

Table of Contents

I. Executive Summary

II. Space implications of selected service responses

III. Space allocation: current and projected

IV. Analysis of existing Bennett Martin Public Library facility infrastructure

V. Facility Options

1. Remodel the existing Bennett Martin Public Library
- 2: Remodel the existing Bennett Martin Public Library and build a remote facility for designated administrative and support functions
- 3: Remodel existing Bennett Martin Public Library and construct an adjacent addition
- 4: Adaptive reuse of an existing facility
- 5: Build a new facility

VI. Cost estimates for facility options

VII. Comparison of facility options

Appendix A: Bennett Martin Public Library 2002: Community and Staff Observations

Appendix B: Technical reports

Appendix C: Floor plans of existing Bennett Martin Public Library

I. EXECUTIVE SUMMARY

The Bennett Martin Public Library has served the City of Lincoln well for forty years. It is a cultural anchor in downtown Lincoln and serves the needs of a diverse group of library users. Over the past several years, the role and services provided by public libraries have evolved considerably. Two major influences have driven this evolutionary process: technology and the impact of the retail mindset.

Libraries nationwide have shifted from being bland places where library users felt the need to whisper to vibrant, dynamic places providing access to a wide variety of services tailored to meet local needs. When the Bennett Martin Public Library opened its doors in December 1962, library users found a friendly staff and a large collection of books. There were also some audio-visual materials, such as records, 16mm films, slides and filmstrips. State of the art technology in 1962 meant that staff had access to manual typewriters and they used books, magazines and clipping files to answer reference questions. Library users located desired materials by checking the card catalog, and they checked out materials for home use by signing their names on cards located in book pockets inside each book.

Now, 40 years later, library users and library staff use computers to access the library catalog online, which is available 24 hours from any location that can access the Internet. The audio visual collection has expanded to include videos, compact disks, DVDs, and books on tape while obsolete or lesser used formats are no longer a part of the collection. Library users can use computers in the library to access electronic databases licensed by the library, locate information on the Internet, or even use word processing and other software for personal use. Of course, there is an even larger collection of books, magazines and newspapers.

The library services and library collections at the Bennett Martin Public Library have changed significantly over the past 40 years, but far less has changed to the facility itself. There were two additions to the facility, one in 1968 and another in 1978, which brought the building to its present size of 64,043 square feet. To the extent possible, the technological infrastructure to support the computer systems has been added. Maintenance has been performed to keep aging mechanical, electrical, heating and ventilation systems functioning, and to keep the building looking as clean and welcoming as possible.

Consequently, the time has come to examine the library service needs of Lincoln residents and ascertain whether or not the existing Bennett Martin Public Library can be remodeled or expanded to meet those needs, or if necessary to explore alternative sites and buildings to set the direction of a future main library to serve the community for the next 30 – 50 years.

To assist the Library Board, staff and consultants in developing options for a remodeled, expanded or new library, the opinions of community residents and the library staff were sought. During community meetings, focus groups and one-on-one interviews, participants were asked their opinions of the Bennett Martin Public Library building and the services the library does or could provide. The primary observations of the community residents and staff were as follows:

Location

The vast majority of community residents and staff believe it is important for the Bennett Martin Public Library to remain downtown. If a new library were to be built or an adaptive reuse undertaken, the participants in this process wanted to see the library remain very close to its existing location.

Accessibility

It was suggested that the hours of the library be extended, specifically participants wanted the library to open at 9am as it had previously.

Many of the participants commented on the lack of parking, which they believe has a negative impact on the use of the library. They believe the availability of additional parking should be a high priority in any discussion of expanding or relocating the library.

Other participants indicated it is important that the library be located on one or more major bus routes. While others thought it is important that it be easy and safe to reach the library on foot or by bicycle.

Numerous comments were made about the fact that you cannot take one elevator to every floor in the building.

Size

Many participants and almost all of the staff indicated that the existing library was too small. They described the library as being crowded, cramped, full, and cluttered.

Specific comments were made about the lack of space in the Youth Services area, the Internet area, the Heritage Room, the business reference area.

Staff were very vocal about the lack of work room space through out the building and the lack of office space. There is also a serious lack of storage space.

Architectural features and spaces

Many community residents and staff commented positively about the natural light in the building and indicated that they liked the courtyard.

While some participants described the building as beautiful and attractive; others described it as chaotic, dim, dreary and unexciting. It was described as utilitarian and outdated. They indicated that the building should be more welcoming. They wanted a building with meeting spaces, quiet study spaces and places where talking was not only permitted but encouraged. They envisioned a building with comfortable seating and lots of computers.

Many participants thought the addition of a coffee bar, used bookstore and or gift shop would make the library more of destination and would be welcome additions to the building. Many participants cited Barnes and Noble as the atmosphere that should be created.

Condition

The majority of the comments about the building were unfavorable. Some, such as dated décor and lack of signage and color, could be easily resolved if funds were available. Others, such as an old HVAC system, poor ventilation, slow elevators and small tacky restrooms would be much more difficult and expensive to resolve.

Collections and Services

Virtually every collection and service the library offered was appreciated and used by community residents. What they wanted could be summed up in two words: “More, please.”

They wanted more books, audio – visual materials, computers, space, hours, and programs. Other than eliminating fines, they could not think of anything that the library should cease.

Although none of the questions posed in the community sessions asked their opinion about the library staff, at least one person in every community group made positive comments about the staff and the services they provided.

Visibility in the community

A number of community residents commented that the library needed to do more marketing. They felt that the library needs to publicize the services that are available and implement a campaign to increase usage.

Other

Comments were made on a wide variety of other topics ranging from advice that the Bennett Martin Public Library should not duplicate services provided by others to the fact that the role of the library has changed since the Bennett Martin Public Library opened.

A number of participants said that they were uncomfortable with the number of homeless people who are in the library, usually sitting in adult reference area. Participants said that this makes it hard to find a chair, especially at noon.

Although many of the comments about the building were critical or negative, it was clear that they were spoken as part of an honest desire to describe their vision of an even better library in downtown Lincoln. Participants love the branch libraries, but they do not consider them to be a substitute for a downtown Central library. They want a bigger library with larger collections and the capacity to offer enriched and additional services. The words of one participant seemed to summarize the thoughts of many others when he said, "Don't shoot short. We need a larger foot print to last for the next 50 years of growth."

Each participant in the process was also asked to review a list of thirteen library service responses that described what the Bennett Martin Public Library could do or offer to community residents in an effort to meet community needs. Each participant was asked to select the one service response that she or he considered to be the highest priority for the

Bennett Martin Public Library. Then each participant was asked to vote four more times for those service responses he or she considered as high priority.

The six service responses that were identified as being the highest priority for the Bennett Martin Public Library were, in alphabetical order:

COMMONS: A library that provides a COMMONS environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

CULTURAL AWARENESS: A library that offers CULTURAL AWARENESS service helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

CURRENT TOPICS & TITLES: A library that provides CURRENT TOPICS & TITLES helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

GENERAL INFORMATION: A library that offers GENERAL INFORMATION helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

INFORMATION LITERACY: A library that provides INFORMATION LITERACY service helps address the need for skills related to finding, evaluating, and using information effectively.

LIFELONG LEARNING: A library that provides LIFELONG LEARNING service helps address the desire for self-directed personal growth and development opportunities.

The library staff also participated in a similar process in which their opinions of the existing Bennett Martin Public Library were sought. Staff were also asked to identify the service responses they believed were most appropriate to meet the library related needs of the Lincoln community. Their observations and suggestions were very similar to those identified by community residents.

While the community and staff were engaged in discussions about the existing facility and the services they most wanted the library to provide, a group of technical consultants were evaluating the structure and systems of the BMPL. The primary findings of those assessments were as follows:

Structural Considerations

Bennett Martin Public Library was completed in 1961, and incorporates additions constructed in 1967 and 1977. The building foundations are a deep system made up of drilled bell piers and the basement walls are poured concrete. The floor and roof structural framing systems are traditional steel post and beam with intermediate open web steel joists and are designed to accommodate library loading requirements.

Based on visual inspection, all structural elements appear to be in very good condition.

The building is not, however, designed to accommodate any further vertical expansion, nor will the courtyard perimeter walls support the insertion of floors into the courtyard without the addition of a new foundation and framing system for the inserted floors.

Electrical System Considerations

Electrical Service currently has two entrances into the building. Because most of the equipment is original and has almost no excess capacity, any significant remodel to BMPL should anticipate replacement of Electrical Service.

The electrical distribution system predominately consists of panel equipment that has exceeded an anticipated 30-35 year service life. In addition, much of the equipment was manufactured by a company that is no longer in business making it difficult to find replacement parts. Accordingly, any significant remodel to the Bennett Martin Public Library should anticipate replacement of the electrical distribution system.

Any significant remodel to the Bennett Martin Public Library should anticipate replacing the lighting system to improve aesthetics, light quality, safety, security and energy efficiency.

The current Telecommunication System meets the building needs as best it can considering existing architectural limitations. It is reasonable to assume that, given the speed at which telecommunication equipment and transmission speed evolves, any remodel should anticipate a new telecommunication system.

Mechanical System Considerations

The Heating, Ventilating and Air Conditioning (HVAC) System consists predominately of equipment that has been used well beyond its average expected useful life. The system is also energy inefficient, utilizing steam heating instead of hot water, and self contained water cooled condensers which have high water costs. The HVAC System is at the point where major equipment replacement will need to happen just to maintain existing operating conditions. Any remodel project should anticipate the replacement of this entire system.

The Plumbing System is also predominately original equipment. However, the distribution system, with the exception of storm sewer service, seems adequate. All original plumbing fixtures should be replaced in any remodel project. The Bennett Martin Public Library needs to add a code compliant wet pipe fire sprinkler system.

Any significant construction project at the Bennett Martin Public Library should anticipate replacing most of the mechanical and electrical systems in the building. The existing structural system appears to be adequate for the existing floor plan configuration, but will not support either vertical or courtyard expansion without expensive structural system augmentation.

The library staff gathered data on the size of the existing library collections as well as the amount of shelving currently available to store those collections. They also gathered data on the number of tables, chairs, computer work stations and other equipment and furniture currently available for public and staff use. Once this information was gathered, they determined how much each of the collections as well as the furniture, shelving and other equipment would need to change to respond to the service responses that were identified as being the highest priority for the Bennett Martin Public Library. It is estimated that approximately 150,000 sq. ft. will be needed to meet the space related implications of the selected service responses. This information was then given to the architects and library consultant for review and use in developing the space related options for the library.

The architects and library consultant identified five (5) options for the Library Board and the Lincoln community to consider. For each of the options, this report identifies the amount of space the option would provide, how that space could be allocated to various library functions, the positive and negative outcomes of the option and the project cost in 2003 dollars.

Those five options and their associated size and cost are as follows:

Option 1: Remodel the existing Bennett Martin Public Library

Size: 64,000 sq. ft.

Cost: \$9,299,840

Option 2: Remodel the existing Bennett Martin Public Library and build a remote facility for designated administrative and support functions

Size: 89,268 sq. ft (64,000 sq. ft remodel and 25,268 sq. ft. remote)

Cost: \$14,470,974

Option 3: Remodel existing Bennett Martin Public Library and construct an adjacent addition

Size: 154,489 sq. ft. (64,000 sq. ft. remodel and 84,489 sq ft new usable space and 6,000 sq. ft. new unfinished basement)

Cost: \$29,310,463

Option 4: Adaptive reuse of an existing facility for use as a new library. (Please note: For this report, Pershing Event Center was selected by the consultants to illustrate how an existing facility could be transformed into a modern library. If the concept of adaptive reuse is of interest, then other existing facilities should also be considered for this purpose.)

Size: 147,139 sq. ft. (142,139 sq. ft. remodel and 5,000 sq. ft new floor inserted above stage.

Cost: \$22,727,980 plus cost, if any, to acquire the Pershing Event Center

Option 5: Build a new facility

5A: Build a new library on a “to be determined” site.

Size: 154,489 sq ft. (149,489 sq ft new space and 6,000 sq ft new unfinished basement)
Cost: \$32,926,017

5B: Build a new library on the site of the existing Bennett Martin Public Library and adjacent property after demolishing existing structures.
Size: 154,489 sq ft. (149,489 sq ft new space and 6,000 sq ft new unfinished basement)
Cost: \$33,202,454

5C: Build a new library on the site of the Pershing Event Center after demolishing the existing facility.
Size: 154,489 sq ft. (149,489 sq ft new space and 6,000 sq ft new unfinished basement)
Cost: \$31,826,017 plus the cost, if any, to acquire the Pershing Event Center

With unlimited funds, it would be possible to design a facility that meets every conceivable need, offers all the materials and services the public might want, and provides a sufficient number of highly trained and well compensated staff. However, funds are limited and thus the Library Board and Lincoln community residents face difficult choices. The consultants believe this report provides the background and framework for discussion as that dialog occurs in the months and years to come.

II. SERVICES SHAPE SPACES

The report titled *The Bennett Martin Public Library 2002: Community and Staff Observations* (included with this report as Appendix A) described the process by which community residents and staff shared their observations of the Bennett Martin Public Library (BMPL) as a building and described the type of main library that they wanted Lincoln to have. The process was not intended to be a substitute for a long range planning process. It was also not intended to identify the services that the Lincoln City Libraries should offer to community residents through the branch libraries. The purpose was to identify the service focus for BMPL so that this information could be used by the Library Board, library staff and consultants as they discuss options for the remodeling, expansion or possible replacement of the Bennett Martin Public Library.

As part of the process, community residents and staff identified the service responses which they believed were the highest priority for the Bennett Martin Public Library to provide. Those service responses, in alphabetical order, are:

- Commons
- Cultural Awareness
- Current Topics and Titles
- General Information
- Information Literacy
- Lifelong Learning

Each of these service responses provides opportunities for the library staff to design and offer a wide range of activities to meet community needs. Each service response also has implications for the collection, technology and the library facility in which the service will be offered. Service responses are not intended to limit the age of the audience for whom services can or should be provided. Each service response can be developed to meet the unique needs of children, young adults, adults and seniors.

This document identifies the implications of the selected service responses for the Bennett Martin Public Library and raises questions that the Library Board, library staff and consultants will need to consider as they identify options for the remodeling, expansion or possible replacement of the Bennett Martin Public Library.

The service responses selected as the highest priority for the Bennett Martin Public Library should influence the space provided for that service. There are three dimensions to the space issue that must be considered:

1. The amount of space allocated for the service.
2. Any unique space requirements necessary for the provision of the service.
3. The adjacency of the space to other spaces in the library.

Typically, higher priority services should receive more space than lower priority services. However, the true test is whether the space is large enough to efficiently offer the services needed by the community.

Similar functions are usually located near to one another and further away from functions that are very different. For example, a library would usually not locate the quiet study area for adults next to the children's room, but they would consider putting the reference department close to periodicals collection or a special collection devoted to local history. Ideally, the staff workspace required to support a service is nearby the public service area where the service is being provided.

Listed below for each selected service response are:

- Examples of activities that could be offered in response to the service priority
- The most common space requirements
- Optional spaces that could support the delivery of service
- The space adjacencies for each of the selected service responses
- A facility analysis of the capacity of the Bennett Martin Public Library as currently configured to meet the space requirements of the service response.

The service responses are listed in alphabetical order.

1. COMMONS

A library that provides a COMMONS environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

Examples of activities offered by public libraries

- Programs on a wide variety of topics sponsored or co-sponsored by the library
- Programs, events and meetings sponsored by community groups
- Classes offered by non-profit groups or educational institutions
- Creation of an electronic community by sponsoring or co-sponsoring an electronic bulletin board focused on community issues, activities and events

Space requirements

- Large meeting room or auditorium for library sponsored programs or community meetings, including kitchenette or catering space (Seating capacity 150 – 175 people)
- Meeting room for library sponsored programs or community meetings (Seating capacity 60 – 70 people)
- Activity space for programs for children
- Conference rooms of various for meetings (Seating capacity 8 – 30people)
- Comfortable lounge seating in several areas in the building

Space options

- Coffee bar
- Used book shop
- Gift shop
- Video conferencing facility
- Bulletin boards for the posting of announcements of community events
- Space for the distribution of publications by community groups and organizations
- Comfortable outdoor seating in a green space
- Gallery

Space adjacency considerations

- Large meeting room or auditorium should be located such that it could be used during hours when the rest of the library is not open to the public.
- Activity space for children's programs should be located close to the children's department.
- Conference rooms should be located in areas that have a degree of visual control by the staff or by other members of the public.

Facility analysis of the Bennett Martin Public Library

- BMPL has a large meeting room that can accommodate 100 people on chairs or 60 people at tables and chairs.
- BMPL has a conference room that can accommodate 39 people on chairs and 36 people at tables and chairs.
- BMPL has a boardroom that can accommodate 10 people at the table with space for 12 others along the walls.
- BMPL does not have an activity space for children's programs. Children's programs are held in the meeting room on the 4th floor.
- BMPL does not have video conferencing capability.
- The meeting rooms are located on the 4th floor and thus not easily used at times when the library is not open to the public.

2. CULTURAL AWARENESS

A library that offers CULTURAL AWARENESS service helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

Examples of activities offered by public libraries

- Programs, lectures and book discussions on topics related to the cultural heritage of community residents or the cultural heritage of others
- Programs, lectures and book discussions in languages spoken by community residents
- Exhibits and displays that reflect the cultural heritage of community residents or the cultural heritage of others
- Cultural fairs and celebrations
- Print collections that reflect the cultural heritage of community residents
- Audio-visual collections that reflect the cultural heritage of community residents
- Electronic resources that reflect the cultural heritage of community residents
- Print collections in the languages spoken by community residents
- Audio-visual collections in the languages spoken by community residents
- Electronic resources in the languages spoken by community residents
- Library catalog in the languages spoken by community residents
- Library publications and signage in languages spoken by community residents

Space requirements

- Large meeting room or auditorium for library sponsored programs or community meetings, including kitchenette or catering space
- Activity space for programs for young children

- Separate shelving space allocated for print and audiovisual collections in languages other than English
- Small tutoring labs for English-language learners (seating for 4 – 6 people)

Space options

- Display cases, bulletin boards or gallery space for exhibits

Space adjacency considerations

- Large meeting room or auditorium should be located such that it could be used during hours when the rest of the library is not open to the public.
- Activity space for children’s programs should be located close to the children’s department.
- Exhibition spaces should be located to provide adequate security for the exhibits and minimize the opportunity for vandalism.

Facility analysis of BMPL

- BMPL has a large meeting room that can accommodate 100 people on chairs or 60 people at tables and chairs.
- BMPL has a conference room that can accommodate 39 people on chairs and 36 people at tables and chairs.
- BMPL has a boardroom that can accommodate 10 people at the table with space for 12 others along the walls.
- BMPL does not have an activity space for children’s programs. Children’s programs are held in the meeting room on the 4th floor.
- Collections in languages other than English are shelved in the 400’s in BMPL.

3. CURRENT TOPICS & TITLES

A library that provides CURRENT TOPICS & TITLES helps to fulfill community residents’ appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

Examples of activities offered by public libraries

- Displays that highlight topics of current interest
- Displays that highlight new materials
- Author book signings
- Listening and viewing stations
- Book talks
- Email alerts of new books and other materials of interest to users based on a self-defined profile
- Booklists, in print and on the library’s web page, that recommend titles of a wide variety of topics
- Reader’s advisory service provided by the library staff
- Electronic reader’s advisory service
- Reading programs for children and young adults
- Ability to place holds electronically and have items delivered to the library location of their choice or mailed to their home

Space requirements

- Area for new adult books with broad aisles and open spaces to facilitate browsing
- Area for new young adult books with broad aisles and open spaces to facilitate browsing
- Area for new children's books that encourages browsing
- Area for new audio-visual collections.

Space options

- Space for self charge machines
- Individual listening and viewing facilities
- Comfortable lounge seating in some or all of the new book areas
- Coffee bar

Space adjacency considerations

- Area for new adult books should be on the 1st floor, near the entrance and the circulation desk
- Area for new young adult books should be prominent in the young adult department
- Area for new children's books should be prominent in the children's department
- Area for new audio-visual materials should be located such that there is adequate staff oversight to deter theft

Facility analysis of BMPL

- BMPL has 1st floor display units in Adult Services and Reference Services.
- BMPL has 1st floor display units in Youth services.
- BMPL has 2nd floor display units.
- BMPL has two self-charge machines.

4. GENERAL INFORMATION

A library that offers GENERAL INFORMATION helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

Examples of activities offered by public libraries

- Reference service provided by email and fax in addition to telephone, in person and mail
- Reference service provided 24/7
- Web page highlighting basic reference resources
- Dedicated telephone reference, not located at reference desk.
- Instructional programs on doing research and / or preparing term papers and reports

Space requirements

- Stack area large enough to support the anticipated collections in the adult and children's departments
- Space for sufficient computers for peak use
- Space for sufficient tables and chairs to accommodate peak use
- Space for quiet study

Space options

- Small group study rooms (Seating 2 – 4 people)

Space adjacency considerations

- General information services area for adults should be close to magazines and newspapers collections.
- General information area for adults should be away from circulation and children's services.

Facility analysis of BMPL

- Community residents have indicated that more quiet space is needed.
- Community residents have indicated that more tables and chairs are needed in the reference area.

5. INFORMATION LITERACY

A library that provides INFORMATION LITERACY service helps address the need for skills related to finding, evaluating, and using information effectively.

Examples of activities offered by public libraries

- Instructional programs on how to use a computer
- Instructional program on how to access electronic information
- Instructional programs on how to use basic software packages such as Word or Excel
- One-on-one instruction or assistance on how to use a computer or access electronic resources

Space requirements

- Computer lab for conducting classes for the public and staff (Seating 12 – 20 people)

Space options

- Additional computer lab for conducting classes for the public and staff (Seating 12 – 20 people) that could be used by library customers when a class was not in session

Space adjacency considerations

- If computer training classes will be offered during hours when the library is not open to the public, then the lab should be located to facilitate such usage.
- If the computer lab will be open for use by library customers when classes are not in progress, then the lab should be located to facilitate staff monitoring of computer use and assistance when questions arise.

Facility analysis of BMPL

- BMPL has a computer lab with 12 computers.

6. LIFELONG LEARNING

A library that provides LIFELONG LEARNING service helps address the desire for self-directed personal growth and development opportunities.

Examples of activities offered by public libraries

- Programs, discussions and lectures on a wide variety of topics
- Electronic pathfinders on a wide variety of topics
- Displays and exhibits

Space requirements

- Stack area large enough to support the existing and anticipated collections for adult, young adult and juvenile materials
- Service desks for adult, young adult and youth services
- Space for tables and chairs to enable library users to examine books and other materials close to the area where they are located
- Display shelving to highlight topics on subjects of current interest
- Comfortable lounge chairs

Space options

- Small conference rooms to facilitate group exploration of a topic (Seating 4 – 8 people)

Space adjacency considerations

- Adult book collection should be close to adult reference collection.
- Young adult book collection should be near to, but separate from, the adult book collection.
- Juvenile book collection should be close to juvenile services desk.

Facility analysis of BMPL

- Stack area is not large enough to support the collection size desired by community residents.
- Display shelving is limited to the new book area on the first floor.
- BMPL has a limited collection of young adult materials and does not provide a staffed service point to assist young adults with their informational needs.

As the Library Board, library staff and consultants began to explore options for the remodeling, expansion or possible replacement of the Bennett Martin Public Library, they considered the following questions:

1. Location

- Is the Bennett Martin Public Library in the best location to enable it to deliver the services needed and expected by community residents?
- If not, what location would be better for the main library?

2. Accessibility

- Is the building accessible by car, bus, bike, etc.?
- Is there adequate parking close to the building?
- Are the public service hours adequate to serve the community?

- Does the interior layout of the building facilitate its use by customers and staff?
- If not, what needs to be done to make the building more accessible?

3. Size

- Is the Bennett Martin Public Library the proper size to deliver the services that are needed and expected by the community?
- Are the public service spaces the appropriate size?
- Are all of the staff work areas the appropriate size?
- If not, how much larger does it need to be and is it possible to expand the library to gain the space that is needed?

4. Architectural Features and Spaces

- Does the Bennett Martin Public Library have the architectural features and spaces that are needed to provide the services which are critical to the service responses selected by the community?
- If not, can the existing facility be remodeled and/or expanded to create those spaces?

5. Condition

- Is the Bennett Martin Public Library in the proper condition to deliver the services needed and expected by the community?
- If not, can the existing building be remodeled to correct the conditions that are identified as being problematical?

6. Collections and Services

- Does the Bennett Martin Public Library have the collections that are needed to support the service responses that have been identified as the highest priorities?
- If not, what is required to enhance and expand the collections to support the service responses?
- Is the Bennett Martin Public Library performing the activities that best support the selected service responses?
- If not, what needs to change so those activities occur?

7. Visibility or Presence in the Community

- Is the Bennett Martin Public Library as visible in the community as it should and could be?
- If not, what should be done to increase the library's visibility?

III. SPACE ALLOCATION: CURRENT AND PROJECTED

The Clark Enersen Partners reviewed the building floor plans for the Bennett Martin Public Library to determine the amount of space that was currently allocated to various public service activities and support service functions. The space allocations shown below for each of the functional area include all of the space associated with that function including the space allocated for shelving, furniture and equipment including tables and chairs, computers, service desks, offices, storage etc.

Since this project did not include programming services, no attempt was made to determine the precise amount of space currently allocated to each aspect of a current function. In other words, within a functional area such as the Heritage Room, the consultants did not calculate how much space was currently allocated for the collection, the office, the furniture and equipment etc. The only calculation that was made was for the Heritage Room as a whole.

The space allocations for the existing Bennett Martin Public Library are shown in the table below.

Bennett Martin Public Library

Functional Area	Current Space Allocation
Administration	1727
Building and Grounds	2339
Circulation including adult services and periodicals	21992
Collection Management	1604
Heritage Room	1634
Outreach Services	1150
Periodicals	na
Polley Music Library	1506
Public Meeting Room	3147
Reference Services	8197
Technology	1885
Technical Processes	2593
Youth Services (Children and Young Adults)	4405
Space for Affiliated Private Organizations	na
Staff Services/ Public Restrooms	1755
Unassigned	10109
Total	64043

This information was then presented to the library administration and designated supervisors. They were requested to determine whether or not the space currently allocated was sufficient and if not, by what percentage the space would need to grow.

Library administrators and designated supervisors reviewed the information from the community input sessions, the facility analysis included in Section II of this report, and the various usage indicators (circulation, program attendance etc) for the Bennett Martin Public Library. When this review was completed, they provided the consultants with their estimates for the minimum space allocations that would be necessary to implement the services requested and needed at a Central Library serving the Lincoln community.

These minimum proposed space allocations are shown in the following table.

Bennett Martin Public Library	
Functional Area	Minimum Proposed Space Allocation
Administration	5778
Building and Grounds	8405
Circulation including Adult Services	32567
Collection Management	2200
Heritage Room	4140
Mechanical/ Electrical	na
Outreach Services	2816
Periodicals	16760
Polley Music Library	5657
Public Meeting Room	15314
Reference Services	9218
Technology	4064
Technical Processes	14290
Youth Services (Children and Young Adults)	15684
Space for Affiliated Private Organizations	4650
Staff Services	6956
Total	148499

In every functional area, additional space was required. In the public service areas such as Youth Services, Heritage Room, Polley Music Library, Reference Services and Circulation which includes the Adult Circulating Fiction and Non-Fiction, additional space was needed for the collections, computers and additional tables and chairs.

In support service areas, additional space was needed for efficient workflow, workstations for staff and for storage.

In other cases such as public meeting rooms, an increase in space was needed to accommodate the number of programs, meetings and training sessions that the public expects the library to provide. Or, space was recommended for functions not currently available in the library such as the functional area “Staff for Affiliated Private Organizations” which could include space for activities such as used bookstore operated by the Friends of the Library or a café.

The following table compares the current space allocations at the Bennett Martin Public Library and the minimum proposed space allocations.

Bennett Martin Public Library Square Footage Comparisons

Area	Current Space Allocation	Proposed Minimum Space Allocations
Administration	1727	5778
Building and Grounds	2339	8405
Circulation and Periodicals	21992	49327
Circulation	21992	32567
Periodicals	Included in Circ.	16760
Collection Management	1604	2200
Heritage Room	1634	4140
Outreach Services	1150	2816
Polley Music Library	1506	5657
Public Meeting Room	3147	15314
Reference Services	8197	9218
Technology	1885	4064
Technical Processes	2593	14290
Youth Services	4405	15684
Space for Affiliated Private Organizations	na	4650
Staff Services/ Public Restrooms	1755	6956
Unassigned	10109	*
Total	64043	148499

* Proposed minimum space allocation includes proportional square footage of unassigned space in each of the other functional areas.

It is important to note that these proposed minimum space allocations are not the result of an intensive interactive programming process between the library staff and the consultants. That was beyond the scope of this project.

These proposed minimum space allocations have been utilized in the rest of the report and are reflected in the stacking diagrams that have been developed for each of the facility options.

IV: ANALYSIS OF EXISTING BENNETT MARTIN PUBLIC LIBRARY FACILITY INFRASTRUCTURE

In December of 2002, engineers from The Clark Enersen Partners toured the Bennett Martin Public Library and reviewed existing construction documents to ascertain the condition of the building infrastructure. A synopsis of their findings follows. A more detailed report is included in Appendix B of this study. No compiled as-built drawings of the Bennett Martin Public Library exist. During the course of this study, The Clark Enersen Partners developed architectural floor plan as built drawings which are included in Appendix C.

Structural Considerations

The Bennett Martin Public Library was completed in 1961, and incorporates additions constructed in 1967 and 1977. The original construction includes a basement and two above grade floors, and consists of those portions of the building that face 14th Street and 'N' Street. The 1967 addition is L shaped, also consists of a basement and two above grade floors, and encloses the courtyard. The 1971 addition is a vertical expansion on top of the 1967 addition footprint, and adds a third and fourth floor.

The building foundations are a deep system made up of drilled bell piers and the basement walls are poured concrete. The floor and roof structural framing systems are traditional steel post and beam with intermediate open web steel joists and are designed to accommodate library loading requirements. Based on visual inspection, all structural elements appear to be in very good condition. The building is not, however, designed to accommodate any further vertical expansion, nor will the courtyard perimeter walls support the insertion of floors into the courtyard without the addition of a new foundation and framing system for the inserted floors.

Electrical System Considerations

The building electrical system is subdivided into several categories: electrical service, electrical distribution, lighting, power and auxiliary systems, fire alarm, and telecommunications, and we will briefly discuss each one.

Electrical service currently has two entrances into the building. Because most of the equipment is original and has almost no excess capacity, any significant remodel to the Bennett Martin Public Library should anticipate replacement of electrical service.

The electrical distribution system predominately consists of panel equipment that has exceeded an anticipated 30-35 year service life. In addition, much of the equipment was manufactured by a company that is no longer in business making it difficult to find replacement parts. Accordingly, any significant remodel of the Bennett Martin Public Library should anticipate replacement of the electrical distribution system.

The existing lighting is predominately fluorescent and utilizes outdated and energy inefficient T-12 (1" diameter) lamps. Any significant remodel to the Bennett Martin Public Library should anticipate replacing the lighting system to improve aesthetics, light quality, and energy

efficiency. Exit lights should be replaced with long-life LED type fixtures with continuous operation verification capabilities. Emergency lights should also be replaced.

The existing power and auxiliary system is limited and utilizes power strips, power poles and surface mounted outlets to attempt to meet current demand. Any significant remodel to the Bennett Martin Public Library should anticipate upgrading and augmenting this system to meet demand without retrofitted equipment. Receptacles serving technology loads should be protected from transient power surges. The security system should be updated to combine the two existing systems into one as well as network with the security systems in the rest of the Lincoln library system.

The fire alarm system does not currently include voice evacuation capability, which should be incorporated into any remodel.

The current telecommunication system meets the building needs as best it can considering existing architectural limitations. It is reasonable to assume that, given the speed at which telecommunication equipment and transmission speed evolves, any remodel should anticipate a new telecommunication system which would include fax and data lines as well as voice communication.

Mechanical System Considerations

The mechanical system is also broken into categories which we will discuss independently.

The heating, ventilating and air conditioning (HVAC) System consists predominately of equipment that has been used beyond its average expected useful life. Some has been used two to three times as long as expected. The system is also energy inefficient, utilizing steam heating instead of hot water, and self contained water cooled condensers which have high water costs. The HVAC System is at the point where major equipment replacement will need to happen just to maintain existing operating conditions. Any remodel project should anticipate the replacement of this entire system.

The plumbing system is also predominately original equipment. However, the distribution system, with the exception of storm sewer service, seems adequate. All original plumbing fixtures should be replaced in any remodel project.

The Bennett Martin Public Library needs to add a code compliant wet pipe fire sprinkler system.

The existing temperature control system includes a 1967 pneumatic system and a 1977 low voltage system. Any Bennett Martin Public Library remodel project should anticipate replacing the temperature control systems with a new direct digital system.

Conclusion

Any significant construction project at the Bennett Martin Public Library should anticipate replacing most of the mechanical and electrical systems in the building. The existing structural system appears to be adequate for the existing floor plan configuration, but will not support either vertical or courtyard expansion without expensive structural system augmentation.

V. FACILITY OPTIONS

Facility Option 1: Remodel the existing Bennett Martin Public Library

The first option available to Bennett Martin Public Library is the most basic—remodel the existing building. This option would add no new space to the building. Rather, it would remedy all of the conditions, other than space, that are now at unacceptable levels in the facility, and provide a new interior for library services within the current exterior walls of the BMPL building.

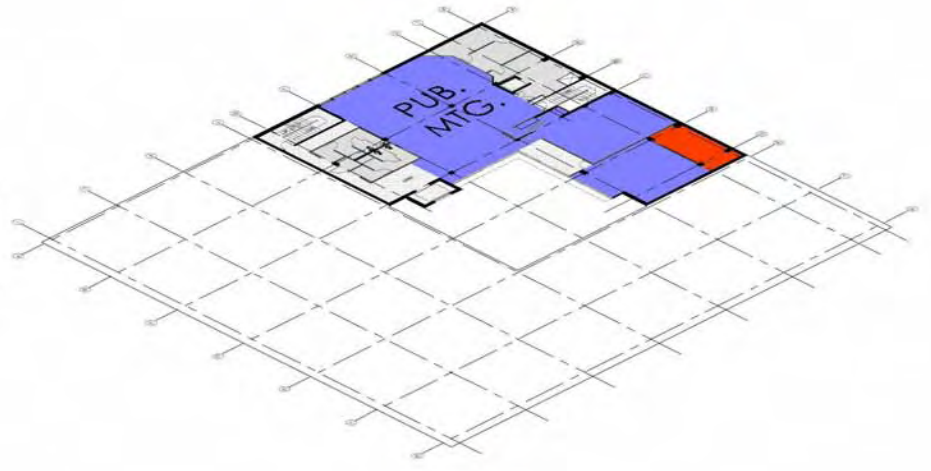
The remodeling process would require complete demolition of the existing interior of the library, either by phases or in a single phase if it becomes more feasible to relocate library services completely during the remodel. This remodel would bring the facility into compliance with modern building codes and with the Americans with Disabilities Act (ADA). In addition to these issues, all mechanical (heating and cooling), electrical power, data, and telecommunications systems would be replaced. Basic building features such as elevators and restrooms would be replaced. The basic building enclosure would also be upgraded. Improvements could include new window systems, entrances, exterior surface materials, and roofing. The interior would include new finishes and furnishings to support library functions and services.

In order to bring about these improvements, some space currently dedicated to library services would be re-allocated to building infrastructure and core elements—things such as mechanical rooms, data and telecommunications rooms, and enlarged restrooms, stairs, and elevators. The remaining space would be devoted to library functions that meet accessibility requirements. Much of the current collection is housed in inaccessible stack ranges, or is too tightly condensed to be practical. Correcting these deficiencies in a new space plan means that library functions would have to shrink to fit within the remodeled space. Although difficult to estimate reliably, existing collection materials might realistically be expected to decrease by at least twenty-five (25) percent. In addition to shrinking the collection, this option does not provide for expanded services or growth of materials.

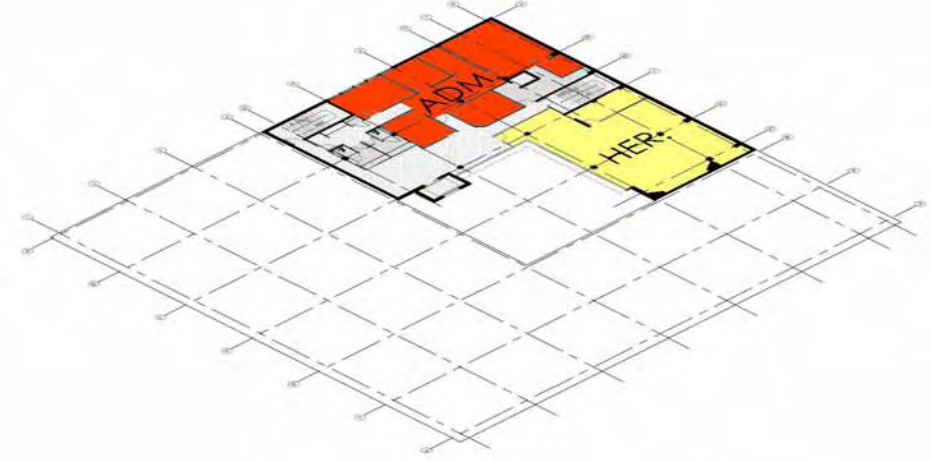
The services identified as priorities in the service plan could not be addressed significantly with Option 1. Similarly, the issue of parking for library patrons would not be dealt with since the current facility does not offer this amenity.

The stacking diagram for Option 1 illustrates how space is currently distributed in Bennett Martin Public Library, and is included for reference only.

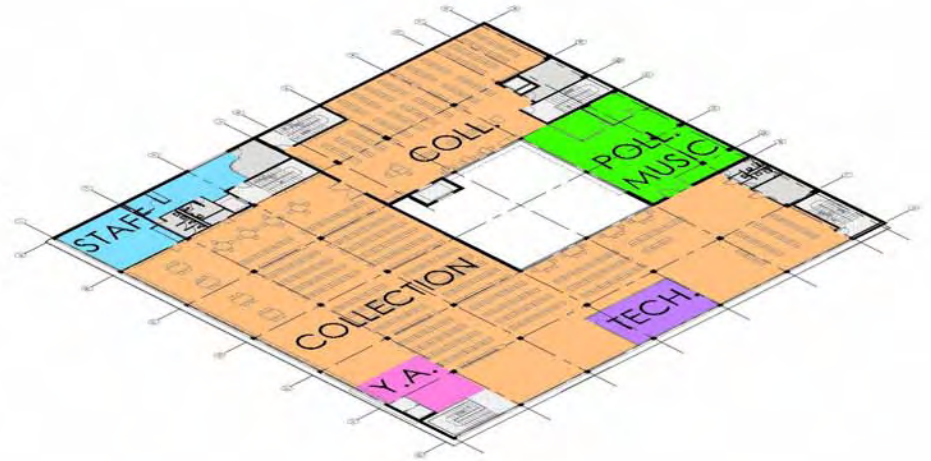
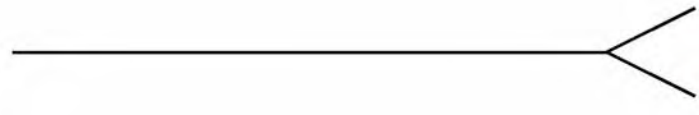
FOURTH LEVEL



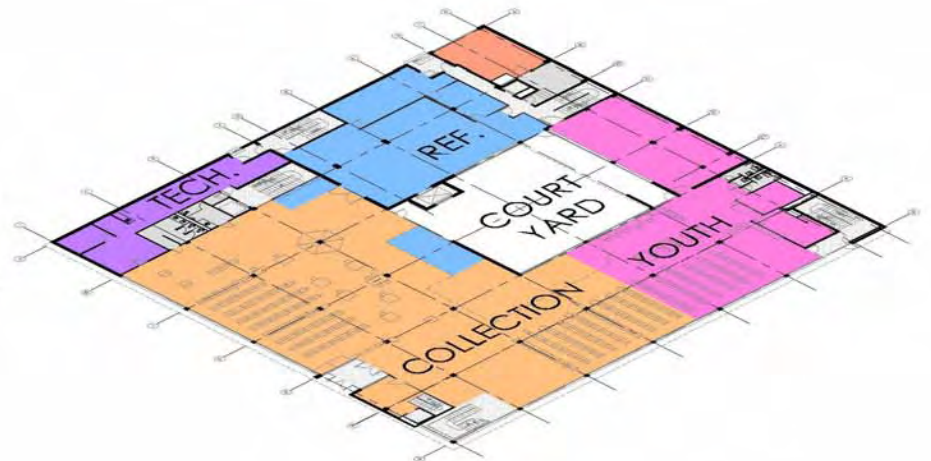
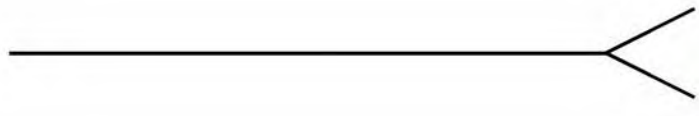
THIRD LEVEL



SECOND LEVEL



MAIN LEVEL



LOWER LEVEL



LEGEND

- | | |
|------------------------|-------------------------|
| ADMINISTRATION | REFERENCE SERVICES |
| BUILDING & GROUNDS | TECHNOLOGY |
| COLLECTION/CIRCULATION | TECHNICAL PROCESSES |
| COLLECTION MANAGEMENT | YOUTH SERVICES |
| HERITAGE ROOM | COMM. AFF. PRIVATE ORG. |
| OUTREACH SERVICES | STAFF SERVICES |
| PERIODICALS | MECH./ELEC. |
| POLLEY MUSIC LIBRARY | BUILDING SYSTEMS |
| PUBLIC MEETING ROOMS | |

Bennett Martin Public Library
Space Needs and Facilities Study

Existing Library Building
Space Allocation for
Reference Only

March 18 2003



Dubberly Garcia Associates, Inc.
ATLANTA & DENVER



Facility Option 2: Remodel the existing Bennett Martin Public Library and build a remote facility for designated administrative and support functions

This option would incorporate many of the changes and improvements described in Option 1. The existing Bennett Martin Public Library building interior would be demolished and rebuilt to bring the facility into code and ADA compliance. All building systems would be replaced, and the exterior building enclosure would be upgraded. The remodeling process would furnish the building with new mechanical, electrical, and telecommunications systems, as well as a new interior with finishes and furnishings to support library functions and services. Just as in Option 1, no new contiguous space would be added to the existing Bennett Martin Public Library building, and the library would experience the same loss of collection space within the existing walls.

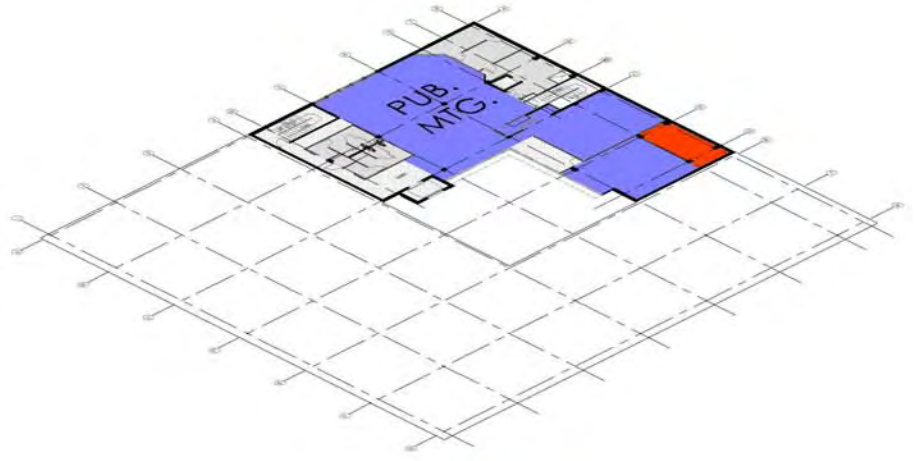
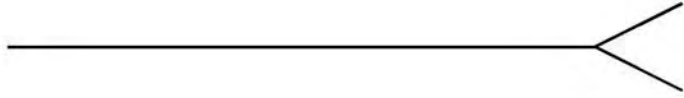
Option 2 would, however, replace some of the space lost to building infrastructure, core areas, and ADA compliance with new space in a remote location. This remote facility would house services that could logically function separately from the main library. To achieve enough re-allocation space within the existing library building, approximately 25,000 square feet of existing, functioning space would need to be relocated to the remote location. Examples of functions that could be relocated include administration and technical processes.

While Option 2 would free roughly 25,000 square feet of space within the existing building's walls, this gained area would be used for building infrastructure and to expand collection spaces enough to bring them into code and ADA compliance. No new space would be added to allow expansion of the collection or to address the service plan. As in Option 1, patron parking at the library would not be dealt with.

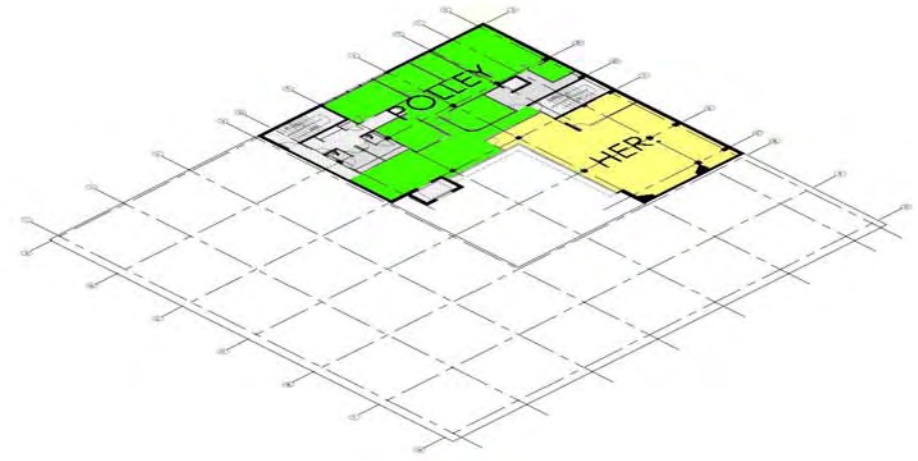
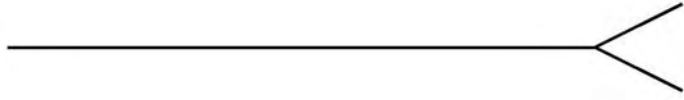
In addition to the issues associated with the existing library building, a new facility would be constructed to house the relocated functions. Property would have to be acquired in a location that suited these functions, and a new space would need to be designed and constructed. Option 2 presents the additional challenge of managing the main library with a split operation. The functions that can operate remotely would ultimately still function better under one roof with the main library. Communications between the two locations would be affected and it is likely that more staff would be required to accomplish the same work and provide the same services.

The stacking diagram for Option 2 illustrates how space would be re-distributed on each level of the existing building.

FOURTH LEVEL



THIRD LEVEL



SECOND LEVEL



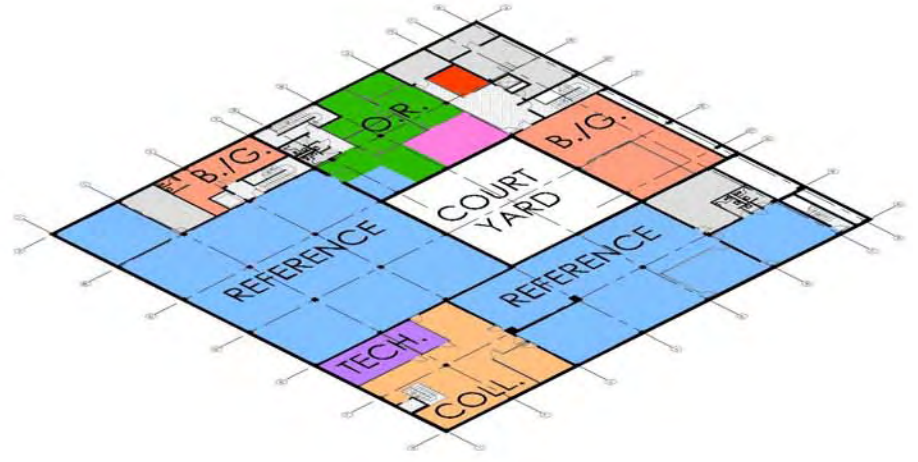
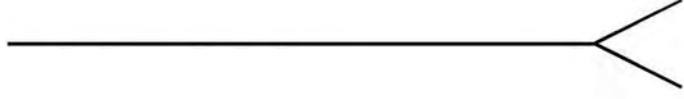
MAIN LEVEL



Option 2 assumes these spaces have been located off-site.

- + Administration
- + Technical Services
- + Collection Management
- + Appropriate Support Spaces

LOWER LEVEL



LEGEND

- | | |
|------------------------|-------------------------|
| ADMINISTRATION | REFERENCE SERVICES |
| BUILDING & GROUNDS | TECHNOLOGY |
| COLLECTION/CIRCULATION | TECHNICAL PROCESSES |
| COLLECTION MANAGEMENT | YOUTH SERVICES |
| HERITAGE ROOM | COMM. AFF. PRIVATE ORG. |
| OUTREACH SERVICES | STAFF SERVICES |
| PERIODICALS | MECH./ELEC. |
| POLLEY MUSIC LIBRARY | BUILDING SYSTEMS |
| PUBLIC MEETING ROOMS | |

Bennett Martin Public Library
 Space Needs and Facilities Study
 Remodel Existing BMPL &
 Build a Remote Facility for
 Designated Administrative
 & Support Functions
 March 18 2003

Option
2



Dubberly Garcia Associates, Inc.
ATLANTA & DENVER



Facility Option 3: Remodel the existing Bennett Martin Public Library and construct an adjacent addition

While Options 1 and 2 address some of the most significant issues facing Bennett Martin Public Library, they fall short of meeting all of the goals outlined in the service plan and meeting the needs of collection storage, as well as other issues such as adequate seating for library users and sufficient public meeting space for programs sponsored by the library and community meetings. Option 3 would address all of the issues by adding space to the Bennett Martin Public Library with an adjacent addition. By constructing new space contiguous with the existing building, allocating space to various functions can be accomplished in a relatively efficient way.

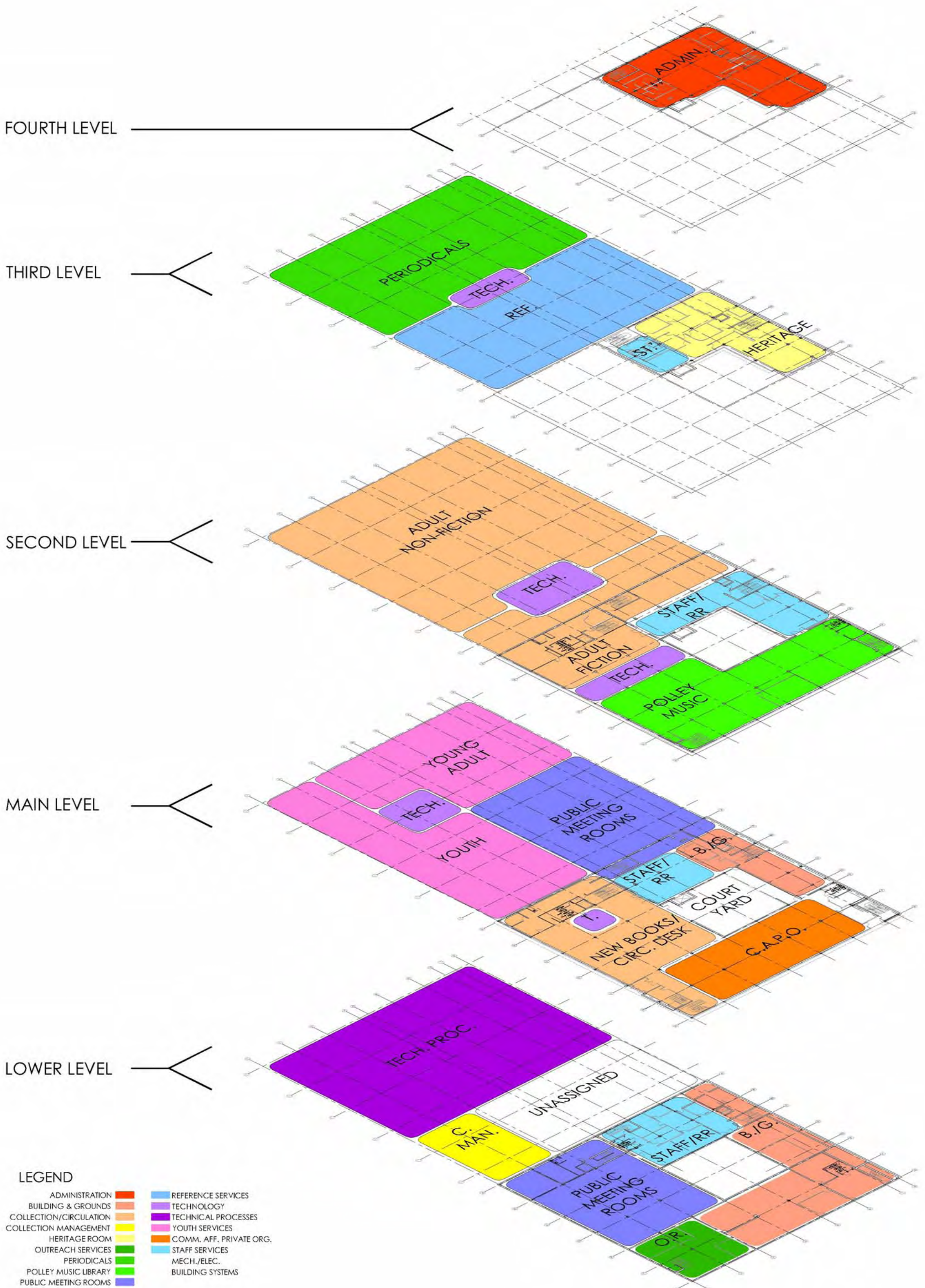
New property adjacent to the Bennett Martin Public Library building would need to be acquired and the existing structures removed. Adapting existing adjacent buildings to use as a library is not feasible because the library's requirements for load-bearing structural capacity, and desired floor-to-floor dimensions could not be met. If property on the north side of the library block were acquired, utilities currently running under the alley would also require relocation before an addition could be constructed directly adjacent to the existing building.

In this third option, an addition containing approximately 80,000 square feet would be constructed adjacent to the library building. By constructing the addition first, library functions could be moved to the addition upon its completion, allowing the library to function without interruption. The existing Bennett Martin Public Library building could then be vacated for remodeling.

Just as in Options 1 and 2, the interior of the existing library would be demolished and all of the systems inside would be replaced. By constructing the addition, the existing space lost to infrastructure would be completely replaced. The addition would also be large enough to provide expansion of the collection and carry out the goals of the service plan. The resulting facility would, in effect, swallow the existing Bennett Martin Public Library building and give an entirely new aesthetic and image to the main library. The addition would logically contain basement, first, second, and third floor levels that align with the current library's levels. A four-level structure containing about 148,000 square feet would occupy roughly one half block. The availability of other property on the existing library block is unknown; however, the 2002 assessed value of the five contiguous properties along "O" Streets beginning at the corner of 14th Street then going eastward is \$1,851,306. This does not include the YWCA building or the recently constructed retail/residential building at the corner of 15th and "O" Streets.

Option 3 addresses all of the space and program issues identified except for one—parking. Like Options 1 and 2, this option does not address off-street parking dedicated to library patrons. If parking is valued highly enough, obviously more property, perhaps the all of the property on the current library block, could be acquired to dedicate space to parking.

The stacking diagram for Option 3 illustrates how library functions might be distributed over four levels. Library collections and services are located to show relative size and position within the new and remodeled space.



Bennett Martin Public Library
Space Needs and Facilities Study

Remodel Existing BMPL &
Construct an Adjacent
Addition

March 18 2003

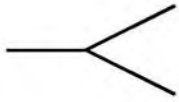
Option
3

Facility Option 4: Adaptive reuse of an existing facility

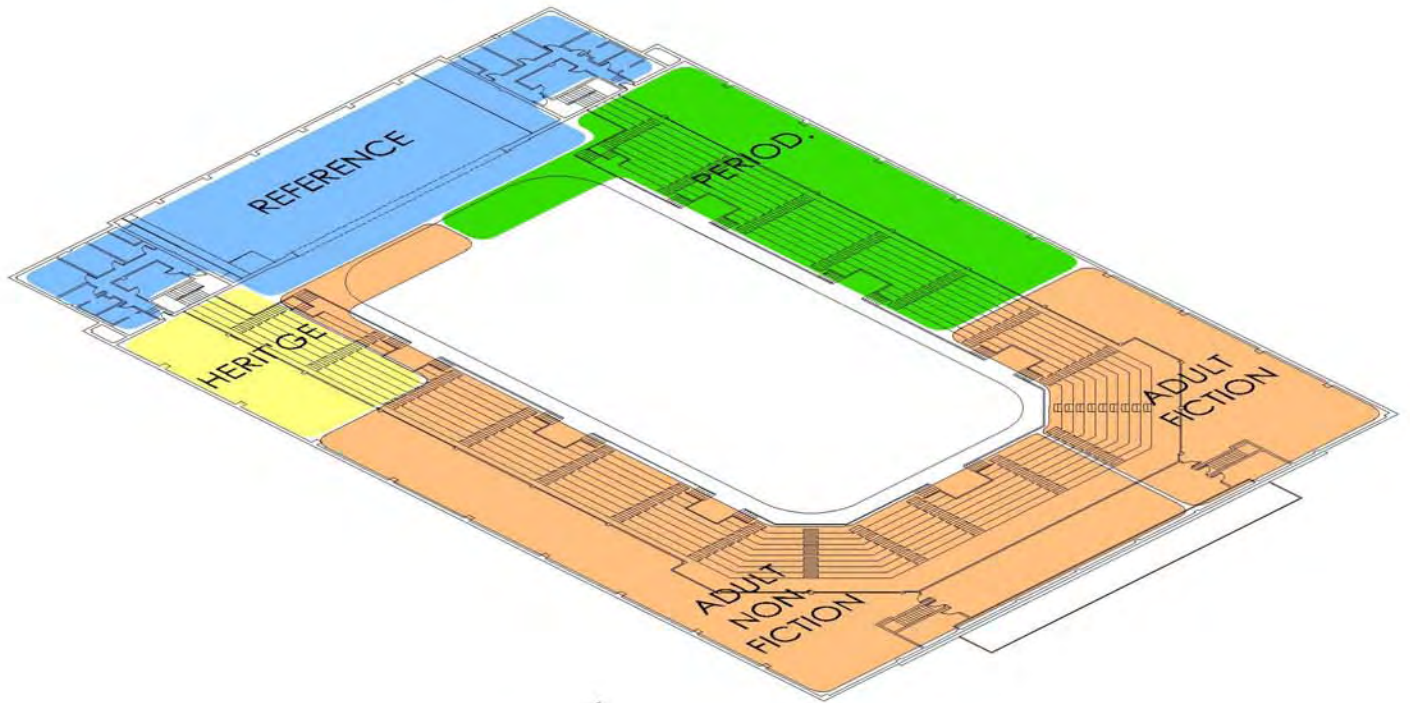
Adaptive reuse would enable the main library to move to an existing structure in the downtown Lincoln area that possesses enough space and adequate structural capacity to accommodate the library. As an example of adaptive reuse, the Pershing Event Center is used here to illustrate Option 4. The Pershing building meets several of the critical requirements. The building contains enough square footage as it stands, and the structure of the building's main level was constructed with a live load structural capacity of 150 pounds per square foot, or exactly the capacity that a new library building would be built to accommodate. The building is centrally located in the downtown area, and is owned by the City of Lincoln. The Pershing facility may be available for reuse in the foreseeable future if a new convention facility is built in Lincoln.

Adaptive reuse of an existing building could shorten the timeline for construction, and there would be no disruption of library services. The Pershing building could arguably be remodeled very effectively for use as a library. All of the space requirements could be met, the service plan could be carried out, and some off-street parking could be accommodated on the Pershing block. Because the City already owns this property, acquisition costs might be greatly reduced with this option. The stacking diagram for Option 4 illustrates how library services might be distributed within the existing Pershing structure.

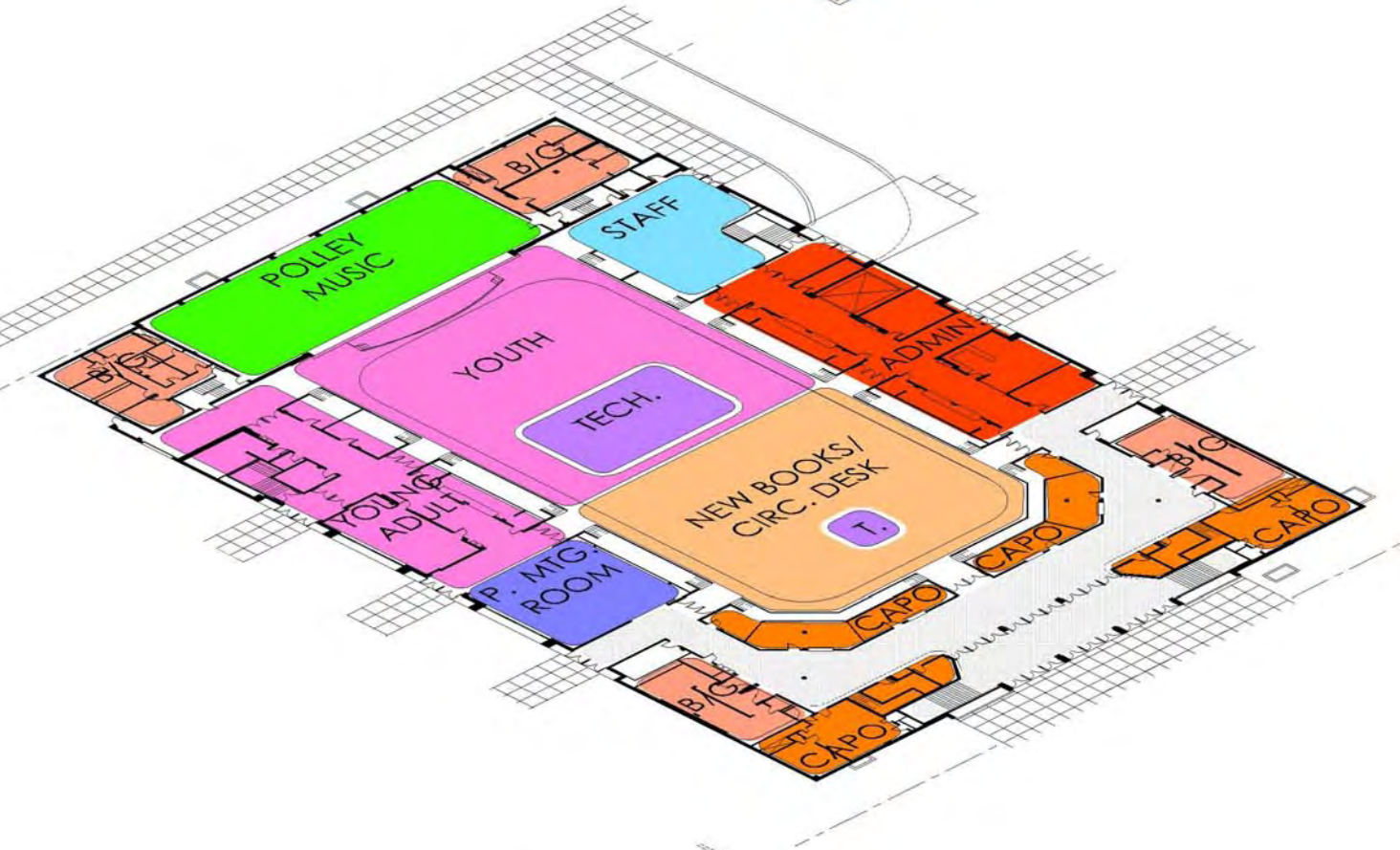
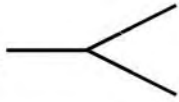
THIRD LEVEL



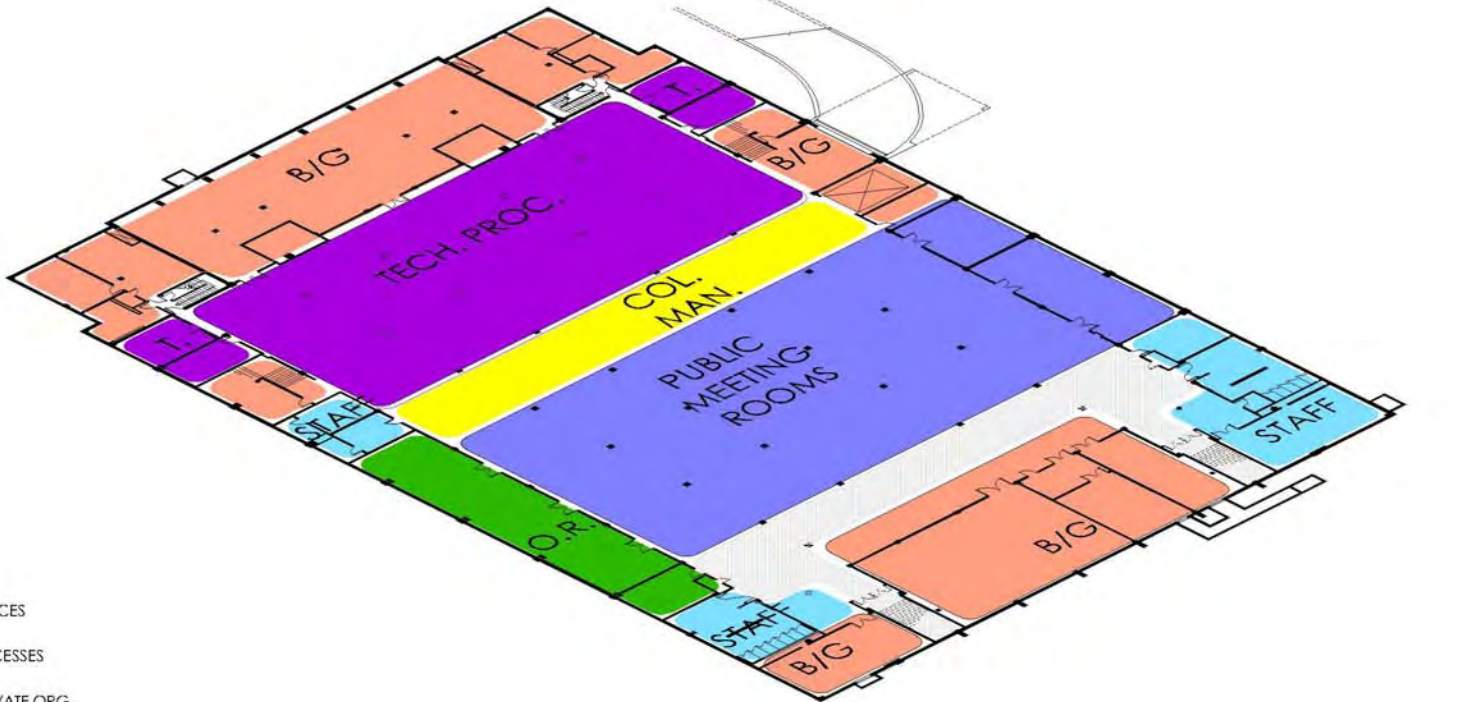
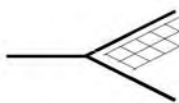
MECHANICAL ROOMS ONLY



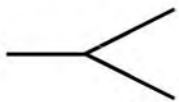
SECOND LEVEL



MAIN LEVEL



LOWER LEVEL



LEGEND

- ADMINISTRATION
- BUILDING & GROUNDS
- COLLECTION/CIRCULATION
- COLLECTION MANAGEMENT
- HERITAGE ROOM
- OUTREACH SERVICES
- PERIODICALS
- POLLEY MUSIC LIBRARY
- PUBLIC MEETING ROOMS
- REFERENCE SERVICES
- TECHNOLOGY
- TECHNICAL PROCESSES
- YOUTH SERVICES
- C.O.M.M. AFF. PRIVATE ORG.
- STAFF SERVICES
- MECH./ELEC.
- BUILDING SYSTEMS

Bennett Martin Public Library
Space Needs and Facilities Study

Adaptive Re-use of
Existing Pershing Event
Center for New Library

March 18 2003

Option

4



Dubberly Garcia Associates, Inc.
ATLANTA & DENVER



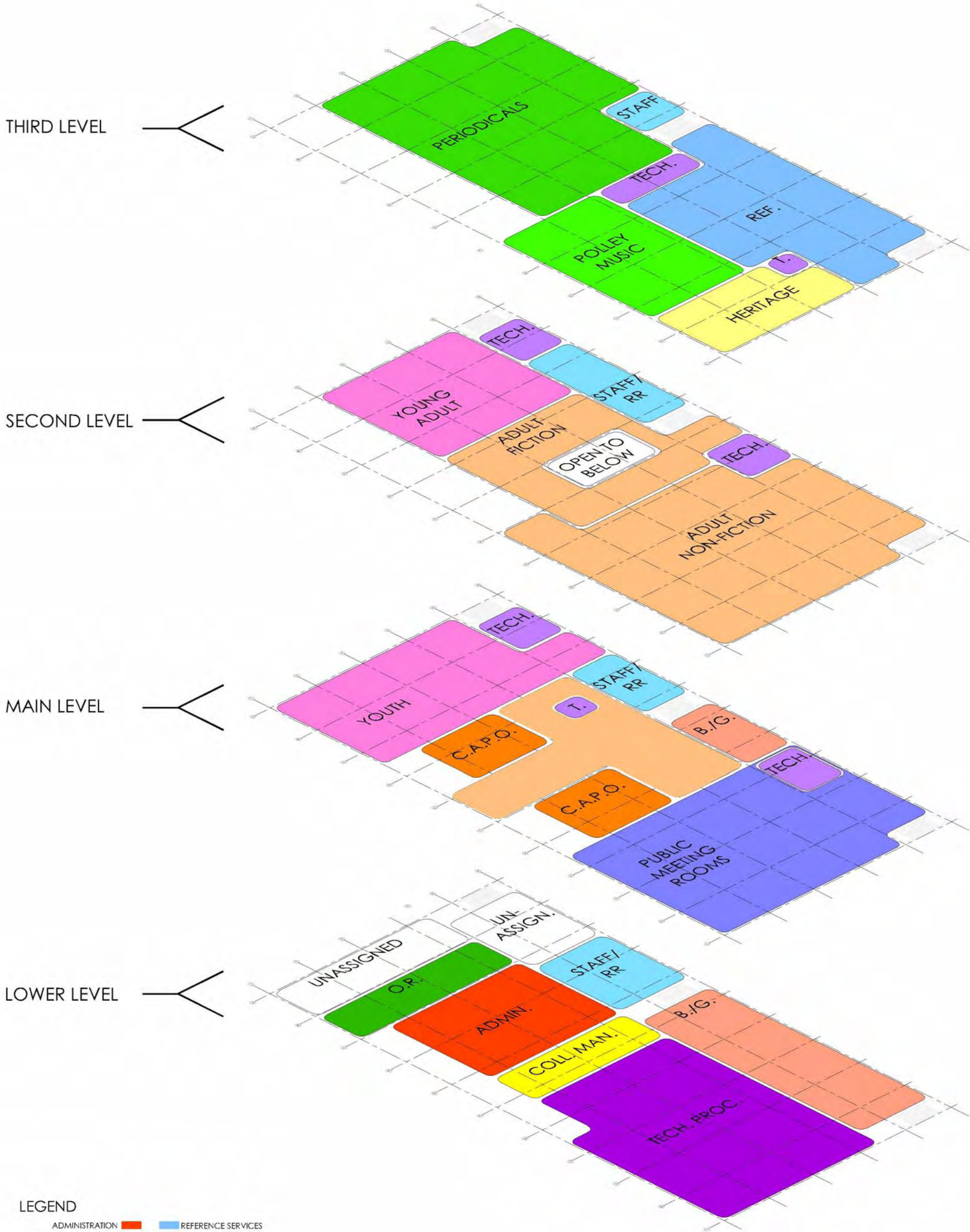
Facility Option 5: Build a new facility

The fifth option is the simplest— build a new library facility. This would require a search for available property in the downtown Lincoln area. A full city block would provide space for a new multi-level library building and off-street parking. Without beginning the search process, only one block in downtown Lincoln is obvious—the block south of Gold’s Galleria bounded by 10th, 11th, M and N Streets.

Option 5 could also be implemented using sites mentioned in the previous options. For example, the existing Bennett Martin Public Library—along with some combination of adjacent properties—could be removed to clear enough land to build a new facility. The same process of land acquisition would be required with this option as was outlined in the discussion of an addition to the existing library building. Again, if existing buildings were removed, the library would be unencumbered by restrictions that they present. Similarly, if the Pershing Event Center were removed, an entire block of open space would be available. This block would then act as a blank canvas to allow a new building to be designed without any restrictions in design.

By constructing a new facility, all of the space issues would be addressed—collection, growth, the service plan, and parking. A new facility would present a new image for the main library while presenting a blank slate on which to build “fresh”. The biggest advantage to this option is that there would be no physical restrictions placed on programs. A 4-level building containing 148,000 square feet would occupy roughly one half block. Another advantage of Option 5 is that the library would not experience the inconveniences associated with remodeling and services would not be disrupted, unless the decision were made to construct the new facility on the site of the existing Bennett Martin Public Library.

The stacking diagram for Option 5 shows the relative size of library functions and how they might be located on each level of a new facility.



LEGEND

ADMINISTRATION	REFERENCE SERVICES
BUILDING & GROUNDS	TECHNOLOGY
COLLECTION/CIRCULATION	TECHNICAL PROCESSES
COLLECTION MANAGEMENT	YOUTH SERVICES
HERITAGE ROOM	COMM. AFF. PRIVATE ORG.
OUTREACH SERVICES	STAFF SERVICES
PERIODICALS	MECH./ELEC.
POLLEY MUSIC LIBRARY	BUILDING SYSTEMS
PUBLIC MEETING ROOMS	

Bennett Martin Public Library
Space Needs and Facilities Study



Build a New Facility

March 18 2003

Option
5

VI. COST ESTIMATES FOR FACILITY OPTIONS

The matrix on the next page provides the following estimates for each of the five options as identified at the top of the chart. Costs are categorized as follows:

1. **Construction costs** which are sub-categorized to include typical library new construction costs, typical library remodel costs, typical office new construction costs which would better represent a potential remote, administrative only facility, and other factors such as phasing and option specific costs.
2. **Land, Demolition, Furnishings and Design costs**
3. **Total Project costs**

All estimates are in 2003 dollars. The matrix also provides additional information including:

- The **Percentage of Program Achieved** which refers to the percentage of space that each option provides compared to the minimum proposed space allocation.
- The availability of **On-site Parking**
- **Estimated Construction Duration**

Bennett Martin Public Library Space Needs and Feasibility Study

Option Cost Comparison

March 18, 2003
Lincoln, Nebraska

	Option 1 Remodel existing only • 64,000 SF Total SF 64,000	Option 2 Remodel existing / Build remote • 64,000 SF Remodel • 25,268 remote Total SF 89,268	Option 3 Remodel existing / Adjacent addition • 64,000 SF remodel • 84,489 new • 6,000 new unfinished bsmnt. Total SF 154,489	Option 4 Use Pershing Event Center • 142,139 SF remodel • 5,000 new flr. above stage Total SF 147,139	Option 5A Build a new facility, new site • 149,489 SF new • 6,000 new unfinished bsmnt. Total SF 154,489	Option 5B Build a new library on existing site and property to North along "O" Street • 149,489 SF new • 6,000 new unfinished bsmnt. Total SF 154,489	Option 5C Build a new library on Pershing Event Center site • 149,489 SF new • 6,000 new unfinished bsmnt. Total SF 154,489
<i>Estimated Construction Cost (2003 dollars)</i>							
New Library Space (\$150/SF)	\$0	\$0	\$12,673,350	\$750,000	\$22,423,350	\$22,423,350	\$22,423,350
New Remote Space (\$120/SF)	\$0	\$3,032,160	\$0	\$0	\$0	\$0	\$0
Remodel Library Space (\$100/SF)	\$6,400,000	\$6,400,000	\$6,400,000	\$14,213,900	\$0	\$0	\$0
Phasing Factor (\$2/SF)	\$128,000	\$178,536	\$296,978	\$0	\$0	\$0	\$0
Volume Factor (\$5/SF)	\$0	\$0	\$0	\$710,695	\$0	\$0	\$0
Unfinished Basement (\$70/SF)	\$0	\$0	\$420,000	\$0	\$420,000	\$420,000	\$420,000
Fixed Seating Demolition (\$15/SF)	\$0	\$0	\$0	\$450,000	\$0	\$0	\$0
Estimated Sitework	\$0	\$50,000	\$50,000	\$50,000	\$200,000	\$200,000	\$200,000
Subtotal	\$6,528,000	\$9,660,696	\$19,840,328	\$16,174,595	\$23,043,350	\$23,043,350	\$23,043,350
Contingency (5%)	\$326,400	\$483,035	\$992,016	\$808,730	\$1,152,168	\$1,152,168	\$1,152,168
Total Construction	\$6,854,400	\$10,143,731	\$20,832,344	\$16,983,325	\$24,195,518	\$24,195,518	\$24,195,518
Land Purchase	\$0	\$780,000 ¹	\$1,851,306 ²	\$0	\$2,000,000 ³	\$1,851,306 ²	\$0
Building Demolition	\$0	\$0	\$250,000 ⁴	\$0	\$0	\$400,000 ⁴	\$1,000,000 ⁴
Furnishings / Equipment (\$25/SF)	\$1,600,000	\$2,231,700	\$3,712,225	\$3,678,475	\$3,737,225	\$3,737,225	\$3,737,225
Subtotal	\$8,454,400	\$13,155,431	\$26,645,875	\$20,661,800	\$29,932,743	\$30,184,049	\$28,932,743
Fees, Tests, Legal, Reimbursables, etc. (10%)	\$845,440	\$1,315,543	\$2,664,588	\$2,066,180	\$2,993,274	\$3,018,405	\$2,893,274
Project Cost	\$9,299,840	\$14,470,974	\$29,310,463	\$22,727,980	\$32,926,017	\$33,202,454	\$31,826,017
Percentage of Program Achieved	43%	60%	100%	100%	100%	100%	100%
On-site Parking	No	No	No	Some Possible	Yes	Yes	Yes
Estimated Construction Duration	12-18 mo.	20-26 mo.	24-30 mo.	12-18 mo.	20-26 mo.	20-26 mo.	20-26 mo.

¹ Estimate provided by a local commercial real estate broker.

² Based on assessed value in 2002.

³ This cost could vary anywhere between one and three million in 2003 dollars depending on the location.

⁴ Estimates provided by a local contractor.

VII. COMPARISON OF FACILITY OPTIONS

The matrix on the following page illustrates a comparison of advantages and disadvantages for the five facility options.

Bennett Martin Public Library Space Needs and Feasibility Study

Comparison of Facility Options

March 18, 2003
Lincoln, Nebraska

Options	1	2	3	4	5A	5B	5C
	Remodel existing only	Remodel existing/Build remote	Remodel existing/Adjacent addition	Use Pershing Event Center	Build a new facility, new site	Build a new library on existing site and property to North along 'O' Street	Build a new library on Pershing Event Center site
Advantages							
Relative Cost	●	●					
Addresses Infrastructure Needs	●	●	●	●	●	●	●
Provides New Furnishings	●	●	●	●	●	●	●
Provides New Image	●	●	●	●	●	●	●
Addresses Growth			●	●	●	●	●
Addresses Service Plan			●	●	●	●	●
Central Business District Location	●	●	●	●	●	●	●
No Disruption of Operation				●	●		●
City Owned Property				●			●
No Existing Physical Restrictions on Program or Service Plan					●	●	●
Disadvantages							
Lose Collection Space	●						
Doesn't Address Growth	●	●					
Doesn't Address Service Plan	●	●					
High Disruption to Operations	●	●	●			●	
Doesn't Address Parking	●	●	●			●	
Splits Operation		●					
Acquisition of Property Required			●	●	●	●	●
Floor to Floor Height Restrictions	●	●	●				
Column Spacing Restrictions	●	●	●	●			
Relative Cost					●	●	●

BENNETT MARTIN PUBLIC LIBRARY

2002

COMMUNITY AND STAFF OBSERVATIONS

Prepared in Collaboration with

The Clark Enersen Partners

December 30, 2002

Dubberly Garcia Associates, Inc.

A T L A N T A & D E N V E R



TABLE OF CONTENTS

I.	EXECUTIVE SUMMARY	1
II.	COMMUNITY INVOLVEMENT	
	A. Methods	6
	B. Findings	9
III.	STAFF INVOLVEMENT	
	A. Methods	36
	B. Findings	38
IV.	SERVICE PRIORITIES SELECTED	55
V.	APPENDICES	
	A. Community Meetings	63
	1. Gere Branch	63
	2. Bennett Martin Public Library	69
	B. Focus Groups	
	1. Business Community	74
	2. Downtown Lincoln Association	79
	3. Neighborhood Associations	83
	4. Library Board, Foundation and Heritage Board	87
	5. Human Services	91
	6. Teachers	95
	7. St. Mary's 8th Grade	98
	C. Stakeholder Interviews – Minority Members	102
	D. Staff	
	1. Bennett Martin Public Library Staff	109
	2. Management Staff	117

I. EXECUTIVE SUMMARY

The Bennett Martin Public Library has served the City of Lincoln well for forty years. It is a cultural anchor in downtown Lincoln and serves the needs of a diverse group of library users. Over the past several years, the role and services provided by public libraries have evolved considerably. Two major influences have driven this evolutionary process: technology and the impact of the retail mindset.

Libraries nationwide have shifted from being bland places where library users felt the need to whisper to vibrant, dynamic places providing access to a wide variety of services tailored to meet local needs. When the Bennett Martin Public Library opened its doors in December 1962, library users found a friendly staff and a large collection of books. There were also some audio-visual materials, such as records, 16mm films, slides and filmstrips. State of the art technology in 1962 meant that staff had access to manual typewriters and they used books, magazines and clipping files to answer reference questions. Library users located desired materials by checking the card catalog, and they checked out materials for home use by signing their names on cards located in book pockets inside each book.

Now, 40 years later, library users and library staff use computers to access the library catalog online, which is available 24 hours from any location that can access the Internet. The audio visual collection has expanded to include videos, compact disks, DVDs, books on tape while obsolete or lesser used formats are no longer a part of the collection. Library users can use computers in the library to access electronic databases licensed by the library, locate information on the Internet, or even use word processing and other software for personal use. Of course, there is an even larger collection of books, magazines and newspapers.

The library services and library collections at the Bennett Martin Public Library have changed significantly over the past 40 years, but far less has changed to the facility itself. There were two additions to the facility, one in 1968 and another in 1978, which brought the building to its present size of 67,910 square feet. To the extent possible, the technological infrastructure to support the computer systems has been added.

Maintenance has been performed to keep aging mechanical, electrical, heating and ventilation systems functioning, and to keep the building looking as clean and welcoming as possible.

Consequently, the time has to examine the library service needs of Lincoln residents and ascertain whether or not the existing Bennett Martin Public Library can be remodeled or expanded to meet those needs, or if necessary to explore alternative sites and buildings to set the direction of a future main library to serve the community for the next 30 – 50 years.

To assist the Library Board, staff and consultants in developing options for a remodeled, expanded or new library, the opinions of community residents and the library staff were sought. During community meetings, focus groups and one-on-one interviews, participants were asked their opinions of the Bennett Martin Public Library building and the services the library does or could provide. The primary observations of the community residents and staff were as follows:

Location

The vast majority of community residents and staff believe it is important for the Bennett Martin Public Library to remain downtown. If a new library were to be built or an adaptive reuse undertaken, the participants in this process wanted to see the library remain very close to its existing location.

Accessibility

It was suggested that the hours of the library be extended, specifically participants wanted the library to open at 9am as it had previously.

Many of the participants commented on the lack of parking, which they believe has a negative impact on the use of the library. They believe the availability of additional parking should be a high priority in any discussion of expanding or relocating the library.

Other participants indicated it is important that the library be located on one or more major bus routes. While others thought it is important that it be easy and safe to reach the library on foot or by bicycle.

Numerous comments were made about the fact that you cannot take one elevator to every floor in the building.

Size

Many participants and almost all of the staff indicated that the existing library was too small. They described the library as being crowded, cramped, full, and cluttered.

Specific comments were made about the lack of space in the Youth Services area, the Internet area, the Heritage Room, the business reference area.

Staff were very vocal about the lack of work room space through out the building and the lack of office space. There is also a serious lack of storage space.

Architectural features and spaces

Many community residents and staff commented positively about the natural light in the building and indicated that they liked the courtyard.

While some participants described the building as beautiful and attractive; others described it as chaotic, dim, dreary and unexciting. It was described as utilitarian and outdated. They indicated that the building should be more welcoming. They wanted a building with meeting spaces, quiet study spaces and places where talking was not only permitted but encouraged. They envisioned a building with comfortable seating and lots of computers.

Many participants thought the addition of a coffee bar, used bookstore and or gift shop would make the library more of destination and would be welcome additions to the building. Many participants cited Barnes and Noble as the atmosphere that should be created.

Condition

The majority of the comments about the building were unfavorable. Some, such as dated décor and lack of signage and color, could be easily resolved if funds were available. Others, such as an old HVAC system, poor ventilation, slow elevators and small tacky restrooms would be much more difficult and expensive to resolve.

Collections and Services

Virtually every collection and service the library offered was appreciated and used by community residents. What they wanted could be summed up in two words: "More, please."

They wanted more books, audio – visual materials, computers, space, hours, and programs. Other than eliminating fines, they could not think of any thing they thought the library should cease.

Although none of the questions posed in the community sessions asked their opinion about the library staff, at least one person in every community group made positive comments about the staff and the services they provided.

Visibility in the community

A number of community residents commented that the library needed to do more marketing. They felt that the library needs to publicize the services that are available and implement a campaign to increase usage.

Other

Comments were made on a wide variety of other topics ranging from advice that the Bennett Martin Public Library should not duplicate services provided by others to the fact that the role of the library has changed since the Bennett Martin Public Library opened.

A number of participants said that they were uncomfortable with the number of homeless people who are in the library, usually sitting in adult reference area. Participants said that this makes it hard to find a chair, especially at noon.

Although many of the comments about the building were critical or negative, it was clear that they were spoken as part of an honest desire to describe their vision of an even better library in downtown Lincoln. Participants love the branch libraries, but they do not consider them to be a substitute for a downtown Central library. They want a bigger library with larger collections and the capacity to offer enriched and additional services. The words of one participant seemed to summarize the thoughts of many others when he said, "Don't shoot short. We need a larger foot print to last for the next 50 years of growth."

Each participant in the process was also asked to review a list of thirteen library service responses that described what the Bennett Martin Public Library could do or offer to community residents in an effort to meet community needs. Each participant was asked to select the one service response that she or he considered to be the highest priority for the Bennett

Martin Public Library. Then each participant was asked to vote four more times for those service responses he or she considered as high priority.

The six service responses that were identified as being the highest priority for the Bennett Martin Public Library were, in alphabetical order:

COMMONS: A library that provides a COMMONS environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

CULTURAL AWARENESS: A library that offers CULTURAL AWARENESS service helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

CURRENT TOPICS & TITLES: A library that provides CURRENT TOPICS & TITLES helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

GENERAL INFORMATION: A library that offers GENERAL INFORMATION helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

INFORMATION LITERACY: A library that provides INFORMATION LITERACY service helps address the need for skills related to finding, evaluating, and using information effectively.

LIFELONG LEARNING: A library that provides LIFELONG LEARNING service helps address the desire for self-directed personal growth and development opportunities.

The selection of these service responses have implications for the manner in which the Bennett Martin Public Library should be remodeled or expanded, or if appropriate, replaced with a new facility. Those implications and options will be explored in subsequent reports.

II. COMMUNITY INVOLVEMENT

A. METHODS

To assist the Library Board, staff and consultants in developing options for a remodeled, expanded or new library, the opinions of community residents were sought. During community meetings, focus groups and one-on-one interviews, participants were asked their opinions of the Bennett Martin Public Library building and the services the library does or could provide. Specifically, they were asked:

- If you were to describe the Bennett Martin Public Library in one word, what word would you choose?
- What is your favorite space in the library?
- In your opinion, what are the two best spaces or features of this library?
- In your opinion, what are the two worst spaces or features of this library?
- What are the most popular services the library currently offers?
- What services currently offered by this library do you feel should be expanded or offered in greater quantity?
- What services not currently offered by the library would you like to see added in the next one to two years?
- Are there any services that the library currently offers that you think should be discontinued?
- If the library were to be remodeled, what improvements do you think should be made?
- What other comments would you like to make about the Bennett Martin Public Library or the services it provide?

Each participant was also asked to review a list of thirteen library service responses that described what the Bennett Martin Public Library could do or offer to community residents in an effort to meet community needs. Each participant was asked to select the one (1) service response that she or he considered to be the highest priority for the Bennett Martin Public Library. Then each participant was asked to vote four (4) more times for those service responses he or she considered to a high priority. The participants could cast all of those four (4) votes for one service or divide

them between a variety of services by casting one vote for each of four (4) services or any distribution that used all four (4) votes. The service responses that were considered by the participants were those included in *The New Planning for Results: A Streamlined Approach* by Sandra Nelson (American Library Association, 2001). Those service responses are:

BASIC LITERACY: A library that offers BASIC LITERACY service addresses the need to read and to perform other essential daily tasks.

BUSINESS & CAREER INFORMATION: A library that offers BUSINESS & CAREER INFORMATION service addresses a need for information related to business, careers, work, entrepreneurship, personal finances, and obtaining employment.

COMMONS: A library that provides a COMMONS environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

COMMUNITY REFERRAL: A library that offers COMMUNITY REFERRAL addresses the need for information related to services provided by community agencies and organizations.

CONSUMER INFORMATION: A library that provides CONSUMER INFORMATION service helps to satisfy the need for information that impacts the ability of community residents to make informed consumer decisions and to help them become more self-sufficient.

CULTURAL AWARENESS: A library that offers CULTURAL AWARENESS service helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

CURRENT TOPICS & TITLES: A library that provides CURRENT TOPICS & TITLES helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

FORMAL LEARNING SUPPORT: A library that offers FORMAL LEARNING SUPPORT helps students who are enrolled in a formal program of education or who are pursuing their education through a program of home-schooling to attain their educational goals.

GENERAL INFORMATION: A library that offers GENERAL INFORMATION helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

GOVERNMENT INFORMATION: The library that offers GOVERNMENT INFORMATION service helps satisfy the need for information about elected officials and governmental agencies that enable people to participate in the democratic process.

INFORMATION LITERACY: A library that provides INFORMATION LITERACY service helps address the need for skills related to finding, evaluating, and using information effectively.

LIFELONG LEARNING: A library that provides LIFELONG LEARNING service helps address the desire for self-directed personal growth and development opportunities.

LOCAL HISTORY & GENEALOGY: A library that offers LOCAL HISTORY & GENEALOGY service addresses the desire of community residents to know and better understand personal or community heritage.

The library staff invited individuals to attend a series of focus groups and publicized two (2) community meetings that were open to any one who wished to attend. They also conducted nine (9) one-on-one interviews. The events and the dates on which they were held are as follows:

- Community Meeting – October 29, 2002
- Community Meeting – October 30, 2002
- Focus Group: Business Community – October 29, 2002
- Focus Group: Downtown Lincoln Association – October 29, 2002
- Focus Group: Neighborhood Associations – October 29, 2002
- Focus Group: Library Board, Foundation Board, and Heritage Board – October 30, 2002
- Focus Group: Human Services – November 6, 2002
- Focus Group: Teachers – November 7, 2002
- Focus Group: St Mary's 8th Grade – November 12, 2002
- One-on-One interviews: 9 individuals

The community meetings and four (4) of the focus groups were conducted by June Garcia (Dubberly Garcia Associates) and the other sessions were conducted by library staff using materials provided by June Garcia. Notes were taken during each of the sessions.

B. FINDINGS

As described above, community residents were asked their opinions on the Bennett Martin Public Library building and the services the library does or could provide. A summary of each of those meetings is included in the appendices as follows:

- Community Meeting – October 29, 2002 (Appendix A 1)
- Community Meeting – October 30, 2002 (Appendix A 2)
- Focus Group: Business Community – October 29, 2002 (Appendix B 1)
- Focus Group: Downtown Lincoln Association – October 29, 2002 (Appendix B 2)
- Focus Group: Neighborhood Associations – October 29, 2002 (Appendix B 3)
- Focus Group: Library Board, Foundation Board, and Heritage Board – October 30, 2002 (Appendix B 4)
- Focus Group: Human Services – November 6, 2002 (Appendix B 5)
- Focus Group: Teachers – November 7, 2002 (Appendix B 6)
- Focus Group: St Mary's 8th Grade – November 12, 2002 (Appendix B 7)
- One-on-One interviews: 9 individuals (Appendix C 1)

The notes of each of the sessions contain a wealth of information and provide insight into the perspectives of the various groups. Those notes reflect a chronological summary of the session, and they have not been compiled to reduce duplication. They should be read by any one who wishes to gain an in depth understanding of what was said in one particular group or in all of them

After reviewing all of the responses it was apparent that there were a number of common themes that were mentioned in most sessions. Those themes were:

- Location – Comments on the current location of the Bennett Martin Public Library or suggestions on where it should be located.
- Accessibility – Comments on how easy or difficult it was to get to the Bennett Martin Public Library and comments on how easy or

difficult it was to maneuver in the building and located desired materials or services.

- Size – Comments on the current size of the Bennett Martin Public Library or comments on what the size should be.
- Architectural features and spaces – Comments about architectural features or spaces that participants liked or did not like and comments about features or spaces they suggest be included in a remodeled, expanded or new facility.
- Condition – Comments about the current condition of the Library
- Collections and services – Comments about the collections and services currently offered by the Bennett Martin Public Library and comments about the collections and services the participants would like to see added or expanded.
- Visibility or presence in the community – Comments about the image of the library in the community.
- Other – Comments on any other topic not addressed in one of the themes.

The consultants combined the responses of all the community sessions by question, and then eliminated duplication and arranged the responses by theme. It should be noted that one consequence of this summarization is that each comment is only listed once; thus the intensity or frequency is not apparent when reading the summary.

The following are the questions that were posed to the participants and a summary of those responses grouped by theme. The comments within a theme are not grouped in a priority order or frequency. When possible, like items within a theme were grouped together.

1. Responses to Questions posed in meetings and focus groups

1. If you were to describe the Bennett Martin Public Library in one word, what word would you choose?

Location

- Urban
- Main
- Downtown
- Central.

Accessibility

- Accessible
- Convenient
- No Parking
- Walk-able
- Bus-able
- Close
- Out of the way, not convenient.

Size

- Crowded
- Cramped
- Full

Architectural features and spaces

- Nice time to make a change like new carpet, rearrange things;
- Need to redefine spaces
- Courtyard
- Big
- It's good that the Checkout Desk is right up front by the main doors.

Condition

- Dated
- Old
- Dated interior decor

- Exterior looks 50ish
- It looks just as it did 30 years ago – not good, not bad;
- Dirty
- Functional
- Putrid
- It's not particularly inviting, needs signs or markings of some kind to note where to go
- Musty
- Ramshackle
- Attractive
- Beautiful

Collections and services

- Well used
- Not used enough
- Diverse; great new books area that calls to me when I walk in, I don't notice walls need painting;
- Good
- Core library
- Books
- Informative
- Good selection
- Complete
- Longtime place
- Don't think of it as an information source for business
- Familiar

Visibility or presence in the community

- Anonymous
- Unknown

2. What is your favorite space in the library?

Location

- Accessibility
- Good layout

- Convenient 1st and 2nd floors
- Nice circular pattern

Architectural features and spaces

- Windows/glass
- Bright – lots of windows
- Good light
- Don't feel claustrophobic, can see out into garden
- Courtyard
- Everywhere
- Not as open as branches such as Gere and Eisely which are open, airy, and more inviting
- Position of service desks when you enter the building
- Elevator

Condition

- 30 years ago it was great, now packed in

Collections and services

- Biggest library with biggest collection, can open new worlds
- Meets needs of whole family
- Exotic
- Qualitative difference between main and branches due to collection and urban location
- Very helpful and accessible staff
- Reference room
- Newspapers convenient
- Music library
- Heritage room
- Children's area
- Picture books
- Youth area
- Quiet areas on second floor,
- Polley Music Library
- Fiction area
- Language books

- Sports books
- Video area
- CD area

3. In your opinion, what are the two best spaces or features of this library?

Location

- Great accessibility from any part of town
- If it moves, still needs to stay downtown
- Proximity to living and working
- Current site at 14th and N site – both familiar and accessible. Any other site would need to equally well chosen.
- Great traffic generator for downtown
- Being downtown with spaces near the windows

Accessibility

- Accessible by bus
- Accessible from state office building
- Accessible to children – 1st floor access, low shelves, staff accessible to children

Architectural features and spaces

- Openness to street level, visible from street
- Daylight, windows
- Like the different floors
- Room by the courtyard
- Courtyard
- Young Adult Area,
- Youth area feels protected, dedicated space
- Second floor
- Periodicals, magazines and newspapers are up front, but seems congested
- Arrangement of front desk
- Meeting room availability
- Like fiction on ground floor

- Know building well and know way around
- Placement of reference desk and staff accessibility
- Should also be a living space

Collections and services

- New books
- Fantasy books
- Oversized and super oversized collections
- Music area – interesting music selections, though there is not such broad coverage as there used to be.
- Computer area
- Gates computers coming soon to fill a whole room for Internet access, currently PCs on first floor are crowded
- Complete, greatest, most complete information
- Security guards are a comfort

Visibility and presence

- A civic space

Other

- Diversity of clientele
- Well utilized by lots of different people
- Everyone wants a library in their neighborhood

4. In your opinion, what are the two worst spaces or features of this library?

Location

- Should Central library be downtown?– YES (no comments to the contrary)
- We need the energy and \$\$ of a downtown library

Accessibility

- Heritage Room closed to working class due to hours it is open
- Go back to 9am opening
- Be open until 9pm on Friday and Saturday

- Parking is a real problem
- Keep library on bus line
- Wants it available to public transportation
- Parking – you know where to find it or you don't go. Never have to park more than a block away; depends on time.
- Space between stacks not wide enough for two people especially if one is in a wheelchair
- Not enough step stools, stacks are too high

Size

- Needs more study space
- Too small, need more space
- Isn't enough space to do business research
- Congested first floor, especially area off N Street
- Internet area is too small
- 6 PCs on first floor create congestion, which is being addressed by new computer room

Architectural features and spaces

- Outside is not interesting; looks like government building
- 60s architecture
- Utilitarian
- BMPL is functional; needs to be fun, inviting.
- BMPL is like a university – very utilitarian
- Like the university feel; don't need the extras of suburban library
- Needs to be welcoming and friendly
- Like the fact that it doesn't have a suburban feel; there is coffee across the street
- Needs secure place to hang coats
- Chaotic, everything in field of vision
- Need more comfortable seating areas
- Outside is “outdated and funky” which is a good thing, it's cool. I don't want to see the building torn down as so many other buildings downtown have been;
- ESL population needs a better identifier outside, something without words, a library symbol

- Second floor doesn't have much color, not a fun place to read
- Dim and dreary
- Suburban space is cheaper; don't think of the library as a place to have fun – e.g. Food and drinks
- Needs a sense of place/identity/presence to see it off (exterior of the building)
- On 2nd floor, it's hard to find books in the non-fiction area; layout issue
- Update entrances
- Courtyard – never really liked it
- Likes scale better than Love Library
- Basement with low ceilings is cramped
- Some areas in the stacks are not bright enough
- Need more signage on the 2nd floor, signs on ends of stacks on 1st floor
- Lack of comfort – need more easy chairs
- Want both cozy and studious areas, meeting rooms, cozy nooks
- Elevator access needs to be more visible when you enter the building
- Need places to sit down with coffee

Condition

- Seems disrespectful to downtown area to let BMPL degrade
- Gray, no color on first floor
- Musty, needs an update
- Restrooms are not modern and are dirty
- Men's restroom on 1st floor smells
- Smells funny, makes allergies act up
- New libraries show need for updating at BMPL
- Lack of signage and color
- HVAC needs to be renovated
- Electrical system needs to be renovated
- Building is outmoded and equipment is breaking down
- No single elevator does to all 4 floors and the basement
- Lighting
- Looks old

- Décor
- Doesn't meet today's needs

Collections and services

- Need more materials
- Has bigger collection – keep collection and update the building
- Can't read titles on top shelves
- Need more visibility for special collections – music, youth services, Heritage room
- Not enough copies of local newspapers

Other

- Attracts transient males especially in winter; this creates an uncomfortable atmosphere. Also makes it hard to get a chair at noon.
- Has improved, but sometimes it's difficult to get in and not be hassled by street people and I'm still intimidated by them;
- Difficult for newcomers when "scary" people are at the main entrance; do I think it's unsafe in any part of the library? No;
- Almost never go to adult Reference area – not comfortable with some of the people there
- Expectations of a library have changed dramatically since it was built.

5. What are the most popular services the library currently offers?

Architectural features and spaces

- Window elevator
- Likes 4th floor meeting rooms

Collections and services

- Books
- Good/large selection of books
- Bigger collection
- Sheer volume of books in downtown branch
- New book display area and selection of new books

- Reference materials about stocks
- Music CDs
- DVDs such as British Pallister series
- Audio-books – prefer unabridged version
- Talking books – need more, listen to them in the car
- Books on tape and on CD- unabridged whenever possible
- Internet
- Electronic resources
- Do a lot of research myself on the computer
- Local archives, local history
- Newspapers
- Periodicals (print version) are important
- Periodicals – would like to see area and collection expanded. It should be a more isolated area
- Reference/research information in print format
- Children’s services
- Summer reading program
- Reference assistance
- Ability to check out magazines
- Online access to periodicals – at the library it’s free, otherwise you’d have to pay company yourself
- Read a lot online including newspapers
- Interlibrary loan is a great service
- Suggest having an aide schedule Internet terminals and have librarians available to do other things
- Ability to reserve/hold materials online
- Call one library – tell me where all the copies are and ship all to my library at no charge
- Renew books from home via computer
- Automated checkout
- Computer catalogs
- Scores in the music library
- Computer classes are a definite plus, and I like having Aging Services volunteers teach at the libraries [they teach one to three classes each month at libraries]
- I like One Book One Lincoln project

- Summer Outreach
- Reference collection and phone service
- Classroom loan bags
- Staff is great
- Staff are always really friendly and helpful at BMPL.
- Kudos to circulation staff, reference staff, youth services staff
More in-depth information than branches
- Does research using library materials that don't want to purchase myself
- In future, use of electronics will grow and grow, even young children use it, witness Disney.com

Visibility and presence

- Need to publicize all services that are available; need more marketing

6. What services currently offered by this library do you feel should be expanded or offered in greater quantity? What services not currently offered by the library would you like to see added in the next one to two years?

Location

- Expand North on 14th Street toward O Street
- Visual connection between BMPL and the State Capitol
- Location is great now but hate for it to be confining if more area was available

Accessibility

- More hours
- Need longer hours on Friday night
- Longer hours for the Heritage room
- Expand hours, open on Friday night
- Free parking stamps for parking garages
- For the sake of literacy, and especially new refugee families, have signs in more languages, more ESL materials and sectioned off for ESL people to find easily

Architectural features and spaces

- Should be a cultural center – a mental mall with a theater, cafe.
- Follow Barnes and Noble model
- More creative spaces for youth services; like the monochromatic youth rooms in the new branches and the reading rooms at Gere
- Separate spaces for noisy activities, quiet spaces, special purposes
- More color
- Coffee bar
- Like the open core idea
- More individual spaces with task lighting
- Comfortable chairs
- Bright light, comfortable lighting levels
- Accommodate those who like a quiet library and those who can tolerate noise/activity

Condition

- Seems too warm in the winter

Collections and services

- Need more new release compact discs and ones from 80s and 90s
- More popular videos
- DVDs – popular titles
- Expand activities out to the sidewalk to entice people to come inside the library – dances, food, book talks.
- One Book - One City Program
- Author programs
- Noon programs to learn about the City and State
- Take on controversial issues – provide different ways of looking at them. Stimulate discussions such as the Internet forum
- Heritage Room – celebrating Nebraska
- Youth services
- Local history and genealogy
- Utilize community access TV
- Mail overdue notices sooner
- Bi-lingual staff

- Computer classes, lots of people don't know how to use the computer
- New immigrants – work with others to serve them. Need collections on how to learn English
- Self check out – should also have machines at other locations in the building
- Need more audio tapes
- Ability to inform customers of new materials - personalization
- Print version of a list of new books that LCL has acquired. Currently, it is available online only
- More computers in YS area
- Book bags for teachers
- Learning kits for kids (containing items as well as information)
- Kids workshops & programming
- People teaching languages
- Children's reading clubs – collaborate with schools to have all year long
- All year long after school programs
- Story times
- Bring in authors
- More YA book talks at the schools
- Reach out through the schools
- Reach out to underprivileged children
- Partnering with the Children's Museum whatever that might be – like “Read more about it” on History channel
- Encourage seniors to use the library and collaborate with Senior Centers to have senior vans come to the library on a regular basis – in this case will need more handicapped parking for those vans
- Ability to pay to have research done for me, such as preparing a background paper researching both sides on an issue or a bibliography of articles on a topic
 - Price willing to pay would depend – probably an hourly rate.
 - Turnaround time expected would also depend on topic
 - Would this compete with private sector?
 - Would need to be careful with legal issues

- Introductory computer classes
- Literacy outreach for disadvantaged
- Assume role in making people feel at home in new community
- Have reading groups geared to senior citizens, organized by library staff, and marketed by libraries to help seniors get out more and to keep their minds active
- Engage in cooperative efforts regarding services such as the YW's young parents
- Need links from City web page to library's website – libraries would be the ideal conduit to highlight local information
- More up to date computer books; Easley has up to date ones
- General information
- More computer classes, e.g. for the elderly, for kids, including classes for adults on how to search on Internet
- Book clubs for adults and for children
- Separate out non-English materials from other non-fiction
- Daycare, particularly for ESL parents with children (“checkout a babysitter” because dependable and responsible babysitters are so hard to find for anyone, let alone refugee parents)
- Collaborate with YWCA and/or with UN-L to have interns do daycare
- .Doing a good job being in the center – library is involved in city planning
- Want to be on the leading edge, not the cutting edge of technology
- Support downtown community
- How well are we meeting the needs of the Lincoln's newest residents? ESL – look at Lincoln High School

Visibility and presence

- Publicize that the library accepts book donations
- Library is weak at tooting its own horn. Needs to do more marketing. Build a campaign to increase usage.

Other

- Have staff visit different libraries in the US and other countries to learn what other libraries are offering
- Library can be the key to an organic city – providing feedback on what city sees as important.
- Is there a Friends of the Library to help when the book burners come?
- Customer reports difficulty using a mouse which is a problem when so many things are online. Is there software than can help?
- Doesn't like the way the computer displays what is currently on loan to a customer
- When the computer displays what a customer currently has on loan, it should indicate with a "R" the items which have already been renewed

7. Are there any services that the library currently offers that you think should be discontinued?

- Keep what you have

8. If the library were to be remodeled, what improvements do you think should be made?

Accessibility

- Handicapped people should be able to go up to other floors—better elevators
- Create multicultural/Multilanguage signs because many immigrants will not ask for assistance to find study rooms, restrooms, or the ESL area
- Desks create a barrier between staff and public, and the arrangement now does not make clear where to go for various kinds of help
- Simpler way to find books—don't like Dewey or q's and f's (oversize)

Size

- Whole building should be bigger, but keep the courtyard

Architectural features and spaces

- Bridge over the courtyard
- Fountains inside this library, or music that sounds like water
- Relocate elevators to be more visible
- Half circle easy chairs, with lights installed in the top of the chairs
- Listening stations
- Couches
- Don't use boring colors
- More pictures
- Background music
- Artifacts to interact with
- More art—like statues
- Privacy screens for computers
- Flags as decorations
- Reading Lounge
- Vending machines and snacks in an enclosed area
- Skylight
- Automatic doors
- Play area for little kids
- Have a place where you sell your old books
- Study rooms
- Main reading room looks industrial and utilitarian
- More inviting with comfortable seating. Some of the stuff is outdated
- Separate room for computer lab
- Find or reserve books immediately

Collections and services

- More CDs with today's music
- Helpful at reference
- Sometimes being on telephone hold at reference is frustrating
- Like the children's programs

- Consider having High School students be able to do “community service” hours at the libraries

9. What other comments would you like to make about the Bennett Martin Public Library or the services it provide?

Location

- Consider closing one of the streets to expand the building
- Library should stay downtown, west of 17th at least. Walking to the library is just as important as parking. Needs to be downtown because of location of most downtown workers.
- Needs to be downtown for workers, government employees
- Want to keep it downtown, but not necessarily 14th and O

Accessibility

- Re-open at 9:00am, especially for downtown library.
- All facilities should have the same hours.
- Parking meters with a two hour limit are a deterrent to use.
- Because we count on BMPL, closing access could create big problems.

Size

- It's too crowded to feel welcoming.
- Don't shoot short. Need a much larger foot print to last next 50 years of growth
- Need a bigger library
- Downtown needs its turn. It needs space, etc.

Architectural features and spaces

- Have flexible spaces
- Likes Walt – light, new books, spaces, CD, tape and video collection, and several staff are just delightful
- Branches are homey and inviting; BMPL isn't.
- New building would be fine

Collections and services

- Community referral – people come to the Y now. The library could be the resource for them.
- Always nice to know that you have books shipped from one branch to another
- Add a programming series for adults on various cultures. Collaborate with the Lincoln Literacy Council for speakers and programs. This might include learning other languages in free classes from immigrants prepared to teach (also from Literacy Council).
- With the expanding Hispanic population, library needs materials in Spanish.
- Some ideas may be in competition with local business.
- With some services, people may not be comfortable going into other agencies; they are more comfortable going to the library.
- Instead of duplication – have good referral system so people get access to what they need.
- Like the librarians. They do a fantastic job.
- Impressed with the staff, including those at Gere
- Staffing – have always been impressed, there is always some one to connect with you. Gives you a good feeling being in the library

Other

- We've liked BMPL for 40 years, think ahead for the next 40. Incorporate that into planning.
- Library needs to be accessible to low income neighborhoods in Lincoln.
- Would be lost without this library; how long would it be closed?
- I like BMPL
- Discussion looked like “what’s wrong with the library?” Things are good.
- A bit uncomfortable with the homeless use of the library. Doesn't know a solution. It's a broader problem than just the library.
- Reference tends to be overlooked. Circulation is the measure.
- Want to put money into services more than buildings

- Are a lot of services in Lincoln that most capitals do not enjoy
- BMPL serves the city well.
- Is a sense that BMPL plays a different role than the branches
- Services available in Lincoln that don't need to be duplicated at the library

2. Service Response Activity

Each participant in the community meetings, focus groups or one-on-one interviews was asked to review a list of thirteen library service responses which described what services the Bennett Martin Public Library could offer to community residents in an effort to meet community needs. Each participant was asked to select the one (1) service response that she or he considered to be the highest priority for the Bennett Martin Public Library. This highest priority was referred to as their "Super" vote. Then each participant was asked to vote four more times for those service responses he or she considered to a high priority. These votes were known as "Standard" votes. The participants could cast all of those four (votes for one service or divide them between a variety of services by casting one vote for each of four services or any distribution that used all four votes.

Listed on the following pages, arranged by service response, are the number of super votes and standard votes cast by the participants in each meeting or interview for each of the service responses. The total number of "Super" votes and "Standard" votes for each service response is also shown. A brief description of each service response is also provided.

Basic Literacy

A library that offers Basic Literacy service addresses the need to read and to perform other essential daily tasks.

Community Input Session			
	Super	Standard	Total
Community Meeting – October 29, 2002	0	4	4
Community Meeting – October 30, 2002	1	6	7
Focus Group - Business	2	2	4
Focus Group – Downtown Lincoln	0	0	0
Focus Group – Neighborhood Associations	1	3	4
Focus Group – Board, Found. & Heritage Bd.	0	2	2
Focus Group – Human Services	0	2	2
Focus Group - Teachers	0	0	0
Focus Group – St Mary’s 8 th Grade	0	4	4
Stakeholder Interview – Harris	0	0	0
Stakeholder Interview – Minority Input	0	1	1
Totals	4	24	28

Business and Career Information

A library that offers Business and Career Information service addresses the need for information related to business, careers, work, entrepreneurship, personal finances, and obtaining employment.

Community Input Session			
	Super	Standard	Total
Community Meeting – October 29, 2002	0	2	2
Community Meeting – October 30, 2002	2	8	10
Focus Group - Business	0	1	1
Focus Group – Downtown Lincoln	1	1	2
Focus Group – Neighborhood Associations	0	1	1
Focus Group – Board, Found. & Heritage Bd.	0	3	3
Focus Group – Human Services	0	0	0
Focus Group - Teachers	0	1	1
Focus Group – St Mary’s 8 th Grade	0	2	2
Stakeholder Interview - Harris	0	0	0
Stakeholder Interview – Minority Input	1	0	1
Totals	4	19	23

Commons

A library that provides a Commons environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

Community Input Session			
	Super	Standard	Total
Community Meeting – October 29, 2002	1	7	8
Community Meeting – October 30, 2002	1	8	9
Focus Group - Business	1	1	2
Focus Group – Downtown Lincoln	0	5	5
Focus Group – Neighborhood Associations	1	3	4
Focus Group – Board, Found. & Heritage Bd.	1	2	3
Focus Group – Human Services	0	2	2
Focus Group - Teachers	0	0	0
Focus Group – St Mary’s 8 th Grade	2	9	11
Stakeholder Interview – Harris	0	1	1
Stakeholder Interview – Minority Input	0	7	7
Total	7	45	52

Community Referral

A library that offers Community Referral addresses the need for information related to services provided by community agencies and organizations.

Community Input Session			
	Super	Standard	Total
Community Meeting – October 29, 2002	0	1	1
Community Meeting – October 30, 2002	1	5	6
Focus Group - Business	0	0	0
Focus Group – Downtown Lincoln	0	0	0
Focus Group – Neighborhood Associations	0	2	2
Focus Group – Board, Found. & Heritage Bd.	0	0	0
Focus Group – Human Services	0	1	1
Focus Group - Teachers	0	1	1
Focus Group – St Mary’s 8 th Grade	0	0	0
Stakeholder Interview - Harris	1	0	1
Stakeholder Interview – Minority Input	1	4	5
Total	3	14	17

Consumer Information

A library that provides Consumer Information service helps to satisfy the need for information that helps to satisfy the need for information that impacts the ability to make informed consumer decisions and to help them become more self-sufficient.

Community Input Session			
	Super	Standard	Total
Community Meeting – October 29, 2002	0	3	3
Community Meeting – October 30, 2002	0	7	7
Focus Group - Business	0	2	2
Focus Group – Downtown Lincoln	0	1	1
Focus Group – Neighborhood Associations	0	1	1
Focus Group – Board, Found. & Heritage Bd.	0	2	2
Focus Group – Human Services	0	0	0
Focus Group - Teachers	0	0	0
Focus Group – St Mary’s 8 th Grade	0	3	3
Stakeholder Interview – Harris	0	0	0
Stakeholder Interview – Minority Input	1	1	2
Totals	1	20	21

Cultural Awareness

A library that offers Cultural Awareness service helps to satisfy the need for information that impacts the ability of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

Community Input Session			
	Super	Standard	Total
Community Meeting – October 29, 2002	2	4	6
Community Meeting – October 30, 2002	2	13	15
Focus Group - Business	0	1	1
Focus Group – Downtown Lincoln	0	0	0
Focus Group – Neighborhood Associations	0	2	2
Focus Group – Board, Found. & Heritage Bd.	0	3	3
Focus Group – Human Services	1	0	1
Focus Group - Teachers	0	0	0
Focus Group – St Mary’s 8 th Grade	0	3	3
Stakeholder Interview – Harris	0	1	1
Stakeholder Interview – Minority Input	4	4	8
Totals	9	31	40

Current Topics and Titles

A library that provides Current Topics and Titles helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

Community Input Session			
	Super	Standard	Total
Community Meeting – October 29, 2002	2	2	4
Community Meeting – October 30, 2002	2	11	13
Focus Group - Business	0	4	4
Focus Group – Downtown Lincoln	0	4	4
Focus Group – Neighborhood Associations	0	1	1
Focus Group – Board, Found. & Heritage Bd.	2	6	8
Focus Group – Human Services	0	0	0
Focus Group - Teachers	0	0	0
Focus Group – St Mary's 8 th Grade	2	5	7
Stakeholder Interview - Harris	0	1	1
Stakeholder Interview – Minority Input	0	5	5
Totals	8	39	47

Formal Learning Support

A library that offers Formal Learning Support helps students who are enrolled in a formal program of education or who are pursuing their education through a program of home-schooling to attain their educational goals.

Community Input Session			
	Super	Standard	Total
Community Meeting – October 29, 2002	0	0	0
Community Meeting – October 30, 2002	1	5	6
Focus Group - Business	0	1	1
Focus Group – Downtown Lincoln	0	1	1
Focus Group – Neighborhood Associations	0	0	0
Focus Group – Board, Found. & Heritage Bd.	0	2	2
Focus Group – Human Services	0	1	1
Focus Group - Teachers	1	1	2
Focus Group – St Mary's 8 th Grade	0	0	0
Stakeholder Interview - Harris	0	1	1
Stakeholder Interview – Minority Input	0	1	1
Totals	2	13	15

General Information

A library that offers General Information helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

Community Input Session			
	Super	Standard	Total
Community Meeting – October 29, 2002	4	10	14
Community Meeting – October 30, 2002	8	10	18
Focus Group - Business	2	1	3
Focus Group – Downtown Lincoln	3	1	4
Focus Group – Neighborhood Associations	1	3	4
Focus Group – Board, Found. & Heritage Bd.	2	3	5
Focus Group – Human Services	0	1	1
Focus Group - Teachers	1	1	2
Focus Group – St Mary’s 8 th Grade	3	8	11
Stakeholder Interview - Harris	0	0	0
Stakeholder Interview – Minority Input	0	2	2
Totals	24	40	64

Government Information

The library that offers Government Information service helps satisfy the need for information about elected officials and governmental agencies and enable people to participate in the democratic process.

Community Input Session			
	Super	Standard	Total
Community Meeting – October 29, 2002	0	4	4
Community Meeting – October 30, 2002	0	7	7
Focus Group - Business	0	3	3
Focus Group – Downtown Lincoln	0	2	2
Focus Group – Neighborhood Associations	0	0	0
Focus Group – Board, Found. & Heritage Bd.	0	2	2
Focus Group – Human Services	0	0	0
Focus Group - Teachers	0	1	1
Focus Group – St Mary’s 8 th Grade	1	4	5
Stakeholder Interview - Harris	0	0	0
Stakeholder Interview – Minority Input	0	1	1
Totals	1	24	25

Information Literacy

A library that provides Information Literacy service helps address the need for skills related to finding, evaluating, and using information effectively.

Community Input Session			
	Super	Standard	Total
Community Meeting – October 29, 2002	0	1	1
Community Meeting – October 30, 2002	2	9	11
Focus Group - Business	0	2	2
Focus Group – Downtown Lincoln	0	2	2
Focus Group – Neighborhood Associations	2	1	3
Focus Group – Board, Found. & Heritage Bd.	2	3	5
Focus Group – Human Services	0	0	0
Focus Group - Teachers	0	1	1
Focus Group – St Mary’s 8 th Grade	0	0	0
Stakeholder Interview – Harris	0	0	0
Stakeholder Interview – Minority Input	0	1	1
Totals	6	20	26

Lifelong Learning

A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities.

Community Input Session			
	Super	Standard	Total
Community Meeting – October 29, 2002	3	6	9
Community Meeting – October 30, 2002	6	10	16
Focus Group - Business	1	4	5
Focus Group – Downtown Lincoln	1	1	2
Focus Group – Neighborhood Associations	1	5	6
Focus Group – Board, Found. & Heritage Bd.	1	4	5
Focus Group – Human Services	1	0	1
Focus Group - Teachers	0	2	2
Focus Group – St Mary’s 8 th Grade	0	0	0
Stakeholder Interview – Harris	0	0	0
Stakeholder Interview – Minority Input	1	5	6
Totals	15	37	52

Local History and Genealogy

A library that offers Local History and Genealogy service addresses the desire of community residents to know and better understand personal or community heritage.

Community Input Session			
	Super	Standard	Total
Community Meeting – October 29, 2002	0	4	4
Community Meeting – October 30, 2002	0	5	5
Focus Group - Business	0	2	2
Focus Group – Downtown Lincoln	0	2	2
Focus Group – Neighborhood Associations	0	2	2
Focus Group – Board, Found. & Heritage Bd.	0	0	0
Focus Group – Human Services	0	1	1
Focus Group - Teachers	0	0	0
Focus Group – St Mary’s 8 th Grade	3	6	9
Stakeholder Interview – Harris	0	0	0
Stakeholder Interview – Minority Input	0	1	1
Totals	3	23	26

III. STAFF INVOLVEMENT

A. METHODS

The opinions of the library staff and library management were also sought as part of the process to develop a plan of service. Library staff are excellent source of information about the building in which they work. They know its positive and negative attributes in ways that even a frequent library user would never see or experience. They have gained these impressions and observations from personal experience and from what library users have told them over the years.

Therefore, it was important to actively involve staff in this process. The staff attended sessions similar to those attended by community meetings. During the meeting they were asked the same questions posed to the public. Specifically, they were asked:

- If you were to describe the Bennett Martin Public Library in one word, what word would you choose?
- In your opinion, what are the two best spaces or features of this library?
- In your opinion, what are the two worst spaces or features of this library?
- What are the most popular services the library currently offers?
- What services currently offered by this library do you feel should be expanded or offered in greater quantity?
- What services not currently offered by the library would you like to see added in the next one to two years?
- Are there any services that the library currently offers that you think should be discontinued?
- What other comments would you like to make about the Bennett Martin Public Library or the services it provide?

Each staff member attending the session was also asked to review a list of thirteen library service responses that described what the Bennett Martin Public Library could do or offer to community residents in an effort to meet community needs. Each staff member was asked to select the one (1) service response that she or he considered to be the highest priority for the Bennett Martin Public Library. Then each staff member was asked to vote

four (4) more times for those service responses he or she considered to a high priority. The participating staff members could cast all of those four (4) votes for one service or divide them between a variety of services by casting one vote for each of four (4) services or any distribution that used all four (4) votes. Those service responses that the staff were asked to consider were:

BASIC LITERACY: A library that offers BASIC LITERACY service addresses the need to read and to perform other essential daily tasks.

BUSINESS & CAREER INFORMATION: A library that offers BUSINESS & CAREER INFORMATION service addresses a need for information related to business, careers, work, entrepreneurship, personal finances, and obtaining employment.

COMMONS: A library that provides a COMMONS environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

COMMUNITY REFERRAL: A library that offers COMMUNITY REFERRAL addresses the need for information related to services provided by community agencies and organizations.

CONSUMER INFORMATION: A library that provides CONSUMER INFORMATION service helps to satisfy the need for information that impacts the ability of community residents to make informed consumer decisions and to help them become more self-sufficient.

CULTURAL AWARENESS: A library that offers CULTURAL AWARENESS service helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

CURRENT TOPICS & TITLES: A library that provides CURRENT TOPICS & TITLES helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

FORMAL LEARNING SUPPORT: A library that offers FORMAL LEARNING SUPPORT helps students who are enrolled in a formal program of education or who are pursuing their education through a program of home-schooling to attain their educational goals.

GENERAL INFORMATION: A library that offers GENERAL INFORMATION helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

GOVERNMENT INFORMATION: The library that offers GOVERNMENT INFORMATION service helps satisfy the need for information about elected officials and governmental agencies that enable people to participate in the democratic process.

INFORMATION LITERACY: A library that provides INFORMATION LITERACY service helps address the need for skills related to finding, evaluating, and using information effectively.

LIFELONG LEARNING: A library that provides LIFELONG LEARNING service helps address the desire for self-directed personal growth and development opportunities.

LOCAL HISTORY & GENEALOGY: A library that offers LOCAL HISTORY & GENEALOGY service addresses the desire of community residents to know and better understand personal or community heritage.

Two sessions for staff were conducted. On Wednesday October 30, 2002 June Garcia met with staff from the Bennett Martin Public Library and the branch libraries. The staff attending this session represented the full range of non-management personnel and included clerical staff, librarians, maintenance staff and technical staff. The forty staff members who attended the two (2) hour meetings participated in the process described above.

On Thursday October 31, 2002, June Garcia met with the management staff of the Lincoln City Libraries. They also participated in the process described above.

B. FINDINGS

Library staff were asked their opinions on the Bennett Martin Public Library building and the services the library does or could provide. A detailed summary of each of those meetings is included in the appendices as follows:

- Staff – October 30, 2002 (Appendix D 1)
- Management Staff – October 31, 2002 (Appendix D 2)

Those notes reflect a chronological summary of the session, and they have not been compiled to reduce duplication.

After reviewing the staff responses it was apparent that they contained the same themes that were present in the comments made by community members. Those themes were:

- Location – Comments on the current location of the Bennett Martin Public Library or suggestions on where it should be located.
- Accessibility – Comments on how easy or difficult it was to get to the Bennett Martin Public Library and comments on how easy or difficult it was to maneuver in the building and located desired materials or services.
- Size – Comments on the current size of the Bennett Martin Public Library or comments on what the size should be.
- Architectural features and spaces – Comments about architectural features or spaces that participants liked or did not like and comments about features or spaces they suggest be included in a remodeled, expanded or new facility.
- Condition – Comments about the current condition of the Bennett Martin Public Library.
- Collections and services – Comments about the collections and services currently offered by the Bennett Martin Public Library and comments about the collections and services the participants would like to see added or expanded.
- Visibility or presence in the community – Comments about the image of the library in the community.
- Other – Comments on any other topic not addressed in one of the themes.

The consultants combined the responses of all the two sessions (staff and management staff) by question, and then eliminated duplication and arranged the responses by theme. It should be noted that one consequence of this summarization is that each comment is only listed once; thus the intensity or frequency is not apparent when reading the summary.

The following are the questions that were posed to the staff participants and a summary of those responses grouped by theme. The comments within a theme are not grouped in a priority order or frequency. When possible, like items within a theme were grouped together.

1. Responses to questions posed to staff

1. If you were to describe the Bennett Martin Public Library in one word, what word would you choose?

Accessibility

- Confusing

Size

- Cramped
- Crowded
- Cluttered

Architectural features and spaces

- Variety – quiet and noisy spaces
- Beautiful courtyard

Condition

- Dirty
- Worn
- Dingy
- Drab
- Gloomy
- Tacky
- Dumpy
- Ugly
- Ugly orange carpet
- Old
- 1960
- Outmoded
- Outdated

- Cold/Hot
- Depressing
- Grungy
- Junky
- Neat

2. In your opinion, what are the best spaces or features of this library?

Location

- Located in downtown Lincoln

Architectural features and spaces

- Courtyard
- Heritage Room
- Polley Music Library
- 4th floor meeting rooms
- Board room
- Large meeting room space
- Remodeled periodicals room
- Fiction and non-fiction layout – easy to direct customers
- Seating on 2nd floor looking out on the courtyard
- YA lounge on 2nd floor
- Quiet spaces (2nd floor and basement)
- Non-fiction floor
- Elevator with window
- Natural light
- Windows
- Employee's view of the courtyard
- Building on a corner
- Staff room
- My office
- Flowers on south side of building

Collections and services

- Depth of collection

3. In your opinion, what are the worst spaces or features of this library?

Accessibility

- Signage is poor
- Need better signage outside
 - Letters missing
 - No visible presence
 - Building doesn't look like a library – even when people are across the street they can't find the building
- Bicycle parking not secure
- Need better bus system
- Public Parking issues
 - Hard to find parking especially when there is an event at Pershing or a football game
 - Lack of surface parking
 - Customers elect to have items sent to a branch for pick up rather than deal with parking issues
 - Parking crack down helps
- Staff Parking issues
 - Is no staff parking area
 - Staff have to pay for parking and it costs about \$60 a month. This is unfair to BMPL staff because branch staff have free parking.
 - Lose parking space if you have to go out in the middle of the day for an appointment (doctor, dentist etc.) and then you have to hunt for a place when you return.
 - Staff, in violation of policy, some times park at the meters and then leave building to plug the meter.
 - Security is a concern when staff have to walk to their cars at night, especially for female staff
 - Difficult for branch staff to park when they come to BMPL for a meeting
 - Library is the only City department where staff pays for parking

Size

- Not enough offices
- Heritage Room is seriously out of space
- Workrooms aren't large enough to put all staff in the same department in the same work area.
- All staff work space is insufficient – crowded work space impacts productivity and is discouraging to staff
- Lack of storage
- Technical Processing – too small. Workflow not efficient, but dictated by space available.
- Need larger Technical Processing and Circulation areas. Two new branches have created much more work for Technical Processing and there is no place for processing their new items.

Architectural features and spaces

- Public entrance isn't good
- Two entrances creates problems for security – officers too spread out
- Two entrances are good – both should be handicapped accessible
- Chopped up
- Very compartmentalized building, everything broken up and fragmented
- Workrooms aren't always close to public service areas.
- Circulation workroom not on same floor as circulation service area
- Not enough room to process branch deliveries
- Circulation work room
 - No privacy
 - Too much lifting of bins; no roller system like new branches have
- Courtyard creates glare on computer screens
- Courtyard – lost space
- Need to have reference department and periodicals department near to one another
- Need a place to store back periodicals

- Youth services area needs more shelving for audio – visual materials
- Youth services area doesn't have comfortable seating
- Young adult area is not attractive
- Youth services has a closet for a workroom
- Youth services area does not have enough flexibility to change technology or rearrange floor plan for programming
- Shelving too packed in
- Shelf arrangements – having oversized collection is confusing
- Power poles all over, data wiring really hard to run
- Special collections hidden from view
- Need separate delivery elevator and storage space
- Dock is too small, not accessible to alley
- Four new volunteers have no space – stuck working next to restrooms
- Wheel chair bound volunteer challenged to maneuver through Outreach area
- Crowding in basement creates security problems
- Book drop not safe; it drops right into circulation workroom
- Everything is same color – bland, except Polley and Heritage Room
- Administrative offices
 - Need private places to meet with staff
 - Not enough offices

Condition

- Worn out
- Shabby appearance
- Public restrooms are tacky
- Public restrooms are small and smell awful
- Water seeps into the building
- Roof leaks
- Ceiling tiles need repair
- Building creaks when a bus goes by

- Mechanically shot
- HVAC system is worn
- Slow elevators
- Elevators are inadequate
- Elevators don't go to all floors
- Hot/cold problem – extremes in the building
- Poor ventilation
- Allergic reactions to air quality
- Can smell diesel from buses and vibrations from buses
- Not conducive to wiring for computers
- Wiring everywhere – not very safe
- Clutter – gives the impression staff doesn't care about the materials
- Windows – Are so many that wall space has been lost for shelving and places to post things
- Need a functional covered loading dock – Currently many deliveries have to come through the front door.
- Need freight elevator near the loading dock that does to all floors
- Broken shelves in Periodicals
- Uneven first floor
- Critters (bats, birds, squirrels) in staff work room ceiling

Other

- Security issues
 - Too many nooks and crannies, places for people to hide
 - Need security cameras
 - Need new keypad system – some don't work if you have a 3 in your code, system is slow.
 - Need visual contact from service desks
 - Are too many secured doors and if too many people are trying to use system they can't get in
 - Security guards are contract staff – some times good, some times bad. Don't know library policy. Have poor pay and poor benefits

- Security gates (one set) are outside the line of site of circulation desk
- Evacuation drills are necessary
- Staff are alone in some areas of the building – can't notify them of security issues.
- Need a paging system that can be used for staff to get help or to alert library users of emergency
- If there were an emergency, how would staff get handicapped users out of the building (from upper floors)?
- Heritage Room has to close unless there are 2 people working there.
- Staff lockers are needed near staff lounge. No place to safely store personal items such as purses.
- Can't see the picture book area from the service desk
- Proximity to main door would make it easy to kidnap a child
- Receptionist outside administrative office area is isolated
- Insufficient PCs for staff – all share a PC in Polley
- Building doesn't really have a major economic impact on people in the city

4. **What are the most popular services the library currently offers?**

Collections and services

- Delivery of materials to and from the branches
- Extensive collections
- Size of collections – depth and diversity
- In depth periodical collections
- CDs
- Books on CD
- Non-English language titles
- Popular reading materials – best sellers, daily area newspapers, popular magazines
- Anything new

- Polley Music Library
- Heritage Room
- Free Internet access
- Computers
- Word processing
- Reference service
- Reference in general, in depth materials
- Free ILL
- Service for homebound and nursing home residents
- Displays
- Teacher bags
- Story time and programs for children including programs during school's out week
- Good public service

5. What services currently offered by this library do you feel should be expanded or offered in greater quantity? What services not currently offered should be added?

Accessibility

- Open more hours
- Add hours (add back 9 – 10am)
- Parking
- Drive up window – pick up and drop off material

Architectural features and spaces

- Gift shop that also sells office supplies
- Used bookstore, gift shop, also sell supplies
- Coffee shop or restaurant
- Comfortable seating
- Quiet areas
- Place for tutoring or small study rooms
- Study rooms, quiet place to study
- Listening and viewing facilities
- Need Young adult area – collection, staff and furnishings

- Youth services programming area, waiting space
- Lockers for public

Collections and services

- More materials – all kinds for all ages
- Foreign language materials
- Feature films in video collection
- Same day delivery of materials
- Free holds
- No fines
- Catalog that is usable, intuitive and accessible to those who do not speak or read English
- Computers to access Internet
- Electronic databases that can be accessed from home
- Technology stations to view or listen to audio - visual materials in the library
- Internet access/MS access
- Public fax machine
- Copy center with color copier
- Public scanner
- Copier by non-fiction
- Change machine
- More reference, especially business
- Reference for hire
- Genealogy research for a fee
- Reference by email
- Live Internet reference
- More reader's advisory
- Print catalogs of special collections
- Historical documents need better protection
- More programming
- More computer classes
- Adult reading program
- One Book, One Lincoln should continue
- Youth services year round, more coordination with schools

- Book discussion group or chats on line
- Evening and weekend programs for youth
- ELL tutoring
- More staff to help and more staff for security
- Child care for adults who are researching
- Reciprocal arrangement with UN – Lincoln
- Special privileges for teachers
- More flexibility with public schools

Visibility or presence in the community

- More public relations and marketing
- Better volunteer program
- Speaker's bureau
- Teen Advisory Board

6. Are there any services that the library currently offers that you think should be discontinued?

- Charging for holds

7. What other comments would you like to make about the Bennett Martin Public Library or the services it provide?

Accessibility

- Need better handicap access
- Need better access to free parking

Size

- Outreach area is too crowded

Architectural features and spaces

- BMPL has an institutional atmosphere
- Need separate youth area from adult
- Need computer lave with 20 – 25 terminals or more
- Need area dedicated to AV materials

- Main library should have room for staff training, study areas and space to discuss personnel matters
- Use compact shelving

Other

- Raze to the ground and start over. Just remodeling won't open the building up
- Move some support services out of the building
- Better timing for overdue letters (send them out sooner)
- Clearer more friendly message on overdue notices
- Need up to date phone system
- Need to strengthen training program

2. Service Response Activity

Each staff member who participated in one of the sessions was asked to review a list of thirteen library service responses which described what services the Bennett Martin Public Library could offer to community residents in an effort to meet community needs. Each participant was asked to select the one (1) service response that she or he considered to be the highest priority for the Bennett Martin Public Library. This highest priority was referred to as their "Super" vote.

Then each participant was asked to vote four (4) more times for those service responses he or she considered to a high priority. These votes were known as "Standard" votes. The participants could cast all of those four (4) votes for one service or divide them between a variety of services by casting one vote for each of four (4) services or any distribution that used all four (4) votes.

Listed below, arranged by service response, are the number of super votes and standard votes cast by the staff members in each meeting or interview for each of the service responses. The total number of "Super" votes and "Standard" votes for each service response is also shown. A brief description of each service response is also provided:

Basic Literacy

A library that offers Basic Literacy service addresses the need to read and to perform other essential daily tasks.

Staff Input Session			
	Super	Standard	Total
Staff	0	14	14
Management	0	0	0
Total	0	14	14

Business and Career Information

A library that offers Business and Career Information service addresses the need for information related to business, careers, work, entrepreneurship, personal finances, and obtaining employment.

Staff Input Session			
	Super	Standard	Total
Staff	0	9	9
Management	0	3	3
Total	0	12	12

Commons

A library that provides a Commons environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

Staff Input Session			
	Super	Standard	Total
Staff	0	10	10
Management	3	7	10
Total	3	17	20

Community Referral

A library that offers Community Referral addresses the need for information related to services provided by community agencies and organizations.

Staff Input Session			
	Super	Standard	Total
Staff	0	6	6
Management	0	1	1
Total	0	7	7

Consumer Information

A library that provides Consumer Information service helps to satisfy the need for information that helps to satisfy the need for information that impacts the ability to make informed consumer decisions and to help them become more self-sufficient.

Staff Input Session			
	Super	Standard	Total
Staff	0	12	12
Management	0	6	6
Total	0	18	18

Cultural Awareness

A library that offers Cultural Awareness service helps to satisfy the need for information that impacts the ability of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

Staff Input Session			
	Super	Standard	Total
Staff	1	9	10
Management	1	3	4
Total	2	12	14

Current Topics and Titles

A library that provides Current Topics and Titles helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

Staff Input Session			
	Super	Standard	Total
Staff	4	27	31
Management	4	15	19
Total	8	42	50

Formal Learning Support

A library that offers Formal Learning Support helps students who are enrolled in a formal program of education or who are pursuing their education through a program of home-schooling to attain their educational goals.

Staff Input Session			
	Super	Standard	Total
Staff	0	2	2
Management	0	0	0
Total	0	2	2

General Information

A library that offers General Information helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

Staff Input Session			
	Super	Standard	Total
Staff	20	11	31
Management	3	12	15
Total	23	23	46

Government Information

The library that offers Government Information service helps satisfy the need for information about elected officials and governmental agencies and enable people to participate in the democratic process.

Staff Input Session			
	Super	Standard	Total
Staff	1	4	5
Management	0	2	2
Total	1	6	7

Information Literacy

A library that provides Information Literacy service helps address the need for skills related to finding, evaluating, and using information effectively.

Staff Input Session			
	Super	Standard	Total
Staff	4	19	23
Management	0	7	7
Total	4	26	30

Lifelong Learning

A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities.

Staff Input Session			
	Super	Standard	Total
Staff	7	24	31
Management	6	10	16
Total	13	34	47

Local History and Genealogy

A library that offers Local History and Genealogy service addresses the desire of community residents to know and better understand personal or community heritage.

Staff Input Session			
	Super	Standard	Total
Staff	3	8	11
Management	0	2	2
Total	3	10	13

IV. SERVICE PRIORITIES SELECTED

The services a library offers or wishes to offer to community residents should determine the library's design. When a library is initially designed, the staff, architects and others involved in the design process discuss what services the library plans to offer and what space, furniture and equipment is needed to provide that service. Such a process was followed when the Bennett Martin Public Library was designed.

However, over the past forty years, library services and the community's needs have changed. Consequently, it was appropriate and necessary to revisit the issue of what services the Bennett Martin Public Library should offer.

Service Response Priorities Selected by Community Residents

The community and the staff participated in a process to identify the highest priority services for the Bennett Martin Public Library. It is important to note that this exercise was not intended to be a substitute for a long range planning process. It was also not intended to identify the services the Lincoln City Libraries should offer to community residents through the branch libraries. The purpose was to identify the service focus for the Bennett Martin Public Library so this information could be used by the Library Board, staff and consultants as they discussed options for the remodel, expansion or possible replacement of the Bennett Martin Public Library.

Section II of this report described how community residents indicated the service responses that they believed were the highest priorities for the Bennett Martin Public Library, and Section II B 2 reported those results by service response for each community meeting, focus group and the stakeholder interviews.

The following table reports the total number of Super votes and Standard Votes for each of the service responses selected by the community residents who participated in the process.

Community Input Sessions			
	Super	Standard	Total
Basic Literacy	4	24	28
Business and Career Information	4	19	23
Commons	7	45	52
Community Referral	3	14	17
Consumer Information	1	20	21
Cultural Awareness	9	31	40
Current Topics and Titles	8	39	47
Formal Learning Support	2	13	15
General Information	24	40	64
Government Information	1	24	25
Information Literacy	6	20	26
Lifelong Learning	15	37	52
Local History and Genealogy	3	23	26

Each community resident who participated in the process had one “Super” vote that they used to indicate the service response that they believed was the most important or highest priority for the Bennett Martin Public Library to offer to the community. In descending order, the five top priorities based on the “Super” vote were identified as:

- General Information
- Lifelong Learning
- Cultural Awareness
- Current Topics and Titles
- Commons

Each community resident who participated in the process also have four (4) “Standard” votes that they used to indicate other high priority services that the Bennett Martin Public Library should provide. The Super votes and Standard votes were added together to determine the total number of votes cast for each service response. In descending order, the five top priorities based on the total number of votes were identified as:

- General Information
- Commons and Life Long Learning (tie)
- Current Topics and Titles
- Cultural Awareness

It is interesting to note that the five priorities selected by the “Super” vote method and the priorities based on the total number of votes method are

the same for the community residents. The only thing that differs is the slight change in rank of Cultural Awareness and Commons when comparing the two methods of determining priorities.

Service Response Priorities Selected by Library Staff including Library Management

Section III of this report described how library staff and library management indicated the service responses that they believed were the highest priorities for the Bennett Martin Public Library. Section III B 2 reported those results by service response for the session with library staff and the session with library management.

The following table reports the total number of Super votes and Standard Votes for each of the service responses selected by the staff and management who participated in the process.

Staff Input Sessions			
	Super	Standard	Total
Basic Literacy	0	14	14
Business and Career Information	0	12	12
Commons	3	17	20
Community Referral	0	7	7
Consumer Information	0	18	18
Cultural Awareness	2	12	14
Current Topics and Titles	8	42	50
Formal Learning Support	0	2	2
General Information	23	23	46
Government Information	1	6	7
Information Literacy	4	26	30
Lifelong Learning	13	24	47
Local History and Genealogy	0	10	13

Each staff member who participated in the process had one “Super” vote that they used to indicate the service response that they believed was the most important or highest priority for the Bennett Martin Public Library to offer to the community. In descending order, the five top priorities based on the “Super” vote were identified as:

General Information
Lifelong Learning
Current Topics and Titles
Information Literacy
Commons

Each staff member who participated in the process also have four (4) “Standard” votes that they used to indicate other high priority services that the Bennett Martin Public Library should provide. The Super votes and Standard votes were added together to determine the total number of votes cast for each service response. In descending order, the five top priorities based on the total number votes were identified as:

Current Topics and Titles
Life Long Learning
General Information
Information Literacy
Commons

As with the voting of the community residents, the five priorities selected by the “Super” vote method and the total vote method are the same for the staff who participated in the process. The only thing that differs is the slight change in rank of General Information and Current Topics and Titles when comparing the two methods of determining priorities

Comparison of Service Responses Selected by Community Residents and those Selected by Staff

It is even more interesting to note that the priorities identified by the community residents and staff using the “Super” vote are very similar. Each group included the same four service responses in their top five priorities. The four, in alphabetical order, which were selected by both community residents and staff are Commons, Current Topics and Titles, General Information, and Life Long Learning.

The community residents and the staff both ranked General Information as their highest priority using the “Super” method. Both groups also ranked Lifelong Learning as their second highest priority. The comparative priority rankings for the top five (5) priorities identified by

each group are listed below. Also shown are the priority rankings for a service response that was ranked in the top five (5) priorities by either the community or the staff but not ranked in the top five (5) priorities by the other group.

	Super Vote Priority	
	Community	Staff
Commons	5	5
Cultural Awareness	3	7
Current Topics and Titles	4	3
General Information	1	1
Information Literacy	6	4
Lifelong Learning	2	2

When comparing the highest priority service responses as indicated by Total Votes, the results for community residents and staff are also quite similar. Each group included the same four service responses in their top five priorities. The four, in alphabetical order, which were selected by both community residents and staff are Commons, Current Topics and Titles, General Information, and Life Long Learning.

The community residents and staff were not in agreement on the highest priority. The community residents ranked General Information as the highest priority (consistent with their Super vote priority), but the staff ranked Current Topics and Titles as the highest priority. Both groups ranked Lifelong Learning as the second highest priority.

	Total Vote Priority	
	Community	Staff
Commons	2	5
Cultural Awareness	5	7
Current Topics and Titles	4	1
General Information	1	3
Information Literacy	7	4
Lifelong Learning	2	2

The consultants propose that the six service responses identified through the process described in sections II and III form the basis of subsequent

discussions about the remodeling, expansion or replacement of the Bennett Martin Public Library. Those service responses, in alphabetical order, are:

Commons
Cultural Awareness
Current Topics and Titles
General Information
Information Literacy
Lifelong Learning

The reasons for this recommendation are:

- There is significant overlap between the priorities identified by the community residents and the staff.
- The service responses that were selected are not going to be used as a substitute for a long range plan for the Lincoln City Libraries. They are going to be used as background for discussion concerning space allocations and adjacencies.
- Commons and Information Literacy are the service responses that have the most unique space allocation and design requirements. They both require dedicated space designed for the intended purpose such as meeting rooms, computer training labs. Since these service responses were selected by the community residents and the staff, the space allocation and design issues associated with them will be addressed in the discussions about the facility.
- General Information and Current Topics and Titles are the service responses that have the most unique space adjacency requirements. Current Topics and Titles services are usually close to the circulation desk and near the front door. General Information services are usually located in a comparatively speaking quieter portion of the building away from children's services and the circulation desk. Since both of these service responses were selected by the community residents and the staff, the space adjacency issues associated with them will be addressed in the discussions about the facility.
- The service responses not selected by either group are, for the most part, distinguished from one another by the collections that support them. Therefore, the library could more easily shift focus to one or more of them in the future by merely purchasing more materials on those subjects (consumer information, government information

etc.) since those service responses have less unique space allocation or space adjacency requirements than some of the other service responses which were selected.

The selection of these service responses, once endorsed or modified by the Library Board, will serve as the basis for the development of the service plan concept and the options which will be developed for the remodeling, expansion or possible replacement of the Bennett Martin Public Library.

V. APPENDICES

COMMUNITY MEETING: GERE BRANCH

OCTOBER 29, 2002

A. MEETING SUMMARY

Public: 14 attendees

Staff: Carol Connor and John Dale

Recorders: Myrna Tewes, Carolyn Dow and John Dale

Facilitator: June Garcia, DGA

1. If you were to describe the Bennett Martin Public Library in one word, what word would you choose?

- Dated
- Ramshackle
- Attractive
- Downtown location
- Convenient
- No Parking
- Crowded
- Full
- Dirty
- Old
- Functional

2. In your opinion, what are the best spaces or features of this library?

- Courtyard
- Bright – lots of windows
- Good light
- Don't feel claustrophobic, can see out into garden
- 30 years ago it was great, now packed in
- Not as open as branches such as Gere and Eisely which are open, airy, and more inviting
- Located on former main library site

- Location – keep it downtown
- Good layout
- Newspapers convenient
- Convenient 1st and 2nd floors
- Nice circular pattern
- Biggest library with biggest collection, can open new worlds
- Meets needs of whole family
- Exotic
- Qualitative difference between main and branches due to collection and urban location
- Very helpful and accessible staff

3. In your opinion, what are the two worst spaces or features of this library?

- Heritage Room closed to working class due to hours it is open
- Colors are drab
- Go back to 9 AM opening
- Be open until 9 PM on Friday and Saturday
- Courtyard – never really liked it
- Likes scale better than Love Library
- Needs more study space
- HVAC needs to be renovated
- Electrical system needs to be renovated
- Building is outmoded and equipment is breaking down
- Parking is a real problem
- Restores are not modern and are dirty
- No single elevator does to all 4 floors and the basement
- Attracts transient males especially in winter; this creates an uncomfortable atmosphere. Also makes it hard to get a chair at noon.
- Wants it available to public transportation
- Expectations of a library have changed dramatically since it was built.

4. What are the most popular services the library currently offers?

- Books
- Reference materials about stocks
- Music CDs
- DVDs such as British Pallister series
- Internet
- Local archives, local history
- Newspapers
- Audio-books – prefer unabridged version
- ILL is a great service
- Like research staff
- Suggest having an aide schedule Internet terminals and have librarians available to do other things
- Likes 4th floor meeting rooms

5. What services currently offered by this library do you feel should be expanded or offered in greater quantity? What services not currently offered by the library would you like to see added?

- Need more new release compact discs and ones from 80s and 90s
- More popular videos
- DVDs – popular titles
- Expand activities out to the sidewalk to entice people to come inside the library – dances, food, book talks.
- One Book - One City Program
- Author programs
- Longer hours for the Heritage room
- More color
- Coffee bar
- More hours
- Have staff visit different libraries in the US and other countries to learn what other libraries are offering

- Location is great now but hate for it to be confining if more area was available
- Like the open core idea
- Expand North on 14th Street toward O Street
- Visual connection between BMPL and the State Capitol
- Free parking stamps for parking garages
- Seems to warm in the winter
- More individual spaces with task lighting
- Library can be the key to an organic city – providing feedback on what city sees as important.
- Noon programs to learn about the City and State
- More creative spaces for youth services; like the monochromatic youth rooms in the new branches and the reading rooms at Gere
- Take on controversial issues – provide different ways of looking at them. Stimulate discussions such as the Internet forum
- Separate spaces for noisy activities, quiet spaces, special purposes
- Should be a cultural center – a mental mall with a theater, cafe.
- Follow Barnes and Noble model
- Heritage Room – celebrating Nebraska
- Youth services
- Local history and genealogy
- Utilize community access TV
- Publicize that the library accepts book donations
- Library is weak at tooting its own horn. Needs to do more marketing. Build a campaign to increase usage.
- Is there a Friends of the Library to help when the book burners come
- Need longer hours on Friday night

5. Are there any services that the library currently offers that you think should be discontinued?

- No response

7. What other comments would you like to make about the Bennett Martin library or the services it provides?

- Need a bigger library
- We've liked BMPL for 40 years, think ahead for the next 40. Incorporate that into planning.
- Have flexible spaces
- Some ideas may be in competition with local business
- Discussion looked like "what's wrong with the library?" Things are good.
- Library needs to be accessible to low income neighborhoods in Lincoln
- With the expanding Hispanic population, library needs materials in Spanish
- Consider closing one of the streets to expand the building.

[See table on next page.]

B. SERVICE RESPONSE VOTING SUMMARY

Service Response Priorities	Votes		
	Super	Standard	Total
Basic Literacy	0	4	4
Business & Career Information	0	2	2
Commons	1	7	8
Community Referral	0	1	1
Consumer Information	0	3	3
Cultural Awareness	2	4	6
Current Topics and Titles	2	2	4
Formal Learning Support	0	0	0
General Information	4	10	14
Government Information	0	4	4
Information Literacy	0	1	1
Lifelong Learning	3	6	9
Local History & Genealogy	0	4	4
Totals	12	48	60

COMMUNITY MEETING: BENNETT MARTIN
OCTOBER 30, 2002

A. MEETING SUMMARY

Public: 26 attendees
Staff: Carol Connor
Recorder: Suzan Connell
Facilitator: June Garcia, DGA

1. If you were to describe the Bennett Martin Public Library in one word, what word would you choose?

- Putrid
- Convenient
- Anonymous
- Beautiful
- Well used
- Walk-able
- Bus-able
- Cramped
- Courtyard

2. What is your favorite space or area in the library?

- Reference room
- Music library
- Heritage room
- Children's area

3. In your opinion, what are the worst spaces or features of this library?

- 60s architecture
- Gray, no color on first floor
- Utilitarian
- Lack of signage and color

- Smells funny, makes allergies act up
- Too small, need more space
- Need more materials
- Lack of comfort – need more easy chairs
- Need more comfortable seating areas
- Need places to sit down with coffee
- Lack of parking is big difficulty; parking downtown is an issue, not unique to library
- New libraries show need for updating at BMPL
- Update entrances
- Lighting
- BMPL is functional; needs to be fun, inviting.
- BMPL is like a university – very utilitarian
- Needs to be welcoming and friendly
- Has bigger collection – keep collection and update the building
- Needs secure place to hang coats
- Like the fact that it doesn't have a suburban feel; there is coffee across the street
- Needs a sense of place/identity/presence to see it off (exterior of the building)
- Internet area is too small
- Like the university feel; don't need the extras of suburban library
- Men's rest room on 1st floor smells
- Suburban space is cheaper; don't think of the library as a place to have fun – e.g., food and drinks
- Space between stacks not wide enough for two people especially if one is in a wheelchair
- Can't read titles on top shelves
- Not enough step stools, stacks are too high
- Need more visibility for special collections – music, youth services, Heritage room
- Compare clientele with suburban libraries, downtown clientele are different
- Need more lighting.
- Should Central library be downtown – YES (no comments to the contrary)
- We need the energy and \$\$ of a downtown library

- Seems disrespectful to this area (downtown) to let BMPL degrade
- Keep library on bus line
- Need more signage on the 2nd floor, signs on ends of stacks on 1st floor
- On 2nd floor, it's hard to find books in the nonfiction area; layout issue
- Not enough copies of local newspapers

4. What are the most popular services the library currently offers?

- Ability to reserve/hold materials
- Reference assistance
- Interlibrary loan
- Need to publicize all services that are available; need more marketing
- Periodicals (print version) are important
- Good/large selection of books
- New book display area and selection of new books
- Ability to check out magazines
- Renew books from home via computer
- Audio-books, unabridged
- Kudos to circulation staff, reference staff, youth services staff
- New books, but some are up there too long
- Electronic resources
- Scores in the music library

5. What services currently offered by this library do you feel should be expanded or offered in greater quantity?

- New immigrants – work with others to serve them. Need collections on how to learn English
- Self check out – should also have machines at other locations in the building
- Need more audio tapes
- Ability to inform customers of new materials - personalization

6. What services not currently offered by the library would you like to see added?

- Expand hours, open on Friday night
- Print version of a list of new books that LCL has acquired. Currently, it is available online only
- Customer reports difficulty using a mouse which is a problem when so many things are online. Is there software than can help?
- Doesn't like the way the computer displays what is currently on loan to a customer
- When the computer displays what a customer currently has on loan, it should indicate with a "R" the items which have already been renewed.
- Mail overdue notices sooner
- Bilingual staff
- Computer classes, lots of people don't know how to use the computer

7. Are there any services that the library currently offers that you think should be discontinued?

- No responses

8. What other comments would you like to make about the Bennett Martin library or the services it provides?

- Would be lost without this library; how long would it be closed?
- Community referral – people come to the Y now, the library could be the resource for them
- Always nice to know that you have books shipped from one branch to another
- Reopen at 9:00 AM, especially for downtown library
- All facilities should have the same hours.

[See table on next page.]

B. SERVICE RESPONSE VOTING SUMMARY

Service Response Priorities	Votes		
	Super	Standard	Total
Basic Literacy	1	6	7
Business & Career Information	2	8	10
Commons	1	8	9
Community Referral	1	5	6
Consumer Information	0	7	7
Cultural Awareness	2	13	15
Current Topics and Titles	2	11	13
Formal Learning Support	1	5	6
General Information	8	10	18
Government Information	0	7	7
Information Literacy	2	9	11
Lifelong Learning	6	10	16
Local History & Genealogy	0	5	5
Totals	26	104	130

FOCUS GROUP – BUSINESS COMMUNITY

October 29, 2002

A. MEETING SUMMARY

Public:

Mike Ekert
Yvonne Leung
Richard Lewis
Jim Nissen, Wells Fargo
Tom Schleich

Staff: Carol Connor and John Dale

Recorder: Pat Leach and Rayma Shradee

Facilitator: June Garcia, DGA

1. If you were to describe the Bennett Martin Public Library in one word, what word would you choose?

- Library
- Urban
- Main
- Downtown
- Centrally located, convenient

2. What is your favorite space in the library?

- Elevator
- CD area
- Position of service desks when you enter the building
- Windows/glass

3. In your opinion, what are the two best spaces or features of this library?

- Garden
- Being downtown with spaces near the windows

- Arrangement of front desk
- Diversity of clientele
- Meeting room availability
- It's easy to find the computers
- Magazines and newspapers are up front, but seems congested
- Youth services area is accessible, near the Y

4. In your opinion, what are the two worst spaces or features of this library?

- Congested first floor, especially area off N Street
- Chaotic, everything in field of vision
- Isn't enough space to do business research
- Basement with low ceilings is cramped
- Some areas in the stacks are not bright enough
- Parking – you know where to find it or you don't go. Never have to park more than a block away; depends on time.

5. What are the most popular services the library currently offers and what should be expanded?

- Research, ability to call in odd ball questions
- Do a lot of research myself on the computer
- Does research using library materials that don't want to purchase myself
- Ability to renew items at the last minutes
- Periodicals – would like to see area and collection expanded. It should be a more isolated area
- Online access to periodicals – at the library it's free, otherwise you'd have to pay company yourself
- Read a lot online including newspapers
- Books are the only paper in my life – I can carry them on the plane and to the hotel.
- Sheer volume of books in downtown branch
- In future, use of electronics will grow and grow, even young children use it, witness Disney.com
- Online – personally don't want to pay for the whole thing, library is good at having what you want.

- Talking books – need more, listen to them in the car
- Books on tape and on CD- unabridged whenever possible
- Tried reading a book online and it was just too tiring

6. What services not currently offered by the library would you like to see added ?

- Ability to pay to have research done for me, such as preparing a background paper researching both sides on an issue or a bibliography of articles on a topic.
- Price willing to pay would depend – probably an hourly rate.
- Turnaround time expected would also depend on topic
- Would this compete with private sector?
- Would need to be careful with legal issues
- Introductory computer classes
- Literacy outreach for disadvantaged
- Assume role in making people feel at home in new community
- Doing a good job being in the center – library is involved in city planning
- Reach out to underprivileged children
- Want to be on the leading edge, not the cutting edge of technology
- Support downtown community
- Engage in cooperative efforts regarding services such as the YW's young parents
- Partnering with the Children's Museum whatever that might be – like "Read more about it" on History channel
- Need links from City web page to library's web site – libraries would be the ideal conduit to highlight local information

7. What other comments would you like to make about the Bennett Martin library or the services it provide?

- Impressed with the staff, including those at Gere.
- Likes Walt – light, new books, spaces, CD, tape and video collection, and several staff are just delightful
- Staffing – have always been impressed, there is always some one to connect with you. Gives you a good feeling being in the library
- I like BMPL

8. Comments after completing the Service Response exercise

- Basic literacy is important – immigrants have commitment, good work ethic. Library should use partnerships to accentuate.
- Lack of “votes” for Business & Career Information – Maybe we’re aware of other sources
- We really want it all – for free!
- What about focus groups with other down town services?
- Survey or interview Star City Dinner Theater, Focus high schools
- Services that are basically urban – a public space context. Few buildings in urban core are public spaces for people to connect
- CJC – homeless people aren’t wanted
- Retail is gone from downtown
- Families come downtown for Children’s Museum, Y
- Community Foundation backed off from changing building – important to find out about other people’s research
- Look 5 – 10 – 50 years in to the future

[See table on next page.]

B. SERVICE RESPONSE VOTING SUMMARY

Service Response Priorities	Votes		
	Super	Standard	Total
Basic Literacy	2	2	4
Business & Career Information	0	1	1
Commons	1	1	2
Community Referral	0	0	0
Consumer Information	0	2	2
Cultural Awareness	0	1	1
Current Topics and Titles	0	4	4
Formal Learning Support	0	1	1
General Information	2	1	3
Government Information	0	3	3
Information Literacy	0	2	2
Lifelong Learning	1	4	5
Local History & Genealogy	0	2	2
Totals	6	24	30

FOCUS GROUP: DOWNTOWN LINCOLN ASSOCIATION

October 29, 2002

A. MEETING SUMMARY

Public: 5 attendees
Staff: Carol Connor and John Dale
Recorder: John Dale
Facilitator: June Garcia, DGA

1. If you were to describe the Bennett Martin Public Library in one word, what word would you choose?

- Unknown
- Close
- Accessible
- Longtime place
- Don't think of it as an information source for business
- Dated interior decor
- Exterior looks 50ish
- Need to redefine spaces
- Attractive entrance
- Outdoor cage in summer
- Strong reference service

2. In your opinion, what are the two best spaces or features of this library?

- Courtyard; atrium/garden area
- Daylight, windows
- Proximity to living and working
- Like fiction on ground floor
- Know building well and know way around
- Like depth of older collection

3. In your opinion, what are the two worst spaces or features of this library?

- Looks old
- Décor
- Outside is not interesting; looks like government building
- Doesn't meet today's needs
- Don't think about the library as a downtown attraction

4. What are the most popular services the library currently offers?

- Reference collection and phone service
- Collection
- Children's services
- Magazines and newspaper collection
- Ability to place holds online
- Staff is great
- Self check-out

5. What services currently offered by this library do you feel should be expanded or offered in greater quantity?

- Meeting rooms - most people don't know about them
- Expand video collection, e.g. classic movies
- Using meeting rooms is a good way to attract
- Success of "Plainsong" promotion gets people to think about a book; sense of magic

6. What services not currently offered by the library would you like to see added?

- Needs a café at the library like Barnes and Noble
- Staffing: Is more programming possible? Over noon hour?
- Need special interest things to attract. Can you make money at the library? Coffee shop would be good.
- Promotion of donating books for kids, e.g. harvest of books
- Take a way to look at limitations of budget and ways to generate income
- Possible partnerships - e.g. St. Paul UMS, any sort of programming? Work with focus high school or tech high school. Anything we can do together? Southeast Community College, Downtown Neighborhood Association connection?
- Sale of used books at BMPL all year round would be great

7. If the library were to be remodeled, what improvements do you think should be made?

- Gift shop
- Fresh upholstery is needed
- Full service restaurant - some would like
- Updated décor and colors

8. What other comments would you like to make about the Bennett Martin library or the services it provide?

- A bit uncomfortable with the homeless use of the library. Doesn't know a solution. It's a broader problem than just the library.
- Parking meters with a two hour limit are a deterrent to use.
- Library should stay downtown, west of 17th at least. Walking to the library is just as important as parking. Needs to be downtown because of location of most downtown workers.
- Needs to be downtown for workers, government employees
- Need a marketing program to let business know what is available. It is a secret, and need to bring secrets out.
- DLA could help in making a library better known. Need to team up. Get people really involved in various things.
- Encourage donation of books
- Mistake to put a lot of money into existing facility, but hope main library stays downtown. Not wedded to current structure. Future of Pershing Auditorium is up in the air. What would replace it or is adaptive reuse for a library possible?
- Public Works will be looking for a location for an East downtown parking garage (14th to 17th, K to Q)

[See table on next page.]

B. SERVICE RESPONSE VOTING SUMMARY

Service Response Priorities	Votes		
	Super	Standard	Total
Basic Literacy	0	0	0
Business & Career Information	1	1	2
Commons	0	5	5
Community Referral	0	0	0
Consumer Information	0	1	1
Cultural Awareness	0	0	0
Current Topics and Titles	0	4	4
Formal Learning Support	0	1	1
General Information	3	1	4
Government Information	0	2	2
Information Literacy	0	2	2
Lifelong Learning	1	1	2
Local History & Genealogy	0	2	2
Totals	5	20	25

FOCUS GROUP - NEIGHBORHOOD ASSOCIATIONS OCTOBER 29, 2002

A. MEETING SUMMARY

Public: 5 attendees

Staff: Carol Connor, John Dale

Recorders: Kathy Adams, Myrna Tewes and John Dale

Facilitator: June Garcia, DGA

1. If you were to describe the Bennett Martin Public Library in one word, what word would you choose?

- Musty
- Central
- Downtown
- Familiar
- Complete
- Core library

2. In your opinion, what are the two best spaces or features of this library?

- Courtyard, provides visual relief
- Openness to street level, visible from street
- Youth area, feels protected, dedicated space
- Accessible to children – 1st floor access, low shelves, staff accessible to children
- Placement of reference desk and staff accessibility
- Well utilized by lots of different people
- Current site at 14th and N site – both familiar and accessible. Any other site would need to be equally well chosen.
- Great traffic generator for downtown
- Everyone wants a library in their neighborhood
- Accessible by bus
- Accessible from state office building
- Complete, greatest, most complete information
- Perception of activity and safe
- A civic space

- Great accessibility from any part of town
- If it moves, still needs to stay downtown
- Security guards are a comfort

3. In your opinion, what are the two worst spaces or features of this library?

- Musty, needs an update
- Want both cozy and studious areas, meeting rooms, cozy nooks
- Elevator access needs to be more visible when you enter the building

4. What are the most popular services the library currently offers?

- More in-depth information than branches
- Reference/research information in print format
- Summer reading program
- Periodicals – current and older
- Book collection

5. What services currently offered by this library do you feel should be expanded or offered in greater quantity? What services do you think should be added?

- All year long after school programs
- Story times
- More up to date computer books; Easley has up to date ones
- General information
- More computer classes, e.g. for the elderly, for kids, including classes for adults on how to search on Internet
- Book clubs for adults and for children
- Reach out through the schools
- Coffee bar
- Comfortable chairs
- Bright light, comfortable lighting levels
- Accommodate those who like a quiet library and those who can tolerate noise/activity
- How well are we meeting the needs of the Lincoln's newest residents?
- ESL – look at Lincoln High School

6. What other comments would you like to make about the Bennett Martin library or the services it provide?

- Reference tends to be overlooked. Circulation is the measure.
- Branches are homey and inviting; BMPL isn't.
- In a sense that BMPL plays a different role than the branches
- Want to put money into services more than buildings
- Are a lot of services in Lincoln that most capitals do not enjoy
- Services available in Lincoln that don't need to be duplicated at the library
- With some services, people may not be comfortable going into other agencies; they are more comfortable going to the library
- Instead of duplication – have good referral system so people get access to what they need
- BMPL serves the city well
- Want to keep it downtown, but not necessarily 14th and O
- New building would be fine
- Because we count on BMPL, closing access could create big problems
- Like the librarians. They do a fantastic job.
- It's too crowded to feel welcoming.
- Don't shoot short. Need a much larger foot print to last next 50 years of growth
- Downtown needs its turn. It needs space, etc.

[See table on next page.]

B. SERVICE RESPONSE VOTING SUMMARY

Service Response Priorities	Votes		
	Super	Standard	Total
Basic Literacy	1	3	4
Business & Career Information	0	1	1
Commons	1	3	4
Community Referral	0	2	2
Consumer Information	0	1	1
Cultural Awareness	0	2	2
Current Topics and Titles	0	1	1
Formal Learning Support	0	0	0
General Information	1	3	4
Government Information	0	0	0
Information Literacy	2	1	3
Lifelong Learning	1	5	6
Local History & Genealogy	0	2	2
Totals	6	24	30

FOCUS GROUP: BOARD MEMBERS OCTOBER 30, 2002

A. MEETING SUMMARY

Public: 8 board members (Library Board, Foundation Board, NLHA Board)

7 at the session and one added later

Staff: Carol Connor, John Dale

Recorder: Carol Connor

Facilitator: June Garcia

1. If you were to describe the Bennett Martin Public Library in one word, what word would you choose?

- Friendly
- Antiquated
- Indistinctive
- Undistinguished
- Not interesting
- Worn out
- Over utilized
- Disjointed
- Like an old shoe
- Functional

2. What is your favorite space in the library?

- Reference
- Heritage Room
- Tables on second floor
- New book section

3. In your opinion, what are the two best spaces or features of this library?

- Location is good
- Open feel to it

4. In your opinion, what are the two worst spaces or features of this library?

- Space
- Ceiling tile
- Everything
- Ventilation of bathrooms
- Auditorium

5. What are the most popular services the library currently offers?

- Reference
- Special Collections
- Video
- DVD
- Internet
- Books

6. What services currently offered by this library do you feel should be expanded or offered in greater quantity?

- Concern about hours opened
- Bigger area for kids
- Strong advocate for periodicals (want print, not only electronic)
- More audio - visual materials (listens to audio books in car)

7. What services not currently offered by the library would you like to see added in the next 1 -2 years?

- Services which are family oriented

8. Are there any services that the library currently offers that you think should be discontinued?

- No comments

9. If the library were to be remodeled, what improvements do you think should be made?

- Quiet space
- Spaces for kids

- Split building (functional division e.g. reference/special collections/meeting rooms)
- Parking lot
- Public performance space (do not compete with Lied Center) available for performances/lectures
- Consider Antelope Valley location
- Aesthetic quality of the library
- More dependable plant such as heating and roof

10. What other comments would you like to make about the Bennett Martin library or the services it provides?

- Encourage public discussion, need passion, advocate
- Well used, use doesn't necessarily turn up in number of items checked out
- More browsing than at other libraries

[See table on next page.]

B. SERVICE RESPONSE VOTING SUMMARY

Service Response Priorities	Votes		
	Super	Standard	Total
Basic Literacy	0	2	2
Business & Career Information	0	3	3
Commons	1	2	3
Community Referral	0	0	0
Consumer Information	0	2	2
Cultural Awareness	0	3	3
Current Topics and Titles	2	6	8
Formal Learning Support	0	2	2
General Information	2	3	5
Government Information	0	2	2
Information Literacy	2	3	5
Lifelong Learning	1	4	5
Local History & Genealogy	0	0	0
Totals	8	32	40

FOCUS GROUP – HUMAN SERVICES NOVEMBER 6, 2002

A. MEETING SUMMARY

Attendees:

Gina Dunning, Director of Lincoln/Lancaster County Aging Services

Jason Varga – Lincoln Literacy Council Program Director

Recorder: Kathy Adams

Facilitator: Rayma Shrader

1. If you were to describe the Bennett Martin Public Library in one word, what word would you choose?

- Open – accessible;
- Diverse; great new books area that calls to me when I walk in, I don't notice walls need painting;
- It's not particularly inviting, needs signs or markings of some kind to note where to go;
- It looks just as it did 30 years ago – not good, not bad;
- Nice time to make a change like new carpet, rearrange things;
- It's good that the Checkout Desk is right up front by the main doors.

2. What is your favorite space in the library?

- Quiet areas on second floor,
- Courtyard,
- Polley Music Library

3. In your opinion, what are the two best spaces or features of this library?

- Gates computers coming soon to fill a whole room for Internet access, currently PCs on first floor are crowded;
- New books
- Music area – interesting music selections, though there is not such broad coverage as there used to be.

4. In your opinion, what are the two worst spaces or features of this library?

- Has improved, but sometimes it's difficult to get in and not be hassled by street people and I'm still intimidated by them;
- Difficult for newcomers when "scary" people are at the main entrance; Do I think it's unsafe in any part of the library? No;
- 6 PCs on first floor create congestion, which is being addressed by new computer room
- Outside is "outdated and funky" which is a good thing, it's cool. I don't want to see the building torn down as so many other buildings downtown have been;
- ESL population needs a better identifier outside, something without words, a library symbol

5. What are the most popular services the library currently offers?

- Not familiar with library services;
- Computer classes are a definite plus, and I like having Aging Services volunteers teach at the libraries [they teach one to three classes each month at libraries];
- I like One Book One Lincoln project;
- Staff are always really friendly and helpful at BMPL.

6. What services currently offered by this library do you feel should be expanded or offered in greater quantity?

- Have reading groups geared to senior citizens, organized by library staff, and marketed by libraries to help seniors get out more and to keep their minds active;
- For the sake of literacy, and especially new refugee families, have signs in more languages, more ESL materials and sectioned off for ESL people to find easily;
- Separate out non-English materials from other nonfiction.

7. What services not currently offered by the library would you like to see added in the next 1 -2 years?

- Daycare, particularly for ESL parents with children ("checkout a baby-sitter" because dependable and responsible baby-sitters are so hard to find for anyone, let alone refugee parents). Collaborate with YWCA and/or with UN-L to have interns do daycare;

- Encourage seniors to use the library and collaborate with Senior Centers to have senior vans come to the library on a regular basis – in this case will need more handicapped parking for those vans.

8. Are there any services that the library currently offers that you think should be discontinued?

- None

9. If the library were to be remodeled, what improvements do you think should be made?

- Fix squeaky stairs [at main entrance]!
- Relocate elevators to be more visible;
- Create multicultural / multilanguage signs because many immigrants will not ask for assistance to find study rooms, restores, or the ESL area;
- Desks create a barrier between staff and public, and the arrangement now does not make clear where to go for various kinds of help;

10. What other comments would you like to make about the Bennett Martin library or the services it provide?

- Add a programming series for adults on various cultures. Collaborate with the Lincoln Literacy Council for speakers and programs. This might include learning other languages in free classes from immigrants prepared to teach (also from Literacy Council).

[See table on next page.]

B. SERVICE RESPONSE VOTING SUMMARY

Service Response Priorities	Votes		
	Super	Standard	Total
Basic Literacy	0	2	2
Business & Career Information	0	0	0
Commons	0	2	2
Community Referral	0	1	1
Consumer Information	0	0	0
Cultural Awareness	1	0	1
Current Topics and Titles	0	0	0
Formal Learning Support	0	1	1
General Information	0	1	1
Government Information	0	0	0
Information Literacy	0	0	0
Lifelong Learning	1	0	1
Local History & Genealogy	0	1	1
Totals	2	8	10

FOCUS GROUP: TEACHERS
NOVEMBER 7 , 2002

A. MEETING SUMMARY

Public: 2 attendees
Recorder: Myrna Tewes
Facilitator: Pat Leach

1. **If you were to describe the Bennett Martin Public Library in one word, what word would you choose?**
 - Not used enough
 - Out of the way, not convenient

2. **What is your favorite space in the library?**
 - Youth area
 - Picture books
 - Youth area, where the tables are

3. **In your opinion, what are the two best spaces or features of this library?**
 - Like the different floors
 - Oversized and super oversized collections
 - Periodicals collection

4. **In your opinion, what are the two worst spaces or features of this library?**
 - Lack of parking
 - Dim and dreary
 - Almost never go to adult Reference area – not comfortable with some of the people there

- 5. What are the most popular services the library currently offers?**
- Classroom loan bags
 - Call one library – tell me where all the copies are and ship all to my library at no charge
 - Bigger collection
- 6. What services not currently offered by the library would you like to see added in the next 1 -2 years?**
- Children’s reading clubs – collaborate with schools to have all year long
 - Bring in authors
 - More YA book talks at the schools
- 7. Are there any services that the library currently offers that you think should be discontinued?**
- Nothing
- 8. If the library were to be remodeled, what improvements do you think should be made?**
- Study rooms
 - Main reading room looks industrial and utilitarian
 - More inviting with comfortable seating. Some of the stuff is outdated
 - Separate room for computer lab
- 9. What other comments would you like to make about the Bennett Martin library or the services it provide?**
- Helpful at reference
 - Sometimes being on telephone hold at reference is frustrating
 - Like the children’s programs
 - Consider having High School students be able to do “community service” hours at the libraries

[See table on next page.]

B. SERVICE RESPONSE VOTING SUMMARY

Service Response Priorities	Votes		
	Super	Standard	Total
Basic Literacy	0	0	0
Business & Career Information	0	1	1
Commons	0	0	0
Community Referral	0	1	1
Consumer Information	0	0	0
Cultural Awareness	0	0	0
Current Topics and Titles	0	0	0
Formal Learning Support	1	1	2
General Information	1	1	2
Government Information	0	1	1
Information Literacy	0	1	1
Lifelong Learning	0	2	2
Local History & Genealogy	0	0	0
Totals	2	8	10

FOCUS GROUP: ST. MARY'S 8TH GRADE
NOVEMBER 12 , 2002

A. MEETING SUMMARY

Attendees: 11 Eighth Grade students, 1 teacher

Recorder: Rayma Shrader

Facilitator: Pat Leach

1. If you were to describe the Bennett Martin Public Library in one word, what word would you choose?

- Good
- Convenient
- Books
- Informative
- Good selection
- Big

2. What is your favorite space in the library?

- Desks
- Everywhere
- YS fiction room
- Resource/reference section
- Fiction area
- Language books
- Sports books
- Video area

3. In your opinion, what are the two best spaces or features of this library?

- Computer area (five votes)
- Room by the courtyard
- Young Adult Area
- Second floor

- Courtyard (two votes)
- Periodicals
- Fantasy books
- Should also be a living space

4. In your opinion, what are the two worst spaces or features of this library?

- Basement
- Bathrooms
- Second floor doesn't have much color, not a fun place to read
- Haven't been to third and fourth floors

5. What are the most popular services the library currently offers?

- Automated checkout (six votes)
- Summer Outreach
- Window elevator
- Computer catalogs (four votes)
- Books
- Staff are totally gracious

6. What services currently offered by this library do you feel should be expanded or offered in greater quantity?

- More computers in YS area
- Book bags for teachers

7. What services not currently offered by the library would you like to see added in the next 1 -2 years?

- Learning kits for kids (containing items as well as information)
- Kids workshops & programming
- People teaching languages

8. Are there any services that the library currently offers that you think should be discontinued?

- Keep what you have

9. If the library were to be remodeled, what improvements do you think should be made?

- Half circle easy chairs, with lights installed in the top of the chairs
- Listening stations
- Couches
- Don't use boring colors
- More pictures
- Background music
- Artifacts to interact with
- More art—like statues
- Handicapped people should be able to go up to other floors—better elevators
- Privacy screens for computers
- Flags as decorations
- Reading Lounge
- Vending machines and snacks in an enclosed area
- Find or reserve books immediately
- Simpler way to find books—don't like Dewey or q's and f's (oversize)
- More CDs with today's music
- Skylight
- Automatic doors
- Play area for little kids
- Whole building should be bigger, but keep the courtyard
- Bridge over the courtyard
- Fountains inside this library, or music that sounds like water
- Have a place where you sell your old books

10. What other comments would you like to make about the Bennett Martin library or the services it provide?

- No comments

B. SERVICE RESPONSE VOTING SUMMARY

Service Response Priorities	Votes		
	Super	Standard	Total
Basic Literacy	0	4	4
Business & Career Information	0	2	2
Commons	2	9	11
Community Referral	0	0	0
Consumer Information	0	3	3
Cultural Awareness	0	3	3
Current Topics and Titles	2	5	7
Formal Learning Support	0	0	0
General Information	3	8	11
Government Information	1	4	5
Information Literacy	0	0	0
Lifelong Learning	0	0	0
Local History & Genealogy	3	6	9
Totals	11	44	55

STAKEHOLDER INTERVIEWS – MINORITY MEMBERS
COMPLETED BY NOVEMBER 27, 2002

A. INTERVIEW SUMMARY

Participants: 9 one-on-one interviews (4 African American, 1 Native American, 1 Asian, 1 Latino, 1 Middle Eastern, 1 North African.)

Interviewers: Sheila Jacobs and John Dale

1. If you were to describe the Bennett Martin Public Library in one word, what word would you choose?

- Convenient
- Old
- Good friend
- Engrossing
- Historical

2. What is your favorite space in the library?

- Courtyard
- 2nd floor/journals/cubicles
- Video tape area
- CD area on 2nd floor
- Large windows that provide natural lighting
- Polley
- Youth Services

3. In your opinion, what are the two best spaces or features of this library?

- Convenience, accessible to folks downtown
- Variety of reference items
- Attitude of staff, very helpful & thorough
- Video/Audio and Internet areas

- Basement magazine room is very organized, quiet and clean
- Heritage Room
- Large selection of books, magazines and CD's
- Youth Services
- New books
- Circulating Periodicals area
- Open space by newspapers

4. In your opinion, what are the two worst spaces or features of this library?

- Needs inside face lift
- Need individual computer room, more computers
- Parking
- Wheelchair accessibility is too constrictive
- Need language signage for New Americans
- Basement clutter
- Front entrance is not welcoming
- Periodicals in basement-lack visibility & attractiveness
- Areas for posting public information lack visibility
- Public restrooms creep her out

5. What are the most popular services the library currently offers?

- Book displays, esp. 10 most popular best sellers
- Vertical file info., esp. travel
- Reference by phone & person
- Staff expertise
- Books on tape
- Free computers/Internet
- Newspapers/daily
- Automated check-out
- Story times
- Renewals online

6. What services currently offered by this library do you feel should be expanded or offered in greater quantity?

- Computers
- Have youth area be a fun place to come, i.e. draw pictures on walls, comfy furniture, pillows
- More programs, speakers, storytellers, brown bag lunches, Internet presentations
- Expand Audio & Video tapes, esp. those that teach technology, i.e. learning the Internet, e-mail
- Expand hours
- Chinese language programs
- More Chinese books and magazines
- More newspapers from around the world; Inform customers how to access international newspapers via Internet
- Having a role beyond the schools; doing more student tours

7. What services not currently offered by the library would you like to see added in the next 1 -2 years?

- On Horizon, have online book lists by ethnicity, i.e. book list of African
- American women authors
- Offer a dynamic web site; LCL would be 1st place the public would go for information on community activities, list of events
- Have more features using the display cases/use them for community displays
- Coffee cart
- More Chinese magazines, CD's & books, i.e. in similar amounts to those items currently available in Spanish & Vietnamese language
- More multicultural and multi-language assistance
- More media attention on how easy it is to renew
- Amnesty period (afraid of bills, when receive notice in mail, don't like to confront)
- Services & consultations in adult literacy aimed toward transients in the area
- Spanish section
- Once a week reading circle/like Oprah

8. Are there any services that the library currently offers that you think should be discontinued?

- Fines
- Minimize periodicals in basement
- Doesn't see as a matter of discontinuing service but more a matter of making public aware of services
- No

9. If the library were to be remodeled, what improvements do you think should be made?

- More space
- Customer's would know when they step into an area, what service is provided
YS area=more space, change carpet, library staff dress up like Dr. Seuss; have 5-6 year olds design the space
- Accessibility
- Areas need to meet 5 senses so people can see, touch, smell, etc. different experiences
- Space for ongoing & interactive programs
- Smooth transition between street to library; once inside have wonderment of knowledge absorb you
- Need seating in foyer prior to opening (person felt light headed, needed a place to sit prior to library opening)
- Kiosk/touch screen with automated card catalog
- Technology lab/a true media center
- Good signage
- Inside location maps, i.e. where to find videos, nonfiction, etc. an electronic wrap-around announcement sign that promotes events
- Food court/coffee bistro/refreshments area
- Colorful, bright, big comfy chairs, more seating in the courtyard, oversize pillows (in some cultures it's very natural to sit on pillows)
- Maintain natural lighting
- Water fountains
- Modernize
- Better use of color

10. What other comments would you like to make about the Bennett Martin library or the services it provide?

- Maintain work with school library
- More community involvement
- Promote it more, i.e., Why should you look to library when looking for answers; if family budget doesn't allow for purchase of Sports Illustrated, come to the library; does the public really know what all the public library offers; collaborate with youth to promote
- Hook up with local book stores when they have author visits; have authors come to library; during library promotion week, give first 100 people discount at Barnes & Noble
- Library as educator
- Shatter library stereotypes to attract youth
- If the downtown area remains the center of Lincoln, then BMPL stays downtown; if the Center of Lincoln moves from downtown, then BMPL need to become a branch
- Change image of library and books/library is much more than books
- Welcome people in to the library to exchange ideas; make it homey & inviting for immigrants/refugees by providing diverse music and seating
- Keep it downtown
- Offer after school programming
- Decide what you want and everything is here
- It's nice here; very good feeling to be here; likes quiet reading spaces and nice people
- Needs a greater presence in the city –increased visibility; need a more diverse staff; need user input on collections and materials selection
- Filter the Internet for those 17 and under
- BMPL is one of the oldest cornerstones downtown; perhaps move to Haymarket, adjacent to the Mill where there are psuedo-intellectuals who enjoy coffee/books
- For Bookmobile, stand out in front of vehicle, have balloon bouquet, hand out popcorn; feature music or a book
- Respondent knows of a Mother who has her 10 year old son wait for her at BMPL until she gets off work at 6:00
- Was confusing for new American who had checked out & returned library items and then received notice in the mail that items lost and she would need to pay replacement costs. This is a deterrent for many who are not comfortable in pursuing why this happened.
- PR ideas/newsletter, annual newspaper insert to reach non-library users

- BMPL is convenient to those downtown;
- It is a wonderful location.
- It needs a greater presence in the city—increased visibility.
- Need a more diverse staff to encourage members of this increasingly diverse community to see it as a resource.
- Need user input on collections and materials selection.

[See table on next page.]

B. SERVICE RESPONSE VOTING SUMMARY

Service Response Priorities	Votes		
	Super	Standard	Total
Basic Literacy	0	1	1
Business & Career Information	1	0	1
Commons	0	8	8
Community Referral	2	4	6
Consumer Information	1	1	2
Cultural Awareness	4	5	9
Current Topics and Titles	0	6	6
Formal Learning Support	0	2	2
General Information	0	2	2
Government Information	0	1	1
Information Literacy	0	1	1
Lifelong Learning	1	5	6
Local History & Genealogy	0	1	1
Totals *	9	37	46

* Note: One participant cast 5 standard votes - 1 more than requested. Therefore the number of standard votes and the total votes is 1 higher than it should be. All votes cast are reflected in the totals.

STAFF SESSION
OCTOBER 30, 2002

A. MEETING SUMMARY

Attendees: 40 staff

Facilitator: June Garcia, DGA

1. If you were to describe the Bennett Martin Public Library in one word, what word would you choose?

- Cramped
- Neat
- Ugly orange carpet
- Ugly
- Junky
- Confusing
- 1960s
- Cold/Hot
- Depressing
- Old
- Cluttered
- Drab
- Gloomy
- Variety – quiet and noisy spaces
- Beautiful courtyard

2. In your opinion, what are the best spaces or features of this library?

- Courtyard
- Heritage Room
- Elevator with window
- 4th floor meeting rooms

- Natural light
- Quiet spaces (2nd floor and basement)
- Seating on 2nd floor looking out on the courtyard
- Employee's view of the courtyard
- Polley Music Library
- Remodeled periodicals room
- Fiction and nonfiction layout – easy to direct customers
- Periodicals
- Building on a corner

3. In your opinion, what are the worst spaces or features of this library?

- Worn out
- Mechanically shot
- Slow elevators
- Public restrooms are tacky
- Not enough offices
- Walking distances – have to walk a lot to go around the courtyard
- Elevators are inadequate
- Elevators don't go to all floors
- Public entrance isn't good?
- Two entrances are good – both should be handicapped accessible
- Workrooms aren't always close to public service areas.
- Workrooms aren't large enough to put all staff in the same department in the same work area.
- Lack of storage
- Circulation workroom not on same floor as circulation service area
- Water seeps into the building
- Roof leaks
- Ceiling tiles need repair
- Building creaks when a bus goes by
- Not conducive to wiring for computers
- Wiring everywhere – not very safe

- Clutter – gives the impression staff doesn't care about the materials
- Technical Processing – too small. Workflow not efficient, but dictated by space available
- Critters (bats, birds, squirrels) in staff work room ceiling
- Signage is poor
- Shelf arrangements – having oversize collection is confusing
- Allergic reactions to air quality
- Heritage Room is seriously out of space
- Security issues – too many nooks and crannies, places for people to hide
- Windows – Are so many that wall space has been lost for shelving and places to post things
- Need a functional covered loading dock – Currently many deliveries have to come through the front door.
- Need freight elevator near the loading dock that does to all floors
- Broken shelves in Periodicals
- Staff Parking issues
 - Is no staff parking
 - Staff have to pay for parking and it costs about \$60 a month. This is unfair to BMPL staff because branch staff have free parking.
 - Lose parking space if you have to go out in the middle of the day for an appointment (doctor, dentist etc.) and then you have to hunt for a place when you return.
 - Staff, in violation of policy, some times park at the meters and then leave building to plug the meter.
 - Security is a concern when staff have to walk to their cars at night, especially for female staff
 - Difficult for branch staff to park when they come to BMPL for a meeting
 - Library is the only City department where staff pays for parking
- Public Parking issues
 - Hard to find parking especially when there is an event at Pershing or a football game
 - Customers elect to have items sent to a branch for pick up rather than deal with parking issues
 - Parking crack down helps
- Bicycle parking not secure
- Need better bus system

- Building doesn't really have a major economic impact on people in the city
- Security issues
 - Need security cameras
 - Need new keypad system – some don't work if you have a 3 in your code, system is slow.
 - Need visual contact from service desks
 - Are too many secured doors and if too many people are trying to use system they can't get in
 - Security guards are contract staff – some times good, some times bad. Don't know library policy. Have poor pay and poor benefits
 - Security gates (one set) are outside the line of site of circulation desk
 - Evacuation drills are necessary
 - Staff are alone in some areas of the building – can't notify them of security issues.
 - Need a paging system that can be used for staff to get help or to alert library users of emergency
 - If there were an emergency, how would staff get handicapped users out of the building (from upper floors)?
 - Heritage Room has to close unless there are 2 people working there.
 - Staff lockers are needed near staff lounge. No place to safely store personal items such as purses.
 - Can't see the picture book area from the service desk
 - Proximity to main door would make it easy to kidnap a child
 - Receptionist outside administrative office area is isolated
- Administrative offices
 - Need private places to meet with staff
 - Not enough offices
- Need better signage outside
 - Letters missing
 - No visible presence
 - Building doesn't look like a library – even when people are across the street they can't find the building
- Circulation work room
 - No privacy
 - Too much lifting of bins; no roller system like new branches have
 - Not enough room to process branch deliveries
- Youth services area needs more shelving for media
- Youth services area doesn't have comfortable seating

- Young adult area is not attractive
- Courtyard creates glare on computer screens
- Need to have reference department and periodicals department near to one another
- Need a place to store back periodicals

4. What are the most popular services the library currently offers?

- Delivery of materials to and from the branches
- Extensive collections
- Free Internet access
- Word processing
- Free ILL
- Service for homebound and nursing home residents
- Polley Music Library
- Story time and programs for children including programs during school's out week
- Heritage Room
- Good public service
- In depth periodical collections
- Reference service
- Displays
- Teacher bags

5. What services currently offered by this library do you feel should be expanded or offered in greater quantity? What services not currently offered should be added?

- Open more hours
- Computers to access Internet
- Electronic databases that can be accessed from home
- Coffee shop or restaurant
- Lockers for public
- Foreign language materials

- Feature films in video collection
- More staff to help and more staff for security
- More public relations and marketing
- Young adult area
- Drive up window – pick up and drop off materials
- More reference, especially business
- Parking
- Comfortable seating
- Quiet areas
- Evening and weekend programs for youth
- Place for tutoring or small study rooms
- Child care for adults who are researching
- Public fax machine
- Technology stations to view or listen to media in the library
- Print catalogs of special collections
- Special privileges for teachers
- Catalog that is usable, intuitive and accessible to those who do not speak or read English
- More flexibility with public schools
- No fines
- Copy center with color copier
- Public scanner
- Gift shop that also sells office supplies
- Same day delivery of materials
- More computer classes
- Historical documents need better protection

6. Are there any services that the library currently offers that you think should be discontinued?

- Charging for holds

7. What other comments would you like to make about the Bennett Martin library or the services it provide?

- Better timing for overdue letters (send them out sooner)
- Clearer more friendly message on overdue notices
- Need up to date phone system
- Outreach area is too crowded
- BMPL has an institutional atmosphere
- Need to strengthen training program
- Main library should have room for staff training, study areas and space to discuss personnel matters

[See table on next page.]

B. SERVICE RESPONSE VOTING SUMMARY

Service Response Priorities	Votes		
	Super	Standard	Total
Basic Literacy	0	14	14
Business & Career Information	0	9	9
Commons	0	10	10
Community Referral	0	6	6
Consumer Information	0	12	12
Cultural Awareness	1	9	10
Current Topics and Titles	4	27	31
Formal Learning Support	0	2	2
General Information	20	11	31
Government Information	1	4	5
Information Literacy	4	19	23
Lifelong Learning	7	24	31
Local History & Genealogy	3	8	11
Totals	40	155	195

MANAGEMENT TEAM OCTOBER 31, 2002

A. MEETING SUMMARY

Attendees: 17 management staff

(Plus written comments from 3 team members who were unable to attend the meeting.)

Recorder: Kathy Adams

Facilitator: June Garcia, DGA

1. If you were to describe the Bennett Martin Public Library in one word, what word would you choose?

- Outmoded
- Tacky
- Dumpy
- Dirty
- Old
- Worn
- Drab
- Crowded
- Dingy
- Outdated
- Grungy

2. What is your favorite space in the library?

- Courtyard
- Polley Music Library
- Heritage Room
- YA lounge on 2nd floor
- Staff room
- My office

3. In your opinion, what are the best spaces or features of this library?

- Windows
- Flowers on south side of building
- Courtyard
- Nonfiction floor
- Located in downtown Lincoln
- Depth of collection
- Polley Music
- Board room
- Large meeting room space
- Heritage room (crowded but nice)

4. In your opinion, what are the worst spaces or features of this library?

- Chopped up
- HVAC system is worn
- Courtyard – lost space
- Work areas too far from service areas
- No signage
- Offices too small
- Not accessible - shelving too high to high
- Shelving too packed in
- Elevators
- Delivery access/loading dock
- Parking, especially when there is an event at Pershing
- Lack of surface parking
- Not enough presence to the building
- Business and periodicals collections – not enough seating
- Power poles all over, data wiring really hard to run
- Special collections hidden from view
- Poor ventilation
- Dirty vents
- Can smell diesel from buses and vibrations from buses
- Uneven first floor
- Need separate delivery elevator and storage space

- Dock is too small, not accessible to alley
- Makeshift system for delivery staff
- Hot/cold problem – extremes in the building
- Roof leaks
- Over watering flowers leaked into basement, ceiling tiles fell
- Security – too many places can hide out, no visual control between Polley and 2nd floor information desk
- Two entrances creates problems for security – officers too spread out
- Need larger Technical Processing and Circulation areas
- All staff work space is insufficient – crowded work space impacts productivity and is discouraging to staff
- Two new branches have created much more work for Technical Processing and there is no place for processing their new items
- Youth services has a closet for a workroom
- Youth services are does not enough flexibility to change technology or rearrange floor plan for programming
- Insufficient PCs for staff – all share a PC in Polley
- Storage area has poor ventilation due to crowded conditions
- Need remote or condensed shelves for little used collections
- 4 new volunteers have no space – stuck working next to restores
- Wheel chair bound volunteer challenged to maneuver through Outreach area
- Need bookstore to sell ongoing, rather than store books for annual book sale
- Crowding in basement creates security problems
- Book drop not safe; it drops right into circulation workroom; also awkward for public to drop off items
- Need paging system for guard notification, lost kids, other emergencies, help closing procedures
- Everything is same color – bland, except Polley and Heritage Room
- Public restores are small and smell awful
- Shabby appearance
- Outside façade
- Main floor as you come in
- Very compartmentalized building, everything broken up and fragmented

5. What are the most popular services the library currently offers?

- CDs
- Books on CDs
- Delivery to branches
- Internet access
- Computers
- Word processing
- Homebound service
- Reference in general, in depth materials
- Classroom loan bags
- ILL
- Polley and Heritage collections
- Size of collections – depth and diversity
- Non-English language titles
- Anything new
- Popular reading materials – best sellers, daily area newspapers, popular magazines

6. What services currently offered by this library do you feel should be expanded or offered in greater quantity? What services would you like to see added?

- More reader's advisory
- Listening and viewing facilities
- Need Young adult area – collection, staff and furnishings
- Coffee bar
- Feature films
- Copier by nonfiction
- Public fax
- Change machine
- Bags at checkout
- Reference for hire
- Genealogy research for a fee
- Study rooms, quiet place to study

- Youth services programming area, waiting space
- Used bookstore, gift shop, also sell supplies
- Dive up window
- Reciprocal arrangement with UN – Lincoln
- One Book, One Lincoln should continue
- More programming
- Youth services year round, more coordination with the schools
- More materials – all kinds for all ages
- Add hours (add back 9 – 10 AM)
- ELL tutoring
- Reference by e-mail
- Internet access/MS access
- Public computer classes
- Live Internet reference
- Book discussion group or chats on line
- Young Adult librarian and staff for the YA area
- Teen Advisory Board
- Free holds
- Adult reading program
- Better volunteer program
- Speaker's bureau

7. What other comments would you like to make about the Bennett Martin library or the services it provide?

- Raze to the ground and start over. Just remodeling won't open the building up
- Use compact shelving
- Move some support services out of the building
- Need better handicap access
- Need better access to free parking
- Need separate youth area from adult
- Need computer lab with 20 – 25 terminals or more
- Need area dedicated to audio - visual materials

B. SERVICE RESPONSE VOTING SUMMARY

Service Response Priorities	Votes		
	Super	Standard	Total
Basic Literacy	0	0	0
Business & Career Information	0	3	3
Commons	3	7	10
Community Referral	0	1	1
Consumer Information	0	6	6
Cultural Awareness	1	3	4
Current Topics and Titles	4	15	19
Formal Learning Support	0	0	0
General Information	3	12	15
Government Information	0	2	2
Information Literacy	0	7	7
Lifelong Learning	6	10	16
Local History & Genealogy	0	2	2
Totals	17	68	85

APPENDIX B: TECHNICAL REPORTS

STRUCTURAL CONSIDERATIONS

Existing Conditions

1961 Construction

The 1961 construction consists of those portions of the building that face 14th Street and N Street. See Drawing S0.1. This section of the building has a basement, two floor levels and a roof. The foundation is a deep foundation system made up of drilled belled piers. The bottom of the piers are approximately 15'-8" below the basement floor elevation. The basement walls are cast-in-place reinforced concrete. The primary framing system for this building is a traditional post and beam system. The vertical members are wide flange steel columns and the horizontal members are wide flange steel beams. The intermediate framing members for the floors are open web steel joists. The floor slabs consist of 2.5 inch thick structural concrete slabs with 1.5" thick concrete topping for a total floor thickness of 4 inches. The intermediate framing members for the roof are open web steel joists with 2 inches of poured gypcrete. Based on the structure that is currently visible this construction appears to be in very good condition.

1967 Construction

The 1967 construction was an L-shaped addition which created a courtyard between the two buildings. See Drawing S0.1. This addition has a basement, two floor levels and a roof. The foundation is a deep foundation system made up of drilled belled piers. The bottom of the piers are approximately 15'-8" below the basement floor elevation. The basement walls are cast-in-place reinforced concrete. The primary framing system for this building is a traditional post and beam system. The vertical members are wide flange steel columns and the horizontal members are wide flange steel beams. The intermediate framing members for the floors are open web steel joists. The floor slabs consist of 2.5 inch thick structural concrete slabs with 1.5" thick concrete topping for a total floor thickness of 4 inches. The intermediate framing members for the roof are open web steel joists with a 2.5 thick inch concrete slab. Based on the foundation and roof construction, it appears that this addition was structured to support a future vertical expansion. Based on the structure that is currently visible this construction appears to be in very good condition.

1977 Construction

The 1977 construction consisted of a vertical expansion to the 1967 construction. This addition created a third floor from the roof of the 1967 construction and added a fourth floor and roof. The primary framing system for this addition is a traditional post and beam system. The vertical members are wide flange steel columns and the horizontal members are wide flange steel beams. The intermediate framing members for the floor are open web steel joists. The floor slab is 3.5 inch thick concrete. The intermediate framing members for the roof are open web steel joists with metal roof deck. This construction also included an elevator equipment room that extends above the roof level. The live loads used in the design of this addition were found on the original drawings and are as follows: roof - 30 psf, corridors & meeting rooms - 100 psf, other

– 70 psf. Based on the structure that is currently visible this construction appears to be in very good condition.

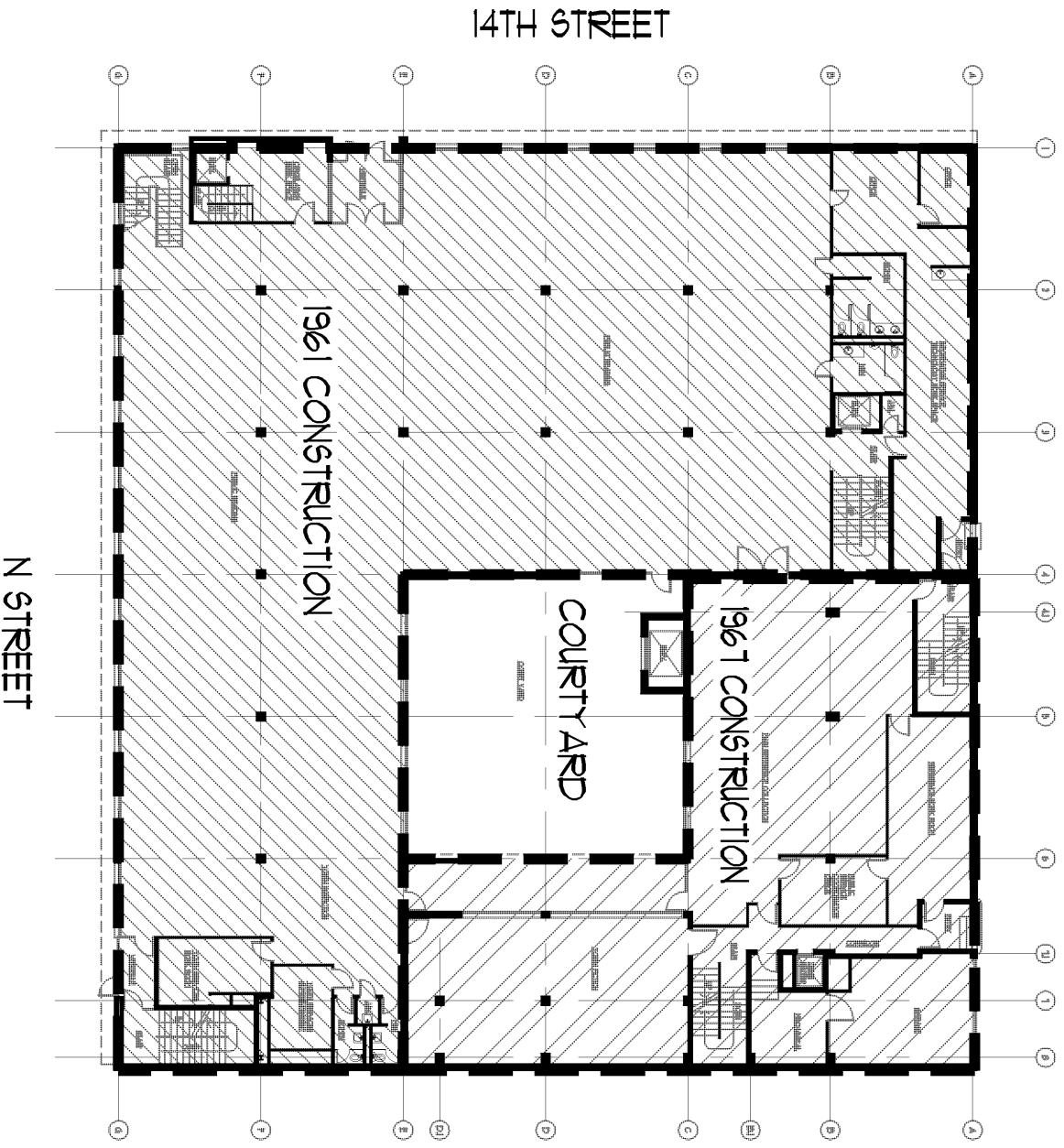
Future Expansion

Vertical Expansion

After reviewing the existing foundation and roof structure it was found that current construction is not designed to support vertical expansion.

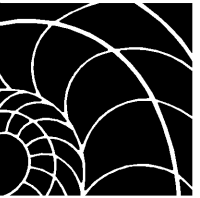
Courtyard Expansion

After reviewing the existing foundation and structural framing plans it was found that the current construction is not designed to support additional load along the perimeter of the courtyard. In order to enclose the courtyard any new structure would need to be constructed on a new foundation system.



FLOOR PLAN

NO SCALE



The
Clark
Enersen
Partners

Architecture + Landscape Architecture + Engineering + Interiors
 1010 Lincoln Mall, Suite 200 Lincoln, NE 68508-2883
 402 477.9291 Fax 402 477.6542
 Kansas City, Missouri
www.clarkenersen.com

Bennett Martin Public Library
 Lincoln, Nebraska
 TCEP Project No.: 227-097-02

Date: December 19, 2002

Floor Plan
50.1

ELECTRICAL CONSIDERATIONS

Existing Conditions

Electrical Service

As observed on a site visit and on existing documents, the building has two electrical service entrances. They include the following:

<u>Description of Electrical Service</u>	<u>Voltage</u>
Building Electrical Distribution	208Y/120 Volts
Back Up Boiler Electrical Distribution	480Y/277 Volts

Each is separately metered by Lincoln Electric System (LES). Although the meters are located in different locations of the basement, both electrical services originate from the LES vault in the northeast corner of the basement.

The existing demand load on the building electrical distribution service is 273.6 KW (304 KVA at 0.9 power factor) in August, 2002. This equates to 844 amps at 208Y/120 Volts. We believe that the existing building electrical distribution service size is 1200 amps. The 1200 amp service is only rated at 80% of its nominal size or 960 amps. Therefore, the existing building electrical distribution service has at most 116 amps of spare capacity.

Electrical Distribution System

Building Electrical Distribution System

The electrical distribution system for the building originates in the mechanical room, located in the northwest area of the basement. The original system includes a Frank Adam brand 1200 amp, 208/120 volt, 3 phase, 4 wire main distribution panelboard with main fused switch. The system was upgraded in 1977, at which time the service feeders to the existing main distribution panelboard were tapped ahead of the main fused switch to feed a 400 amp fused disconnect switch. The disconnect switch is located in the northwest mechanical room, adjacent to the main distribution panelboard.

The 400 amp disconnect switch feeds two main breaker panelboards located southeast of the dumbwaiter shaft on the third and fourth floors. The remaining panelboards located throughout the building appear to be fed from the original main distribution panelboard. Labeling of the breakers in the main distribution panelboard is not complete.

Of the two panelboards fed from the 400 amp disconnect switch, the third floor panelboard appears to have been recently replaced. It is a Square D brand panelboard and appears to be in good condition. The panelboard located on the fourth floor is a Frank Adam panelboard and looks as if to be part of the 1977 addition.

The panelboards fed from the original main distribution panelboard are dispersed throughout the building, located in mechanical rooms, corridors and closets on different floors. A portion of the panelboards are a part of the original building construction. These panelboards were manufactured by Frank Adam Company and equipped with

main lugs only (no main disconnecting device). Some of the newer panelboards are Square D main lug only panelboards or load centers. The origin of the power for the panelboards is not indicated on the panelboards.

The panelboards located throughout the building provide power to the lighting, receptacle and mechanical branch circuits in proximity of each panel. Additional capacity and space on all panelboards is very limited. Technology loads are not served from separate power sources than building mechanical loads. Transient voltage surge suppression (TVSS) is not present in either the main distribution panelboard or the branch circuit panelboards.

Boiler Entrance Electrical Distribution System

The electrical distribution system for the boiler simply consists of two General Electric brand disconnect switches. Prior to the removal of the west boiler, power was supplied from the utility, through each disconnect switch to each of two boilers. Since the service installation, the west boiler has been removed and the associated disconnect switch abandoned in place. The disconnect switch for the east boiler remains in service.

The boiler service entrance disconnect switches and boiler are located in the boiler room, west of the LES vault, in the northeast area of the basement. Working clearances around the east boiler disconnect switch are limited.

Lighting

Fluorescent lighting is the main lighting source throughout the library spaces. The original portion of the library is illuminated by T12 florescent lamps in surface mounted linear rows of wraparound, lensed fixtures. The later additions are illuminated primarily by two foot by four foot recessed, prismatic lensed florescent fixtures. These fixtures also contain T12 lamp sources. Meeting rooms and some elevator lobby spaces contain incandescent down lights. Incandescent track lighting has been included in some areas, such as the Heritage Room, for accent lighting.

The area lighting is controlled by wall switches located in or near each area. In some instances the bank of wall switches exceeds six switches. The building does not have a central lighting control system.

Both incandescent and LED type exit signs, with battery backup, are utilized to indicate the path of egress. Generally, building exits appear to be adequately marked with the appropriate signage. Emergency lighting wall packs with battery backup are also located near the paths of egress.

Incandescent downlights and spot lights are used to illuminate portions of the exterior façade and an American flag.

Power and Auxiliary Systems

The number of receptacles throughout the building is limited. In areas with increased computer usage and in some work areas, surface mounted receptacles, power poles and power strips have been added to satisfy the need for additional receptacles. Ground

fault protection is not present in receptacles located in the restrooms, kitchen areas or mechanical rooms.

A security system monitors and restricts access to controlled doors in the building. A Silent Knight system was installed approximately six years ago. At a later date, a second Silent Knight system was added to accommodate the addition of new control points in the building. Although the head end equipment for both systems is located in the basement of the building, the two systems do not directly communicate.

The Bennett Martin Public Library is also an access point for communication with the other Lincoln Public Library branch security systems. These systems are accessed through a dial-up connection. Communications between the security systems at the various branches does not exist.

A computer network room with raised access floor is located in the basement of the facility. The computer room contains networking equipment for the facility as well as operates as the hub for the Lincoln Public Library computer network.

Book detection equipment is located inside the main entrance and also at the southeast exit.

Emergency shut down switches are located outside the boiler room and the computer room for code required shut down of the boiler and computer room units.

Fire Alarm System

A conventional, zoned fire alarm system is installed in the building. The head end of the system consists of a Notifier 4800 fire alarm control panel, located inside the east entrance on the first floor. The panel contains audio equipment for making announcements over the fire alarm speaker/strobe units. However, equipment to automatically announce evacuation announcements is not currently installed.

A portion of the basement is sprinklered. In addition, smoke detection devices are located throughout the facility. Recent modifications to the fire alarm system include strobe notification units in the restrooms and other code required areas in the building. Some pull stations have been added to complement the existing units in providing coverage of exits and paths of egress.

Telecommunications

Existing telecommunications cabling consists of Category 5e cabling and fiber optic cabling. Telecommunications cabling racks exist in the basement computer room and on the third and fourth floors of the building. Telecommunications outlets have been added as needed in the recent past. The number of telecommunications outlets does not allow for a great deal of flexibility in the location of information technology equipment. The lack of infrastructure to route and support telecommunications cabling means that routing new cabling is very difficult. The lack of ceiling space on the first and second floors adds to the difficulty of adding new cabling.

Recommended System Upgrades

Electrical Service

It is recommended that in future remodels of the facility that, because of the age and limited capacity of the equipment, the electrical service entrances to the building be replaced. In order to take advantage of LES rate incentives, it may be desirable to separate the mechanical heating loads from the remaining building power. In coordination with LES and the mechanical systems selected for the building, the plausibility of two separate electrical services should be evaluated.

Electrical Distribution System

It is recommended that in future remodels of the facility that the electrical distribution equipment be replaced. The main distribution panelboard and a majority of the branch circuit panelboards have exceeded the anticipated 30-35 year service life for electrical equipment and wiring. Additionally, much of the equipment was manufactured by the Frank Adam Company. This company no longer exists, making replacement parts very difficult to find. Installation of a larger capacity distribution panelboard would allow for the inclusion of more branch circuit panelboards throughout the facility.

The availability of additional panelboards would permit the installation of an adequate quantity of receptacles for increased computer and technology loads. Technology loads may then also be segregated; by the installation of separate panelboards, from lighting, mechanical and general purpose receptacle loads. Panelboards serving sensitive electronic equipment should include Transient Voltage Surge Suppression (TVSS) integral to the panelboard. A separate panelboard with TVSS technology should be provided for the computer network room.

Although the installation of branch circuit panelboards could be phased into project area remodels, it would be necessary to update the main distribution panelboard to accommodate significant additional electrical loads.

Lighting

It is recommended that in future remodels of the facility, the lighting in all areas of the facility be upgraded to fixtures with more energy efficient fluorescent lamping and electronic ballasts. In offices and areas in which computers are used, parabolic fixtures with T8 lamping or indirect lighting utilizing T5 lamps should be installed to reduce the glare on computer screens. Stack areas, reading areas are workrooms are some areas in which lensed fluorescent fixtures with T8 lamping may be installed. Indirect lighting fixtures with T5 high output lamping should be considered in areas with higher ceilings, such as portions the stack areas. Fluorescent downlighting is an option for lobbies and waiting areas. Fixtures with dimming capabilities would supplement fluorescent lighting in board rooms and meeting areas.

All exit lighting fixtures should be replaced with long-life LED type fixtures with continuous verification capabilities. Emergency fixtures should be replaced with fixtures containing continuous verification capabilities and longer battery life. If desired, exterior lighting may also be upgraded to enhance the appeal of the building from the exterior.

Power and Auxiliary Systems

It is recommended that in future remodels of the facility, an adequate number of receptacles are installed to satisfy current and future needs, eliminating the need for power strips and extension cords. Locations should be sufficient to allow technology loads to utilize separate receptacles from those serving general purpose loads. The receptacles serving technology loads should be fed from panelboards with integral transient voltage surge suppression (TVSS). Separate, non-TVSS panelboards may be used to feed the general purpose receptacles.

During facility upgrades, consideration should be given to upgrading the security system. An effort to combine the two systems in the building may be examined as well as integrating outlying branch systems for easier access and control by building managers. A direct network connection to access the systems may also be considered.

Fire Alarm System

It is recommended that in future remodels of the facility that automatic voice evacuation capabilities be integrated in to the existing fire alarm control system or included in a new addressable fire alarm system.

Telecommunications

It is recommended that telecommunications equipment be located in dedicated equipment spaces in any new construction. All future construction in the building should accommodate the transportation of future telecommunications cabling including cable tray, conduit and accessible spaces. Architectural solutions to remodeled spaces will need to address this in light of the limited ceiling space on the first and second floors. All future construction should also include an adequate supply of telecommunications outlets as required for flexibility in existing and foreseeable future needs.

Conclusion

In the event of a facility remodel or addition it is our recommendation that, due to the age, capacity and condition of most of the equipment, the majority of the building electrical systems be replaced. New electrical systems will increase the safety, reliability, performance and energy efficiency of the building. The feasibility of salvaging and upgrading the fire alarm and security systems to meet future needs and present desires should be evaluated based on the extent of the remodel or addition planned.

MECHANICAL DESCRIPTION

Utilities

Domestic Water Service

The building's domestic water service is supplied by Lincoln's public water system. The domestic water service provides water for both domestic use and the primary heat rejection medium of the cooling system. The twelve inch water main that is located under the east side fourteenth street supplies the building. A three inch water service taps off this water main at the northwest corner of the building. The three inch water service runs underground along the north edge of the building and enters the building in the north mechanical room located in the basement.

Fire Protection

The building's fire protection water supply is provided by Lincoln's public water system. The twelve inch water main that is located under the east side of 14th Street provides the water supply for the building's fire protection system. A four inch fire service taps off the twelve inch water main on the west side of the building approximately 45'-0" south of the northwest corner of the building. The fire service consists of:

Post indicator valve located on the west side of the building between the sidewalk and the street curb.

Siamese fire department connection located on the west side of the building in the planting bed.

Drain/test connection that is located on the west side of the building in the planting bed.

Double check backflow preventer that is located in the basement along the west foundation wall approximately 45'-0" from the northwest corner of the building.

Water flow switch located at the water service entrance in the basement.

Storm

The storm water from the building's roof and court yard drains into Lincoln's public underground storm sewer system. Also, the heat rejection water from the building cooling units is discharged into the public storm system. The storm water is discharged into the underground 21" storm main located in the center of 14th Street.

The building storm system from the northern half of the building drains into an underground eight inch vitrified clay pipe, which reduces to six inch after the first branch that is located in the alley on the north side of the building. Three roof drain lines exit on the north side of the building. The original building four inch storm line is located approximately 24'-0" from the northwest corner, the four inch storm line from the 1967 addition is located approximately 66'-0" from the northwest corner and the five inch storm line from the 1967 is located at the northeast corner of the building.

The building storm sewer system for the southern half of the building drains into an underground six inch vitrified clay pipe that is located along the south side of the

building under the sidewalk. This six inch storm discharges first into the west storm catch basin before draining into the 21” storm main. The storm catch basin is located on the east side of 14th Street at the northeast corner of the intersection of 14th and “N” Streets.

Based on Lincoln’s current plumbing code, the building storm system is undersized.

Sanitary Sewer

The building’s domestic waste drains into Lincoln’s Public Sanitary Sewer System. Three four inch building waste pipes drain out the north side of the building into the ten inch sanitary sewer that runs east-west in the alley just north of the building. The three waste line are located approximately 32’-0” from the northwest corner, 66’-0” from the northwest corner and 126’-0” from the northwest corner of the building.

Natural Gas

Natural gas is provided by the local gas utility company. The gas service is most likely taken off the 4” gas main that is located under south side of “N” street. The gas service enters the building at the southeast corner of the building. The main building shut-off valve is located above grade on the south side of the building in the planting area at the southeast corner of the building. The gas pressure in the building is 1/4 psig (7” water column). Note that is gas service was installed when the gas fired boiler was installed in 1998.

Mechanical Equipment

The following is a list of the major mechanical equipment, location, known capacities, age of the equipment and useful life expectancy according to 1999 ASHRAE Handbook. Refer to the mechanical plans for location of the mechanical rooms.

MECHANICAL EQUIPMENT LIST		
LOCATION	EQUIPMENT	AGE/LIFE EXPECTANCY
Basement Mechanical Room #1	• Nominal 3 1/2 ton self contained air handling unit with steam heating coil	• 41 years/15 years
	• Simplex steam condensate pump	• 41 years/15 years
	• 27 KW electric water heater with 120 gallon storage tank	• 15 years/15 years
	• Domestic hot water inline circulating pump	• 10 years/10 years
	• Stationary two-cylinder single-stage horizontal-tank temperature control air compressor	• 41 years/20 years
	• Portable two-cylinder single-stage horizontal-tank temperature control air compressor	• 10 years/20 years
	• Temperature control refrigerant compressed air dryer	• 15 years/20 years
	• Deionizer for the computer room humidifier	
	• 3” Domestic water service entrance with water meter and double check backflow preventer	
	• Deduct water meter with reduced-pressure	

	backflow preventer for water supply to the self-contained air handling unit condenser	
Basement Mechanical Room #2	<ul style="list-style-type: none"> • 370 KW electric low pressure steam boiler 	<ul style="list-style-type: none"> • 35 years/15 years
Basement Mechanical Room #3	<ul style="list-style-type: none"> • Nominal 7 ton self contained air handling unit with heating water heating coil • Nominal 16 ½ ton self contained air handling unit with heating water heating coil • Nominal 840 mbh steam-to-heating water shell-and-tube heat exchanger • Duplex boiler feed pump unit • 1 ½ horsepower inline 54 gpm heat pump circulating pump • 1 ½ horsepower base mounted 84 gpm heating water circulating pump • 1,000 gallon horizontal expansion tank • Deionizer for the boiler feed makeup water 	<ul style="list-style-type: none"> • 2 years/15 years • 35 years/15 years • 35 years/24 years • 35 years/15 years • 25 years/10 years • 35 years/20 years
Basement Mechanical Room #4	<ul style="list-style-type: none"> • Nominal 9 1/2 ton self contained air handling unit with steam heating coil • Nominal 15 ton self contained air handling unit with steam heating coil • Nominal 7 ½ ton self contained air handling unit with steam heating coil • Simplex steam condensate pump 	<ul style="list-style-type: none"> • 41 years/15 years • 41 years/15years • 37 years/15 years • 41 years/15 years
Basement Computer Room	<ul style="list-style-type: none"> • City water cooled Liebert computer room air conditioning unit with deionized humidifier • Cooling coil condensate pump 	<ul style="list-style-type: none"> • 15 years/15 years
First Floor Mechanical Room #5	<ul style="list-style-type: none"> • Nominal 15 ton self contained air handling unit with steam heating coil • Nominal 10 ton self contained air handling unit with steam heating coil. Note that this air handling unit is currently being replaced with a new unit. 	<ul style="list-style-type: none"> • 41 years/15 years • 41 years/15 years
First Floor Mechanical Room #6	<ul style="list-style-type: none"> • Natural-gas-fired forced-draft scotch-box low-pressure-steam boiler with nominal 1,250 mbh output 	<ul style="list-style-type: none"> • 4 years/30 years
Second Floor Mechanical Room #7	<ul style="list-style-type: none"> • Nominal 8 ton self contained air handling unit with steam heating coil • Nominal 8 ton self contained air handling unit with steam heating coil 	<ul style="list-style-type: none"> • 41 years/15 years • 41 years/15 years
Second Floor Mechanical Room #8	<ul style="list-style-type: none"> • Nominal 16 ton self contained air handling unit with heating water heating coil 	<ul style="list-style-type: none"> • 35 years/15 years
Second	<ul style="list-style-type: none"> • Nominal 9 ton self contained air handling unit with 	<ul style="list-style-type: none"> • 41 years/15 years

Floor Mechanical Room #9	<ul style="list-style-type: none"> steam heating coil Nominal 10 ton self contained air handling unit with steam heating coil 	<ul style="list-style-type: none"> 41 years/15 years
Third Floor Mechanical Room #10	<ul style="list-style-type: none"> Nominal 3 ton water source horizontal heat pump Nominal 3 ½ ton water source horizontal heat pump Nominal 4 ton water source horizontal heat pump 	<ul style="list-style-type: none"> 25 years/19 years 25 years/19 years 25 years/19 years
Fourth Floor Mechanical Room #11	<ul style="list-style-type: none"> Nominal 54 gpm closed-circuit cooling tower with 10 horsepower forced-draft fan motor rated for nominal 41 tons of heat rejection Nominal 16 mbh heating water unit heater Cooling tower chemical treatment system 	<ul style="list-style-type: none"> 25 years/20 years 25 years/20 years
Fourth Floor Mechanical Room #12	<ul style="list-style-type: none"> Nominal 15 ton dual vertical water source heat pump 	<ul style="list-style-type: none"> 25 years/19 years
Fourth Floor Mechanical Room #13	<ul style="list-style-type: none"> Nominal 1 ¾ ton horizontal water source heat pump Nominal 3 ½ ton horizontal water source heat pump 	<ul style="list-style-type: none"> 25 years/19 years 25 years/19 years.
Roof	<ul style="list-style-type: none"> Electric heater in the penthouse housing the cable elevator equipment Second level roof, three exhaust fans and one outside air intake hood. Fourth level roof, two exhaust fans, two outside air intake hoods and one relief air hood. 	
Air Distribution	<ul style="list-style-type: none"> Galvanized ductwork Diffusers, register and grille air terminal units Fiberglass ductwork insulation 	<ul style="list-style-type: none"> 41-25 years/30 years 41-25 years/27 years 41-25 years/24 years

HVAC

Heating

Building heat is generated by two steam boilers. The primary boiler is a forced-draft firm-natural-fired low-pressure steam boiler. An electric low-pressure steam boiler is used for backup/supplement heat. The gas fired steam boiler was installed in 1998. The electric boiler was installed when the downtown central steam system was discontinued. A single boiler feed unit with duplex pumps is used to feed water to the two boilers. The boiler makeup water is deionized water. The boiler feed water is chemically treated.

Low pressure steam is distributed to steam coils located inside the self contained air handling units located in the original building. Low pressure steam is also supplied to a steam-to-heating water heat exchanger. The heating water is distributed to heating coils located inside the self contained air handling units located in the 1967 addition, and is used to supplement the heat pump loop. The heating water is circulated through the system by one based mounted pump.

Cooling

Cooling in the original building and 1967 addition is provided by self-contained water-cooled air handling units. Domestic water is used to heat rejection media. The 1977 addition is cooled by water-source heat pumps. The heat pump loop heat is ejected by a closed-circuit cooling tower that is located inside a mechanical room on fourth floor. The cooling tower inlet air and outlet air are hard-ducted from the roof to the cooling tower.

The self-contained air handling unit consists of low efficient filter section, refrigerant cooling coil, heating coil, supply fan, refrigerant compressor, water-to-refrigerant coil heat exchanger, refrigerant circuit, and temperature controls. Likewise the water source heat pump components are the same as the self contained air handling unit except instead of a separate heating coil, the heat pump utilizes the cooling coil as a heating coil by using a reversing valve in the refrigerant circuit.

The computer room is air conditioned by domestic water cooled upright Liebert computer room unit. The computer room unit has a humidifier that used deionized water.

Ventilation

The supply air is ducted from the self contained air handling units and heat pumps distributed to a combination of ceiling diffusers and wall registers in the conditioned areas. The return air in the original building and 1967 addition is returned through the conditioned space to a wall grille at the air handling unit room where it is ducted back to the self contained air handling unit return air inlet. The heat pump return air in the 1977 addition is returned from the conditioned space into the ceiling plenum through ceiling transferred grilles. The return air flows through the ceiling plenum to openings in the return air ducts that are located just outside the heat pump mechanical rooms.

The original building self-contained air handling units are connected to an outside air system that provides minimum outside air ventilation to the areas served by these units.

The 1967 addition self-contained air handling units are connected to an outside air system that provides full free cooling economizer cycle when the outside air temperature is below 55°F and provides minimum outside air ventilation when the outside conditions are not favorable for full economizer cycle. To prevent the building from being over pressured during full economizer cycle, a relief air system was provided during the 1967 addition.

The 1977 addition heat pumps are connected to outside air system that provides minimum outside air ventilation to the areas served by the heat pumps.

Hydronic

The low pressure steam, low pressure condensate, condensate pump discharge, boiler feed pipe, heat pump supply and return, and heating water supply and return pipes are steel. The heat pump piping is connected to the heat pumps with rubber hoses that are not plenum rated. It appears that the hydronic system has been provided with sufficient

valves so that various pieces of mechanical equipment can be isolated for maintenance purposes.

Plumbing

Plumbing Fixtures

The water closets are primarily mounted fixtures with flush valves. The lavatories are primarily counter mounted. Most of the plumbing fixtures available for use by the public are dilapidated.

Domestic Water

The domestic water service entrance consists of a water meter and double check backflow preventer. The domestic water serves the domestic plumbing system and provides water for the condensers in the self contained air handling units. The condenser water is isolated from the domestic plumbing by a reduced pressure backflow preventer and a deduct meter. The domestic cold water and condenser piping is copper piping.

Hot Water

Domestic hot water is provided by centralized electric water heater with integral water storage tank. Hot water is distributed throughout the building to the plumbing fixtures by copper pipes. A hot water circulating pump that is control by an aquastat has been provided.

Waste & Vent

The entire waste system in the building gravity drains. There are under floor waste pipes located under most of the basement floor where any location inside the building is within a 50'-0" of the under floor waste. The waste and vent piping are primarily cast iron.

Condensate

The cooling coil condensate primarily gravity drains to floor drains located throughout the building. The only exception appears to be the cooling coil condensate from the computer room air conditioning unit that requires a condensate pump to pump the condensate to remote floor drain. It appears that most of original and 1967 addition condensate piping is the copper, while the 1977 heat pump condensate piping is PVC.

Storm

The storm water is drained off the roof by roof drains that are piped down inside the building through downspouts to the basement where they drain out the building at the basement ceiling level. The storm water gravity drains out the building. No overflow provisions have been provided protect the roof structure from being overloaded if a roof drain or storm pipe would become blocked. The storm piping is primarily cast iron.

Natural Gas

Natural gas is piped through the basement from the southeast corner of the building to the gas fired boiler. The gas piping is steel.

Fire Protection

The building fire protection system consists of a wet pipe standpipe with hose cabinet located at each level. Refer to the mechanical plans for location of the hose cabinets and wet pipe standpipe.

Portion of the basement in the 1967 addition was provided with a wet pipe sprinkler system when that addition was built. Refer to the mechanical plans for the area in the basement that is protected with a wet pipe sprinkler system.

Temperature Control

The original and 1967 addition temperature control system is a Johnson Controls pneumatic based system. The compressed air generation system appears to be functional and adequately sized to meet the demands of the pneumatic system.

The 1977 addition temperature control system consists of primarily programmable low voltage electric thermostats.

Insulation

The domestic cold water, hot water and hot water circulating pipes are insulated with fiberglass insulation. The pipe fittings are insulated with asbestos containing insulation.

The condenser supply water to the self contained air handling units are insulated with fiberglass insulation.

The heating water pipes are insulated with fiberglass insulation.

The steam pipes are insulated with fiberglass insulation.

The ductwork is insulated with a combination of fiberglass duct wrap and fiberglass duct liner. Majority of the outside air ductwork is wrapped. The supply air duct is wrapped or lined depending on the year that the ductwork was installed and the location of the ductwork.

Mechanical System Assessment

The public site utilities are adequate to accommodate a building renovation and future additions.

Except for the storm service, the building's services are adequate to accommodate a building renovation and adequate to accommodate a future addition.

The storm service and storm system inside the building is currently undersized and does not provide overflow protection to meet current requirements of the local codes.

Except for the steam boiler installed in 1998, all the mechanical equipment has been used than the average expected useful life. Typically, the mechanical equipment has been used two to three times as long as the average expected useful life. The current mechanical equipment is most likely not adequate to support any renovation or future addition, and is

totally inadequate to provide a cost effective, energy efficiency, low maintenance systems for the next 20-30 years.

The steam heating system is inefficient and requires high maintenance. The existing steam boiler installed in 1998 can be converted to a heating water boiler that would provide a high annual operating efficiency and reduce the system maintenance requirements.

The domestic water cooled condensers in the self contained air handling units consume a large amount of water during the year. The cooling system efficiency is actually fairly good, but the water cost makes this a very expensive system to operate.

The outside ventilation system most likely does meet the current ASHRAE outdoor air ventilation requirements.

Expanding the current heat pump and heating water systems is not feasible to support the current building, any proposed renovation, or any future addition.

The existing plumbing fixtures are dated and should be replaced when the building is renovated.

The current domestic water, hot water, waste and vent piping systems are most likely adequate to accommodate any proposed renovation and most likely adequate to support future additions.

The fire service entrance is most likely adequate to provide adequate fire protection for any proposed building renovation and future additions. However, the location of the fire service entrance may conflict with proposed renovations.

The entire building should be protected by a new NFPA 13 compliant wet sprinkler fire protection system.

The existing temperature control system should be replaced with a new direct digital control system.

All pipe insulation containing asbestos should be abated and replaced with fiberglass insulation.

The original building and 1967 windows are single glazed. Consideration should be given to replacing all single glazed windows with thermally insulated low E windows if the building is renovated.

The original building and 1967 exterior above grade walls, and foundation walls are inadequately insulated. Consideration should be given to increasing the wall U-value to at least the minimum recommended U-value as required by the current City of Lincoln current energy code.

A large portion of the finished ceilings in public areas are not accessible and very little ceiling space currently exists between the top of the finished ceiling and structural steel. In many areas the ceiling space available to route new mechanical systems is less than six inches.

The two most challenging mechanical tasks associated with any proposed renovation are:

- Routing of new ducts, fire sprinkler pipes, hydronic piping and plumbing pipes if the current ceilings heights are to be maintained throughout the building. Consideration should be given to providing access to the ceiling plenums and maintaining an adequate ceiling plenum space to install any new mechanical and electrical systems.
- If the renovation is phased with the building being partially occupied, removal of the existing mechanical system while the new mechanical system is being installed will require careful planning.

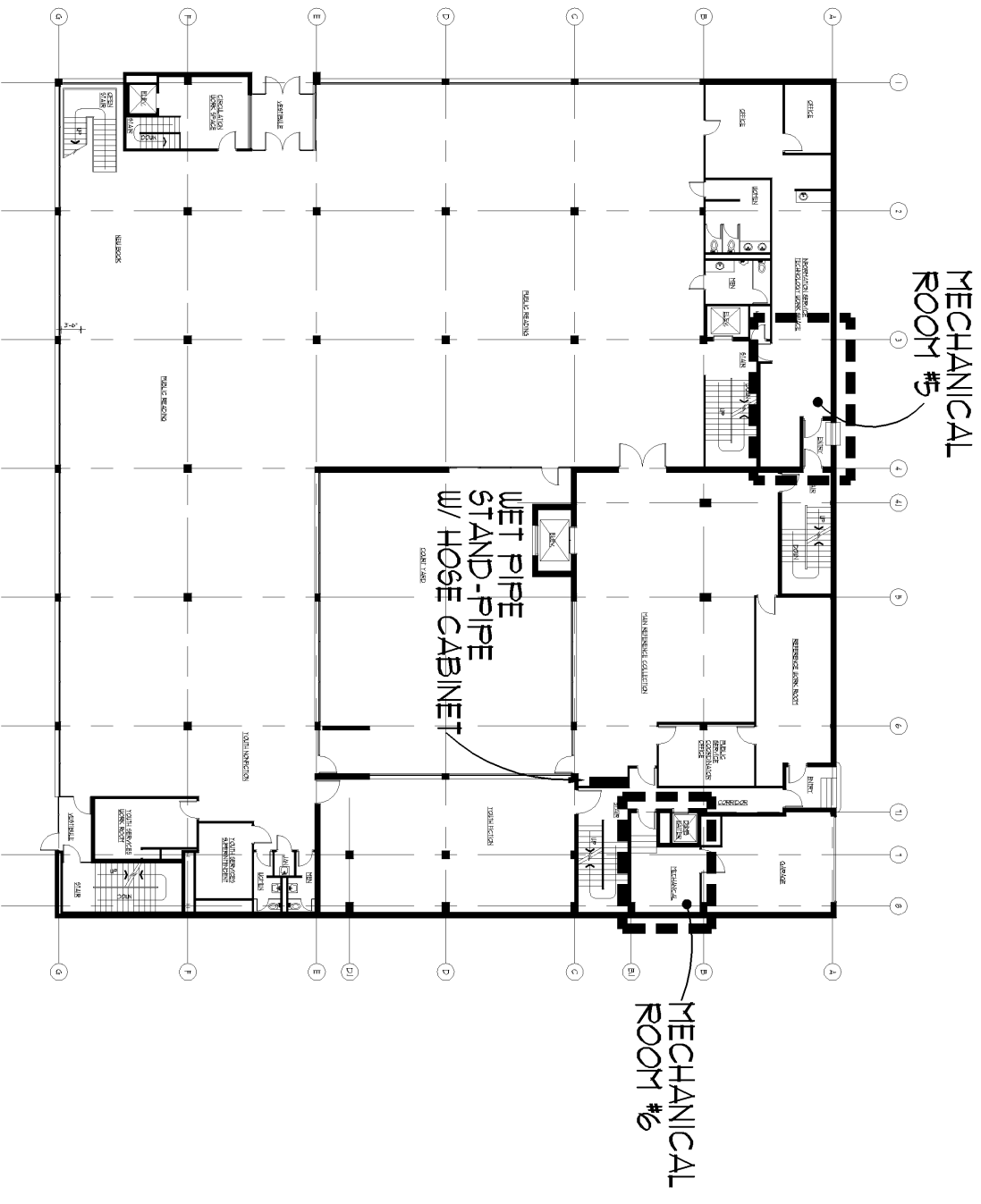
Mechanical Recommendations

Replace the entire HVAC system with a low 30 year life cycle cost HVAC system to accommodate any proposed renovations and future additions.

Replace all the existing plumbing fixtures and renovate the plumbing piping systems as required to accommodate any proposed renovations and future additions.

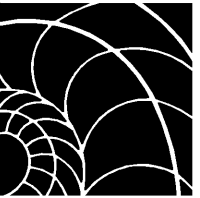
Provide a code compliant wet pipe sprinkler system through the existing building and any future additions.

Provide a direct digital control temperature control system to control the HVAC system.



FIRST FLOOR PLAN-MECHANICAL

NO SCALE



The
Clark
Enersen
Partners

Architecture + Landscape Architecture + Engineering + Interiors
 1010 Lincoln Mall, Suite 200 Lincoln, NE 68508-2883
 402 477.9291 Fax 402 477.6542
 Kansas City, Missouri

www.clarkenersen.com

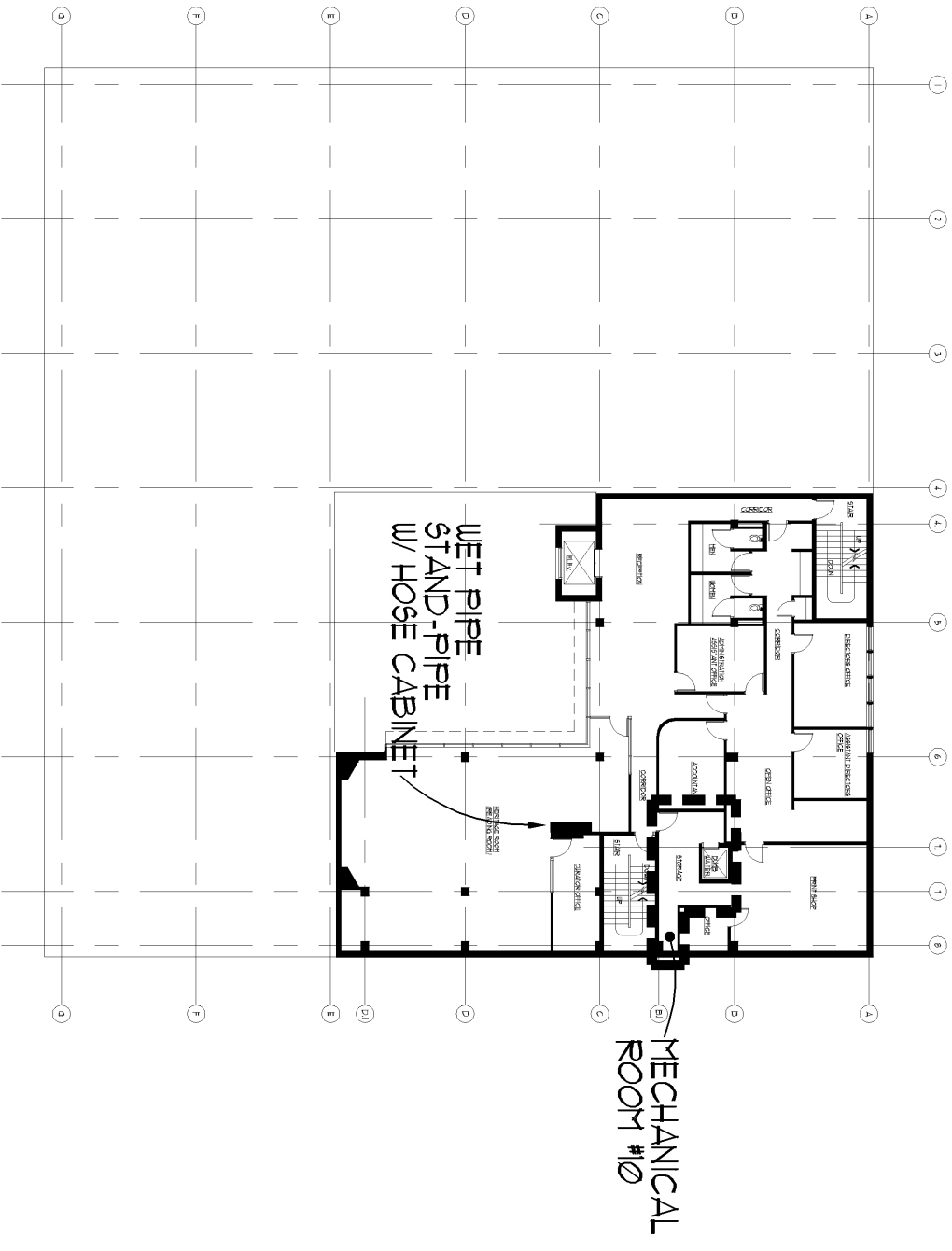
BENNETT MARTIN PUBLIC LIBRARY
 LINCOLN, NEBRASKA

PROJECT NUMBER: 227-097-02

FIRST FLOOR PLAN-BASEMENT

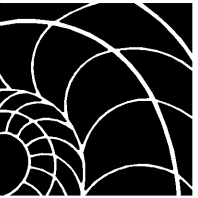
M02

DATE: DECEMBER 19, 2002



THIRD FLOOR PLAN-MECHANICAL

NO SCALE



The
Clark
Enersen
Partners

Architecture + Landscape Architecture + Engineering + Interiors
 1010 Lincoln Mall, Suite 200 Lincoln, NE 68508-2883
 402 477.9291 Fax 402 477.6542
 Kansas City, Missouri
www.clarkenersen.com

BENNETT MARTIN PUBLIC LIBRARY
 LINCOLN, NEBRASKA

PROJECT NUMBER: 227-097-02

THIRD FLOOR PLAN-BASAMENT

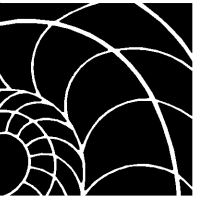
M0.4

DATE: DECEMBER 19, 2002



FOURTH FLOOR PLAN-MECHANICAL

NO SCALE



The
Clark
Enersen
Partners

Architecture + Landscape Architecture + Engineering + Interiors
 1010 Lincoln Mall, Suite 200 Lincoln, NE 68508-2883
 402 477.9291 Fax 402 477.6542
 Kansas City, Missouri

www.clarkenersen.com

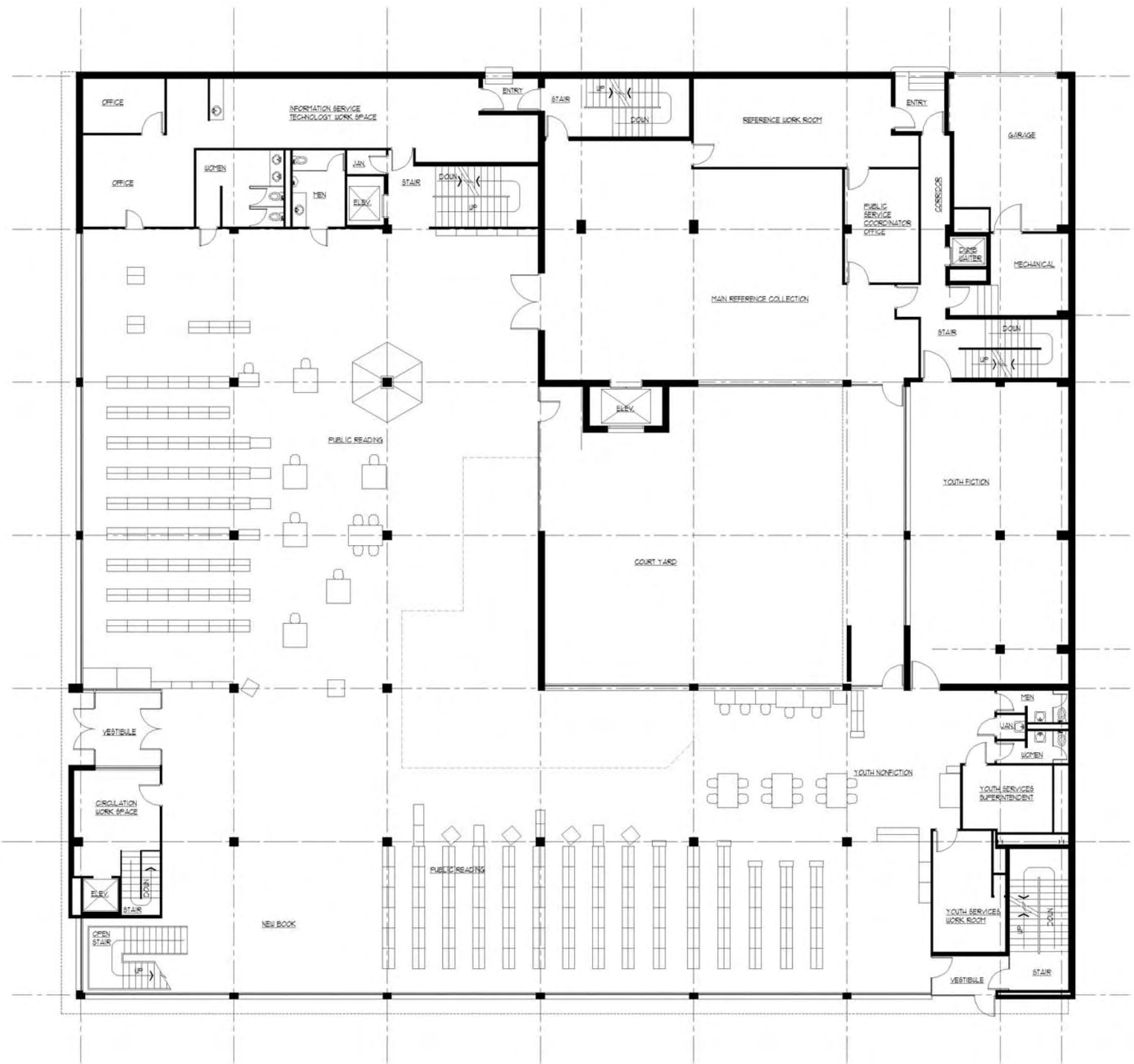
BENNETT MARTIN PUBLIC LIBRARY
 LINCOLN, NEBRASKA

PROJECT NUMBER: 227-097-02

FOURTH FLOOR PLAN-BASAMENT

M05

DATE: DECEMBER 19, 2002



MAIN LEVEL



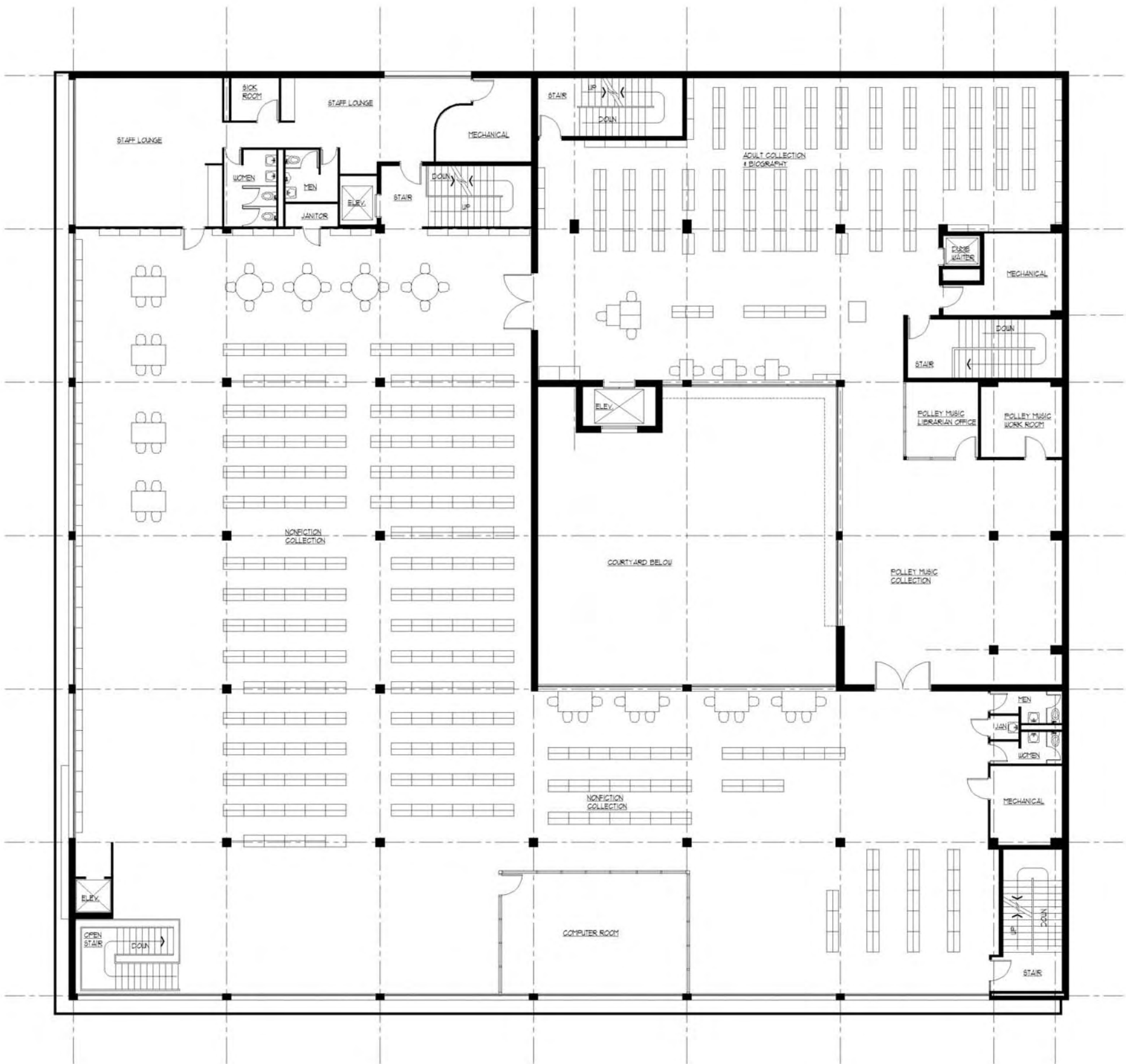
Bennett Martin Public Library
Space Needs and Facilities Study



Floor Plans of
Existing BMPL

March 18 2003

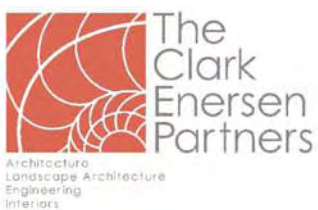
Appendix
C



SECOND LEVEL



Bennett Martin Public Library
Space Needs and Facilities Study



Dubberly Garcia Associates, Inc.
ATLANTA & DENVER

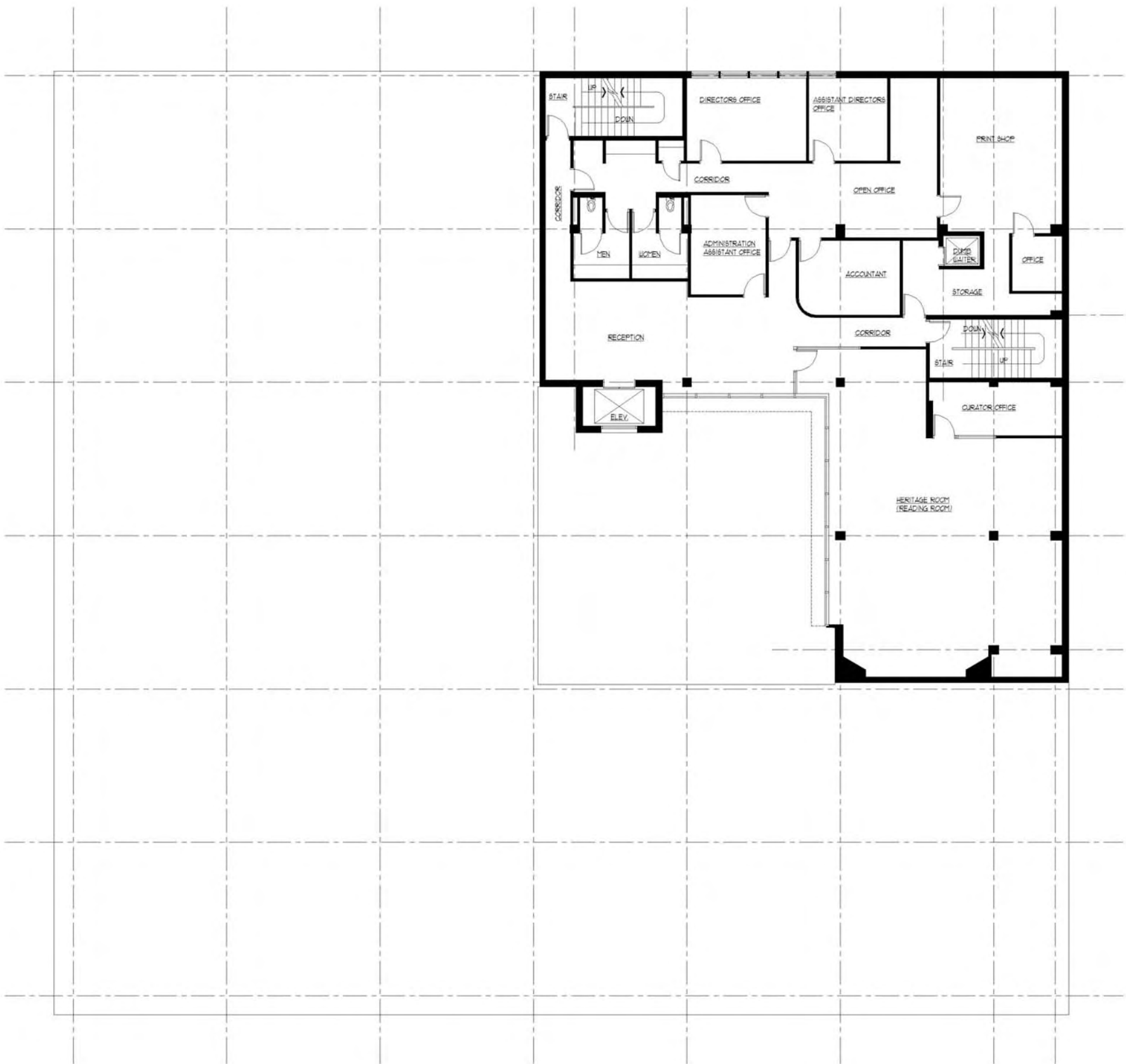


Floor Plans of
Existing BMPL

March 18 2003

Appendix

C



THIRD LEVEL



Bennett Martin Public Library
Space Needs and Facilities Study



Dubberly Garcia Associates, Inc.
ATLANTA & DENVER

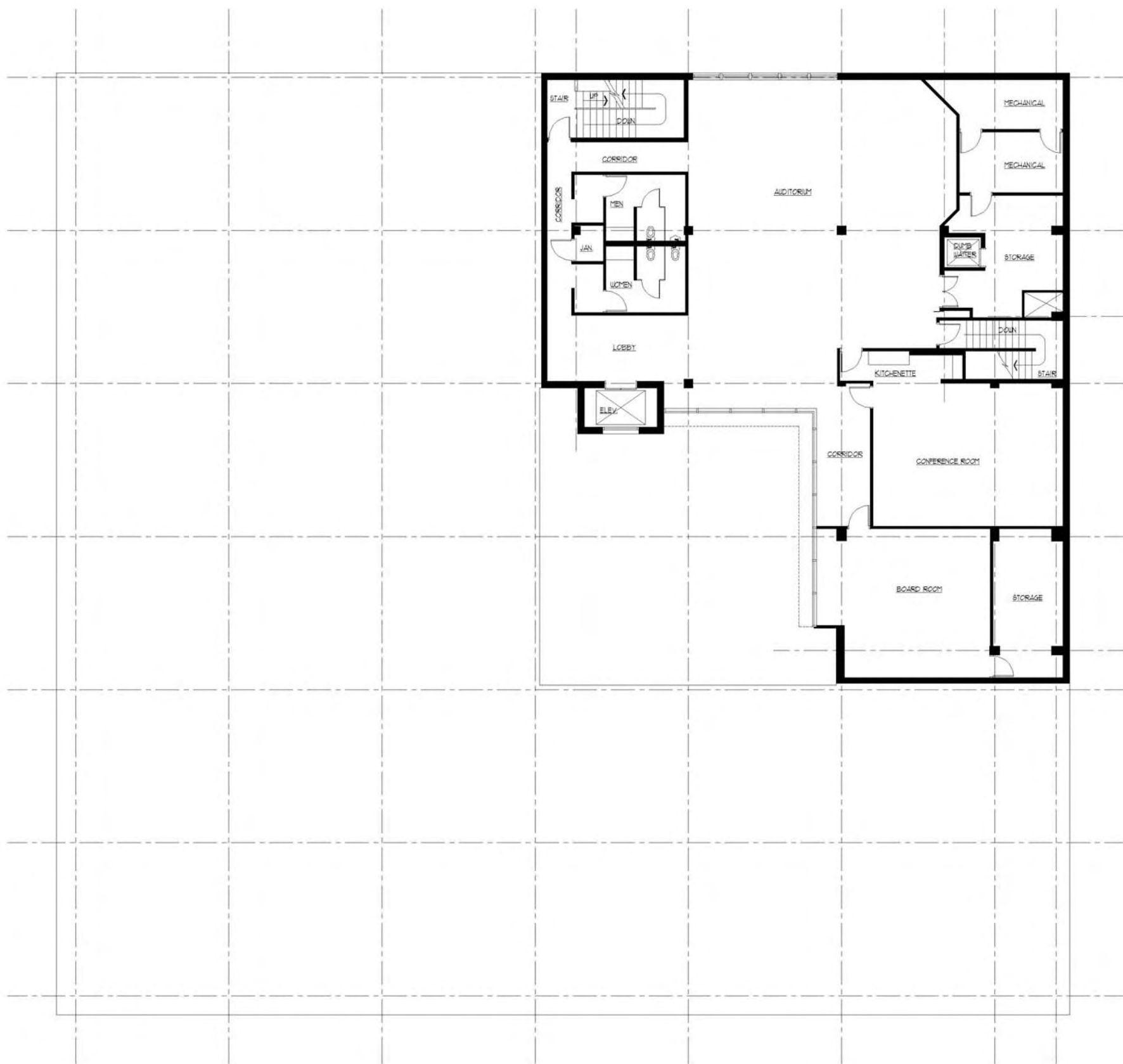


Floor Plans of
Existing BMPL

March 18 2003

Appendix

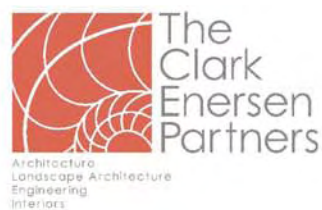
C



FOURTH LEVEL



Bennett Martin Public Library
Space Needs and Facilities Study



Dubberly Garcia Associates, Inc.
ATLANTA & DENVER

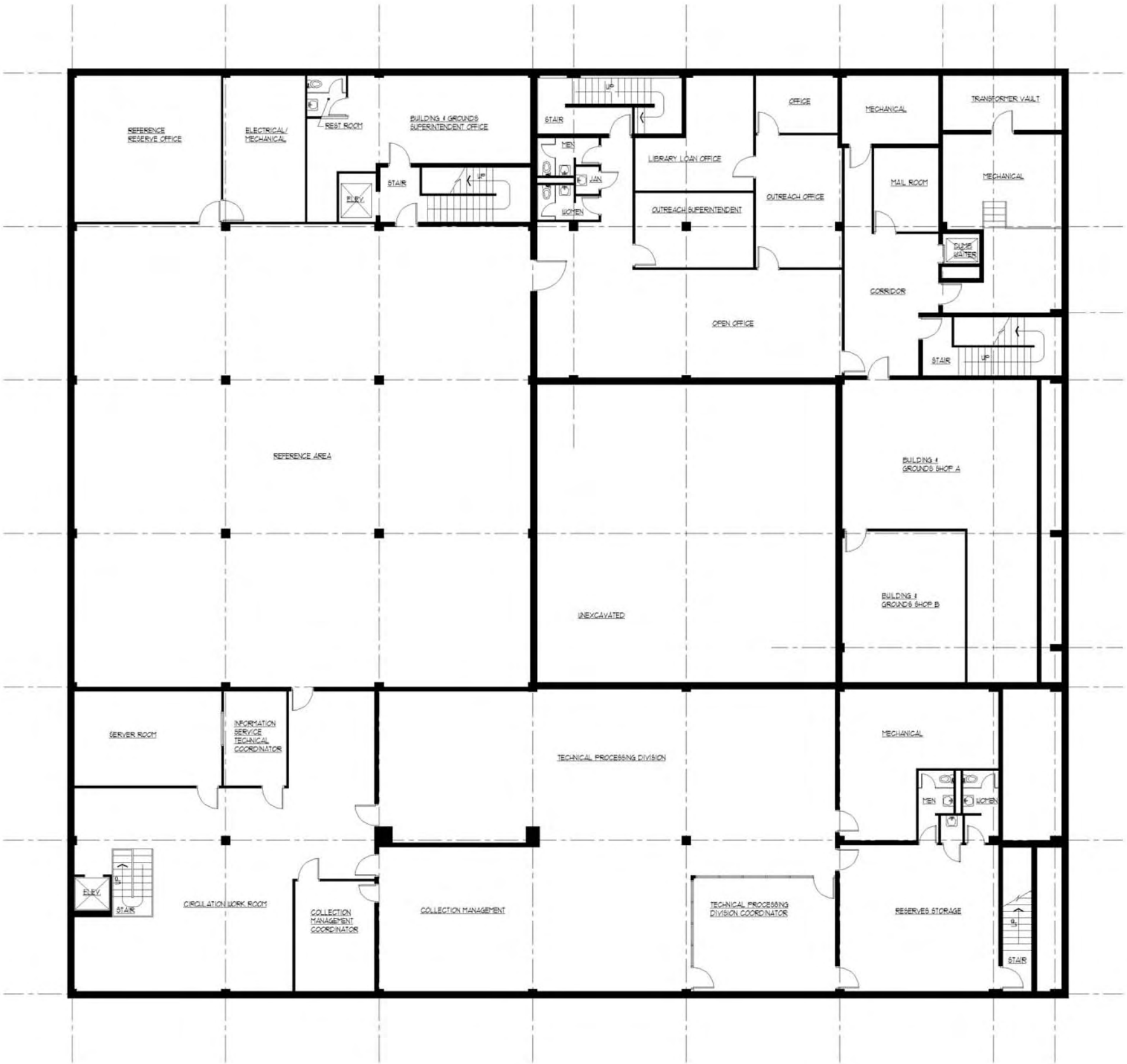


Floor Plans of
Existing BMPL

March 18 2003

Appendix

C



LOWER LEVEL



Bennett Martin Public Library
Space Needs and Facilities Study



Dubberly Garcia Associates, Inc.
ATLANTA & DENVER



Floor Plans of
Existing BMPL

March 18 2003

Appendix

C