
16. ADMINISTRATION

3,802 SF

Subcomponents:

- a. Reception Area
- b. Library Director's Office
- c. Associate Library Director's Office
- d. Central Library Manager
- e. Public Information Office
- f. Administrative Work Area and File Storage
- g. Board / Conference Room
- h. Kitchenette

COMPONENT: Administration
SUBCOMPONENT: Reception Area

AREA NET ASF: 393

ACTIVITIES:

This area accommodate a receptionist and waiting visitors.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
None			

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge: 4	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:		SERVICE POINTS:		STAFF WORKSTATIONS: 1	
PUBLIC TECHNOLOGY		STAFF TECHNOLOGY			
Information	Other Equipment	Information	Other Equipment		
Technology		Technology			
		Computer	Typewriter		
		Local Printer			

Notes:

COMPONENT: Administration
 SUBCOMPONENT: Reception Area

AREA NET ASF: 393

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant	1 (Receptionist)	1 (Receptionist)	1 (Receptionist)
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Type 3 Workstation	1	64	64	8'-0"x8'-0" cubicle with 1 posture chair and overhead storage
Lounge Chair	4	35.5	142	2'-9"x2'-9" padded chairs
Side Table for Lounge	2	15	30	
Multipurpose PC	1		Inc.	Space Included in Workstation
Typewriter	1		13	2' of 30" deep counters with supply cabinets above
Printer	1		13	2' of 30" deep counters with supply cabinets above
Display Space			25	Display/Distribution unit, consider wall-mounted
Cloak Closet			40	
Contingency			0	
Subtotal			327	
Total			393	With 1.20 Gross Factor

COMPONENT: Administration
SUBCOMPONENT: Library Director's Office

AREA DATA FORM NUMBER: 16.B.1

AREA NET ASF: 480

ACTIVITIES:

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:		SERVICE POINTS:		STAFF WORKSTATIONS: 1	
PUBLIC TECHNOLOGY		STAFF TECHNOLOGY			
Information	Other Equipment	Information	Other Equipment		
Technology		Technology			
		1 Computer		1 Wireless Telephone	
		1 Printer			
		1 Laptop			

Notes:

COMPONENT: Administration

SUBCOMPONENT: Library Director's Office

AREA NET ASF: 480

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist	1	1	1
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Director's Office	1		400	20'-0"x20'-0" Private office with 1 posture chair, and 2 guest chairs, 4 66" shelves, under counter file cabinet and 2 additional file cabinets, overhead storage, and small conference table with 4 chairs
Multipurpose PC	1		Inc.	Space Included in Director's Office
Printer	1		Inc.	Space Included in Director's Office
Wireless Telephone	1		Inc.	Space Included in Director's Office
Laptop	1		Inc.	Space Included in Director's Office
Contingency			0	
Subtotal			400	
Total			480	With 1.20 Gross Factor

AREA DATA FORM NUMBER: 16.C.1

COMPONENT: Administration

SUBCOMPONENT: Associate Library Director's
Office

AREA NET ASF: 216

ACTIVITIES:

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC COMPUTERS:		SERVICE POINTS:		STAFF WORKSTATIONS: 1	
PUBLIC TECHNOLOGY		STAFF TECHNOLOGY			
Information Technology	Other Equipment	Information Technology	Other Equipment		
		1 Computer	1 Wireless Telephone		
		1 Printer			
		1 Laptop			

Notes:

AREA DATA FORM NUMBER: 16.C.2

COMPONENT: Administration

SUBCOMPONENT: Associate Library Director's Office

AREA NET ASF: 216

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist	1	1	1
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Manager's	1		180	12'-0"x15'-0" Private office with 1 posture chair, 2 66" shelves, 2 file cabinets, and a small conference table with 4 guest chairs
Multipurpose PC	1		Inc.	Space Included in Manager's Office
Printer	1		Inc.	Space Included in Manager's Office
Laptop	1		Inc.	Space Included in Manager's Office
Wireless Telephone	1		Inc.	Space Included in Manager's Office
Contingency			0	
Subtotal			180	
Total			216	With 1.20 Gross Factor

COMPONENT: Administration
SUBCOMPONENT: Central Library Manager

AREA DATA FORM NUMBER: 16.D.1

AREA NET ASF: 172

ACTIVITIES:

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:		SERVICE POINTS:		STAFF WORKSTATIONS: 1	
PUBLIC TECHNOLOGY		STAFF TECHNOLOGY			
Information	Other Equipment	Information	Other Equipment		
Technology		Technology			
		1 Computer		1 Wireless Telephone	
		1 Printer			
		1 Laptop			

Notes:

COMPONENT: Administration

SUBCOMPONENT: Central Library Manager

AREA NET ASF: 172

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager	1	1	1
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Type 1 Workstation	1		130	10'-0"x13'-0" private office with 1 posture chair and 2 guest chairs, 2-66" shelves, under counter file cabinet, overhead storage
Multipurpose PC	1		Inc.	Space Included in Workstation
Printer	1		13	2' of 30" deep counters with supply cabinets above
Laptop	1		Inc.	Space Included in Workstation
Wireless Telephone	1		Inc.	Space Included in Workstation
Contingency			0	
Subtotal			143	
Total			172	With 1.20 Gross Factor

COMPONENT: Administration
SUBCOMPONENT: Public Information Office

AREA DATA FORM NUMBER: 16.E.1

AREA NET ASF: 306

ACTIVITIES:

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:		SERVICE POINTS:		STAFF WORKSTATIONS: 1	
PUBLIC TECHNOLOGY		STAFF TECHNOLOGY			
Information	Other Equipment	Information	Other Equipment		
Technology		Technology			
		1 Computer		1 Telephone	
		1 Printer		1 Fax Machine	

Notes:

COMPONENT: Administration

SUBCOMPONENT: Public Information Office

AREA NET ASF: 306

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Manager's Office	1		180	12'-0"x15'-0" Private office with 1 posture chair, 2 66" shelves, 2 file cabinets, and a small conference table with 4 guest chairs
Multipurpose PC	1		Inc.	Space Included in Manager's Office
Printer	1		Inc.	Space Included in Manager's Office
Telephone	1		Inc.	Space Included in Manager's Office
Fax Machine	1		Inc.	Space Included in Manager's Office
Display Space Allotment			75	
Contingency			0	
Subtotal			255	
Total			306	With 1.20 Gross Factor

COMPONENT: Administration
SUBCOMPONENT: Administrative Work Area & File
Storage

AREA DATA FORM NUMBER: 16.F.1

AREA NET ASF: 984

ACTIVITIES:

This area accommodates administration support staff.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:

SERVICE POINTS:

STAFF WORKSTATIONS: 3

PUBLIC TECHNOLOGY

Information
Technology

Other Equipment

STAFF TECHNOLOGY

Information
Technology

Other Equipment

3 Computer

3 Printer

1 Portable Palmtop PC

3 Telephone

1 Fax Machine

1 Photocopier

1 Typewriter

Notes:

COMPONENT: Administration
 SUBCOMPONENT: Administrative Work Area & File
 Storage

AREA DATA FORM NUMBER: 16.F.2

AREA NET ASF: 984

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian	1	2	2
Library Assistant	1 (Secretary)	1 (Secretary)	1 (Secretary)
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Type 2 Workstation	2	90	180	9'-6"x9'-6" private office with 1 posture chair and 1 guest chairs, 1-66" shelf, 1 under counter vertical file cabinet, overhead storage
Type 3 Workstation	1		64	8'-0"x8'-0" cubicle with 1 posture chair and overhead storage
Multipurpose PC	3		Inc.	Space Included in Workstation
Printer	3	13	39	2' of 30" deep counters with supply cabinets above
Telephone	3		Inc.	Space Included in Workstation
Typewriter	1		13	2' of 30" deep counters with supply cabinets above - Add to Type 3 Workstation
Lateral File Cabinets	10	15	150	
Fax Machine			19.5	3' of 30" deep counters with supply cabinets above

Photocopier	1	39	6 lf space for copier
Storage Space		250	
Portable Palmtop PC	1	Inc.	Space Included in Workspace
Additional Workspace		65	10' of 30" deep counters with supply cabinets above
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Contingency		0	
Subtotal		820	
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Total		984	With 1.20 Gross Factor

COMPONENT: Administration

SUBCOMPONENT: Board/Conference Room

AREA NET ASF: 1,134

ACTIVITIES:

This area accommodates board and other administrative meetings. It should be acoustically separate and have above average finishes. Computer projection equipment and wall display space should be provided.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting: 20	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes: 20 Seats to be located at central table			

PUBLIC WORKSTATIONS:		SERVICE POINTS:	STAFF WORKSTATIONS:	
PUBLIC TECHNOLOGY			STAFF TECHNOLOGY	
Information	Other Equipment		Information	Other Equipment
Technology			Technology	
			1 Workstation	4 Telephones
			1 Data Projector	1 Speaker-Phone
				1 VHS Player
				1 DVD Player

Notes:

COMPONENT: Administration

SUBCOMPONENT: Board/Conference Room

AREA NET ASF: 1,134

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Conference Table	1		840	With Seating for 20 wired for power and internet connections
Podium	1		35	Includes workstation and connection for laptop to power, sound, network, and display. Consider light control from podium; base stores video equipment if necessary (library to specify equipment)
White Board	2	20	40	8' of wall mounted erasable white board.
Screen	1		30	10' wide Retractable ceiling hung screen for projector.
Projector	1		N/A	Ceiling Mounted, connection for podium workstation and laptop
Telephone	4		Inc.	Wall Mounted
Speaker-phone	1		Inc.	Space included in Conference Table.

Contingency	0	
Subtotal	945	
Total	1,134	With 1.20 Gross Factor

COMPONENT: Administration

SUBCOMPONENT: Kitchenette

AREA NET ASF: 117

ACTIVITIES:

This area should provide facilities to support catered meetings and small gatherings. This space should be directly connected to the board/conference room by a door.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:

SERVICE POINTS:

STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY

Information

Technology

Other Equipment

STAFF TECHNOLOGY

Information

Technology

Other Equipment

Notes:

COMPONENT: Administration

SUBCOMPONENT: Kitchenette

AREA NET ASF: 117

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Refrigerator	1	25	25	With Ice Maker
Counter Space	1		72	12lf of 24" counter of counter space with overhead storage cabinets that lock.
Sink	1		Inc.	Included in Counter Space
Commercial Coffee Maker	1		Inc.	Space Included in Counter Space
Microwave	1		Inc.	Space Included in Counter Space
Contingency			0	
Subtotal			97	
Total			117	With 1.20 Gross Factor