

Newport Public Library
Newport, Oregon

FACILITY REPORT:
INTERIOR SPACE PLANNING and
SPACE NEEDS RECOMMENDATIONS

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FINAL

Kathryn Page
Kathryn Page Associates, San Francisco

Brenda Katz
FFA Architecture and Interiors, Inc., Portland, OR

In Collaboration with:

Ruth Metz Associates
Portland, Oregon

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Executive Summary

This report is part of a multifaceted project commissioned by the Newport Public Library commencing in January 2014. The project encompassed strategic planning, a technology review, and a facility improvement assessment. The facilities team of Kathryn Page, library facilities planner, and Brenda Katz, FFA Architecture and Interiors, Inc., collaborated with Ruth Metz Associates to develop short term and medium term facility improvement recommendations as well as long-term space needs recommendations.

The short term and medium term improvements focus on changes within the interior footprint of the current library facility. Short-term improvements include furniture, equipment or building finishes upgrades or replacements, reorganization of existing spaces or similar changes. Medium term improvements involve more extensive modifications to the existing building structure.

The long-term recommendations summarize the Library's space needs independent of the existing facility. They call out the overall amount of space needed to fully meet community library service needs, both current and well into the future.

The consulting team gathered information during a site visit conducted in February 2014. Through interviews, observation and in-depth conversations with Library staff, a profile of facility-related service issues was developed. Afterward, the team analyzed library usage and collection data, reviewed community input gathered through the strategic planning process and conferred with the full consulting team to incorporate technology-related issues and factor the regional library context into the recommendations.

A menu of 17 short term and 4 medium term recommendations was developed and documented on interior space planning layouts. These were presented to the Library management team in early March. Following the review, minor adjustments were made, the layouts revised and the set of short and medium term recommendations were finalized. The recommendations are described fully in Section 3 of this report and shown in layouts found in the report appendices. The cost to implement all short term and a portion of the medium term recommendations will range from \$360K to \$380K. Costs associated with modifying the building interior walls, doors and other construction items need to be identified. Detailed cost estimates for furniture, shelving and flooring are included in the appendices.

The long term recommendations profile the space needed to provide the full spectrum of services to the community both currently and for the next several decades. The short and medium term improvements will significantly enhance service, but to fully meet community needs and demand over the long term, space is required beyond the current building envelope. These recommendations relate the spatial components of the library – collections, seating, public technology, programming space and total square footage – in relation to the population served. The recommendations factor in the community's geographic location, community demographics, and library service trends including increasing digital content, the need for an efficient, sustainable operation and expressed community service priorities. They are shown as ranges, to provide flexibility as planning proceeds.

Facility-Related Service Issues

The consulting team used several methods to gather information on the limitations of the existing library facility. During a site visit in February 2014, the team interviewed staff to identify building related service issues, observed the facility, confirmed the interior layout of furniture and equipment and quantified shelving capacity, seating capacity and public computer equipment. Team members conducted community focus groups and gleaned facility-related issues from the input received. Library usage and collection data were reviewed. The Library's current service levels were compared to best planning practices for libraries.

The team identified the following facility-related service issues.

Collections and Shelving

- Shelving is at capacity throughout the building. The community has many active, eclectic, intellectually curious readers but collections cannot be developed to match need or demand. Some collections, such as the oversize art books, have been split between floors due to lack of space.
- Children's collection shelving is especially inadequate. Juvenile nonfiction books have been interfiled with adult nonfiction books in the adult space due to lack of shelving capacity in the children's area. This seriously hinders children's access to this material. Also, some materials for younger children are on higher than optimal shelving units.
- Media collections have been placed in bulky security cases in response to high theft rates, further eroding shelving space and reducing the browsability of these popular materials. The full height shelving that holds media compounds the lack of browsability.
- Magazines and newspapers are very popular with adults. Shelving for this collection is full height, utilizing five shelves per section. The full-height, hinged, flip-up display shelving is not only too high for comfortable browsing but also has the potential to injure users who are not adept in handling the equipment.
- Full height shelving (84" to 90" high), especially on the upper level, blocks visibility throughout the space and creates a hemmed-in feeling.

Seating and People Space

- More seating is needed throughout the public space. All types of seating need to be increased – lounge seats for comfortable, individual reading, table seating with plug-in capability for laptop users, parent/child read-together seats, seating in enclosed spaces for group study, tutoring, collaboration.
- Conflicts between user groups occur regularly due to awkward, inappropriate adjacencies, such as the teen area and the adult magazines and newspapers reading space on the upper level.

- The space for children and families is seriously undersized and overcrowded. Collections cannot be developed to meet demand. Seating for both children and family groups is inadequate. Space is needed for a browsable collection of parenting materials as well as computers for parents to use while visiting the space with their children.
- Spanish speaking visitors, both individuals and families, need a comfortable space that visibly responds to their needs and ensures that they understand that they are welcome. Spanish language materials for adults and children should be brought closer together to facilitate use by family groups.
- Improved space is needed for both teens (13 to 18 years old) and tweens (10 to 12 years old) – a welcoming, youth-friendly area with space for both collaboration and silent study, visible from the service desk and main public space though removed from quiet reading space intended primarily for adults.

Acoustics

- Noise spillage between the two floors via the public stairs and adjoining spaces creates an ongoing disruption. Acoustical separation between active and quiet areas needs to be improved.
- Children and families must travel a long distance - from the upper level public entrance to the children's area on the lower level - to reach that part of the Library, adding to overall noise and disturbance levels in the building.

Computers

- Questions about how to use the computers, reservation signups and a myriad other computer-related inquiries take place at both service desks due to the distribution of equipment on both floors. Signups are manual and must be mediated by staff.
- Increasingly, visitors bring their own portable devices to the facility to access the Internet over the Library wifi network. Many seats lack plug-in access. Power cords have been added at selected locations to accommodate this use but ad hoc laptop plug-in continues to pose a tripping hazard.
- Computer access is a major service need and the equipment is in constant use. Additional workstations are needed to meet demand.

Programming and Meeting Room Space

- The primary meeting room, at approximately 870 SF, is too small to accommodate audiences for many events. The low ceiling height in this room and lack of industry-standard media projection equipment prevent optimal sightlines for video and film show attendees.

- The meeting room lacks windows for access to natural light and is rather institutional in appearance.
- The children's storytelling space is undersized and constrained by the enclosed tiered riser structure currently in place. This area also lacks acoustical separation from the main public space, adding to the noise levels before, during and after story time programs. There is little space for stroller parking.

Operations, Efficiency and Staff Oversight

- Although the upper level service desk is well positioned and visually prominent, it is monumental in scale and the main counter height exceeds ADA compliance regulations.
- One self-check unit is currently available, located beyond the service desk in a secondary position that prevents effective use. The self-check unit is reportedly technically unreliable, as well, further discouraging public use. The current upper level service desk layout cannot accommodate a more developed self-service circulation operation that would reflect current practice in the field nor is the desk set up to support RFID technology.
- Items on hold are kept behind the service desk and staff handles each holds pickup transaction. Holds shelving needs to be increased.
- Returning materials are dropped off in three ways: 1) into a freestanding exterior return drop in the parking lot, 2) through an exterior drop imbedded in the building perimeter that empties into a return room adjacent to the staff entrance or 3) handed in across the service desk counter. Staff estimates that 90% of returns are through the exterior drops and 10% across the desk. The exterior parking lot return must be emptied hourly while the Library is open. Material returned across the counter is exposed and vulnerable to unauthorized pickup, sometimes causing uncertainty and disputes over whether or not an item has been returned on time. The returns and sorting process needs to be re-organized for optimal efficiency given the Library's limited staff resources.
- The main staff work space on the upper level appears to be overly large and the space underutilized.
- An auxiliary staff work space is located on the lower level in an area remote from the rest of the staff. While an off-desk staff presence on both floors may provide some advantages, improved productivity and communications may outweigh this factor were all staff desks located in the main staff work area.
- Congestion, closely spaced shelving at maximum height and less-than-optimal positioning of service desks have created several blind spots in the public space. While video surveillance cameras have been installed to help staff keep an eye on activity, the space should be made less dense to improve the sense of spaciousness and security throughout the facility.

- The lower level service desk is positioned remotely from the children's space. Not only is visual oversight difficult but visitors to the children's space cannot reliably locate staff to ask for assistance.

Other

- Much of the public furniture as well as the carpet show signs of wear and should be refreshed or replaced.
- Noise generated in the public restrooms on the upper level spills out into the main public space at the service desk and entrance.
- The HVAC system does not provide steady, reliable temperature control throughout the building.

Existing Facility Space Planning Recommendations

The team's recommendations include three phases: Short Term, Medium Term and Long Term.

The short term improvements include new finishes, furniture or equipment enhancements, but do not include building structure or infrastructure modifications. The team anticipates that these improvements would not require a building permit. Some electrical provisions, however, may need to be reconfigured and may require the work of a professional electrician. Medium term improvements include building structure modifications that may trigger a building permit. Long term improvements are outlined in Section 4, below. They summarize an assessment of the Library's overall space needs to meet the needs of its service population, both current and projected.

Images of selected equipment or furniture items have been included to illustrate the recommendations. Floor plan options, including proposed furniture and equipment placement as well as notations regarding the specific areas, are included as appendices.

Phase 1. Short Term "Makeover" Improvements

Generally, the team recommends that the upper level continues to house areas and collections that support quiet, contemplative uses of the Library while the lower level is occupied by more active functions and collections, such as public computers, the teen area and the children's library.

1. Relocate the space for teens from the upper level to the lower level where it is more remote from the adult quiet reading area. Supervision would be improved in this location as there are open sightlines from the new lower level service point and the area is open to the public computers.

Teens use the library in various ways, from individual and collaborative study groups to gaming. The furniture and other amenities of their space should support and enhance these activities and provide a welcoming, safe atmosphere for this age group. In addition to reading tables, there should be comfortable, teen-centric, mobile lounge seating and accommodations for sharing music and technology. An Internet work counter for laptop users should be considered, with integrated power and an opportunity to share a wall-mounted monitor for gaming or group projects. The furniture should be durable, comfortable, flexible and fun. Include shelving for the YA collection adjacent to the seating area. Install accent lighting in this space to enhance its attractiveness and underscore its unique purpose.



Internet Work Counter with Integrated Power

Freestanding acoustic panels are recommended for placement at the edge of the teen space to block noise spillage from the area. Wall-mounted acoustic panels can be mounted to the south-facing wall of the open stair, as well, to help prevent additional sound travel from the lower level active areas.



Freestanding Acoustic Blinds

2. Create an enhanced, welcoming space for Spanish speaking individuals and families, including both adult and children's Spanish language material and seating.
3. Relocate and enhance the public service point on the lower level. Replace the current office desk with a new, attractively designed desk, made specifically for the purpose. Orient the desk so that staff will face visitors coming onto the floor more directly, in closer proximity to the children's and families area. Remove the unused service desk in the children's area to make space for seating and/or computers. Use the existing wall-mounted shelving that faces the base of the stairs for at-desk shelving.

4. Continue to weed the reference collection, placing some items in the adult nonfiction collection and placing others on full height shelving designated for this purpose on the lower level (location to be determined).
5. Consolidate public access computers for adults and teens, now split between upper and lower levels, into one area on the lower level. Replace the current office panel systems furniture that houses the computers with more open, freestanding tables with integrated power access designed for this purpose. Provide new ergonomic computer task seating.



Computer Table with Integrated Power

6. Consolidate the oversize art book collection on the upper level, relocating the part of the collection now on low shelving on the lower level. Install new, deep, wall-mounting shelving contiguous to the existing low shelves that wrap the upper level stairwell wall, low at the stair wall and high along the west wall.
7. Reconfigure the children's space as follows:
 - Create more clarity of space, with the older children/tweens area and the younger children and family area more identifiable and separate from each other.
 - Offer additional shelving capacity to allow collections to "relax" and to enable the possibility to integrate juvenile nonfiction books into the children's space (amount of additional shelving can only be estimated at this time).
 - Reuse and relocate existing shelving where possible, for instance, the diagonally placed shelving units adjacent to the story time area can be relocated to align with the existing building columns.
 - Open up the area in front of the story time risers to create a spacious, open area for programs. Add mobile shelving bins for picture books and new, mobile parent/child lounge seating in the younger children area to allow easy repositioning for programming and group visits.



Mobile Parent/Child Lounge Seating



Raised Seating with Waterfall Ends

- Remove the low walls and reconfigure the existing story time risers with “waterfall” ends to create more seating and a more open and bright feeling in that corner.
 - Relocate the children’s computers along the wall at the former children’s service desk location. Provide a free-standing table and size-appropriate ergonomic computer task chairs.
 - Locate table seating, including the younger children tables and chairs, adjacent to the west window wall.
 - Install accent lighting, either pendants or track lights, to enhance the sense that this is a special place for children and families.
8. Relocate the staff work space currently on the lower level to the main staff workroom on the upper level. Repurpose the former lower level staff office as an additional group study room, equipped with mobile two-person training tables that can be used separately or ganged together. Current clearances for the existing electrical panels in the room need to be maintained. If the electrical panels are not currently locked, an electrician should be consulted to verify whether additional security is required in order to house a public function in that area.
 9. Replace the current full-height metal shelves that hold new book browsing and adult media on the upper level with mid-height sloping display units, spaced for casual browsing. Use this shelving to highlight as much of the adult book and media collection as will reasonably fit, using areas of face-out shelving and slatwall display at the end panels. Use this enhanced browsing area to emphasize browsability of the adult collection and increase collection turnover rate.



A-Frame Display Shelving

Consider using security cases selectively on the media collection rather than on the entire collection and install one or more secure media vending kiosks for high-risk material such as current feature films on DVD. Monitor use and loss rates to judiciously adjust which parts of the media collection need to be secured.



Media Vending Kiosk (recommendation is for larger capacity model)

10. Improve magazine and newspaper display and storage by replacing the current full height units with somewhat lower, slanted display shelves with fixed, open storage shelves below, with a maximum four shelves per section. Add two additional magazine display sections close to the existing range to compensate for the loss of the fifth shelf on each existing section.



Fixed Sloped Periodical Shelving

11. Reorient selected existing full-height shelving on the upper level to improve lighting levels above recently installed stack lighting.
12. Install a new self-checkout device on the lower level, centrally located for access both by adults and children.
13. Reorganize the circulation and returns function to create a more effective self-service operation for checkout and allow staff to focus on more complex, value-added tasks, as follows:
 - Redesign and expand the self-check equipment, correcting operational glitches in the current equipment, installing additional units to handle more demand and offer redundancy.
 - Locate holds shelves for self-service retrieval, including taking steps to ensure patron confidentiality.
 - Place both self-check machines and holds shelves in a prominent, convenient spot along the incoming path of travel from the public entrance.
 - Replace the existing service desk with a more compact, less monumental unit, at a lower, ADA compatible height that allows staff to face and interact with incoming visitors.
 - Create a more efficient returns and sorting operation by redesigning the material returns drops and enclosing them partially for more security and definition of space.
14. Install new flooring on both upper and lower levels. Replace the existing broadloom carpet with commercial, high durability modular carpet tiles. Replace rubber flooring in stairway with carpet tiles with a rubber nosing. This would soften the sound of foot traffic as well as dampen noise. Refer to the Floor Finish Options in the Appendices for specific recommendations.

15. Improve the appearance and functionality of the meeting room on the lower level, as follows:

- Install high grade commercial white board paint on the south wall of the large meeting room above the existing chair rail to add an amenity that would invite active and fun participation during programs. This is very popular in higher education group study rooms where collaboration is key. A product such as MDC, IdeaPaint Pro is recommended, as it is extremely durable and easily cleaned, even if permanent marker has been used by accident.



White Board Paint

16. Reupholster some of the existing wood arm lounge seating. This would be less expensive than purchasing new lounge seating. With the increase in seating capacity that the new floor plan will enable, some new lounge seating would be needed to supplement existing seats.

17. The existing 4' x 6' oak library tables should be refinished and retrofitted with commercial library tabletop lighting and power units for easy patron access. Consider refinishing the original wood reading chairs, as well.



Linear Surface-Mounted Lighting



Recessed Pop-Up Table Top Power

Phase 2: Medium Term Improvements

18. Create two new enclosed offices and a staff conference room in the existing main staff work room. Replace existing staff desks with additional modular open office workstations. Convert the two existing enclosed offices into a new teen/programming space. Create the new teen space with an eye to openness and collaboration, with a large screen monitor, mobile tables and chairs and work counters for laptop users.

Install a pair of glass doors at the entrance to the space directly off the upper level lobby. Provide a glazed partition and door with a view into the new space from the service desk and associated staff spaces for easy access and supervision.

Relocate the media kiosks to another location on the upper level. Relocate the teen-centric furniture in the Phase 1 teen space on the lower level to the new teen area and convert the lower level space to open access seating for the general public.

19. Install hanging colorful acoustical baffles of varying sizes and shapes above the stairwell to reduce noise transfer between floor levels. These baffles can act as a focal point and way-finding signage to direct patrons to the lower level functions and collections.



Suspended Acoustic Baffles

20. Enhance the returns and sorting operation enclosure by adding a partial wall between the service desk and returns and sorting space that limits visibility into that area by the public.
21. Install an additional fully glazed door between the public restrooms on the upper level and the main entrance to isolate sound emanating from the restrooms.

Long Term Library Space Needs

The short-term and medium-term recommendations outlined in Section 3 will improve service in the existing facility in many ways. These measures, however, will not provide long-term solutions to the community's overall library service needs. Additional space beyond the current building envelope is needed to fully support library service at levels that match best practices in the library field. Both collection space and space for people are critical to ensure that Newport residents, now and in the future, have access to the full range of Library services they need.

The chart below summarizes the long-term service levels and space needs recommended for Newport. The service levels are expressed in terms used by library planners – collection size per capita, seating and computers per 1,000 people served and square feet of building space per capita. These ratios of services to population enable the consulting team to compare the recommendations developed for Newport to current trends and service norms for new and expanded library facilities regionally and nationwide. For comparison purposes, the service and space needs levels that underpin an expansion project just getting underway for the Astoria Library have been included.

The recommendations assume a planning population that is only slightly larger than the current population – 18,500 residents. While the year 2035 is noted as the recommendations' planning horizon, it is assumed that the facility will need to serve the community well beyond that year.

Long Term Recommendations Summary Table

	CURRENT LEVELS	CURRENT BEST PRACTICE	NEWPORT RECOMMENDATIONS	ASTORIA EXPANSION PROJECT
Population served	18,045 in 2014	For libraries serving up to 20,000 in geographically remote communities	18,500 in 2035	10,000 in 2035
Books + AV Media				
Physical collection	76,168 4.2 volumes/capita	5 - 7+ volumes/capita	92,500 - 111,000 5.0 - 6.0 vol/capita	75,000 7.5 volumes/capita
Digital collection	45,670 items owned/leased includes ebooks, downloadable audiobooks	TBD - varies widely; no best practice yet determined	90,000 - 100,000 items 100% increase, at minimum	93,600 items 100% increase
Seating				
Open Access	91 seats 5.1 seats/1,000 people	5 - 8+ seats/1,000 people varies widely per community need	130 - 148 seats 7 - 8 seats/1,000	101 seats 10.1 seats/1,000 people
Group Study/ Collaboration/ Tutoring seats	5 seats in 1 room	12 - 30 seats in 2 - 4 rooms	20 to 32 seats in 4 to 6 rooms	14 seats in 1 - 2 rooms
Overall Seating	96 seats 5.3 seats/1,000 people	5 - 8+ seats/1,000 people varies widely per community need	150 - 180 seats 8.1 - 9.7 seats/1,000	115 seats 11.5 seats/1,000 people
Programming seats				
Community meeting room	870 SF / 35 seats	100 - 200+ seats varies widely per community need	175 - 225 seats @ 12 SF/seat 2,100 to 2,700 SF (dividable)	200 seats
Children's programming	100 SF / 18 - 20 seats on tiered riser + open space in children's	30 - 75+ seats	40 - 60 floor seats @ 10 SF/seat for children + adults	60 floor seats
Public computers				
	34 workstations 1.9 comp/1,000 people includes 22 desktops for Internet, word processing, kids + 12 laptops for computer learning classes	2 - 3+ workstations/1,000	46 - 57 workstations 2.5 - 3.1 comp/1,000 includes mix of desktops + laptops/tablets, Internet, OPACs, kids educ games, computer learning, makerspace	36 workstations 3.6 computers/1,000 people mix of desktops + portable devices
Square Feet of Building Space				
	17,000 SF 0.94 SF/capita	0.9 - 1.5+ SF/capita	22,400 SF - 26,500 SF 1.2 - 1.4 SF/capita	18,122 SF 1.8 SF/capita

Collections and Shelving

More space is needed to allow the physical collection to be developed to meet community need and demand. Collections for all ages need to be expanded, with particular attention to materials for children and youth. Shelving needs to be made more browsable and accessible. Shelving capacity needs to comfortably accommodate a physical collection that offers 5 to 6 volumes per capita – approximately 92,500 to 111,000 books and AV media, compared to the 4.2 volumes per capita currently available onsite.

In addition, the Library currently provides access to almost 46,000 items in digital formats, including ebooks and downloadable audiobooks. The scope of this access is expected to grow over time, although the rate of increase is unclear at this time. The team projects that by 2035 the number of digital titles on offer will at least double, to between 90,000 and 100,000 items. This collection should be considered a supplement to the physical collection rather than a replacement.

Seating and People Space

On any given day, seating demand in the existing facility typically exceeds the seats available – 91 seats in the open access areas and one small group study room with 5 seats. Current seating offers 5.3 seats for every 1,000 people served. A service level of 8.1 to 9.7 seats is recommended, providing a range of 150 to 180 seats. This includes all types of seating, table seats for readers and laptop users, lounge seats, parent/child seats in the children's space, seating for teens and several enclosed rooms for group study, tutoring and other collaborative uses. A total of 4 to 6 enclosed rooms that together offer 20 to 32 seats for collaborative activities is recommended.

Public Computers

The Library 22 public access computers (Internet computers, online catalogs, word processing workstations and computers loaded with educational games for children) are in constant use. In addition, 12 laptop computers are available for Library sponsored computer training classes. More workstations are needed to meet current and projected demand, including the functions already offered as well as devices for additional computer learning, content creation activities (such as a makerspace or media lab) as well as additional laptops for in-library checkout.

We recommend a total of 46 to 57 units, or 2.5 to 3.1 computers for every 1,000 people served, offered as a combination of desktop and portable devices. The seating capacity recommendations factor in the additional seating needed to support these portable devices.

Programming and Meeting Room Space

A large community meeting room that can accommodate audiences of 175 to 225 people is recommended, with movable wall partitions that enable two events to take place at the same time. In addition, the children's space needs a separate programming and class visits area that can accommodate 40 to 60 children and adults at a time.

The community meeting room space assumes seating either at conference tables or on stacking chairs. The seating capacity range is based on an auditorium-style seating arrangement. Conference table seating capacity would be closer to 100 to 125.

Building Size

Newport needs a library facility with 22,400 to 26,500 square feet to accommodate a fully functioning, modern public library that includes the space components described above. The shelving, seating, programming space and computers will occupy approximately 75% of the library facility interior spaces. The remaining 25% of the space will house the service desks, staff work areas, supply storage and other miscellaneous functions. It is assumed that the building will be 70% efficient – that is, 70% of the entire square footage will be usable as library space and no more than 30% of the facility will be used for non-assignable functions, such as restrooms, corridors, mechanical spaces, wall thicknesses or similar non-library needs.

A building of this size will offer 1.2 to 1.4 square feet of library space on a per capita basis, compared to the 0.94 square feet per capita in current use. This ratio of building space to population is well within the range for public libraries being planned and constructed today. The space recommended will be adequate for either a one-story or two-story facility. A one-story layout has the advantage of providing a more efficient floor plan as well as reducing operational costs since staffing is required on only one floor. In addition, a two-story facility requires a larger amount of non-assignable space to accommodate stairs, elevators and other building elements associated with a multistory design.

An accurate estimate of cost can only be determined after a building program has been developed, the decision made as to whether the library would be expanded or replaced, site selection, and facility design. However, for the purposes of providing the City and the Library Foundation a ball-park figure, construction of a library building of this size is presumed to cost \$190 to \$255 per square foot, or \$4.3M to \$6.7M, in today's dollars. This presumption is made on the basis of a recent renovation study conducted for another Oregon coast client. The estimate does not include library technology, books or media materials for an opening day collection, public art, site demolition or other major site preparation work. For approximating a future ball-park cost, we recommend increasing the amount by a factor of 4-6% annually until the anticipated construction project date.

Appendices

Current Interior Space Layouts, Lower and Upper Levels

Phase 1 Recommendations Layout, Lower Level Options A and B

Phase 1 Recommendations Layout, Upper Level Options A and B

Phase 2 Recommendations Layout, Upper Level Only

Phase 1 Shelving Capacities, Options A and B

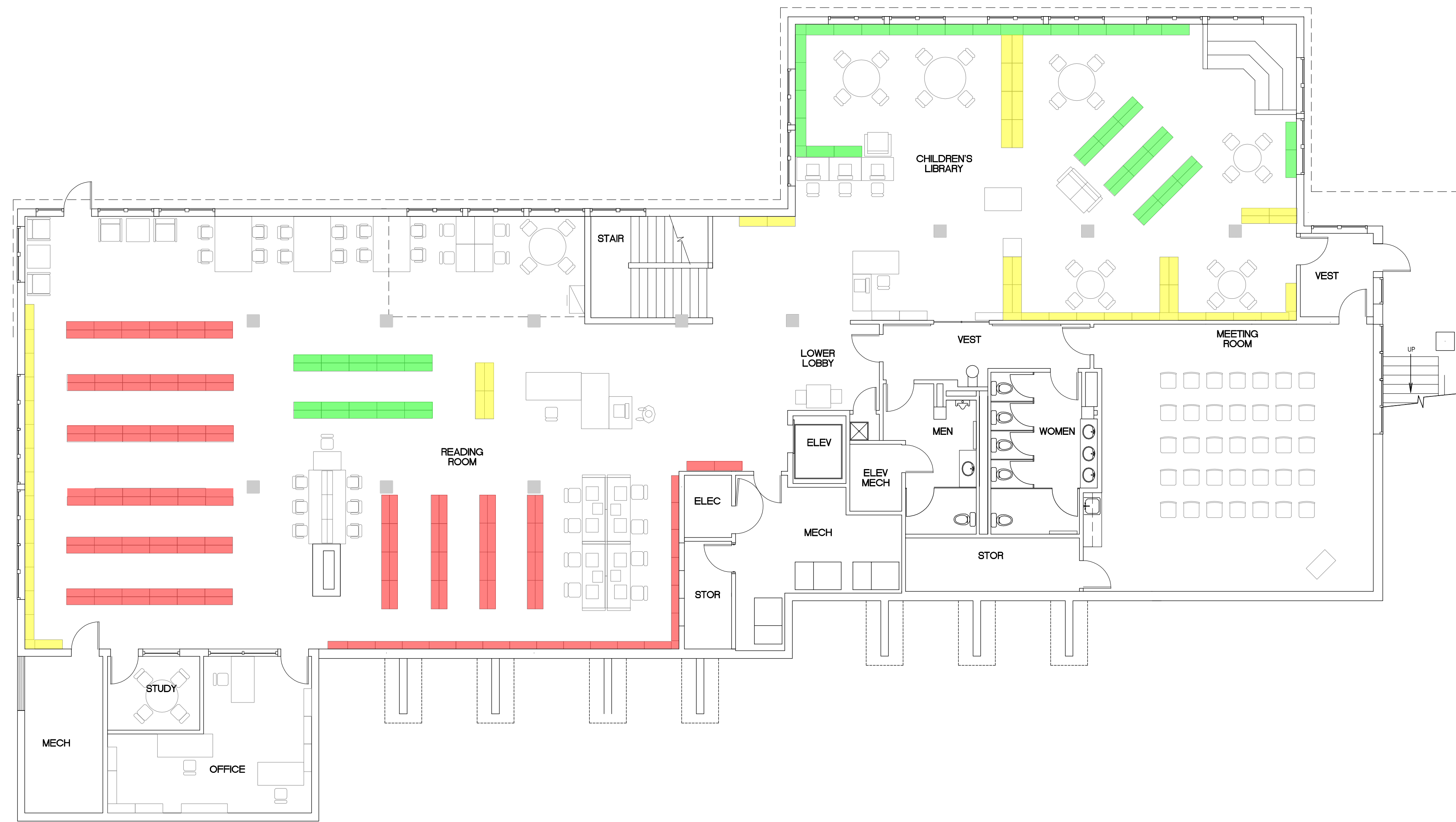
Phase 1 Seating Capacities, Options A and B

Floor Finish Plan Options

Flooring Budget Estimates

Shelving Budget Estimate

Furniture Budget Estimate



NOTES

REFER TO THE NEWPORT LIBRARY INTERIOR MAKEOVER REPORT FOR REFERENCES TO NUMBERED AREAS.

- LOW SHELVING
- MEDIUM HEIGHT SHELVING
- HIGH SHELVING

Ruth Metz Associates

FFA Architecture + Interiors

FFA Architecture and Interiors, Inc.
 520 SW Yamhill Suite 900 Portland OR 97204
 Phone: 503.222.1661 Fax: 503.222.1701
 www.ffaesign.com

MARK	DATE	DESCRIPTION

NEWPORT PUBLIC LIBRARY
 35 NW NYE STREET
 NEWPORT, OR 97365

SHORT TERM
 INTERIOR RECOMMENDATIONS

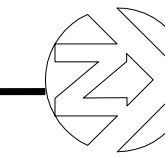
CITY OF NEWPORT, OREGON

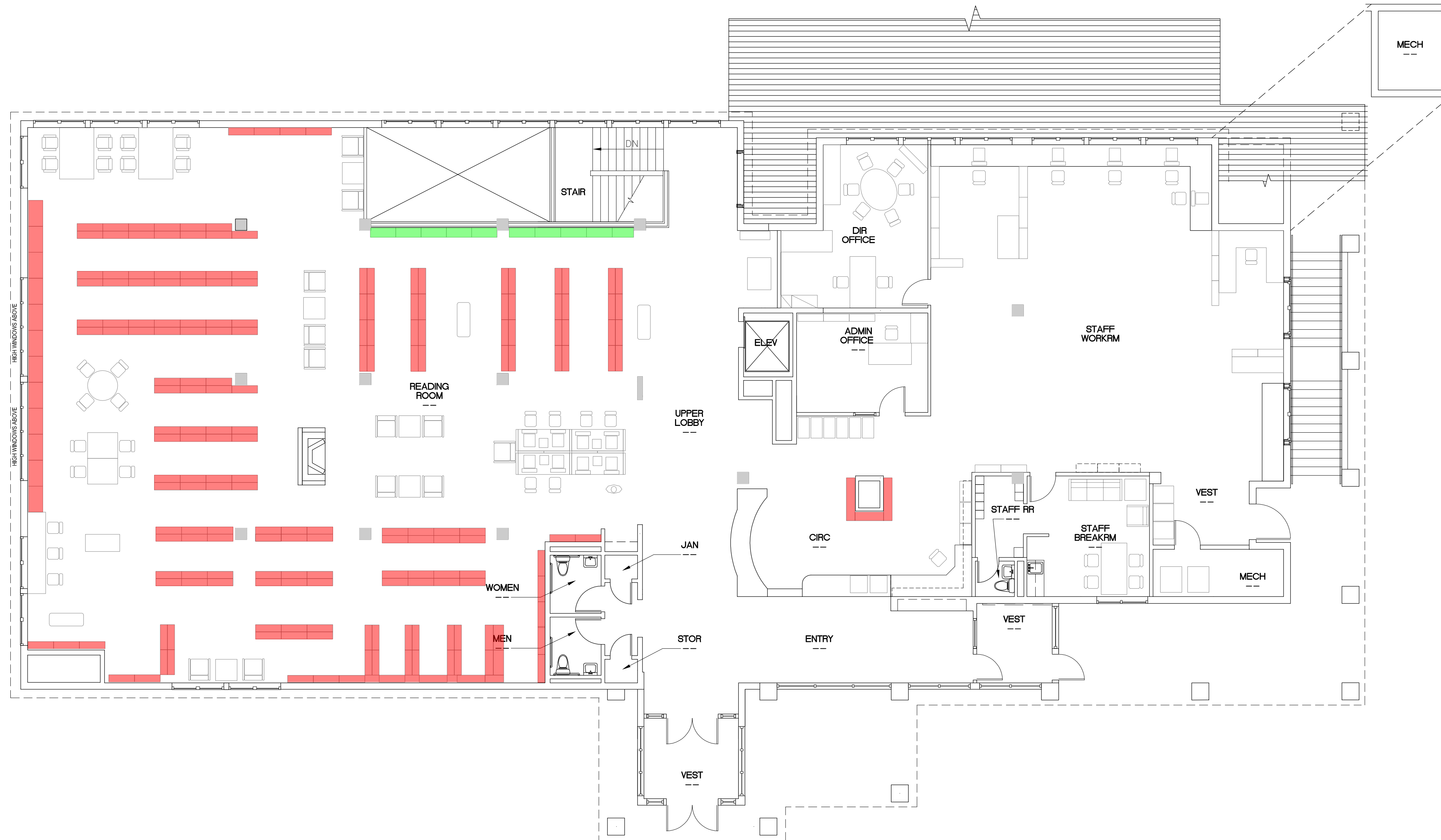
APPROVED: _____
 DRAWN: _____ BRK
 DATE: _____ 3/18/14
 PROJECT NUMBER: _____ 24-05-13

LOWER LEVEL
 FURNITURE PLAN

I-101

A1 LOWER LEVEL FURNITURE PLAN - EXISTING CONDITIONS
 1/8" = 1'-0"



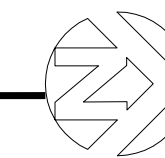


NOTES

REFER TO THE NEWPORT LIBRARY INTERIOR MAKEOVER REPORT FOR REFERENCES TO NUMBERED AREAS.

- LOW SHELVING
- MEDIUM HEIGHT SHELVING
- HIGH SHELVING

A1 UPPER LEVEL FURNITURE PLAN - EXISTING CONDITIONS
1/8" = 1'-0"



Ruth Metz Associates

FFA
Architecture
+ Interiors

FFA Architecture and Interiors, Inc.
520 SW Yamhill Suite 900 Portland OR 97204
Phone: 503.222.1661 Fax: 503.222.1701
www.ffadesign.com

MARK	DATE	DESCRIPTION
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NEWPORT PUBLIC LIBRARY
35 NW NYE STREET
NEWPORT, OR 97365

SHORT TERM
INTERIOR RECOMMENDATIONS

CITY OF NEWPORT, OREGON

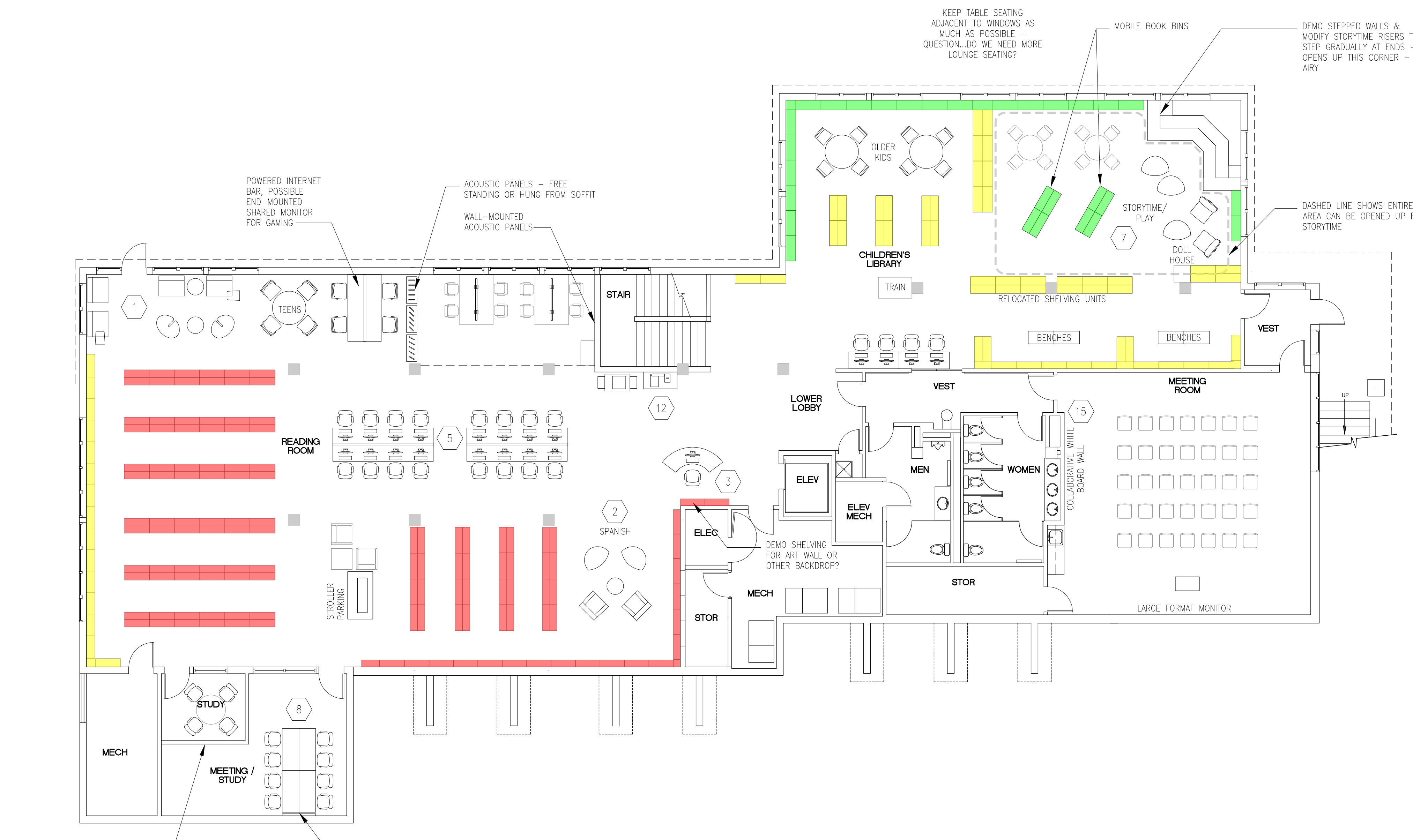
APPROVED:

DRAWN: BRK

DATE: 3/18/14

PROJECT NUMBER: 24-05-13

UPPER LEVEL
FURNITURE PLAN

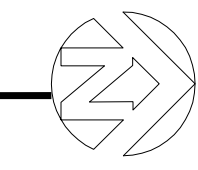


NOTES

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- LOW SHELVING
- MEDIUM HEIGHT SHELVING
- HIGH SHELVING

A1 LOWER LEVEL FURNITURE PLAN - OPTION A
 1/8" = 1'-0"



NEED TO CONFIRM HOW TO PROTECT ELECTRICAL PANELS FROM PUBLIC W/O TRIGGERING BUILDING PERMIT

MEETING TABLE & WALL-MTD MONITOR

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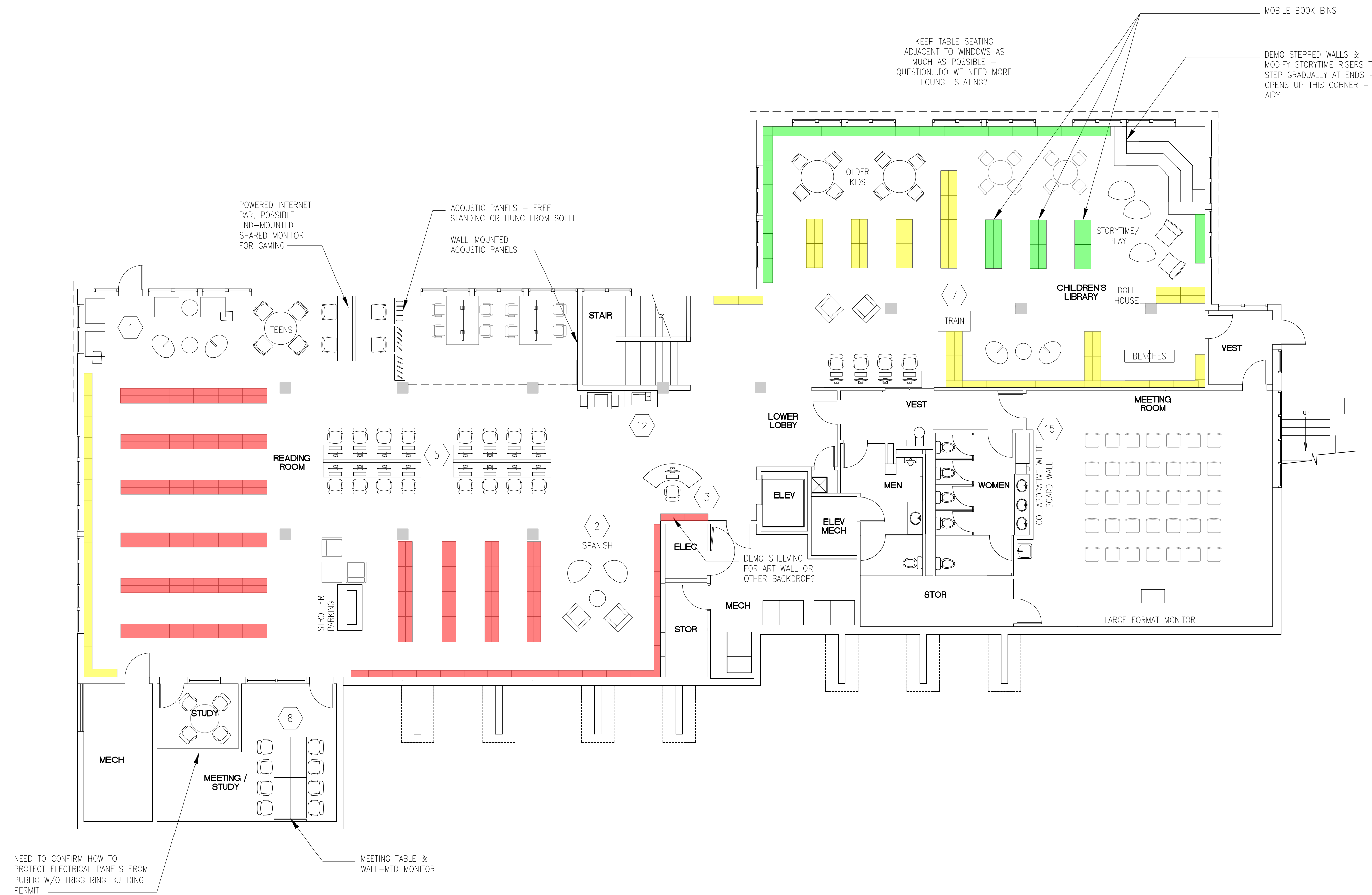
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LOWER LEVEL FURNITURE PLAN

I-101A



- ### NOTES
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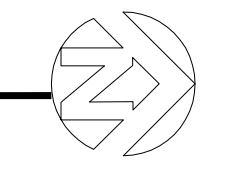
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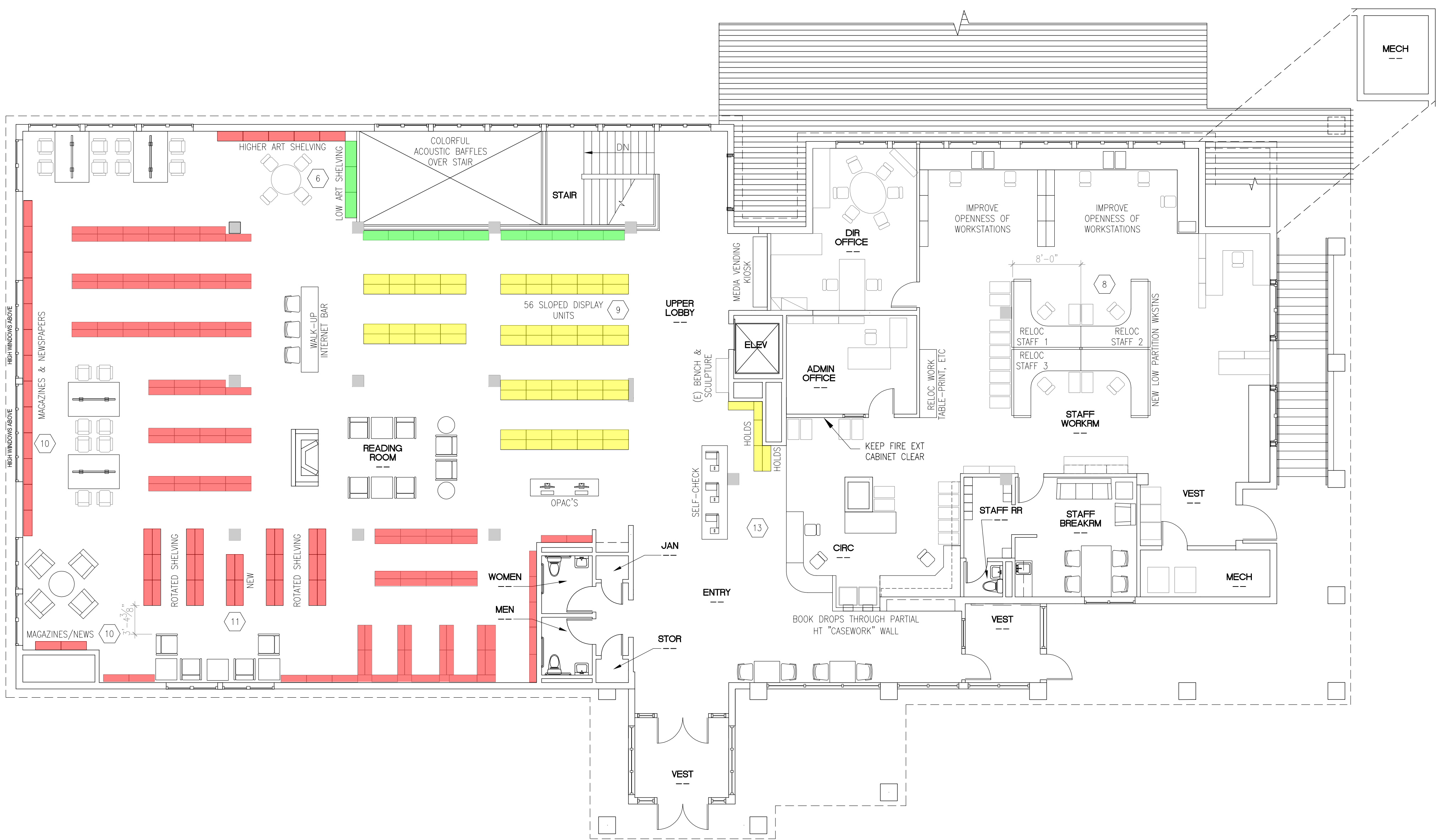
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A1 LOWER LEVEL FURNITURE PLAN - OPTION B
 1/8" = 1'-0"



LOWER LEVEL FURNITURE PLAN

I-101B

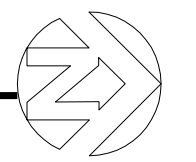


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A1 UPPER FURNITURE LEVEL PLAN - OPTION A
1/8" = 1'-0"



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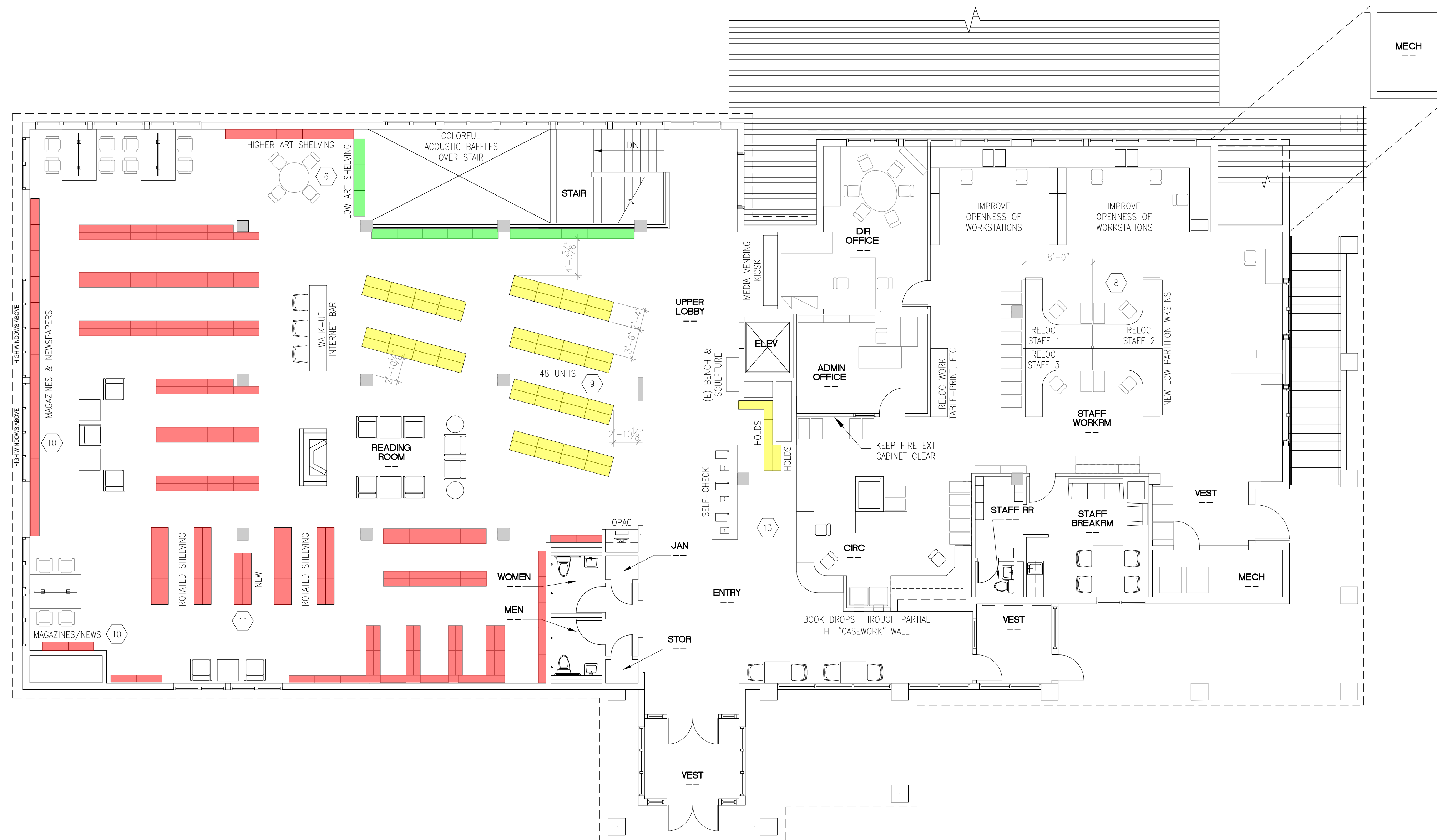
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UPPER LEVEL
FURNITURE PLAN

I-102A



A1 UPPER LEVEL FURNITURE PLAN - OPTION B
 1/8" = 1'-0"

NOTES

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- LOW SHELIVING
- MEDIUM HEIGHT SHELIVING
- HIGH SHELIVING

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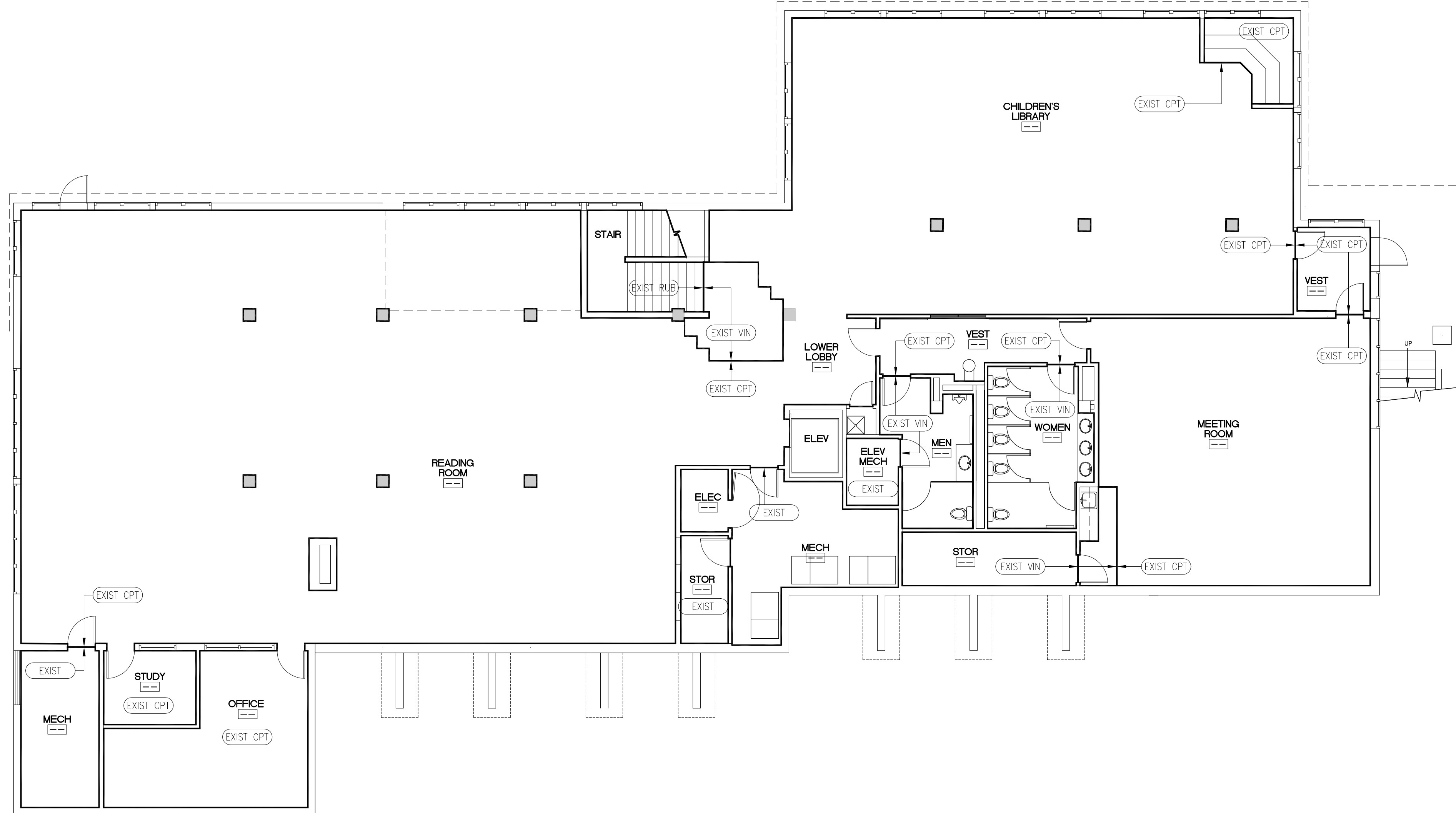
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UPPER LEVEL
 FURNITURE PLAN

I-102B

The shelving shown in the layouts assumes most shelving is full-height (84"), medium-height (60" to 66") or low (42").									
Two exceptions are magazine shelving, shown at the bottom of the chart, and new, mobile picture/board book bins, which have been factored into the J total.									
The shelving capacity in each layout option is shown as a low - high range to show probable shelving capacity available with each option.									
The LOW end of the range assumes 5 shelves/section on 84", 4 shelves on 66" and 2 shelves on 42" units									
The HIGH end of the range assumes 6 shelves/section on 84", 5 shelves on 66" and 3 shelves on 42" units									
In reality, there will be a mix of high and low end depending on the type of material being shelved.									
Total shelving only capacity is shown for Options A + B; individual collections' arrangement to be determined.									
			OPTION A			OPTION B			
COLLECTION	Existing # Shelves	Existing # S/S Sections	NOTES ON COLLECTION CHANGES	# 3' Shelves	# 3' Shelves	# S/S Sections	# 3' Shelves	# 3' Shelves	# S/S Sections
				LOW END RANGE	HIGH END RANGE		LOW END RANGE	HIGH END RANGE	
Lower Level									
Adult/Juv Nonfiction	572	117	ANF only?						
Ad Spanish	30	6	A + J Span together						
Biographies	65	13							
Reference	25	10	All desk reference						
Desk Reference	18	6							
Art Oversize	20	10	Now upper level						
Index Table	2		Now in ANF or Ref						
Folios	4	1	Now upper level						
Adult Subtotal Lower	736	163		685	825	140	685	825	140
J New Books	10	2							
J Fiction	90	18	JF + JNF together?						
J Picture Books	28	14							
J Easy Fiction	38	15							
J Spanish	8	2							
JE Readers	8	2							
JE Nonfiction	44	11							
J DVDs	16	4							
J Books on CD	10	2							
J Mags	4	1							
Juvenile Subtotal Lower	256	71		258	331	80	244	314	81
Lower Level Total	992	234		943	1156	220	929	1139	221
Upper Level									
Ad New/Browsing	32	8	Now on display shelves						
Adult Fiction	366	61							
Mysteries	290	43							
Science Fiction	84	16							
Large Print	84	18							
Art Oversize	20	10	All upper level						
YA	53	9	Now lower level						
DVDs	136	24	Now on display shelves						
DVDs			+ 1,440 items in secure kiosk (25% current collection)						
Books on CD/Audiobooks	40	8	Now on display shelves						
PB Spinner		1	Now on display shelves						
Used Book Sale	11	2							
Upper Level Total (magazines excluded)	1116	200		940	1147	232	908	1094	226
Magazines	65	13	Now 4 shelves high w fixed shelves	60	60	15	60	60	15
Total	2173	447		1943	2363	467	1897	2293	462

	EXISTING	OPTION A	OPTION B
LOWER LEVEL			
ADULT			
@ Tables	18	8	8
Lounge Chairs	7	2	2
Index Table	6	0	0
Benches	1	0	0
Group Study	5	12	12
Children			
@ Tables	24	16	16
Lounge Chairs	3	5	9
Benches		3	1
Teens		14	14
Spanish		4	4
UPPER LEVEL			
@ Tables	16	27	27
Lounge Chairs	12	14	14
Benches	3	0	0
Teen	4		
TOTAL ADULT/SPANISH	63	67	67
TOTAL TEEN	4	14	14
TOTAL CHILDREN	27	24	26
TOTAL GROUP STUDY	5	12	12
GRAND TOTAL	99	117	119



A1 LOWER LEVEL FLOOR FINISH PLAN - EXISTING CONDITIONS
 1/8" = 1'-0"

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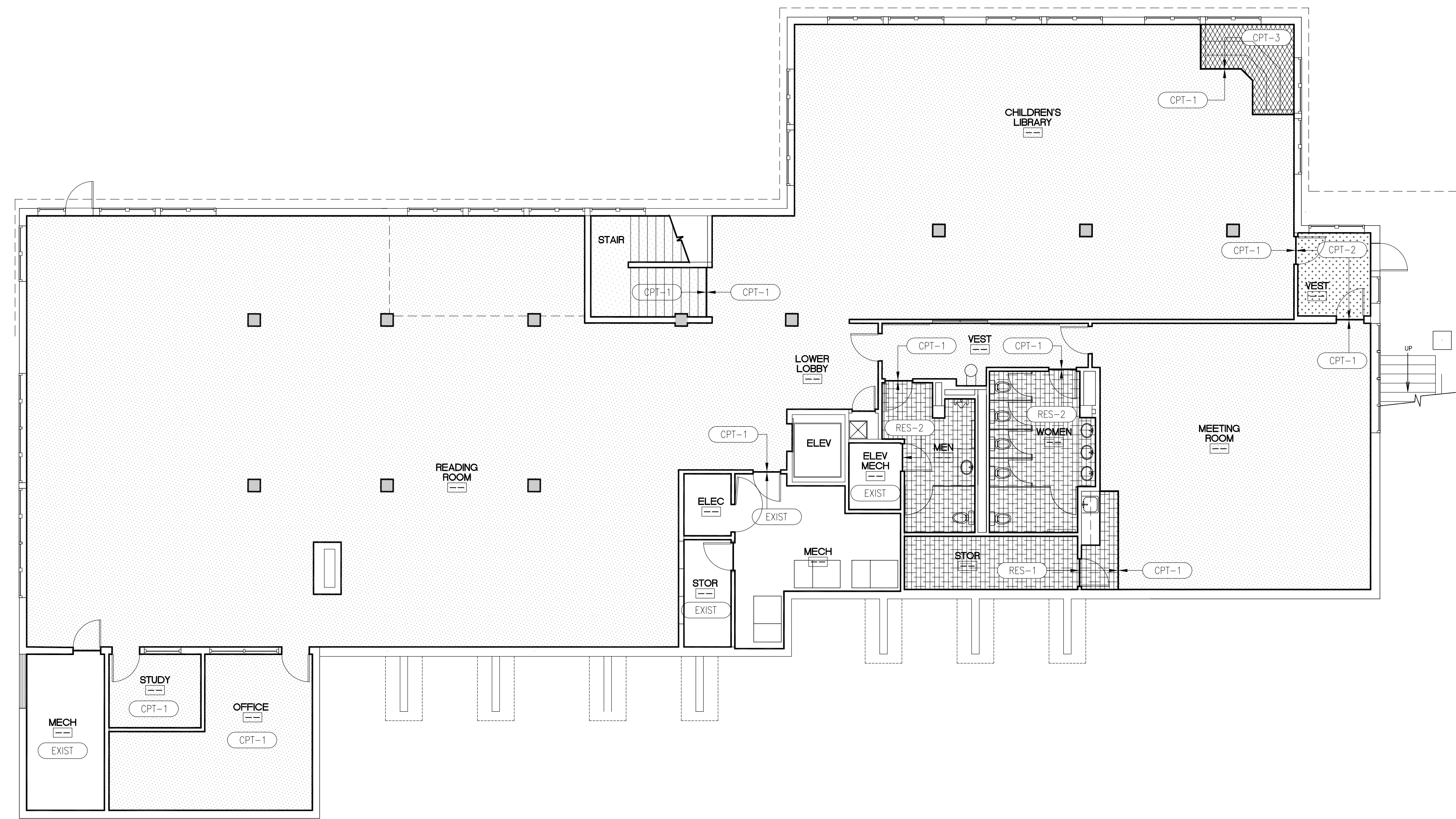
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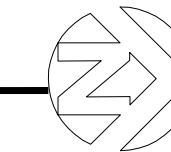
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**LOWER LEVEL
 FLOOR FINISH
 PLAN
 I-103**



A1 LOWER LEVEL FLOOR FINISH PLAN
 1/8" = 1'-0"



LEGEND

- CPT-1
 NEW 12" X 12" TILE, TO MATCH EXISTING LOBBY TILE (IF STILL IN PRODUCTION)
- CPT-2
 NEW 12" X 24" TILE
- CPT-1
 NEW GENERAL CARPET TILE (RUBBER NOSING @ STAIRS)
- CPT-2
 NEW WALK-OFF MAT CARPET TILE
- CPT-3
 NEW COLORED BROADLOOM CARPET @ STORYTIME
- RES-1
 NEW LINOLEUM SHEET FLOORING
- RES-2
 NEW RUBBER SHEET FLOORING
- EXISTING, TO REMAIN

NOTE:
 EXISTING WOOD BASE TO REMAIN (REPAIR AS REQUIRED) IN ALL AREAS WHERE OCCURS (ALL AREAS OTHER THAN RESTROOMS AND UTILITY SPACES)

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LOWER LEVEL
 FLOOR FINISH
 PLAN
I-103A

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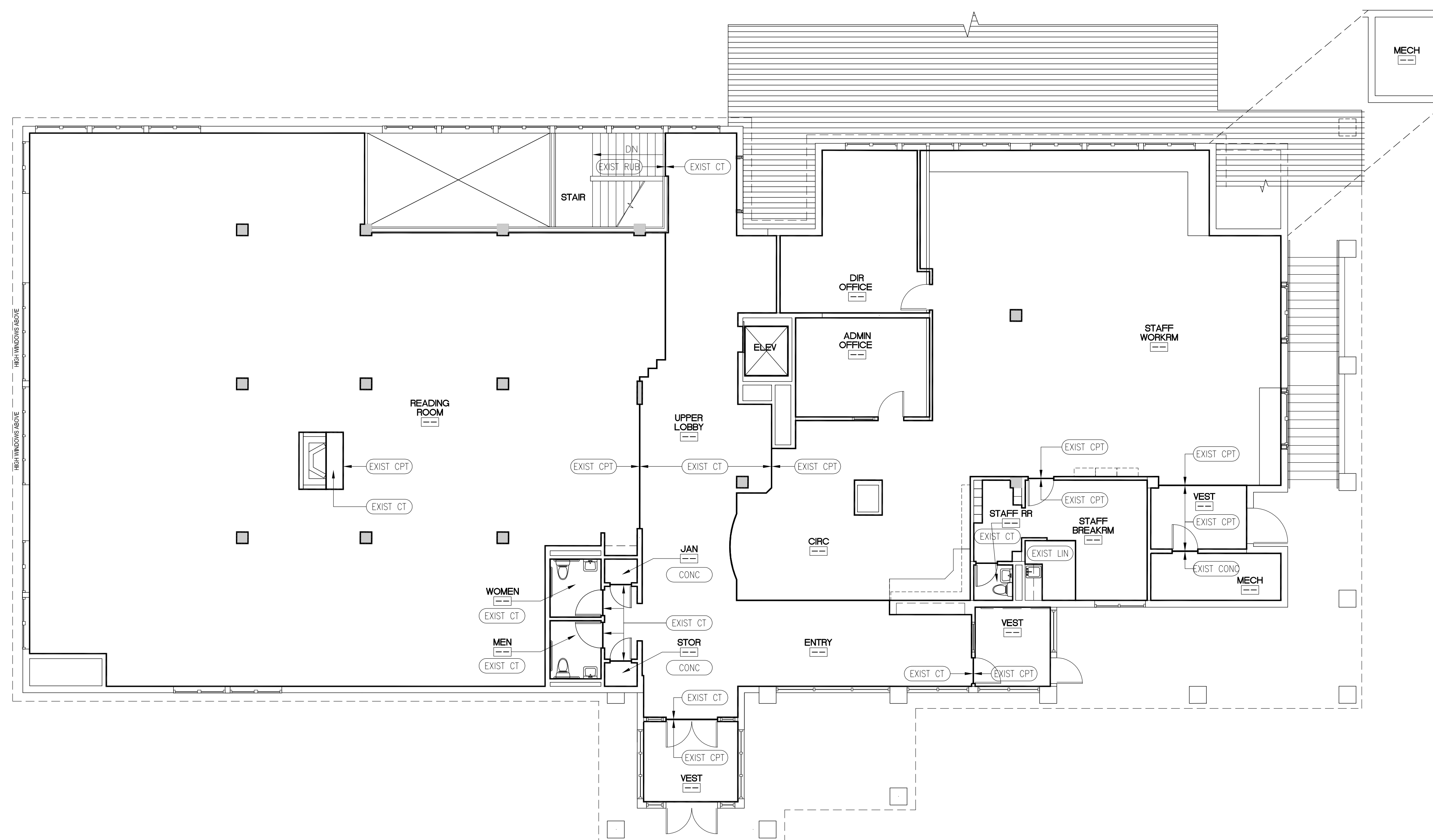
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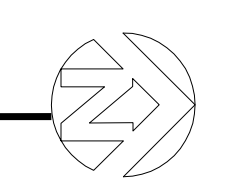
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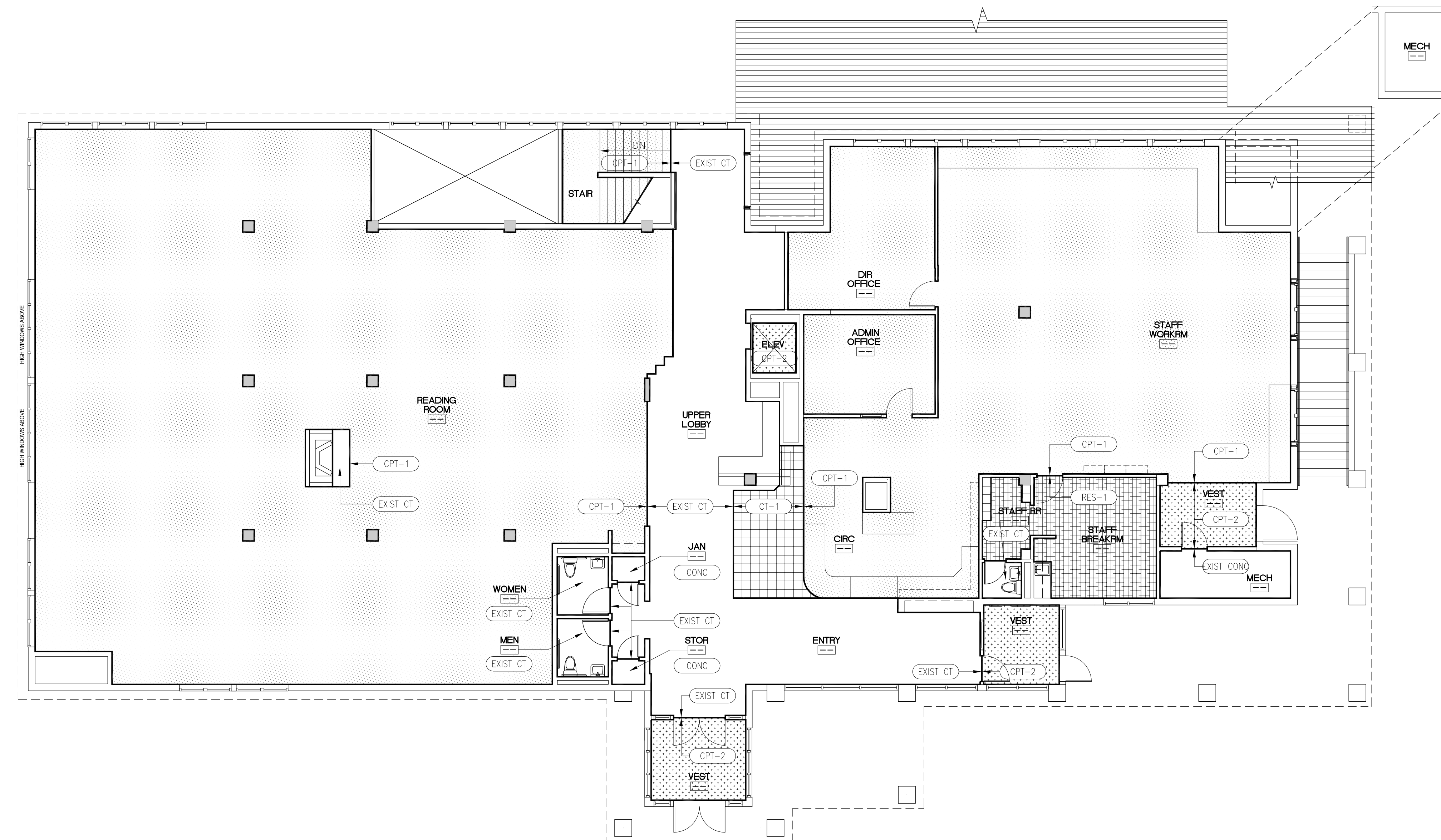
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UPPER LEVEL
FLOOR FINISH
PLAN
I-104



A1 UPPER LEVEL FLOOR FINISH PLAN - EXISTING CONDITIONS
1/8" = 1'-0"



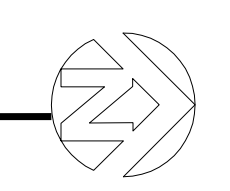


LEGEND

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NEW 12" X 12" TILE, TO MATCH EXISTING LOBBY TILE (IF STILL IN PRODUCTION)
- CT-2
NEW 12" X 24" TILE
- CPT-1
NEW GENERAL CARPET TILE (RUBBER NOSING @ STAIRS)
- CPT-2
NEW WALK-OFF MAT CARPET TILE
- CPT-3
NEW COLORED BROADLOOM CARPET @ STORYTIME
- RES-1
NEW LINOLEUM SHEET FLOORING
- RES-2
NEW RUBBER SHEET FLOORING
- EXISTING, TO REMAIN

NOTE:
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A1 UPPER LEVEL FLOOR FINISH PLAN - OPTION A
1/8" = 1'-0"



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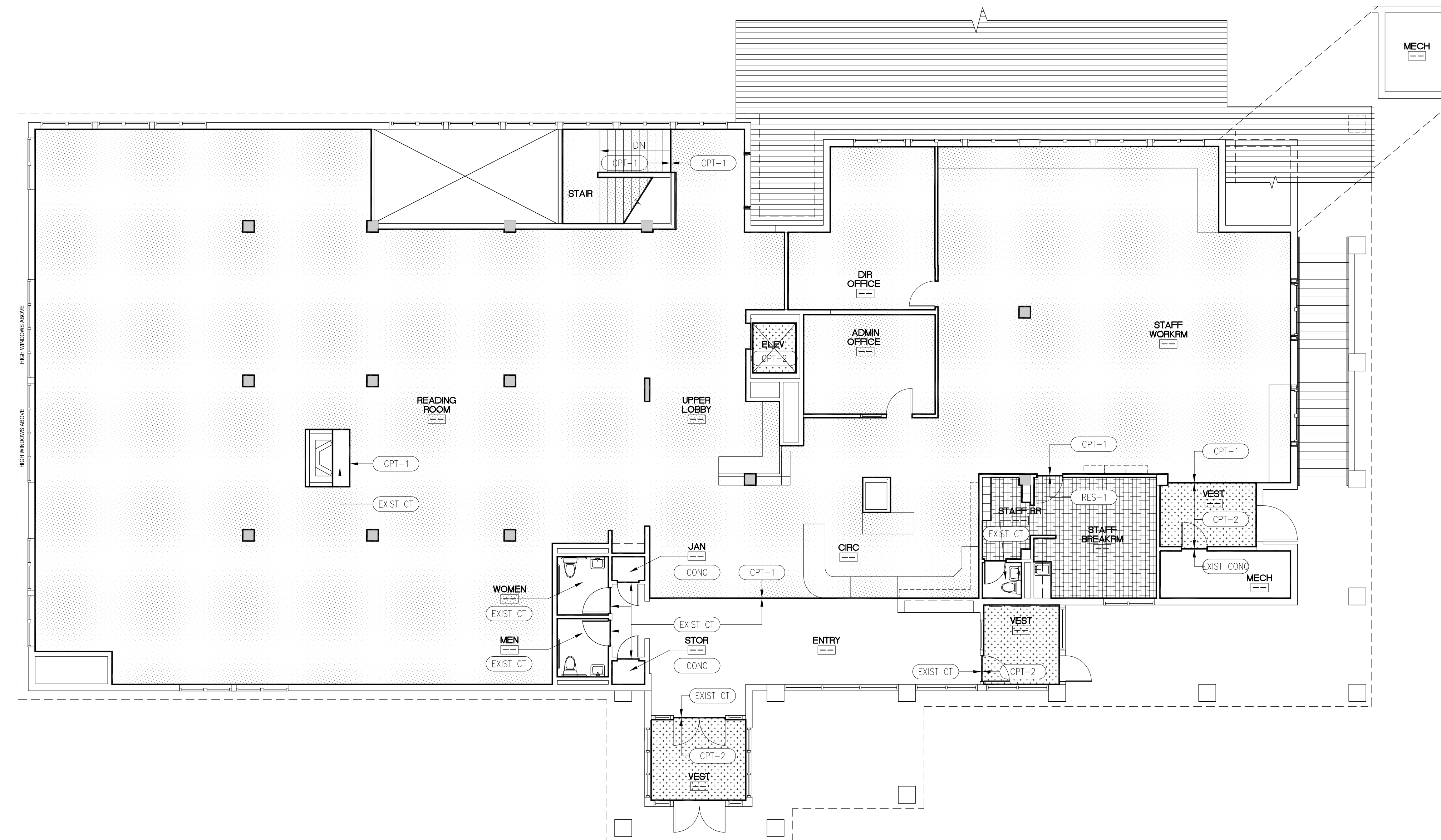
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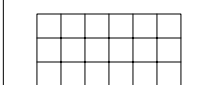
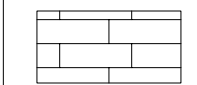
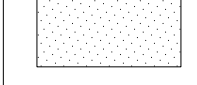




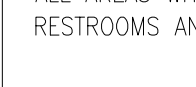
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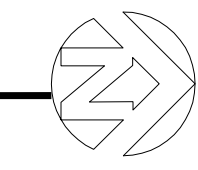
UPPER LEVEL
FLOOR FINISH
PLAN
I-104A



- LEGEND**
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 -  CPT-2
NEW 12" X 24" TILE
 -  CPT-1
NEW GENERAL CARPET TILE (RUBBER NOSING @ STAIRS)
 -  CPT-2
NEW WALK-OFF MAT CARPET TILE
 -  CPT-3
NEW COLORED BROADLOOM CARPET @ STORYTIME
 -  RES-1
NEW LINOLEUM SHEET FLOORING
 -  RES-2
NEW RUBBER SHEET FLOORING
 -  EXISTING, TO REMAIN

NOTE:
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A1 UPPER LEVEL FLOOR FINISH PLAN - OPTION B
1/8" = 1'-0"



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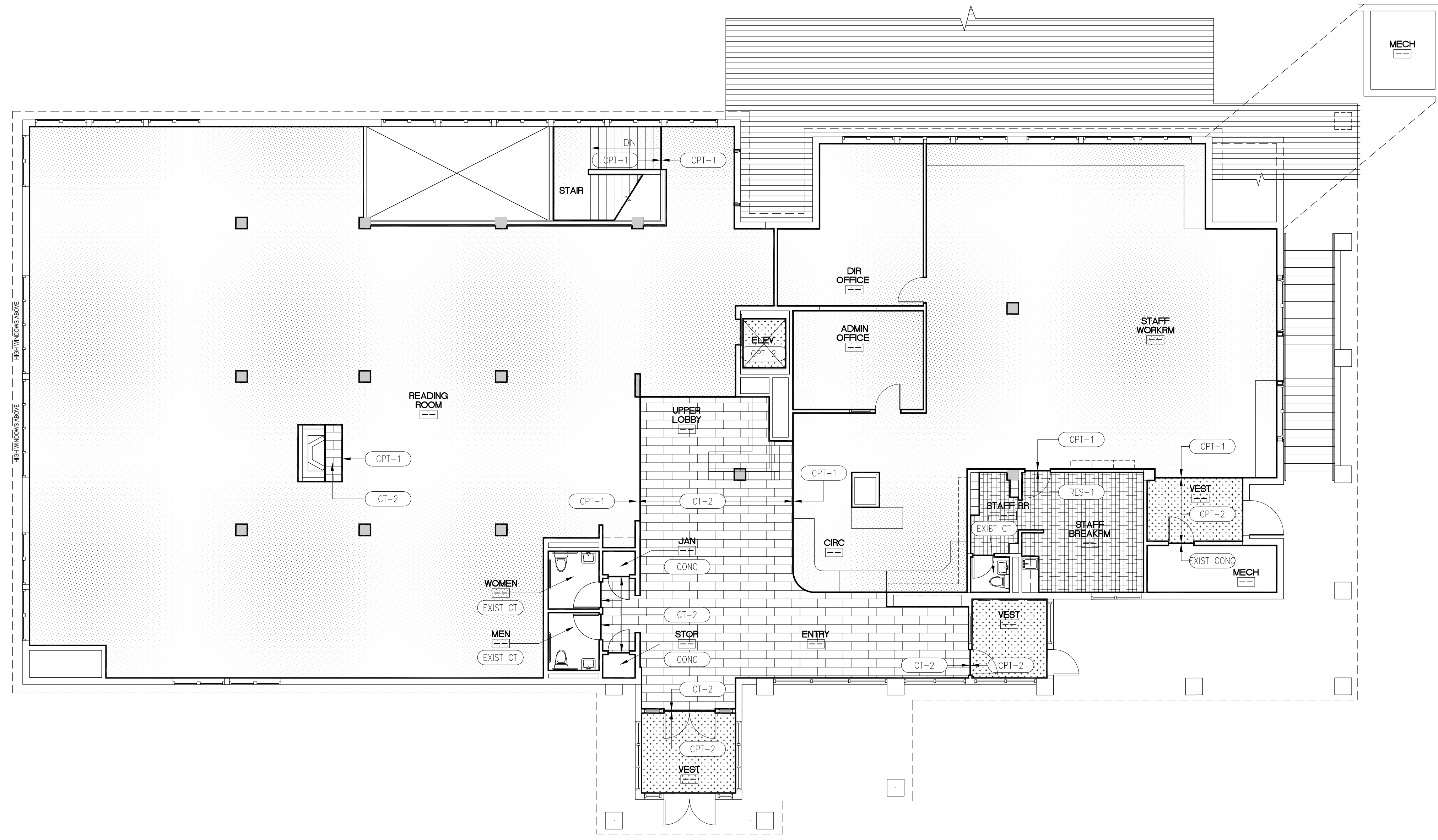
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UPPER LEVEL
FLOOR FINISH
PLAN
I-104B

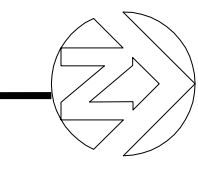


LEGEND

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- CPT-1
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A1 UPPER LEVEL FLOOR FINISH PLAN - OPTION C
1/8" = 1'-0"



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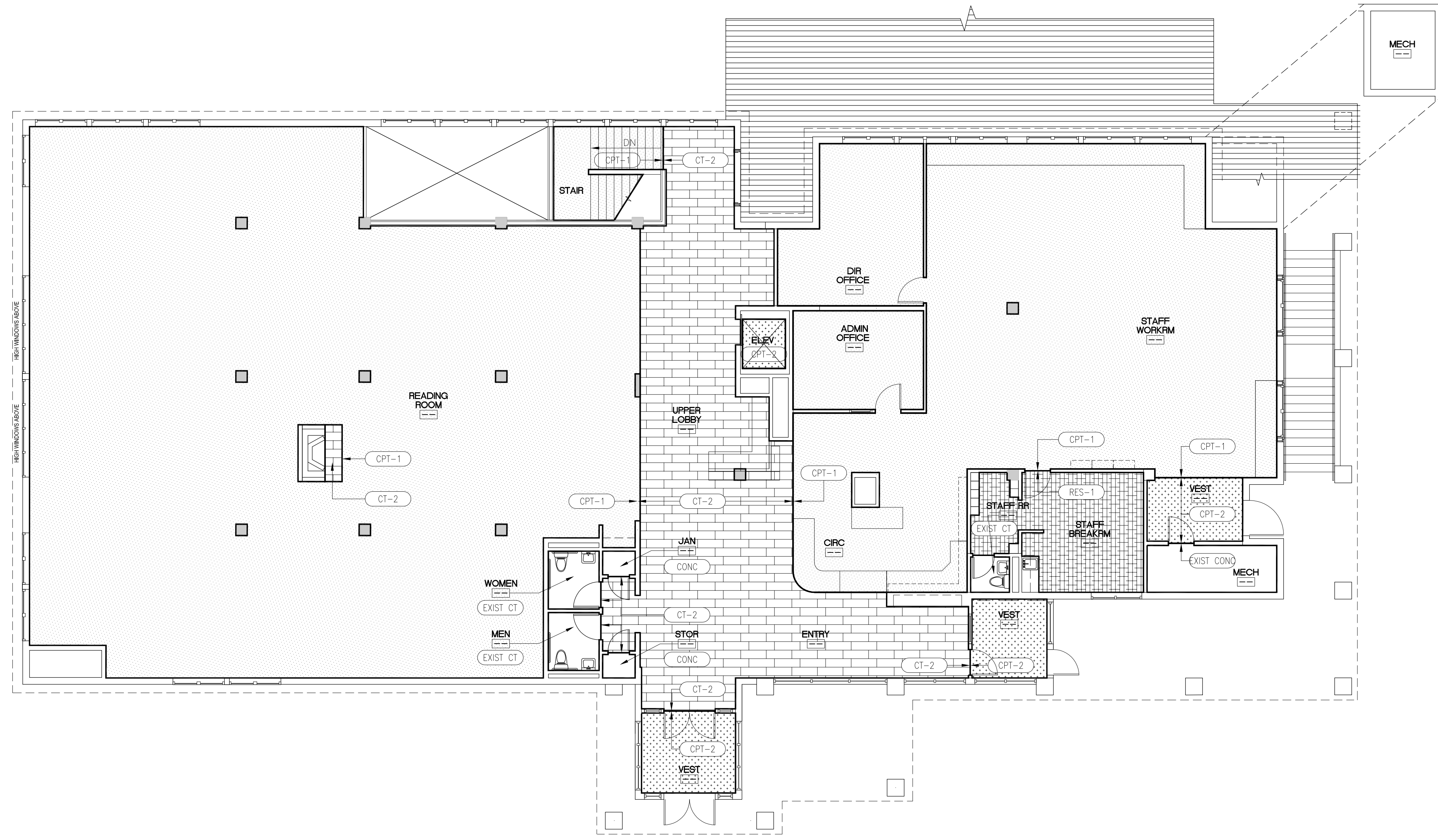
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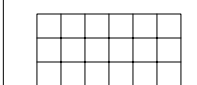
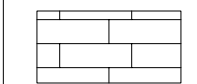
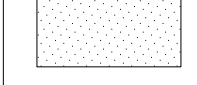




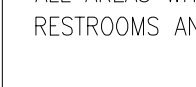
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UPPER LEVEL
FLOOR FINISH
PLAN
I-104C

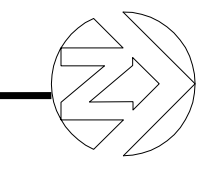


LEGEND

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NEW COLORED BROADLOOM
CARPET @ STORYTIME
-  RES-1
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-  RES-2
NEW RUBBER SHEET FLOORING
-  EXISTING, TO REMAIN

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A1 UPPER LEVEL FLOOR FINISH PLAN - OPTION D
1/8" = 1'-0"



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UPPER LEVEL
FLOOR FINISH
PLAN
I-104D

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FLOORING MATERIALS – PRELIMINARY PRODUCT AND BUDGET INFORMATION:

CPT-1: Carpet squares, Mannington, Interface or approved, Antron Lumena fiber, TARR rating 3.5 or higher, high density, installation: quarter-turned, adhesive. At stair, provide Flexco #202 double butt stair nosings.

CPT-2: Walk-off mat carpet squares, Mannington, Interface or approved, TARR rating 3.5 or higher, installation: quarter-turned, adhesive.

CPT-3: Broadloom carpet with moisture block backing, solid color(s), Installation: over pad if backing does not provide cushion.

RES-1: Sheet linoleum, Forbo or approved. Heat welded seams. Finish per manufacturer's recommendations.

RES-2: Sheet rubber flooring. Heat welded seams. Finish per manufacturer's recommendations. (Lower Level Restrooms, including demo to be an add-alternate)

NOTES:

Existing wood base to remain, where occurs (all areas other than restrooms and utility rooms). Repair as required.

Upper Floor, Option D: Following are alternatives and budget pricing that can be used in place of the upper entry and lobby porcelain tile as shown on plan, including their relative installed budget cost comparisons. Please note, these installed costs do not include demolition of the existing flooring and preparation of subfloor for new installation:

- Porcelain Tile - \$16.50/SF (as shown)
- Carpet Tile - \$4.75/SF
- Walk-off Mat Tile - \$9.00/SF
- Rubber Cork Tile - \$16/SF (including sealer \$13 + \$3/SF)
- Cork Tile - \$13/SF (including sealer \$13 + \$3/SF)

Consider replacing existing wood base in hard floor surface locations that will be exposed to moisture, i.e. mopping. A nice looking, durable, moisture-resistant option is Johnsonite (or approved), Millwork contoured rubber base, "Mandalay" profile, 6" high. Installed cost is approximately \$7/SF, not including any patching, repair or special wall preparation that may be necessary.

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SHELVING ESTIMATE (ESTEY, to match existing shelving manufacturer)

From: Deanne [mailto:deannet.tfsi@frontier.com]

Sent: Friday, March 07, 2014 1:57 PM

To: Brenda Katz

Subject: Re: Newport Library - Budget Pricing

Lower Level

Option A: \$3,875.00 + installation = \$4,725.00 Option B: \$14,963.00 + installation = \$16,163.00

Upper Level

Option A: \$46,869.00 + installation = \$49,589.95 Option B: \$43,012.55 + installation = \$45,732.55.

CODE	ITEM DESCRIPTION	MANUFACTURER (BASIS OF DESIGN)	QUANTITY	COMMENTS / BASIS OF DESIGN	CURRENT UNIT COST	EXTENDED COST
TB-1	General Reading Table (48"D x 72"W)	Existing (6 avail.)	6		\$1,100.00	\$6,600.00
				Refinish / Retrofit for power / lighting: \$TBD each		
				New Power Grommet (1 w/4 power per side): \$350 each		
				New Table Light Fixtures: \$500 each		
TB-2	Computer "Benching" Tables (48"D x 144"W)	Steelcase	2	Plastic Laminate top / metal legs / power trough	\$4,200.00	\$8,400.00
TB-3	Internet Bar (48"D x 96"W x 40"H)	Turnstone	1	Campfire Big Table / power trough	\$1,500.00	\$1,500.00
TB-4	Children's Table (48" Dia. x 27" H)	TMC	2	Lorca	\$620.00	\$1,240.00
TB-5	Children's Table (24"D x 72"W x 27" H)	TMC	2	Lorca	\$650.00	\$1,300.00
TB-6	Cafe Table (48" Dia.)	Fixtures Furniture	1	Pick-A-Top, Pick-A-Base	\$500.00	\$500.00
TB-7	Occasional Table (24" Dia.) Contemporary	TBD	4	TBD	\$500.00	\$2,000.00
TB-8	Pull-Up Personal Table	Turnstone	2	Campfire Personal Table	\$280.00	\$560.00
TB-9	Occasional Table (24" Dia.) Drum Style	TBD	3	TBD	\$500.00	\$1,500.00
TB-10	Internet Bar (24"D x 120"W x 40"H)	Davis	1	Pratt	\$3,000.00	\$3,000.00
TB-11	Dining Table (42"D x 72"W)	TBD	1	TBD	\$600.00	\$600.00
TB-12	Meeting Room / Training Table (24"D x 60"W)	Allsteel	4	Aware, Flip-top-nesting	\$550.00	\$2,200.00
TB-13	Self-Check Machine Table - Upper Level	TBD	1	TBD	\$5,300.00	\$5,300.00
TB-14	Self-Check Machine Table - Lower Level	TBD	1	TBD	\$1,000.00	\$1,000.00
TB-15	Cafe Table (36"D x 24"W)	Fixtures Furniture	2	Pick-A-Top, Pick-A-Base	\$450.00	\$900.00
TB-16	Occasional Table (Square)	Existing	6	Refinish: \$TBD	\$0.00	\$0.00
TB-17	OPAC Table	TBD	1	TBD	\$2,000.00	\$2,000.00
TB-18	Upper Level Service Desk - Straight - Fixed	Demco	1	Technolink - Modular - Desk Ht.	\$6,010.00	\$6,010.00
	Wd veneer, Solid surf top, Custom paint color,					
	File cabinet incl.					
TB-19	Upper Level Service Desk - Curved - Adjustable	Demco	1	Technolink - Modular - Sit-to-Stand	\$9,740.00	\$9,740.00
	Wd veneer, Solid surf top, Custom paint color,					
	File cabinet incl.					
TB-20	Lower Level Service Desk - Curved - Adjustable	Demco	1	Technolink - Modular - Sit-to-Stand	\$6,045.00	\$6,045.00
	Wd veneer, Solid surf top, Custom paint color,					

CODE	ITEM DESCRIPTION	MANUFACTURER (BASIS OF DESIGN)	QUANTITY	COMMENTS / BASIS OF DESIGN	CURRENT UNIT COST	EXTENDED COST
CH-1	Lounge Chair (Upholstery est. by: Silver Spring Upholstery)	Existing (14 avail.)	14	Refinish Wood: \$TBD each	\$550.00	\$7,700.00
OR				New Cushions & Reupholster (Labor): \$285 each Fabric (Assume max. \$50/sy x 3 sy): \$150 each		
CH-1	Lounge Chair - Wood Arms / Legs	Steelcase	0	Passerelle	\$1,200.00	\$0.00
CH-2	Wood Reading Chair - Original	Existing (28 avail.)	28	Refinish: \$TBD each	\$0.00	\$0.00
CH-3	Lounge Chair - New Armchair	TBD	7	TBD	\$1,300.00	\$9,100.00
CH-4	Sofa	TBD	1	TBD	\$1,800.00	\$1,800.00
CH-5	Lounge Chair - Modular, Armless	TBD	4	TBD	\$1,100.00	\$4,400.00
CH-6	Lounge Chair - Mobile, Armless	Coalesse	2	Detour Mobile, Large Lounge, No Arms	\$1,700.00	\$3,400.00
CH-7	Lounge Chair - Plastic	Hightower	4	True Love Outdoor	\$670.00	\$2,680.00
CH-8	Café Chairs - Standard Height	Harter	0	Arc, Wood Seat/Back	\$260.00	\$0.00
CH-9	Café Chairs - Standard Height	Harter	12	Arc, Plastic Seat/Back	\$180.00	\$2,160.00
CH-10	Café Stools - Bar Height	Harter	3	Arc, Wood Seat/Back	\$320.00	\$960.00
CH-11	Café Stools - Bar Height	Harter	4	Arc, Plastic Seat/Back	\$230.00	\$920.00
CH-12	Meeting / Study Room Chair	Herman Miller	12	Caper	\$150.00	\$1,800.00
CH-13	Staff Task Chair (new @ service desks)	TBD	2	TBD	\$600.00	\$1,200.00
CH-14	Staff Task Stool	TBD	2	TBD	\$700.00	\$1,400.00
CH-15	Computer Task Chair - Adult	Herman Miller	16	Caper, Multi-Purpose Task	\$410.00	\$6,560.00
CH-16	Computer Task Chair - Child	TMC	4	Wyoming Child Task Chair	\$300.00	\$1,200.00
CH-17	Children's Table Chairs	TMC	8	Wyoming Child Chair	\$250.00	\$2,000.00
CH-18	Pebble Stools	Coalesse	5	Soft Leaf	\$570.00	\$2,850.00
CH-19	Bench - Indoor	Turnstone	4	Alight	\$530.00	\$2,120.00
WS-1	Staff Systems Furniture Workstations (8' x 8')	TBD	4	Includes keyboard tray (\$300) & task light (\$200)	\$2,700.00	\$10,800.00
M-1	Lectern	Haworth	1	Planes	\$1,200.00	\$1,200.00
M-2	Outdoor Planter	Landscape Forms	4	Sorella, Powdercoated Metal	\$1,100.00	\$4,400.00
M-3	Storytime Rug (Approx. 8' x 10')	Demco	1	Eric Carle, Animal Rug	\$500.00	\$500.00
M-4	Free-Standing Acoustic Blind Sections	Buzzi	3	Buzzi Blinds	\$1,670.00	\$5,010.00
M-5	Flat Panel Display Cart	Bretford	0		\$1,700.00	\$0.00
M-6	Mobile Marker Board	Egan	0		\$800.00	\$0.00
M-7	Book Trucks	Smith System	0		\$290.00	\$0.00
M-8	Book Drop Wall	Demco	1		\$2,145.00	\$2,145.00
	Custom wood wall for book drop slots					
	Match Circ desk, includes slots/chutes					
M-9	Depressible Book Carts	Demco	2		\$778.00	\$1,556.00

CODE	ITEM DESCRIPTION	MANUFACTURER (BASIS OF DESIGN)	QUANTITY	COMMENTS / BASIS OF DESIGN	CURRENT UNIT COST	EXTENDED COST
				Furniture Sub-total - Current Value	---	\$138,256.00
				Inflation Increase for 2015	6.00%	\$8,295.36
				Furniture Subtotal 2015		\$146,551.36
				SALES TAX (N/A)	0.00%	\$0.00
				SHIPPING	10.00%	\$14,655.14
				INSTALLATION	10.00%	\$14,655.14
				Furniture Total	---	\$175,861.63
	ESTIMATE PROVIDED BY TECHNICAL FURNITURE SYSTEMS, 03/06/14. New shelving, endpanels, countertops (@ low shelving units only), moving and reconfiguring of existing per plan (Delivered & Installed) (Add 10% Inflation Factor if installed in 2015)					
		\$65,753 x 1.10 = \$72,330		Shelving Total	---	\$72,330.00
				Sub-Total	---	\$248,191.63
				CONTINGENCY	5.00%	\$12,409.58
				GRAND TOTAL:		\$260,601.21
Notes:						

This is an rough estimate of furniture and shelving costs for budgeting purposes only. It does not reflect all possible contract pricing for which Newport Public Library may be eligible. It also does not reflect any discounts the Library may be eligible based on total quantities for same manufacturer. Some pricing may be an average of the cost of a particular item from multiple vendors for a particular type of product. This estimate does not include total quantity discounts per manufacturer.

Includes loose furniture, shelving and associated endpanels & tops only. Does not include maintenance, computer, materials handling, A/V, security or other such equipment.

Does not include collection items.

Does not include building or shelving end panel signage.

Does not include window coverings, casework or building finishes.

Shipping / Delivery / Installation percentages are indicated as an overall average. Some manufacturers include these costs in their base furniture item costs and do not charge for these services separately.

An inflation factor of 6% per year is included in the furniture total. This is an estimated value. Shelving inflation factor is factored separately in the shelving estimate.

An overall contingency of 5% is included in the grand total.