



PROJECT ANALYSIS

FOR

ARLINGTON HEIGHTS COMMUNITY LIBRARY

BY

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To design a 50,000 square foot library with a small park and café for the Arlington Heights community. The structure of the library will be cinderblocks while the café will have a steel structure with two walls made of glass and one wall made of dry wall. The existing 30,800 square foot parking lot will be divided into a smaller parking lot and an area for the park and café. The existing 5,832 square foot parking lot will be left as is and used for employee parking. The site is located at 2020 Northwest Hwy in Arlington Heights, Illinois. The total cost of the project is not to exceed \$2 million and must be completed by March 8, 2010.

I. CLIENT DATA

- A. Company Name **Arlington Heights Community Library**
- B. Owner or Contact Person **Village of Arlington Heights**
- C. Street Address **2020 E Northwest Highway**
- D. City **Arlington Heights** State **Illinois** Zip Code **60004**
- E. Product or Services **Library**

II. BUILDING SITE DATA

- A. Area **about 100,000 sq. ft.**
- B. Existing Contours **flat**
- C. Existing Landscape **minimal/none**
- D. Existing Easements **per city ordinance**

E. Location of Lot (Address) 2020 E Northwest Highway, Arlington Heights, Illinois 60004

F. Utilities Available:

1. Water Service Village of Arlington Heights Public Works Department

2. Sewer Service Village of Arlington Heights Public Works Department

3. Electrical Service Commonwealth Edison Co.

4. Natural Gas Nicor Advanced Energy

5. Telephone at&t

6. Internet Access at&t

III. PERSONNEL DATA & NEEDS

A. Number of Occupants

1. Salaried Employees 2

2. Hourly Employees 20

3. Part-time Employees 24

B. List of Personnel by Position

1. Job Title Library Director Qty. 1

a. Responsibilities of Job organizes, directs, controls, and promotes the activities of the library system

b. Equipment Needed for Job chair, desk, phone, computer, storage cabinets or shelving, guest chairs, lamps, file cabinets, printer, copy machine, mailing machine

2. Job Title Library Assistant/Clerk Qty. 15

a. Responsibilities of Job performs a wide variety of general library work in technical and/or public services to assist patrons with daily operational needs of the library, such as copy cataloging, processing, circulation and shelving library materials; performs related duties as assigned

b. Equipment Needed for Job chair, phone, computer, storage cabinets or shelving, copy machine, mailing machine

3. Job Title Assistant Library Director Qty. 4

a. Responsibilities of Job works under the general direction of the Library Director, performs professional administrative duties that include supervising and daily operation of the library

- b. Equipment Needed for Job chair, desk, phone, computer, storage cabinets or shelving, lamps, printer, copy machine, mailing machine
4. Job Title **Reference Librarian Qty. 4**
- a. Responsibilities of Job organizes and supervises the services and activities at the reference department, including providing reference service to patrons, community outreach programs, provides automated reference services; and performs professional library services in assisting library patrons in the selection and use of library materials
 - b. Equipment Needed for Job chair, phone, lamps, computer, storage cabinets or shelving, copy machine, mailing machine
5. Job Title **Youth Service Librarian Qty. 15**
- a. Responsibilities of Job works to provide library services to children and young adults; including reference, reader's advisory, programming, community activities, and collection development; works with staff to monitor and evaluate services to youth; promotes and publicizes the youth services program in the schools and the community
 - b. Equipment Needed for Job chair, phone, computer, lamps, storage cabinets or shelving, copy machine, mailing machine
6. Job Title **Technical Services Coordinator Qty. 1**
- a. Responsibilities of Job under general direction, plans, organizes and directs the ordering, cataloging, and processing of library materials and the automated functions of the library system. Work involves placing orders for library materials and receiving and checking shipments from publishers, cataloging materials, and making materials shelf-ready and maintaining the library's automated system
 - b. Equipment Needed for Job chair, desk, phone, computer, storage cabinets or shelving, lamps, file cabinets, printer, copy machine, mailing machine
7. Job Title **Custodian Qty. 6**
- a. Responsibilities of Job cleans entire library after hours and fixes minor mechanical problems
 - b. Equipment Needed for Job vacuum cleaner, floor polisher, a few hand tools, feather duster, rags, cleaning chemicals

IV. CUSTOMER NEEDS

- A. Outside of Building ample parking, book drop
- B. Inside of Building public restrooms, private study rooms, study desks and tables, shelves for cds, dvds/videos, and books, check-out desk, couches, water fountains

V. BUILDING DESIGN DATA

- A. Approximate Shape Desired long and rectangular, with one corner cut out and some extra room jutting out in the front
- B. Maximum Length & Width Allowed 200 ft x 100 ft
- C. Number of Levels Desired 2
- D. Square Footage Desired 40,000
- E. Style of Building Desired modern industrial

VI. BUILDING MATERIALS DESIRED

- A. Exterior Walls concrete block
- B. Roofing green roof
- C. Soffit or Trim steel
- D. Windows Pella
- E. Glazing of Windows tint coating
- F. Exterior Doors stained oak
- G. Roof Drainage System green roof drainage system
- H. Interior Walls 2x4 stud + gypsum board
- I. Interior Doors stained oak
- J. Interior Trim steel
- K. Cabinetry stained oak
- L. Hardware pewter
- M. Floor Coverings industrial strength carpet (basic color downstairs, brighter colors designating areas upstairs); tile in restrooms
- N. Wall Coverings paint
- O. Ceilings drop ceiling
- P. Lighting fluorescent

VII. SPACE NEEDS

- A. Public Areas (Type & Sq.Ft.)
 - 1. kid library 20,000 square feet
 - 2. adult library 15,000 square feet
 - 3. check-out area/foyer 1,000 square feet
 - 4. restrooms 400 square feet
- B. Employee Areas (Type & Sq.Ft.)
 - 1. offices 2,000 square feet
 - 2. lunch room/break room 300 square feet
 - 3. meeting room 300 square feet
- C. Mechanical Areas (Type & Sq.Ft.)
 - 1. plumbing 200 square feet
 - 2. heating/cooling 200 square feet
- D. Storage Areas (Type & Sq.Ft.)
 - 1. custodial closet 100 square feet
 - 2. new books 500 square feet

VIII. MECHANICAL EQUIPMENT & SPECIAL FEATURES

- A. Heating System **Trane**
- B. Cooling System **Trane**
- C. Electronic Air Cleaner **Honeywell**
- D. Water Heater **GE**
- E. Humidifier **Honeywell**
- F. Dehumidifier **LG**
- G. Central Vacuum Cleaner **NuTone**
- H. Intercom System **Westinghouse**

I. Security System Lorex

J. Skylights Wasco

K. Atriums Wasco

IX. MISCELANEOUS INFORMATION & NOTES

The kids library is larger than the adult library. All of the offices are downstairs. There will be an elevator so that the second story is accesible by all.