



March 16, 2022

Laura Marlane, Executive Director
Omaha Public Library
Administration Office
215 S. 15th Street
Omaha, NE 68102

Re: *Library Central Distribution Facility at 3020 S 84 ST, Omaha Public Library*
Programming Completion

Dear Ms. Marlane:

HDR Architecture is pleased to present this completion of the Programming Package for the *Library Central Distribution Facility at 3020 S 84 ST* for the Omaha Public Library. Attached is a digital copy of the package for your review and reference of this critical milestone in the project development. We have been pleased with your assistance and the level of input provided by the various Omaha Public Library representatives.

At this stage of the project the Omaha Public Library has approved the facility program and an arrangement of these functional components in a concept program diagram layout has been prepared based upon this program and additional input gathered at our design meetings.

It is critical for you to review the content of this package, as it will continue into the next phases of the project. Of critical importance is to confirm the following:

1. All desired spaces (rooms) are included in the diagram
2. The size of the spaces are acceptable
3. The arrangement of these spaces are acceptable

Consider this information as the project's basis upon which future information is added. Should you desire a discussion of the Program in a formal review meeting we would be more than willing to add this to the 3/17/22 agenda to confirm your input. Please sign and return the attached document.

Thanks so much for your participation at this stage of the project. We look forward to your approval of this package so that we might continue into the Design Development Phase. Should you have any questions please feel free to call.

Sincerely,

HDR Architecture Inc.

A handwritten signature in black ink, appearing to read 'John P. Dineen Jr.', written over a horizontal line.

John P. Dineen Jr, AIA, LEED AP BD+C
Project Manager

OWNER EXHIBIT PROGRAMMING APPROVAL

At the completion of each Design Phase, the Owner will provide written acceptance to the Architect for the services provided on the project: Omaha Public Relocation, W. Dale Clark Library, Library Central Distribution Facility at 3020 S 84 ST; and permission to proceed with the next phase.

Pre-Design Phase: PROGRAMMING

Date of Completion: March 16, 2022

Description and Date for Deliverables in this phase:

PRE-DESIGN SERVICES


- .08 Programming services consisting of consultation to establish and document the following detailed requirements for the Project:
 - .01 Design objectives, limitations and criteria
 - .02 Development of initial approximate gross facility areas and space requirements
 - .03 Space relations
 - .04 Number of functional responsibilities personnel
 - .05 Flexibility and expandability
 - .06 Special equipment and systems
 - .07 Site requirements
 - .08 Development of a preliminary budget for the Work based on programming and scheduling studies
 - .09 Operating procedures
 - .10 Security criteria
 - .11 Communications relationships
 - .12 Project schedule.

The Owner, The City of Omaha/Omaha Public Library, hereby acknowledges that all design services have been satisfactorily completed for the Programming Phase listed above on the *Library Central Distribution Facility at 3020 S 84 ST* and accepts this Phase as completed in full. The Owner authorizes the Architect to proceed with the subsequent Schematic Design Phase as outlined in ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES, Par 3.2

Owner's Signature: _____

Printed Name and Title: _____

Date: _____


Laura Marlane
4-27-2022

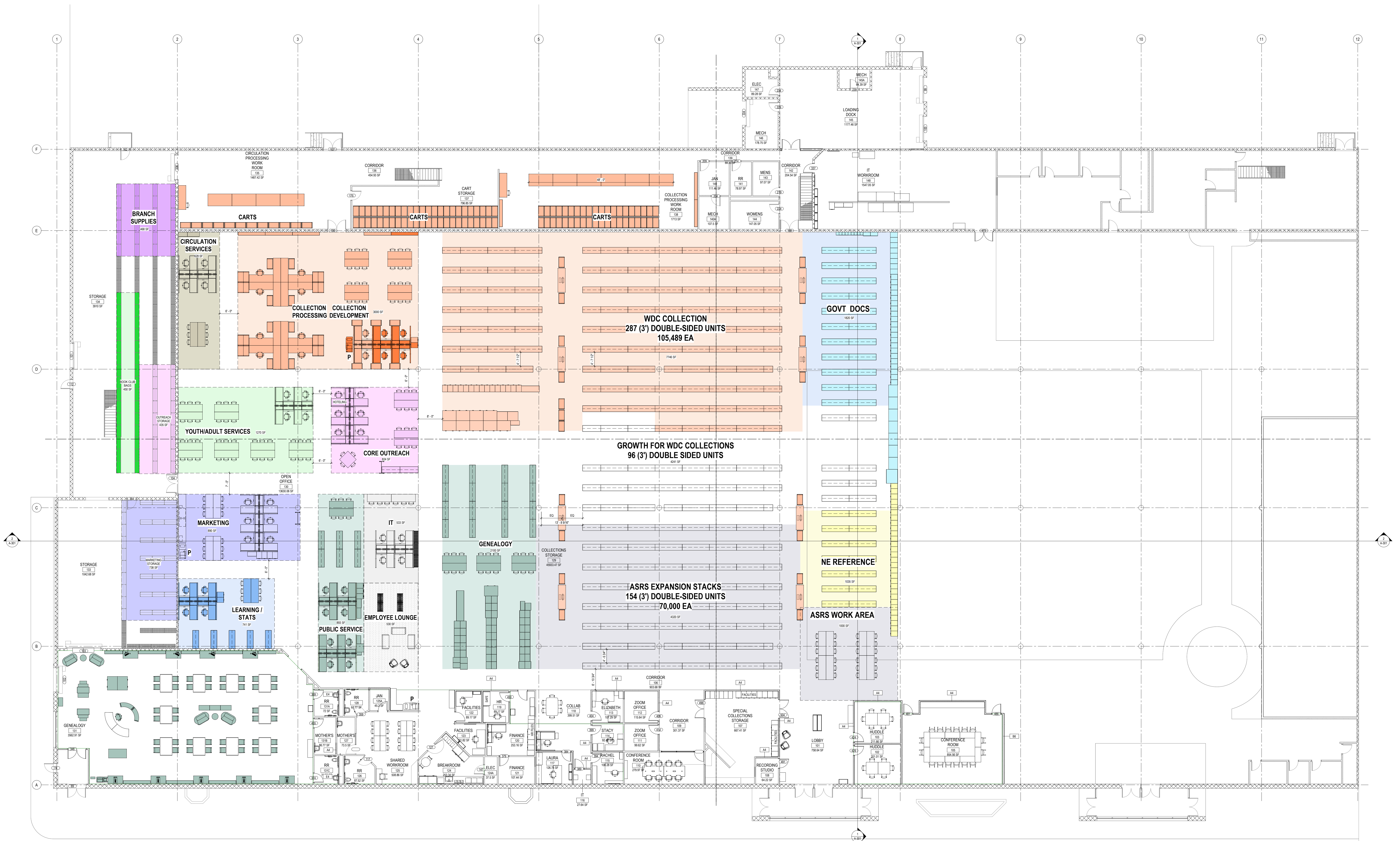
COLLECTIONS						
	SF	Projected QTY	Seat Counts	Total SF	Notes	
General Collection	8,000			8,000		
Adult Collection						
Fiction		1			30%	
Non-Fiction		1		-	40%	
New Books				-	0%	
Large Print		1			50%	
Biographies		1			40%	
Paperbacks		1			40%	
Audiobooks		1		-	40%	
Periodicals/Newspapers				-	0%	
Seeds				-	0%	
World Language				-	0%	
Spanish Materials				-	0%	
General Reference				-	0%	
Movies		1		-	40%	
Music CDs		1			70%	
Children's Collection				-		
Fiction		1		-	20%	
Picture Books		1		-	20%	
Non-Fiction		1		-	20%	
Board Books		1		-	20%	
Paperbacks		1		-	20%	
Beginner Readers		1		-	20%	
Young Adults Collection		1		-	30%	
General Collection Growth	2,000	1		2,000		
Work Areas w/ Cart Parkin	125	4		500		
Cart Parking	60	1	3	60		
Genealogy				-		
Genealogy Collection	1,500	1		1,500	100%	
Nebraska Reference						
Nebraska Reference Collection	900	1		900	100%	
Collection Growth	400	1		400		
Microforms	275	1		275	100%	
Special Collections	650	1		650	100%	
Government Docs				-		
Government Docs Collection	1,300	1		1,300	100%	
Collection Growth	200	1		200	100%	
Microforms	300	1		300	100%	
Large File Formats	200	1				
Genealogy Reading Room				-		
Vestibule	100	1		100		
Reading Room	3,500	1		3,500	100%	
ASRS Development Space				-		
Collection Stacks	4,000	1		4,000		
Work Area	1,000	1		1,000	100%	
COLLECTIONS SF Subtotal:				24,685		
Grossing Factor:				1.15		
COLLECTIONS DGSF Subtotal:				28,388		

PROJECTED STAFF AREAS						
		Square Feet	Projected QTY	Seat Counts	Total SF	Notes
	Security Desk	200	1		200	
	Administration				0	
	Lobby	200	1	4	200	
	Laura - Library Director Private Office	115	1		115	
	Rachel	115				
	Stacy	115				
	Elizabeth	115	3		345	
	Jenna	60	1		60	
	Filing	30	2		60	
	Foundation				-	
	Dedicated Office	100	1		100	
					-	
	Learning & Statistics				-	
	Open Office	60	4		240	
	Dedicated department support space	225	1		225	
	Dedicated department worktable	120	1		120	
					-	
	Collection Development				-	
	Open Office	64	4		256	
	Dedicated department support space	50	1		50	
	Collection Processing				-	
	Open Office	120	10		1,200	
	Dedicated department workroom	1,500	2		3,000	
	Dedicated book cart docking	800	1		800	
	Dedicated department worktables	120	4		480	
	Dedicated department storage	120	1		120	
	Marketing				-	
	Open Office	64	6		384	
	Dedicated department storage	800	1		800	
	Dedicated department storage growth	170	1		170	
	Dedicated department worktables	120	2		240	
	Dedicated department print/copy station	100	1		100	
	Finance/HR				-	
	HR Office	115	1		115	
	Finance Office	250	1		250	
	Tech Department				-	
	Open Office	64	4		256	
	Workroom - computer prep/repair	1,125	1		1,125	
	Dedicated department storage	48	1		48	
	Dedicated department worktable	120	1		120	

Omaha Public Library
Main Library Relocation
84th Street Program REV 4/20/22

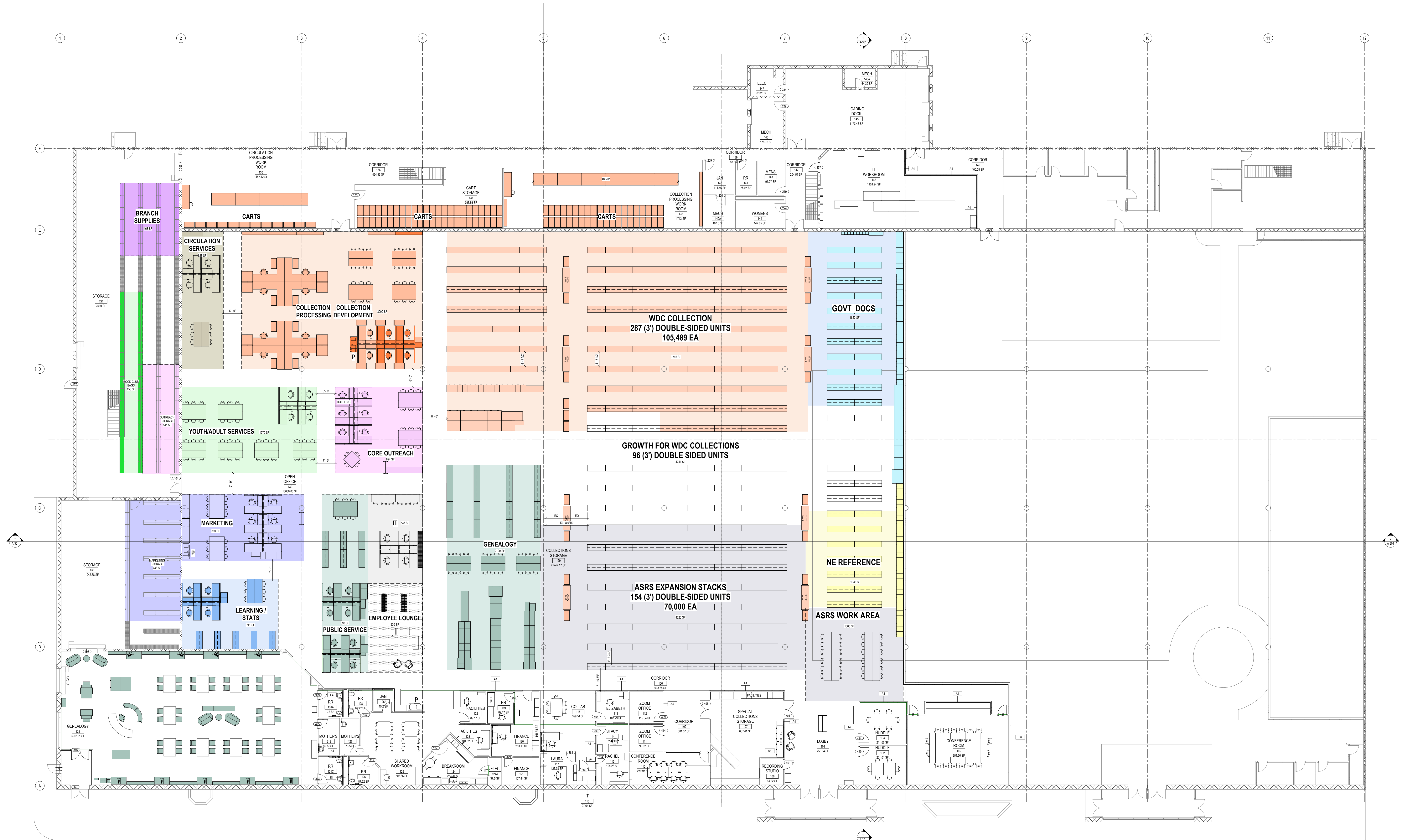
	Core Outreach				-	
	Open Office	64	5		320	
	Dedicated department storage	450	1		450	
	Dedicated department worktables	120	3		360	
	Building Services (Facilities)				-	
	Private Office	120	1		120	
	Open Office	64	1		64	
	Filing Cabinets	30	1		30	
	Youth/Adult Services				-	
	Open Office	64	4		256	
	Dedicated department storage	450	1		450	
	Dedicated department worktables	120	6		720	
	Circulation Services				-	
	Open Office	64	4		256	
	Dedicated department storage	35	1		35	
	Dedicated department worktables	120	1		120	
					-	
	Public Service				-	
	Open Office	64	8		512	
	Dedicated department storage	80	2		160	
	Dedicated department worktables	120	4		480	
					-	
Shared	MEETING SPACE				-	
	Large Conference Room	850	1		850	
	Medium Conference Room	280	1		280	
	Bookable Zoom Office	100	2		200	
	Huddle Room	135	2		270	
					-	
	SUPPORT SPACE				-	
	Employee Lounge	400	1		400	
	Shared Work Areas	500	1		500	
	Sound Room Recording	100	1		100	
	Phone Booth Pods	25	3		75	
	Wellness/Nursing Mother's Room	75	1		75	
	STORAGE				-	
	Branch Storage	550	1		550	
	Storage Growth	500	1		500	
	Open Storage Areas	4,000	1		4,000	
					-	
	BREAK ROOM SPACE				-	
	Breakroom	250	1		250	
PROJECTED STAFF AREAS SF Subtotal:					23,562	

Grossing Factor:					1.15
PROJECTED STAFF AREAS DGSF Subtotal:					27,096
					23,562
BUILDING SUPPORT					
		Current Qty	Projected QTY	Seat Counts	Total SF
	Staff Restrooms	100	5		500
	Public Restrooms	80	2		160
	Public Mother's Room	85	1		85
	Electrical - Large	90	1		90
	Electrical - Small	35	1		35
	Mechanical - Large	180	1		180
	Mechanical - Small	65	1		65
	Loading Dock Area	1,200	1		1,200
	Custodial - Large	140	1		140
	Custodial - Small	45	1		45
	Server Room	115	1		115
BUILDING SUPPORT SF Subtotal:					2,615
Grossing Factor:					1.15
BUILDING SUPPORT DGSF Subtotal:					3,007
GRAND TOTAL SQUARE FOOT REQUIREMENT					58,491



PROGRAMMED TO ACTUAL SPACE COMPARISON		
AREA	PROGRAMMED (SF)	ACTUAL (SF)
LEVEL 1	58,491 SF	61,245 SF
MEZZANINE	0 SF	10,172 SF
TOTAL	58,491 SF	71,417 SF

Omaha Public Library
Main Library Relocation
84th Street Programming Plan - With Demising Partitions
REV 4/22/22



PROGRAMMED TO ACTUAL SPACE COMPARISON		
AREA	PROGRAMMED (SF)	ACTUAL (SF)
LEVEL 1	58,491 SF	61,245 SF
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TOTAL	58,491 SF	71,417 SF