Thomas Memorial Library
Programming Study
Cape Elizabeth, Maine

Reed & Co. Architecture, Portland Maine

TML Library Planning Committee:

Molly MacAuslan, Chair, TML Board of Trustees
Frank Governali, Town Council
Katharine N. Ray, Town Council
Jessica Sullivan, Town Council
Mary Kate Williams-Hewitt, School Board
Greg Marles, CE Director of Facilities & Transportation
Jay Scherma, CE Library Director

November 6, 2013
Scope of Services:

Reed & Co. Architecture

1. Review existing information:
   - Previous studies
   - Property survey
   - Existing building(s) condition / deficiencies
   - Information from the August 29th community round table session
   - Observations on site

2. Solicit local input regarding needs & goals:
   - TML Library Planning Committee
   - TML Director and Staff
   - Historical Preservation Society
   - Schools
   - Community Services
   - Business Community

3. Develop a building program:
   - Use available guidelines of library space allocations
   - Research & visit other libraries to study space allocations
   - Compare existing TML space to new space allocations

4. Develop Concept Plans:
   - Site Plan
   - Lower Level Floor Plan
   - Upper Level Floor Plan

5. Prepare a project budget
## Space Planning Library Guidelines Comparisons:
Reed & Co. Architecture

Population of Cape Elizabeth: 9,068 (2010 census)

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Population</td>
<td>9,350</td>
<td>9,010</td>
</tr>
<tr>
<td>Collection Space</td>
<td>3,490 sf</td>
<td>4,665 sf</td>
</tr>
<tr>
<td>User Seating Space</td>
<td>1,980 sf</td>
<td>2,040 sf</td>
</tr>
<tr>
<td>Staff Work Space</td>
<td>1,500 sf</td>
<td>1,200 sf</td>
</tr>
<tr>
<td>Meeting Room Space</td>
<td>1,100 sf</td>
<td>1,150 sf</td>
</tr>
<tr>
<td>Special Use Space</td>
<td>1,768 sf</td>
<td>2,360 sf</td>
</tr>
<tr>
<td>*Non-assignable</td>
<td>2,460 sf</td>
<td>4,335 sf</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>12,298 sf</td>
<td>15,750 sf</td>
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# Thomas Memorial Library Program Comparison

**Reed & Co. Architecture**

<table>
<thead>
<tr>
<th>Name of Space</th>
<th>1985 TML Bldg. Existing Areas (sf)</th>
<th>2013 TML Bldg. Proposed Areas (sf)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children</td>
<td>1,900</td>
<td>3,340</td>
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<tr>
<td>Adult</td>
<td>3,400</td>
<td>3,350</td>
</tr>
<tr>
<td>Circulation Desk</td>
<td>230</td>
<td>720</td>
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<tr>
<td>Technical Services</td>
<td>650</td>
<td>1,500</td>
</tr>
<tr>
<td>Meeting Rooms (includes Book Sale)</td>
<td>1,320</td>
<td>1,640</td>
</tr>
<tr>
<td>Young Adult / Computer</td>
<td>440</td>
<td>1,500</td>
</tr>
<tr>
<td>Lobby</td>
<td>250</td>
<td>420</td>
</tr>
<tr>
<td>Storage / Utility</td>
<td>1,100</td>
<td>1,200</td>
</tr>
<tr>
<td>Historical Preservation Society</td>
<td>660</td>
<td>-</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>9,950 net sf</strong></td>
<td><strong>13,670 net sf</strong></td>
</tr>
<tr>
<td>Non-Assignable Space</td>
<td>4,515</td>
<td>2,360</td>
</tr>
<tr>
<td>Such as corridors, toilets, stairs, etc</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL AREA</strong></td>
<td><strong>14,465 gross sf</strong></td>
<td><strong>16,030 gross sf</strong></td>
</tr>
</tbody>
</table>

- **9,950** = 69% Efficient
- **13,670** = 85% Efficient

Efficiency is the ratio of **net area** (usable) to **gross area** (total)
Summary of Users, Stake Holders & Community Input:
Reed & Co. Architecture

School Board, School Leadership & Community Services

• Pond Cove School students go to the library after school and get picked up later by parents.
• Desire a bus turn around for possible bus drop off.
• Community Center desires a walking connection with the library for its Pre-K programs after-care programs & summer programs.
• Use of existing school playground by library patrons is a security issue during school hours.
• Lockable playground for Library patron geared towards Pre-K.

Business Community of Cape Elizabeth

• No large businesses in Cape Elizabeth.
• Desires meeting space for less than 6 people with night-time access.
• Desires Business Center - small room with fax, printer, copier & computer.
• Business Community currently funds books for the library - could be involved in programs such as for Seniors.
• Business Community uses other meeting space in the Cape- i.e. Fire House.
• Police Station, local restaurants.

Roundtable Public Input Session

• Reed & Co. Architecture attended the August 29, 2013 Input Session at Cape Elizabeth High School Cafeteria and heard the comments and concerns from the citizens present. Please refer to Appendix C for event summary.

Staff of Thomas Memorial Library

• Handicap lifts are not used thus limiting accessibility by patrons & staff.
• Poor visual and physical connection between circulation desk and other staff.
• Circulation desk space is limited and cannot accommodate the Inter Library Loan (ILL).
• Staff is spread out through library - Security & Communications issue.
• Desire adjustable work-stations for multiple users of work stations and reference desk.
• Desire dedicated printer for staff and separate one for public.
• Desire to print using wireless.
• Children Programs are constrained by low head-room and structural columns - Story Time is often 40-50 combined children / adults.
• Desire more storage space in Children’s Room for crafts, props, toys, puzzles, etc.
• Desire Living Room Space for Socrates Café in Adult Reading (10-20 people).
• Desire general information near entrance (i.e. tax forms, brochures)
• Desire cozy spaces for reading.
• Young Adult space is noisy and needs acoustical separation.
• Patrons like Art Displays and Book Sales.

Historical Society of Cape Elizabeth

• Desires more Public Visibility- No current Display Space
• Requires Handicap Accessibility
• Requires Archival Storage Space, Humidity Controlled
• Requires Secure Space (Non-Combustible)
• One third of collection is Town Records, maps etc.
• Current Space: 950 sq.ft. --- Desires 1200 sq.ft.
  350 sq.ft. Archives
  300 sq. ft Office
  300 sq.ft. Shared Conference Space (Maine Rm.)
Existing Site Conditions
Reed & Co. Architecture

- **Pond Cove Elementary School**
- **Pond Cove Annex Bldg** has significance in community
- **Spurwink School** has significance in community
- **Front lawn for outdoor events**
- **Expand parking**
- **Existing TML Bldg blocks connection between schools, playground & community**
- **Grade is 4 feet lower than front of Bldg.**
Remove the 1985 connector (WALL and BARRIER) between the Pond Cove School Annex and the Spurwink School.

Restore and repurpose the Pond Cove School Annex and construct a two-story addition that take advantage of the south sloping site to create an at-grade daylight Lower Level for the Children’s Area, complete with an enclosed outdoor play space.

Create a pedestrian connection between the Library and the Elementary School that supports and encourages shared resources.

The Spurwink School remains available for other uses and programs.
A welcoming Entrance Court and Lobby with elevator, providing handicap accessibility to both the Upper and Lower Levels.

Centralized Circulation desk and Technical Services support space. Adjacent space for processing inter-library loan (ILL) materials.

Open, flexible space allowing for rearrangement of functions and furnishings with minimal impact on the building and infrastructure.

Opportunities for reading and study in both open space and smaller enclosed rooms.
An inviting, light-filled Lower Level Gallery and Lobby with cabinets and wall space for art displays.

An at-grade daylight Children’s Area, with controlled outside access, incorporating space for the “Family Place Library” materials and activities.

An enclosed outdoor play space with amphitheater seating.

A new glass enclosed stairwell that brings natural light into the Lower Level.

Two adjacent meeting rooms for 92 and 41 people, capable for being combined and available during non Library hours.

The existing floor–ceiling system in the Pond Cove Annex will be restructured to increase the floor to ceiling height to approximately nine feet.

Smaller meeting / tutorial rooms are also available for use during non Library hours.
Project Budget:
Reed & Co. Architecture

1. HARD COSTS – (Construction)
   a. 3,140 sf @ $150/sf Renovation of Upper Level $471,000
   b. 3,140 sf @ $150/sf Renovation of Lower Level 471,000
   c. 9,750 sf @ $200/sf New Construction 1,950,000
   c. Site Development/Improvements 350,000
      Grading, paving, landscaping, curbs, sidewalk etc.
      Estimating Contingency 162,000

   Projected Construction Cost $3,404,000

2. SOFT COSTS - 538,000
   Including but not limited to:
   Advertising/Printing/Legal, A/E Basic Services, State and Local Approvals,
   Preconstruction Services, Land Survey, Geo Tech, Commissioning,
   Construction Materials Testing, Hazardous Materials Abatement, Legal/Bond
   Finance Cost, Builder’s Risk Insurance, Utility Charges, Moving Costs, Owners
   Contingency

PROJECTED PRELIMINARY BUDGET $3,942,000
   Not including: Spurwink School Improvements, Furniture, Equipment and relocation of
   Historical Society.

Photo from "Collection of Emma P. Murray"
Design Summary:
Reed & Co. Architecture

1. Remove the 1985 connector (WALL and BARRIER) between the Pond Cove School Annex and the Spurwink School.

2. Restore and repurpose the Pond Cove School Annex and construct a two story addition that takes advantage of the south sloping site to create an at-grade daylight Lower Level for the Children’s Area, complete with an enclosed outdoor play space.

3. “The greenest building is the one already built.”

4. Honor the history and heritage of Cape Elizabeth.

5. A two story addition takes advantage of the site conditions while minimizing the footprint, exterior surface area and thermal envelope. This reduces site costs, and also energy consumption costs.

6. The Spurwink School remains available for other uses and programs.

7. Create a pedestrian connection between the Library and the Elementary School that supports and encourages shared resources.

8. Add a new stage for outdoor performances in the lawn area in front of the Pond Cove School Annex.

9. Added parking with adequate drop-off space for cars or buses.

10. The existing and new construction will incorporate proven materials, equipment and technologies that are durable, low maintenance and energy efficient. The completed building will qualify for LEED (Leadership in Energy and Environmental Design) status.

11. The new addition will be designed to complement and be compatible with the historic Pond Cove School Annex and Spurwink School.
Next Steps for Thomas Memorial Library