 square feet and has a sprinkler system and is generally adequate.
- ? There is one slot for all returned materials, which is adequate.
- ? Access for customers to the bookdrop is difficult – far from parking.
- ? The safe is located here.
- ? Audio-visual equipment is stored here because there is no other space available in the building.

Recommendations for Change:

- ? Provide larger book depository signage outside building.
- ? Relocate the bookdrop to a more accessible space with carpeting.

Information Desks

Currently, the library has an Adult information desk and a Children's information desk. A unified Adult and Children's desk should be considered in the new building if it provides for efficient service and allows staff to serve all customers well while monitoring the building. If the desk is to be a combined service desk, there should be 4 workstations, two for Adult librarians and two for Children's librarians.

The adult and children's information desks may be combined in FY02. A combined desk may be desirable in the renovated library.

Adult Information

Staff helps the public access and use the library services and resources, both in person and by telephone from the Information Desk. The desk needs to be highly visible, situated in the overall open area with a well-defined design and signage, and within sight of the Children's Information Desk and the Circulation Desk. The desk must be wired as flexibly as possible to accommodate the electronic future whose dimensions are not specifically definable.

The general public (from elementary students to senior citizens) plus two or more librarians use this space. The Information Desk requires a total of about 100 square feet incorporated into the Adult

area.

Conditions in the Existing Building:

? Desk has poor visibility from the library entrance and from the Circulation Desk. Customers currently approach the desk from the right rear side of the desk.

? The information desk is located near the entrance to the Adult area and is completely out of sight of the main Reference collection.

? The desk was not built for the electronic workstations that are now used.

? At the information desk there are:
- 2 computers--2 scanners and 1 network printer
- 2 telephones
- 1 direct dial patron telephone
- 1 TTY telephone
- 1 telephone sequencer
- 2 chairs for customers
- 2 adjustable chairs in fair condition for staff work stations

? Desk is 29-1/4" high, rounded at each end and has one unit underneath which contains 2 regular drawers and 1 letter-width file drawer. It is designed for 2 staff workstations.

? Desk faces the Adult and Young Adult reading areas and the Children's Information Desk.

? There is a wooden cabinet shelf unit behind the desk that was used as a listening station for records when the library opened. It contains 2 legal size drawers, with bookshelf space for 241 linear feet for the Ready Reference collection and miscellaneous Information Desk items.

? There is no buzzer system to the workroom.

Recommendations for Change:

? Combine the Adult and Children's Information Desks in a place that serves both populations well.

? If combining the desks is not possible, place new Information Desk in line of sight to the Children's Desk, the entrance, the Circulation Desk, and as much of the library as possible. It is desirable to be able to monitor the Adult reading and Periodical areas and the Quiet Study Room from this desk.

? Replace the Information desk that meets ergonomic standards with a new unit: 29" high and 30" deep. (see attached report) Need 2 staff work stations (4 stations would be needed if Adult and Children's Desks are to be combined) with space for 1 PC each and 1 network printer. The desk design should:
- be of a design that allows for wiring and cable management and for future expansions or additional components as needed;
- provide sufficient counter top--length and width--to allow the addition of 1 piece of electronic equipment in the future without additional space or wiring;
- provide openings between the workstations in two or three places for easy access to

the collections, for assisting customers or for responding to telephone questions;
- provide a counter top (approximately 29" high and recessed if necessary) and 2 chairs for customers using the direct dial telephone to other libraries, or needing a high degree of assistance, or to accommodate persons with disabilities;
- include a unit with 1 file drawer and 1 regular drawer to the side of each workstation, plus another unit with regular drawers.

? Replace 2 staff chairs with adjustable, ergonomic chairs with armrests.
? Replace telephone system with new equipment. Need 2 telephones for staff workstations and 1 direct-dial telephone for customer use. Need telephone sequencer and adequate space for it on or under the desk.
? Provide 240 linear feet of shelving for Ready Reference books and other materials.
? Add a buzzer to the workroom.

Children's Information

The adult and children's information desks may be combined in FY02. A combined desk may be desirable in the renovated library. Staff assists the public in the use of the library, services, various materials and resources, both in person and by telephone from the Children's Information Desk. The desk needs to be highly visible and situated in the overall open area with well-defined design and signage. A unified Adult and Children's Desk should be considered in the new building if it provides for efficient service and allows staff to serve all customers well while monitoring the building. If the desk is to be a combined service desk, there should be 4 workstations, 2 for Adult librarians and 2 for Children's librarians.

Conditions in the Existing Building:

? The desk has poor visibility from the library entrance and the Circulation Desk.
? The desk is positioned in the entrance way to the Children's area.
? At the desk there are:
- 2 OPAC's, 2 scanners, and 1 printer
- 1 telephone
- No chairs for customers
- 1 adjustable chair in fair condition for staff workstation.
- Wire management poor and the desk is crowded.

Recommendations for Change:

? Combine the Adult and Children's Information desks in an area that serves both populations well.
? If combining the desks is not possible, place new Children's Information Desk in line of sight of the Adult Information desk. It is desirable that staff are able to monitor as much of the library area as possible.

? Replace the Children's Information Desk with a new unit that meets ergonomic standards 29" high and 30" deep with space for 2 Children's librarians. (see attached report) The desk should:
- be of a design that allows for wiring and cable management and for future expansions or additional components as needed;
- provide sufficient counter top - length and width - to allow for 2 PC's and space for a printer;
- provide opening between the work stations for easy access to the collections, for assisting customers or for responding to telephone questions;
- provide space (approximately 29" high and recessed, if necessary) and 1 chair for customers using direct dial telephone to other libraries, needing a high degree of assistance, or to accommodate persons with disabilities;
- include 2 file drawers and 2 regular drawers to the side of each work station plus another unit with regular drawers.

? Replace 2 staff chairs with adjustable, ergonomic chairs with armrests.
? Replace the telephone system with new instruments. Need 2 phones for staff workstations.
? Locate the Children's Reference area near the Children's Information Desk and into a single, well-defined reference section, but provide 12 linear feet of shelving or a wheel for Ready Reference for heavily used reference materials right behind the Children's Information Desk.

Adult Area

This room houses the Adult circulating collection and is used by staff and customers for information searches, browsing, studying, and reading. It houses Adult library book materials and shelving, OPAC's, copying machines, and tables and chairs for seating. Adult Services
should be maintained as a single core unit for library services, but at Olney the Adult collection is spread into three different rooms, including the Entry area and a separate Reference area.

All areas must be easily accessible from the Information Desk with as much visibility as possible. It is best to have the Reference collection, OPAC's and other electronic equipment close to the Information Desk so staff can efficiently help users with their information needs.

Conditions in the Existing Building:

? There is inadequate shelving for most of the collection.
? There is not enough space between the free standing shelf units.
? Built-in bookends are mounted on the top of each shelf and are difficult to use.
? The **Reference** collection is located in an enclosed room behind the Non-fiction collection and to the left of the Children's room. It cannot be seen from the Information Desk and

the space is inadequate. (See **Reference Room**) The collection is shelved on 324 linear feet of steel shelving. (Combined with Children's Reference in 2000).

? The **Non-fiction** collection is located on a row of free standing units and wall units in front of and along the wall to the left and right of the Reference room. The space is inadequate. It is shelved on 1,153 linear feet of steel shelving.

? The **Fiction** collection is located on wall shelves after the Periodical display area, then on free standing units in front of the windows near the street and continues along the wall on the street side of the building. The space is inadequate. It is shelved on 903 linear feet of steel shelving, plus an additional 300 linear feet of paperback fiction are located in the on wire shelving in the lobby area, for a total of 1203 linear feet of fiction books.

? The **Mystery** collection (hardbacks) is located in a row to the left of the Information Desk. The space is inadequate. It is shelved on 216 linear feet of steel shelving.

? The **Westerns** collection (hardbacks) is located to the right of the hardback Mystery collection. The space is inadequate. It is shelved on 15 linear feet of steel shelving.

? The **Science Fiction** collection (hardbacks) is located next to the Mystery collection close to the Information Desk. The space is inadequate. It is shelved on 54 linear feet of steel shelving.

? The **Short Story** collection is located at the end of the Fiction collection on the wall to the left of the Reference room. The space is inadequate. It is shelved 15 linear feet of steel shelving.

? The **New Books** (hardbacks) display area, which also contains Librarians' Choice, 7 Day Express, new Non-fiction, new Fiction, new Large Print and new media items, is located along the wall to the right of the Information Desk. It is shelved on 138 linear feet of steel shelving.

? The **New Books** (paperbacks) display areas include 1 wire bookrack containing 25 linear feet, which is inadequate.

? Paperbacks are separate from the core Adult collection (see **Library Entry**).

? There is no display area or display shelving for new paperbacks.

? **Browsing** area: see Circulation area. A **Browsing** area for paperback Fiction, Western, Romance, Science Fiction, Mystery, books on tape, and CDs is located in the lobby area (see **Library Entry**).

? Between the Information Desk and the copy machines is a round table for book displays.

? The **Large Type** collection is located at the end of the free standing Non-fiction shelves next to the Young Adult collection and is shelved on 63 linear feet of steel shelving.

? The **Literacy and Non-print Foreign Language** collection is located on the other side of the Western collection and the space is inadequate. It is shelved on18 linear feet of steel shelving.

? The **Reading List** collection and **Cliff** and **Monarch** notes are shelved together across from the Information Desk and the space is inadequate. They are shelved on wall-mounted JD shelving units and using 111 linear feet of shelving.

? **Foreign Language**. There is no space for a Foreign Language collection.

? **Periodicals** are located in three places (see Periodical Section).

? **Oversize books**. There is no provision for oversize books.

? There is inadequate floor space for displays with the current newspapers, consumer and business references in the Adult area.

? **Adult reading area** has:
- 12 lounge chairs (fair condition),
- 1 rectangular table (fair condition)
- 5 round tables (fair condition)
- 22 study chairs (fair condition)

? There is not enough reading room space or seating in the Adult area.

Recommendations for Change:

? Redesign shelving units so bookends are mounted on the back of the bookshelf and not on the top to facilitate easy use of the bookends by customers and staff.

? Design each collection in the Adult area to be well defined and signed to enable customers to find specific collections easily.

? Use some of the 2,880 and the 1,380 gsf of the library addition to meet the collection (shelving) and seating needs of adult customers listed below.

? An additional 1,100 linear feet of shelving is needed for the Non-fiction collection, (including a foreign language section) that will also incorporate the Reference collection, totaling 2,700 linear feet.

? An additional 1,000 linear feet of shelving is needed for the Fiction collection, for a total of 2,400 linear feet. This includes 500 linear feet of shelving or the Browsing collection in the library Entry area.

? Provide 150 linear feet of single side shelving for New Book display area.

? Replace 5 tables.

? Replace 22 chairs.

? Provide an additional 4 tables.

? Provide 18 additional chairs.

? Replace 12 lounge chairs.

? Provide an 4 additional lounge chairs.

Children's Area

- ? The Children's room currently occupies 1,850 square feet, which is inadequate.
- ? Children's print materials were 58% of the FY 99 print circulation (adult was 40.5% and young adult was 1.5%). The allocation of space for the Children's versus the Adult circulating collection should be reconsidered before renovation.
- ? Due to lack of any kind of acoustical insulation in the Children's room, it can become so noisy it is difficult for telephone conversation.
- ? The Picture Book area is too small and should be more inviting.
- ? Current Picture Book furniture include:
    - 1 sloping top table 54" wide X 26" high
    - 2 benches
    - 2 round tables 43" wide X 25" high
    - 8 chairs
- ? Need more tables and chairs in Picture Book area.
- ? Seating in the Picture Book area is in poor condition.
- ? Non-fiction area furniture includes:
    - 1 rectangular table 60" X 31" x 30" high
    - 2 round tables 42" wide X 30"high
    - 8 chairs
- ? There is not enough seating for upper elementary students.
- ? There are 4 OPAC's and 1 printer.
- ? Signage is inadequate for the Children's collection.
- ? Audio-visual and other special equipment is stored in the Children's storage area and in the book drop storage area, which is inadequate.
- ? There are 216 linear feet of Picture Books in the reading area, 150 linear feet more in storage area, totaling 366 linear feet, which is inadequate.
- ? There are 450 linear feet of Non-fiction in the reading area, 105 linear feet more in storage area, totaling 555 linear feet, which is inadequate.
- ? There are 211 linear feet of Fiction in the reading area, 12 linear feet more in storage area, totaling 223 linear feet, which is inadequate.
- ? There are 44 linear feet of Blue Tape books in the reading area, 15 linear feet more in storage area, totaling 59 linear feet, which is inadequate.
- ? There are 39 linear feet of Yellow Tape books in the reading area, 42 linear feet more in storage area, totaling 81 linear feet, which is inadequate.
- ? There are 154 linear feet of Paperbacks in the reading area, 24 linear feet more in storage area, totaling 178 linear feet, which is inadequate.
- ? There are 90 linear feet of Reference, which is inadequate.
- ? There are 14 linear feet of Periodicals stored in boxes on the floor, which is inadequate (need to be taken off the floor and shelved on face-out shelving).
- ? There are 74 linear feet of Videos, which is inadequate.
- ? There are 17 linear feet of pre-school books on which is inadequate.
- ? There are 20 linear feet of audiocassettes, which is inadequate.

- ? There are 14 linear feet of J books on tape, which is inadequate.
- ? There are 3 linear feet of CD's, which is inadequate.
- ? There are an additional 87 linear feet of holiday books in the periodical storage area, which is inadequate.

Recommendations for Change:

- ? Use some of the 2,880 and the 1380 gsf of the library addition to meet the space needs for collection (shelving) and seating needs for the children using this area, as listed below.
- ? Define the Children's area, and consider relocating this area.
- ? Provide acoustical insulation to lessen the noise.
- ? Provide a defined Picture Book area.
- ? Provide 4 tables for Picture Book area.
- ? Provide 16 chairs for Picture Book area.
- ? Provide 1 slope top table (an easel-type table) in Picture Book area.
- ? Provide 3 tables for Children's reading area.
- ? Provide 12 chairs for Children's reading area.
- ? Provide 700 linear feet of shelving for Picture Books (an additional 334 linear feet).
- ? Provide 900 linear feet of Non-fiction shelving (an additional 345 linear feet).
- ? Provide 500 linear feet of Fiction shelving (an additional 277 linear feet).
- ? Provide 100 linear feet for blue tape shelving (an additional 41 linear feet).
- ? Provide 125 feet for yellow tape shelving (an additional 44 linear feet).
- ? Provide 300 linear feet for paperback shelving (an additional 122 linear feet).
- ? Provide 125 linear feet for Reference collection shelving (an additional 35 linear feet). (Combined with Adult Reference in 2000).
- ? Provide 28 linear feet of sloping shelves for J periodicals (an additional 28 linear feet, because these periodicals are currently sitting in boxes on the floor).
- ? Provide 200 linear feet for video shelving (an additional 126 linear feet).
- ? Provide 50 linear feet for pre-school books on tape (an additional 33 linear feet).
- ? Provide 40 linear feet for audiocassettes shelving (an additional 20 linear feet).
- ? Provide 12 linear feet for CD shelving (an additional 9 linear feet).

Children's Programming Space
(currently in the Meeting Rooms - see **Meeting Rooms** section)

Children's programming areas are used for group activities for children, including story programs, storytelling, films, etc. as scheduled. Generally an informal seating arrangement is used or no seating at all (children sit on floor for programs).

A minimum space of 380 square feet is required for programs with up to 60 people (mostly children, some adults). The space needs to be flexible and attractively and imaginatively designed, and somewhat secluded with sound baffling.

Conditions in the Existing Building:

? Currently Children's programs are done in the small or large meeting room. For elementary school age children there are frequently 60 or more children in attendance during the school year and 100 to 250 in the summer. For preschool programs attendance ranges from 60 children during the school year to as many as 150 in the summer.
? There are no windows in either the small or the large meeting room.

Recommendations for Change:

? I f possible, provide an 18 x 16' square foot programming room adjacent to the Children's Reading area, using some of the 2,880 and 1,380 gsf of the library addition (although because of the demands for seating and shelving, it is unlikely that a children's programming space can be accommodated).
? Provide a wall screen for films.
? Provide a chalkboard.

Children's Room Storage

Storage for Children's materials (overflow Picture Books and seasonal materials) and programming equipment is essential.

Conditions in the Existing Building:

? Storage is in 2 places:
- In room near Children's Information Desk, overflow books, programming materials and some audio-visual equipment shelved on:
  > 6 single side units—each 3' long X 90" high
  > 2 double side units—each 12' long X 90" high
  > 1 double side unit—6' long X 90" high
  > 1 single side unit—3' long X 42" high for a total of 378 linear feet, which is inadequate.
- In Periodical room shelved on:
  > 6 single side units—each 3' long X 90" high for a total of 87 linear feet, which is inadequate.

Recommendations for Change:

? Require additional 100 linear feet for program materials storage.
? Require locking closet for audio-visual equipment.
? Require 180 linear feet for holiday book storage (so that these books do not have to be

stored in the Periodical room) for a total of an additional 280 linear feet of shelving to be added.

Online Public Access Catalogs (OPAC's)

Currently, the public access catalogs are located in two areas within the Adult reading room and in one area in the Children's room, and are used to locate library materials for the local branch and the whole library system. Montgomery County Department of Public Libraries' vendor for the OPAC is SIRSI. In addition, the OPAC has connections to 1) the Internet via Sailor (Maryland Library Internet Node); 2) numerous reference and information sources on the central SIRSI processor (including an on-line encyclopedia, magazine indices, directories, etc.); 3) other SIRSI libraries, etc. It is the main reference and information tool for the staff and library customers. The system has changed dramatically in the last several years and will continue to do so. The area must be designed for continuous change and growth.

Customers use the OPAC area, often with the assistance of staff. It should be highly visible, well signed, positioned to avoid glare on the screens, provide ample space for traffic, and convenient to the Information Desk.

Conditions in the Existing Building:

There are a total of 21 OPAC's for public use in the building, as follows:
- ? 4 OPAC's with 1 network printer on high workstations that require standing are available across from the Information Desk.
- ? 1 OPAC on an ADA compliant PC on a wheelchair accessible workstation.
- ? 12 OPAC's on tables with chairs in the adult area.
- ? 4 OPAC's and 1 network printer in the Children's area.

The number of OPAC's is inadequate and does not meet public demand.
- ? There is 1 study chair at the wheelchair accessible workstation.

Recommendations for Change:

The 21 existing public OPAC's, plus an additional 9 workstations—total of 30 OPAC's—are required for the Adult and Children's areas in the renovated library. 7 should be on stand-up workstations, and 23 should be on sit-down workstations.
- ? Position OPAC stations in sight of Information Desk(s).
- ? Combine OPAC stations into one central area and/or in several clusters with no glare, or provide anti-glare screens for monitors.
- ? Provide furniture for 30 OPAC's.
- ? Provide chairs for 30 OPAC's.

Copy Machines

Conditions in the Existing Building:

- ? There are 2 copy machines directly opposite the Adult Information Desk, and these 2 do not meet public demand.

Recommendations for Change:

- ? Consider providing space for 1 additional copy machine to be located in the Adult reading area (copy machines are leased). The additional space needs to come out of the 2,880 and 1,380 gsf addition or as a result of better designed space.

Young Adult (YA) Collection

Young adult customers use this area to study and browse informally for books and other materials displayed for their interest in informational, recreational, and homework needs. This area should be incorporated into the Adult reading room, and be well defined and informal in character with comfortable seating and attractively designed for young adults.

Conditions in the Existing Building:

- ? YA collection is currently across from Adult Information, and the space allowed is inadequate.
- ? YA hardback fiction and non-fiction is shelved on:
  - 1 double side wire island units 3' long X 42" high for a total of 42 linear feet, which is inadequate.
- ? Paperback fiction and non-fiction is located on JD wire shelving mounted on the side of several bookcases which are not visible from within the designated YA collection area, which are shelved on:
  - 3 hanging JD shelving racks for a total of 46 linear feet, which is inadequate.
- ? There is no display area, and display space and shelving is needed.
- ? There are no periodical shelving units, which is inadequate.
- ? There are:
  - ? 3 round tables
  - ? 1 rectangular table
  - ? 12 chairs in fair condition

Recommendations for Change:

- ? YA should be separated from the Children's area and part of the Adult area, though in a clearly defined space.

? Use some of the 2,880 gsf and 1,380 gsf of the library addition to meet the collection (shelving) and seating needs of young adults, as listed below:
    ? 130 linear feet of shelving for book collection (an additional 42 linear feet),
    ? a bulletin board display area,
    ? 15 linear feet of periodical shelving (an additional 15 linear feet),
    ? 3 tables, and
    ? 12 chairs.

Periodical Collection/Special Collection

The periodical collection is used by the general public and staff for browsing, borrowing, and research. Customers of all ages may use online or print indices to access articles on current and past subjects. The Olney Library has sufficient shelf space to house magazines, but there should be more space available to provide a relaxing and informal area with comfortable chairs for customers. At present, there are no tables or chairs in this area. There should also be some computer workstations to access electronic periodicals.

Conditions in the Existing Building:

? Current newspapers are located to the right of the Information Desk. They are face-up on 2 clear plastic movable units 3' wide X 3' deep X 4' high.   This space is adequate.
? Back issues of the newspapers are located in the periodical storage room to the left of the Information Desk and are shelved on:
    7 single side units of wall shelving 3' long X 90" high for a total of 105 linear feet, which is inadequate. The brick wall dividing this room does not allow for staff monitoring of this area, nor does it allow for shelving the new and old periodicals in a consolidated space.
? Current magazines are face-out on wall shelves to the far left of the Information Desk and are shelved on:
    7 single side units of wall shelving 3' long X 90" high for a total of 121 linear feet, which is adequate.
? Back issues of magazines are also in the periodical storage room along the left wall shelved on:
    6 single side units 18' long X 90" high
    2 double side units 15' long X 90" wide for a total of 423 linear feet, which is inadequate.
? Consumer and business periodicals are located to the right of the Information Desk and are shelved on:
    1 carrel 2' long X 2' wide X 4' high
    1 table 24" long X 36" wide for a total of 7 linear feet, which is inadequate.

Recommendations for Change:

- Newspapers and periodicals should be consolidated into the same area and periodical area should be well defined with comfortable seating for leisure browsing with a small table for placing magazines:
  - Some of the 10 tables and 40 chairs listed in the adult area should be used for this area.
  - Some of the 16 lounge chairs listed in the adult area should be used for this area.
- Remove brick wall that separates the periodical storage room from the open public space.
- Use some of the 2,880 and 1,380 gsf of the library addition to meet the collection (shelving) needs listed below:
- Provide for 150 linear feet for storage of newspaper back issues (an additional 45 linear feet) (With more electronic access, some of this space may be used for PCs).
- Provide 121 linear feet of face periodical shelving for magazines (no additional linear feet needed). (With more electronic access, some of this space may be used for PC's).
- Provide for 450 linear feet for storage of magazine back issues (an additional 27 linear feet).
- Area should be flexible for future accommodation of electronic accessing equipment.
- Provide small display area for featured periodicals (Consumer, Business or foreign language periodicals).
- Place some of the OPAC's in this area.

Quiet Study Room

Olney currently does not have a Quiet Study Room. Such a room should provide a space for study carrels/tables, chairs and lounge chairs to give library customers a separate, quiet area for studying and individual research activities.

Recommendations for Change:

- Add a Quiet Study Room with space for 25 carrels—using some of the space of the current reference room and some of the 2,880 and 1,380 gsf of the new addition.
- Provide electrical outlets for lap top computer use and other conduits for cables for computers at 10 of the carrels.

Reference Room

The combined Adult and Children's Reference collection is located in an enclosed room. It is behind the Adult Non-fiction collection and to the left of the Children's Room. It is not visible from either the Adult or Children's Information Desks and is not easily accessible to customers.

Conditions in the Existing Building:

- ? The collection is shelved on :
    - 4 double side units 6' long X 90" high (inadequate)
    - 9 single side units 3' long X 90" high (inadequate)
    - 1 single side unit 6' long X 42" high for a total of 324 linear feet, which is inadequate
- ? 1 atlas stand
- ? 20 carrels in poor condition
- ? 1 table 4' X 6'
- ? 24 chairs in poor condition

__Recommendations for Change__:

- ? Relocate the combined Reference Collection near the Information Desk and within sight of the Adult Non-fiction area and the Children's area.
- ? Use some of the 2,880 and 1,380 gsf of the library addition to meet the collection (shelving) needs outlined below:
- ? Proved 500 linear feet of shelving (an additional 176 linear feet).
- ? Replace 20 study carrels.
- ? Replace 1 table.
- ? Replace 24 chairs.

Public Access Computer Room

As an adjunct to more traditional library services, a public access computer with word processing software is available at Olney Library in a 112 square foot locked room.

Conditions in the Existing Building:

- ? Room is glassed enclosed and is located within the Children's reading room
- ? It contains 1 PC (old) and 1 printer (old)
- ? 1 table 5' X 32"
- ? 1 chair in fair condition.

__Recommendations for Change__:

- ? Incorporate word processing PC into the other computer areas and do not provide a separate room.

ADMINISTRATIVE OFFICES AND STAFF WORK SPACE

Library Manager's Office Space

The Library Manager is responsible for all branch operations. A private workspace is essential.

Conditions in the Existing Building:

- ? The current office is adequate in size and location—with 2 tinted windows.
- ? There is:
    - ? 39 linear feet of metal wall shelving that is 11" deep and located on the wall above and across from the desk,
    - ? 36 linear feet of built in shelving that is 9" deep,
    - ? 1 L-shaped desk in poor condition,
    - ? 1 ergonomic chair,
    - ? 1 file cabinet, 4 legal-size drawers,
    - ? 1 bulletin board, 2' X 3', and
    - ? 1 PC for word processing, e-mail, Internet, and Circulation.

Recommendations for Change:

- ? Replace desk with one of executive size with space for a PC and with locking drawers for safekeeping of confidential staff records.
- ? Provide an ergonomic chair.

Senior Librarians' Office Space

The Adult Services Librarian oversees the work of the Adult services staff and the entire Adult circulating collection. A private workspace is essential.

Conditions in the Existing Building:

- ? Office is used by 1 Senior Librarian full-time and 1 Senior Librarian part-time (Sunday Supervisor). The office is too crowded and does not allow for privacy.
- ? There are:
    - ? 24 linear feet of overhead wall shelving.
    - ? 2 desks.
    - ? 2 chairs: 1 adjustable, new condition; 1 fair condition
    - ? 1 file cabinet with 4 drawers
    - ? 2 electrical outlets, which are difficult to access
    - ? 3 bulletin boards
    - ? No work space for assembling displays
    - ? Adjacent to the general workroom

? 1 PC for word processing, e-mail, Internet, and circulation

Recommendations for Change:

- ? Provide separate spaces for full-time and part-time Senior Librarians.
- ? Provide workstation for PC.
- ? Provide 24 linear feet of wall shelving.
- ? Provide 1 4-drawer file cabinet.
- ? Replace 1 chair.

Children's Services Librarians' Office Space

The Children's Services Librarian oversees the work of the Children's services staff and the entire Children's circulating and reference collection. Also, most Children's librarians provide a high degree of public programming. A private workspace is essential for the group.

Conditions in the Existing Building:

- ? An semi-partitioned, crowded workroom houses all of the children's staff—2 full time librarians (1LII and 1L1), 1 part time librarian, and 1 library associate.
- ? 60 linear feet of overhead wall shelving exists as well as 36 linear feet in a wooden bookcase measuring 9' wide X 6' high.
- ? Shelves are used to store posters, project papers, program materials, project supplies, books, toys, stuffed animals, etc.
- ? There is 1 PC for word processing, e-mail, Internet, and circulation for the 4 librarians to share.

Recommendations for Change:

- ? Provide a group office large enough for 4 desks for the non-supervisors.
- ? Provide and allocate the following between the two office spaces:
  - ? 72 linear feet of wall shelving (an additional 12 linear feet or varying depths for 12" to 24"),
  - ? 4 executive style desks with appropriate space and connections for PC's on each,
  - ? 1 PC workstation,
  - ? 4 adjustable, ergonomic desk chairs,
  - ? 4 legal size file cabinet with 4 drawers each, and
  - ? 4 bulletin boards 2' X 3'.

Adult/Reference Services Librarian's Office Space

The LII Adult Reference Librarian oversees the adult circulating and reference collections. There are 2

LI's or Library Associates.

Conditions in the Existing Building:

- ? There is currently no Reference Services private office space.
- ? 3 staff members are now housed at workstations along the wall of the Periodical Storage room (see **Small Workroom** section).
- ? There is 48 linear feet of wall shelving.

Recommendations for Change:

- ? Provide 1 office for the 3 Adult/Reference Librarians to share.
- ? Provide and allocate:
    - ? 24 linear feet of wall shelving,
    - ? 3 executive style desks with appropriate space and connections for a PC on each,
    - ? 3 adjustable, ergonomic chairs,
    - ? 3 file cabinets with 4 drawers each,
    - ? 2 bulletin boards 2' X 3', and
    - ? 1 PC.

Circulation Supervisor's Office Space

The Circulation Supervisor is responsible for supervising the entire circulation staff and the circulation function of the library. A private workspace to be shared with one LAII is essential.

Conditions in the Existing Building:

- ? Office is crowded because it is shared by two supervisors—LAS and LAII, although the location with window is desirable.
- ? There are:
    - ? 24 linear feet of overhead wall shelving,
    - ? 1 L-shaped desk and 1 executive style desk,
    - ? 2 adjustable chairs in fair condition,
    - ? 1 3-drawer, letter size file cabinet – old,
    - ? 2 bulletin boards, and
    - ? 1 PC for word processing, e-mail, Internet, and circulation.

Recommendations for Change:

- ? Expand office space to accommodate two desks for the supervisors.
- ? Provide 2 executive style desks.
- ? Provide 2 adjustable, ergonomic chairs.
- ? Provide 2 3-drawer, letter size file cabinets.

?   Provide furniture for 1 PC/
?   Provide 2 bulletin boards.

STAFF WORKROOM AND FACILITIES

General Workroom

The general workroom is a large open space that provides ergonomic, island workstations for non-supervisory staff, space for circulation back room functions (check-in, processing of new materials, mending, weeding, etc.), space for volunteers, and staff OPAC's (used for word processing, Internet, e-mail, etc.).

Conditions in the Existing Building:

?   The workroom is a rectangular shaped area with 7 built-in and 1 desk workstations along the walls.
?   There are 4 workstations around a center of the floor island type desk with 54 square feet of workspace.
?   There are 12 chairs: 7 in poor condition, 5 in fair condition.
?   10 staff members share this area at various times, plus 9 pages and volunteers (25 total with as many as 3 working at any given time).
?   There are 2 PCs for circulation functions.
?   There is 1 PC for periodical functions.
?   There is 1 PC for staff word processing, e-mail, etc.
?   There is no privacy between workstations.
?   There are 117 linear feet of wall-mounted shelves above the desks.
?   There is 1 typewriter and typing table with non-adjustable chair (poor condition).
?   Supplies are kept in an adjacent workroom on bookcase shelves in Reference staff work area covering:
        5 single side units 3' X 90" high for a total of 105 linear feet, which is
        inadequate.
?   There are 2 bulletin boards for schedules and official library notices.
?   There is one fax machine.

Recommendations for Change:

?   Redesign the space.
?   Provide 10 workstations using systems furniture and counter space.
?   Provide table for 1 typewriter.
?   Provide 11 ergonomic chairs.
?   Provide a workstation for a volunteer.

? Provide electrical/cabling access to all workstations enabling each staff member to have a PC in the future.

Small Workroom

This second workroom area was designed in 1997 because of insufficient workstation space in the large workroom. It is adjacent to the large workroom and is located in the periodical storage room.

Conditions in the Existing Building:

? This work area has 3 built-in workstations along the wall.
? There is no sound privacy from patrons who have access to the Periodical room.
? A partial wallboard panel, bookcase with cardboard backing, 90" high and a wooden door provide visual privacy from patrons.
? There is 1 secretarial desk in poor condition.
? There are 3 non-adjustable chairs in fair condition.
? 4 staff members share this area at various times, 1 full time (see reference librarians above) and 2 part time Reference librarians and 1 part time Adult library associate.
? There are 3 movable 2-drawer file cabinets.
? There is a total of 121 linear feet of overhead wall shelving above the workstations
? There is 1 OPAC with word processing, e-mail, Internet, and circulation.
? This space also houses all library supplies.

Recommendations for Change:

? Consider using this area for storage only.
? Consider relocating 3 of these staff members into the redesigned workroom.
? Provide systems furniture for three staff members.
? Replace 3 non-adjustable chairs with 3 adjustable, ergonomic chairs.

Closed Stacks or Storage

Most new libraries are being built with very little closed stack area because, ideally, the collection is completely accessible by the customer for two reasons: 1) the customers find it more convenient; and 2) staff complements are too small to retrieve materials for customers. Closed stacks are generally used for multiple copies of children's picture books and seasonal materials.

The Olney Community Library lacks any storage area. On numerous occasions, there are times when received items or outgoing items must be stored until unpacked or picked up in staff work or customer service areas.

Conditions in the Existing Building:

- ? There is no place to store tables, chair, book trucks, etc. waiting for repair.
- ? Step ladder and hand truck must be stored in open work areas.
- ? Items awaiting pick up must be stored in open work areas.
- ? Book sale materials are stored in staff work areas.
- ? Special equipment for programming requires short-term storage to help create safer customer service and staff work areas.

Recommendations for Change:

- ? Provide an area, approximately 25' X 25' for book sale books, miscellaneous equipment (audio-visual, projection, sound), tables, chairs, surplus shelving units, step ladder, items awaiting repair, etc.
- ? Provide 70 linear feet of shelving.

Delivery Room

Libraries receive daily internal deliveries of materials and mail from the central offices and other libraries in the system. Delivery trucks bring tubs (laundry carts) of materials.

Conditions in the Existing Building:

- ? Deliveries are made directly into the workroom through double doors at the back of the library.
- ? Items awaiting pick up (up to 4 tubs and/or 20+ book sale boxes) are stored along the wall in the area to the right of these double doors.

Recommendations for Change:

- ? Provide enough space for 4 tubs and 20 boxes of book sale materials and space to move in book tubs in this area.

Staff Facilities

Staff generally has a one-half hour meal break, and therefore, eat most of their meals in the library staff room. This room is also used for breaks and sometimes for staff meetings.

Conditions in the Existing Building:

- ? There are 2 round 60" tables in fair condition.
- ? There are 8 upholstered armchairs in fair to poor condition.
- ? There is an old stove top in poor condition.
- ? There is an old refrigerator in poor condition.
- ? There are 2 microwave ovens in fair condition.
- ? There is a toaster in poor condition.
- ? There are 2 upholstered chairs in fair condition.
- ? There is no cable outlet for television.
- ? There is a TV/VCR.
- ? There is no dishwasher.
- ? There is a 90' X 13" X 20" high cupboard above the stove and sink, and 93' X 24" X 3' high below the sink.
- ? There are two 2-drawer file cabinets, 30' X 18" X 25" high, which serve as a base for the microwave oven and which houses kitchen supplies.
- ? There is an additional white storage cabinet that holds supplies for LAC and some miscellaneous paper supplies. It is 6' X 29" X 3' high.
- ? There are 18 lockers 3' X 18" X 6' high.
- ? There are 2 bulletin boards:

- 1 - 2' X 3'
- 1 - 4' X 6'
? Lights dim when microwave is operating.
? Hot water is inadequate for dishwashing.

Recommendations for Change:

? Replace 2 tables.
? Replace 8 upholstered armchairs and 2 upholstered lounge chairs.
? Replace refrigerator.
? Replace microwave oven.
? Replace toaster.
? Add TV/VCR antenna connection.
? Provide dishwasher.
? Replace damaged lockers.
? Provide adequate electrical power sources for electric utilities.
? Provide a garbage disposal in sink.
? Improve hot water service to this area.

PUBLIC MEETING ROOMS AND RESTROOM FACILITIES

Meeting Rooms

Because library meeting rooms are used after hours when the library is closed, there must be access to the doors when the library is closed and secured and a separate exit for users.

Conditions in the Existing Building:
? The large meeting room is 1,010 square feet (adequate size).
? The small meeting room is 380 square feet (adequate size).
? Although both meeting rooms have no natural lighting, lighting is adequate in both rooms.
? Neither room has a PA system.
? Large meeting room has an ISDN and OPAC-SIRSI connection.
? 11 folding tables in fair to poor condition.
? There are 122 stacking, metal chairs in poor to fair condition.
? 20 wooden folding chairs are in poor condition and can be removed.
? Ventilation and heating/air-conditioning controls need to be updated in order to have local control over thermostats.
? There is no handicapped access or any kind of paved walk to enter or exit the outside door to the large meeting room.
? After hours meeting room users exit through the lobby where materials are located, which could lead to theft.
? There is no telephone in small meeting room.

- ? There is no closet or storage area in either meeting room.
- ? There is no vehicle or cart to move tables/chairs in or out of the rooms as necessary for specific programs.
- ? There is no storage area for chairs and tables.

Recommendations for Change:

- ? Provide PA system.
- ? Replace 11 folding tables.
- ? Replace 122 stacking chairs.
- ? Update ventilation and air conditioning controls.
- ? Provide closet or storage area adjacent to meeting room large enough to store tables and chairs.
- ? Provide cart or vehicle to move chairs into or out of room.
- ? Provide paved walkway to exit the meeting room door.
- ? Design meeting room exit so users do not walk through the open lobby where materials are shelved.

Public Restrooms

Conditions in the Existing Building:

- ? Men's and Women's restrooms are located in each hallway across from the Circulation Desk.
- ? Men's room is 200 square feet with 2 stalls, 2 sinks and 2 urinals.
- ? Women's room is 200 square feet with 3 stalls, 2 sinks.
- ? Booth rooms have diaper-changing facilities.
- ? Both rooms meet ADA requirements.
- ? Both rooms have poor ventilation.
- ? Restrooms have no windows or emergency lighting.
- ? Women's room is always cold.

Recommendations for Change:

- ? Improve or add adequate ventilation units to both rooms.
- ? Provide emergency lighting.
- ? Provide PA system accessibility.
- ? Provide appropriate dispensers.
- ? Provide better toilet paper dispenser units.

Staff Restroom

Conditions in the Existing Building:

- ? Staff restroom is 90 square feet with 1 stall, 1 sink, and no urinal.
- ? There is no ventilation in the staff restroom.
- ? Restroom meets ADA requirements.
- ? 1 restroom in inadequate for 20 staff, 9 shelving assistants and 12-15 volunteers.

Recommendations for Change:

- ? Provide 2 staff restrooms.
- ? Provide adequate ventilation in restrooms.
- ? Provide better toilet paper dispensers unit.

Janitorial Closet

Conditions in the Existing Building:

- ? Janitorial closet is 24 square feet and this is not adequate.
- ? There is only 1 floor style sink. There should also be a bowl type sink available to rinse out hand cloths, dust cloths, etc.
- ? Fixtures are in fair condition.

Recommendations for Change:

- ? Provide increased space so that supplies and sink are easily accessible.
- ? Provide at least one waist high wall sink.
- ? Provide at least 24 linear feet of shelving.

Shelving

The Olney Library currently has metal shelving that is not as flexible as the type we purchase today. We anticipate re-using most of this shelving in the renovated library, but because of the type of shelving, approximately 20% of the existing shelving will not be useable. Part of the addition to the building will require shelving as well, so additional shelving needs to be purchased to meet these needs.

All new shelving needs to be adjustable and allow different types of shelves to be inserted to meet changing collection formats.

SUMMARY OF PC's IN THE BUILDING:

LIBRARY STAFF PC's	#	Total #
Information/Public Service Desks		
Circulation		
(3staff/1self service new if FY 00)	4	
Adult Information	2	
Children's Information 2		8

Work Rooms/Staff Offices:
    Distributed among these spaces: 8
        Library Manager's Office
        LAS Office
        LAII Office
        General Circulation
        Senior Librarian
        Children's Information Staff
        Adult/Reference Librarian II, Adult/Reference Services Staff
    Staff Conference Room

PUBLIC PC's	30
Located in the following areas:	
Adult Reading Room, various	
Reference areas,	
Periodical, Young Adult areas, and	
Children's area	

Children's PC's for CD ROM products	2

Public Access Computer Room	1

TOTAL LIBRARY PC's	49

ENGINEERING PROGRAM OF REQUIREMENTS

Olney Library Renovation & Addition

County's *Energy Design Guidelines* are hereby attached and made part of this program of requirements. Specific program and analysis requirements for this project are as follows.

1.0 **Building Envelope.** Thermal and moisture protection need to be upgraded as follows.

    1.1 Windows, Building Storefront and Clerestory. Replace windows and framing system in its entirety which have been damaged by seal leaks, vandals, water infiltration and rust on steel frames. Provide new windows meeting Energy Design Guidelines throughout (double-pane, low-e tinted glazing in low leakage, non-metal frames). NFRC U<0.33. Total window area should be no greater than 25% of total exterior wall area. Reducing the continuous window runs on the north and west exposures will also serve to reduce potential for vandalism and simplify window replacements when necessary. Windows should have operable sections.

    1.2 Roof. The roof was replaced in 2000. Make repairs as required.

    1.3 Groundwater problems. The planned building renovation and addition should address ongoing existing problems with surface and groundwater drainage issue on the North side of the building. The building addition should provide for an earthen retaining wall, pedestrian walkway and improved site drainage along with waterproofing of problem areas. Other site improvements should include a permanent dumpster pad and an evaluation of stormwater requirements associated with the parking areas.

    1.4 Access. Direct Access to the mechanical spaces of the building must be provided to allow for movement of material, equipment and personnel. Provide a service stairway for the second floor mechanical equipment and rooftop equipment..

2.0 **Lighting.**

    2.1 Redesign Lighting. Demolish and redesign the lighting to current efficiency standards, wattage limits and fixture types described in *Energy Design Guidelines.* In particular, main book stacks should use direct/indirect parabolic fixtures design for library use.

    2.2 Light levels. Light levels should meet per DFS Energy Guidelines recommendations.

    2.3 Exterior Lighting. Exterior and parking lighting should be redesigned and replaced with HPS vertical burn cutoff fixtures for high efficiency, uniformity, and security per DFS Energy Guidelines.

2.4   Controls. Occupancy sensors for lights should be used where feasible per Energy Design Guidelines. Interior and exterior lights should be controlled by the new energy management system.

3.0   **HVAC Systems.** The present HVAC system consists of the following:
1. Heating: two natural gas fired pulse boilers, 2 years old serving the, water system
2. Air conditioning: Roof top, cooling tower
3. AHU (air handler units): in mechanical rooms
4. EMS system: Basic on/off pneumatic temperature system
5. Pneumatic control system: New air compressor
6. Chiller water pumps: Two existing chilled water pumps
7. Electric heaters: on some perimeter areas
8. Fan coil units with chilled water coils and hot water.

By renovation construction date, most of the equipment will be over 20 years of age and past its service life. The pneumatic controls are obsolete and not maintainable. Use of electric resistance heat source is excessively expensive and should be replaced. Replace the existing HVAC system in its entirety as required, including air handling equipment, duct work, piping and controls. Design a new system with the following features:

3.1   Avoid the need for fan-coil or baseboard heat by use of high-performance windows.

3.2   Air-Handlers. Provide minimum of two (interior/perimeter) air-handlers with variable speed drives and economizer cycle utilizing optimum enthalpy control.

3.3   IAQ Ventilation/Filtration. Provide ventilation designed to comply with ASHRAE Standard 62 – 1999 edition and maintain positive building pressurization. Specify filtration per County guidelines using a combination of 30% pre-filter and 60% high-efficiency secondary filters.

3.4   Physical Heating/Cooling Plant. Provide high-efficiency air-cooled chiller for cooling and modular condensing boilers for heating. Utilize the existing boilers and add new boilers for additional capacity.

3.5   Controls. Provide for new DDC controls for the physical plant and terminal temperature controls, and provide a new energy management system, compatible with the existing County system.

3.6   Mechanical room. Provide improved access as noted above.

4.0   **Energy Analysis.** Perform energy analysis for the complete project using an approved

energy analyst and simulation program. Analysis should contain the following elements.

4.1   Life-Cycle-Cost Analysis. The Energy Analyst should perform life-cycle-cost analysis of alternative HVAC systems conducive to maintenance and achievement of the energy budget. Alternative HVAC descriptions will be provided at the Pre-design Energy Meeting.

4.2   Energy Performance Index. The Architect should design the renovation to meet a maximum energy consumption of 52 kBtu per square foot per year. Document compliance using an approved hourly energy simulation program.

4.3   Documentation. Results of the Energy Analysis, Life-Cycle-Cost Analysis and Prescriptive Requirements Analysis must be documented. Specific reports are required with the Schematic and Design Development submittals.

5.0   **Life Safety.**

5.1   Sprinkler System: Provide a state of the art sprinkler system.

5.2   Fire Alarm: Provide a full fire alarm system, meeting all applicable codes, including ADA and linked and monitored by the County EMS system.

6.0   **Plumbing/ADA.**

6.1   Restrooms. Handicapped restrooms should meet ADA requirements, which will require replacement of plumbing fixtures. Renovate library staff restroom. Add a single, unisex ADA-compliant bathroom with diaper changing station near the children's room for caregivers to use with children.

7.0   **Electrical.**

7.1   Electrical Panels. Electrical system should be evaluated for capacity adequacy, condition and service life, and be replaced in its entirety.

7.2   Wiring. Total rewire the building is required to accommodate new lighting, HVAC equipment, computer stations and program changes. Provide ample electrical outlets in the staff offices and work areas to accommodate equipment.

7.3   Signage. Provide new exterior illuminated Library Identification Signs with metal halide light source. Use of fluorescent light source is prohibited. The present sign system is in poor condition and in need of replacement and relocation to a more visible position.

8.0   **Security.**

   8.1   <u>Closed-circuit TV monitoring system</u>. Due to the high rate of vandalism in this area, provide CCTV systems on poles such that all exterior areas of the facility can be monitored.

9.0   **General Maintenance.**

   9.1   <u>Flag Poles</u>.   Provide metal halide spot light for flag on separate circuit and switch.

   9.2   <u>Exterior brick paving surfaces</u>. Many of the exterior brick paving slabs (patio flooring system, entrance sidewalks, etc.) have deteriorated. Replace all brick paved sidewalks and patios, including entrance paved area in its entirety.

Appendix A:
Olney Area Census Information

Olney & Vicinity   **1997 Census Update Survey**

Source: 1997 Census Update Survey; Montgomery County Planning Dept, Research and Technology Center, April, 1999.

Planning Area 23 Est. Land Area in Sq. Mi. = 46.9 Population	Single-Family Detached	Town-House	Garden Apt.	High-Rise	All Types
Household Population	26,210	7,080	*		33,290
% Female	47.9%	54.8%	*		49.4%
Age Distribution:					
% 0-4 Years Old	6.9%	9.3%	*		7.4%
% 5-17 Years Old	24.0%	17.8%	*		22.7%
% 18-29 Years Old	8.4%	17.7%	*		10.4%
% 30-44 Years Old	26.3%	31.5%	*		27.4%
% 45-64 Years Old	28.7%	17.7%	*		26.3%
% 65-74 Years Old	4/3%	3.3%	*		4.1%
% Over 74 Years Old	1.3%	2.7%	*		1.6%
Average Age	34.0	31.4	*		33.4
Race:					
% White	89.6%	65.5%	*		84.4%
% Black	3.0%	23.6%	*		7.4%
% Asian or Pacific Islander	6.6%	7.6%	*		6.8%
% Other	0.8%	3.3%	*		1.4%
% Hispanic Origin[1]	4.6%	7.6%	*		5.3%
Educational Attainment:					
Persons 25 Years and Older	16,415	4,550	*		20,965
% Less than High School Diploma	6.4%	11.1%	*		7.3%
% High School Graduate	29.3%	35.5%	*		30.5%
% Associate or Trade School	4.2%	7.4%	*		4.9%
% Bachelor's Degree	30.0%	22.7%	*		28.6%
% Grad, Professional or Doctoral	30.1%	23.3%	*		28.7%
Number of Employed Residents [2]	14,295	4.425	*		18,720
% Females Who Are Employed [2]	68.9%	77.6%	*		70.9%
Women with Children Under Age 6	1,910	890	*		2,800
% Employed[2]	65.6%	66.6%	*		65.9%
Employer:					
% Private for Profit	52.0%	49.1%	*		51.3%
% Private not for Profit	9.3%	16.6%	*		10.9%
% Self-Employed	9.8%	13.5%	*		10.6%
% Government	28.9%	20.8%	*		27.1%
Work Location:					
% In County	63.6%	62.3%	*		63.4%
% Inside the Beltway	11.9%	19.4%	*		13.6%
% Outside the Beltway	51.7%	42.9%	*		49.8%
% Elsewhere in Maryland	11.0%	17.4%	*		12.4%

Planning Area 23 Est. Land Area in Sq. Mi. = 46.9 Population	Single-Family Detached	Town-House	Garden Apt.	High-Rise	All Types
% to Washington, D.C.	17.5%	13.0%	*		16.5%
% to Virginia	7.1%	5.3%	*		6.7%

Planning Area 23 Est. Land Area in Sq. Mi. = 46.9 Population	Single-Family Detached	Town-House	Garden Apt.	High-Rise	All Types
Work Trip:			*		
% Driving	87.5%	92.3%	*		88.5%
% Alone	77.5%	83.8%	*		78.8%
% Carpool	10.0%	8.5%	*		9.7%
% Public Transit or Rail	8.1%	3.3%	*		7.1%
% Walk/Bicycle/Other	0.2%	0.9%	*		0.4%
% Working at Home	4.1%	3.4%	*		4.0%
Access to Metrorail:					
% Car	95.1%	*	*		92.7%
% Ride-On/Metrobus	*	*	*		*
Households by Structure Type	7,785	2,450	*		10,235
% Total Households by Structure Type	76.1%	23.9%	*		100.0%
Average Household Size	3.37	2.88	*		3.26
Tenure:					
% Rental	3.6%	14.8%	*		6.3%
Average Monthly Costs:					
Homeowners	$1,446	$1,041	*		$1,356
Renters	$1,190	$891	*		$1,011
% in Same Home 5 Years Ago	69.9%	43.7%	*		63.7%
Median Years in Same Home	10	5	*		8
Average Age of Household Head	49.4	43.7	*		48.1
% Households with Foreign Born Head or Spouse	14.4%	28.2%	*		17.7%
Households by Type:					
% Family Households	94.3%	80.1%	*		91.0%
% Married Couple	88.8%	62.8%	*		82.7%
% Single-Parent	4.5%	15.8%	*		7.2%
% Non-family Households	5.7%	19.9%	*		9.0%
% Householder Living Alone	5.0%	16.3%	*		7.7%
Persons in Households:					
% 1 Person	5.0%	16.3%	*		7.7%
% 2 Persons	26.8%	35.1%	*		28.8%
% 3 Persons	20.0%	12.5%	*		18.2%
% 4 Persons	29.3%	24.4%	*		28.1%
% 5+ Persons	18.9%	11.6%	*		17.2%
Average Number of Cars	2.4	1.9	*		2.3
% of Households with Computers	80.8%	70.2%	*		78.4%
% with Internet Connection	55.6%	50.3%	*		54.6%
1996 Household Income Distribution:					
% Under $15,000	1.3%	4.3%	*		2.0%
% $15,000-$29,999	3.8%	10.2%	*		5.3%
% $30,000-$49,999	6.5%	27.5%	*		11.4%
% $50,000-$69,999	15.0%	28.4%	*		18.1%
% $70,000-$99,999	32.4%	13.6%	*		28.0%
% $100,000+	41.1%	16.1%	*		35.2%
1996 Median Household Income	$93,190	$56,950	*		$85,955

Planning Area 23 Est. Land Area in Sq. Mi. = 46.9 Population	Single-Family Detached	Town-House	Garden Apt.	High-Rise	All Types
% of Households Spending More Than 25% **of Income on Housing Costs:**					
% Homeowners	20.4%	39.5%	*		24.6%
% Renters	*	*			36.1%

* Insufficient data for reliable estimates.

[1] *Those of Hispanic origin may be of any race.*

[2] *Ages 16 and older and employed full- or part-time.*

Addendum to the Program of Requirements (POR) for the Olney Community Library Renovation prepared by Montgomery County Public Libraries and the Department of Public Works and Transportation, Division of Facilities and Services – July 13, 2002

ADA Requirements are outlined in the Program of Requirements. Page 5, General Renovation Goal, states the need to meet all code requirements. One of the bullet states: "upgrade building to meet new code requirements (ADA, fire code, energy, safety requirements, etc.)."

In the section "Site Use and Building Access" under "Conditions in the Existing Building" a bullet on page 10 says, "Review ADA requirement compliance and make changes as necessary."

New/additional Computers: Currently, the Olney Library has 40 PCs. The expanded/renovated Olney Library will have nine additional computers, taking the number of public access PCs from 21 to 30 (see pages 29 and 43 of the POR) for a total of 49. A total of forty PCs will be reused in the renovated library, nine new ones need to be funded. All Department of Public Library (DPL) PC purchases are coordinated with the Department of Technology Services and funded by DPL.

Appendix C
SPACE CHART—Use of additional Space

Addendum to the Program of Requirements (POR) for the Olney Community Library Renovation prepared by Montgomery County Public Libraries and the Department of Public Works and Transportation, Division of Facilities and Services – October 19, 2002.

This renovation includes two additions to the building: 2,880 gsf in the front of the building and 1,380 gsf off the back of the current children's room, for a **total of 4,260 gsf**. Based upon the needs expressed in this POR, the space will be allocated as follows:

USE	Unit	Subtotal	TOTAL
Collection (shelving):			
Adult:	850		
Periodicals	50		
Children's	450		
Young Adult	50	1,400	
Seating:			
Adult			
Tables/Chairs	700		
Lounge	280		
Children's			
Tables/Chairs	300		
Reference/Quiet Study 300		1,580	
Children's Program Room		430	
OPACS		550	
Storage			
General	250		
Children's	50	300	
TOTAL			**4,260 gsf**

Added to POR, October 19, 2002