

Appendix E: Library Program Brief

The following preliminary program outlines general design requirements and a preliminary assessment of required spaces for the new New Utrecht branch library.

Brooklyn Public Library (BPL) has conducted a preliminary test fit based on current and anticipated needs. The requirements may change upon further review and coordination with community stakeholders. BPL has developed detailed standards and specifications for equipment and finishes which will be shared with the Development Team at a later time.

General Design Goals

- Open and accessible design accommodating various patron needs, ease of operations and consideration of security concerns.
- Clear organization of program elements based on BPL operations and current library design concepts, applied to community needs.
- Natural daylight provided throughout to the extent feasible.
- Sustainability and energy-efficient design strategies compliant with New York City and State zoning code and building codes and New York City Local Law 97.

Required Programmatic Elements

- The new library space should occupy 23,000 to 25,000 gross square feet (GSF).
- The Library Unit may occupy one or multiple floors.
- Cellar space is permitted, but should be kept at a minimum and is preferred to be ancillary/back of house space.
- Welcoming street presence and clear public entrance on 86th street.
 - Service access can be provided on any frontage as fit for ease of operations and maintenance.
 - A distinct service or staff entrance is not required to be provided.
 - Book loading/unloading can be assumed to take place through main entrance on 86th street. Trucks can be assumed to park in loading zone on 86th street. Loading dock not required.
- Dedicated vertical transportation as needed for staff and public occupancy as well as materials handling for the multiple program units.
- Compliance with current accessibility requirements throughout, inclusive of entrance and exit pathways, public and staff restrooms, all program and staff spaces.

New Utrecht Library and Affordable Housing RFP

- Dedicated Utilities (Communications, Electricity, Water and Sewer), HVAC, and Fire Alarm Systems (with tie-in to housing FA panel) that are separate from housing.
- Per the RFP Project Snapshot, proposals should assume a loading zone for the Library Unit in front of the primary entrance on 86th Street, and two (2) above grade accessory off-street parking spaces for library staff that can accommodate large vans.

Required Library Spaces

Library Entrance

- Welcoming public entrance on 86th Street that is distinct from residential entrances and other ground floor uses.
- Entry Vestibule
- Community Notice Board
- Branch ID/hours signage

Staffing Overview (details also provided in BPL Staff Space section below)

- New Utrecht Library Staff: Up to 26 staff, including full-time and part time.
- Service for Older Adults (SOA): up to 10 staff members plus part-time and volunteers.
- Regional Office: 3 full-time staff members

BPL Staff Space

- Book Processing Room
 - Suitably located for ease of materials logistics.
 - 4 workstations with space for storage, totes/bins and book trucks.
- Library Staff Work Room
 - Anticipating up to 26 full- and part-time staff incl. Branch Manager
 - 20 workstations plus standard office equipment.
 - Access to daylight preferable.
- Branch Manager Office
- Regional Office Suite
 - Anticipating 3 full time regional library staff
 - Regional Director office with small conference table, 2 additional workstations for Assistants
- Service for Older Adults Suite
 - Anticipating up to 10 staff members, incl. Manager, with additional space for part-time and volunteers

New Utrecht Library and Affordable Housing RFP

- Manager's Office
 - Workstations for up to 10 staff
 - Sufficient space to accommodate staff, collections, storage and office equipment.
- Staff Lounge
 - Access to daylight preferable
- Storage as required for multiple program functions

Back of House Space

- Mechanical Room(s) and elevator equipment room as required
- MDF Room (IT/AV/Security equipment racks to be accommodated in this room – Approx. 10 ft x 11 ft)
- Custodial closet with sink and floor drain on each floor
- Dedicated Storage for outdoor programming and maintenance equipment and seating

Program Space

- Adult Reading Room
 - Main circulation desk with work area.
 - Dedicated Adult Collections including (holds, periodicals/newspapers, media collections, World Language materials)
 - Seating Area (mix of tables and chairs; tables with power outlets; casual seating)
 - Space for required library support equipment: Network printer with ancillary payment machine, catalog PC, scanner, self-checkout kiosk, laptop lockers, etc.
 - Adult Computer Area with approx. 10 computers
- Children's Area
 - Acoustically separated room
 - Small service desk
 - Dedicated children Collections
 - Storytime area
 - Zones for early literacy and elementary school age
 - Space for required library support equipment
 - Stroller Parking
- Teen Room
 - Acoustically separated room

New Utrecht Library and Affordable Housing RFP

- Dedicated teen Collections and displays
 - Seating Area (mix of tables and chairs; tables with power outlets; casual seating.
 - Space for required library support equipment: Network printer with ancillary payment machine, reservation PC, 3-D printer
- Teen Tech Center (separate from Teen Room)
 - Accommodates 30-40 people with a flexible layout and moveable furniture.
- Multipurpose/Community Room
 - Accommodates up to 100 people, with provision for after hours access including bathrooms.
 - Ability to separate into 2-3 acoustically isolated rooms. AV, hearing loop, sink and storage area.
- 2-3 Medium and small meeting rooms
 - Accommodate 6 to 12 people
 - AV capabilities.
- Recording Studio
 - To be used by both adults and Teens
- Lactation/Wellness Room
 - 1 or 2 rooms (one for public and one for staff)