

# PRELIMINARY DRAFT

## FLATHEAD COUNTY LIBRARY

KALISPELL BRANCH BUILDING PROGRAM



2025

Authors of plan: Flathead County Library Administration Commitment

## TABLE OF CONTENTS

1. OVERVIEW, CONSULTING AND PLANNING PROCESS
2. A BREIF HISTORY OF LIBRARY SERVICES IN THE FLATHEAD VALLEY
3. CURRENT CONDITION OF EXISTING MAIN LIBRARY
4. WORKSHOP OUTCOMES AND ACTIVITIES
5. ESSENTIAL SERVICES PROVIDED BY THE LIBRARY
6. SWOT ANALYSIS
7. COMMUNITY IMPRESSION OF LIBRARY
8. NON-PROFITS IN KALISPELL
9. NARRATIVE OF BUILDING PLAN
10. GENERAL BUILDING DESIGN REQUIREMENTS
11. SUMMARY OF SPACE NEEDS SPREADSHEET
12. INDIVIDUAL AREA SPACE NEEDS SPREADSHEETS

# Flathead County Library System Relocation and Building Program Overview

## Introduction

The Flathead County Library System is preparing to relocate its Kalispell, MT location within the next eight years. After extensive searching, the Library Trustees have identified a promising property near the Downtown Mall, approximately half a mile from the current location. This site will help the library maintain a central downtown presence, provide convenient access to walking trails, and offer adequate parking. The Trustees are actively fundraising for the property purchase and the construction of a new library building.

## Consulting and Planning Process

Beyond Stacks Consulting was hired in February of 2025 to complete three full day workshops with the management team from the Flathead County Library System. The following pages include copies of the documents created from the first two sessions and the building program, which used the format from part 1 of “The basics of Library Planning”. This publication is what the Library Trustees have been using and sharing with the staff prior to hiring a consultant.

The publication shared by the trustees points out the importance of experienced library staff to develop a program for the library including the physical characteristics and square footage needed for each space. The content of the space, an estimate of the total sizes of the space, and the physical relationship of the spaces with each space in the library. The question the committee is trying to answer is “what is needed to run this new library”? The committee members should not be drawing spaces, that is the job of the architects; but members should be listing what is needed in the new space. This building program should be written by experienced library staff and a consultant with a master’s degree in library science not others who do not work in the library or the architects or designers.

During the first session, participants listed what services the library offers to the public. They brainstormed non-profits in Kalispell area that are available to partner with the library on programming and that may add value to the new library for programs and services. Weeding out services that other community non-profits perform better than the library and strengthen the

programs that the library does in a superior manner. Discussions took place about the way the community describes that library, which can be done to change those views that are negative and strengthen the views the staff want to emphasize. The final exercise for the first session was a SWOT analysis, comparing the strengths, weaknesses, opportunities and threats provided to the staff and programming.

The group reconvened in April to continue working on preparation of the building program by evaluating the work from February and firming up the previous work.

Slides from the Missoula Public Library were shared to begin a discussion on what each department is looking for in the new building. Discussing the pros and cons of ideas being shared and how to make those ideas come true. This session left everyone with homework for the summer months. Each department would put their ideas, wants and needs on paper and meet with the consultant for 20 minutes at the September meeting to firm up ideas before sharing with the committee. Discussion with the entire group would follow.

### A Brief History of Library Services in The Flathead Valley

Libraries played a vital role in the lives of those who first settled the Flathead Valley. Efforts to create reading rooms, book exchanges, mobile library stations, and ultimately large circulating collections have led to the network of facilities and services that we enjoy today. Digital advances enable people in Flathead County to access and receive information and materials from libraries throughout the world.

\*\*\*\*\*

In 1892, the Knights of Pythias opened the first public reading room in Kalispell. Two years later, The Century Club, a women's group, began to exchange books, and eventually formed the Library Fund Association of Kalispell. Their organization laid the foundation for a collection by inviting interested parties to bring a book to a social gathering.

On Dec. 20, 1897, the Association opened a Reading Room with 300 books. A few weeks later, enough books had been accumulated to start a lending department.

At the turn of the century, the collection boasted 772 circulating books and 269 reference volumes. The first paid librarian was Mrs. Florence Madison, who held the position from 1897-1904.

The collection had several homes, and in 1901 an application was made to industrialist and philanthropist Andrew Carnegie for funds to build a Carnegie Free Library in Kalispell.

On December 21, 1901, the city received the following letter from Carnegie's office at 5 West 51<sup>st</sup> Street in New York:

*"Dear Sir: Responding to yours of Nov. 29th: If the city of Kalispell will furnish a suitable site and pledge itself by resolution of council to support a library at cost of not less than One thousand dollars a year, Mr. Carnegie will provide Ten thousand dollars for a Free Public Library Building. Respty yours, Jas. Bertram, P[rivate] Secy."*

The city approved Carnegie's proposal on Dec 27, 1901, and purchased building lots at the corner of Third Avenue and Second Street East. The Library Commission issued a call for proposals, and in February 1903 accepted plans from Shanley and Gibson. The final cost of the building was \$9,860. Construction began in the spring of that year, and the new library was move-in ready by January 1904. Its operating budget was funded with a city tax levy.

The distinctive Carnegie building at 302 Second Ave E, now the Glacier Museum of Art, housed the Kalispell library until 1969.

The by-laws of the Carnegie Free Library permitted city residents over age 10 to apply for a card. Younger children could do so with permission from the librarian. Students in District 5 schools also had library privileges. Adult, non-city residents could purchase a card for \$1.00 a year. The reading rooms were free to all.

In 1936 the Federation of Women's Clubs proposed a County Library because many rural county residents could not afford the fee to use the City Library, which had risen to \$5 per year. Their efforts paid off, and the Flathead County Free Library opened its doors in 1943 in downtown Kalispell.

Columbia Falls began its city library in 1946. It became a branch of the Flathead County Free Library in 1955. The collection moved several times before occupying its current City Hall space in 1971.

For about 20 years, schools in Evergreen, Somers, and Olney served as book stations for the Flathead County Library. Those services were terminated in 1976.

In 1956 the Flathead County Free Library joined the Whitefish Library, Kalispell's Carnegie Library, and the Lincoln County Library to form the Northwest Montana Library Federation, the first federation of its kind in the nation. A library federation's purpose is to enhance, expand, and share library programs and services by securing financial and in-kind donations for programs, services, collections, and capital projects.

Kalispell's Carnegie Free Library combined with the Flathead County Free Library in 1967 to form the Flathead County Library System (FCLS). Two years later, the collections were combined and moved into the former US Post Office building at 247 1st Avenue East.

Bigfork's attempt to establish its own library in the 1970's culminated in a book station supported by the FCLS in 1977. It moved to rented quarters in the Bigfork Art & Cultural Center and the Bigfork Library became a branch of the FCLS in 1984. In 2018 the Imaginelf Libraries Foundation purchased the ARK building, adjacent to Bethany Lutheran Church. In August of 2024, the newly remodeled Bigfork Library opened it's doors to the public

A Marion branch library opened in February 1989 as a cooperative venture between FCLS and the Marion School District. In 2023, due to staff changes and a lack of space, the school chose not to renew the interlocal agreement with FCLS, and opted to become a book drop for reserved books only.

The West Shore Community Library in Lakeside, founded in 1996, is an all-volunteer, non-profit, privately funded organization. It, too, serves as a book drop for materials from FCLS.

The Whitefish Library, in a city-owned building, remained a FCLS branch until July 1, 2011. The Whitefish City Council voted on October 18, 2010 to terminate the inter-local agreement and support the Whitefish Community Library with city taxes.

In 2014 the FCLS was rebranded as Imaginelf Libraries. Efforts to secure a larger building or a construction site for a new library in Kalispell have been considered since 2005 by the Flathead County Library Board. In January of 2023, the Library Board of Trustees returned to the official title of Flathead County Library, removing the Imaginelf name.

\*\*\*\*\*

The population of the Flathead County has experienced steady growth and our libraries continue to evolve to meet the challenges of serving this population.

In 1900 Flathead County was home to 9,000 residents. As of 2023, our population has grown to 110,000.

Building Program- Flathead County Main Library

The first local library began with just over 1000 volumes in the early 1900's. Today our county-wide system houses more than 150,000 items available for check out. Monthly circulation of materials is 45,000, and an average of 700 patrons come through the doors of three library branches every day.

Looking into the future, libraries will continue to play an important, vibrant, and adaptive role for people of all ages and abilities. Quality free public library services are the hallmark of a healthy community that values education, history, literacy, and opportunity.

\*This brief history was adapted from an extensive history entitled *Turning Pages from 1892-2014*, researched and written by Mary Pat Murphy for the Flathead County Library Foundation in September of 2014.



## **Current Existing Conditions of Main Library in Kalispell**

The Flathead County Main Library at 247 1st Avenue East in Kalispell, Montana has served our community for decades, but the facility is now at a critical point where repairs alone cannot meet the growing needs of patrons or ensure long-term safety and functionality. The building's aging infrastructure and outdated design present significant challenges that hinder accessibility, efficiency, and the overall library experience.

### **Structural Integrity**

The most pressing concern is the South basement wall of the original structure. Severe deterioration along 30 feet of the wall has resulted in crumbling masonry, water infiltration, and conditions ideal for mold growth. Repairing this would require major excavation and sealing, a costly and disruptive process that does not address other aging components of the building.

### **Accessibility and Logistics**

The library's design makes basic operations cumbersome. Moving books and materials between three floors depends entirely on an aging elevator and a dumbwaiter book lift. When this equipment fails, staff cannot transport materials efficiently, increasing the risk for injury and patrons with disabilities are denied access.

### **Elevator Reliability**

The elevator, now 39 years old, is nearing obsolescence. Replacement parts are scarce, and breakdowns are frequent. OTIS has recommended full modernization within 1–2 years to avoid failure. Continued reliance on this outdated system risks service interruptions and exclusion of patrons who cannot use stairs.

### **Restrooms**

Public and staff restrooms are inadequate and increasingly difficult to maintain. Frequent repairs and outdated fixtures compromise comfort and hygiene, falling short of modern standards for public facilities.

### **Heating and Cooling**

The HVAC system is failing. Many units no longer function, and replacement parts are obsolete. This results in uneven temperatures throughout the building, creating discomfort for patrons and staff and increasing energy inefficiency.

**Carpeting**

The carpet has deteriorated to the point of being a safety hazard. Adhesive failure causes bubbling after cleaning, creating tripping risks. To minimize accidents, cleaning frequency has been reduced—an unacceptable compromise in a public space.

**Lighting**

Outdated fluorescent lighting requires constant maintenance and does not provide the bright, energy-efficient illumination expected in modern libraries. This impacts both aesthetics and operational costs.

**The Bottom Line**

The Flathead County Main Library is no longer simply “aging”—it is becoming functionally obsolete to be operated as a modern library. Piecemeal repairs cannot solve structural failures, accessibility barriers, and outdated systems. A new building is not a luxury; it is a necessity to ensure access to a safe and functional library for the needs of the Flathead County community. The urgency for a new building is heightened by the fact that the library’s lease with School District 5 expires in July 2033, only seven years from the date of this report.

## Workshop Outcomes and Activities

During the first session, participants:

- Identified services currently offered to the public.
- Generated a list of local nonprofits for potential programming partnerships, evaluating which services are best delivered by the library and which may be better handled by other organizations.
- Discussed community perceptions of the library, exploring strategies to address negative views and highlight strengths.
- Conducted a SWOT analysis, assessing strengths, weaknesses, opportunities, and threats related to staff and programming.

The group reconvened in April to review and solidify work from the earlier session. Slides from the Missoula Public Library were used to spark discussion about department-specific needs in the new facility. Each department was tasked with documenting their ideas, wants, and needs, which would be reviewed with the consultant in September before sharing with the full committee.

## Essential Services Provided by the Library

- Access to Information: Free and private access for all community members.
- Electronic Services:
- Scanners
- Computers
- Copiers
- Internet/Wi-Fi and hot spots
- Printers
- Business hub

### Expertise:

Knowledgeable staff

Programming for all ages

Educational and reference services

Literacy tools

Job assistance

Accurate information delivery

Early childhood education, story times, and play

Readers advisory

Social Services:

Safe place and safety resources

Heating and cooling

Bathroom access

Meeting rooms

Opportunities for social connections

Community knowledge and referrals

Space for relaxation

Compassion and resources for change

Free Time Activities:

Free entertainment through books, music, DVDs, and other materials

Fun and creativity

Exploration opportunities

Use of the Libby app

## SWOT Analysis: Kalispell Library

### Strengths

- Strong leadership focused on progress
- Dedicated staff
- Robust collections
- Engaged users
- Supporting organizations, including Trustees, Friends, and the Foundation
- Consistent programming
- Strong relationships
- Stable budget
- Central downtown location
- Effective security practices
- Staff training

### Weaknesses

- Limited space and facilities
- Narrow perspectives among users
- Unclear community support for the library
- Funding challenges
- National discourse regarding libraries' affiliation with ALA
- No space for Montana Collection
- Staff shortages
- Lack of a volunteer program
- Reputation issues
- Restroom limitations
- Need for increased security

### Opportunities

- Hiring additional staff
- Expanding programming
- Increasing available space
- Adding computers and tech support

- Providing more locations for holds pick-up
- Constructing a new building
- Strengthening community relationships
- Building new partnerships
- Extending library hours
- Coordinating with external entities
- Fostering community unity
- Enhancing newspaper coverage
- Highlighting the value and quality of the library's presence

## Threats

- Political divisions within the public
- Lack of financial and political support from the community
- Negative public image
- Unfavorable newspaper coverage
- Potential involvement in cultural conflicts
- Insufficient support from Commissioners
- Safety concerns
- Unstable funding
- Officials not supporting the library
- Threat of censorship
- Risks if relocation does not occur
- Parking and transportation challenges
- Difficulty changing public perceptions
- National trends influencing local attitudes

## Community Impressions of the Library

### Positive Impressions

- Welcoming atmosphere
- Appreciated programming, such as NASA events, button making, felting, food programs, and board games
- Versatile librarians
- Favorite library for many patrons
- Fondness for the historic building
- Friendly, knowledgeable librarians
- Relaxed environment
- Value of free services
- Prioritization of children's needs
- Ability to fulfill patron requests
- Free access to copies, scanning, printing, Wi-Fi, programming, meeting rooms, materials, hot spots, and telescopes
- No library card required for computer use
- No charge for meeting rooms
- High staff morale

### Negative Impressions

- Questions about designated quiet hours
- Uncertainty about the library's relevance
- Insufficient meeting spaces
- Visible homeless population
- Concerns about safety
- Book bans by the Board
- Surprise at the library's high activity level
- Perceived decline in quality
- Staff morale concerns
- Long wait times for digital holds
- Comparisons to other libraries
- Lack of parking, especially for seniors
- Transportation issues in the valley
- Not enough computers

- Excessive noise
- Negative patron assumptions about library operations



## Potential Nonprofit Partners in Kalispell

The following nonprofits, some of which have previously partnered with the library, represent potential collaborators for programming and community engagement:

- 4-H
- Agency on Aging
- AARP
- Abbie Shelter
- Assisted Living Center
- Avalanche Center
- BACC
- Big Brothers Big Sisters (BBBS)
- Boys and Girls Club
- CASA
- CFBB
- Chamber of Commerce
- Child Development Center
- Citizens for Better Flathead
- Code Girls
- Columbia Falls Historical Society
- Cry J
- DDC
- Family History Center
- Farmers Market
- Flathead Youth Home
- Food Bank
- Forest Service
- Foundation
- Friends of the Library
- FVCC
- Gateway Community Center
- Glacier Children's Museum
- Glacier Conservancy
- Glacier Institute
- GQA
- Head Start (childcare)

- Hockaday
- Humanities Montana
- Kalico Art Center
- Land to Hand
- Light House
- Logan Health
- MT State Parks
- Making Place
- MLSA
- MOPS
- MSU Extension
- MY Glacier Village
- Nate Chute
- Nurturing Center
- NV Music
- NW MT Museum
- Post-Partum Resource
- Red Cross
- Robo Scout Squad
- Rotary
- Samaritan House
- Serious JuJu
- Sparrow's Nest
- Special Friends, Special Olympics
- Swan Valley Connections
- United Way
- VFW
- Veteran Food Pantry
- Warming Center
- Western MT Mental Health
- Wild Montana
- Wilderness Foundation
- **NONPROFITS IN KALISPELL** (\* indicates libraries partnered with at some time)

## Narrative of Building Plan

### Administration and Support Staff (Second Floor)

The second floor should be dedicated to administration and support staff. Workspaces should feature sit/stand desks for employee health, and chairs must provide strong lumbar support.

The area will include a staff bathroom, Foundation Office, and a staff break room,

with required items detailed in the corresponding spreadsheet section. Any cozy furniture that is wanted is not planned currently. Architects will help plan those items.

### Collection Services (First Floor)

Collection Services will be located on the first floor. To ensure efficient workflow and reduce repetitive stress injuries, this area should include a materials handling system, allowing staff to focus more on user interactions. To provide concentration for cataloging tasks, this area should be designed to limit pass through of staff and materials. Essential elements include:

- Loading dock for receiving and sending materials
- Shelving for partners' lids, crates, tubs, and lining bags
- Book truck storage
- Entry for outside book drop
- Three shared desks for staff assigned to this area
- Ample storage, including along the docking bay walls
- Staff Office
- Shelving for materials in cataloging
- Mail table that has room for the mail scale and sorting ingoing and outgoing
- Mending cabinet and workspace

The Youth Services area will sit proudly on the first floor, welcoming the community into a beloved new library. It will include programming space, all youth collections, children's staff offices, 3 study rooms, family bathrooms, a mudroom/stroller parking, a comfort nook, and an outdoor space facing the walking trail. This will be a vibrant and lively space on the first floor, placing the Young Adult area on the opposite corner of the first floor. Teens will welcome this area as their space, tucked away from other youth and adults. The Young Adult collection will concentrate on fiction as most YA students use school libraries and adult collections for research. Public libraries no longer purchase YA non-fiction as it is expensive and sits on the shelf without being used.

Public computer use, the fiction and reference collection, a catering kitchen, event space for lifelong learning, adult interactive activities, the Montana Room and an outside deck will find their way into the rest of the space to round out the wonderful building plan created by the Trustees and Staff.

Honore Bray  
Beyond Stacks Consulting  
219 Farm to Market Rd. W  
Hall, MT 59837

## General Building Design Requirements

### Flexibility

Flathead County must develop a new Main Library facility designed to support services, programs, and collections for the next 50 years. Planning for this is challenging due to the rapid population growth in the Flathead Valley, making flexibility a critical design priority. The facility should allow for easy reconfiguration, reorganization, and conversion as needs evolve. Design considerations should include staff-enabled mobility for elements such as shelving, furniture, and equipment. Additionally, provide furniture—especially seating—that can be easily adjusted to accommodate different tasks and individual ergonomic needs.

### Sustainability

The library's design aims to meet the needs of the program while balancing key considerations: optimizing the building site, conserving energy, ensuring durability in Montana's extreme weather, and allowing long-term adaptability. The design should emphasize daylight and natural ventilation."

### Accessibility

The library is dedicated to serving the entire community, welcoming users of all ages and abilities. Currently, some individuals may not use the library due to limited accessibility, and both staff and patrons face challenges with the existing main facility. The design of the future library must prioritize universal access to ensure services for everyone

### Acoustics

Today's public library is a vibrant, collaborative space, far more active than in the past. The new main library must accommodate both silent, focused study and dynamic, engaging programs and events.

### Security

An open layout that provides staff with clear visibility and unobstructed sightlines throughout the library is essential for overall security. Security cameras will be installed throughout the new building, with special attention given to the Montana Room, which will house archival and historical documents.

### Data and Telecommunications

Building Program- Flathead County Main Library

As more information and collections move online, a strong data, telecommunications, and Wi-Fi infrastructure is essential. Reliable bandwidth is now a core library service and will only become more critical in the future. The new system must be robust and scalable to support increasing IP addresses and growing connectivity needs.

## Lighting

Lighting should prioritize natural lighting whenever feasible to create a bright and inviting environment. Electrical light should provide soft, yet sufficient illumination to maintain comfort and visibility. Ceilings should be at least 10 feet high and finished in white to maximize light reflection and enhance overall brightness. All light fixtures should utilize energy efficient LED technology and be positioned for easy access to facilitate routine maintenance and servicing.

## Electrical

Ensure the library has ample power outlets strategically placed for convenience and safety. Outlet distribution should minimize hazards, such as cords crossing walkways, which can cause trips. Incorporate charging options for electronic devices into furniture throughout the space for seamless accessibility.

## Signage

Informational signage will play a vital role in the new library. While some traditional signs are necessary, it's important that information boards and other signage remain flexible, easy to update, and simple to modify.

## Site and Exterior Requirements

The new library design should embrace the value of the adjacent Parkline walking trail. Landscaping should be integrated thoughtfully, and the building's exterior should harmonize with surrounding structures and the natural environment. Include an outdoor space for programs and play, provide ample bicycle parking, ensure adequate vehicle parking per regulations, and include ADA-compliant accessible spaces.

Summary of Space Needs	Collections			Seating			Public Computer Work Stations	Staff Computer Work Stations	Catalog Stations	Program Seats	Area Size Net Square Feet
	Vols/items	A/V Items	Periodicals	Lounge Seats	Table Seats	Total Seating					
<b>Unit</b>											
Entrance Lobby											470
Central Service Desk				4		4					1,150
Public Computer Area					16	16	16				1,078
General Collections:											
<i>New/Browsing</i>	2,000			4		4					1,508
<i>Audio Visual</i>		7,089									579
<i>Periodicals</i>			50	4	8	12					601
<i>Reference</i>	1,000				16	16					972
<i>Fiction</i>	16,541			4	8	12					2,560
<i>Non Fiction</i>	25,276			4	8	12					3,100
Local History	4,000			4	4	8	1	1	1		2,678
Teens	4,178			15	39	54	5	1	2	20	3,035
Children	26,374	2500		20	30	50	5	3	5	72	8,841
Public Family Style Restrooms											600
Meeting/Program Spaces										298	4,500
General Exhibit and Display											450
Friends/Book Sale											300
Library Foundation Office											200
Server/Network Room											250
Custodial											1,200
Administration								2			1,020
Central Staff Work Area								16			2,880
Staff Lockers and Break Room											405
<b>Totals</b>	<b>79,369</b>	<b>9,589</b>	<b>50</b>	<b>59</b>	<b>129</b>	<b>188</b>	<b>27</b>	<b>23</b>	<b>8</b>	<b>92</b>	<b>38,378</b>
Notes:											
This is a summary of all area sheets with totals to show total square footage.											

<b>Entrance/Lobby</b>				
<b>Unit</b>	<b>Unit Count</b>	<b>Seat Count</b>	<b>Multiplier SF/unit</b>	<b>Net Square Feet</b>
<b>Other Items</b>				
Interactive Information Wall	2		60	120
Book Drop	1		150	150
Display/Exhibit Area	1		200	200
			<b>Total Net Square Feet</b>	<b>470</b>
<b>Notes:</b>				
Information Wall would include community bulletin board. Includes a monitor or display showing This is a lobby/Foyer area entrance that brings in folks to the library.				

### Other Items

## Interactive Information Wall

2

60

120

## Book Drop

1

150

150

Display/Exhibit Area

1

200

200

**Total Net Square Feet**

470

Notes:

Information Wall would include community bulletin board. Includes a monitor or display showing This is a lobby/Foyer area entrance that brings in folks to the library.



<b>Central Service Desk</b>				
<b>Unit</b>	<b>Unit Count</b>	<b>Seat Count</b>	<b>Multiplier SF/unit</b>	<b>Net Square Feet</b>
<b>Reader Seats</b>				
Lounge- Cluster of 4 near desk	1	4	144	144
<b>Other Items</b>				
Large Joint Service Desk-3 active staff	1		600	600
Staff Computer	3		(included)	0
Copier	1		60	60
Public Printers- bank of three	1		54	54
Lateral File	2		20	40
Self Check- bank of 3	3		35	105
Large smart screen- current events	1		15	15
Holds- 5 units shelving	5		12	60
Display shelving	3		24	72
			<b>Total Net Square Feet</b>	<b>1,150</b>
<b>Notes:</b>				
Main Circulation Desk. Should be located near entrance with strong visibility.				

Public Computers				
Unit	Unit Count	Seat Count	Multiplier SF/unit	Net Square Feet
<b>Reader Seats</b>				
Tables for public computer stations	16	16	40	640
Chairs for each computer station	16	16	10	160
<b>Other Items</b>				
Staff Service Desk	1		150	150
Staff Computer	3		(included)	0
Staff Chair	1		10	10
Copier	1		60	60
Public Printer	1		18	18
Microfiche Reader	1		20	20
Scanner	1		20	20
			<b>Total Net Square Feet</b>	<b>1,078</b>
<b>Notes:</b>				
Tables can be joint tables with privacy dividers or study carrels.				

New and Browsing Space				
Unit	Unit Count	Seat Count	Multiplier SF/unit	Net Square Feet
<b>Reader Seats</b>				
Lounge	4		35	140
<b>Other Items</b>				
Self Check	1		35	35
			Total Net Square Feet	<b>175</b>
			Subtotal from Collections sheet for this area	<b>1333</b>
			<b>Total Square Feet</b>	<b>1,508</b>
Notes:				
New area should be located near entrance of library				

[illegible]

[illegible]

[illegible]

Unit

Unit Count

### Seat Count

Multiplier SF/unit

### Net Square Feet

## Reader Seats

Lounge

8

35

280

Table-4

2

8

125

250

**Total Net Square Feet**

530

Subtotal From  
Collections Sheet

71

**Total Sq. Feet**

601

Notes: Comfortable area for reading periodicals and newspapers. Should be located in a quieter part of the library, away from childrens area.

[illegible]

[illegible]

Unit

### Seat Count

Multiplier SF/unit

### Net Square Feet

## Reader Seats

Table-2

5

8

75

375

Table-4

3

8

125

375

**Total Net Square Feet**

750

Subtotal From  
Collections Sheet

222

**Total Sq. Feet**

972

Area Notes:

Includes Public Cataloging Station. Sitting area and tables for patron work.



## Reference Collections

[illegible]

Fiction Area Space				
Unit	Unit Count	Seat Count	Multiplier SF/unit	Net Square Feet
<b>Reader Seats</b>				
Lounge		4	35	140
Table-4	2	8	125	250
			Total Net Square Feet	390
			Subtotal From Collections Sheet	2,170
			Total Sq. Feet	2,560
Area Notes:				
Contains library catalog station and comfy seating, both individual and groups.				

## Fiction Collections

[illegible]



## Non Fiction Collections

[illegible]

<b>Local History Space</b>				
<b>Unit</b>	<b>Unit Count</b>	<b>Seat Count</b>	<b>Multiplier SF/unit</b>	<b>Net Square Feet</b>
<b>Reader Seats</b>				
Lounge (Public Area Outside MT Room)		4	35	140
Table-4 (Public Area Outside MT Room)	1	4	125	125
<b>Other Public Seats</b>				
Public Computer Station	1	1	30	30
Public Catalog Station	1	1	30	30
Research Table	3	3	125	375
<b>Items</b>				
Staff Desk/Work Area Includes computer	1		120	120
Microfilm Cabinet	1		12	12
Exhibit/Display inside/outside of room				0
18"x5" Built in cases	2		8	16
2.5x5 Free standing cases	2		13	26
Storage	1		100	100
			<b>Total Net Square Feet</b>	<b>974</b>
			<b>Subtotal From Collections Sheet</b>	<b>1,704</b>
			<b>Total Sq. Feet</b>	<b>2,678</b>
<b>Area Notes:</b>				
This area includes a public area outside of the MT room where a related circulating collection will be available to readers anytime, including reader seating. Inside the Montana Room, will be research /reading area with staff desk for easy assistance and surveillance. Majority of collections storage will be controlled access. The reading room, collections storage and displays- require museum quality environmental conditions maintained 24/7/365 for the protection of the collection. Provide handwash sink accessible to staff and researchers				

## Local History Collections

[illegible]

<b>Teen Space</b>				
<b>Unit</b>	<b>Unit Count</b>	<b>Seat Count</b>	<b>Multiplier SF/unit</b>	<b>Net Square Feet</b>
<b>Reader Seats</b>				
Lounge		15	35	525
Table-1	5	5	30	150
Table-4	5	20	125	625
Table-6	1	6	145	145
Study Room-2	2	4	75	150
Study Room-4	1	4	125	125
<b>Other Public Seats</b>				
Public Computer Station	5	5	30	150
Public Catalog Station	2	2	25	50
Program Room	1	20	15	300
<b>Items</b>				
Printer/Scanner	1		35	35
Copier	1		60	60
Staff Desk (includes Computer)	1		120	120
Lateral File	1		20	20
Self Check	1		35	35
Storage	1		100	100
			<b>Total Net Square Feet</b>	<b>2,590</b>
			<b>Subtotal From Collections Sheet</b>	<b>445</b>
			<b>Total Sq. Feet</b>	<b>3,035</b>
<b>Area Notes:</b>				
Flexibility and Mobility of furnishings and collections are important for this area. Space for programs and collaborative activities to be acoustically separated while visually accessible. Needs to be located away from adult sections.				



[illegible]

Children's Space				
Unit	Unit Count	Seat Count	Multiplier SF/unit	Net Square Feet
<b>Reader Seats</b>				
Lounge		20	20	400
Table-2	5	10	75	375
Table-4	5	20	125	625
<b>Other Public Seats</b>				
AWE Computers	4	4	20	80
Public Computer Station	5	5	20	100
Public Catalog Station	2	2	20	40
Programming Room (Casual)	1	16	11	176
Programming Room (Main)	1	72	11	792
Chair Storage (75 in stacks of 30 & 12 Tables)	1			100
General Storage	2		75	150
<b>Items</b>				
Stroller Parking	10		8	80
Circ Desk	1			150
Self Check	2		20	40
Reading Nooks/Browsing	1			300
A/V Area	1			60
Sensory Space 0-2	1			200
Pre School Space 3-5	1			300
School age Space 5-7	1			300
Tweens Space 8-12	1			300
Offices and Workspace with staff computers	3		100	300
Print/Scan/Copy	1		60	60
			<b>Total Net Square Feet</b>	<b>4,928</b>
			<b>Subtotal From Collections Sheet</b>	<b>3,913</b>
			<b>Total Sq. Feet</b>	<b>8,841</b>
<b>Area Notes:</b>				
Flexibility and mobility of furnishings and collections in this area is important. Provide direct connectin with secure exterior space for children. Space must be family friendly, comfortable for parents and guardians as well. Easy access for families with children. Area needs to be in an				

[illegible]

[illegible]

Meeting/Program Spaces				
Unit	Unit Count	Seat Count	Multiplier SF/unit	Net Square Feet
<b>Other Public Seats</b>				
Meeting Room-6	2	12	130	260
Meeting Room-12	1	12	250	250
Meeting Room-24	1	24	500	500
Meeting Room-50	1	50	12	600
Meeting Room-200	1	200	12	2400
<b>Items</b>				
Kitchenette	1		200	200
Chair Storage (250 in stacks of 30)	9		8	72
A/V Closets for 3 largest rooms	3		6	18
General Storage for each room	5		40	200
			<b>Total Net Square Feet</b>	<b>4,500</b>
			<b>Total Sq. Feet</b>	<b>4,500</b>
<b>Area Notes:</b>				
Shared access to kitchen desirable for several rooms. Shared chair storage. Proximity to Entry with independent after hours access. Various meeting rooms to be equipped with Information Technology that facilitates digital collaboration and production. Meeting rooms should be located for outside operation of normal library hours. Create a separate exit. Meeting rooms should be situated away from busy areas and front desks.				

<b>Friends/Book Sale</b>				
<b>Unit</b>	<b>Unit Count</b>	<b>Seat Count</b>	<b>Multplier SF/unit</b>	<b>Net Square Feet</b>
<b>Items</b>				
Ongoing sale of books- room with shelving.	1			300
			<b>Total Net Square Feet</b>	<b>300</b>
			<b>Total Sq. Feet</b>	<b>300</b>
<b>Area Notes:</b>				
This area is to be organized with shelving and a processing area for Friends to receive, process and Room for small counter and shelves to sell books if desired.				

Unit	Unit Count	Seat Count	Multiplier SF/unit	Net Square Feet
------	------------	------------	--------------------	-----------------

## Items

Ongoing sale of books- room with shelving.	1	300
--	---	-----

Total Net Square Feet	300
-----------------------	-----

<b>Total Sq. Feet</b>	300
-----------------------	-----

**Area Notes:**

This area is to be organized with shelving and a processing area for Friends to receive, process and Room for small counter and shelves to sell books if desired.

## Library Foundation Office

[illegible]





Custodial				
Unit	Unit Count	Seat Count	Multiplier SF/unit	Net Square Feet
Items				
Tools and Maintenance Equipment	2		150	300
Storage supplies and paper supplies	2		150	300
Exterior grounds equipment	2		150	300
Commercial Washer/Dryer	1 set		100	100
Garage Area	1		200	200
			Total Net Square Feet	1,200
			Total Sq. Feet	1,200
Area Notes:				
Normal Janitor closets on each floor with mop sink. Shelving for storage of supplies.				
Commercial Washer and Dryer				

Central Staff Work Area				
Unit	Unit Count	Seat Count	Multiplier SF/unit	Net Square Feet
<b>Items</b>				
Staff Computer Station (included at each work station)	16			
Print/Scan/ Copy	2		35	70
Processing Work Table (3X6)	2		108	216
Open Office Work Stations-Circ	8		64	512
Open Office Work Stations-Ref	4		64	256
Open Office Work Stations-Tech Serv	3		64	192
Offices	2		120	240
Conference	1		150	150
Lateral File	6		20	120
Shelving (63 linear ft)	1		36	36
Book Carts	20		5	100
Flat Truck Cart	3		12	36
Hand Truck	3		4	12
Delivery Cart	2		5	10
Shipping and Receiving Area	1		350	350
Local History assesment/holding area	1		100	100
Mobile Storage Cabinets	3		20	60
Open work counter and cabinets 6 linear ft	2		30	60
Branch Material Handling	1		100	100
Equipment Repair	1		120	120
White board	1		20	20
Smart Screen Display	1		0	0
Supplies and Storage	1		120	120
			<b>Total Net Square Feet</b>	<b>2,880</b>
			<b>Total Sq. Feet</b>	<b>2,880</b>
<b>Area Notes:</b>				
Proximity to Administration, Staff Break Room, Loading Dock and Service Desk. Hand Wash Station.				

Staff Lockers and Break Room				
------------------------------	--	--	--	--

[illegible]

[illegible]

Unit

### Unit Count

### Seat Count

Multiplier SF/unit

### Net Square Feet

## Items

Office- Director

1

300

300

Assistant Director

1

300

300

### Admin Assistant area

1

300

300

## Secure Storage

1

120

120

**Staff Computer stations (included in offices)**

3

0

C

**Total Net Square Feet**

**1,020**

**Total Sq. Feet**

**1,020**

**Area Notes:**

Includes offices for Director and Admin- Additional area for office space.

## General Exhibit/Display

[illegible]

**Area Notes:**

Proximity near entrance to catch interest and draw visitors. Provide built in as well as free standing display

