

SECOND FLOOR ASSESSMENTS AND RECOMMENDATIONS

The second floor houses the Children's Center and various offices including the Administrative Office suite, the Business Office, Support Services, Human Resources and Marketing. Because these offices receive a fair amount of outside visitors it is good for them to be near the entry level, to avoid unnecessary traffic through secure upper floor staff areas. It is also good to have the Children's Center near the entry level and the Adult Popular Collections.

The Children's Center

The Children's Center is one of the best-planned and most attractive areas of the Central Library, and a source of pride. The present Children's Center was created in 1992 and reflects the application of many of the planning and design recommendations included in this master plan.

- Its entry and identity are very clearly defined from the elevator lobby and entrances from the grand stair. The use of color, graphics and etched glass art work gives the Children's Center a distinct image, which is playful without being condescending to the children.
- Attractive and interesting exhibits are throughout the department, as well as in the Kahn Pavillion, a charming Children's Theater
- The service desk is large, easy to find and nicely located to provide views of both entries.
- The shelving is low and set at a 45D angle providing the desk with clear views of practically all seating areas.
- Computer areas are attractive and appropriately close to the desk.
- The general layout provides good distinction of age groups from tots to beginning readers and intermediate age school children.
- There are numerous special small-scale alcoves and niches that are particularly appealing to children and instrumental in the many enrichment programs provided. These include the Siddie Joe Johnson Collection, the video alcove, the "Reading Forest" and the "Castle" Bookshelf reading browsing enclosures for the juvenile collection.
- Lounge seating is provided for adult caregivers and visiting teachers.

FACILITIES - THE CENTRAL LIBRARY








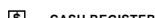
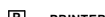


SECOND FLOOR ASSESSMENTS AND RECOMMENDATIONS

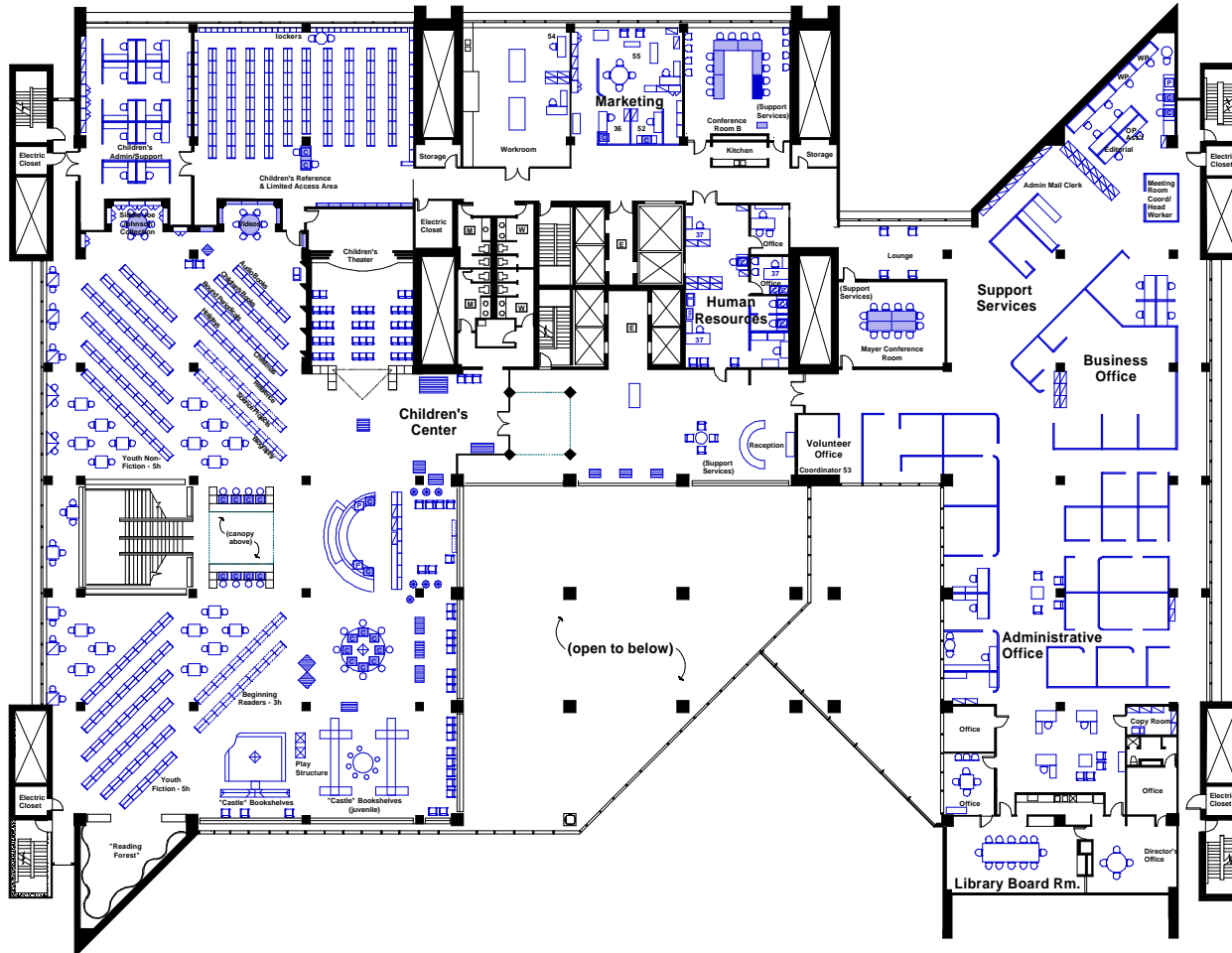
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SECOND FLOOR

Existing Floor Plan
CHILDREN'S CENTER
HUMAN RESOURCES
BUSINESS OFFICE
MARKETING

LEGEND

-  HIGH SHELVING (5 TO 7 SHELVES)
-  LOW SHELVING (3 OR 4 SHELVES)
-  DISPLAY SPINNERS (5 TO 7 SHELVES)
-  BOOK BIN
-  COMPUTER WORKSTATION - PUBLIC
-  COMPUTER WORKSTATION - STAFF
-  MICROFORM WORKSTATION
-  PHOTOCOPIER
-  DISPLAY TABLE
-  ATLAS TABLE
-  CASH REGISTER
-  PRINTER
-  WOMEN'S ROOM
-  MEN'S ROOM
-  ELEVATORS



FACILITIES - THE CENTRAL LIBRARY
SECOND FLOOR ASSESSMENTS AND RECOMMENDATIONS

As good as this area is, there are some opportunities for additional improvements that should be addressed during the renovation. The Children's Center limited access area is much smaller than other divisions. A pervasive problem is the need for more space to expand collections, for new highly recommended functions and for the staff. It is recommended that one or more of the other staff functions on this floor be relocated to another floor (L-1) to provide room for necessary Children's Center expansion. New functional areas recommended include:

Siddie Jo Johnson Reading Room - This would be a special collection reading room for display of some of the collection (in glass bookcases?), a librarian (to monitor use), and four tables for researchers. Approximately 30 sections of its Siddie Jo Johnson Rare Book collection is now stored on the 3rd floor. Compact shelving is recommended to get this collection to the 2nd floor and to provide future expansion of other limited access materials. It would require 400 to 700 SF depending on the collection numbers and type of seating provided.

Other specific issues and recommendations include:

- Several computer workstations (at the canopy entry from the grand stair) can not be easily viewed from the public desk and more stations have been requested. The canopy is an attractive feature, but it could be reconfigured to be more open to view and wider so that stations could be set back-to-back. Some workstations need stools to provide for better access for smaller children.
- The Children's collections are growing and there is the need for two or more new ranges. Reconfiguring and relocating the staff office to the east can provide additional expansion space to the north of the present public areas.
- More non-print storage space is needed for doll collections, puppet shows etc.
- Restrooms need to be renovated to be safer and more child-friendly.
- The provision of lighter, easier to move furniture and adjustable lighting for "user-Ed classes" in the Kahn Pavilion

General Organization of 2nd Floor Office Suites

The Administrative Office suite, the Business Office, Support Services, Human Resources and Marketing, occupies the balance of the second floor. Visitor entry to this area is controlled by a reception desk. There is a small waiting and exhibit area adjacent to the desk that overlooks the Concourse and Adult Current Collection on the first floor. The Human Resources office is directly accessible from this area, which helps to further control visitors. A glazed entry door and better signage is recommended. The Volunteer Coordinator's Office is located just beyond the reception desk and secured doors, which limits outsider traffic through the office suites.

Visitor access beyond the public floor lobby is usually with escort, which is appropriate. However, once admitted, it is quite difficult to control or monitor visitors. With only a few exceptions, the second floor workspaces are open-landscaped cubicles. There are only a few open secretarial workstations and a majority of staff cubicle enclosures are high. A few high cubicles and offices have glazed panels, which helps. The place where this situation is most troubling is just past the Mayer Conference Room. Here a visitor can easily slip into the Business, Support Services and Marketing department office areas, and the staff restrooms, or worse to the staff-restricted elevators and stairs that lead to the limited access areas on other floors.

The amount of primary circulation space connecting the various office areas of this floor somewhat larger than it needs to be given the limited traffic in this area. It is important that this area not look crowded or unkempt yet some of this space can be better utilized to solve the security problem described above. It can also be used to help address the minor storage and office space needs pointed out by the staff on this floor.

Human Resources Office

Though generally in a good location, this office serves both current employees and visitors looking for employment and there should be a clearer distinction of the space to be used by visitors. The space appears sufficient but should be reconfigured. Because the office contains confidential documents it is recommended that all employees (non-HR) and visitors enter at the front of the department and are escorted beyond this point. All service should take place at the front desk.

New furniture would make it possible to define this arrangement with low and mid-height partitions, provide better work areas and counseling space. These new stations should connect computer workstations with desks for efficiency, and provide better locations for the overhead notebook filing and shelving, a copier, fax and shredder. The two private offices should have proper acoustic treatment for more sensitive meetings and counseling.

FACILITIES - THE CENTRAL LIBRARY

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SECOND FLOOR ASSESSMENTS AND RECOMMENDATIONS

Marketing and Design & Exhibits

Staff noted that the optimum arrangement of offices to improve function would be to bring Marketing, Design & Exhibits and Reprographics (now located on L-1) together on one floor. The vacated 2nd floor space is directly adjacent to the area of the Children's Center that is most in need of expansion.

Business Office

The staff reported limited storage and possible additional staff as space related concerns. However, there is sufficient space in and surrounding this department to deal with these concerns by reconfiguring and adding to existing workstations.

The most serious concerns in the Business Office are for security and safety due to the sensitive records and amounts of cash handled. The recommendation is that there be a service counter for "customers" and a separate back entrance for staff only, but non-business office staff access should also be more restrictive than it is today. The recommendation should provide one or two more open or low-partitioned clerical/support workstations, or a service counter at this point. One of these stations could control an additional card-access door that can be placed between the "informal lounge" north of the Mayer Room to protect the elevators and stairs. This space is very narrow, more like a corridor, and really not very successful as a lounge.

Administrative Office

These offices are in an appropriately prestigious location at the Southeast corner of the 2nd floor. The Library Board Room and the Director's Office face out towards City Hall and other senior staff offices have views into the upper part of the Concourse.

The physical conditions on this floor are good, especially in this area. The work here would be primarily the typical interior improvements recommended for most the parts of the Central Library that have not already been substantially renovated, as well as a reorganization of the floor space. These include new finishes, furnishings, ceiling panels and new lighting fixtures where appropriate. The boardroom and meeting rooms should also be provided with new overhead Audio/Visual equipment, computer outlets and controls.

This area also requires some higher partitions and more private conference rooms.

THIRD FLOOR ASSESSMENTS AND RECOMMENDATIONS- HUMANITIES

The Humanities Division occupies the entire floor and contains collections that should be of interest to a broad mix of patrons. This has the smallest south elevation setback and therefore the largest research floor level footprint. This provides ample public service space in the center of the floor. The three middle column bays along the south windows open to the Fine Arts Collection on the fourth floor above, which creates an attractive open feeling for both floors. The arrangement of tables and shelves in this two-story space is very good.

The third and fourth floors are connected with a staircase providing easy movement that invites patron traffic between them.

The current organization of the collections is relatively easy to understand but is not an optimal use of space and needs to be changed.

Rearrange seating for greater use and increased visibility. The seating areas between these stacks and along the east windows are large enough but look practically empty. More than half of this seating located in the east wing is very difficult to monitor. Approximately 25% more seating should be provided. The addition of 4-6 lounge seats is recommended near the fiction collection. Some seating should continue to be provided where the Non-fiction and Bibliographic Center adjoin, but it should be arranged for greater visibility.

Improving sight lines and addressing security concerns is especially important if there will be only one public service desk on a floor of this size. (Wherever staffing levels make it possible and collection distribution makes it practical, it is recommended that two service desks be provided as has recently been planned for the 8th floor renovations.)

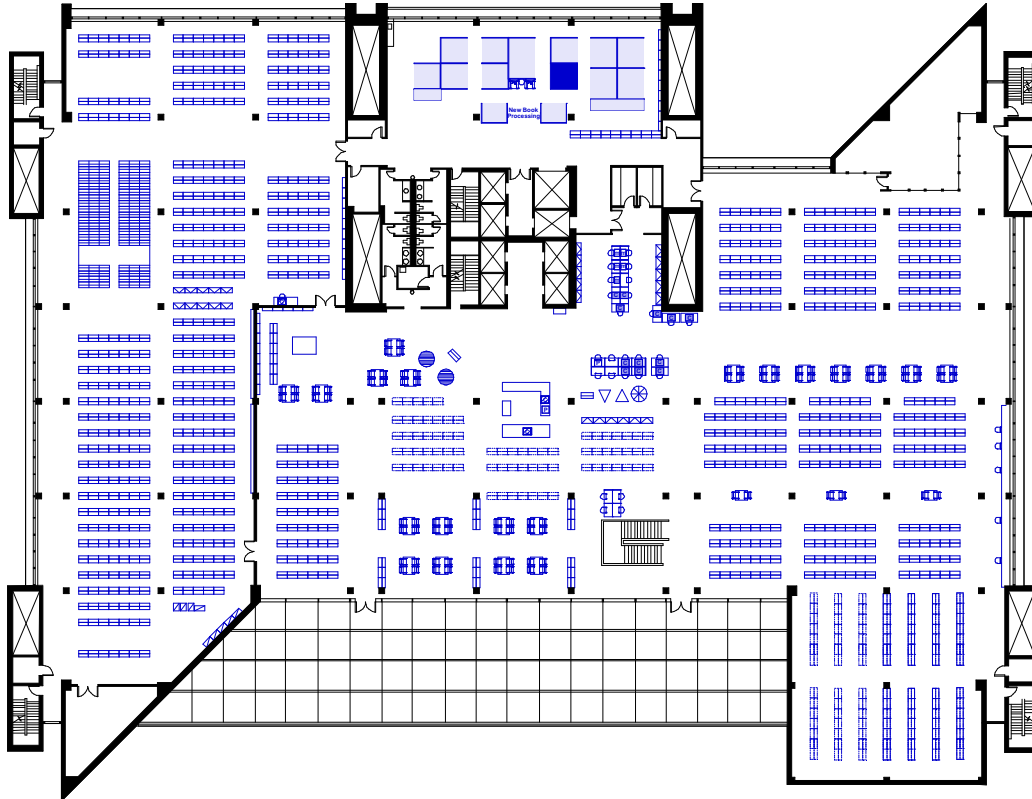
There can be a simple unbroken flow of collection subcategories such as American and World Literature, or Philosophy, Religion and ethics, arranged so that related subcategories are within the same cluster of stack ranges. Seating areas can be conveniently placed between the clusters. Each major subcategory would be clearly identified with special overhead and in-range signage and displays in much the same way this is now done at popular bookstore chains.

FACILITIES - THE CENTRAL LIBRARY
 THIRD FLOOR ASSESSMENTS AND RECOMMENDATIONS

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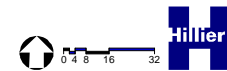
THIRD FLOOR

Existing Floor Plan
 HUMANITIES



LEGEND

- [Symbol: High Shelving] HIGH SHELVING (5 TO 7 SHELVES)
- [Symbol: Low Shelving] LOW SHELVING (3 OR 4 SHELVES)
- [Symbol: Display Spinners] DISPLAY SPINNERS (5 TO 7 SHELVES)
- [Symbol: Book Bin] BOOK BIN
- [Symbol: Computer Workstation - Public] COMPUTER WORKSTATION - PUBLIC
- [Symbol: Computer Workstation - Staff] COMPUTER WORKSTATION - STAFF
- [Symbol: Microform Workstation] MICROFORM WORKSTATION
- [Symbol: Photocopier] PHOTOCOPIER
- [Symbol: Display Table] DISPLAY TABLE
- [Symbol: Atlas Table] ATLAS TABLE
- [Symbol: Cash Register] CASH REGISTER
- [Symbol: Printer] PRINTER
- [Symbol: Women's Room] WOMEN'S ROOM
- [Symbol: Men's Room] MEN'S ROOM
- [Symbol: Elevators] ELEVATORS



FACILITIES - THE CENTRAL LIBRARY

THIRD FLOOR ASSESSMENTS AND RECOMMENDATIONS

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- There is a small service desk near one of the staff entry points to the limited access area. This should be relocated near a new set of glazed doors to help monitor and service the public seating area that will be added to the west wing. This workstation should be enclosed with low (42") furniture partitions for privacy and to manage work area appearance.
- A few carefully placed glass doors or borrowed lights (interior windows) can help to soften the limited access work areas and also inform patrons of the limited access collections. Low shelving (42") should be installed on the public side of the new partitions that will be needed to enclose the limited access areas. This will provide a convenient reference surface for browsing the adjacent open stacks.
- Siddie Jo Johnson Collection should be relocated to a secure area on the 2nd floor within the Children's Center.
- The Foreign Language Fiction collection is stored in two areas and should be consolidated.
- The Periodicals collection space should be rearranged to get seating nearer the windows, and a few lounge seats (about 4) should be added to the tables currently provided.
- Videos should be stored and displayed in properly design media cabinets or shelving to increase capacity.
- Public computer workstations are conveniently located near the service desk. However, there are too few workstations, and they are small and awkwardly arranged. The number of stations should be doubled. They should be approximately 25% larger and they should be arranged in smaller groupings on both sides of the desk. The additional computers will make it easier to provide access to the growing number of computer programs available for categories such as language instruction and writing that are found on this floor.
- The sun glare problems near the south windows and the unattractive views of the large barren deck on the 3rd floor will be addressed with the proposed new atrium. It will also enclose the terrace, which will to expand the public service area at the center of the floor by over a third, and make it possible to cut an archway(s) to link the south end of the east wing to this "new" space.

FOURTH FLOOR ASSESSMENTS AND RECOMMENDATIONS- FINE ARTS

The Fine Arts Collections occupy the 4th floor. These materials come in an unusually wide array of formats. Fine Arts Collections include many attractive books, images and works of art, which provide unique opportunities for displays and exhibits that would be of interest to patrons. As on the 3rd floor, the plan is to reorganize the floor layout to increase the availability of these collections to the public and more fully realize their potential to attract greater use of the Central Library.

This is the second largest research division floor area and has more open space available for expansion than all other floors except the L-1 level. This floor has a good functional and physical relationship with the Humanities Division on the 3rd floor. The grand stair and floor opening to the 3rd floor creates a balcony effect. The present furniture layout does not take full advantage of this for public seating.

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FOURTH FLOOR ASSESSMENTS AND RECOMMENDATIONS

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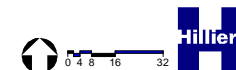
FOURTH FLOOR

Existing Floor Plan
FINE ARTS COLLECTION



LEGEND

- HIGH SHELVING (5 TO 7 SHELVES)
- LOW SHELVING (3 OR 4 SHELVES)
- DISPLAY SPINNERS (5 TO 7 SHELVES)
- BOOK BIN
- COMPUTER WORKSTATION - PUBLIC
- COMPUTER WORKSTATION - STAFF
- MICROFORM WORKSTATION
- PHOTOCOPIER
- DISPLAY TABLE
- ATLAS TABLE
- CASH REGISTER
- PRINTER
- WOMEN'S ROOM
- MEN'S ROOM
- ELEVATORS



FACILITIES - THE CENTRAL LIBRARY

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FOURTH FLOOR ASSESSMENTS AND RECOMMENDATIONS

Besides the typical research floor renovations and the recommendations described above the following specific problems should be addressed in the renovations of this floor.

- The Fine Arts Collections include a large number of videos, photo files and lateral files. These are stored in metal cabinets located in the center of the floor near the service desk. They are arranged parallel to the balcony which is not an attractive view for patrons entering the floor. These should be turned 90 degrees and pulled further away from the center of the floor to provide more space for displays, low reference shelves and seating.
- With these shelving units and cabinets turned so that their ends face the elevators, their end panels and tops can be used for display without blocking views of the balcony.
- The circulating collection is now very difficult to monitor, which can be corrected by moving these materials closer to the center of both the east and west wings and reorienting them 90 degrees.
- There should be 6 to 8 more public computer stations and most of the computers on this floor should have high-resolution screens for viewing reference CD ROM and Web-based images. Flip-up data ports and outlets should be provided for at least a third of the other public seats for laptop use.
- There should be an easy-to-monitor, controlled seating area near the service desk for viewing expensive or rare art books, prints and photos that might be mutilated or stolen. A color copier should be provided close by for convenience and to further deter security problems.
- Because this floor will continue to have only one main service desk as much seating as possible should be within sight of this desk. At least one of the staff workstations within the limited access area should have a view of the new patron seating in the west wing.
- Archival materials housed on this floor should be gathered to be stored with other archival materials within the building to limit the number of areas with special environmental conditions.
- Some graphics, displays and exhibits should be provided near the existing south wall so that these will have greater visibility from the new atrium.

**FIFTH FLOOR ASSESSMENTS AND RECOMMENDATIONS-
BUSINESS AND TECHNOLOGY**

The fifth floor is connected to the 6th floor with a staircase. Having Business and Technology adjacent to the Government Center is a fairly traditional functional relationship.

A privately funded partial renovation was completed in 1998. It created the Jake L. and Nancy Hamon Oil & Gas Resource Center featuring energy related technologies. The Hamon Training room has seating for 30 and a LCD projector capabilities, and the technology area increased the number of computer workstations.

The recent partial renovation addressed some of the master plan design goals established for the renovations of the research division floors. However, the balance of the floor requires substantial rearrangement and renovations to complete the job. We recommend that the east wing be completely rearranged by reorienting the shelving 90 degrees and creating two seating groups between the ranges. One should be in clear sight of the service desk. Another can be located within the southern end of the wing and be connected via a new archway to the terrace seating area created by the new atrium construction.

Besides the typical research floor renovations and the recommendations described above, the following specific problems should be addressed in the renovations of this floor.

- Lower shelving should be used for Reference materials for increased visibility.
- Additional book displays and brochure racks are necessary.
- A variety of improvements for the service desk including moving it further back from the elevators, more ready reference shelves, providing better lighting, its height in relation to staff seating, monitor and keyboards heights.
- Existing movable compact shelving is unsafe and should be replaced with new safe equipment.
- The staff lounge located on this floor is very large and this space appears to be underutilized. Approximately 300 SF could be converted to office and/or staff or public meeting room use. An office suite in this location, fitted with glazed doors or walls would help to monitor the east wing of this floor. It could support the development of a comprehensive "Career Center" for youths and adults that was recommended by the B&T staff.
- Access to the northeast fire egress stair is now only available from the staff lounge. An alarmed exit-only door can be installed to provide access to the public.

FACILITIES - THE CENTRAL LIBRARY
















FIFTH FLOOR ASSESSMENTS AND RECOMMENDATIONS

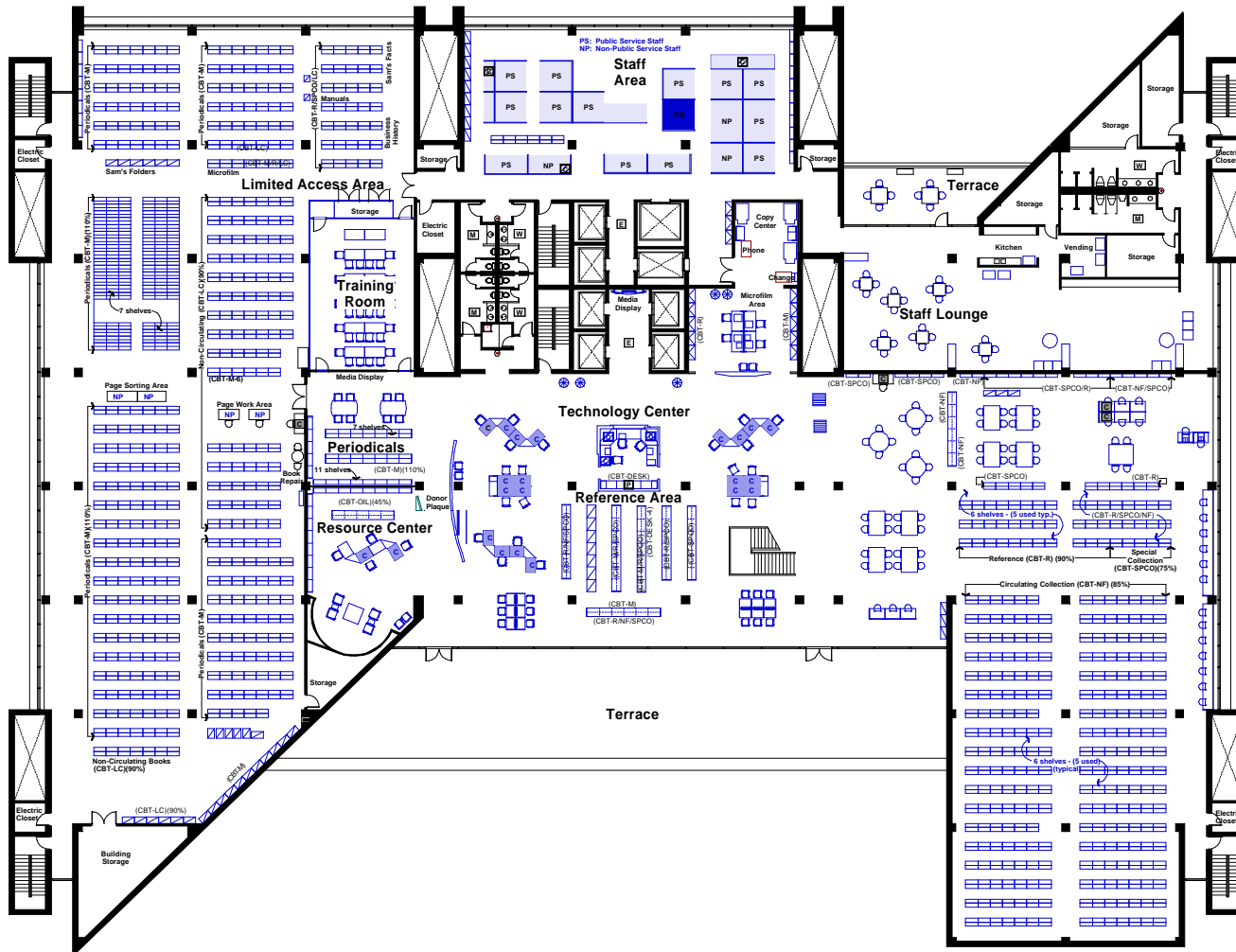
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FIFTH FLOOR

Existing Floor Plan BUSINESS & TECHNOLOGY

LEGEND

-  HIGH SHELVING (5 TO 7 SHELVES)
-  LOW SHELVING (3 OR 4 SHELVES)
-  DISPLAY SPINNERS (5 TO 7 SHELVES)
-  BOOK BIN
-  COMPUTER WORKSTATION - PUBLIC
-  COMPUTER WORKSTATION - STAFF
-  MICROFORM WORKSTATION
-  PHOTOCOPIER
-  DISPLAY TABLE
-  ATLAS TABLE
-  CASH REGISTER
-  PRINTER
-  WOMEN'S ROOM
-  MEN'S ROOM
-  ELEVATORS



**SIXTH FLOOR ASSESSMENTS AND RECOMMENDATIONS- GOVERNMENT
INFORMATION CENTER**

Divided into two sections - Government Publications and Urban Information, the 6th floor works closely with the 5th floor below it through a connecting staircase. This floor has a complex mix of program and furniture elements and exhibits practically all the space planning issues that can be found within the Central Library.

There is very little in the present space that establishes a strong identity as a Government Information Center, or any distinction between its two sections. The area just beyond the elevator lobby is a great place to use powerful graphic images and exhibits to present the results achieved in utilizing the materials in this division:

- Huge photo murals of the pictures of the turn-of-the-century tenement neighborhoods that led to the development of modern urban planning;
- Large colorful GIS maps showing the past, present and future demographics and development of Dallas;
- Glass cases with old patent records sitting beside the remarkable invention they were used to create;
- A computer kiosk with daily updates on the actions and legislative decisions of the City of Dallas and Texas State governments agencies that provides patrons the opportunity to email their questions and suggestions.

Beside the typical research floor renovations and the recommendations described, the following specific problems should be addressed in the renovations of this floor.

- The floor opening to the 5th floor results in the central public area of the 6th floor being the most narrow in the build creating a pinch point and very difficult sight lines at its service desk.
- Open central area by reducing the amount of seating and creating two new service desks outside this area to replace central desk.
- Computers and microfilm readers are set along the south windows and should be relocated closer to new service desks.
- To increase staff supervision of the map collections area construct new glazed doors and walls for the Map Work Room. Reorient stacks 90 degrees to make this area visible from the general reading area.

FACILITIES - THE CENTRAL LIBRARY

SIXTH FLOOR ASSESSMENTS AND RECOMMENDATIONS

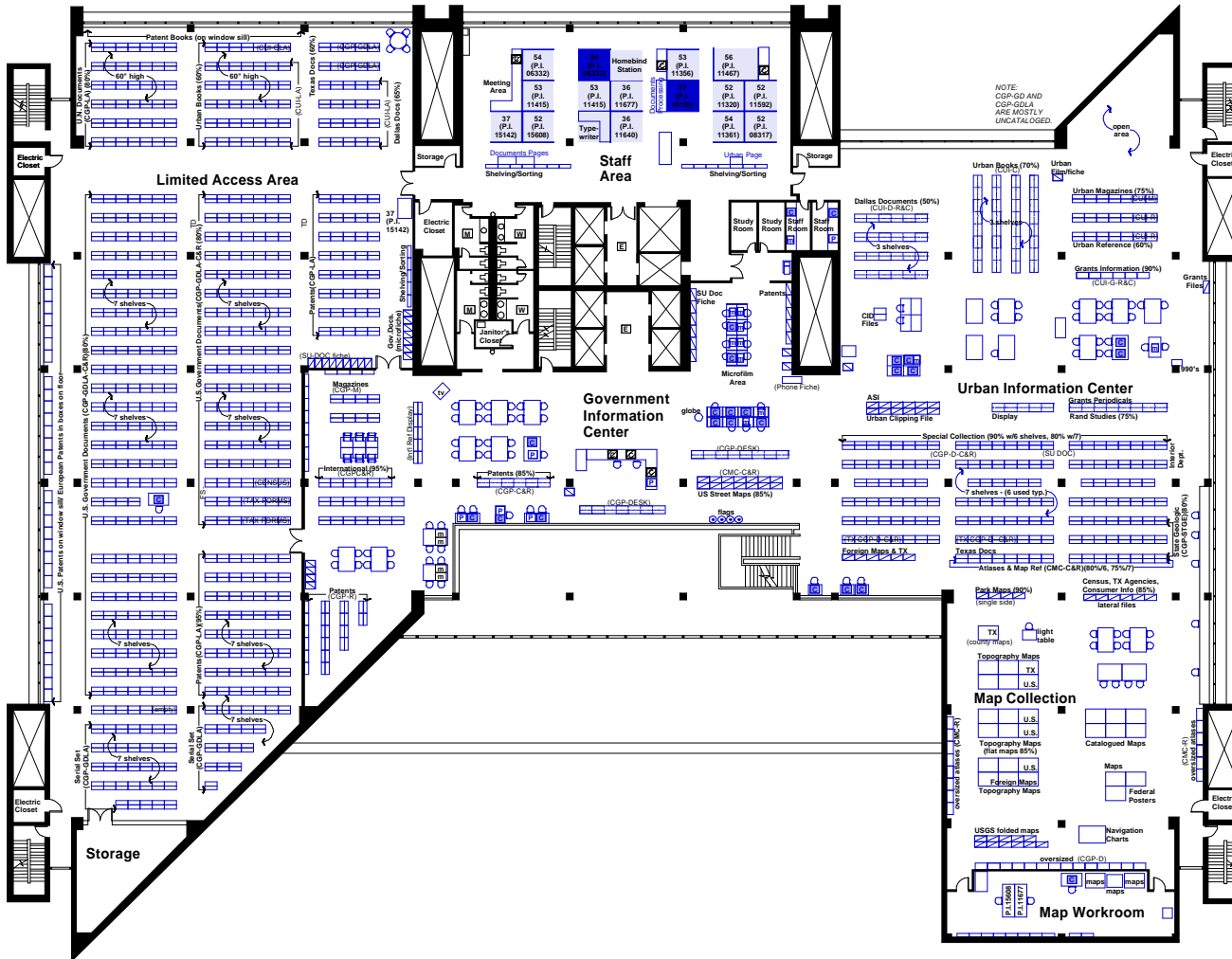
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SIXTH FLOOR

Existing Floor Plan
GOVERNMENT
INFORMATION
CENTER

LEGEND

- HIGH SHELVING (5 TO 7 SHELVES)
- LOW SHELVING (3 OR 4 SHELVES)
- DISPLAY SPINNERS (5 TO 7 SHELVES)
- BOOK BIN
- COMPUTER WORKSTATION - PUBLIC
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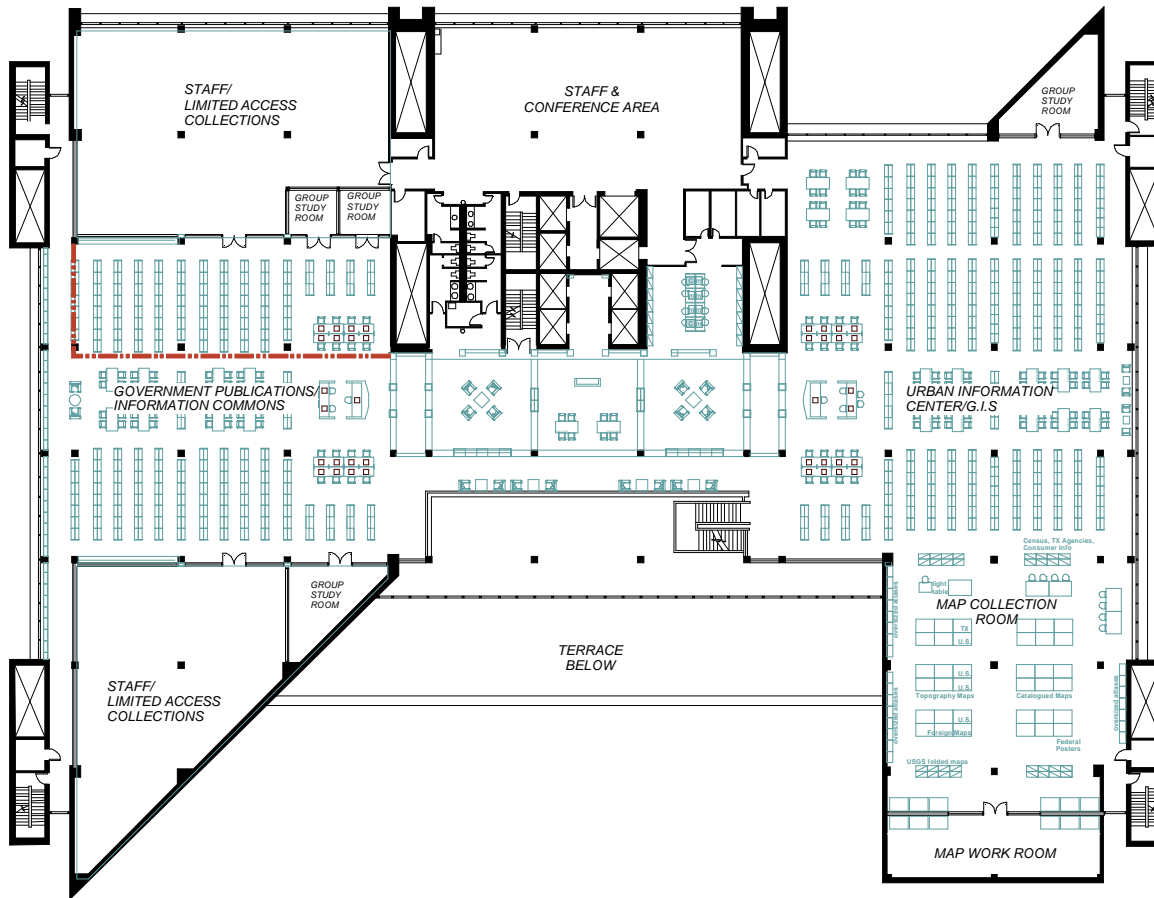


FACILITIES - THE CENTRAL LIBRARY
















SIXTH FLOOR ASSESSMENTS AND RECOMMENDATIONS

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Concept Plan



LEGEND

-  HIGH SHELVING (5 TO 7 SHELVES)
-  LOW SHELVING (3 OR 4 SHELVES)
-  DISPLAY SPINNERS (5 TO 7 SHELVES)
-  BOOK BIN
-  COMPUTER WORKSTATION - PUBLIC
-  COMPUTER WORKSTATION - STAFF
-  MICROFORM WORKSTATION
-  PHOTOCOPIER
-  DISPLAY TABLE
-  ATLAS TABLE
-  CASH REGISTER
-  PRINTER
-  WOMEN'S ROOM
-  MEN'S ROOM
-  ELEVATORS

SEVENTH FLOOR ASSESSMENTS AND RECOMMENDATIONS
TEXAS/DALLAS HISTORY

This floor is an example of a floor that is effective in getting people to visit the building. Opportunities for directing people to other areas in the building are not realized

Originally a rare book curator supervised the Rare Book Collection and its access. With the elimination of that position the Texas/Dallas Librarian accesses the collection for patrons. Security for materials on this floor was deemed deficient. Fire egress routes to the west and the lack of security devices on doors leading into staff and limited access areas, compromise the security of materials. Lack of adequate security and climate controls for the O'Hara Exhibit Hall prevents its use by traveling exhibits.

FACILITIES - THE CENTRAL LIBRARY

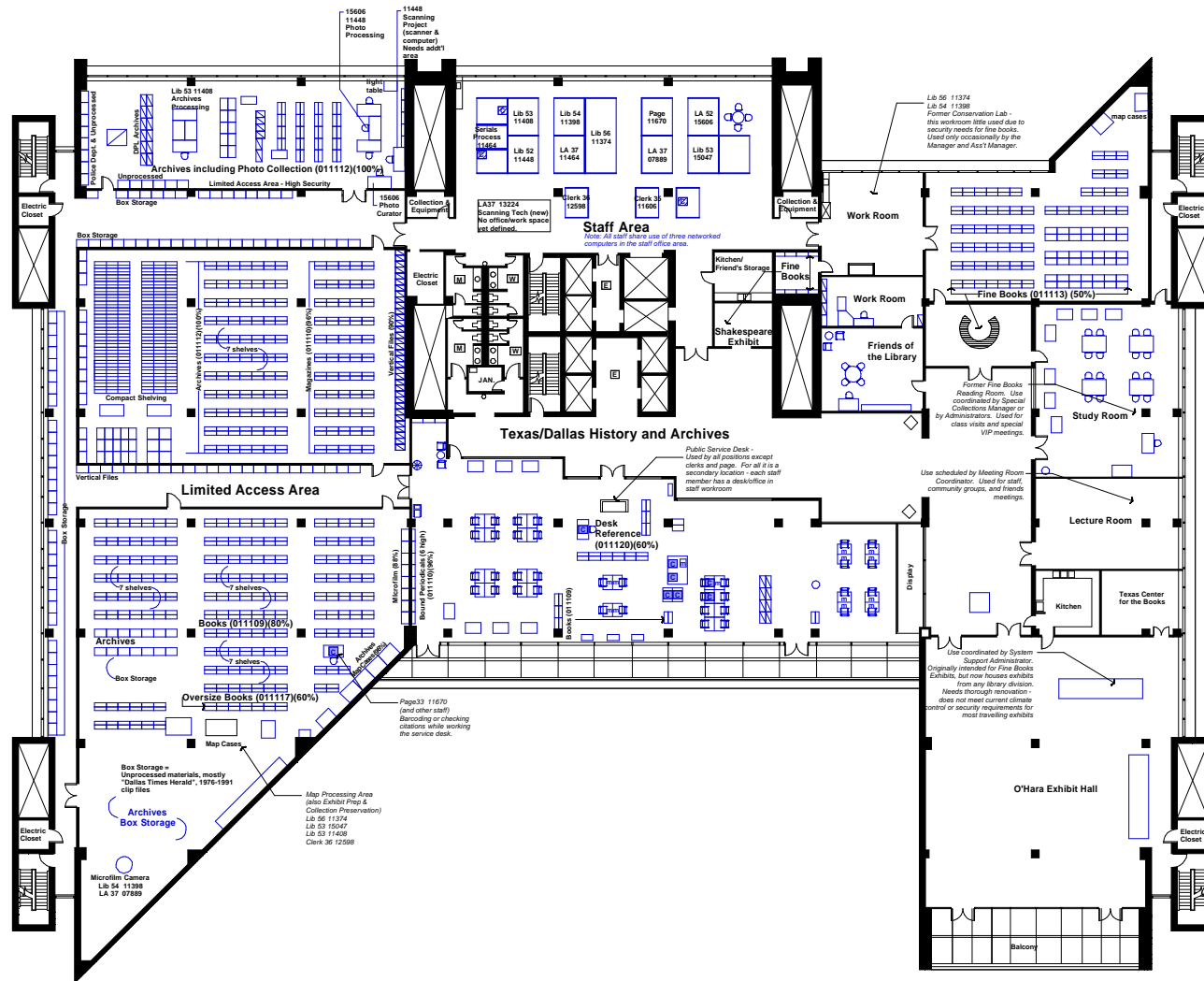
SEVENTH FLOOR ASSESSMENTS AND RECOMMENDATIONS

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SEVENTH FLOOR

Existing Floor Plan
TEXAS/DALLAS HISTORY
ARCHIVES DIVISION
FINE BOOKS



LEGEND

- HIGH SHELVING (5 TO 7 SHELVES)
- LOW SHELVING (3 OR 4 SHELVES)
- DISPLAY SPINNERS (5 TO 7 SHELVES)
- BOOK BIN
- COMPUTER WORKSTATION - PUBLIC
- COMPUTER WORKSTATION - STAFF
- MICROFORM WORKSTATION
- PHOTOCOPIER
- DISPLAY TABLE
- ATLAS TABLE
- CASH REGISTER
- PRINTER
- WOMEN'S ROOM
- MEN'S ROOM
- ELEVATORS



FACILITIES - THE CENTRAL LIBRARY

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SEVENTH FLOOR ASSESSMENTS AND RECOMMENDATIONS

Besides the typical research floor recommendations the following specific problems should be addressed in the renovations of this floor:

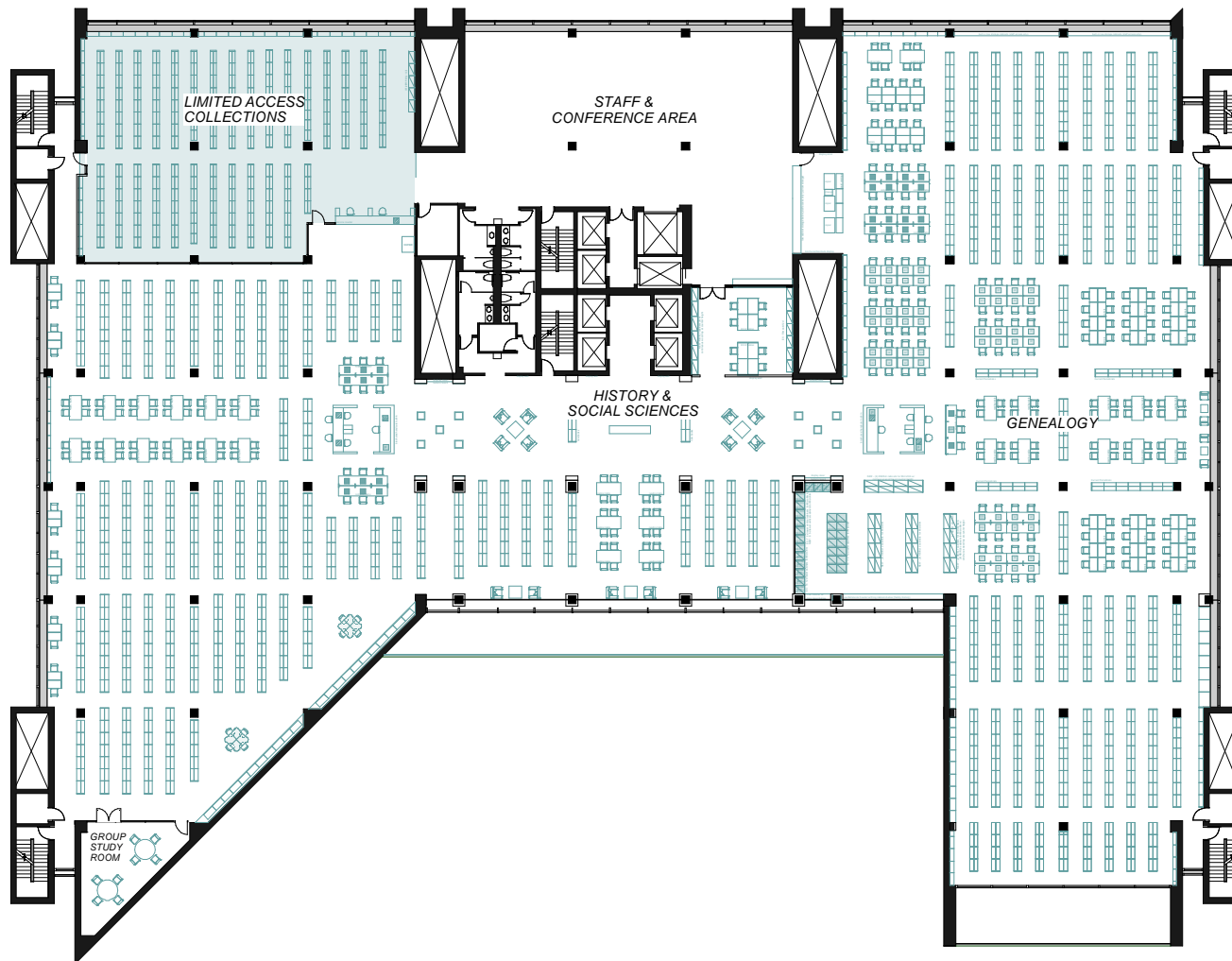
- Because most of the collections on this floor are special collections and archives and rare books, very little new open-access area is recommended in the west wing.
- Three distinct limited access areas should be provided that have full-height partitions that go to the structure above. All material should be stored in the access area. These areas should be provided with intrusion alarms, security cameras and special card access entries to monitor use and assure proper custody of the materials.
- All limited access areas should have enhanced temperature and humidity controls and UV filtered lights and window shades. Film collections and rare books areas should have the most stringent controls and gaseous fire protection systems.
- The Rare Books Suite should be refurbished so that preservation, cleaning and other such protective work can be reinstated when a preservationist is hired. A separate exit corridor should be constructed to provide a pathway that does not breach the area's security.
- The O'Hara Exhibit Hall should be renovated and refurnished providing better UV protected lighting and environmental controls, security cameras and intrusion alarms, and smaller sealed computer controlled motorized cases so that it will be easier to curate rotating and visiting collection exhibits.
- Reconfigure and upgrade the finishes and equipment in the Study Room, Lecture Room and Texas Center for the Book, to provide the opportunity for more flexible use of the space for meetings, presentations and events.

All future work that has hazardous material, security and collection preservation implications on this floor and elsewhere within the Library should be planned with the assistance of recognized expert consultants.

FACILITIES - THE CENTRAL LIBRARY
 EIGHTH FLOOR ASSESSMENTS AND RECOMMENDATIONS

EIGHTH FLOOR

Concept Plan



LEGEND

- [Symbol: Tall rectangle] HIGH SHELVING (5 TO 7 SHELVES)
- [Symbol: Shorter rectangle] LOW SHELVING (3 OR 4 SHELVES)
- [Symbol: Circle with X] DISPLAY SPINNERS (5 TO 7 SHELVES)
- [Symbol: Small square] BOOK BIN
- [Symbol: Square with 'C'] COMPUTER WORKSTATION - PUBLIC
- [Symbol: Square with 'S'] COMPUTER WORKSTATION - STAFF
- [Symbol: Square with 'm'] MICROFORM WORKSTATION
- [Symbol: Square with 'P'] PHOTOCOPIER
- [Symbol: Horizontal lines] DISPLAY TABLE
- [Symbol: Diagonal lines] ATLAS TABLE
- [Symbol: Square with '\$'] CASH REGISTER
- [Symbol: Square with 'P'] PRINTER
- [Symbol: Square with 'W'] WOMEN'S ROOM
- [Symbol: Square with 'M'] MEN'S ROOM
- [Symbol: Square with 'E'] ELEVATORS

LEVEL 1 ASSESSMENTS AND RECOMMENDATIONS

This floor is a complex mix of primarily staff and support areas, including Cataloging, Acquisitions, Interlibrary Loan, Mailroom and Delivery, Supply, the Transfer Center (clearinghouse for materials going to the bookstore or for the annual book sale), Print Shop, Training, Outreach Services, and Automation. The only public access on this floor is the Gates Training Center which is used to train both the staff and the public to use computers and the library's databases.

Overall this floor appears to be underutilized by about half. The limited access to daylight in this underground floor combined with the worn out carpet, ceiling tiles, and low lighting create an unpleasant working environment. While skylights exist on the north and east sides of the floor, the leaks caused by rain and water sprinklers prevent these areas from being used at all.

The leaks in this floor are caused by water infiltrations throughout the building and compromise the structural integrity.

The floor requires a total reconfiguration to locate processes for a logical and efficient workflow and elimination of mixed public private use. The entire materials process from the receipt of materials through cataloging preparation for public use and distribution to the owning units should begin at the dock on the northwest side of the building and proceed in a logical progression.

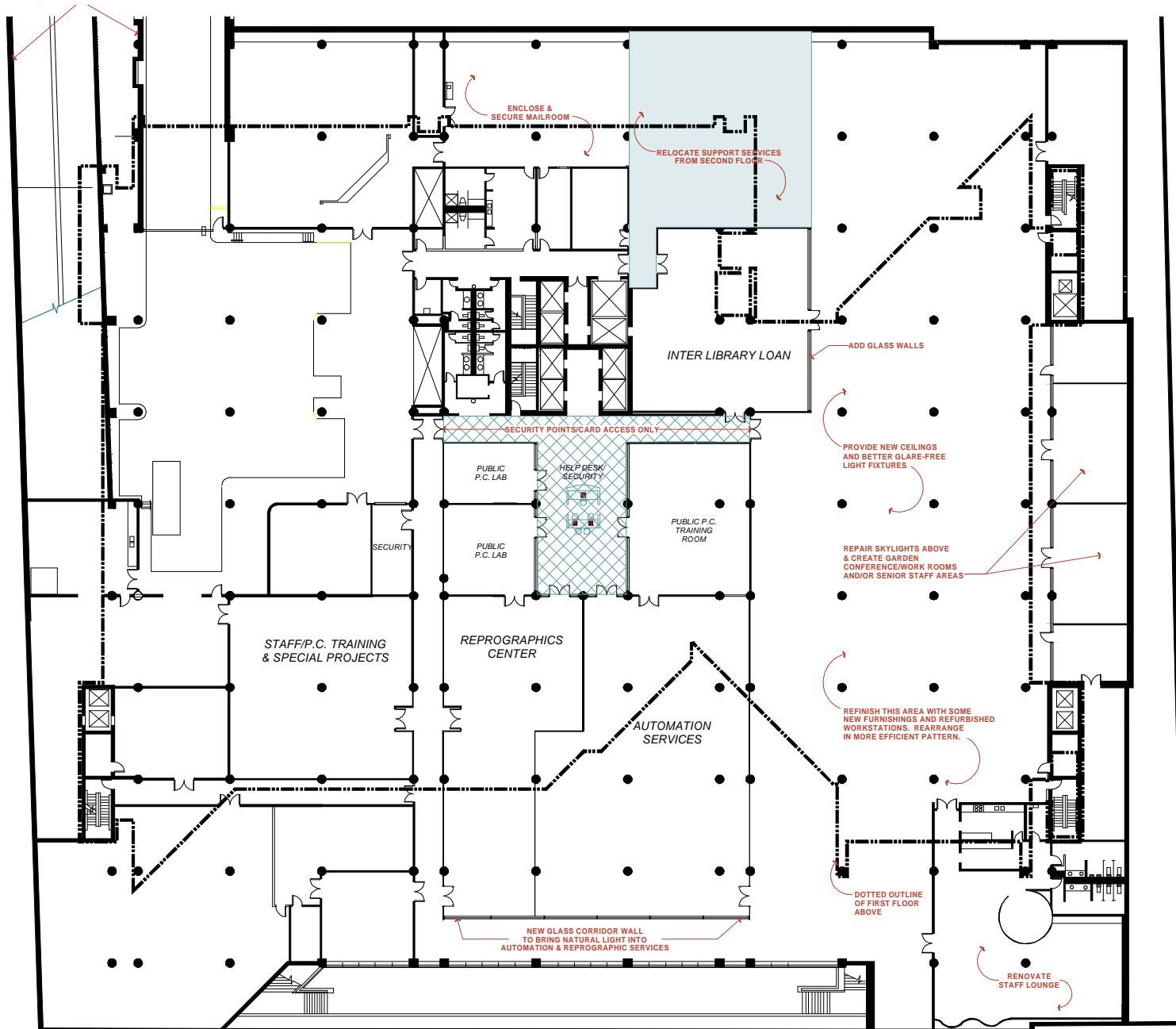
Another serious problem is security. The floor is easily penetrable from the shipping and receiving dock through numerous unsecured doors. Given the number of staff who work there, the traffic through the floor throughout the day, and easy accessibility to the street, consideration should be given to a security system that will control access to the floor.

While it will be necessary to do a more detailed study of program requirements for these areas, there is sufficient unused area to suggest major improvements to the existing awkward use of space. The following preliminary recommendations are offered as ways to help solve the plan organization, programming and security problems on this floor:
















- Move public areas closer to the public elevator core and create a public lobby that security personnel can monitor and control.
- Provide card access and cameras at all entries to staff areas from this lobby and all delivery and exit points on the floor.
- Locate some staff near each entry to serve a "reception" function to help control and direct visitors to closed staff areas.
- Create opportunities provide access to natural light by moving storage and equipment rooms to the center of the floor and staff to the perimeter.

FACILITIES - THE CENTRAL LIBRARY
LEVEL L1 ASSESSMENTS AND RECOMMENDATIONS

LOWER LEVEL 1
Concept Floor Plan



LEGEND

-  HIGH SHELVING (5 TO 7 SHELVES)
-  LOW SHELVING (3 OR 4 SHELVES)
-  DISPLAY SPINNERS (5 TO 7 SHELVES)
-  BOOK BIN
-  COMPUTER WORKSTATION - PUBLIC
-  COMPUTER WORKSTATION - STAFF
-  MICROFORM WORKSTATION
-  PHOTOCOPIER
-  DISPLAY TABLE
-  ATLAS TABLE
-  CASH REGISTER
-  PRINTER
-  WOMEN'S ROOM
-  MEN'S ROOM
-  ELEVATORS

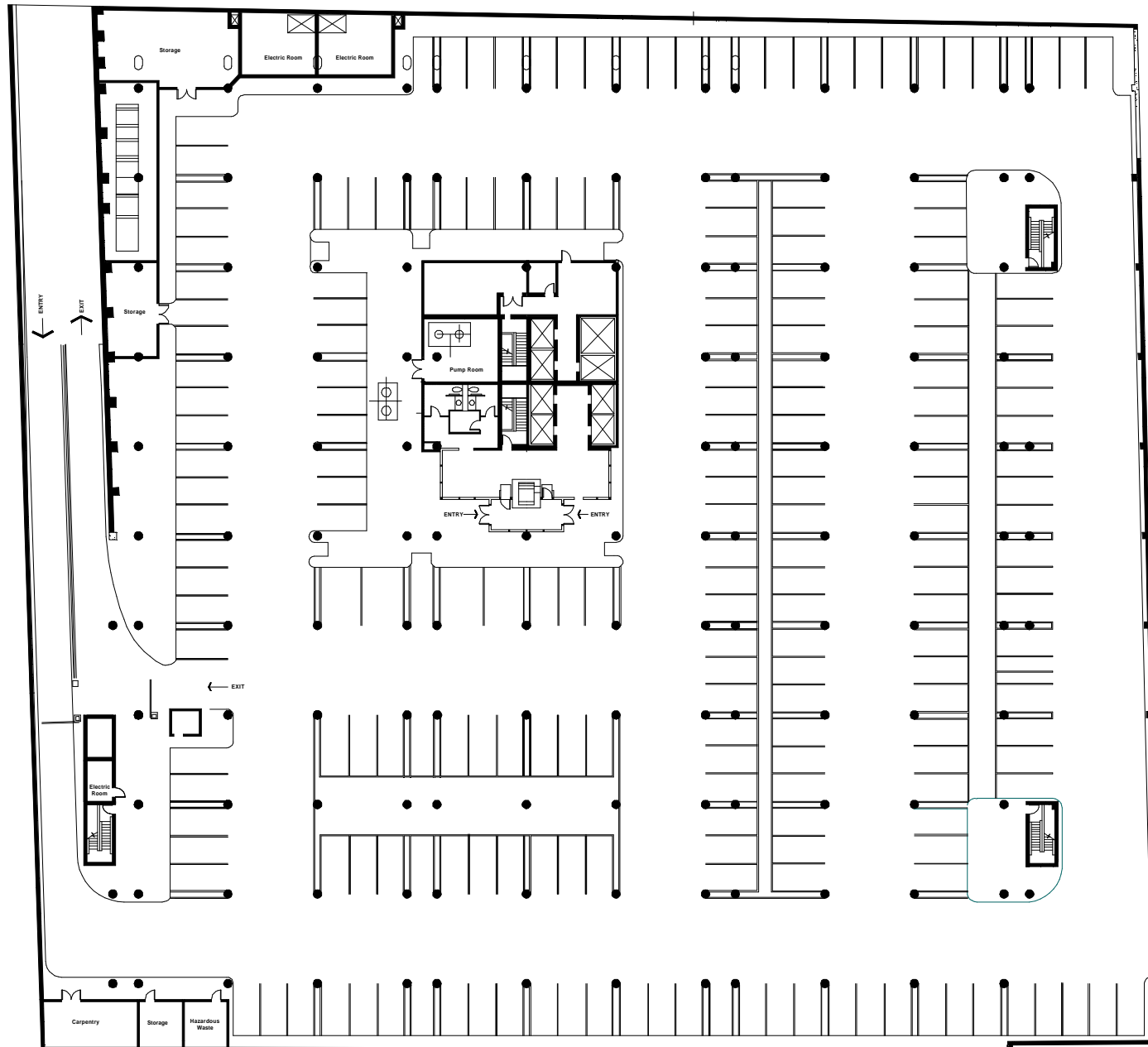
FACILITIES - THE CENTRAL LIBRARY LEVEL L2

IV - 259
















J.ERIK JONSSON
CENTRAL LIBRARY

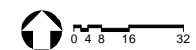
LOWER LEVEL 2

Existing Floor Plan



LEGEND

-  HIGH SHELVING (5 TO 7 SHELVES)
-  LOW SHELVING (3 OR 4 SHELVES)
-  DISPLAY SPINNERS (5 TO 7 SHELVES)
-  BOOK BIN
-  COMPUTER WORKSTATION - PUBLIC
-  COMPUTER WORKSTATION - STAFF
-  MICROFORM WORKSTATION
-  PHOTOCOPIER
-  DISPLAY TABLE
-  ATLAS TABLE
-  CASH REGISTER
-  PRINTER
-  WOMEN'S ROOM
-  MEN'S ROOM
-  ELEVATORS



FACILITIES - THE CENTRAL LIBRARY COST AND IMPLEMENTATION

J.ERIK JONSSON CENTRAL LIBRARY Floor	Project Cost	BOND CYCLE			Private Funding	City Match
		2002 Bond	2005 Bond	2008 Bond		
8th floor - History & Social Sciences/Genealogy	\$ 1,155,645 a	\$ 1,155,645				
7th floor - Texas/Dallas	\$ 1,894,008		\$ 394,008		\$ 750,000	\$ 750,000
6th floor - Government Publications	\$ 2,118,007		\$ 618,007		\$ 750,000	\$ 750,000
5th floor - Business & Technology	\$ 2,243,172 c	\$ 1,743,172			\$ 250,000	\$ 250,000
4th floor - Fine Arts	\$ 2,534,148	\$ 1,034,148			\$ 750,000	\$ 750,000
3rd floor - Humanities	\$ 3,484,218	\$ 1,984,218			\$ 750,000	\$ 750,000
2nd floor - Children's Literature & Administration	\$ 1,884,100		\$ 384,100		\$ 750,000	\$ 750,000
1st floor - General Reference/Current Collection	\$ 892,565		b \$ 892,565			
Level 1 - Support Services	\$ 4,898,569		\$ 4,898,569			
Level L-2 - Parking Garage	\$ 568,846			\$ 568,846		
Exterior Shell	\$ 1,013,854	\$ 1,013,854				
Terraces	\$ 374,601	\$ 374,601				
Site & Plaza	\$ 2,092,570	\$ 2,092,570				
Roof	\$ 784,999	\$ 784,999				
Building Systems	\$ 5,161,116	\$ 5,161,116				
Window Treatments/Sun Control	\$ 1,475,123	\$ 1,475,123				
Wayfinding/Interior Graphics	\$ 1,584,373			\$ 1,584,373		
New Atrium Enclosure	\$ 5,728,620	\$ 5,728,620				
Totals	\$ 39,888,534	\$ 22,548,066	\$ 7,187,249	\$ 2,153,219 d	\$ 4,000,000 e	\$ 4,000,000
<p>Project cost estimates are conceptual and include replacement of building systems, upgrading interior finishes and replacement of furniture and fixtures. These estimates do not include any special program areas which will require additional funds. Private money and the City Match will pay for improvements to the public service areas of the floors and do not include any of the staff areas.</p> <p>a This floor scheduled for renovation in 2001 funded through public/private partnership. Cost estimate is for improvements to non-public service areas.</p> <p>b Cost estimate is for improvements to non-public service areas and acoustical treatment of concourse.</p> <p>c This floor was partially renovated in 1998 with a private donation. Cost estimate is to complete renovation of public area and full renovation of non-public areas.</p> <p>d A total of \$4 million has been pledged by the private sector (\$3 million from the Friends of the Dallas Public Library, Inc. and \$1 million from the McDermott Foundation) to complete renovation of public service areas of the J. Erik Jonsson Central Library. Allocation of private dollars by floor are estimates only.</p> <p>e As part of the above pledge, the City of Dallas has agreed to match the \$4 million gift with \$4 million.</p>						

* Estimates are based on fall 2000, and do not include escalation beyond that date

CONCLUSION

The City of Dallas should implement Master Plan 2000-2010 because:

It reflects sound stewardship - The Library System is a tremendous asset to the City that was created with significant public investments and truly remarkable private gifts. This plan addresses the Library's responsibility to keep the system in good order.

It is a comprehensive plan - It coordinates the planning of and investment in all aspects of the system - Facilities, Collections, Technology and Staff, to create an integrated plan.

It is a service driven results oriented plan that looks to the future - The mission, service roles and goals of the Library System guide The Master Plan. The planning team went to great lengths to learn what patrons want and where they feel the Library falls short. The planning process involved a careful analysis of existing services, current practices and organization to determine how these must change to best meet the future needs of the Library.

It is opportunistic (in the best sense of the word) - Wherever possible it takes strategic advantage of the opportunity to coordinate badly needed repairs and renovations with innovative planning and design initiatives to maximize the return of the investment. It utilizes changes to each component of the system to improve the effectiveness of the others.

It is realistic - The plan is neither meek nor overly expansive. It makes careful assessment of needs and responsible recommendations for change.

It is a fair plan - It recommends changes that will provide excellent collections, technology, facilities and services throughout the library system.

Making the improvements recommended for the Dallas Public Library will also provide important collateral benefits to the City. It will strengthen downtown Dallas, enhance the quality of life in all its neighborhoods, foster the development of critical reading and computer skills for both children and adults and enable a greater number of its citizens to share in a brighter future for the City.