

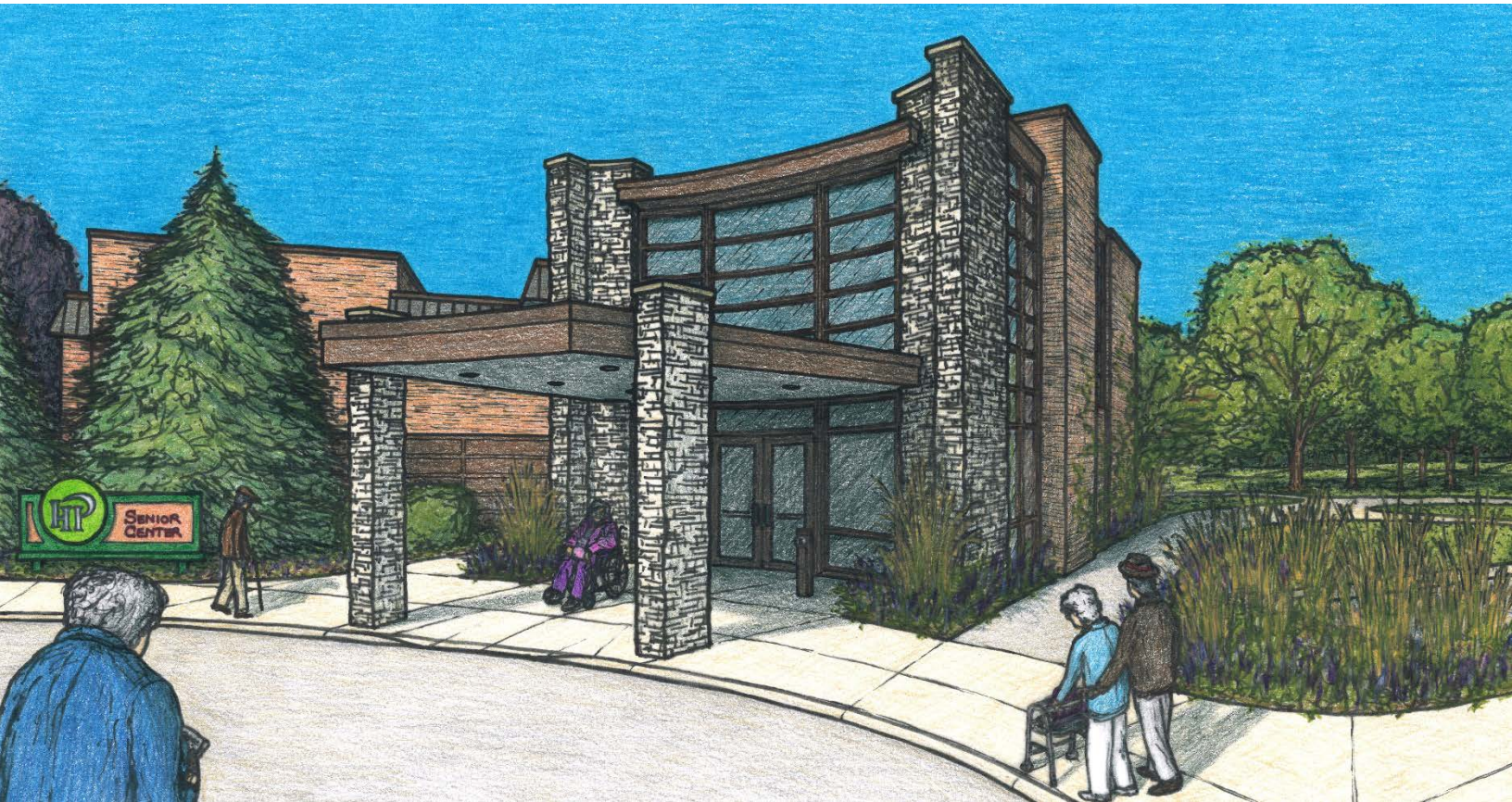


HIGHLAND PARK
PUBLIC LIBRARY
Information & Imagination



Library, Senior Center, and Youth Center Needs Assessment & Feasibility Study

5 February 2018



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Library, Senior Center, and Youth Center Needs Assessment and Feasibility Study

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Library sign by Rudolph Ingerle, restored early 2000's

**LIBRARY, SENIOR CENTER, AND YOUTH CENTER
NEEDS ASSESSMENT AND EXPANSION/RELOCATION FEASIBILITY STUDY**

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Existing Highland Park Library building.

EXECUTIVE SUMMARY

In April of 2017, the Highland Park Public Library and the City of Highland Park commissioned Williams Architects to perform a Feasibility Study to examine the potential of combining the Highland Park Public Library with the City's Senior Center and Youth Center facilities at one location in an effort to enhance all three institutions while also saving the City money over time. By simultaneously addressing the space and infrastructure needs of all three institutions and achieving efficiencies through shared use of spaces and parking at the current Library site, it was believed that all three could benefit and be improved. In the sharing of spaces that are commonly used (or currently needed) by all of the facilities, it was hoped that money could be saved that otherwise might be needed for re-building or renovating multiple structures. It was also felt that the Library site could be a better location for seniors to access than the current Senior Center location, and that relocating it to the Library site would decrease traffic flow through the surrounding neighborhood.

Our team began our study process with a broad discussion of study goals and objectives and met with Library, Senior Center, and Youth Center staff to tour each building and discuss current conditions, challenges present at each facility, and operational needs.

Following these initial tours, discussions with Library and City staff, and review of existing facility usage and programming, our team prepared a draft Space Needs Assessment Summary outlining space needs for the Library, Senior Center, and Youth Center as well as potential opportunities for the sharing of space among the three groups. Refined over a series of meetings with each group as well as with a team of City and Library staff and elected officials, this Assessment Summary identified the separate space needs of each of the three groups. With one of the goals of this Feasibility Study being to identify synergies and opportunities for shared space usage between the Library, Senior Center, and Youth Center, a crucial piece of our team's investigation was analysis of existing space utilization. Our team worked with City and Library staff to analyze usage patterns of each of the existing facilities and identify opportunities for greater utilization of existing space. Following discussion of these space utilization findings with the City and Library, we refined the space needs for each facility and identified opportunities for shared use of spaces.

All this information was utilized by the Williams Team to develop program recommendations for improved Library, Senior Center, and Youth Center spaces that could jointly use identified common spaces. The program recommendations were the basis for multiple conceptual design alternatives for a combined facility that were prepared and reviewed with the City and Library. Program recommendations and recommended space sizes were expressed as ranges to allow for multiple options at varying costs to be more easily developed.

In October of 2017, the City became aware that the Highland Park Country Club had again become a possible location for the Senior Center. This location was first considered by the City in 2014 and deemed infeasible based on the Park District's Master Plan for the property at that time. After careful consideration, it became clear that the challenges and costs associated with creating a combined facility at the Library site were greater than those of doing two smaller addition/remodel projects at both the Library and Country Club sites. As such, the Williams Team changed direction and proceeded to develop the two sites as independent potential projects, with the final location of the Youth Center (either at the Library or the Senior Center) remaining to be determined.

The Williams Team (Williams Architects, W.B. Olson, Inc., and Gewalt Hamilton Associates) is grateful for this opportunity to be of service to the Highland Park Public Library and City of Highland Park in developing this analysis and the proposed addition/remodel concepts that resulted. Please don't hesitate to contact us should any further information be required.



Library – Adult Services.

FEASIBILITY STUDY GOALS AND OBJECTIVES

The initial goal of this Feasibility Study was to investigate options to expand the Library's operation, relocate the City's Senior and Youth Services to the Library property, and expand the Library parking lot to provide for adequate parking on site to accommodate all uses. Further discussion with elected officials, Library board members, and City and Library staff identified the following concerns, goals, and objectives for the study and its outcomes:

- A combined facility should be planned and conceived keeping maintenance and operation costs/procedures in mind, with a goal of improving the services of all three facilities.
- The design of the facility should be compatible with the existing Library building and the adjacent City Hall, creating a unified site. The site design and layout should respond to traffic patterns and maintain a strong pedestrian and visual connection to the downtown area.
- Multiple options for expansion to the east, south, and west should be carefully considered.
- There is a strong desire to make better use of the entire site, including the park areas to the west and south of the existing Library and the newly acquired properties to the east.
- Impacts on public infrastructure including utilities, vehicular traffic, and pedestrian connections should be examined as part of the planning process.
- Accessibility is a priority and goal within all aspects of the facility, particularly the Senior Center components.
- Staff and operational spaces in all areas of the new and expanded facility should be functional and effective.
- All spaces within the Library, Senior Center, and Youth Center should be flexible and achieve the maximum utilization possible.
- The existing Rose Garden and Log Cabin can potentially be re-located if in the best interest of the entire project.
- The planning effort should address the need for more parking that serves all aspects of the combined facility.
- Stormwater management will be an important element in the planning and design, especially given the topography and natural features of the site.
- Users of the Senior Center would like to maintain a separate identity for the facility while having convenient access to the shared spaces where possible. Seniors in the community are interested in the outcome of this planning effort and the effect it will have on their space.
- Teen Library users are not looking for a "dedicated teen space", and are instead seeking to be a part of the rest of the facility. (WA remarked that prototypical "teen zones" with booth and bean bag furniture are becoming less prevalent in library design.)
- The community will expect the team to prove that the outcomes of this planning effort will be achievable.
- Youth in the community want to be better engaged in the planning process and outcomes.

- A strong and engaging public outreach, input, and focus group process is essential to the success of this planning effort. The progress of the planning effort should be well-documented and updates frequently shared with the public via the City and Library’s website.

Additionally, the Williams Team has identified the following goals and objectives for this Feasibility Study:

- The team will seek design and planning solutions that are beneficial and advantageous to both the Library and the City.
- The team will seek to build consensus within and between the Library and City elected officials and staff.
- The team will conduct and participate in a thorough public engagement process, which will shape the design and planning outcomes wherever possible.
- Multiple program, plan, and design options will be explored in an attempt to address budget limitations and neighborhood impact.
- The design and planning solutions proposed will be mindful of parking, stormwater management, infrastructure, traffic patterns, and neighborhood impact.

Throughout the Feasibility Study process, the Williams Team will refer to these shared goals and objectives, and continually evaluate our work product and recommendations to ensure conformance and alignment with these goals and objectives.

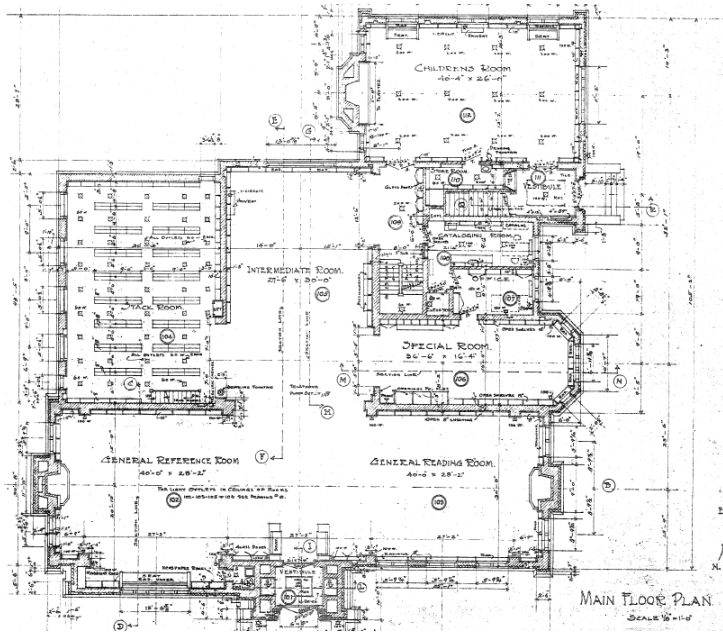


Senior Center entrance.

OPERATIONAL REVIEW – HIGHLAND PARK PUBLIC LIBRARY

Background and History

The Highland Park Public Library was established by action of the Highland Park City Council on September 14, 1887, operating in shared spaces with City government and other purchased spaces until a purpose-built facility was constructed for the Library's use in 1907 funded in part by a \$12,000 donation from Andrew Carnegie. This facility was located on the Library's current site.



By the mid 1920's, it was determined that the 1907 Carnegie library was already insufficient for the needs of the growing Highland Park community; the current library was designed and opened to the public on September 20, 1931. The three-level building was expanded to the east in 1960 to accommodate an increased demand for children's services, and in 1976 two residential properties east of the library building were purchased by the City for expansion of the Library's adult services collection. This expansion was completed in a modern style complementary to the original Gothic design of the original building. Several renovations of the space have occurred since that time, including accessibility improvements in 1989, and renovations in 1991, 1998, 2000, 2003, and 2012.

Current Operations

The Library is heavily utilized by the community and serves a highly educated population of many age groups. It is typically visited by over 1,000 people each day. 84 percent of adult Highland Park residents visited the Library during 2016 and 53 percent of adult residents visited the library more than once a month. **Participation in library programs – particularly youth programs – has greatly expanded over the past decade. Library statistics indicate a 23 percent increase in total youth program attendance and a 242 percent increase in storytime attendance between 2003 and 2013.**

The current 47,000-square foot building serves a population of just under 30,000 residents, resulting in 1.58 square feet of library space per capita – the second lowest amount among the 12 closest libraries to Highland Park. Since 1994, *eleven* of those neighboring libraries were expanded. The Youth Services Department of Highland Park is much smaller than those of surrounding libraries, and the Library has *very limited meeting and program space* as compared to the majority of area libraries. **Further, ten of the neighboring community's libraries have a dedicated youth program room, where Highland Park does not. Eleven neighboring libraries also have greater meeting room capacity than Highland Park, with six of those libraries seating more than double Highland Park's 101 person capacity.** The average capacity of neighboring libraries is 13 rooms seating a total of 272 people. Skokie and Northbrook can both seat *over 500* people in their meeting rooms. Currently, a number of groups' requests for meeting rooms use at Highland Park Library are unmet. These groups include book groups, the League of Women Voters, scout troupes, military family support groups, condo associations, the Chamber of Commerce, and the Sister Cities Foundation. Nine of the neighboring libraries also offer a dedicated technology training room, where Highland Park does not.

Despite changes in library service and nearly continuous public demands for more program and meeting space, no new space has been added to the Library since the 1976 addition. Only Glencoe, with no expansions since 1941, has gone longer without adding space. A small expansion to Highland Park's Children's Services including a new large program room and Children's story room was planned in 2008-2009, but was never constructed due to the economic conditions of the time.

Current Challenges

The Williams Team toured the library and discussed the Library's operations with Executive Director Jane Conway and each of the department heads on several occasions. The following observations were noted by the Williams Team during our visits and subsequent discussions:

- Parking at and adjacent to the Library site is limited. Approximately 51 spaces are provided in the Library's parking lot, with another 13 spaces provided on Laurel Avenue immediately in front of the Library's entrance. On-site parking is sometimes unavailable during peak usage hours during weekday hours when neighboring public lots are also filled. An analysis of the twelve nearest public libraries to Highland Park indicates that the Highland Park Public Library has the second smallest amount of parking per 1,000 SF of building area.
- The Library's small program and meeting rooms in Adult Services are very highly utilized (on some days over 80% utilization, which is extremely high), and do not appear to meet the Library's own needs.



Adult Services small meeting rooms. Photos were taken early in the day during a rare occurrence of the spaces being unoccupied.

- The lower level meeting room behind the Auditorium is the only dedicated, multi-purpose meeting or program room space with a capacity of more than 8 people in the entire building. It is heavily programmed with children's programming during morning hours and adult programming during afternoon and evening hours. While the space is attractive and of a useful size, it is difficult to access and lacks sufficient storage for what is essentially the main program room for the entire Library. It is not possible to utilize this space while a program is occurring in the adjacent heavily-used meeting room due to sound transmission between the two spaces.



Lower level meeting room.



Adjacent auditorium with lower level meeting room beyond; sound transmission at door between auditorium and meeting room makes it impossible to hold programs in both spaces simultaneously.

- The Auditorium is a purpose-built space that has existed since the Library originally opened and is ideally sized for medium-sized presentations and performances. However, the presence of fixed seating, a tiered floor, and a relatively small stage/performance area limit the potential uses of the space. It is not possible to utilize this space while a program is occurring in the adjacent heavily-used meeting room due to sound transmission between the two spaces. The existing tiered floor structure would make the space difficult to re-purpose for other uses. Senior Center programming at this location for presentations and lectures when not in use by the Library would increase utilization of the existing space.



Auditorium space.

- The meeting room is accessed by a long, wide corridor with steps and a level change. Although the space is technically accessible by means of a wheelchair lift, it is challenging to access by older library users. In addition to the room being difficult to find, a considerable amount of space is consumed by the corridor that connects it to the lower level lobby.



Corridor to meeting room.

- **Other than by re-arranging furniture within Adult Services to accommodate larger programs, there is no large space for more than 100 people to meet or attend a program.** Programs and meetings are frequently held in areas of the Library that are not intended as program and meeting spaces (Adult Services, the Lobby, and the Alyce Brenner Room), creating inefficiencies in set-up and take-down of furniture and chairs for staff and more difficulty in accessing collections and services in these areas while programs are taking place.



Large group programming in Adult Services. Whenever large programs take place, seating and materials need to be moved away to accommodate event seating.

- **The entire Youth Services Department is drastically undersized for the size of the collections housed within and for the youth population served by the Library.** The lack of a dedicated program room for Youth Services appears to create a domino effect causing other non-dedicated spaces within the Library to be utilized for programs when the lower level meeting room is used for Youth Services programming.



Youth Services. Presence of circulating materials on canopy tops is a key indicator of space constraints in a library.

- **The Library's upper level conference room is currently being used as historical archive space.** The space is not equipped with proper HVAC and humidity control systems for archival purposes, is inaccessible to persons with disabilities, and was not likely structurally designed for high-density storage.



Original second floor conference room is currently used as archive space.

- **Shelving space in all areas of the Library is inadequate to circulate the existing collection size** without extensive use of difficult-to-reach bottom shelving and canopy tops. The ability to browse A/V and popular materials is limited due to existing space constraints that necessitate the use of higher-capacity shelving.



A/V collections completely fill hard-to-reach bottom shelves.

- Although many libraries are trending towards providing less dedicated staff work space as service models change to increase automation and more staff walk around to assist patrons, space is still needed for staff functions. Most of the staff areas are inadequately sized to allow staff to efficiently perform required tasks, particularly in Youth Services, Technical Services, and Marketing.



Youth Services staff office space



Membership Services (circulation) work room

- The facility's elevator is original to the 1973 expansion and has reached the end of its service life. Although it is possible to modernize and retrofit the elevator to address its functional issues, its small size makes it non-compliant with current International Building Code requirements for accommodation of a stretcher and emergency personnel. It is not possible to enlarge the elevator without also enlarging the pit and shaft, making it very difficult and expensive to address the issue in any other way besides constructing a new elevator in a different location.

- **There is a severe lack of storage in the Library,** and almost no storage on the main level where most patron services take place.



Lower level general storage



Main level small storage closet

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OPERATIONAL REVIEW – HIGHLAND PARK SENIOR CENTER

Background and History

The Highland Park Senior Center was established in 1976 when the City of Highland Park established its Division of Senior Services. At that time, the City purchased a private mansion constructed in 1929 at 54 Laurel Avenue for use as a City Senior Center. The building is a Tudor style residence of two stories and a basement and is approximately 9,500 square feet in total. While minor renovations have taken place over the years to improve usability and provide accessibility to some areas of the building, much of the building retains its original finishes and decorative elements. The facility is situated on lakefront property at the end of Laurel Avenue in a quiet neighborhood of mostly historic homes; several rooms of the home and outdoor spaces have direct views of Lake Michigan.



Current Operations

The Highland Park Senior Center currently serves over 1,200 residents in and around Highland Park. Membership is available to residents and non-residents aged 50 and over. A nominal registration fee enables members to access a wide variety of free programs, classes, and seminars both at the Senior Center facility and larger sponsored events at other locations around the community. Due to the lack of parking close to the facility, accessibility challenges inherent in a converted residence, and the absence of large gathering spaces within the existing Senior Center, many larger programs take place at the Highland Park Police Department, Country Club, and Library. Most Senior Center visitors must park at Central Park approximately 900 feet away from the entrance and may be shuttled to the building by Senior Center staff.

Senior Center staff reports that the lack of parking close to the facility is one barrier to participation for many of the community's residents.

Current Challenges

- **Parking** - Aside from a few on-street accessible and permit parking spaces and two spaces for City staff vehicles that serve as parking shuttles, there is no parking at the current site. Users of the facility must be either dropped off or park at Central Park, or park in spaces approximately 900 feet away from the building; two short-term use spaces are available on-site. Senior Center staff operates what is in essence a continuous shuttle service from the building to the Central Park parking lot, where Senior Center members are issued permits for parking. Sidewalks connecting Central Park to the Senior Center are not completely accessible due to grade changes and lack of tactile warning surfaces.

- **Accessibility and Code Compliance - Accessibility for persons with disabilities both around and within the building is limited. Although an elevator was installed in the facility when it was renovated for Senior Center use, major portions of the facility do not comply with federal and state accessibility codes.** The main entrance to the facility, several restrooms, and the main stair are examples of non-compliant areas. Other areas of the building require assistance from staff for persons with disabilities to reach. **The only accessible restroom in the facility is located on the second floor, and it is within a shared room that doubles as a sink and cleanup area for the adjacent art studio.**



Portable ramps are used as means of accessibility to a major main level space.



The facility's only accessible restroom is located on the second floor and is within a shared space with a sink and storage for the adjacent art studio.

- **Level Changes and Narrow Openings** - As the facility has three levels (and some level changes within each level of the building), it is more difficult to use for persons with mobility challenges or disabilities than a single-level facility or a two-level accessible facility designed for Senior Center use. Original stairways, thresholds between spaces, and narrow doorways make the facility relatively difficult to use for its intended audience.



Multiple level changes, narrow doorways, and non-code compliant stair and railings are found throughout the existing facility.

- **Lack of Medium- To Large- Meeting Spaces** - As a converted, large residence, the facility lacks medium- to large-sized spaces capable of accommodating more than 55-60 people for programs and meetings. Although many of the spaces are beautifully and historically appointed, they lack the size, flexibility and amenities required for frequent changes in use and use by larger groups.



Lower level meeting/program room for 20-30 people depending on room set-up.

- **Lack of Storage** – As there is very little storage within the building, tables and chairs for various functions must be stored within spaces or moved to other spaces intended for program use. The large, main parlor on the first floor lacks dedicated storage for tables, chairs, equipment, and supplies.



Main parlor – no dedicated storage.

- **Functionality of Medical Equipment Loan Closet** – As with many facilities designed for senior services, a core offering of the Highland Park Senior Center is a medical equipment loan facility for members to loan wheelchairs, walkers, and other medical equipment. Although the space itself is of sufficient size for the loan closet operation, it lacks a nearby accessible entrance or receiving/pickup area that would facilitate transfer and moving of these items. Currently, members wishing to borrow equipment must take the equipment up the elevator and through the narrow main entrance to the facility.



Medical equipment loan closet.

- **Escalating Maintenance Costs and Expense of Operation** – The interior and exterior of the facility are rich in character and history, with materials and finishes befitting of a lakefront mansion. However, these finishes and materials require increased maintenance and upkeep, and the facility is extremely inefficient in terms of energy consumption due to the original radiant heat systems and lack of thermal insulation in exterior walls and roofs.

A 2014 City capital asset study identified approximately \$400,000 in necessary maintenance and repair work at the facility within the next few years. Continued use of the building as a public facility will require greater investment in HVAC, fire protection, and electrical infrastructure to keep the facility compliant with current codes and safety requirements.

In addition to maintenance and operational concerns, there is a higher probability in an existing building of this age of the presence of environmentally sensitive materials. Further testing would be required to confirm the presence of any such materials and methods for mitigation and/or removal.



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OPERATIONAL REVIEW – HIGHLAND PARK YOUTH CENTER

Background and History



The Highland Park Youth Center is operated by the City's Division of Youth Services. Its current facility is a renovated fire station that was moved to its current location in 1976. The Firehouse Youth Center, as it is now called, provides a variety of services to Highland Park youths in grades 6 through 8 in 6,100 square feet of renovated space. The facility has three levels with a variety of meeting, study, and social spaces for use by Youth Center participants and staff.

Current Operations

Once serving over 900 Highland Park youths in the early 1990's according to City records, the program now serves approximately 25 participants each year, providing a variety of social opportunities, social services, and homework help to students enrolled in the After School Club. Spaces for homework help, group study, social interaction, and gaming are part of the Youth Center's core offerings. As the space needs of the Youth Center have decreased due to reduced enrollment in the program, parts of the building have been leased to outside tenants in the recent past. While the program's enrollment has decreased from its peak, the City is exploring relocating the program to a smaller facility where it could share resources and infrastructure with other agencies. Programs and services are offered from 3:00-6:00 PM Monday through Friday while school is in session.

Current Challenges

- **The three-level, 6,100 SF building is much larger than necessary for the Youth Center's existing and future planned operation. It is also expensive to operate and maintain, especially considering it is a facility that is open only 15 hours per week.**
- **As a three-level facility, it is costly to supervise as staff are required on each level.**



- Though it is possible for persons with disabilities to enter the facility, not all areas of the current facility are accessible to persons with disabilities. The elevator does not extend to the upper level of the building. A series of steps on the main level from the facility's original use as a fire station creates an inaccessible area, and restroom facilities and kitchen/snack prep areas do not comply with current accessibility codes.



Lower level board game area.



Main level stairs; multiple levels present accessibility challenges.

SPACE UTILIZATION ANALYSIS – HIGHLAND PARK PUBLIC LIBRARY

In addition to touring the Library and observing space utilization patterns during various times and days of the week, the Williams Team analyzed several months of programming data and schedules from the Library's newsletter and website. Several clear patterns of utilization emerged from our analysis, as follows:

Main Meeting Room / Auditorium

- Space utilization data provided by the Library indicates that the main meeting room and auditorium are never used simultaneously; Library Board and staff members report that due to high levels of sound transmission between the two spaces, it is not possible to utilize both spaces simultaneously.
- The main meeting room is frequently used for Library youth programming during the mornings and early afternoons; the majority of available meeting room hours during the week and on Saturdays during morning hours are dedicated to youth programming. This displaces adult programs scheduled during those times into other spaces in the Library, including the Alyce Brenner Room and Lobby – spaces that house other collections or services that are not designed to be program or meeting spaces.
- The Auditorium is a tremendous asset to the Library as a dedicated space with good sightlines for small performances or lectures. However, purpose-built auditorium spaces with fixed seating generally experience low utilization in libraries, as they lack the flexibility to accommodate many interactive or participatory events and are not ideal for children's programming where more intimate "circle" arrangements are preferred.
- Large programs are typically held in the Adult Services Department of the Library. This requires significant moving and set-up of furniture to accommodate the audience size and creates inconvenience to those who desire to access materials or seating with other areas of Adult Services while programs are being held.

Youth Services

- Although there is technically a dedicated room within the Youth Services Department for storytimes and programs at the northwest corner of the building, the room houses significant portions of the Library's youth collections. Library staff report that the room is generally not used for programs as the collections within the space are frequently accessed during the day. There is not enough space within the rest of the Youth Services Department to house these collections and free up the room for programs.

Upper Level Conference Room

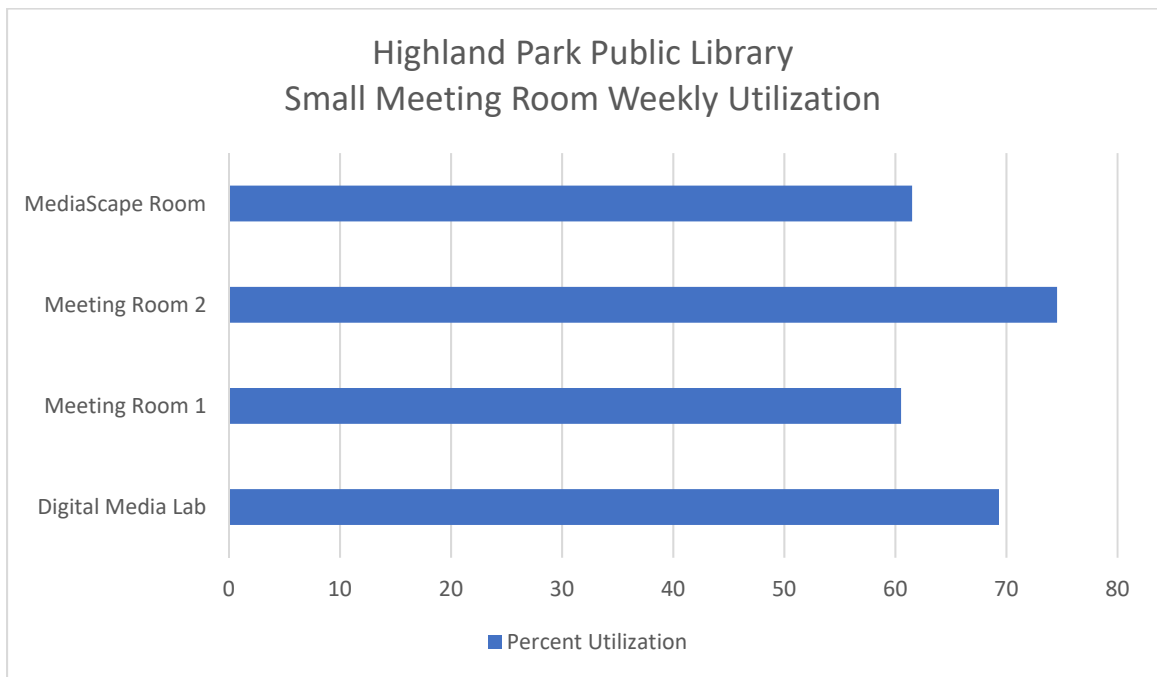
- Although of an ideal size and shape for medium-sized meetings and programs, the Library's upper level conference room is not available for public or staff use at the present time due to its use as historical archive space. As there is no elevator access to the upper level of the building, the space is also not accessible to persons with disabilities.

Alyce Brenner Room, Lobby, and Adult Services

- As discussed above, these spaces are pressed into service as meeting and program spaces when the main meeting room is unavailable for adult programming. Such programming requires significant moving and set-up of furniture to accommodate the audience size and creates inconvenience to those who desire to access materials or seating with other areas of Adult Services while programs are being held.

Small Meeting Rooms / Study Rooms

- The Library’s four small meeting rooms on the main level in Adult Services experience extremely high utilization. For the week beginning Sunday, January 29, 109 reservations were made for these rooms. Given that the Library is open 69 hours per week and that reservations are for a two-hour period, the small meeting rooms were reserved for nearly 80% of the available time during this week. Furthermore, average utilization (calculated as percent of available building hours the rooms are occupied) was between 60 percent and 74 percent.



- Utilization of these spaces is exceptionally high Monday through Friday, averaging approximately 74 percent. It is not uncommon for the Library to achieve 100 percent utilization of the small meeting room spaces on a typical weekday. Our team’s experience in space utilization analysis indicates that average utilization of spaces in excess of 60 percent indicates that more space may be needed to meet demand, and average utilization approaching 70 percent indicates that people wishing to use the spaces during peak times are often turned away.

Collections / Stack Areas

Space utilization in collections and stack areas is evaluated by analyzing the space consumed by the Library's physical collections relative to available shelving space, the presence of multiple copies of items relative to circulation data for those items, and the Library's circulation data and historical trends that become apparent from analyzing several years of circulation data.

The vast majority of the shelving in the Library is at or near capacity. Based on a visual review of the collections by the Williams Team on two separate dates, we noted that approximately 85 percent of existing shelving in the building is in use. Given that most libraries have anywhere between 15 and 20 percent of their total collection in circulation at any given time, this is an indication that the Library's shelving is at or beyond capacity for the Library's collection and that additional space is needed to maintain the Library's existing collection size or allow for growth.



Examples of A/V and Youth Services shelving at or near capacity.

Since it is also possible for one to conclude from the presence of full shelves of materials in a Library that the items simply aren't circulating, our team also analyzes collection and circulation data provided by the Library and available through the federal Institute of Museum and Library Services to validate our findings. Detailed information provided by the Library indicates a high rate of circulation for most materials throughout the building. 2014 Library statistics indicate a total circulation of 697,082 items for a collection size of approximately 250,000 items. 2014 circulation of youth materials numbered 262,643, which is exceptionally high for a collection size of approximately 93,000 items. These statistics result in a ratio of annual circulation to items held ratio of slightly under 3. **Our experience with public libraries in the Chicago area is that the average annual circulation to items held ratio is approximately 1.5 to 2, indicating that the Highland Park Public Library experiences much higher than average circulation of its collection.**

Very simply stated, a combination of full shelves and high circulation to items held ratio at any given Library is a very strong indication that more space is needed to hold an already well-circulating collection. This is particularly true in the Children's Library, where data provided by the Library indicates an extreme lack of space for a high-circulating collection.

Historical Archives

The Library currently houses historical archive materials on its second floor in a conference room. The space is inaccessible to persons with disabilities, does not provide adequate humidity control for long-term preservation of documents of historical importance, and provides limited space for processing, viewing, and examination of documents and artifacts. It is also unknown from available documentation whether the floor structure of this room is capable of supporting loads generated from high-density document storage.



Historical archives in upper level Library conference room.

Staff and Support Areas

Nationally available data and references with respect to library design and planning standards do not provide any established or recognized metrics or standards with respect to staff space. Public libraries vary widely in their internal organization structures, which affects the spaces required for staff to perform their assigned tasks. Therefore, analysis of staff and support areas is necessarily more qualitative in nature.

The following observations were made by the Williams Team during our visits to the Library and subsequent follow-up conversations with Library staff:

- The presence of the Executive Director's office just off the main lobby and behind the main service desk is a positive design element fostering connection with the community, but the administrative area is extremely small and lacks sufficient work and support space for administrative staff.



Executive Director and Administration office immediately behind information desk.

- Unlike most libraries in the area, most department heads and supervisors do not have their own office spaces. This makes it more difficult for supervisors to meet with library users and have conversations of a confidential nature with their support staff.



Membership services workroom.

- Indicators of more staff space than absolutely required in a public library include a combination of large staff workrooms and large public service desks. The Highland Park Public Library has

exceptionally compact service desks for the size of the Library, and staff workrooms with very little (or, in some cases) no storage.



Compact main service desk.

- Staff workstations and offices are spread out throughout all three levels of the building, decreasing efficiency and inhibiting potential for cross-training and collaboration.
- The introduction of automation tools into a Library can reduce the area needed for staff work spaces; self-check terminals and automated material handlers (AMHs) can automate repetitive tasks and free up staff to work in public areas of a Library. These technologies have already been implemented as self-check stations and returns into an AMH system are the default circulation methods at the Library. Therefore, there is no opportunity to further reduce needed staff area as the technology that makes such reduction possible is already present.



Automated materials handling system.

- The Youth Services office is extremely small and is quite removed from the main service points in the department. The department also is severely lacking in dedicated storage for programs, materials, and seasonal decorations.



Youth Services office area.

- The Technical Services area is well-organized and efficient in space for the number of materials the Library must process, but lacks storage and proximity to a receiving area for deliveries of new materials that require processing and preparation.



Technical Services workroom.

In summary, nearly all of the spaces in the Highland Park Public Library are well utilized and operating at or beyond their capacities. The few exceptions where current space utilization data indicates potential for additional usage are contradicted by physical limitations or relationships of the spaces themselves. (i.e. auditorium adjacency to meeting room)

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SPACE UTILIZATION ANALYSIS – HIGHLAND PARK SENIOR CENTER

As with the Library, the Williams Team analyzed utilization of the existing Senior Center. Although there would appear to be opportunities to increase space utilization at first glance based on available space in the facility, factors beyond the amount of available space and facility schedules clearly are limiting the utilization of the building by its members.

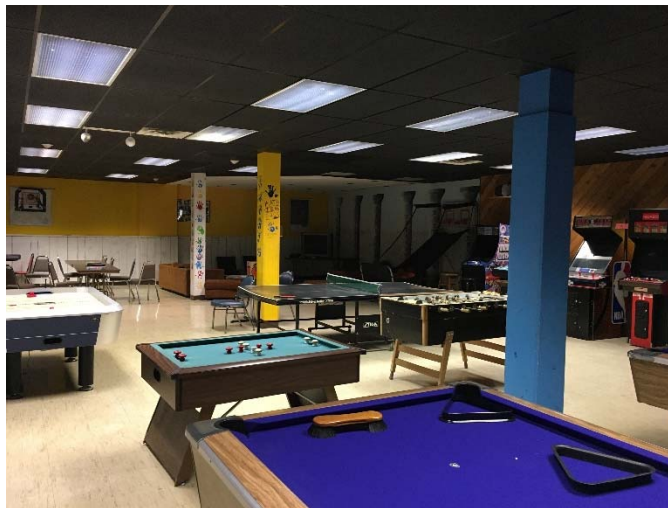
- The majority of existing Senior Center programming takes place between “core hours” of 9:00 AM and 3:00 PM Monday through Friday; the facility is open from 8:00 AM to 5:00 PM Monday through Friday. Though special events take place outside these hours at other locations and programming very well could be expanded to additional hours and weekend days if a facility that better met the needs of the community was constructed, most senior center programs are likely to continue during these “core hours” as they do in most senior services facilities in surrounding communities.
- Despite the relatively large size of the building, the existing Senior Center facility does not generally host extended periods of activity or programs with over 50 people using the building at any given time due to the lack of large programming space. Larger, well-attended programs currently are held at the Highland Park Police Station, with others also occurring at the Highland Park Country Club and the Library; the high popularity and strong attendance at these programs suggest a need and demand for senior services in the community.
- The overall square footage of the existing Senior Center space does not appear to be the main driver impacting its limited utilization. There are four barriers to achieving greater space utilization at the Senior Center, as follows (and as previously stated in the Operational Analysis section of this document):
 - Limited nearby parking and lack of accessible parking on site.
 - Lack of a large program space for larger meetings and social functions, including a commercial kitchen to support meals and functions requiring food and beverage.
 - Accessibility limitations, including several level changes, non-code-compliant entrances and passageways, and inaccessible restrooms.
 - Lack of flexible multipurpose space with adequate storage to allow for frequent changes in space usage.

All of these barriers would be extremely difficult and cost-prohibitive to address at the current facility.

SPACE UTILIZATION ANALYSIS – HIGHLAND PARK YOUTH CENTER

The Youth Center facility is much larger than needed for the scope and size of its current operations and number of students served, and is only currently utilized during after-school hours on weekdays during the school year. The City is likely to realize significant operational and capital savings from re-locating the program to a smaller space elsewhere that adequately meets the needs of the current program while still providing some room for expansion of services.

While there is strong sentiment in the community for maintaining this unique City program, it is extremely likely that any new and/or renovated space for this program would be substantially smaller than the current facility and, ideally, have synergies with other City and/or Library programs that take place during hours that the Youth Center is not in operation to allow for greater overall utilization of space.



Gaming spaces in basement at existing Firehouse Activity Center.

NEEDS AND PROGRAM RECOMMENDATIONS

All the information developed in the Operational Review, Space Utilization, and Public Engagement portions of this Feasibility Study effort serves as a foundation for an informed Needs Assessment. The Williams Team used the information presented previously in this Report to develop and prepare a description of needed spaces and elements that would be part of the Library, Senior Center, and Youth Center projects (either individually or as shared facilities), with three ranges of sizes for each recommended space including “Minimum”, “Target”, and “Ideal” as described below. These ranges of recommended sizes will allow the design team greater flexibility in planning and designing various options to fulfill the overall program needs of all the spaces described herein at varying budget levels.

NOTE FOR ALL FOLLOWING “NEEDS AND PROGRAM RECOMMENDATION” TABLES:

Minimum Area: *The new and/or expanded spaces address minimum current needs.*

Target Area: *The new and/or expanded spaces meet current needs and those of the next 5 years.*

Ideal Area: *The new and/or expanded spaces meet current needs and the projected needs of the next 20 years based on population growth estimates.*

Example photos of each recommended space follow each description.

NEEDS AND PROGRAM RECOMMENDATIONS – HIGHLAND PARK PUBLIC LIBRARY

Recommended expanded and new spaces for **Library** are as follows, with example images of each:

- **DRIVE-UP BOOK PICK-UP & RETURN**

The inclusion of a drive-up book pickup and return could mitigate some parking needs. With parents not needing to get out of the car (meaning bringing the kids inside and then having to strap them back in) and with seniors not needing to park and make their way through the building just to pick-up or drop-off an item, the parking lots could be left with more open spaces, leaving room for others who are in-fact headed in to use the Library.



- **ADDITIONAL PARKING**

The Library currently suffers from insufficient parking at various times throughout the day, but especially when large events are held. The need for adequate parking for any public facility in a suburban setting is self-evident.



- **LARGER YOUTH SERVICES DEPARTMENT: 7,500 – 10,000 S.F. (5,200 Currently)**

With a high circulation rate, full shelves, and no room for children’s programs, the Youth Services Department has clearly outgrown the space available to house it. Expanding the space can allow for increased collections, better display and storage, and general better performance of the entire department.



- **YOUTH SERVICES STORY/PROGRAM ROOM: 900 S.F. (None Currently)**
A new dedicated space can allow for an increase in children’s programming in a comfortable environment specifically tailored for that purpose. This will also free up the existing spaces for other programs.



- **MIDDLE SCHOOL COLLECTION/SEATING AREA: 400 – 1,000 S.F. (400 Currently)**
Increased space for collections and seating.
- **LARGE MEETING ROOM: 2,500 – 3,600 S.F. (1,070 Currently)**
Currently having no large multi-purpose meeting spaces, many of the Library’s program are held in other spaces, such as the Adult Services Department. A large, transformable meeting room can allow the Library’s other areas to be used for what they are intended for, all while enhancing the quality of the events being held there. Perhaps such a space can even be rented for other functions when not in use, bringing in revenue for the Library.



- **MEDIUM MEETING ROOMS/CLASSROOMS (2): 1,800 – 2,200 S.F. (1,300 Currently)**

As large spaces needing variable furniture and equipment, meeting rooms could serve the needs of various functions of the Library, as well as other needs of the community, throughout the day.



- **LARGER ADULT SERVICES DEPARTMENT: 16,000 – 19,000 S.F. (16,000 Currently)**

Again citing a high circulation rate and full shelving, the Adult Services Department has reached the capacity of its current space, short of losing seating and study space. Enlarging the space can allow for increased collections, more quiet seating, and easier-to-access shelving displays.



- **HISTORICAL ARCHIVE SPACE: 1,000 – 2,000 S.F. (None Currently)**
Currently, archives are held in a non-accessible space not intended for archives. This new dedicated space can be accessible and conditioned for the preservation of historic materials.



- **LARGER MUSIC AND FILM AREA: 1,800 - 2,500 S.F. (1,450 Currently)**
The current music and film area has reached the limits of its capacity and restricts further growth of the collection. The tightly-packed space also limits methods of displaying the materials, preventing ease of discover and access. Alternatively, film and music collections could be incorporated into the Adult Services department with the existing space recaptured for other uses.
- **TECHNOLOGY TRAINING CENTER / COMPUTER CLASSROOM: 400 – 900 S.F. (None Currently)**
In these high-tech, changing times, learning to use new technologies is essential to keeping up with and interacting with the modern world. With no current space dedicated to technology and computers, the Library runs the risk of falling behind the times and lacking new developments that will become expected in coming years.



- **CREATIVE STUDIO / “MAKER SPACE”: 450 – 900 S.F. (None Currently)**

In our modern consumer culture in which we mostly purchase what we need as factory-made items in stores and online, the “maker movement” has started to make its way into our lives, combining traditional arts and crafts DIY with new high-tech developments such as 3D printers. Beyond just *learning* about how things are (or were) made, many people want to step beyond the books and try their hands at creating things themselves. This space provides a place stocked with the necessary amenities for doing just that.



- **DIGITAL MEDIA LAB: 300 – 1,000 S.F. (150 Currently)**

In the age of “YouTube”, digital media production has become a very common-place activity. This space provides the many tools necessary, including workspaces, individual sound booths, and green screen rooms.



- **QUIET READING ROOM: 600 – 1,500 S.F.**

Since the beginning of libraries, the quiet reading room has been a staple of their function. With the primary adult services space being a large, multi-functional space, having a smaller space dedicated to quiet reading can allow for a more enjoyable reading experience, ideally with a visual connection to the outdoors.



- **STUDY / SMALL MEETING ROOMS: 900 – 1,500 S.F. (450 Currently)**

The small meeting rooms currently available at the Library are extremely popular and well used. The addition of a number of these small 2 to 8 person rooms equipped with basic group collaboration technology can ensure everyone who would like to use them can.



- **LARGER TECHNICAL SERVICES WORKROOM: 1,400 – 1,600 S.F. (1,180 Currently)**

With the existing work space being cramped, additional space for collections handling and equipment can allow greater efficiency in the handling of materials.

- **LARGER ADMINISTRATIVE OFFICE AREA: 1,500 – 2,000 S.F. (1,250 Currently)**

With a current space that is far too small to function properly, let alone comfortably, an enlarged office area can allow staff to do their work in a proper, efficient setting.

- **STAFF CONFERENCE ROOM: 0 – 600 S.F. (None Currently)**
Having no conference room currently, the addition of this space would be of great benefit for obvious reasons.
- **STAFF BREAK ROOM: 600 – 1,000 S.F. (350 Currently)**
After hours of work, having a dedicated, comfortable space where you can take a moment to refresh, have a snack, eat your lunch, or let your mind rest is always a plus. This space with multiple refrigerators, microwaves, and a dishwasher would serve that purpose.
- **FRIENDS' BOOK SALE AREA: 200 – 400 S.F. (Lower Lobby Currently Used)**
A valued function held at the library, the Friend's Book Sale currently takes place in the lower lobby - a small, well-transited space not designed for sale racks and display tables. Having a designated location for these book sales to take place will free-up the lobby and make the sales a more enjoyable experience for everyone.
- **LARGER, CODE-COMPLIANT ELEVATOR: 100 S.F.**
The current small elevator installed at the Library in the 1970's is at the end of its service life and does not conform to current building codes. Further, it does not allow access to the third floor of the Library. A new, larger, code-compliant elevator will not only improve user experience, but also accessibility to all areas of the building.



- **RECEIVING AREA: 400 S.F. (250 Currently)**
With the Library currently lacking a receiving area, there is no obvious way to bring new collection materials (or otherwise) into the building. The addition of a receiving area would be of great benefit to the Library, creating a specific place for new materials to arrive and be processed prior to being introduced into the collections.
- **RESTROOMS: 900 – 1,400 S.F. (600 Currently)**
With many large programs held at the Library can come heavy demand for restrooms at peak moments. The current small restrooms, while recently remodeled and well-kept, can only handle a few individuals at a time. With additional program space will come even more need for restroom capacity.

SUMMARY – LIBRARY SPACE RECOMMENDATIONS

SPACE DESCRIPTION - ADDITIONAL/ RELOCATED SPACE	CURRENT AREA AT LIBRARY SITE		MINIMUM AREA		TARGET AREA		IDEAL AREA		COMMENTS
ADDITIONAL PARKING	Adequate parking for the designed facility, as comparable to that of other regional suburban libraries.								
DRIVE-UP BOOK PICK-UP & RETURN	(Consider adjacency to existing circulation workroom and AMH system.)								
LARGER YOUTH SERVICES DEPARTMENT (collections, seating space, offices, storage)	5200	SF	7500	SF	9000	SF	10000	SF	Includes collections, stroller parking area, seating, desk, offices, storage, and restrooms. (Does not include "middle school area" by fireplace)
YOUTH SERVICES STORY/ PROGRAM ROOM	0	SF	900	SF	900	SF	900	SF	Ample storage and counter space; sink for art projects.
MIDDLE SCHOOL COLLECTION/ SEATING AREA (collections, seating space, office, storage)	400	SF	400	SF	750	SF	1000	SF	Includes collections and seating.
LARGE MEETING ROOM	1070	SF	1850	SF	3000	SF	3600	SF	Divisible in halves, with raised stage area at one end. Ample storage and kitchenette space. Potential for one-third to be vinyl or rubber flooring, remaining 2/3 carpet. Seats up to 300.
MEDIUM MEETING ROOMS/ CLASSROOMS (2)	1300	SF	1300	SF	2000	SF	2200	SF	Ideally sized for groups/programs of 20-25 people. Possible use for Library U, Library Board Room.
LARGER ADULT SERVICES DEPARTMENT (collections, quiet seating, displays)	16000	SF	16000	SF	17000	SF	19000	SF	Includes space for archives. Focus on flexibility, quiet/social zoning, display of new materials, more study carrel/"personal" spaces.
HISTORICAL ARCHIVE SPACE	0	SF	1000	SF	1500	SF	2000	SF	
LARGER MUSIC AND FILM AREA (more collection space, more appropriate shelving)	1450	SF	0	SF	2100	SF	2500	SF	On lower end of recommendations, incorporate into Adult Services. Ideally adjacent to Adult Services Department. Opportunities for listening/viewing, small performance space.
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TECHNOLOGY TRAINING CENTER / COMPUTER CLASSROOM	0	SF	400	SF	600	SF	900	SF	Flexible space; overflow for public computers not needed.
CREATIVE STUDIO / "MAKER SPACE"	0	SF	0	SF	700	SF	900	SF	Flexible space with ample storage, flexible furniture for a variety of uses.
DIGITAL MEDIA LAB	150	SF	0	SF	700	SF	1000	SF	Multiple workspaces, potential individual sound booths/green screen rooms.
QUIET READING ROOM	0	SF	0	SF	900	SF	1500	SF	In minimum scenario, incorporate into Adult Services. Consider exterior views. Place in a quiet zone of the building.
STUDY / SMALL MEETING ROOMS	450	SF	900	SF	1200	SF	1500	SF	6-10 rooms proposed of varying sizes (2 person, 4 person, 8 person).
LARGER TECHNICAL SERVICES WORKROOM	1180	SF	1400	SF	1600	SF	1600	SF	Consider adjacency to receiving area. More space for everything, especially carts.
LARGER ADMINISTRATIVE OFFICE AREA	1250	SF	1500	SF	1750	SF	2000	SF	Include adequate areas for guest/visitor reception, supplies, file storage, graphic design/printing/communications needs.
STAFF CONFERENCE ROOM	0	SF	0	SF	300	SF	600	SF	Ideally sized for 12-15 people plus guests. Existing not usable due to archive space.
STAFF BREAK ROOM	350	SF	600	SF	800	SF	1000	SF	Multiple refrigerators, microwaves, dishwasher.
FRIENDS' BOOK SALE AREA	0	SF	200	SF	300	SF	450	SF	
LARGER, CODE-COMPLIANT ELEVATOR	50	SF	100	SF	100	SF	100	SF	
RECEIVING AREA	215	SF	400	SF	400	SF	400	SF	
RESTROOMS	600	SF	900	SF	1100	SF	1400	SF	Multiple public restrooms on each level will be needed, including family restrooms.
EXISTING SPACE TO REMAIN UNMODIFIED	EXISTING 20,920 SF								
TOTAL SPACE NEEDS - LIBRARY SPACE	MODIFIED 26,080 SF		TOTAL 56,200 SF		TOTAL 67,770 SF		TOTAL 75,470 SF		
TOTAL SPACE INCREASE BEYOND EXISTING LIBRARY AREA			9,200 SF		20,770 SF		28,470 SF		

NEEDS AND PROGRAM RECOMMENDATIONS – HIGHLAND PARK SENIOR CENTER

Recommended spaces for the *Senior Center* are as follows:

- **ADDITIONAL PARKING**

The Senior Center currently has no on-site parking, creating many obvious problems for members. New parking located adjacent to the entrance will not only improve access, but perhaps even greatly increase participation by Highland Park's seniors.



- **DROP-OFF AREA**

Many seniors need to be able to easily get from their vehicles to the building. In some cases, being dropped-off at the door is preferable to even a close parking space. In others, it might even be necessary if someone is to attend a program at the center.

- **SENIOR CENTER RECEPTION/LOUNGE: 600 – 800 S.F.**

This space would primarily serve as a place where check-in can occur. It would also serve as a waiting area and a place to fill out forms and take care of other general business.



- **LARGE MEETING ROOM: 2,500 – 3,600 S.F.**

With the Senior Center lacking a large meeting space, program activities must be limited to the spaces they have, or, they must be held in more suitable locations elsewhere. When interest and resources exist to support a multitude of programs, it is unfortunate to limit those services due to the absence of a sufficiently large space. A large meeting room could not only allow those programs to take place at a familiar location but also enhance their enjoyability, and perhaps, even attract and interest from even more of Highland Park's senior community.



- **SENIOR SERVICES RESTROOMS: 400 – 600 S.F.**

These restrooms would be dedicated for senior use only and would likely be located close to the reception/lounge. Having these restrooms allows the Senior Center to retain its individual identity and function independently from the larger facility in which it is housed.

- **SENIOR SERVICES STAFF OFFICES: 1,000 – 1,400 S.F.**

This office would contain all of the necessary equipment and space needed for the management of the Senior Center, as well as one private unisex restroom.

- **CLASSROOM: 900 – 1,500 S.F.**

A flexible but senior-focused classroom/program room, possibly divisible into two halves.



- **SENIOR WELLNESS SPACE: 900 – 1,500 S.F.**

A senior-appropriate small exercise room where members can feel comfortable to engage in fitness and wellness activities with their peers. Including storage for equipment, this room would have hardwood floors and mirrors.



- **KITCHEN/DINING SPACE: 250 – 400 S.F.**

A small kitchen space including four round tables for member breakfast, lunch, and snack use.



- **CARD/GAME ROOM: 1,000 – 1,500 S.F.**

This room would be utilized for all types of games in addition to cards, such as mahjong, rumikub, Scrabble and others. This room has potential for additional multi-purpose use.



- **ARTS AND CRAFTS ROOM: 750 – 1,000 S.F.**

Including a kiln and ample storage, this room would be for engaging in arts projects. This room has potential to be shared with the other facilities or tied-in with the “maker space”.

- **MEDICAL EQUIPMENT LOAN ROOM: 1,000 - 1,500 S.F.**

This room would store the many pieces of equipment available to members to borrow. The space may be detached from the Senior Center and located more closely with pick-up and drop-off areas, and/or the building receiving area.

- **OUTDOOR SEATING AREA**

Enjoying the beauty of the outdoors on a lovely day is enjoyable whether reading a book, playing a card game, or just engaging in conversation.



SUMMARY – SENIOR CENTER SPACE RECOMMENDATIONS

SPACE DESCRIPTION - ADDITIONAL/ RELOCATED SPACE	MINIMUM AREA		TARGET AREA		IDEAL AREA		COMMENTS
ADDITIONAL PARKING	Accessible spaces near the entrance (as much as possible) as required by total occupant load of the facility.						
DROP-OFF AREA	Covered Drop-off area at the Senior Center entrance.						
OUTDOOR SEATING AREA	Consider views and adjacencies.						
SENIOR CENTER RECEPTION/ LOUNGE (check-in, waiting area, filling out forms)	600	SF	800	SF	800	SF	Consider adjacency to overall facility entrance and lobby to determine if any redundant space exists.
LARGE MEETING ROOM	2500	SF	3000	SF	3600	SF	Divisible in half with ample storage. Seats up to 300.
SENIOR SERVICES STAFF OFFICES	1000	SF	1200	SF	1400	SF	Includes manager, social services coordinator, 2 program offices, records administrator, shared storage, copy/print area, conference table, unisex restroom.
CLASSROOM	900	SF	1200	SF	1500	SF	Flexible space, but seniors-focused. Potentially divisible into 2 halves.
SENIOR WELLNESS SPACE	1300	SF	1700	SF	2250	SF	Include adequate storage space, hardwood flooring, and mirrors.
KITCHEN/DINING SPACE	250	SF	300	SF	400	SF	1 fridge, counter, microwave, 4 round tables for member lunch use.
CARD/GAME ROOM	1000	SF	1200	SF	1500	SF	Mostly card games. Significant storage space.
ARTS AND CRAFTS ROOM	750	SF	900	SF	1000	SF	Include kiln room and ample storage.
MEDICAL EQUIPMENT LOAN ROOM	1000	SF	1200	SF	1500	SF	Consider adjacency/relationship to building receiving and drop-off areas.
TOTAL SPACE NEEDS - PRIMARILY SENIOR SERVICES SPACE	9,300 SF		11,500 SF		13,950 SF		

NEEDS AND PROGRAM RECOMMENDATIONS – HIGHLAND PARK YOUTH CENTER

Recommended new spaces for *Highland Park Youth Center* use at either the Library location or the Senior Center location are as follows:

- **STAFF OFFICES: 100 – 150 S.F.**
This is a small office space for management and supervision of youth services space. This space could be made convertible to storage space in the future.
- **YOUTH CENTER SPACE: 1,000 – 1,650 S.F.**
A rectangular space separated in sections for gaming, lounges seating, and homework/study and including storage and kitchenette space. Whether located at the Library or with the Senior Center, ***this space could be utilized for other functions between the hours of 9:00 AM and 3:00 PM, when the Youth Center is not open.***



SUMMARY – YOUTH CENTER SPACE RECOMMENDATIONS

SPACE DESCRIPTION - ADDITIONAL/ RELOCATED SPACE	MINIMUM AREA		TARGET AREA		IDEAL AREA		COMMENTS
STAFF OFFICE / STORAGE	100	SF	100	SF	150	SF	Office for supervisor of youth services space. Could be converted to storage in the future.
YOUTH CENTER SPACE	1000	SF	1200	SF	1650	SF	Rectangular space with separate sections for gaming, lounge seating, and homework help.
TOTAL SPACE NEEDS - PRIMARILY YOUTH SERVICES SPACE	1,100 SF		1,300 SF		1,800 SF		

PROJECT DIRECTION ALTERNATIVES AND RECOMMENDATIONS

The original charge of the Williams Team was to assess needs and identify opportunities for shared spaces and economies of scale that could be realized by consolidating library, senior, and youth services at the present Library site through expansion. Preliminary design study of expansion of the library building and associated required parking to meet these needs resulted in potential directions that could be very expensive based on the likely costs to construct additions to the existing Library in a manner that would complement the original architecture while satisfying program needs of all of the building's users.

In October of 2017, the City was made aware that the Park District of Highland Park wished to discontinue golf operations at the City-owned Highland Park Country Club. This circumstance led the City to amend the scope of the Williams feasibility study to evaluate the condition of the Country Club building and assess opportunities for relocating senior and/or youth services to the Country Club site instead of the Library site.

Williams toured the Country Club building with City and Park District staff in October of 2017 to assess possibilities and followed up with visits to the site with construction management firm W.B. Olson to evaluate existing conditions and determine needed infrastructure improvements to the facility for it to function for either senior or youth services. Our assessment identified the need to replace existing HVAC systems and roof infrastructure in addition to the steps involved in making necessary renovations to meet the needs of senior and youth services for the City, and determined that meeting the needs identified within this Needs Assessment would be far less expensive to undertake at the Highland Park Country Club site than at an expanded Library facility. Locating senior services at the Highland Park Country Club facility would also create compelling program and activity synergies with the existing adjacent Recreation Center and also alleviate concerns of Highland Park residents near the library regarding additional traffic and density from a significantly expanded Library facility. Thus, the Williams team recommended continuing the feasibility study as a "dual facility" approach; a smaller renovation and expansion of the Library to meet Library needs, and improvements to the Highland Park Country Club for inclusion of senior services.

The Williams Team identified opportunities for incorporating the City youth services program at both the Library and Country Club sites that would effectively address the needs of this program. A dedicated yet flexible space as part of the Library expansion could serve the needs of this program, as could renovated space on the lower level of the existing Country Club building. While both approaches are feasible and have merit, our team ultimately recommended moving the Youth Center program to the Country Club site in addition to the Senior Center to take advantage of synergies with the recreation center's offerings as well as for efficiencies related to staffing of the Youth Center with City staff who would already be located at the Senior Center.

Therefore, our feasibility study centers on design concepts and preliminary costs for the following approaches:

- An expansion of and renovation to the Highland Park Public Library that would address its most pressing space and program needs, including potential material drop-off/pickup and potential additional parking.
- An expansion of and renovation to the Highland Park Country Club to house the City's Senior Services and Youth Services facilities and programs, including a dedicated entrance and additional parking for Senior Center use.

COMMUNITY ENGAGEMENT PROCESS FINDINGS

To gauge community interest and concerns regarding the potential projects, six community engagement sessions were held between June and August of 2017. Following a brief presentation regarding the potential project and process, participants were able to voice their concerns in an open forum, provide written commentary regarding the scope of the project and potential features via comment cards, and select features and amenities they felt were most important to them in a library, senior center, and youth center. Residents unable to attend the six meetings were also given the opportunity to complete an online survey administered by the City.

The vast majority of the commentary received at the community engagement sessions and via online surveys was related to concerns regarding the size and density of a potential combined Library, Senior Center, and Youth Center at the Library site as well as the further encroachment of a public facility into a residential neighborhood. Because the project direction ultimately changed away from this initial concept, most of the commentary received ultimately is not applicable to the currently proposed direction. However, the feature selection exercise that was part of the community engagement sessions did provide some input into residents' desired features and amenities that would become part of either an expanded/renovated library or a relocated senior and youth center. 71 residents took part in an exercise asking to select their six most preferred features and amenities, with the following results:

Highland Park Public Library & City of Highland Park							
Community Campus Potential Feature Selections (from Community Engagement Meetings)							
FEATURE	21-Jun	28-Jun	11-Jul	13-Jul	17-Jul	3-Aug	TOTAL
City Youth Center Lounge Area	0	0	0	1	1	1	3
Drive-Up Pick-Up & Return	0	2	0	1	0	1	4
Vending/Café Area	0	0	0	0	2	2	4
City Youth Center Game Area	0	0	3	0	2	0	5
Shared Lobby Space	0	1	1	0	1	2	5
Library Youth Services Program Room	1	1	1	0	1	2	6
Sr Center Kitchen/Dining Space	1	4	0	0	1	0	6
Shared Classroom/Conference Rooms (15-20 people)	1	0	2	2	1	1	7
Drop-Off Area / Entrance Canopy	0	1	3	3	0	1	8
Outdoor Program Space	0	1	1	1	5	1	9
Maker Space/Craft Room	0	4	0	0	3	2	9
Sr Center Social Services/Wellness Space	1	1	4	0	1	2	9
Shared ADA Compliant Elevator	0	1	3	1	2	2	9
More Restrooms	0	2	3	0	3	1	9
More/Larger Study/Group Rooms	3	1	2	1	1	2	10
Collaborative Seating Areas	0	1	4	2	4	0	11
Easier-To-Access Shelving	2	1	2	3	3	1	12
City Youth Center Homework/Study Area	0	1	8	1	3	1	14
Additional Covered Parking Spaces	3	5	0	4	0	3	15
Climate-Controlled Archive Space	2	1	0	3	5	5	16
Sr Center Lounge Seating Area	1	1	7	1	1	5	16
Shared Program Rooms (30-50 people)	1	0	4	4	5	3	17
Technology Training Lab	1	6	4	0	4	3	18
Expanded Digital Media Lab	1	2	4	2	3	6	18
Larger Library Youth Services Area	2	1	7	3	4	3	20
Sr Center Card/Game Room	1	4	9	0	2	5	21
Quiet Reading Room	1	6	2	2	8	3	22
Shared Large Meeting Room with Stage	1	9	6	2	3	4	25
Sr Center Fitness/Wellness Room	2	8	11	1	4	1	27
Sr Center Classrooms/Program Rooms	2	4	12	4	5	4	31
Additional Parking Spaces	2	11	5	14	3	2	37

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DESIGN CONCEPTS – LIBRARY EXPANSION AND RENOVATION

BUILDING IMPROVEMENTS

To meet the needs identified within this Needs Assessment and Feasibility Study, the Williams team evaluated several alternatives for expanding and renovating the Library building, including expansion to the east, south, and west. Because the majority of additional space required is related to the Library's youth services offerings and Library programming, adjacencies to existing elements likely to remain strongly suggested that an expansion to the southwest would best meet the Library's needs. In this way, the existing Youth Services department can be easily expanded on the main level of the building and additional program space can be housed in space below a Youth Services expansion. Our team determined that a 9,200 SF addition with 4,600 SF of space on each of two levels would meet the Library's most urgent needs for more space in Youth Services, small meeting rooms, a technology training room, and space for larger programs and meetings. A smaller addition on the east side of the building would allow for drive-up material return and pick-up as well as additional administrative space adjacent to the existing administrative offices. In addition to constructing this addition, several renovations are proposed to maximize use of existing space and address current deficiencies. Collections in Adult Services can be re-arranged to allow for the Library's existing A/V collections to be moved from the current Film and Music rooms to Adult Services, resulting in recapture of the existing space for adult programming and seating during the day and teen programming and seating during afternoon and evening hours. Adult Services would further be reconfigured to move technology offerings closer to the entrance to the department and new technology training labs, with an overall reconfiguration of space better zoning the Adult Services area into social and quiet areas with improved views to the wooded ravine and gardens south of the Library. Reconfiguration of space in the existing Youth Services department following expansion of the Library would allow for creation of a dedicated Youth Program Room immediately adjacent to the entrance to Youth Services.

On the lower level of the existing building, existing staff space would be renovated and reconfigured to create a larger staff area, and the folding partitions between the Auditorium and meeting room would be removed and replaced with a sound-attenuating permanent wall, allowing concurrent use of the Auditorium and adjacent space. The existing meeting room could potentially be re-used as historical archive space, with proper measures taken for humidity control and potential moisture intrusion. Finally, the existing upper level would undergo minor improvements to allow the existing Conference Room to be once again utilized. A new elevator and stair would be constructed to connect all three levels of the building in a code-compliant, accessible manner, with the existing elevator either abandoned or re-purposed for staff use only.

Other needed infrastructure improvements including installation of an automatic sprinkler system throughout the building and relocation of existing sewer lines made necessary by constructing the addition at the southwest corner of the building are part of the recommended scope of work.

DESIGN CONCEPTS – LIBRARY EXPANSION AND RENOVATION

SITE AND PARKING IMPROVEMENTS

As discussed in the Operational Review and Needs Assessment sections of this document, the Library's parking lot currently reaches capacity during peak usage times on a regular basis. Although numerous public parking spaces exist around the Library in addition to the 51 on-site spaces and 13 on-street spaces in front of the Library entrance, these spaces are also frequently taken during weekday daytime hours for commuter and business uses and not ideal for use by parents with young children or persons with mobility impairments. Community engagement sessions and online surveys conducted by the City and Library indicated that the single most wished-for item at the Library is additional parking.

A useful, objective metric for comparing provided parking to other like facilities is number of parking spaces per 1,000 square feet of floor area. With 64 parking spaces and 47,000 square feet of existing area, Highland Park Public Library currently provides 1.36 spaces per 1,000 square feet of floor area. This level of parking is lower than any of the 12 closest libraries to Highland Park, and far lower than any area library that has implemented a significant expansion or renovation project in the last ten years. Based on over 40 years of planning and designing public facilities, the Williams team ideally recommends 2 parking spaces per 1,000 square feet of floor area be provided for a library facility in a "semi-urban" environment such as Highland Park where there are opportunities for pedestrian or public transportation access, yet the majority of residents use their own vehicles as their primary mode of transportation.

Our ideal recommended parking level considering the existing building and the recommended expansion results in recommended parking of 112 spaces, or approximately 47 more spaces than currently provided. Recognizing that there are some existing or potential opportunities for shared parking in nearby lots, our preliminary planning recommendation is to reduce this recommendation by approximately 25 percent, resulting in a recommendation of approximately 36 parking spaces. Concepts were therefore developed that explore adding between 32 and 38 additional parking spaces at or adjacent to the Library site on either City-owned property east of the Library or on Park District-owned property immediately west of the Library. The following pages illustrate potential preliminary concepts for both approaches.

Preliminary engineering analysis was performed by Gewalt Hamilton Associates of Vernon Hills on both concepts. While the use of permeable pavers for some or all of the parking areas is recommended, additional stormwater management measures will be required by local ordinance. Costs for such measures have been incorporated into the preliminary cost estimates herein. It is recognized by the City, Library, and the Williams Team that parking at the Library site is an issue that will require further study and analysis should an expansion and renovation of the Library move forward, and the Williams Team recommends commissioning an independent parking and traffic study to more fully investigate this issue and the potential for other parking and transit scenarios as related to Library expansion prior to finalizing any particular approach to additional parking. The City and Library fully support this recommendation.

**LIBRARY EXPANSION/RENOVATION
SITE PLAN – CONCEPT A**

In Site Concept A, a 9,200 SF, two-story addition is constructed southwest of the existing building on Library property to create additional space for Library operations and programming. A second smaller addition is constructed on the east side of the existing building to allow for vehicular pick-up and drop-off of library materials into the building from the existing parking area. Public and staff entrances to the building remain as is.

The flow of the existing parking lot is reversed to allow for driver-side drop-off and pick-up of materials at the new addition. The existing material drop is removed to allow for additional parking spaces.

In this concept, the City-owned lot immediately east of the Library is developed into 38 parking spaces with a turn-around at the end of the lot to facilitate vehicular circulation. The parking area would be constructed of permeable pavers and screened from adjoining properties with landscaping and solid wood fencing in accordance with the City of Highland Park Zoning Ordinance. The second City-owned property immediately east of the new parking lot is potentially unaffected by development.



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**LIBRARY EXPANSION/RENOVATION
SITE PLAN – CONCEPT B**

In Site Concept B (as in Site Concept A), a 9,200 SF, two-story addition is constructed southwest of the existing building on Library property to create additional space for Library operations and programming. A second smaller addition is constructed on the east side of the existing building to allow for vehicular pick-up and drop-off of library materials into the building from the existing parking area. Public and staff entrances to the building remain as is.

The flow of the existing parking lot is reversed to allow for driver-side drop-off and pick-up of materials at the new addition. The existing material drop is removed to allow for additional parking spaces.

In this concept, property immediately west of the Library currently owned by the Park District of Highland Park would be re-developed to accommodate up to 33 new parking spaces. The parking area would be constructed of permeable pavers and landscaped in accordance with the City of Highland Park Zoning Ordinance. The City-owned properties immediately east of the existing Library are potentially unaffected by development.



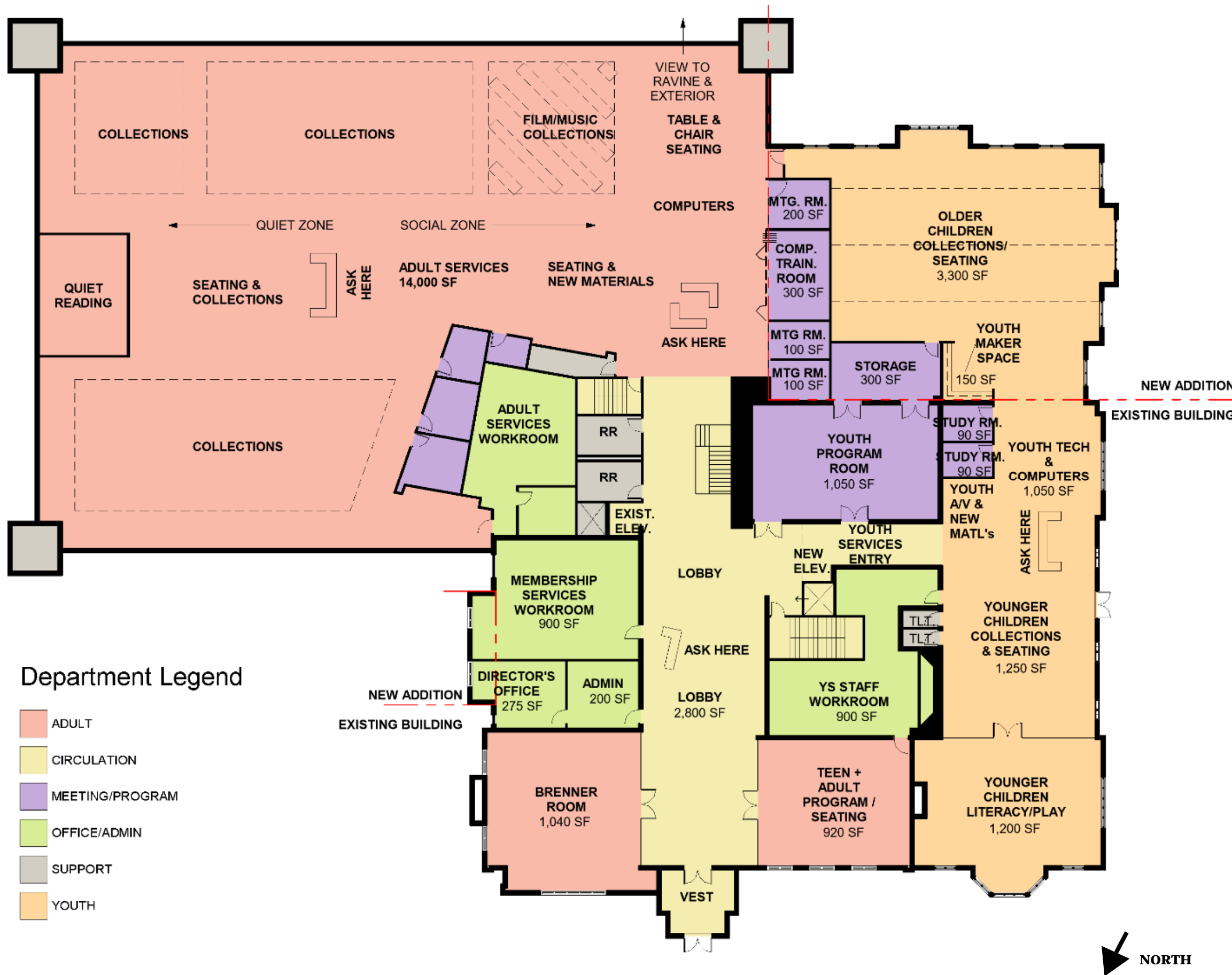
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**LIBRARY EXPANSION/RENOVATION
FLOOR PLAN – MAIN LEVEL**

A 4,600 SF addition to the southwest corner of the building houses an expanded Youth Services department, small meeting rooms, storage for youth programming, and a technology training space, while a smaller addition is constructed on the east side of the building to expand the administration area and the Membership Services Workroom.

Space within the existing building is altered to create a new dedicated Youth Program Room, larger staff areas for Youth Services, and a new teen and adult seating and program space. Adult Services space in the 1973 addition is reconfigured to bring computers and technology spaces closer to the entrance to the department and incorporate the Library's existing film and music collections on new A-frame display shelving. Space and collections within Adult Services would further be reconfigured to allow for zoning of the space into social and quiet areas, with a new Quiet Reading Room and reconfiguration of collections to allow for uninterrupted views to the wooded ravine and Rose Garden to the south.

A new, code-compliant elevator and stairway in the center of the building connects all three floors of the facility, making all three levels of the building accessible for the first time in the building's history.

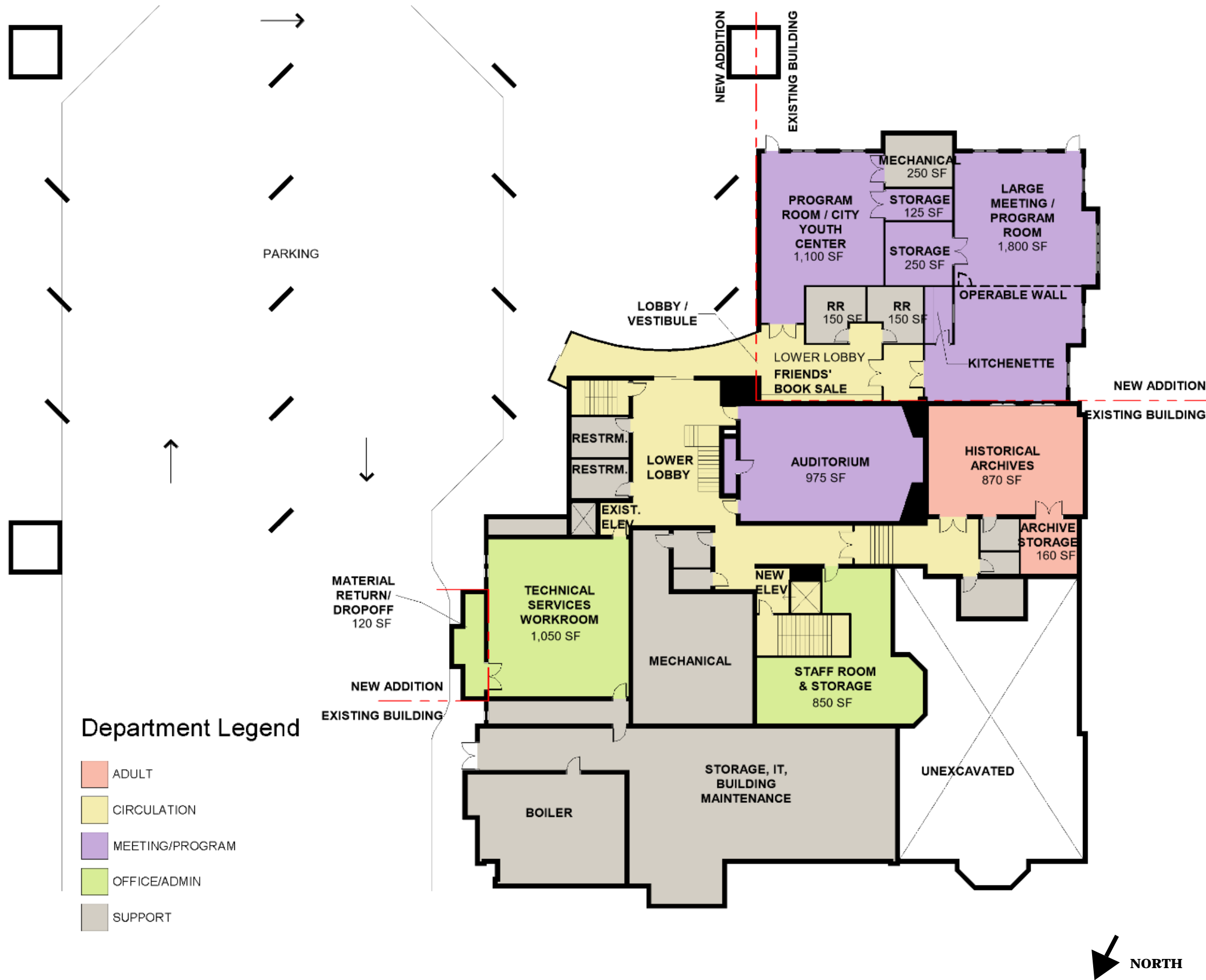


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**LIBRARY EXPANSION/RENOVATION
FLOOR PLAN – LOWER LEVEL**

A 4,600 SF addition to the southwest corner of the building houses new program space, lobby space, and additional restrooms. New spaces include a large, divisible meeting and program room, medium-size program room, storage, kitchenette space, and increased space for the Friends of the Library book sale. A second, smaller addition to the east allows for a new drive-up material return and pick-up feature.

Space within the existing building is altered to create an acoustical separation between the existing Auditorium and the existing meeting room, which would be converted to City historical archive space with the requisite HVAC and moisture-mitigation systems. Support space would be reconfigured to allow for an elevator and stairwell connecting all three levels of the facility as well as an improved staff break/lunch room space.

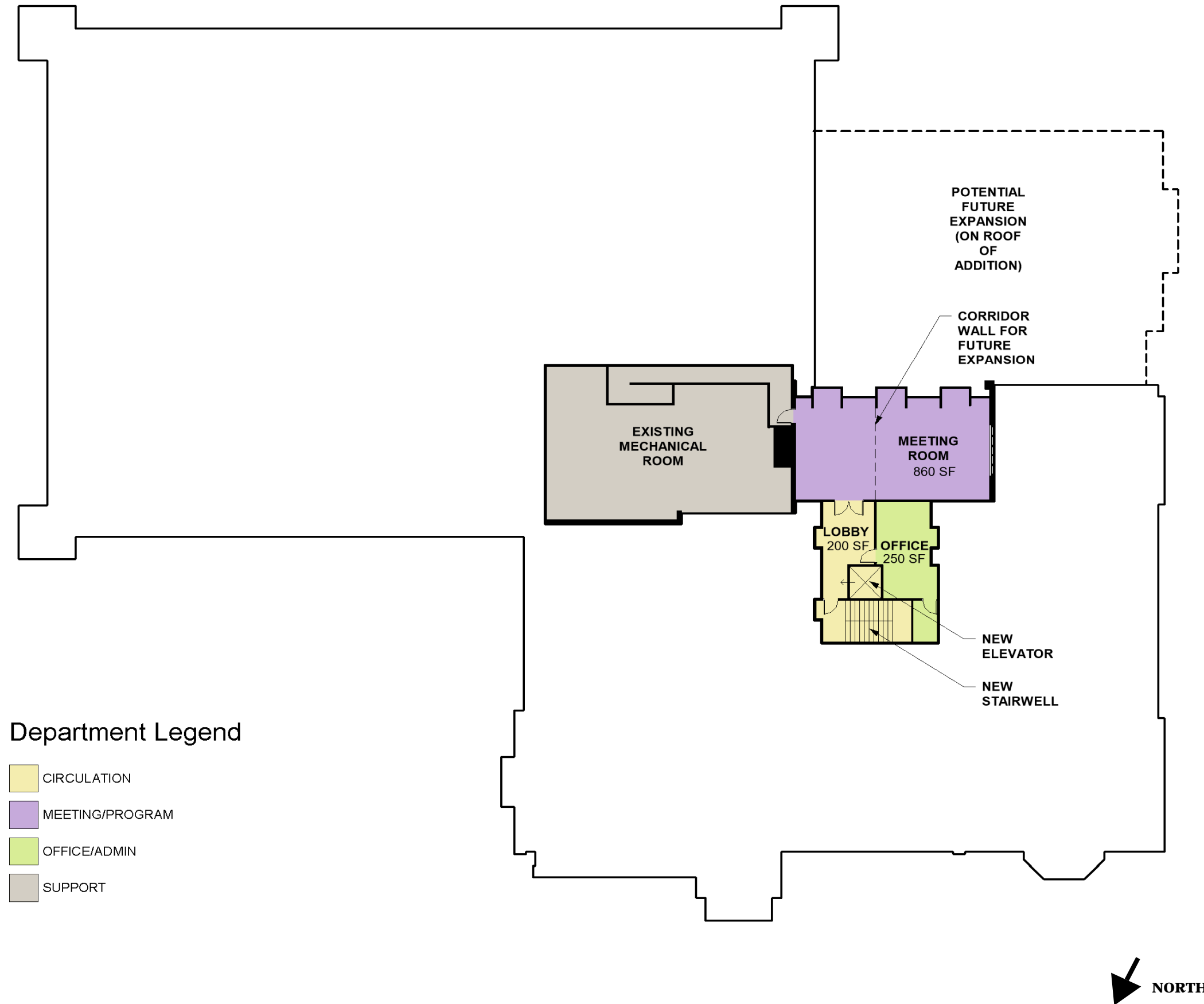


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**LIBRARY EXPANSION/RENOVATION
FLOOR PLAN – UPPER LEVEL**

Construction of the new elevator connecting all three levels of the facility allows for the original meeting room to be restored to its original purpose, with reconfigured office space for Library outreach and marketing staff and existing mechanical space rounding out the upper level.

The possibility exists to construct the roof of the addition to allow for the structural capacity to expand the building further at some point in the future to allow for additional space. In the event that this expansion takes place at a future time, a portion of the meeting room would need to become a corridor to connect the existing lobby, elevator, and stairs to the new expanded area. Depending on the occupant load and use of the future third floor area, additional exit stairs may be required for this future space if constructed.



Department Legend

- CIRCULATION
- MEETING/PROGRAM
- OFFICE/ADMIN
- SUPPORT

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View looking southwest towards new drop-off and pick-up features

**LIBRARY EXPANSION/RENOVATION
CONCEPT IMAGES**

Various conceptual illustrations of the exterior and interior of the expanded and renovated Library are featured on these pages.



View looking northeast towards new addition

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**LIBRARY EXPANSION/RENOVATION
CONCEPT IMAGES**

Various conceptual illustrations of the exterior and interior of the expanded and renovated Library are featured on these pages.



View looking northeast towards new addition, with Stupey Log Cabin in the foreground

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CONCEPT A - View looking northwest showing expanded parking east of existing Library on City property



CONCEPT B – View looking northeast showing expanded parking west of existing Library on Park District property

**LIBRARY EXPANSION/RENOVATION
CONCEPT IMAGES**

Various conceptual illustrations of the exterior and interior of the expanded and renovated Library are featured on these pages.

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DESIGN CONCEPTS – SENIOR AND YOUTH CENTER

BUILDING IMPROVEMENTS

Several improvements are recommended to the existing Highland Park Country Club facility to optimize its use as a Senior Center and Youth Center facility while maintaining the ability to utilize some of the spaces for revenue-generating banquet and event usage during hours while senior and youth programming do not occur. Although the design team evaluated the feasibility of using the existing entrance to the Country Club as one singular entrance to a renovated facility, concerns regarding distance from existing parking areas as well as conflict over use of the existing accessible parking spaces nearest to the entrance led to our recommendation that a Senior Center at this site include a new addition with a dedicated entrance and drop-off area closer to the existing parking lot, with new, additional accessible parking spaces constructed close to the new entrance. The addition would also house dedicated office space, restrooms, and lounge areas for Senior Center staff and users, connecting to the existing Country Club space. Existing spaces within the upper level of the Country Club facility would be re-purposed into dedicated spaces for art, classrooms, and card playing, while the existing ballroom and pre-function areas would be renovated to allow for flexible usage for large programs and events while maintaining their availability for banquets and events during non-programmed times. The existing patio space between the ballroom and Recreation Center is proposed to be enclosed into a flexible “solarium”, with opportunities for both senior and rental programming. A “Skyfold” dividing partition allowing the ballroom to be divided in half will increase flexibility for both senior programs and banquet/event usage. Finally, the existing kitchen, coat storage, and restroom areas will be substantially remodeled to support both Senior Services and banquet/event usage.

On the lower level of the facility, existing catering and banquet services offices would be repurposed to serve the facility’s banquet/food and beverage operator. Existing storage space in the southeast corner of the building would be remodeled to create a new medical loan closet with easy access to the new drop-off area, while the existing pro shop and golf café areas would be remodeled into senior wellness/fitness and space for the City’s Youth Center program, respectively.

The addition of a new outdoor terrace space north of the existing ballroom and solarium is recommended to provide outdoor program opportunities for the Senior Center as well as valuable outdoor event space supporting banquet and event operations. Space underneath the new terrace can be enclosed and conditioned to flexibly expand space for senior and youth services functions on the lower level of the facility.

DESIGN CONCEPTS – SENIOR AND YOUTH CENTER

SITE AND PARKING IMPROVEMENTS

With both a large existing Recreation Center, golf course, and clubhouse facility on the proposed site, ample parking exists to support a Senior and Youth Center facility, especially if golf operations are discontinued. However, all of the parking serving the Recreation Center and existing golf and clubhouse facilities is situated well south and west of the existing facility entrance, with only a few accessible spaces located near the existing entrance to the facility.

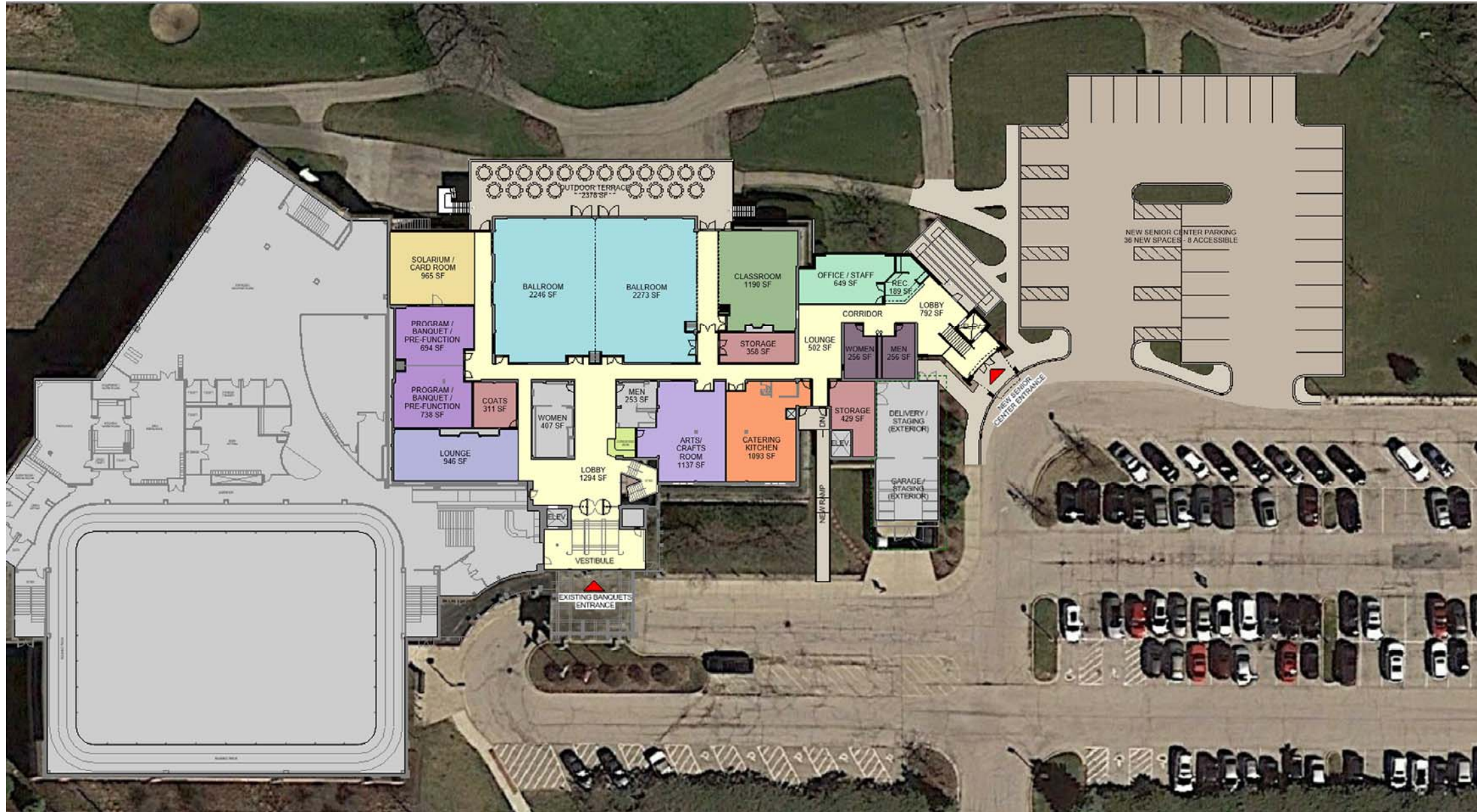
To provide convenient parking and drop-off for Senior Center users as well as to mitigate potential conflicts with provided Recreation Center parking, a new parking area in the same area as the existing golf cart parking is proposed. Additional parking in this area would accommodate as many as eight additional accessible parking spaces (far beyond the 3 required by Illinois Accessibility Code for the proposed improvements) and 28 additional regular parking spaces, for a total of 36 additional spaces. It may be possible to expand this number further if the area is enlarged; current floodplain boundaries would need to be closely examined to determine this feasibility. Re-constructing this area in permeable pavement would result in a net reduction in impervious area from existing conditions, mitigating the effect of additional pavement on stormwater management concerns.

A dedicated, accessible drop-off area adjacent to the new parking area would be provided to allow for easy access to the new Senior Center entrance. The possibility exists for an outdoor ramp to be constructed to assist with the level change from the drop-off elevation to the main level of the Senior Center as well as for a covered drop-off area for shelter from inclement weather.

SENIOR/YOUTH CENTER RE-LOCATION SITE PLAN

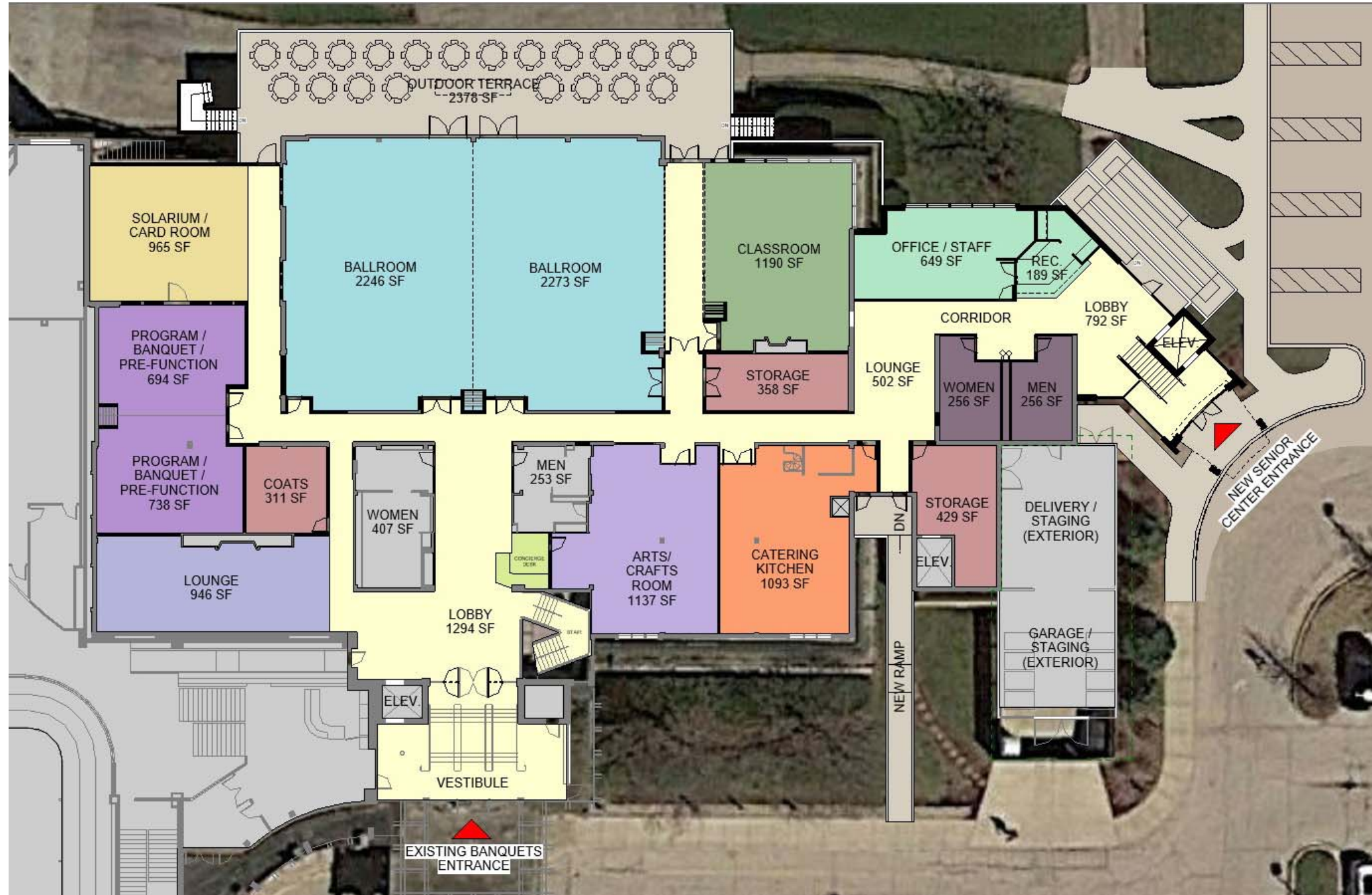
The site plan for the Senior and Youth Center at Highland Park Country Club involves a new dedicated entrance to the facility at the northeast corner for senior services and replacing an existing cart parking area with a new, 36 space parking area constructed of permeable pavers. These improvements will dramatically improve convenience of drop-off and pick-up for seniors as well as shorten the distance to the entrance for a majority of users without affecting the existing recreation center entrance or banquet entrance.

A new outdoor terrace immediately outside the solarium and ballroom affords opportunities for both senior-focused programming and outdoor space to support the existing banquet and event operation. The north-facing terrace would experience minimal glare and offer exceptional views of the outdoor space to the north.



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**SENIOR/YOUTH CENTER RE-LOCATION
UPPER LEVEL PLAN**



An addition at the northeast corner of the existing building creates a new entrance to the facility dedicated to senior services, with a lobby space, new restrooms, reception/check-in areas, staff offices, and lounge space. Once inside the existing portion of the facility, existing spaces are re-purposed for classroom, arts/crafts, storage, and general program use while the existing patio is enclosed to create a multi-purpose solarium to be used as a card room or other general purpose space.

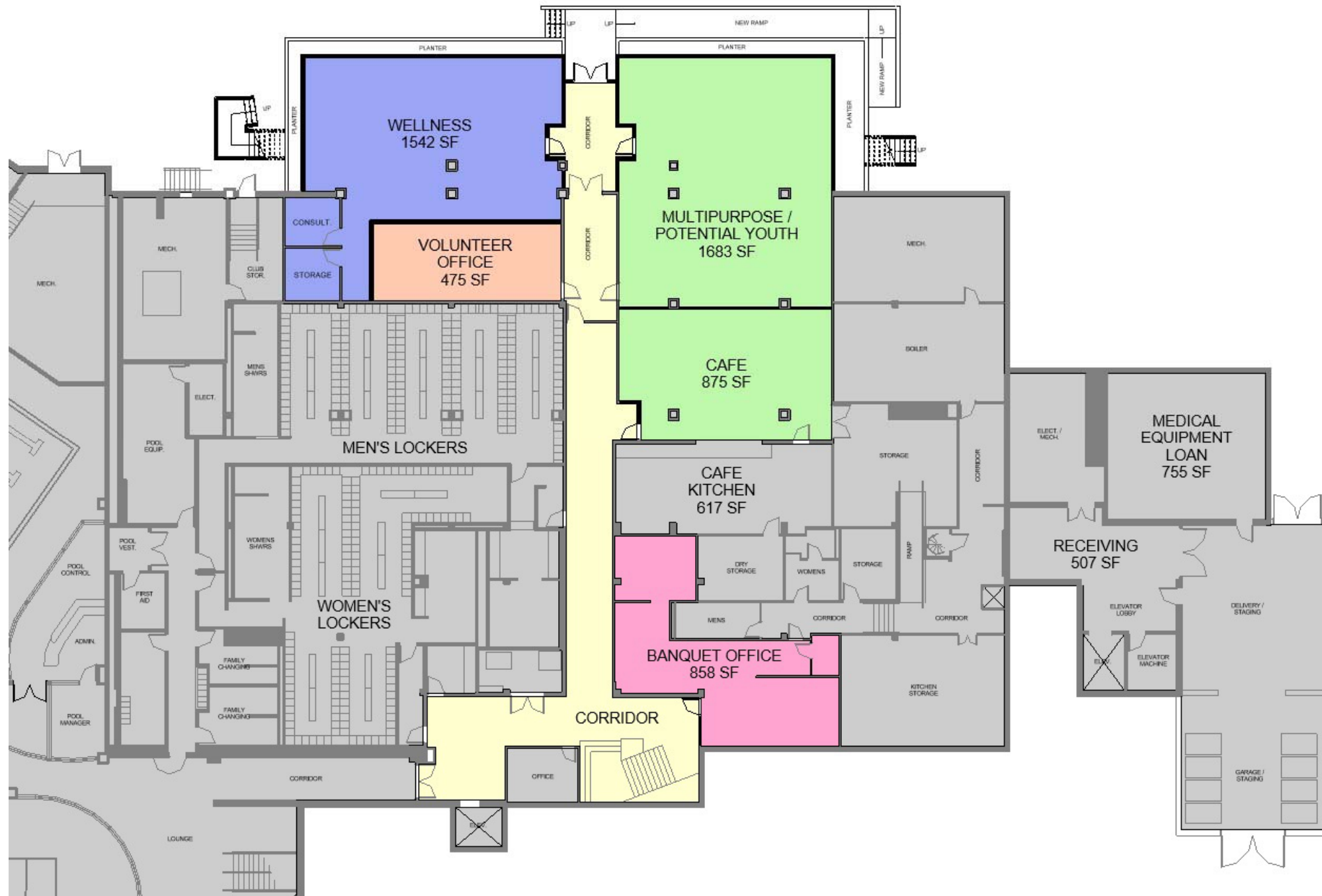
A new outdoor terrace immediately outside the solarium and ballroom affords opportunities for both senior-focused programming and outdoor space to support the existing banquet and event operation. The north-facing terrace would experience minimal glare and offer exceptional views of the outdoor space to the north.

The existing ballroom will be completely renovated with a “Skyfold” dividing partition to allow simultaneous use of the space by two groups. This will allow for maximum program flexibility for senior-focused programs while offering greater choices in space sizes for banquets and events when senior-focused programs are not in operation.

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**SENIOR/YOUTH CENTER RE-LOCATION
LOWER LEVEL PLAN**

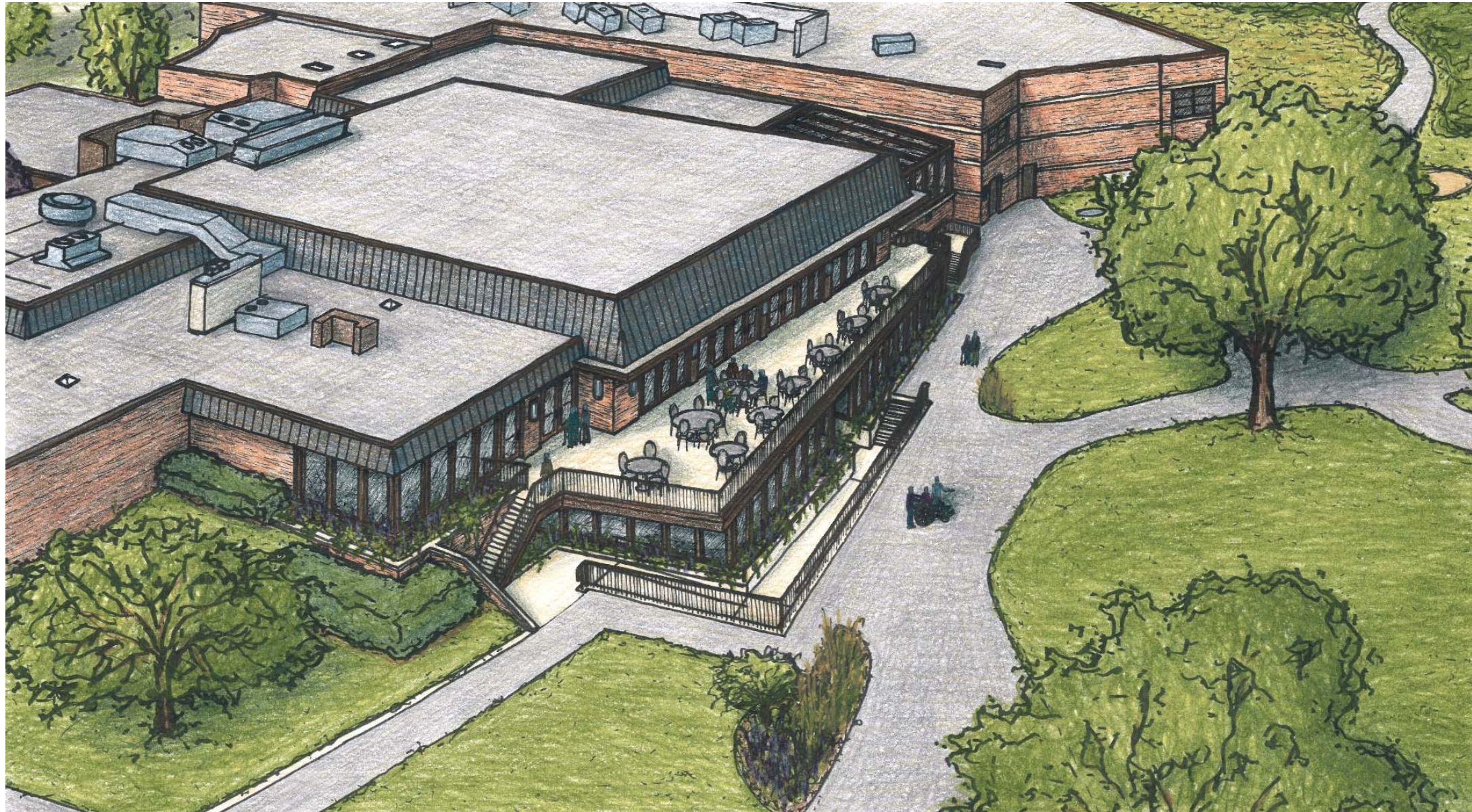
The majority of spaces on the lower level will receive minor renovations, with existing Recreation Center locker rooms remaining as is. Existing golf offices will be converted to offices for the banquet/food service operator, while the existing snack bar can be re-purposed as a café and/or kitchen for senior and/or youth use. Existing space currently occupied by the golf pro shop and snack bar spaces will be renovated and expanded into space for the City's Youth Center, volunteer offices, and senior-focused wellness programming. Space currently used as storage in the eastern half of the lower level will be re-purposed into a medical equipment loan room, with convenient access to the drop-off area near the entrance for easy pick-up and drop-off of loaned items.



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**SENIOR/YOUTH CENTER RE- LOCATION
CONCEPT IMAGES**

Various conceptual illustrations of the exterior and interior of the re-located Senior and Youth Center are featured on these pages.



View from northeast looking towards new outdoor terrace, space underneath, and solarium

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**SENIOR/YOUTH CENTER RE- LOCATION
CONCEPT IMAGES**

Various conceptual illustrations of the exterior and interior of the re-located Senior and Youth Center are featured on these pages.



View from east looking towards new Senior Center entrance. The entrance canopy could potentially be extended further out over the drop-off drive, creating a sheltered drop-off and pick-up area.

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PRELIMINARY CAPITAL COST ESTIMATES

To assist with estimating costs for the proposed Library expansion and renovation at the existing Library site and Senior & Youth Services relocation to the Highland Park Country Club site, the Williams team engaged the assistance of W.B. Olson, Inc. to review the conceptual plans developed by the team and provide guidance on estimated costs. W.B. Olson is exceptionally familiar with the local construction market and has extensive experience in and around Highland Park, including with the City, Library, Park District, and Ravinia.

It is important to the Williams Team to represent a likely range of total costs associated with each project as part of this Feasibility Study. Because the plans for improvements are currently extremely conceptual in nature, it is prudent to express a range of costs for each component of the Library and Senior/Youth project. Should either of the projects move to an implementation stage, costs will be more refined and be able to be more accurately estimated as more information is known.

Although the City's purchase of the properties east of the Library occurred prior to this Feasibility Study, those costs are included within the estimates for Library improvements as a separate line item.

In addition to cost ranges to account for a variety of potential directions in project implementation, other factors needed to accurately represent the total overall cost of a given project must be included within a cost estimate. These factors include design and construction contingencies to account for unknown or unexpected conditions, constructor costs, and general conditions associated with construction. Multipliers have been included in the overall cost ranges to account for these items. Finally, the costs developed by the team have been escalated to the year 2021 by a factor of 5 percent per year to account for when the City anticipates funding may be available to begin these projects.

Please see the following page for the summary and breakdown of estimated costs for the two projects.

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Highland Park Public Library / City of Highland Park
 Library Expansion / Senior Center Re-Location
 Preliminary Concept Budget - 5 February 2018



Description	qty	unit	unit cost	qty	unit	unit cost	subtotal - low	subtotal - high	multiplier	low cost range	high cost range			
Library Expansion and Renovation														
Home and garage demolition (466 Laurel)	1	ls	\$ 45,000.00	1	ls	\$ 50,000.00	\$ 45,000.00	\$ 50,000.00	42%	\$ 63,900	\$ 71,000			
Parking lot (on 466 site) - 38 spaces, permeable pavers, underground stormwater	13000	sf	\$ 35.00	13000	sf	\$ 40.00	\$ 455,000.00	\$ 520,000.00	42%	\$ 646,100	\$ 738,400			
Reconfiguration of existing parking lot to allow for book drop/pickup	1	ls	\$ 150,000.00	1	ls	\$ 200,000.00	\$ 150,000.00	\$ 200,000.00	42%	\$ 213,000	\$ 284,000			
Storm and sanitary sewer relocation needed for addition	1	ls	\$ 450,000.00	1	ls	\$ 500,000.00	\$ 450,000.00	\$ 500,000.00	42%	\$ 639,000	\$ 710,000			
Automatic sprinkler system & associated architectural/mechanical work	47000	sf	\$ 10.00	47000	sf	\$ 15.00	\$ 470,000.00	\$ 705,000.00	42%	\$ 667,400	\$ 1,001,100			
Interior renovation - elevator, children's library, work areas, historical archives	7500	sf	\$ 150.00	7500	sf	\$ 200.00	\$ 1,125,000.00	\$ 1,500,000.00	42%	\$ 1,597,500	\$ 2,130,000			
New 3-stop elevator (elevator only - surrounding construction included below)	1	ls	\$ 110,000.00	1	ls	\$ 125,000.00	\$ 110,000.00	\$ 125,000.00	42%	\$ 156,200	\$ 177,500			
Small addition at east side for drive-up pickup & office expansion	400	sf	\$ 1,000.00	400	sf	\$ 1,500.00	\$ 400,000.00	\$ 600,000.00	42%	\$ 568,000	\$ 852,000			
Library Expansion - 2 levels, 9,200 sf, stone exterior to match existing	9200	sf	\$ 550.00	9200	sf	\$ 600.00	\$ 5,060,000.00	\$ 5,520,000.00	42%	\$ 7,185,200	\$ 7,838,400			
Subtotal - Library Expansion and Renovation										\$ 11,736,300	\$ 13,802,400			
2016 Property Acquisition Costs (444 & 466 Laurel Avenue)										\$ 1,550,000	\$ 1,550,000			
Total - Library Expansion and Renovation										\$ 13,286,300	\$ 15,352,400			
Senior & Youth Center Re-Location To HPCC														
Site/parking upgrades & enhancements	1	ls	\$ 600,000.00	1	ls	\$ 750,000.00	\$ 600,000.00	\$ 750,000.00	42%	\$ 852,000	\$ 1,065,000			
New roof (tear-off)	18000	sf	\$ 18.00	22000	sf	\$ 20.00	\$ 324,000.00	\$ 440,000.00	42%	\$ 460,080	\$ 624,800			
New HVAC systems (gross area allowance)	18000	sf	\$ 35.00	18000	sf	\$ 40.00	\$ 630,000.00	\$ 720,000.00	42%	\$ 894,600	\$ 1,022,400			
Interior Renovation	11000	sf	\$ 200.00	13000	sf	\$ 250.00	\$ 2,200,000.00	\$ 3,250,000.00	42%	\$ 3,124,000	\$ 4,615,000			
Solarium Construction (On Existing Patio)	1200	sf	\$ 300.00	1200	sf	\$ 350.00	\$ 360,000.00	\$ 420,000.00	42%	\$ 511,200	\$ 596,400			
Expansion / Addition For New Entrance	2500	sf	\$ 450.00	2500	sf	\$ 500.00	\$ 1,125,000.00	\$ 1,250,000.00	42%	\$ 1,597,500	\$ 1,775,000			
Outdoor Terrace Construction	3000	sf	\$ 150.00	3000	sf	\$ 200.00	\$ 450,000.00	\$ 600,000.00	42%	\$ 639,000	\$ 852,000			
Total - Senior Center Re-Location										\$ 8,078,380	\$ 10,550,600			
Total - Both Projects										\$ 19,814,680	\$ 24,353,000			
Multipliers						Alternates:								
Constructor fees/general conditions						12%	1 New Library parking on park-district owned property					subtract	\$ 200,000	\$ 250,000
Design and construction contingency						15%	immediately west of existing building							
Escalation to beginning of 2021 (5 percent per year)						15%	(costs do not include land acquisition)							
Furniture, fixtures, and equipment						not included								
Professional services - engineering and design						not included								
total multiplier						42%								

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CONCLUSIONS, POTENTIAL TIMELINE, AND NEXT STEPS

The intent of the information presented in this Needs Assessment and Feasibility Study is to provide informed, professional recommendations for strategies to address the present and future needs of the Highland Park Public Library, City of Highland Park Senior Center, and City of Highland Park Youth Center in a manner consistent with the vision, values, and financial abilities of the City of Highland Park and its residents.

A potential design, engineering, and construction timeline from the point of authorization to proceed would be as follows:

<u>Library Expansion/Renovation</u>	<u>Senior and Youth Center Relocation</u>
Design/Engineering: 8 months	Design/Engineering: 6 months
Permitting: 2 months	Permitting: 2 months
Bidding/Procurement: 2 months	Bidding/Procurement: 2 months
Construction: 16-20 months (likely in phases)	Construction: 12-16 months
Total Duration: 28-32 months	Total Duration: 22-26 months

At the time of completion of this Feasibility Study, neither the City nor the Library have made any definitive decisions regarding either of the projects proposed or the order in which they would be implemented if and when capital funding becomes available for implementation. It is also entirely possible to phase the improvements over time at both the Library and Senior Center sites; for example, interior renovations and a sprinkler system addition to the Library recommended by this Needs Assessment and Feasibility Study could occur in advance of a larger renovation and expansion project. Similarly, improvements at the Highland Park County Club could be phased over time to allow for earlier occupancy of the facility by the Senior Center. Further discussion would be required to ascertain potential phasing scenarios based on available funding.

The Williams Team wishes to thank the Highland Park Public Library and City of Highland Park for providing crucial data, assistance, and review that made the Needs Assessment and Feasibility Study findings possible. We have enjoyed preparing this Feasibility Study for the Library, City, and residents of Highland Park and stand ready to be of further assistance to the City and Library however appropriate.

HIGHLAND PARK
PUBLIC LIBRARY
Information & Imagination



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