CASS DISTRICT LIBRARY

Facilities Master Plan

2021-2041

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Acknowledgements

Cass District Library would like to thank everyone who contributed to the Facilities Master Plan. A special thank you to those who provided feedback through focus groups and surveys. We appreciate your interest in the Cass District Library and look forward to continuing to serve our community. An additional thank you to the staff of the Cass District Library, who provided important information about the library and the community.

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Howard Branch Manger

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Technical Processing

Tom Harris
Maintenance Manager

FACILITIES MASTER PLAN TEAM

Intersect
Architecture and Engineering

Bialosky Cleveland
Library Planning, Architecture and Engineering

AVB
Cost Estimating

Executive Summary

Today, it is not uncommon to hear, "why is the public library still necessary in the digital age?" and "what is the public library of the future?" The answers to these questions are increasingly broad and complex, reflective of our dynamic society. Libraries worldwide have adapted in order to respond to the evolving needs of the communities they serve. Most Americans still view public libraries as important institutions that provide critical resources, but what patrons expect from their local library has expanded dramatically. As the role of the library shifts, the buildings must transform to support it.

THE CONSTANTLY EVOLVING LIBRARY One of the most important resources a public library can offer is the space itself. They are places of learning, and so much more. Libraries can be lecture halls, play rooms, cinemas, galleries, work spaces, research centers and maker spaces. Today's library embeds social interaction- as a neighborhood's living room that is open and welcoming to all. Through educational programming and strategic partnerships, libraries seek to level opportunity and aid in upward mobility and stability. As long as the public's needs drive their development, public libraries will remain critical centers in the communities they serve.

WHAT IS A MASTER PLAN? The goal of the Facilities Master Plan is to reimagine the current library facilities to meet changing service trends and community needs with an eye towards the future.

The plan considers options for the renovation, expansion, or relocation of all the Library's buildings over the next decade in order to meet long-term goals.

The recommendations made are based on a combination of community feedback and the analysis of the state of existing facilities, their current usage and how they support the Library's plans for the future.

This Master Plan is not a detailed implementation plan for individual buildings, but a guide for the future development of Cass District Library. The specific branch recommendations introduced later in this document are not final building designs, but outlines for how the Library may choose to move forward as the plan is realized.

CURRENT STATE The Cass District Library is highly valued by the diverse, rural communities that it serves. As the county's residents needs evolve the Library endeavors to grow with them. With many of its five branches housed in buildings either constructed over 25 years ago with minimal recent upgrades or not originally built as libraries, CDL's space is not adequate for the level of service they strive to provide.

FUTURE VISION As the Library re-imagines its spaces for the future it seeks to represent and support Cass County. With updates that create vibrant, multipurpose spaces the branches will serve as cultural hubs for their community. Each branch was studied to determine its ability to provide the kinds of spaces the Library needs to appropriately serve it's patrons. Taking into account the state of the existing buildings recommendations have been made for whether the community could be best supported by Renovating, Expanding or Relocating that branch.

The vision established in this document is only the first step in the Library's journey to reimagine its buildings and services for the 21st century. The assessments, recommendations and budgets identified provide the tools necessary to move forward on a long-term plan that is ambitious but achievable.

Message From the Director

REIMAGING THE FUTURE OF CASS DISTRICT LIBRARY

Cass County's history is long tied to an active public library, with the first township locations established in the 1830s. Through continued support over the last 190 years, the county's public library system has grown into a district library, serving 12 townships and nearly 40,000 county residents. Our district library system operates 5 branch libraries, with administrative headquarters located at the Main Branch. These facilities work together as an integrated system and all services, collections, and resources are shared. The library leases branch space in the historic Mason Township Hall, and the 1909 Carnegie Local History Branch underwent an extensive restoration and facilities update in 2020. As such, the Facilities Master Plan includes recommendations for the Main, Edwardsburg, and Howard Branches only.

These branches represent a different era in library services and the Facilities Master Plan process has afforded CDL an opportunity to address our district's broader educational, cultural, and community needs for the next 20 years. Using robust community survey data alongside thorough studies of our physical buildings, this completed plan will aid future decisions about the size, location, design and function of library branches, so that over time, all facilities may equitably and effectively serve their communities.

The Library recognizes that as our public face in the community, each branch should reflect the same level of quality as the services provided. This plan is a critical first step in modernizing our facilities to assure our ability to accommodate the growing and evolving service, program, facility, and technology needs of our patrons. We can now begin to consider choices for improved public and private spaces for reading, studying, working, playing, and coming together collaboratively. Our vision is a reimagining of our spaces, while ensuring that we continue to provide the services and collections the community has long relied upon.

The Facilities Master Plan has also identified long-term maintenance issues and provided precise cost estimates for repairs so that we can continue to effectively care for our facilities with a better understanding of the library's funding needs. The forthcoming plan marks a first for CDL and situates the district in the best possible position to begin long-term planning. Decisions will always align with the library's longstanding commitment to responsible stewardship of public funding and will incorporate continued feedback from patrons. Whether you visit us

every week or have not visited in years, we invite all our community members to embark on this process with us. We look forward to serving you now and well into the future.
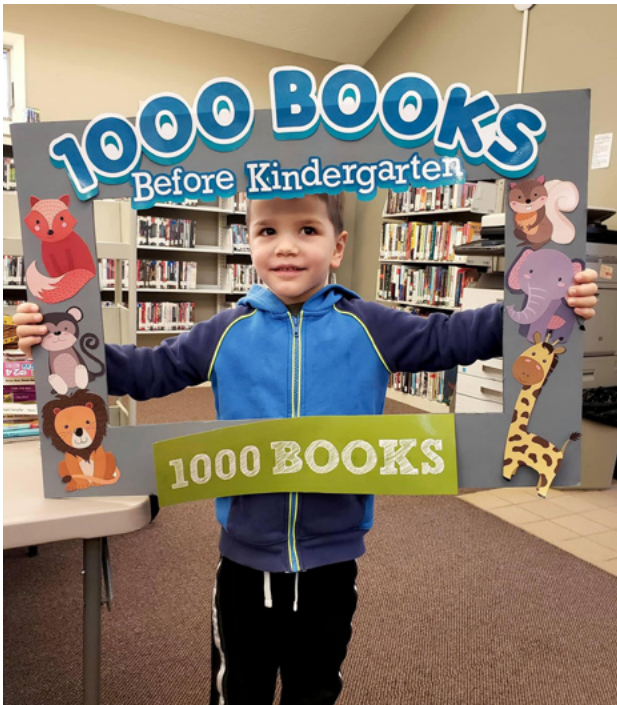
Barbara Gordon
Director
Cass District Library

MASTER PLANNING PROCESS

What is a Master Plan?

A master plan is a comprehensive, long-term planning document that defines a strategy to guide future growth and development. The information and concepts presented in a masterplan are intended to provide a framework to focus decisions on the development of individual facilities so that they are working toward a common goal. Master Plans are informed by community input, service initiatives, local development, existing facility characteristics, and social and environmental impacts. They ultimately identify a holistic approach to system-wide change.

MASTER PLAN GOALS

The goal of the Cass District Library Facilities Master Plan is to reimagine the current library facilities to meet changing service trends and community needs with an eye towards the future. The plan considers options for the renovation, expansion, or relocation of the Library's buildings over the next decade in order to meet long-term goals. The recommendations made are based on a combination of community feedback and the analysis of the state of existing facilities, their current usage and how they support the library's plans for the future.

This Master Plan is not a detailed implementation plan for individual buildings, but provides a guide for the future development of the Cass District Library. The specific branch recommendations introduced later in this document are not final building designs, but outlines for how the Library may choose to move forward as the plan is realized over the next ten years.

We hope that recipients of this report will use it as the foundation for exploring how the future vision of the Cass District Library can empower diverse, inclusive communities and inspire residents to continually seek out knowledge and become lifelong learners.

MASTER PLAN SERVICES PROVIDED IN THIS DOCUMENT INCLUDE:

- Review and analysis of Demographic Data
- Community Stakeholder Outreach & Engagement
- Detailed Facility Assessments of Existing Buildings
- Estimation of Deferred Maintenance Costs
- Evaluation of Building Renovation, Expansion or Relocation
- Development of Space Planning Concepts
- Development of Design Principles
- Recommendations for Future Vision of System and Branches
- Cost Estimate of Implementation

Master Planning Process

PROCESS In November of 2020, the Cass District Library (CDL) issued a Request for Qualifications for consulting services to create a Facilities Master Plan. CDL selected a team led by Intersect and Bialosky Cleveland to assist in evaluating the current state of the Library and determining the best path forward. This report represents the cumulative results of the facilities master planning process conducted between January through May of 2021, produced with collaboration and input from the Library and communities across the system,

The first step of the masterplan was to assess the current state of the system. This included conducting assessments of all the three library branches (Edwardsburg, Howard, & Main) to identify necessary maintenance needs and determine the physical potential to renovate, expand or build new for each. The Mason–Union and Local History branches were actively undergoing renovation at the time of this study and were not included in the plan.

Concurrently, information was compiled to identify community needs. The planning team reviewed existing demographic data and collected input from Cass County residents about their libraries to determine what they are doing well and what they can do to better serve their patrons.

Analysis of feedback from Community Feedback, Building and Site Evaluations, Community Demographics and Usage Data, and Assessment of Maintenance Costs informed recommendations for how to maintain, renovate or replace buildings. These recommendations create a plan for the future of the Cass District Library and how it will modify it's spaces over the next twenty years.
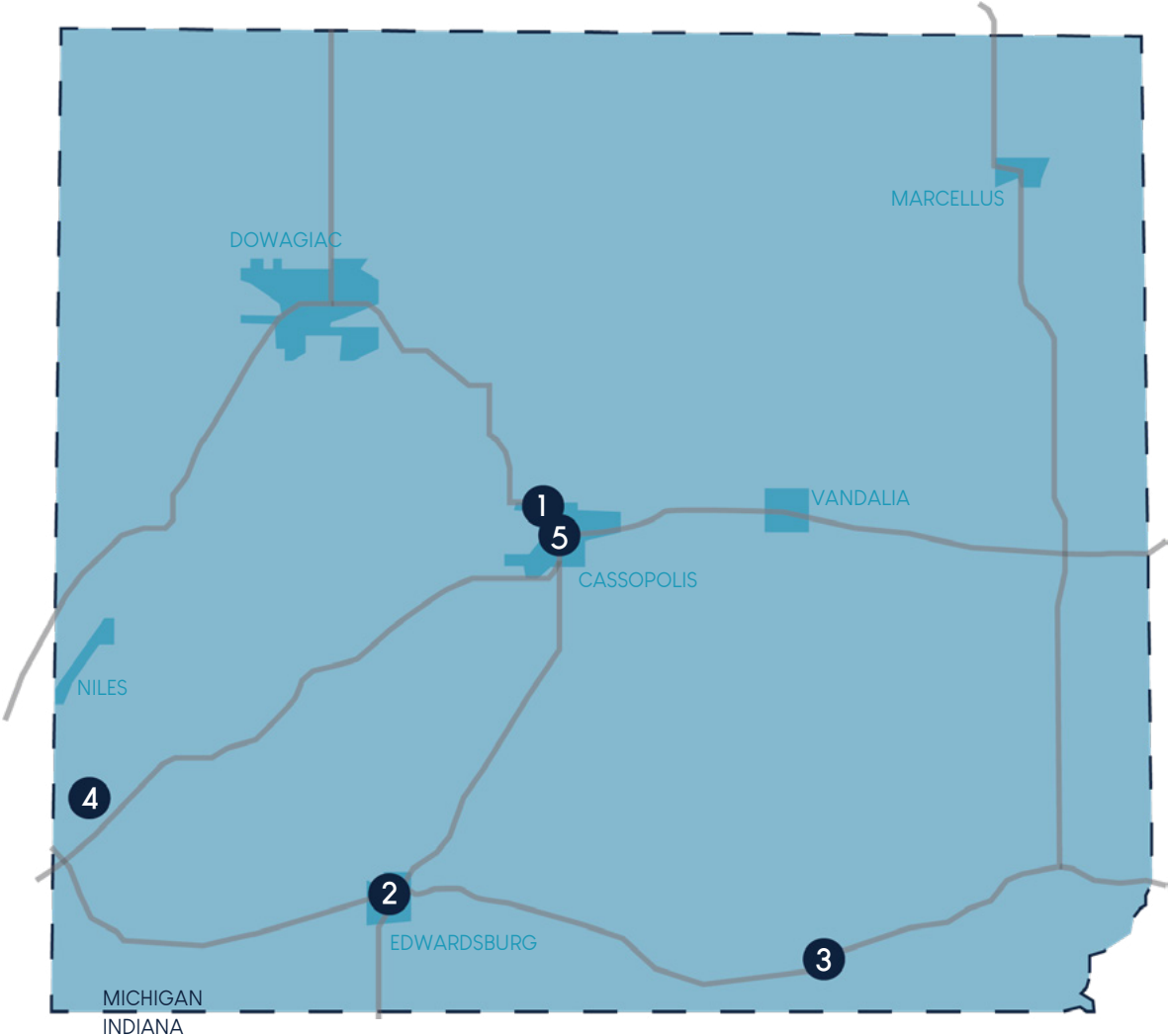
COMMUNITY FEEDBACK

BUILDING AND SITE EVALUATIONS

MASTER PLAN RECOMMENDATION

COMMUNITY DEMOGRAPHICS AND USAGE DATA

ASSESSEMENT OF MAINTENANCE COSTS

QUALITATIVE

QUANTITATIVE

COMMUNITY

INSTITUTION
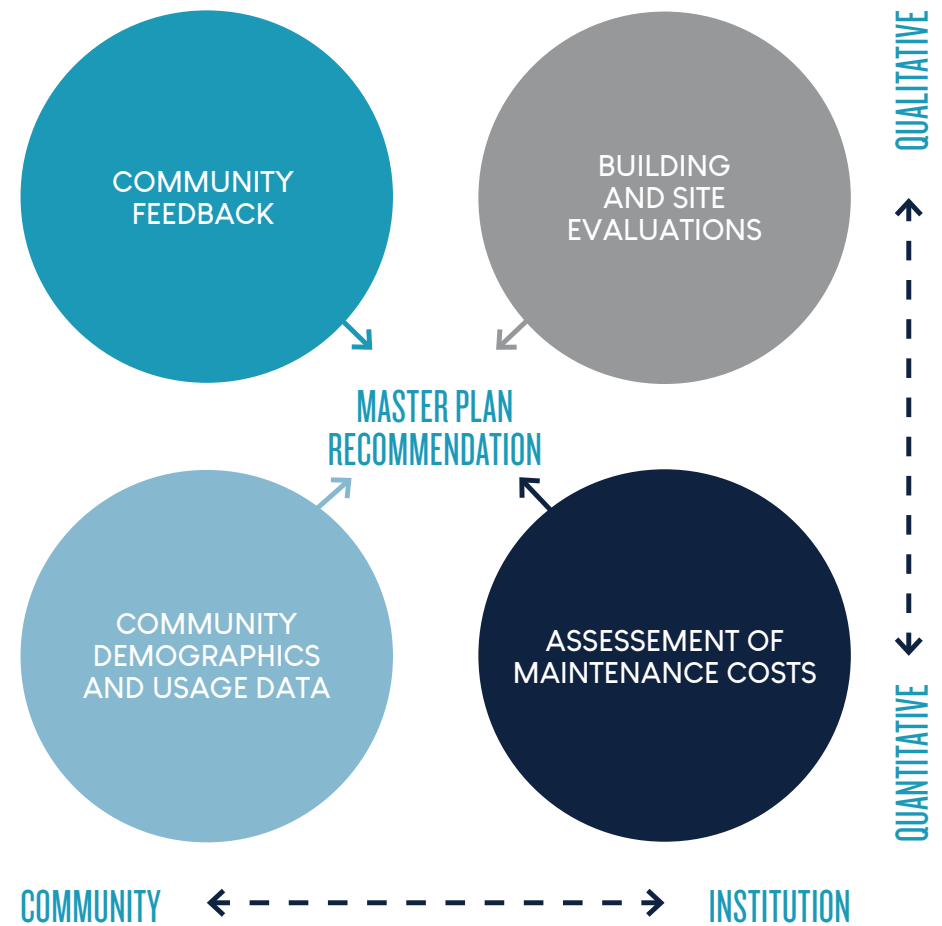
Branch Location Map

MAP KEY

1. Main
2. Edwardsburg
3. Mason-Union*
4. Howard
5. Local History*

*branch is part of the system not included in master plan study due to recent renovations

MARCELLUS

DOWAGIAC

VANDALIA

CASSOPOLIS

NILES

EDWARDSBURG

MICHIGAN
INDIANA

Community Feedback

INTRODUCTION

As long as the public's needs drive their development, public libraries will remain critical assets in the communities they serve. 21st century libraries are successful because they have adapted to be whatever their communities need them to be. This necessitates an approach to designing these community buildings by first building community consensus. This is why the design process begins with a robust community outreach plan to ensure that the building will be a reflection of the collective aspirations of the library and the communities it serves.

The engagement with the community began with a survey to collect broad feedback to identify patrons expectations, how they use the library and what changes they would like to see. The survey was distributed digitally, through the library's website and across multiple social media platforms, as well as physically through paper surveys provided at the library. The wide distribution is intended to collect responses from a large cross section of the population and demographic data regarding age and neighborhood are being collected so the library can identify ways to target under-represented groups for additional feedback through future outreach.
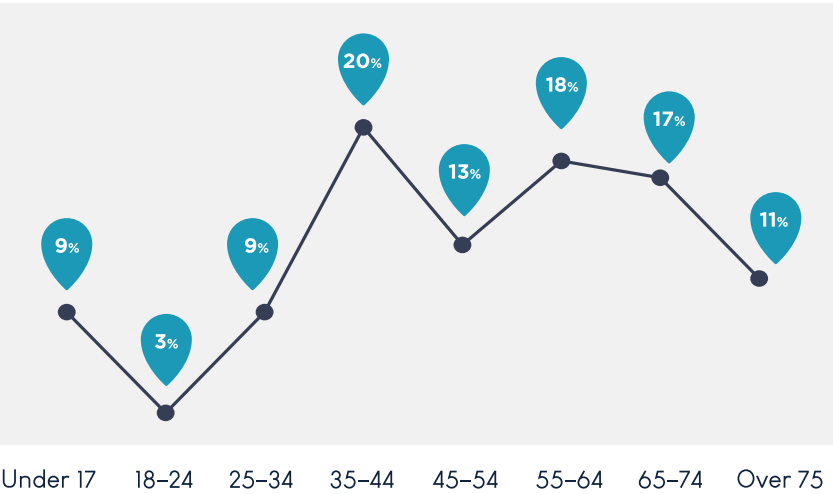
TOTAL SURVEY RESPONSES

474

90% of Responses are
Current Library Card Holders

AGE RANGE

Under 17	18–24	25–34	35–44	45–54	55–64	65–74	Over 75
9%	3%	9%	20%	13%	18%	17%	11%

HOW DO YOU GET TO THE LIBRARY?

94%	Drive
11%	Walk
4%	Bike
2%	Public Transit
2%	Never Visit
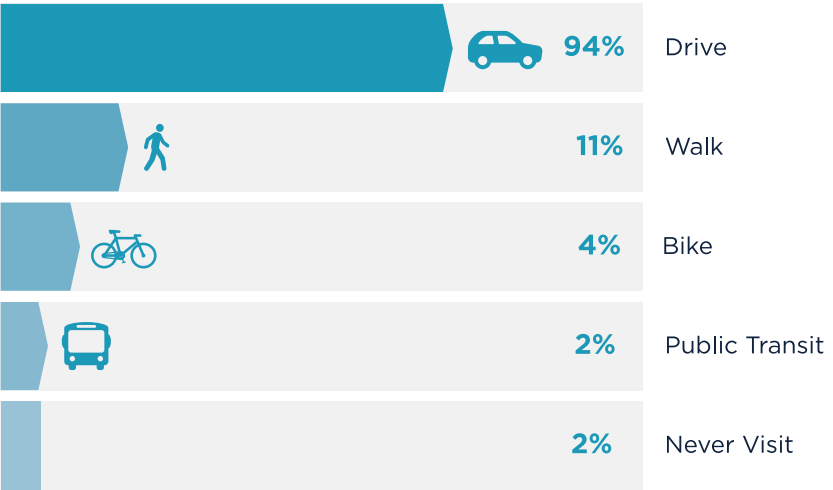
WHICH BRANCH DO YOU VISIT MOST OFTEN?

Branch	Percentage
Main	**38%**
Edwardsburgh	**26%**
Howard	**11%**
Mason / Union	**18%**
Local History	**2%**
Different Branch	**5%**
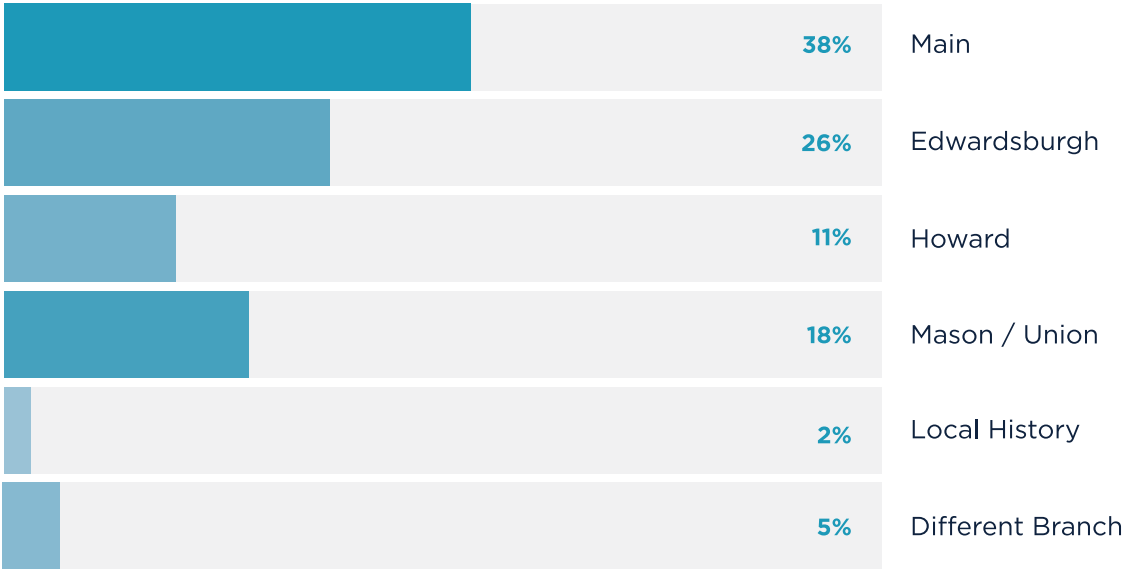
86% of Responses Attend the Branch that is Most Convenient

ZIP CODE REPRESENTATION

49047 **16%**

49067 **2%**

49031 **30%**

49095

49061

5%

4%

49120 **12%**

49112 **26%**

49061 **8%**

49099

1%

3% Other
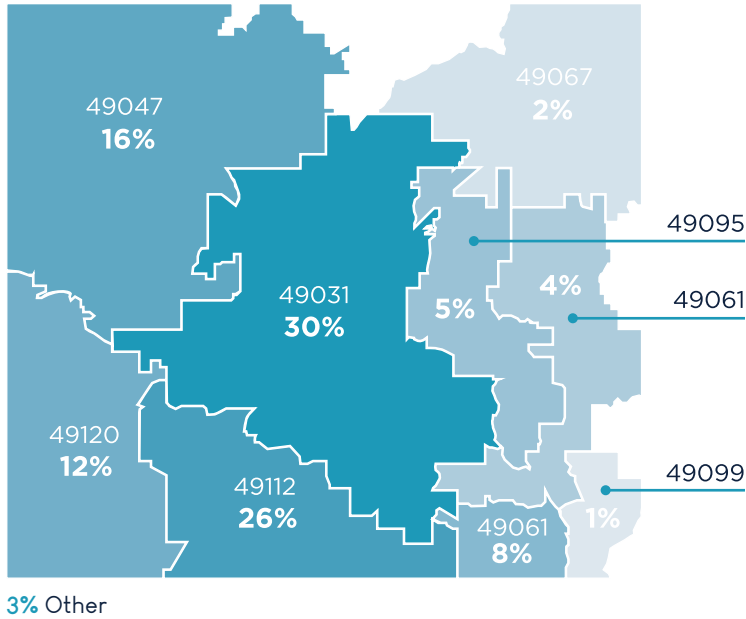
HOW DO YOU CURRENTLY USE THE LIBRARY MOST?

67%	Browse Resources
40%	Reserve Resources
15%	Use Digital Services
14%	Children's Programming
14%	Free Public Space
13%	Reading Space
11%	Get Help From Staff
11%	Other
9%	Community Connection
8%	As Work Space
6%	Group Meetings
6%	Adult Programming
4%	Meet Friends After School
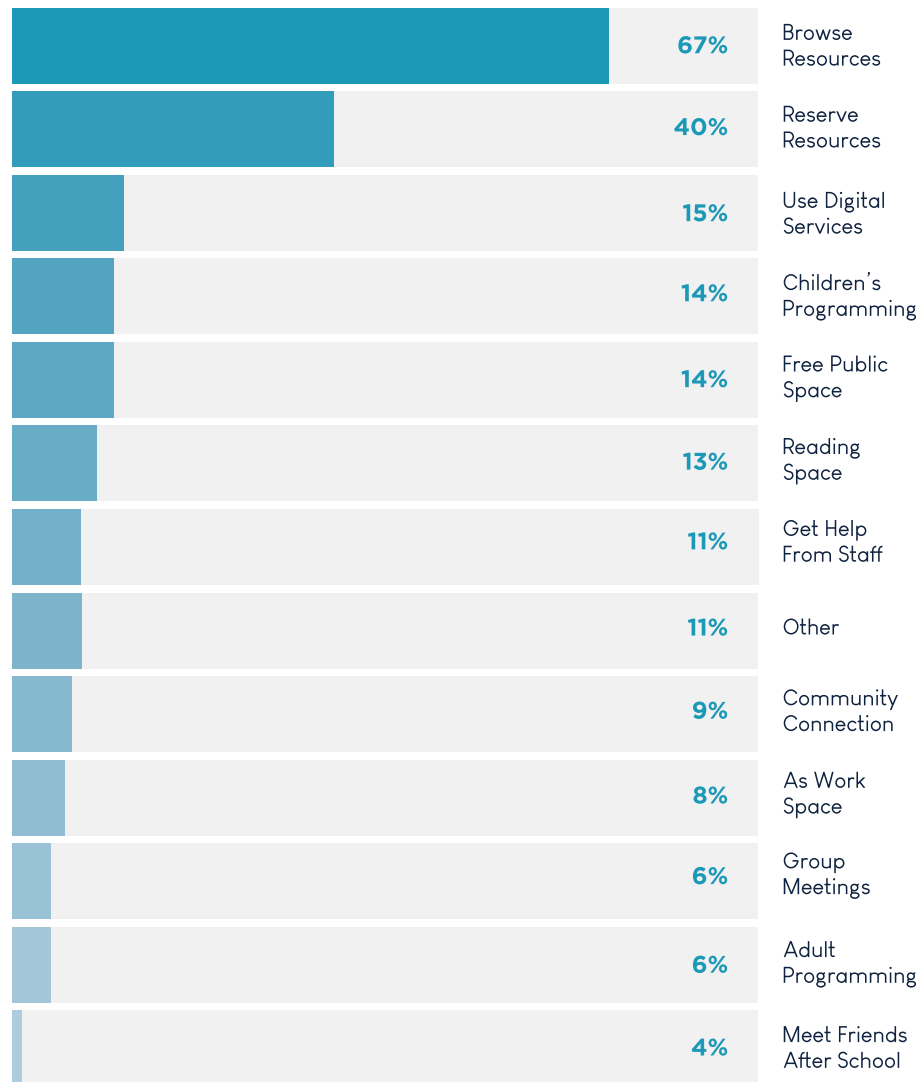
WHAT SPACE WOULD YOU LIKE THE LIBRARY TO HAVE?

39%	A Vibrant Cafe Space
33%	Quiet Reading Room
29%	Maker Space
28%	Community Garden
26%	Interactive Playspace
16%	Teen Area
16%	Drive Up Service Window
14%	More Individual Study Space
13%	More Community Meeting Space
13%	Computer Training Room
12%	Technology Help Desk
10%	Other
9%	More Parking
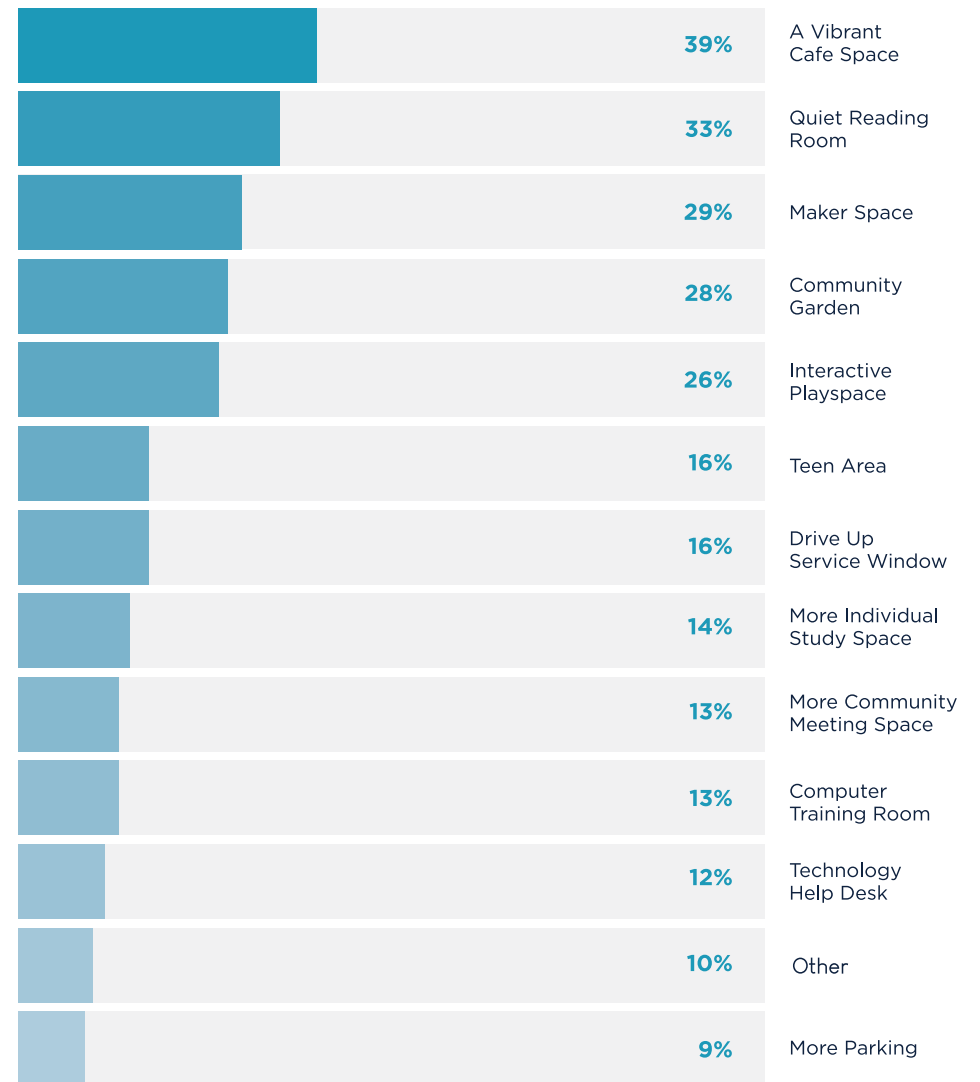
HOW DO YOU USE LIBRARY TECHNOLOGY NOW?

35%	Interface Remotely
34%	Do Not Use Technology
28%	Bring My Own Device
26%	Use Public Computers
5%	Other
2%	Check Out WiFI Hotspots & Chromebooks
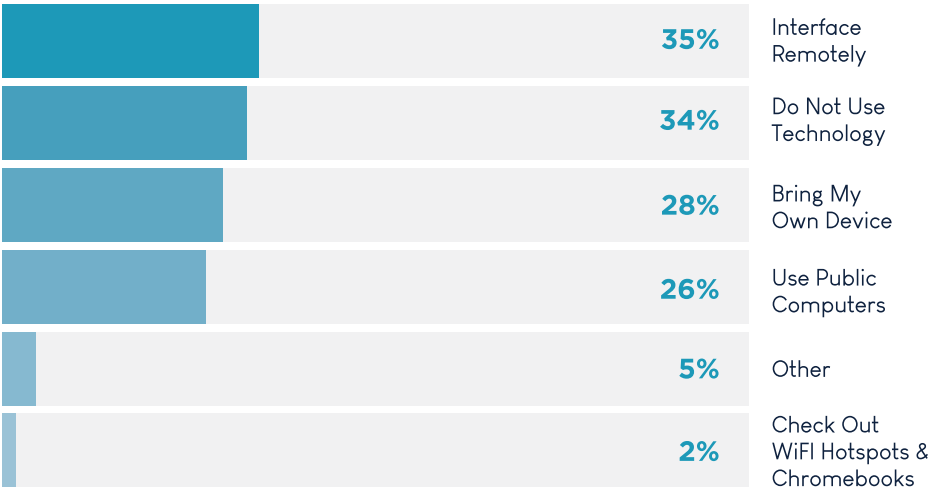
WHAT WOULD YOU LIKE THE LIBRARY TO BEGIN LENDING?

- Toys — 4%
- Activity Packs (STEAM, Crafting, etc.) — 46%
- Sewing Machines & Crafting Tools — 36%
- Microscopes, Telescopes, & Other Science Tools — 33%
- Musical Instruments — 18%
- Other — 11%
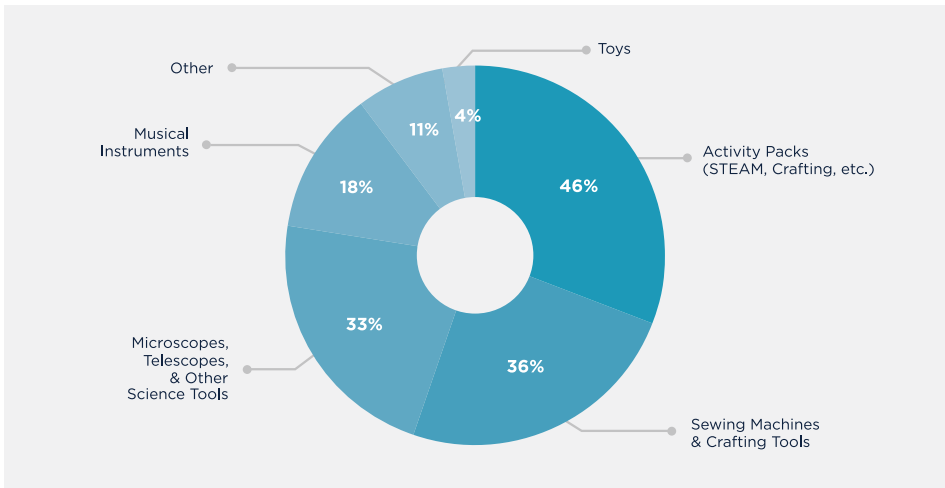
WHAT NEW TECHOLOGY WOULD YOU LIKE TO SEE?

- Computer Training Room — 35%
- Digital Presention & Distance Learning — 20%
- Digital Fabrication Tools — 31%
- Improved Business Center — 33%
- Technology For Gaming & VR — 12%
- Audio, Graphic, & Video Editing — 16%
- High Resolution Scanning — 25%
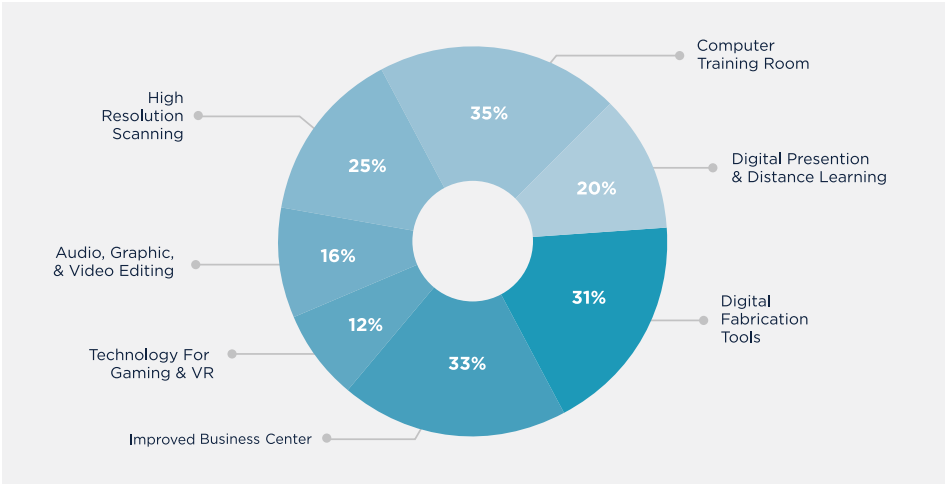
WHAT PROGRAMS SHOULD THE LIBRARY PROVIDE?

- eSports — 6%
- DIY Classes for Adults — 53%
- Art Classes — 42%
- Cooking Classes — 36%
- Community Garden Program — 36%
- Speakers & Lectures — 33%
- Digital Fabrication — 20%
- Other — 7%
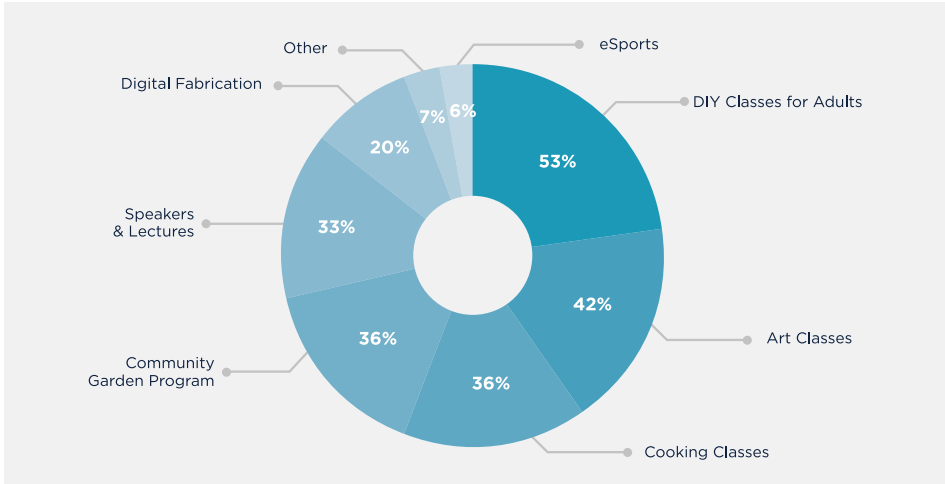
WHAT IS ONE WORD THAT BEST EXEMPLIFIES THE COMMUNITIES OF CASS COUNTY?

It is the Library's goal to be a local institution that embraces our community's unique character and values.

Residents of Cass County are proud to live in a friendly, rural area that celebrates its diversity. The small, welcoming communities support the loyal families that call it home.

We strive to continue to be an integral part of the region's evolving social infrastructure.

SYSTEM-WIDE NEEDS

- Increased space and materials for interactive learning for children and more kids programs, especially in after school and weekend hours.

- More seating and comfortable areas to read.

- Extended hours where possible, ideally providing more access to the Library on the weekends.

- Separation of spaces for kids and teens to be active and noisy from space for patrons who desire quiet reading.

- More meeting space both for community groups and for small groups or individuals to study.

- Make better use of the Library's outdoor space for gardens and program space

- Consider self-check and drive-up services

UNIQUE PATRON IDEAS

- Establish a ride-sharing or other transportation program that can provide better access to the Library. Also consider expanding delivery of materials for homebound patrons.

- Provide instruction and materials for preserving historical documents and find ways to display local history.

- Create a bird-watching area at the branches with wooded sites.

- Provide career planning and development outreach including things like entrepreneurial stimulus, resume assistance and tax preparation advice

- Highlight elements of the collection through book clubs and poetry readings.

- Teach computer classes and provide instruction on new technology, particularly for seniors.
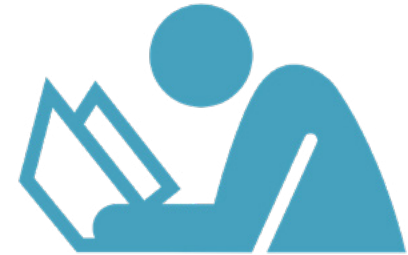
It is important to patrons that the library provide quiet, comfortable spaces to sit back and read a good book

Numerous respondents expressed a desire to improve access to library materials through ride-sharing programs, delivery and book mobile services and expanded hours.
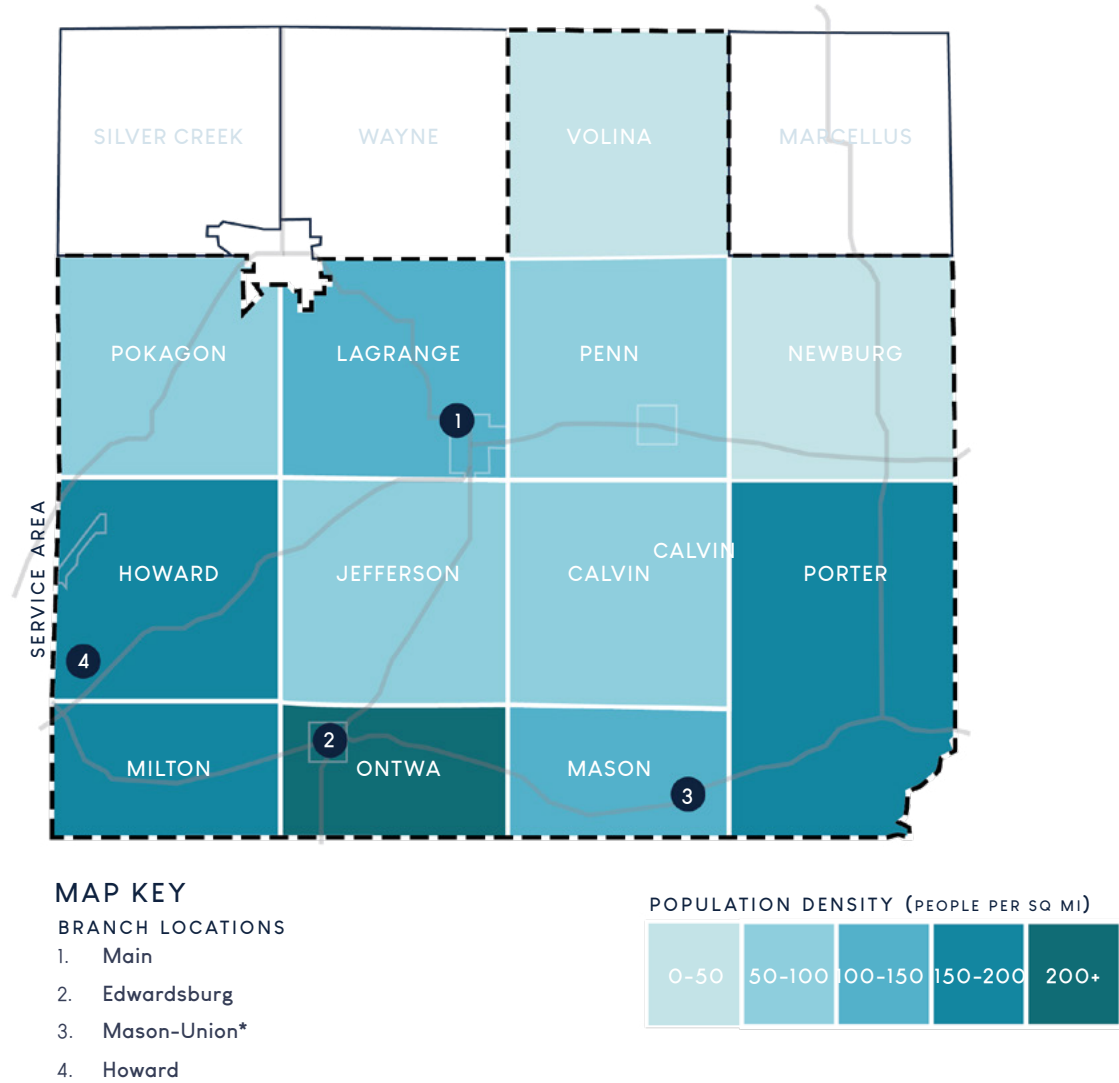
Community Demographics and Usage Data

Information relating to attendance, circulation, and population were reviewed to provide a quantitative analysis of each branch and service area. This data was evaluated to better understand how resources are being used at each branch compared to others in the system, as well as the size of the facilities themselves to determine how that might inform priorities and help drive recommendations for future growth.

USAGE AND POPULATION DATA

The attendance and circulation data for each branch were provided by Cass District Library based on information collected from 2016–2020. The population data reflects information gathered from the 2010 US census. These data sets are presented comparatively to show the usage of each branch as it relates to the others in the system. No one metric directly relates to the level of need for a given location. They must be reviewed collectively, as each branch in the system is used differently by the population it serves. A lower circulating branch may still be well attended if residents of that area come primarily for access to technology or educational programming. A branch in a lightly populated service area may still be heavily used if its location is convenient to access from a broader area.

CASS DISTRICT LIBRARY SERVES A POPULATION OF OVER 38,000 RESIDENTS IN 12 TOWNSHIPS

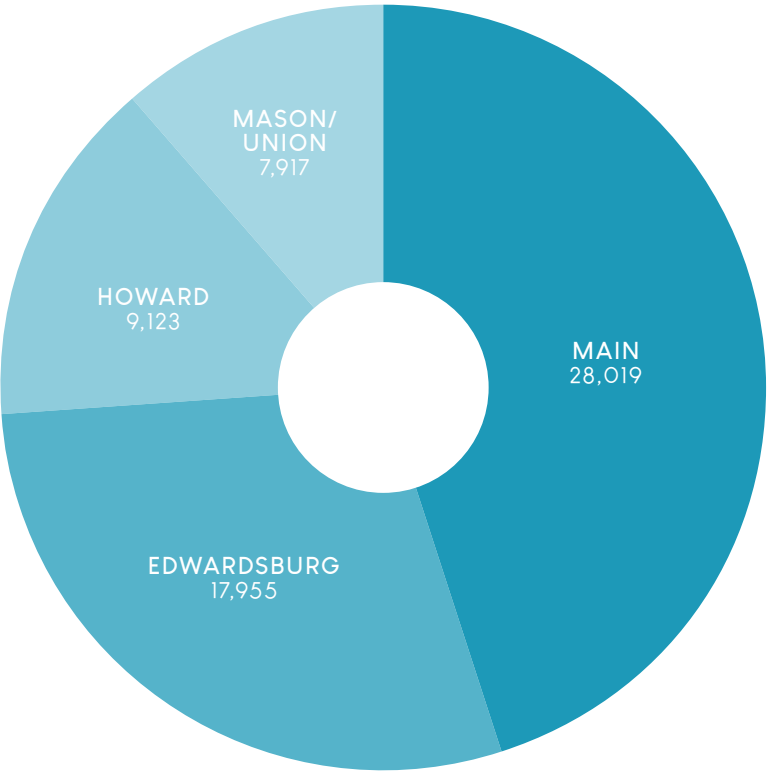THE LIBRARY OPERATES FIVE BRANCHES TOTALLING 29,415 SQUARE FEET OF OCCUPIABLE BUILDING

SERVICE AREA POPULATION DENSITY (BY TOWNSHIP)

MAP KEY

BRANCH LOCATIONS
1. Main
2. Edwardsburg
3. Mason-Union*
4. Howard

POPULATION DENSITY (PEOPLE PER SQ MI)

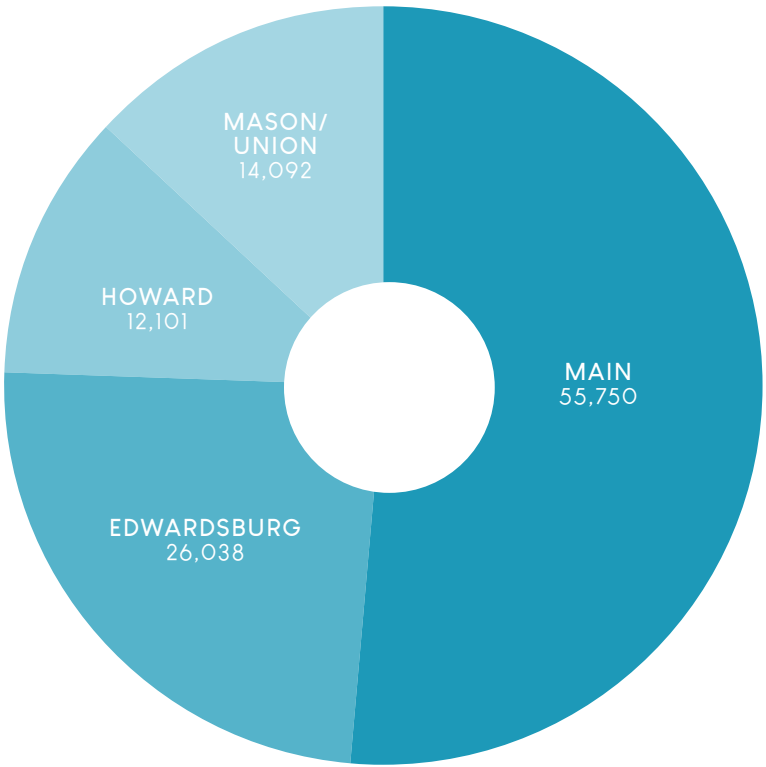| 0–50	50–100	100–150	150–200	200+

DASHBOARD INFORMATION

Attendance:

- Highest: Main Branch – 28,019 visits on average
- Lowest: Mason/Union Branch – 7,917 visits on average

Circulation:

- Highest: Main Branch – 55,750 items on average
- Lowest: Howard Branch – 12,101 items on average

MASON/
UNION
7,917

HOWARD
9,123

MAIN
28,019

EDWARDSBURG
17,955

MASON/
UNION
14,092

HOWARD
12,101

MAIN
55,750
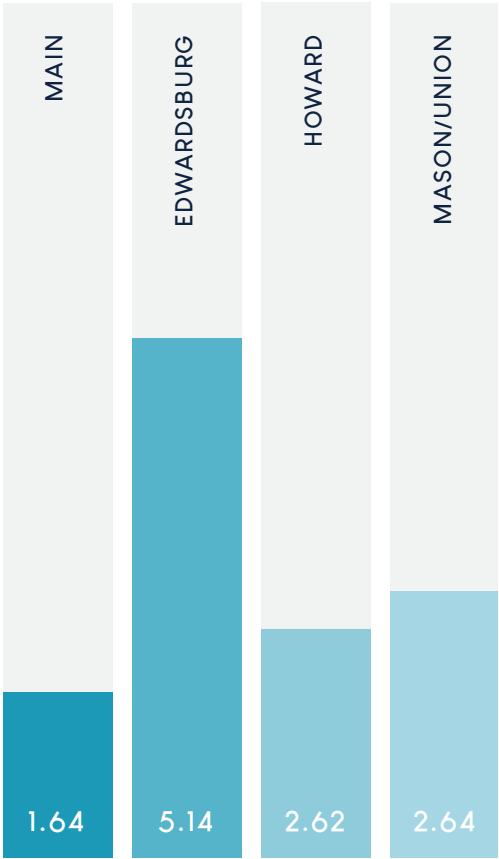
EDWARDSBURG
26,038

ATTENDANCE

CIRCULATION

OCCUPIED AREA ANALYSIS

Factoring in the quantity of space provided at each branch is important to understand their performance and guide recommendations for expansion or renovation. This was done by identifying two additional data points for each building:
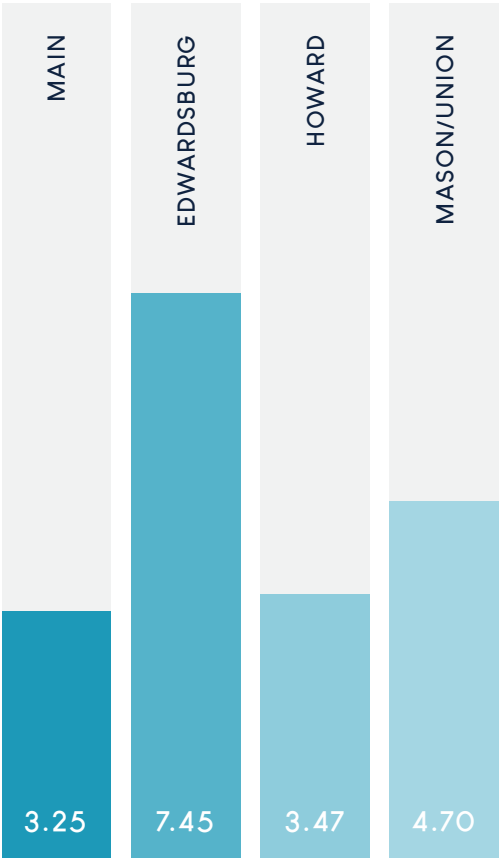
1. The number of annual visits per building
2. Items circulated per square foot of occupied building area.

This demonstrate how much use the building sees relative to its current size. **These metrics provide a more useful data set for the master plan than the raw circulation and attendance data.**

Note: Square footage data excludes area of unoccupied basements but does include service areas of the Main branch that support the system as a whole.

MAIN	EDWARDSBURG	HOWARD	MASON/UNION
1.64	5.14	2.62	2.64

VISITS PER SQUARE FOOT

MAIN	EDWARDSBURG	HOWARD	MASON/UNION
3.25	7.45	3.47	4.70

ITEMS PER SQUARE FOOT

UTILIZING EXISTING DATA

There is no single mathematical formula that can tell the Library how many branches it needs or how large they should be. Nor is there one measurement that can be used to define the performance of the branches. Each branch library is unique as the communities they serve use them in varied ways. However, the cumulative data does provide important information that allows the Library to begin drawing conclusion, or at least ask better questions, about what to prioritize across the system to best serve each individual community. **For Example:**

· The Edwardsburg branch recieves nearly double the traffic of the Howard branch in the same square footage and should be a priority for expansion.

· Main Branch and Edwardsburg are located nearest population centers and provide the greatest opportunity to reach residents.

· The Main Branch circulates as much material as all other branches in the system combined.

CASS DISTRICT LIBRARY HAS AN AVERAGE OF 63,385 VISITORS EACH YEAR

THE LIBRARY CIRCULATES AN AVERAGE OF 107,981 ITEMS EACH YEAR

AN AVERAGE OF 55,750 ITEMS ARE CIRCULATED FROM THE MAIN LIBRARY ALONE

Assessment of Maintenance Costs

PURPOSE OF THE ASSESSMENT

The purpose of the facility assessments was to conduct a review of the existing buildings system-wide to determine the condition of major architectural, structural, mechanical, and electrical systems. The assessments documented deficiencies identified by the Library or discovered during investigations, and provided the Library with options for corrections. They were also used to prioritize critical repairs, in order to assist the owner with any efforts related to planning phased work.

The evaluation included a review of existing drawings and other owner supplied data followed by an on-site inspection of the buildings.

An on-site, non-destructive visual inspection was performed for:

- Site conditions surrounding the building

- Exterior envelope including walls and wall openings and roofs

- Building interiors including walls, ceilings, flooring, stairs elevators, doors and cabinetry

- Mechanical, electrical and plumbing systems and equipment.

A non-destructive inspection does not cut or patch walls, roofing, or floors to inspect concealed conditions. It also does not disassemble or rebuild any equipment to perform an invasive inspection. Each building was photo documented during the site visits, including photos of the building's exterior, interior, site, and equipment.

Following the on-site evaluation of the facility, a report was written, summarizing the findings of the architecture and engineering team. The report is broken down into sections including, site, architectural, mechanical, electrical, and plumbing. Each section has a list of recommendations based on the conditions of each building which are used to established a probable cost for necessary repairs.

Items identified in these reports are limited to deferred maintenance, i.e. those items necessary to the upkeep of the facility as it currently functions. The assessments, and associated costs, do not reflect updates or modifications required to refresh branches or expand service.

**See Attachments for the full assessment of maintenance costs.*
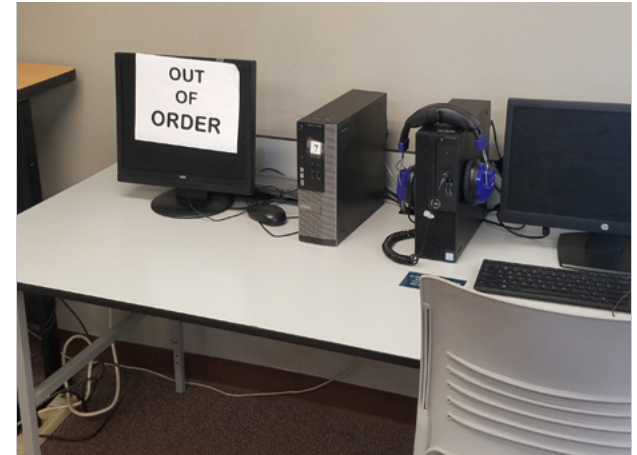
Assessment Photo

Assessment Photo

CATEGORIZING COST The maintenance items are placed into three categories based on priority level. The first category covers Critical Conditions, which includes life safety issues, serious building envelope conditions, failing systems requiring high maintenance and critical structural concerns. The the other two categories include conditions that may be deferred. This is broken down into items to be addressed in the next 5 years and those that may occur further in the future. These conditionsinclude all other recommendations, moderate building envelope conditions, recommended repairs, systems nearing the end of useful lifespan, energy consumption issues, long term system upgrades, and minor repairs. The critical conditions are of a higher priority but all repairs should be addressed either as part of a continuing maintenance program or in conjunction with implementation of more substantial renovations.

Assessment Photo

Assessment Photo

Assessment Photo

Assessment Photo

Building and Site Evaluations

In addition to the quantitative information provided in the assessment, such as determining deferred maintenance costs and the demographic and usage data, a more qualitative analysis of each branch was performed to evaluate how well the building and site supported the Library's future goals.

A set of criteria was established for site and building then applied consistently to compare each branch. An evaluation card was used that identified each branches assets and challenges. This analysis was intended not only to review how the buildings performed in their current state, but also to identify whether they supported opportunities for expansion and renovation necessary to address the Library's needs.

BUILDING EVALUATION CRITERIA

IS THE BUILDING....

1. ADAPTABLE

- Structured with the ability to evolve by altered layouts and services to accommodate changing needs.

- Flexible with spaces that support the varying day to day needs of the library patron

- Providing choices through a variety of spaces that allow users to find an environment best suited for their desired experience

- On a site that supports potential buidling expansion in a single story branch model

2. ACCESSIBLE

- Safely located to provide services where they are needed most and promotes access by all

- Providing adequate access to public computing based on the needs of the community

- Providing spaces that allow for sue by all library patron demographics (youth, seniors, disabled, etc)

- An aid or a barrier to providing the services that are most needed by the community it serves

3. COLLABORATIVE

- A space that fosters collaboration with other components of the community

- Providing collaborative spaces within, both in the form of meeting rooms, public gathering space, and active learnign space

- Proximate or co-located with other neighborhood institutions and potential community partners (schools, community centers, museums, parks)

4. MAINTAINABLE

- Performing efficiently in its systems with responsible energy demand

- Laid out to allow for efficient staff operation

- In good condition so that it will not require immediate and/or continued maintenance at significant expense

5. VISIBLE

- A beacon for residents to clearly understand it as a welcoming resource

- Recognizable as a public library or civic building

- Providing a level of transparency that allows the community to see the activity within

- Highly visible from major streets and/or located near active town centers

- Laid out in a manner that provides good sight lines throughout

LIBRARY TRENDS & DESIGN PRINCIPLES

Current Library Trends

CONTINUED RELEVANCE OF PUBLIC LIBRARIES

With most answers at our fingertips, we rely on our local library far less for specific information than in the past. That has not, however, diminished their role in society. **Libraries across the globe have simply adapted in order to support the evolving needs of the surrounding community**[1]. Most Americans do still see public libraries as important institutions that provide critical resources, with two-thirds saying that closing their local library would have a major impact on their community . The nature of what the library provides has expanded far beyond access to books and computers to include offerings like toy lending, digital media, summer meal programs, homework help, and educational programming ranging from tax preparation to meditation.

One of the most important resources found in a public library is the space itself. **In many communities they serve as an important   Third Place,   a location other than work or home where people gather, share ideas, and build relationships.** They are a neighborhood's living room. For some, this may be their local coffee shop, house of worship, or hair dresser. Libraries create this platform for social interaction, but without an implied donation or purchase and open to all equally, regardless of age, income, ethnicity, income or physical limitations.

Uniquely positioned to maintain a support structure where they are needed most, libraries serve as community-builders in low income areas. As a trusted and invested community institution, the library can and does provide a safe space for connecting people to social services, both within their system and through other partnering institutions who administer critical services, like housing assistance and health care. Through their educational programming and strategic partnerships, libraries seek to level opportunity and create a means for stability and upward mobility.

Even with so many roles, public libraries are first and foremost places of learning. Early literacy programs prepare children for kindergarten, after school and summer programs keep developing minds active and fed all year long, and adult programming empowers skill-building and creativity well after formal education is complete. **Librarians embrace their role as teachers, trusted advisors, and de facto social workers as they guide people through their path of lifelong learning.**

Library Facts[2]

- In 2016, there were 1.4 billion in-person visits to public libraries across the U.S., 4 million visits each day

- 84% of libraries offer technology training to patrons on computer software use

- 9 out of 10 libraries offer free access to e-books

- 77% of libraries offer online health resources and 59% provide programs for finding health insurance online

- 73% of public libraries assist patrons with job application and interviewing skills

If the library isn't there to do all of this, then who is?

When American industrialist Andrew Carnegie donated much of his vast fortune to help lay the foundation for a national library system, he was doing so in a world where access to information was scarce. Today, we have the opposite problem; there is an overload of information and we need help sorting through and understanding how to use it. In an era of unfiltered content, and even deliberate misinformation, **librarians are trusted advisors who patrons rely on to guide them to the right material and educate them on the technological tools needed to navigate the digital landscape.**

With nine-in-ten American adults reporting that they use the internet in some way, it is commonly thought that ready access to the internet is ubiquitous. However, less than half of people who live below the poverty line have high speed internet access at home and one third of adults over the age of 65 do not use the internet at all[3]. Libraries play a critical role in bridging the digital divide for these disadvantaged populations **by providing technology access and instruction, which helps develop the necessary skills to thrive in a digitally dependent society.**

Technology has also allowed libraries to change the way they approach their collections. Moving into the digital sphere has allowed the library to expand its reach beyond its walls. Library websites and mobile apps create a sort of virtual branch with 24/7 access to an e-books, music, and movies. Even with physical collection innovations in material management, software allows libraries to use a data-driven approach to collection. This means what is on the shelves is what the patrons look for most, while items unlikely to circulate are stored efficiently off site. **This produces a more curated user experience that frees up valuable space without taking away access to books.** Books are still what people most associate with a library and expect to see them when they walk in the door.

EVOLVING WITH CONSUMER EXPECTATIONS

Though unique in their breadth of services and the democratic manner in which they provide them, libraries increasingly compete for consumers. Commercial providers typically have more focused markets and have set a standard for customers to measure their experience, from downloading an e-book to using the library as you would a local coffee shop.

While people want a quality product, decisions are most often made based on convenience, which drives an **increasing expectation for self-service and flexibility.** This is partly addressed in details like sufficient comfortable furniture or well-placed power outlets, but also requires significant changes in the service model. Libraries continue to expand practices like self-check and online presence, even app creation to tailor the user experience. There is also an expectation that facilities are available nights and weekends. This can lead to extended hours, but many libraries mitigate with limited services, such as after-hours access to meeting rooms or book lockers that allow patrons to collect holds when the library is closed. Ultimately, many of these changes also have the added benefit of freeing up librarians from executing transactions so they can be out on the floor pro-actively assisting people.

Libraries are whatever their communities need them to be.

What patrons expect to see at their local library has expanded drastically. The public still wants to see print media at the library, but there is also an expectation that there are facilities for content creation, like makerspaces and recording studios, as well as an ever-increasing need for meeting and collaboration space. The public library serves as a remote office for many patrons. What comprises a library's physical collection is changing and expanding, as seen in a movement towards the 'library of things' that includes lending items like tools, toys, electronics, or even art. The public has come to expect a one-stop shop that provides the specific resources they need in an active, diverse environment that also sparks curiosity about what they might pursue next.

As public libraries continue to build on their existing resources and let the public's needs lead their development, **they will remain critical centers for learning in the communities they serve.**

WHAT ARE TODAY'S LIBRARIES?

Libraries are **playrooms**

Libraries are **a safe place**

Libraries are **co-working spaces**

Libraries are **online 24/7**

Libraries are **makerspaces**

Libraries are **art galleries**

Libraries are **on your mobile device**

Libraries are **classrooms**

Design Principles

Every Library building project has its own unique challenges and opportunities related to the specific site and the community it serves. However, there are consistent strategies that may be utilized in any public library project. Based on industry best practices and lessons learned on recent library projects they help to establish an approach to the design of buildings that will allow the Library to deliver service efficiently with adequate flexibility to adapt to the public's needs. A summary list of major planning guidelines are included here.

Section Endnotes

1 Horrigan, John B. "Libraries 2016" Pew Research Center, September 2016

 (Accessed February 19, 2019)

2 "Quotable Facts about America's Libraries", American Library Association, October 8, 2018

retrieved from: http://www.ala.org/advocacy/quotable-facts (Accessed February 27, 2019)

3 Pew Research Center "Internet/Broadband Fact Sheet" http://www.pewinternet.org/fact-sheet/internet-broadband/ (Accessed February 19, 2019)

Planning Guidelines

- The life-cycle cost of buildings will be considered in addition to first cost, buildings should be designed for longevity in mind using durable materials and efficient mechanical systems

- Buildings shall comply with applicable zoning and building codes as well as the current Americans Disabilities Act (ADA) guidelines

- Community input shall be included in the design process through early engagement as well as prototyping of ideas when possible

- Building façade and layout shall be designed to take advantage of natural light and provide views out

- The interior of the building should be designed to provide a flexible, open space that can be used for proposed library functions without extensive alterations.

- Structural elements should be carefully designed to consider the effects such elements will have upon the future flexibility of the building

- Provide adequate access to power and data and excellent wi-fi coverage throughout the building

- Ease of supervision of the interior of the building should be given primary consideration with excellent visual control from the main service point

- Furnishing should allow the ability for patrons to reposition them to configure space to meet their needs

- Book stacks should typically be low (66" or less) and mobile when possible to provide visibility and flexibility

- Touchless controls will be considered for restroom fixtures and public entries

- Consideration should be given to after hours access to meeting spaces and access to outdoor spaces for programming

SECTION 3

CURRENT STATE & FUTURE VISION

System Recommendations

CURRENT STATE

The Cass District Library is highly valued by the diverse, rural communities that it serves. As the county's residents needs evolve, the Library endeavors to grow with them. With its five branches housed in buildings either constructed over 25 years ago with minimal recent upgrades or in spaces not originally built as libraries, CDL's space is not adequate for the level of service they strive to provide.

As a system, the existing branch locations are well positioned to provide services near population centers. Maintaining multiple smaller branches also allow for them to provide coverage that reaches more rural parts of the county. As the population has grown and shifted, particularly in the southern portions of the county, the Library's branches have not grown proportionally.

While the Library has effectively maintained its existing buildings there have been limited updates to support the changing role of the library in the community. CDL is recognized for it's robust physical collection, and needs to continue to maintain and grow that. However, its buidlings lack appropriate spaces and technology to support the community gathering and active learning functions that people have come to expect from their public library.

FUTURE VISION

As the Library re-imagines its spaces for the future it seeks to represent and support Cass County. With updates that create vibrant, multipurpose spaces the branches will serve as cultural hubs for their community. Improving flexibility in the buildings allows the Library to expand its already diverse programming to be even more inclusive of the needs expressed by people of Cass County. The branch libraries will be refreshed to be inviting landmarks in the neighborhoods they support opening up building interiors to be more visible and approachable to those who may not know what the Library has to offer them. These energizing new spaces will seek to inspire new patrons as well as continue to support long-time users on their path to lifelong learning.

WHAT NOW? Based on data collected from the community and the Library's system-wide goals individual branches were assessed for how they could each be improved most effectively. This study focused on the Edwardsburg, Howard and Main branches. With recent improvements already addressing needs at the Local History branch in Cassopolis and the leased space occupied by the Mason-Union branch those locations were considered for their system-wide impact but no specific improvements are proposed here.

Each branch was studied to determine its ability to provide the kinds of spaces the Library needs to appropriately serve it's patrons. Taking into account the state of the existing buildings recommendations have been made for whether the community could be best supported by Renovating, Expanding or Relocating that branch. The recommendations include general programmatic and space planning changes proposed for the building. While not intended to be a final design, or the only approach that could be taken, it provides a means to determine the scope of work that would be required to upgrade the facility as well as an associated cost.

These recommendations endeavor to suggest improvements that create a guide for future development of each location while also addressing the needs of the system holistically.
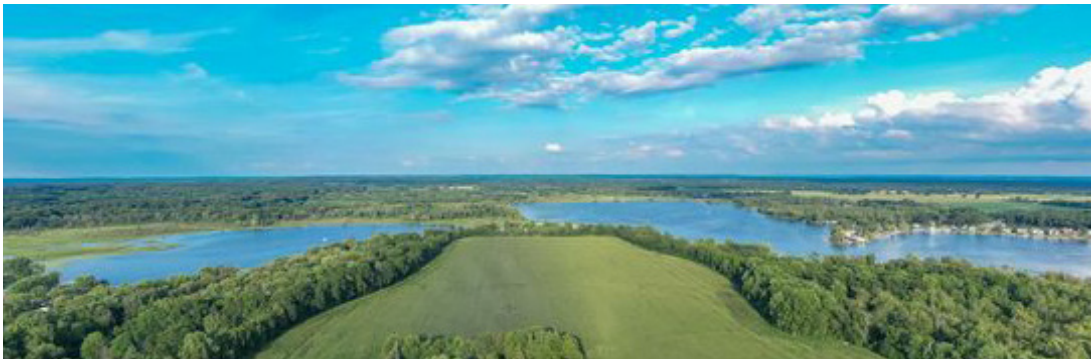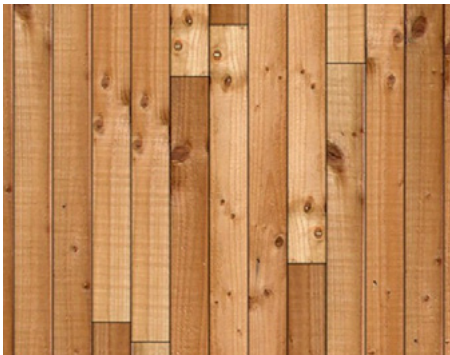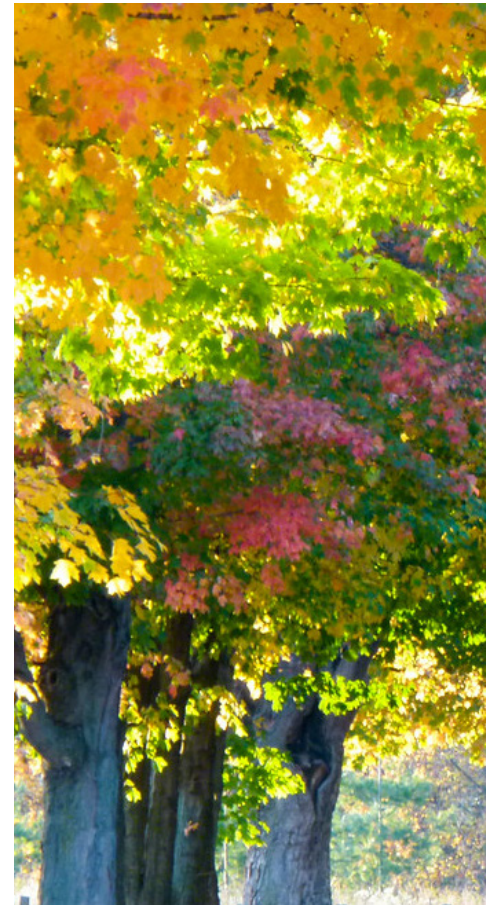
RENOVATE

EXPAND

REPLACE/RELOCATE

Imagine
YOUR LIBRARY

INVITING. APPROACHABLE.

INSPIRATIONAL. ENERGIZING. VIBRANT

DIVERSE. INCLUSIVE. VISIBLE.

FLEXIBLE. MULTIPURPOSE.

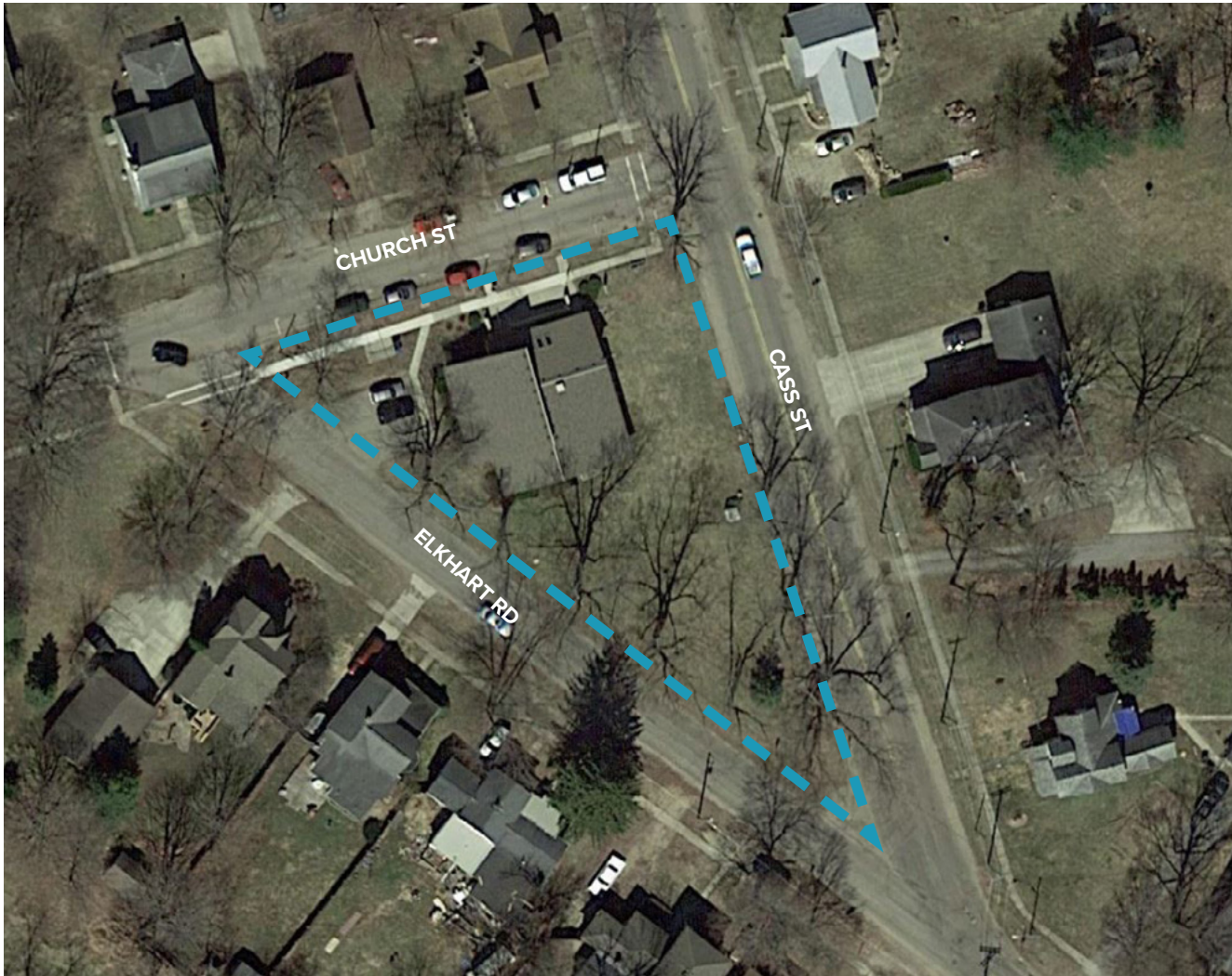RURAL. COMMUNITY. PEOPLE.

CULTURAL HUB.

REPRESENTING CASS COUNTY

Edwardsburg Branch

Village of Edwardsburg

Branch Information

The Edwardsburg Branch is housed in a building that was constructed in 1995 as a substantial alteration and addition to an existing building. The branch is located in the downtown Village of Edwardsburg on a small triangular site. The building front is entered from the sidewalk along Church Street. There is street parking along Church street and a very small parking area on site for staff. The rear of the site is a flat, grassy leachfield and is not currently developed or utilized by the library. A portion of the building is a former residential structure that was significantly altered and added on to in 1995. The building is contemporary in style with asphalt single shed roofs and insulated casement windows. The exterior finish is an EIFS (exterior insulating finish system) on rigid insulation.

Facility Assessment Summary

ARCHITECTURAL The Edwardsburg Branch consists of a 1995 alteration and addition to a residential structure of unknown age. The building is a residential style wood frame construction with EIFS exterior. The existing basement under half of the building has significant structural issues including inward bowing of the foundation walls which has been stabilized by steel strapping. While it appears stable at this time, it is a serious condition that would need to be addressed in a more permanent way prior to additional investment in the building. Other than the structural concerns, the building is in good condition overall, but could use cosmetic upgrades. Accessibility within the building is hampered somewhat by some level changes, and the building is also significantly undersized for its needs. Condition of interior finishes is good on the main level. By code requirements, the basement should only be used for mechanical purposes. It does not contain the required life safety requirements for any other occupancy.

SITE The Edwardsburg Branch has no accessible parking and the use of steps or ramping is required to enter the building. Sidewalks for pedestrian access along Church Street are in good condition. Site signage lacks impact and visibility into the building from the street and should be improved. There is a significant lack of parking due to the site's size and shape. There is a small gravel lot for (3) cars and street parking along Church Street. The rear of the site is grassy and flat, but is not currently utilized by the Library.

Exterior

Interior

MECHANICAL The Edwardsburg Branch HVAC system consists of (3) residential type gas furnaces and (3) exterior condensing units, installed in 1995. Distribution is via residential style ducted supply and return. Existing equipment is intended for residential use and is not well equipped for the required outside air requirements of a commercial building. The equipment is beyond its useful lifespan and will likely require replacement in the near future. We recommend to have an Engineer re-assess building HVAC load & distribution requirements and modify the system accordingly as part of a larger renovation.

PLUMBING The Edwardsburg Branch plumbing system consists of (1) 6 gallon domestic water heater, a remote water chiller, manual flush valve toilets, and manual faucets. The water heater and chiller are from 1995 and should be replaced. Plumbing fixtures are in proper working order. The building is supplied by public domestic water and sewer systems.

ELECTRICAL The electrical systems at Edwardsburg Branch consists of a 120/240V, 400 Amp service. The (1) electrical panel is from 1995 and are in satisfactory condition and should receive regular maintenance to extend its lifespan. Lighting has been upgraded to LED through the main level and is in good condition, but could be upgraded for energy savings through the use of occupancy sensors and daylight controls. The basement lacks adequate light levels, as well as emergency and exit lighting, and will need to be upgraded for code compliance as part of a larger renovation.

TOTAL COST OF DEFERRED MAINTENANCE ITEMS: $169,628*

*$2,430 of maintenance cost is associated with items identified as critical, other items may be addressed as part of future renovation projects. See full facility assessment for additional information.
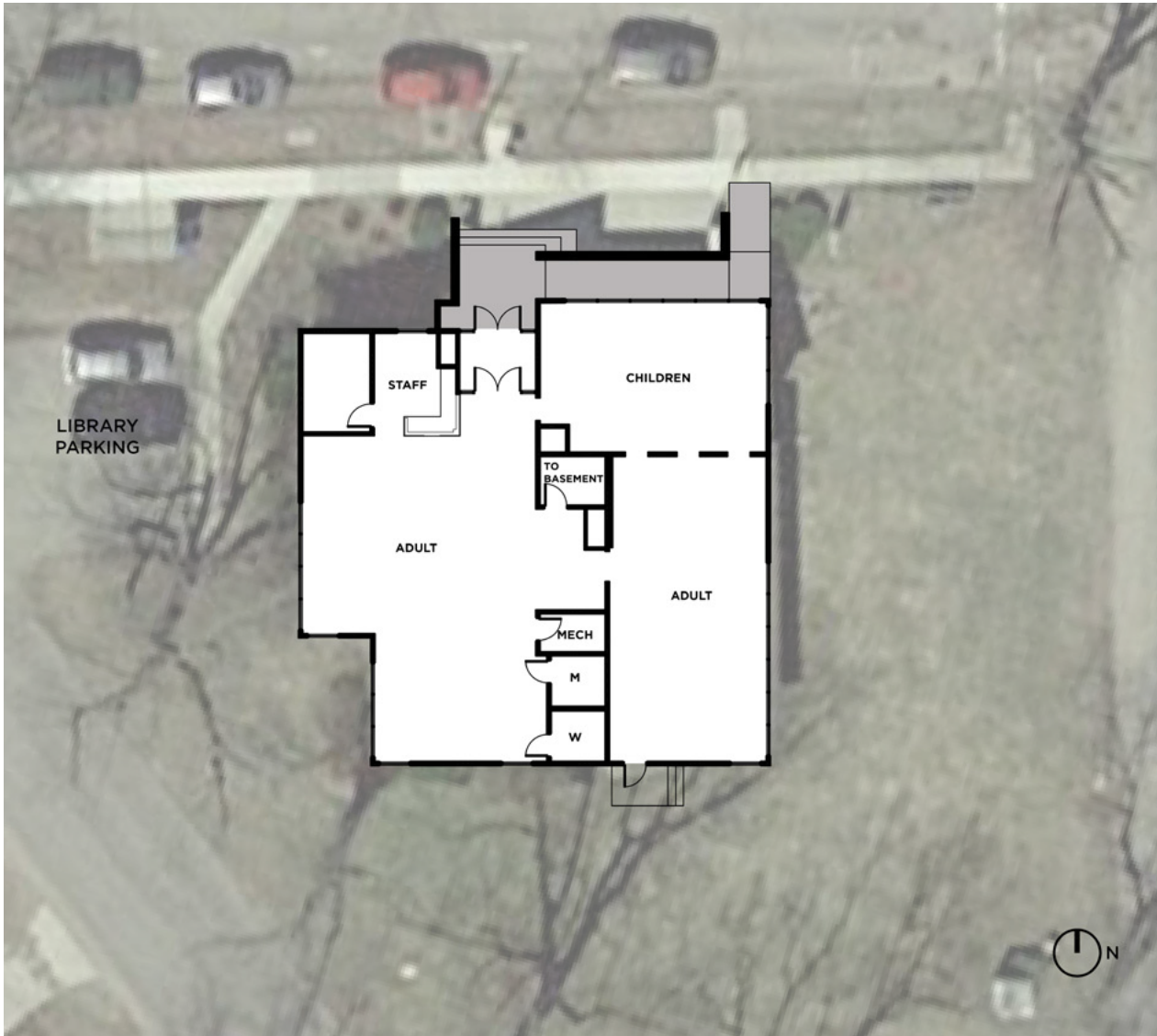

Interior

Interior

Current State

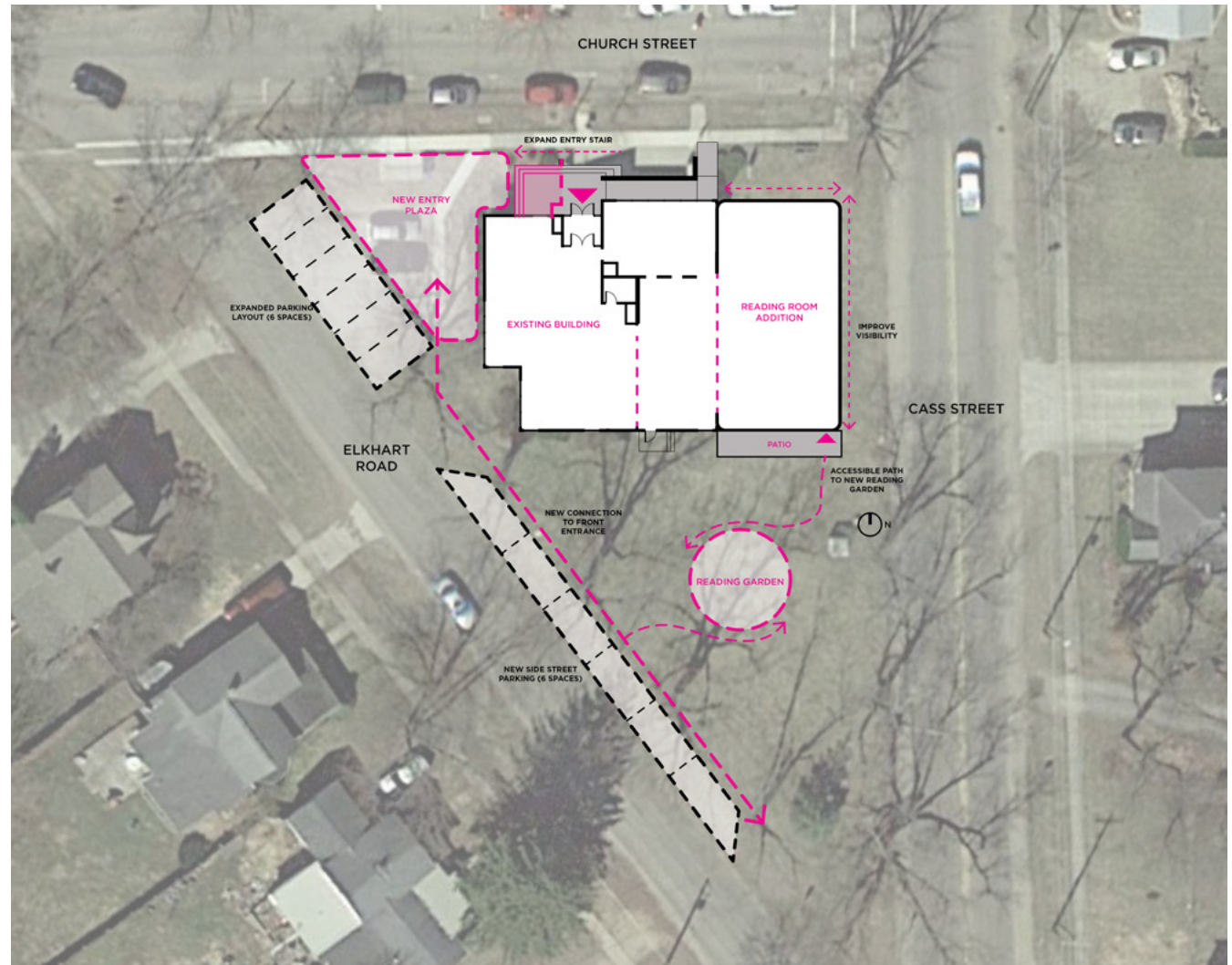EXISTING FIRST FLOOR PLAN

EXISTING CHARACTERISTICS

- Centrally locate in Village of Edwardsburg
- Under-sized for it's level of use
- Very limited parking
- Lack of defined spaces creates conflict between louder teens and older patrons
- Layout limits sightlines
- Existing structure has crticial structural deficiences
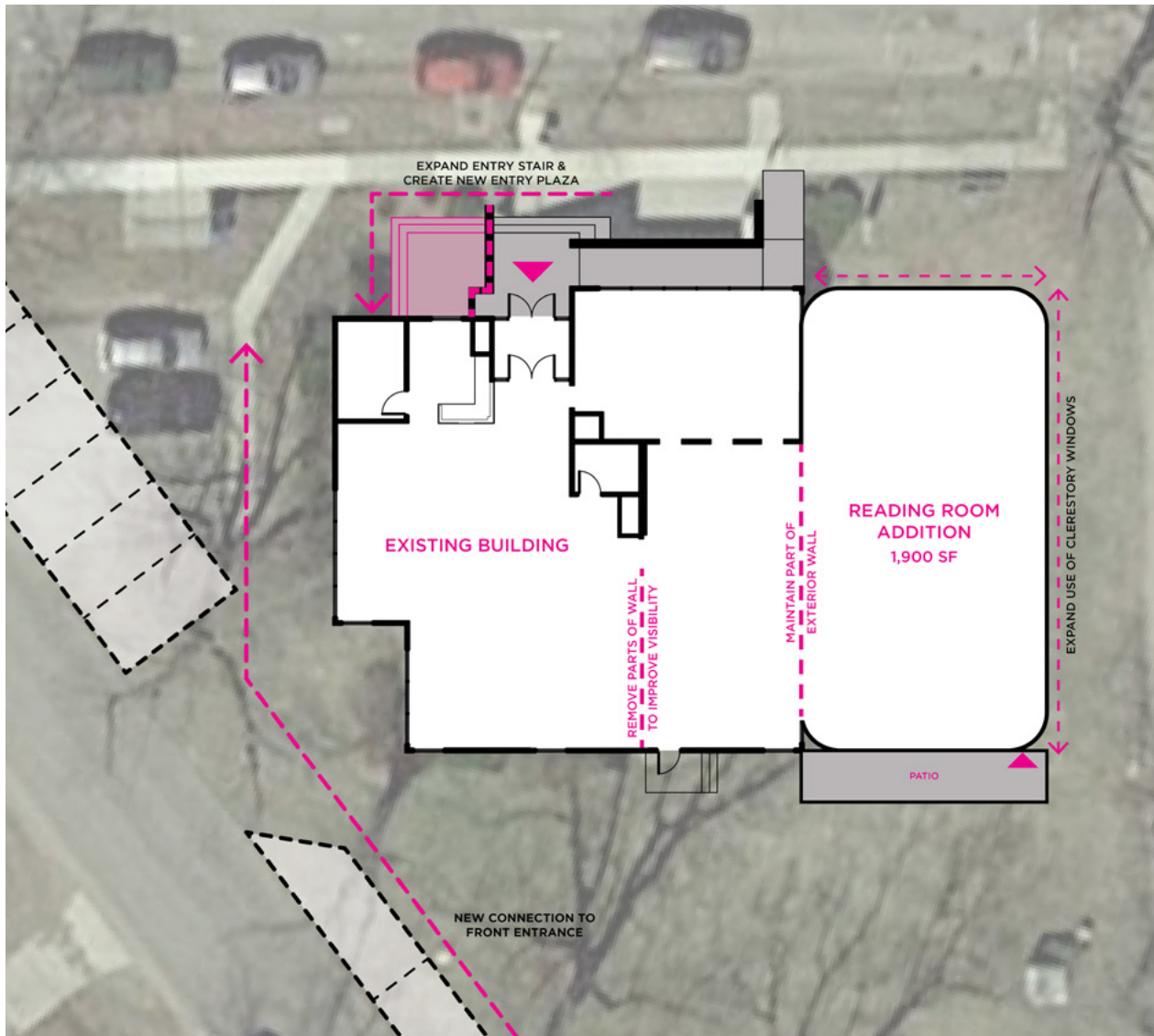
Branch Recommendations

RENOVATION AND ADDITION

CURRENT STATE This branch is located in the center of the village of Edwardsburg walkable from the schools and town center. However, the building is significantly under-sized for its level of use and provides no public meeting space. The shape of the site and layout and condition of the existing building limit the ability to expand the on current site. The building has significant structural deficiencies. Minimal parking is provided on site and the outdoor space on the south end of the site is underutilized.

FUTURE VISION A new Edwardsburg branch will need to be sized to accommodate an increase in reading and collection space as well as space to support community meeting. If this is done via expansion of the existing facility it will be limited by the constraints of the site and the structural deficiencies of the existing building will need to be addressed. If a new building is built, possible sites, including the current lot, should be assessed for how well they can provide a larger single-story branch that maintains it's connection to the community and school with proper parking and pedestrian access
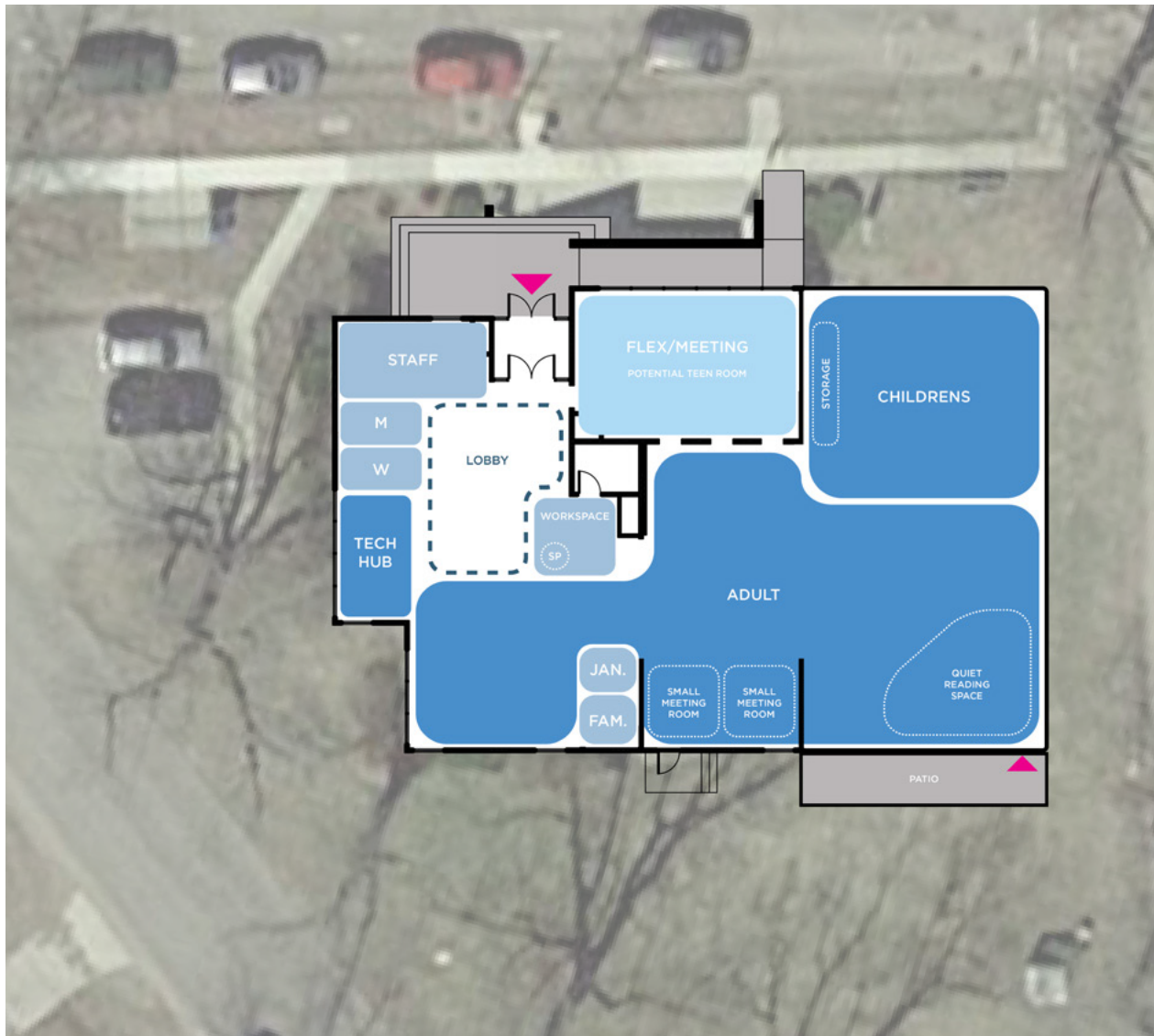
Future Vision – Expansion Option

EXPAND ENTRY STAIR & CREATE NEW ENTRY PLAZA

EXISTING BUILDING

REMOVE PARTS OF WALL TO IMPROVE VISIBILITY

MAINTAIN PART OF EXTERIOR WALL

READING ROOM ADDITION
1,900 SF

EXPAND USE OF CLERESTORY WINDOWS

PATIO

NEW CONNECTION TO FRONT ENTRANCE

POTENTIAL FIRST FLOOR DIAGRAM

RECOMMENDATIONS

· Maximize expansion of building to the east with 1,500–2000sf addition

· Create 40 person meeting room

· Meeting room may be used as Teen Space in after school hours

· Open up space between existing building sto improve flow and sightlines

· Centrally locate service point for visibility

· Develop south end of site as reading garden, improve connection to building

· Add small quiet study space near the adult collections

· Improve children's collection with larger interactives area

· Add parking on Elkhart

· Maintain existing entry location with a larger entry patio

· Reclad existing EIFS building and provide significant glazing in additions to improve aesthetics and visibility

Future Vision – Expansion Option

POTENTIAL FIRST FLOOR PROGRAM

Labels within the floor plan:
STAFF, M, W, LOBBY, TECH HUB, WORKSPACE, SP, FLEX/MEETING, POTENTIAL TEEN ROOM, STORAGE, CHILDRENS, ADULT, JAN., FAM., SMALL MEETING ROOM, SMALL MEETING ROOM, QUIET READING SPACE, PATIO
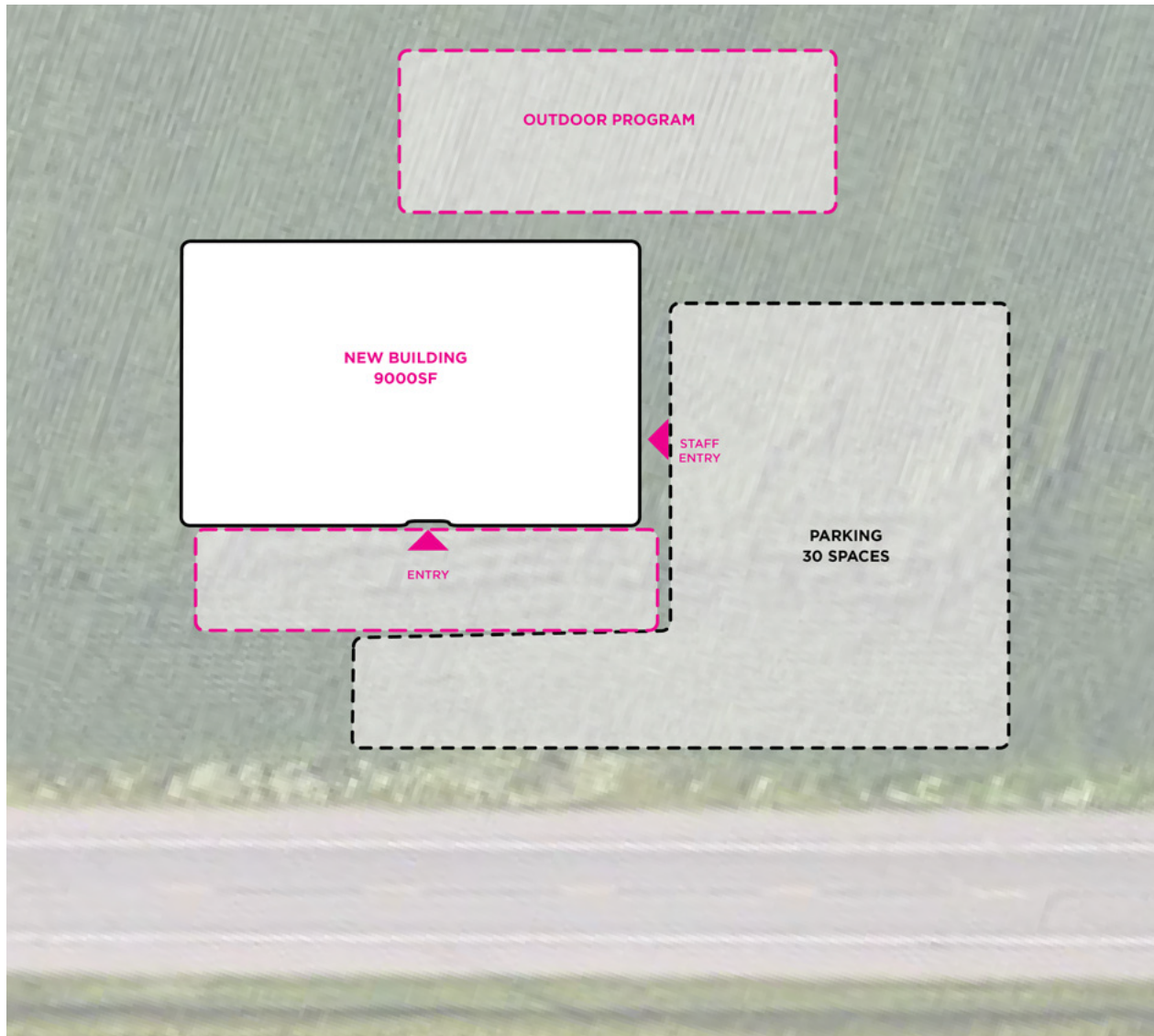
IMPLEMENTATION COSTS

RENOVATION AND ADDITION

Total Cost of Implementation: **$2.7M**

3,500 SF RENOVATION + 2,000 SF ADDITION

INCLUSIVE OF DEFERRED MAINTENANCE COSTS (TBD)

Future Vision – New Build Option

NEW BUILDING
9000SF

OUTDOOR PROGRAM

STAFF
ENTRY

ENTRY

PARKING
30 SPACES

POTENTIAL FIRST FLOOR DIAGRAM

RECOMMENDATIONS

- Construct new 9,000 sf branch
- Single story branch would require a new site to provide adequate space for branch and parking.
- Provide 70 person meeting room
- Meeting room may provide after hours access
- Create Quiet Reading Room or dedicated Teen Space
- Provide small group study rooms
- More than doubles the area for both Children's and Adult Collection
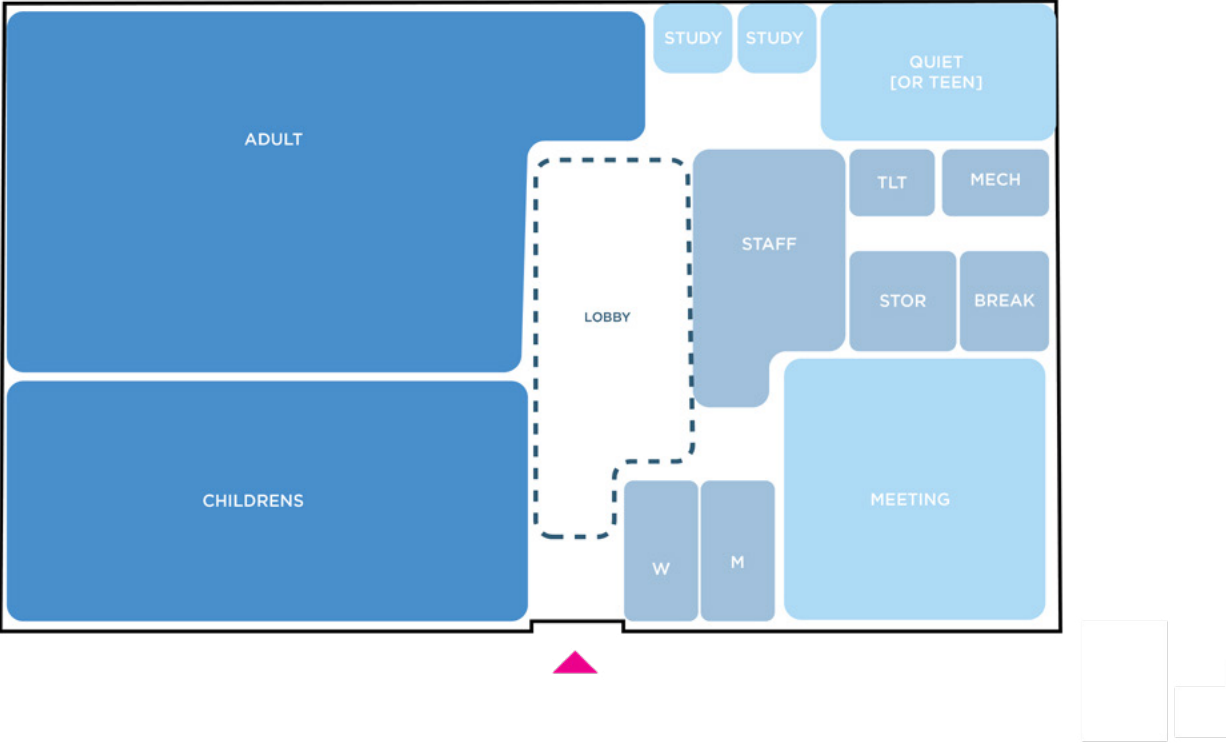- Develop site to provide outdoor program space

Future Vision – New Build Option
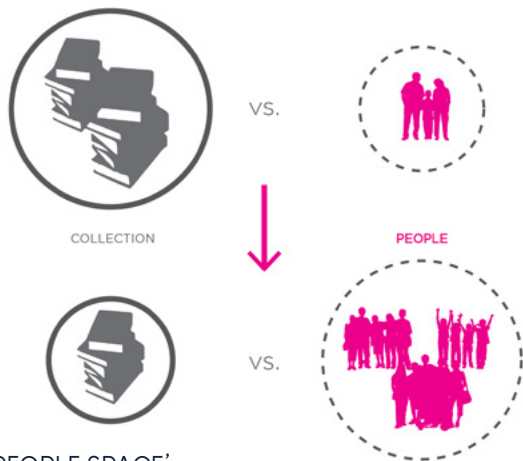
IMPLEMENTATION COSTS

NEW BUILD 9,000 SF

Total Cost of Implementation: **$4.5M**

DOES NOT INCLUDE LAND ACQUISITION COST

POTENTIAL FIRST FLOOR PROGRAM

Ideas

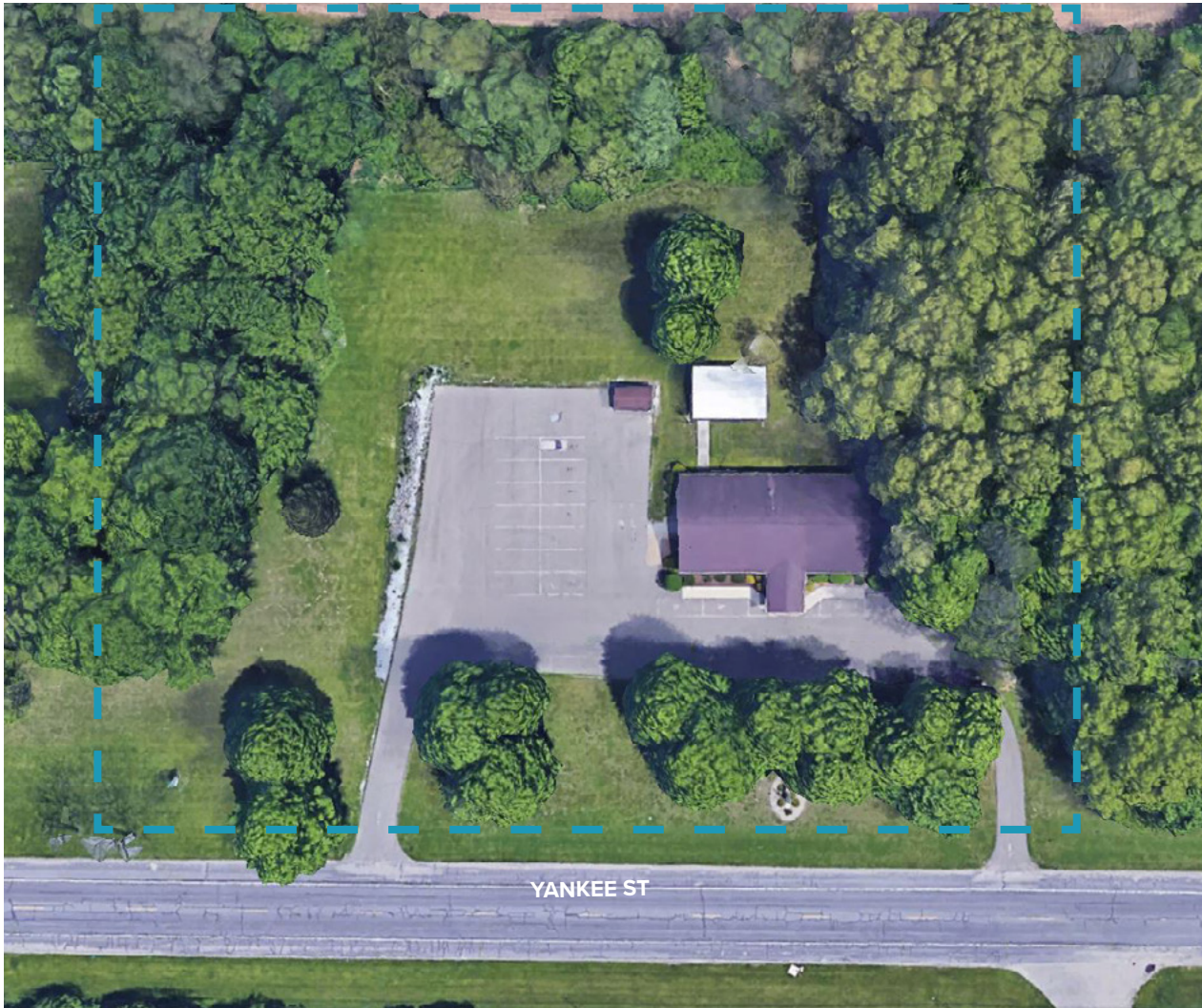INTERACTIVE CHILDREN'S SPACE

COLLECTION VS. PEOPLE

VS.

INCREASING 'PEOPLE SPACE'

A SPACE FOR TEENS

TRANSPARENCY AT ADDITION

READING GARDEN

GROUP MEETING SPACE

Howard Branch

Niles

Branch Information

YANKEE ST

The Howard Branch is housed in a renovated building that was not originally designed as a library. The branch is located at the western edge of Cass County in a rural area 2 miles east of downtown Niles, MI. The building is set back from the road with a large parking area and picnic pavilion on an open and grassy site. Entry is via a driveway from Yankee Street to the parking lot. The building is a former church that was renovated to meet the needs of the Library. The building is constructed in a residential style with wood framing, a single gable asphalt roof and double-hung windows. The exterior finishes are brick and vinyl siding.

Facility Assessment Summary

ARCHITECTURAL The Howard Branch is a simple residential-style wood frame construction which has been subject to various small alterations; the age of the original building is unknown. The branch is in fair condition overall, but could use cosmetic upgrades. The single-story layout provides good accessibility. The structure of the roof and frame may be slightly undersized due to observed drywall cracking and we recommend an assessment of the structure as part of a larger renovation. Condition of finishes vary. Public area flooring has been recently upgraded, but back of house finishes are original and show significant signs of wear. The exterior vinyl siding is of lower quality.

SITE The Howard Branch has on-grade access with no steps or ramping required to enter the building. Signage and visibility from the street is lacking. The parking lot is well sized and in good condition, and handicap parking is adequate. The existing picnic pavilion provides a valuable outdoor program space, but lacks an accessible paved access. The site is large and relatively flat with opportunity for additional programming.

MECHANICAL The Howard Branch HVAC system consists of (2) residential type gas furnaces and (2) exterior condensingunits, installed in 2012. Distribution is via residential style ducted supply & return. Existing equipment is intended for residential use and is not well equipped for the required exterior fresh air requirements of a commercial building. We recommend to have an Engineer re-assess building HVAC load and distribution requirements and modify system accordingly as part of a larger renovation.

Exterior

Interior

PLUMBING The Howard Branch plumbing system consists of (1) 30 gallon domestic water heater, manual flush valve toilets, and manual faucets. The water heater was replaced in 2013 and is in good condition but lacks the proper outdoor combustion air by code. This should be corrected. Plumbing fixtures are in proper working order but require some modifications for ADA compliance. The domestic water supply and sewer systems are on-site well and septic systems which should be maintained regularly to extend system lifespan. These should be inspected by qualified personnel.

ELECTRICAL The electrical systems at Howard Branch consists of a 120/240V, 200 Amp service. The (2) electrical panels are original to the building and appear to be in satisfactory condition and should receive regular maintenance to extend their lifespan, but may want to be considered for replacement as part of a larger renovation due to age. Lighting in the main reading room is poor and should be replaced with suitable task lighting. The lighting in the remainder of the building is fluorescent and could be upgraded for multiple energy savings opportunities as part of a larger renovation through the use of LED technology, occupancy sensors, and daylight controls.

TOTAL COST OF DEFERRED MAINTENANCE ITEMS: $140,859

*$8,978 of maintenance cost is associated with items identified as critical, other items may be addressed as part of future renovation projects. See full facility assessment for additional information.

Interior

Exterior

Current State

LIBRARY PARKING

STAFF | M | W | MECH

ADULT

ADULT

STAFF

CHILDREN

N

EXISTING FIRST FLOOR PLAN
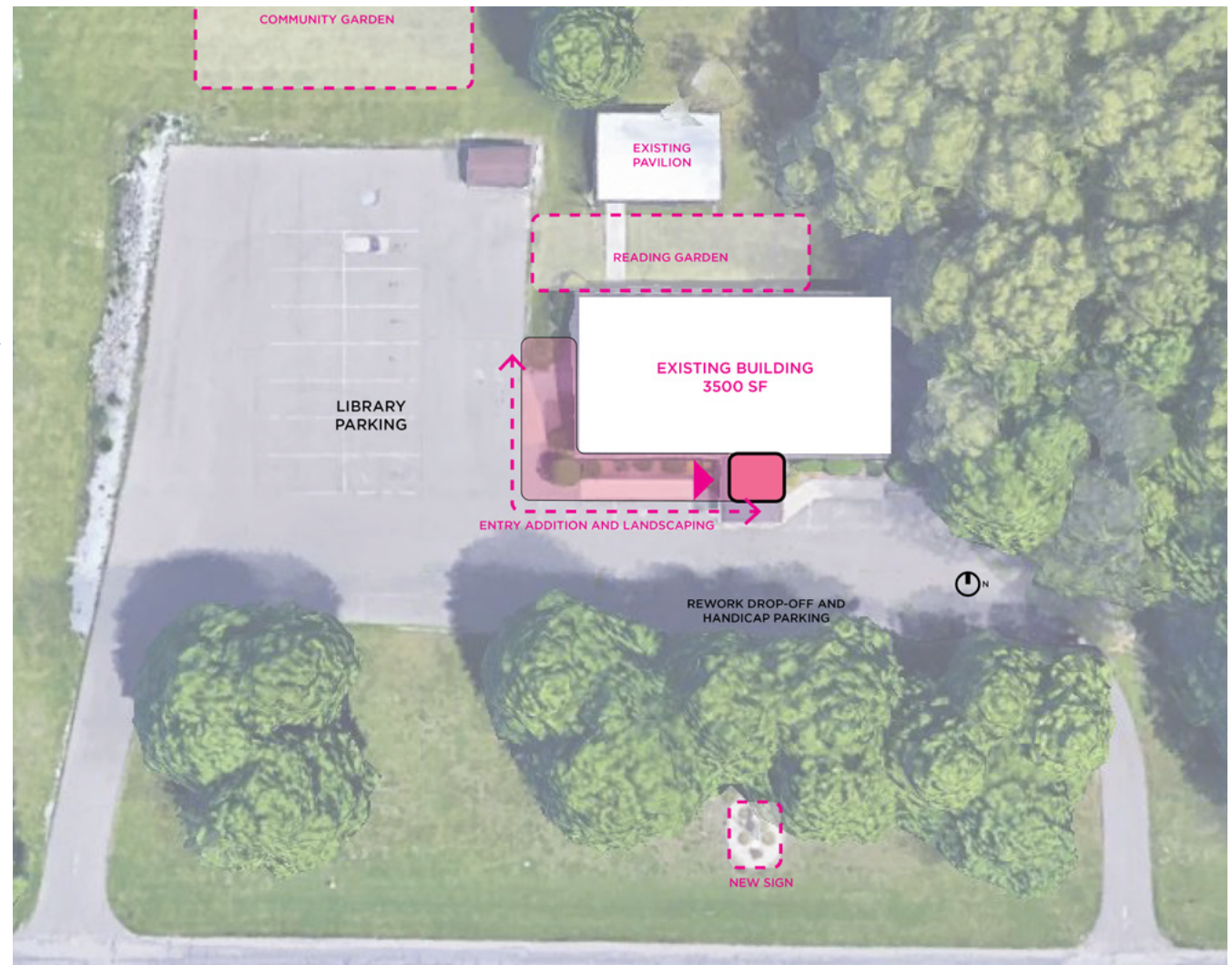
EXISTING CHARACTERISTICS

- Open plan with mobile shelving is used to create flexible meeting space
- Large site provides adequate parking and is only partially developed
- Adult area is broken into two spaces and comingled with childrens
- No meeting or study rooms
- Poorly lit space with limited views
- Building lacks street presence
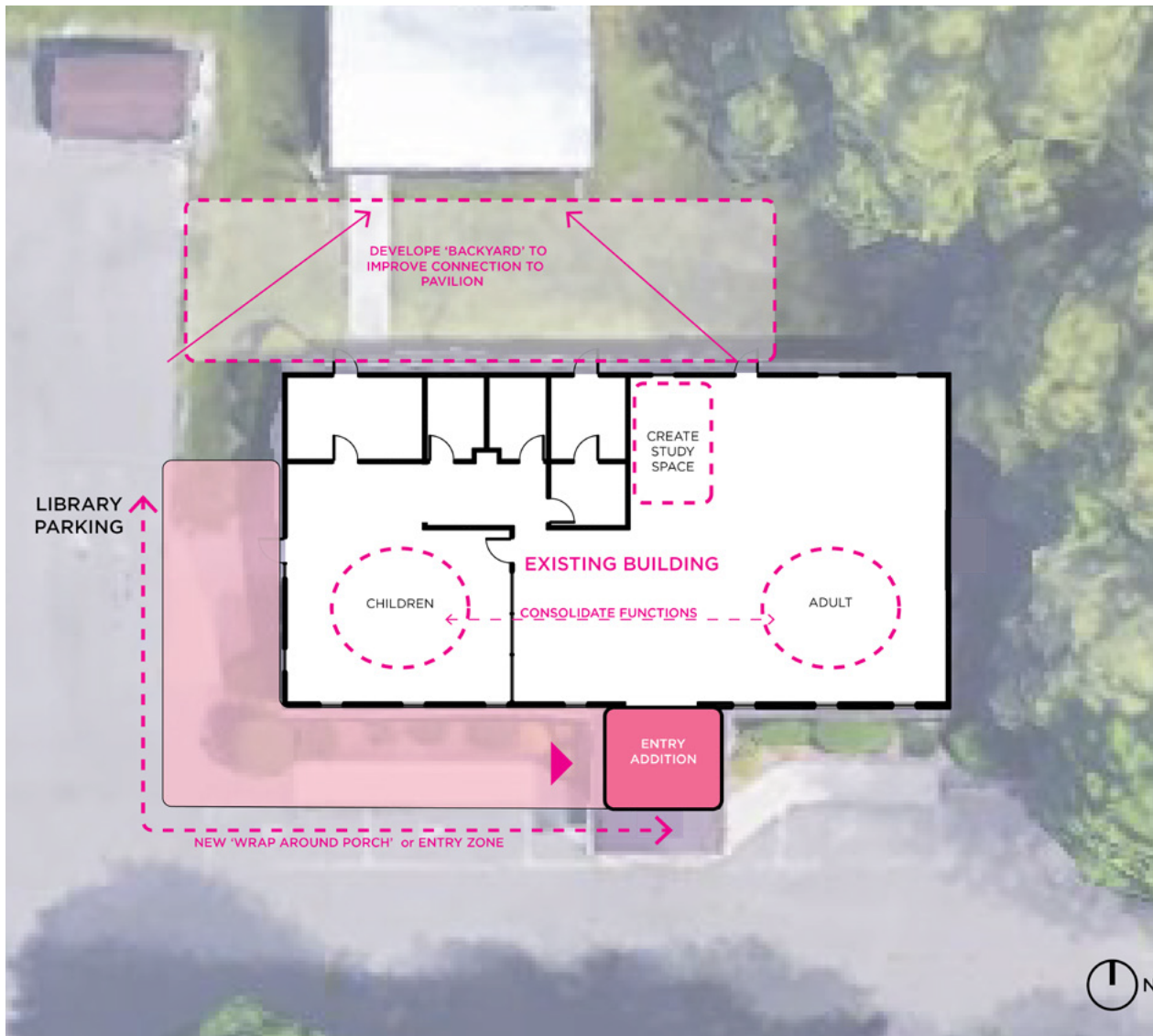
Branch Recommendations

RENOVATION + MINOR ADDITION

CURRENT STATE Located further from population centers, the Howard branch does not receive as heavy use as some other CDL locations. The branch is on a well-traveled road but is not identifiable as a library with little street presence. The interior space is open but small and with poor lighting. It does not have a dedicated meeting space. Flexible furniture allows the collection space to support events though small quiet study spaces are needed. The site provides adequate parking and room for expansion if desired. A picnic pavilion provides outdoor program space though it lacks direct access from the public portions of the library.

FUTURE VISION It's recommended that this branch receive a full interior renovation including new finishes, lighting, furniture and technology upgrades. Reconfiguration of the space may be done primarily using furniture and limited modification to existing fixed building elements. Space should be provided for small group study rooms and a more distinct children's area. Consideration should be given to creating a small addition that provides a new entry to the building. Other exterior upgrades such as larger windows, new rear door location and updated materials and signage will also improve the building's street presence and connection to outdoor program space.

COMMUNITY GARDEN

EXISTING PAVILION

READING GARDEN

EXISTING BUILDING 3500 SF

LIBRARY PARKING

ENTRY ADDITION AND LANDSCAPING

REWORK DROP-OFF AND HANDICAP PARKING

NEW SIGN

N

Future Vision

POTENTIAL FIRST FLOOR DIAGRAM

RECOMMENDATIONS

- Create a new vestibule addition potentially with a covered porch to improve entry experience

- Consider after hours access to vestibule

- Consolidate Adult collection on east end of building

- Move Children's to west end of building

- Provide small study spaces as built-in or modular units

- Improve connection to picnic pavilion from public space with new door and addtional glazing

- Develop landscape on west edge of building to direct pedestrians to main entry

- Improve views into and out of the building

- Improve children's collection space with larger interactives area

- Consider a community garden in the northern portion of the site

Future Vision
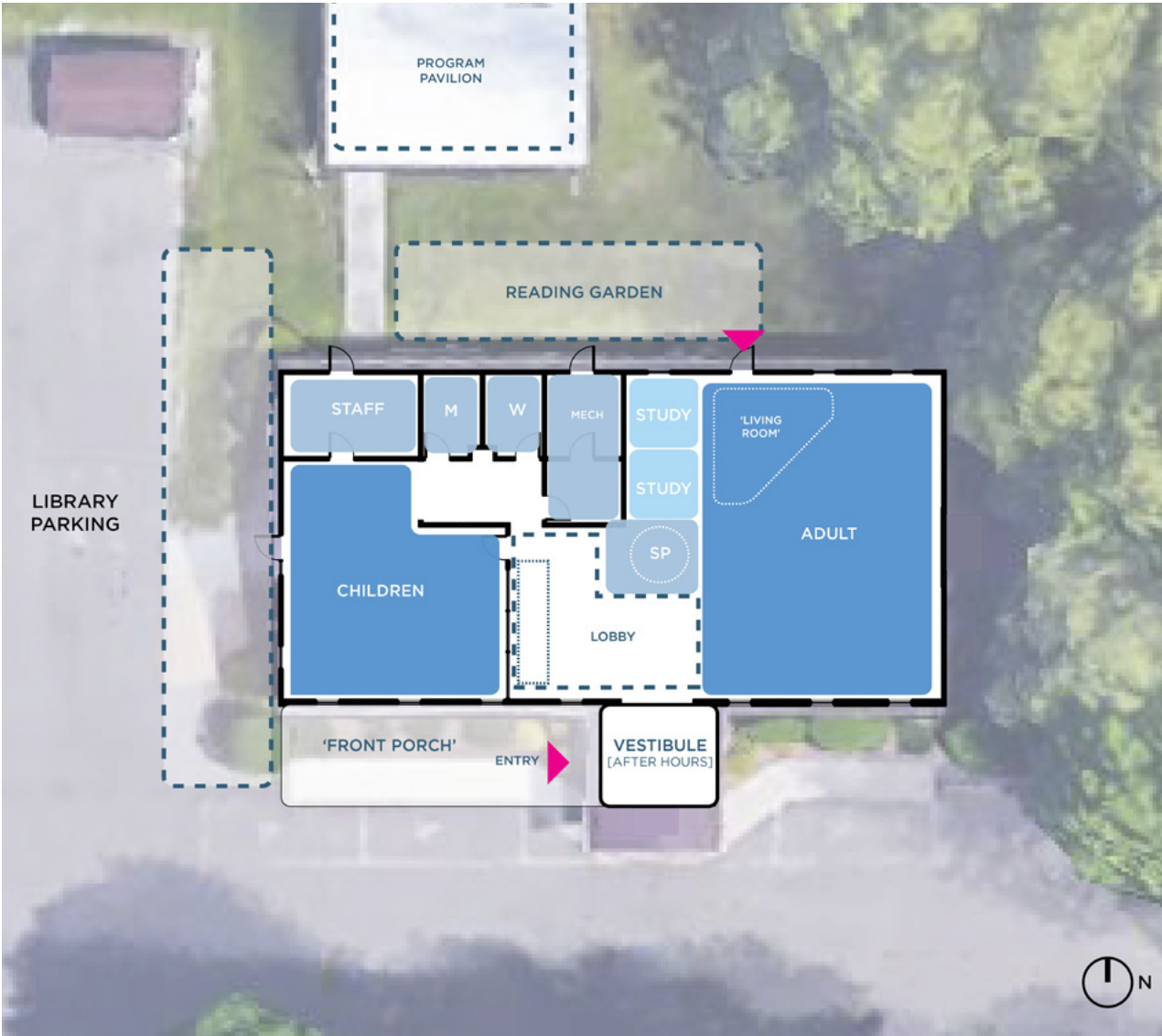
POTENTIAL FIRST FLOOR PROGRAM

IMPLEMENTATION COSTS

RENOVATION + MINOR ADDITION

Total Cost Of Implementation: **$900K**

3,300 SF RENOVATION + 200 SF ADDITION

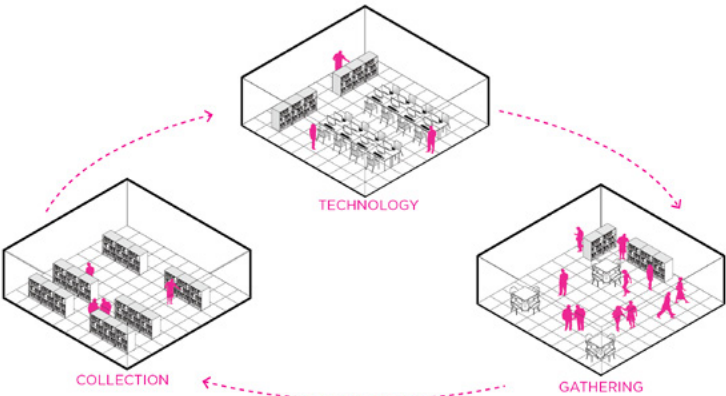INCLUSIVE OF NON-CRITICAL DEFERRED MAINTENANCE COSTS

Ideas

MODULAR STUDY ROOMS

RECONFIGURABLE COLLECTIONS SPACE

TECHNOLOGY

COLLECTION

GATHERING

PERIMETER SEATING AND SHELVING

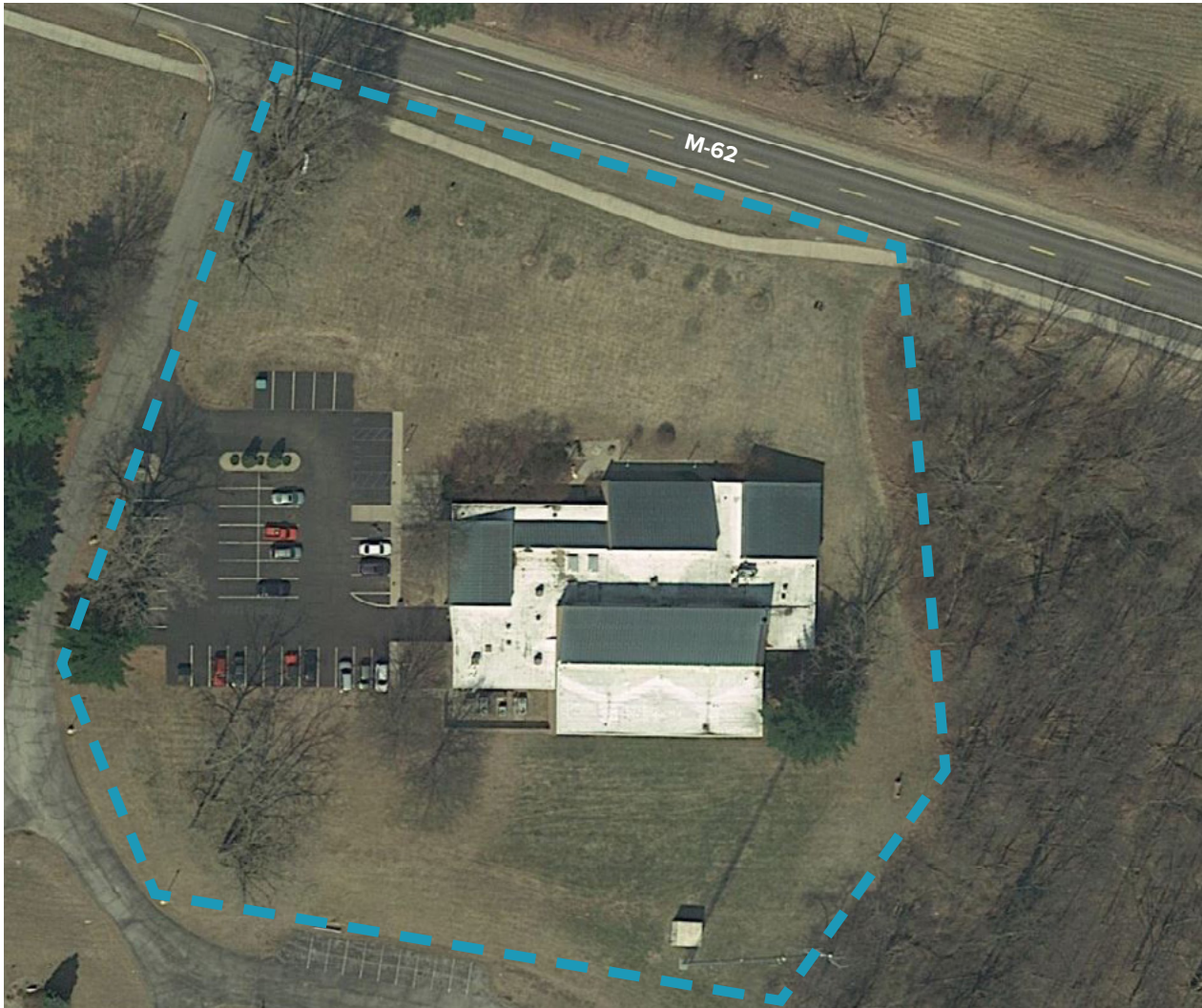WELCOMING PORCH ENTRY

COMMUNITY GARDEN

Main Branch

Cassopolis

Branch Information

BRANCH STATISTICS

Location: 319 M-62

Year Constructed: 1977

Size: 17,750 sf

Parking: 47 spaces

The Main Branch building was originally constructed in 1977. Minor renovations of the Children's Area and Computer Lab occurred in 2015 but the majority of the building is in its original configuration with original finishes. The library is located approximately one mile Northeast of downtown Cassopolis in the Cass County Municipal Business Park. The building is substantially set back from the street and public sidewalk on an open, grassy site. Entry is via a driveway from M-62 to the parking lot with no direct pedestrian sidewalk access. The building itself is of quality design with brick exterior walls and copper fascia detailing. The roof is primarily flat membrane roofing with copper standing-seam roofing at the clerestory windows.

Facility Assessment Summary

ARCHITECTURAL The Main Branch building is a well-maintained example of late mid-century architecture. The branch is in good condition for its age, with good flow and space sizing, and the single-story layout provides good accessibility. Renovations to the children's area, computer lab, and public restrooms were completed in 2015. Much of the millwork and furniture are original and reaching end of life, and should be considered for replacement as part of any significant renovation. Condition of finishes varies, but a few select finishes and areas are very dated or show significant wear.

SITE The library has on-grade access with no steps or ramping required to enter the building. Signage, visibility, and pedestrian access from the street is lacking. The entry sequence is uninviting and the parking lot is undersized during peak times. The site is large and relatively flat, but underutilized.

MECHANICAL The Main Branch HVAC is a split system which includes (3) boiler-fed upflow air handlers, integrated dehumidifying system, and (3) outdoor condensing units, all replaced in 2015. The system has ducted supply and plenum return throughout the building. The mechanical rooms themselves serve as a part of the plenum system and need to be "plenum rated", so no storage or combustible materials should be kept in those rooms. Existing rooftop exhaust fans and supplemental electric heaters are original to the building and should be replaced in the near future. A nitrogen oxide & CO_2 detection system tied to an exhaust system should be installed into the Garage Bay for life safety.

Exterior

Interior

PLUMBING The Main Branch plumbing system consists of (2) 30 gallon domestic water heaters, automatic flush valve toilets, and manual faucets. Water heaters and public restroom plumbing fixtures were installed in 2015 and are in good condition. The domestic water supply and sewer systems are on public village systems. No current known issues with the storm and sanitary sewer systems. A larger building renovation may require the addition of an automatic sprinkler system due to code requirements for occupancy, building size & use.

ELECTRICAL The electrical systems at Main Branch consists of a 240V service for the Mechanical system, and a 120/208V general service. The (2) ITE switchboards and (2) of (4) electrical panels are original to the building and are in satisfactory condition and should receive regular maintenance to extend their lifespan, but may want to be considered for replacement as part of a larger renovation due to age. (2) Electrical panels were added in 2015 and are in good condition. The lighting system could be upgraded for multiple energy savings opportunities as part of a larger renovation, through the use of LED technology, occupancy sensors, and daylight controls. A larger building renovation will also require updates to the fire alarm, emergency lighting and life safety systems to bring them to code compliance.

TOTAL COST OF DEFERRED MAINTENANCE ITEMS: $661,763

*$40,635 of maintenance cost is associated with items identified as critical, other items may be addressed as part of future renovation projects. See full facility assessment for additional information.

Interior

Interior

Current State

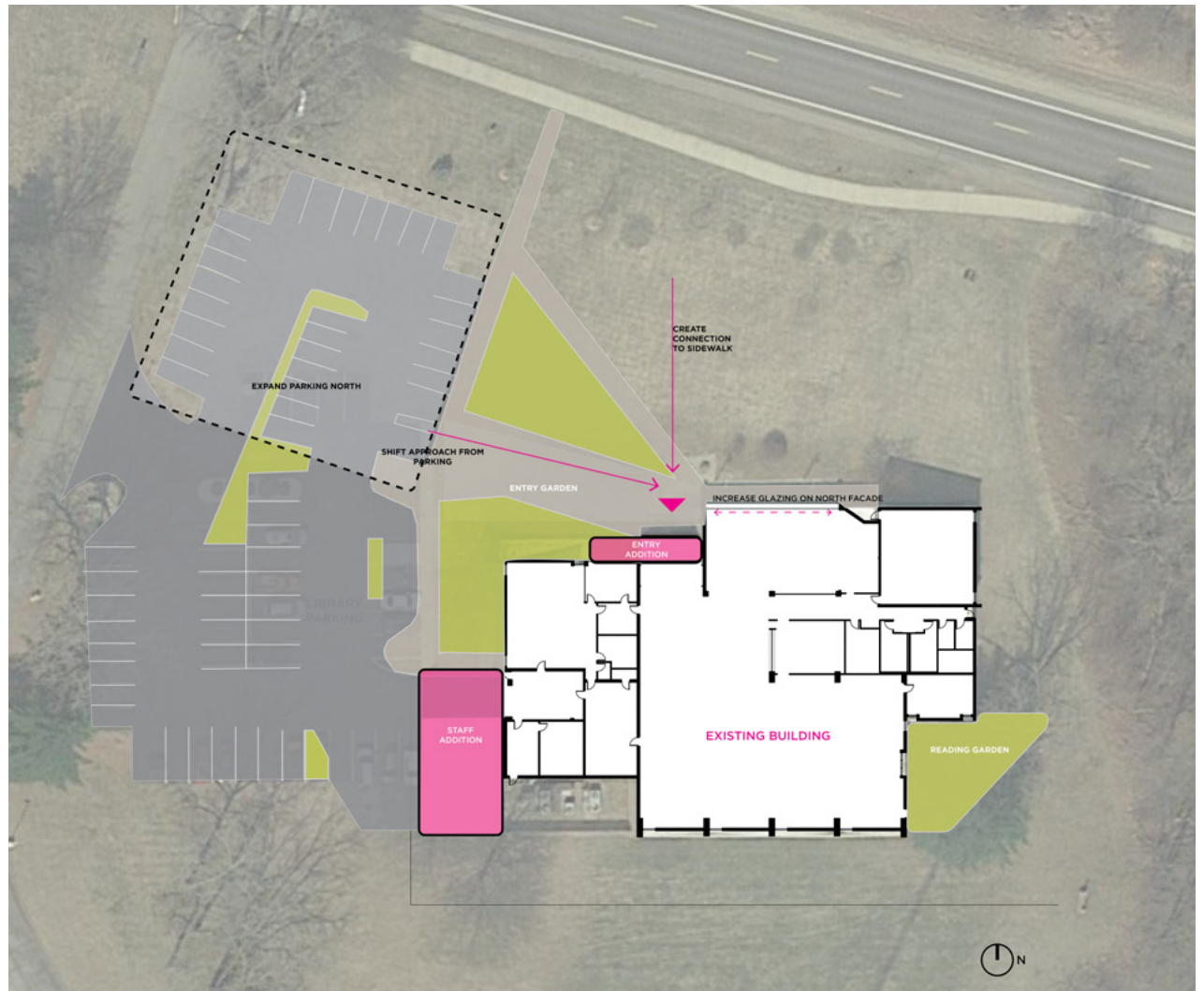EXISTING FIRST FLOOR PLAN

EXISTING CHARACTERISTICS

- Midcentury building retains its historic character but is dated on the interior
- The building lacks transparency and has limited street presence
- Patrons park at the side of the building and pass the service areas to enter
- No defined teen area
- Limited business center functions
- Meeting room is well used but would benefit from being larger
- No small quiet study spaces
- Limited wayfinding & signage
- Additional parking is desireable
- Existing staff spaces function reasonably well
- Simple, open floor plan of collections space lends itself to flexibility and reorganization
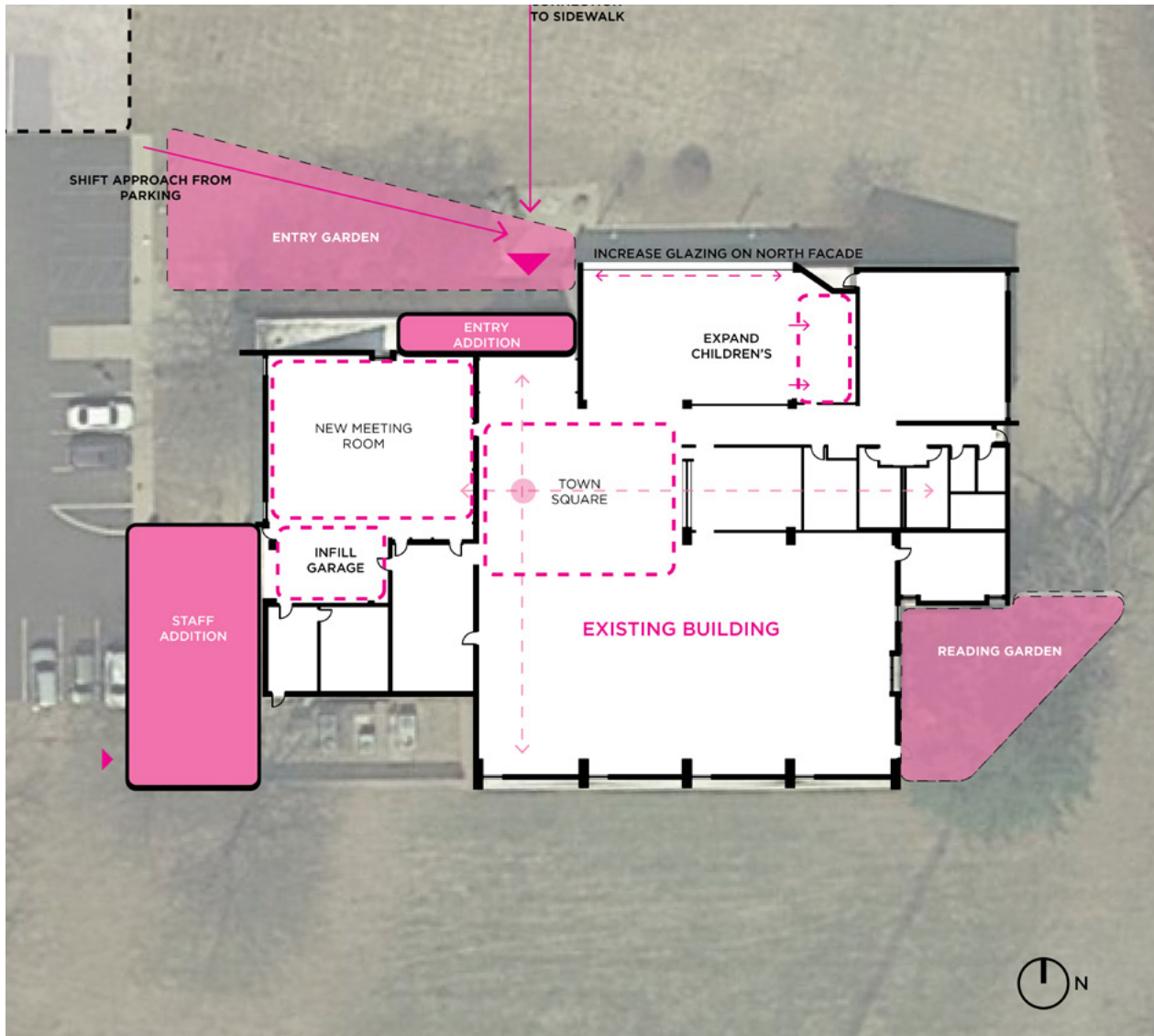
Branch Recommendations

RENOVATION + ADDITION

CURRENT STATE The existing Main Branch building is a well-maintained example of late mid-century architecture in a prominent location but lacks a welcoming entry and visibility from the street. The branch is the most attended in the system and also has the most space in a relatively open layout. Main branch has the only large community meeting room in the system which is a heavily used asset and is not large enough for some groups. The library's lot leaves ample space for expansion of the building though the building's form will limit where expansion can occur.

FUTURE VISION It is recommended that this branch receive a full interior renovation updating the existing space while maintaining most of the existing building structure. Renovation should include new finishes, lighting, furniture and technology upgrades throughout. Limited modifications to the building layout should address improved flexibility, small group study space, and an improved entry sequence. The potential for targeted additions should be considered to create better street presence and a welcoming entry as well as expanded public meeting room capabilities and possibly and enlarged children's area. The addition of functional outdoor space in the form of a community garden, play area or program space should be considered.

Future Vision

CONNECTION TO SIDEWALK

SHIFT APPROACH FROM PARKING

ENTRY GARDEN

INCREASE GLAZING ON NORTH FACADE

ENTRY ADDITION

EXPAND CHILDREN'S

NEW MEETING ROOM

TOWN SQUARE

INFILL GARAGE

STAFF ADDITION

EXISTING BUILDING

READING GARDEN

N

POTENTIAL FIRST FLOOR DIAGRAM

RECOMMENDATIONS

- Provide additional parking shifting patron access to the north
- Create a pedestrian connection to the street/sidewalk
- Build a new vesitbule to create a more visible entry to the building
- Create an addition to the west with reconfigured staff space
- Relocate large meeting room to area of existing staff space providing new program space in existing meeting room
- Landscape near the entry and create a new reading garden to the southeast
- Improve views into and out of the building
- Add small quiet study space near the adult collections
- Improve children's collection with larger interactives area
- Create new delivery garage in less prominent location

Future Vision

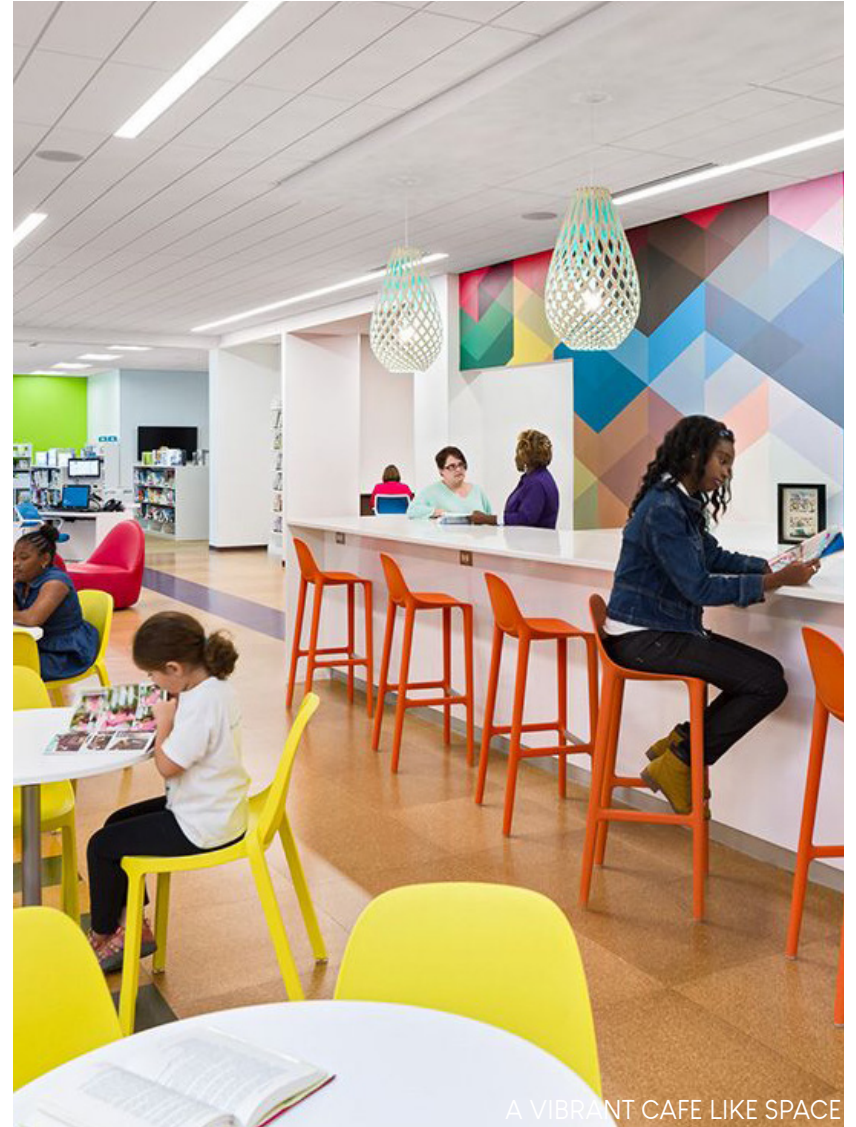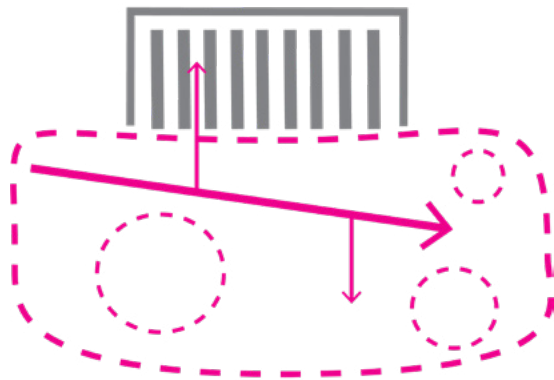POTENTIAL FIRST FLOOR PROGRAM

IMPLEMENTATION COSTS

RENOVATION + ADDITION

Total Cost of Implementation: **$4.8M**

17,100 SF RENOVATION + 2,000 SF ADDITION

INCLUSIVE OF DEFERRED MAINTENANCE COSTS (TBD)

Ideas

LOW + MOBILE SHELVING

EFFICIENT ORGANIZATION

A VIBRANT CAFE LIKE SPACE

TRANSPARENCY AT ADDITION

SMALL GROUP MEETING SPACE

SECTION 2

IMPLEMENTATION

Implementation

The recommendations put forth in prior sections of this document establish a vision for how Cass District Library can re-imagine its spaces for the future. In order for these ambitions to be achievable there must be a defined and realistic path forward. This means creating an implementation plan that:

Estimates Probable Cost

Establishes Priorities

Identifies Next Steps in Implementation

These exercises provide the tools and data needed to plan and execute the scope of work broadly defined in the Master plan. The costs provided represent the Library's ideal vision for their community, but scope and expectation can be adjusted to meet the Library's specific budgets and timelines as they secure the funding needed to execute this plan. In addressing these practical concerns the master plan becomes more than a wish list; it is an actionable strategy for future growth.

COST ESTIMATING METHODOLOGY

The project budgets for the master plan were developed to be as comprehensive as possible without having specific building designs in place. The design team created the following categories of work that could be applied consistently to the branches based on anticipated scope. With the assistance of AVB an estimate of total probable cost was established for each project based on level of renovation and new construction of each project.

See the Master Plan Cost Estimate Addendum for a detailed breakdown of Implementation costs based upon these Categories of Work.

The costs identified are intended to represent Total Project Cost which includes:

- Hard costs of site and building construction including contractor's general conditions, labor and materials

- Professional service fees such as architect & engineer fees

- Furniture, Shelving and Equipment

- Site Improvements

- Other soft costs such as permit fees, utility fees, and inspections

- Contingencies to account for unforeseen conditions and unique aspects of specific building designs

CATEGORIES OF WORK

Deferred Maintenance:

- Total Project Costs include the cost of all items identified as non-critical (5 year + priority) in the Deferred Maintenance Budget (See Facilities Assessment Reports.)

Low Intensity Alteration:

- Replacement of finishes

- Replacement of built-in cabinetry

- Minor electrical and mechanical updates including additional outlets, floor boxes, and replacing diffusers

- Replace and upgrade lighting

New Building / New Addition:

- New Build costs assumes an 9,000 sf building as well as site improvements & parking lot. Cost per sf and soft cost percentages may change if building size reduces or increases

- Costs for additions include new construction, finishes, millwork, mechanical, electrical, plumbing, and life safety.

High Intensity Alteration:

ASSUMES LOW INTESITY SCOPE PLUS:

- Demo & Reconfiguration of walls

- New openings: windows and doors

- New electrical outlets & life safety

- New HVAC distribution

- New plumbing fixtures

Site Improvements:

- Landscape includes plantings, topsoil & irrigation systems

- Hardscape includes parking lots, sidewallks & pavement

- Does not include land acqusition costs for new sites

Furniture, Fixtures & Equipment:

- Assumes replacement of the majority of furniture and shelving. Does not include AV/IT equipment costs.

- Estimated as a cost per sf based on historic data. FF&E cost can vary significantly.

IMPLEMENTATION COSTS

The costs listed at right indicate the budget pricing for the full scope of implementation for all master plan recommendations. Costs associated with 'Critical' deferred maintenance items have separated from the branch-by-branch implementation costs as these conditions should be addressed as soon as possible, while some of the more substantial building projects may not be completed for a number of years. Similarly, costs associated with a proposed system-wide branding and signage upgrade have been listed separately as this may occur independent of building upgrades.

The vision established in this document is only the first step on the Library's journey to re-imagine its buildings and services for the 21st century. The assessments, recommendations and budgets identified provide the tools necessary to move forward with a long-term plan that is ambitious, thoughtful, and attainable.

* Not included in Implementation Costs:

- *Land/facility purchasing costs*
- *Costs escalation of materials and labor. Costs are based on the current 2021 market. It should be assumed that costs will escalate 4%-6% per year.*

** See Facility Assessment Reports for a detailed breakdown by branch of Deferred Maintenance Costs & Scope

BRANCH RECOMMENDATIONS · IMPLEMENTATION COSTS*

CRITICAL DEFERRED MAINTENANCE** · $50,000

- See Facilities Assessment Reports for Deferred Maintenance Items noted as 'Critical' priority

EDWARDSBURG · $2,700,000-$4,500,000

- Range includes Renovation/Expansion + all Non-Critical Deferred Maintenance** on the existing site OR a new building on a new site

HOWARD · $900,000

- Renovation, Minor Expansion + all Non-Critical Deferred Maintenance**

MAIN · $4,800,000

- Renovation, Minor Expansion + all Non-Critical Deferred Maintenance**

FUTURE SYSTEM-WIDE IMPROVEMENTS** · $70,000

- Includes costs associated with system-wide signage rebrand that may occur outside building renovation project scope.

TOTAL · $8,200,000 – $10,300,000

A PATH FORWARD

As many of the larger building projects may be years in the making it is important that the Library first address the critical deferred maintenance items to ensure continued safe operation of its existing buildings. All of this work should be done regardless of the scope of future plans. Of the larger renovations the Edwardsburg Branch was identified as addressing the highest need due to being very undersized in proportion to use. Establishing the direction (i.e. expansion or new build) and implementation approach for this branch should be prioritized and inform the plan for the rest of the system.

The timeline for implementation will also be informed by the Library's ability to obtain funding in order to complete facility renovations in a fiscally responsible manner. In order to address the long-term needs of the system the Cass District Library will pursue funding sources beyond the current resources available in their annual operating budget. The Library will explore financing options available to public institutions for capital projects, which will likely include putting a levy on the ballot in November of 2021.

While this financing will be critical for the full implementation of the plan, the Cass District Library, as a good steward of public funding, is in the fortunate position to consider executing some smaller renovations with their current available funds. This may include addressing a full renovation at the Howard branch ahead of securing funding for the larger renovations at Edwardsburg and Main Branch. This would allow the Library to make an immediate impact on the community while also testing new service strategies on a smaller scale before deploying them district-wide.

This master plan provides an exciting and momentous possibility for the future of library and community services in Cass County. Though firmly rooted in the Library's current vision and needs, this document should be approached with the same flexibility it recommends for its buildings. The Library's approach to its facilities should continually adapt to the feedback of the community and accommodate its patrons' evolving needs for years to come.