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## 18. HEADQUARTERS OFFICES

4,333 SF

Subcomponents:

- a. Reception
- b. Staff Development and Training
- c. Facilities Planning
- d. Volunteer Coordinator Office
- e. Community Libraries Offices
- f. Undesignated Librarian Offices
- g. Conference Room

COMPONENT: Headquarters Offices  
SUBCOMPONENT: Reception

AREA DATA FORM NUMBER: 18.A.1

AREA NET ASF: 536

ACTIVITIES:

This area accommodates assembly and waiting for visitors to Headquarters offices.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge: 4	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:		SERVICE POINTS:	STAFF WORKSTATIONS:	
PUBLIC TECHNOLOGY			STAFF TECHNOLOGY	
Information Technology	Other Equipment		Information Technology	Other Equipment
			1 Computer	1 Typewriter
			1 Local Printer	1 Photocopier
			1 Portable Palmtop PC	1 Fax Machine

Notes:

COMPONENT: Headquarters Offices		AREA DATA FORM NUMBER: 18.A.2
SUBCOMPONENT: Reception		AREA NET ASF: 536

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist		1 (Secretary)	1 (Secretary)
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Type 3 Workstation	1	64	64	8'-0"x8'-0" cubicle with 1 posture chair and overhead storage
Lounge Chair	4	35.5	142	2'-9"x2'-9" padded chairs
Side Table for Lounge	2	15	30	
Multipurpose PC	1		Inc.	Space Included in Workstation
Typewriter	1		13	2' of 30" deep counters with supply cabinets above
Printer	1		13	2' of 30" deep counters with supply cabinets above
Lateral File Cabinets	4	15	60	
Fax Machine			19.5	3' of 30" deep counters with supply cabinets above
Photocopier	1		39	6 lf space for copier
Portable Palmtop PC	1		Inc.	Space Included in Workstation

Display Space	25	Display/Distribution unit, consider wall-mounted
Cloak Closet	40	
Contingency	0	
Subtotal	446	
Total	536	With 1.20 Gross Factor

AREA DATA FORM NUMBER: 18.B.1	
COMPONENT: Headquarters Offices	
SUBCOMPONENT: Staff Development and Training	AREA NET ASF: 560

#### ACTIVITIES:

This area accommodates staff that oversees training for the Library system staff. Training occurs in computer training room located in the staff center, the conference room included with the headquarters office, and the public presentation/programming/Meeting rooms located throughout the program as required.

This space is for the storage and preparation of the training programs.

Trainers may also train at other libraries in the system. The portable equipment/supplies that the use for this purpose are stored here.

#### COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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#### PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:		SERVICE POINTS:	STAFF WORKSTATIONS:	
PUBLIC TECHNOLOGY		STAFF TECHNOLOGY		
Information Technology	Other Equipment	Information Technology	Other Equipment	
		2 Computers	2 Wireless Phones	
		2 Laptops	2 Microphone Systems	
		1 Printer	2 VCRs	
		1 Scanner	2 DVD Players	
		1 DVD/CDRW Burner		

Notes:

COMPONENT: Headquarters Offices				AREA DATA FORM NUMBER: 18.B.2
SUBCOMPONENT: Staff Development and Training				AREA NET ASF: 560
STAFFING:				
Component Manager	Existing Headcount	Future Headcount	Occupancy	
Manager				
Assistant Manager				
Librarian				
Library Assistant				
Library Aide				
Specialist	2 (Trainers)	2 (Trainers)	2 (Trainers)	
Technician				
Gardener				
Custodian				
Driver				
PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:				
Space	units	sf/unit	nsf	Comments
Type 1 Workstation	2	130	260	10'-0"x13'-0" private office with 1 posture chair and 2 guest chairs, 2-66" shelves, under counter file cabinet, overhead storage
Multipurpose PCs	2		Inc.	Space included in workstations
Printer	1		Inc.	Space Included in workstations
Wireless Phones	2		Inc.	Space Included in workstations
Laptop	2		Inc.	Space Included in workstations
DVD/CDRW Burner	1		Inc.	Space Included in workstations
Color Scanner	1		Inc.	Space Included in workstations.
A/V Cart	2	25	25	Small A/V cart to be used when a specific room or library does not have the appropriate equipment. Includes space for, VCR & DVD Player, Data Projector, and appropriate cables. As well as a microphone system
DVD Player	2		Inc	Space Included in AV Cart
Fresno County Library Building Program				Ripley Architects



VHS Player	2		Inc	Space Included in AV Cart
Large Paper Tablets	4	15	60	
Microphone System	2		Inc.	Portable Space included in AV Cart
Portable PC Projectors	2		Inc.	Space included in Counter
Counter/Storage	10	7.5	75	10' of 30" deep counters with supply cabinets above and below.
Rolling White Boards	2		28	5' wide white board on wheels
Podium	1		9	
Desktop Podium	1		9	
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Contingency			0	
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Subtotal			466	
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Total			560	With 1.20 Gross Factor

COMPONENT: Headquarters Offices	AREA DATA FORM NUMBER: 18.C.1
SUBCOMPONENT: Facilities Planning	AREA NET ASF: 696

#### ACTIVITIES:

This area accommodates the Facilities Manager's Office. Facilities Planning & Facilities Manager will have a plans room, and an AutoCAD room with oversized monitors, printers, scanner, and a cd burner.

#### COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Magazines			
Newspapers			
Back Issue Magazines			
Back Issue			
Newspapers			
Microforms			

#### PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC COMPUTERS:		SERVICE POINTS:		STAFF WORKSTATIONS: 4	
PUBLIC TECHNOLOGY		STAFF TECHNOLOGY			
Information Technology	Other Equipment	Information Technology	Other Equipment		
		1 Laptop	4 Wireless Telephones		
		4 Computers			
		4 Printers			

Notes:

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AREA DATA FORM NUMBER: 18.C.2				
COMPONENT: Headquarters Offices				
SUBCOMPONENT: Facilities Planning		AREA NET ASF: 696		
STAFFING:				
Component Manager	Existing Headcount	Future Headcount	Occupancy	
Manager	1		1	
Assistant Manager				
Librarian		3	3	
Library Assistant				
Library Aide				
Specialist				
Technician				
Gardener				
Custodian				
Driver				
PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:				
Space	units	sf/unit	nsf	Comments
Type 1 Workstation	1		130	10'-0"x13'-0" private office with 1 posture chair and 2 guest chairs, 2-66" shelves, under counter file cabinet, overhead storage
Type 2 Workstation	3	90	270	9'-6"x9'-6" private office with 1 posture chair and 1 guest chairs, 1-66" shelf, 1 under counter vertical file cabinet, overhead storage
6 Person Table	1		150	Table with 6 Chairs.
Multipurpose PCs	4		Inc.	Space included in workstations oversize monitors on at least one.
Printers	4		Inc.	Space Included in workstations at least 1 color 11x17
Large Format Plotter	1		30	Plotter capable of color printing on 3' rolls
Wireless Phones	4		Inc.	Space Included in workstations
Laptop	1		Inc.	Space Included in workstations
Fresno County Library Building Program				Ripley Architects

Contingency	0	
Subtotal	580	
Total	<b>696</b>	With 1.20 Gross Factor

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COMPONENT: Headquarters Offices

AREA DATA FORM NUMBER: 18.D.1

SUBCOMPONENT: Volunteer Coordinator Office

AREA NET ASF: 328

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ACTIVITIES:

This area accommodates the volunteer coordinator staff. It is an area where materials are stored and volunteers could drop in. Training of volunteers takes place elsewhere.

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COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

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PUBLIC WORKSTATIONS:		SERVICE POINTS:	STAFF WORKSTATIONS: 2
PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment
		1 Laptop	1 Wireless Phone
		2 Computers	1 Phone
		2 Printers	

Notes:

COMPONENT: Headquarters Offices				AREA DATA FORM NUMBER: 18.D.2
SUBCOMPONENT: Volunteer Coordinator Office				AREA NET ASF: 328
STAFFING:				
Component Manager	Existing Headcount	Future Headcount	Occupancy	
Manager				
Assistant Manager				
Librarian				
Library Assistant				
Library Aide				
Specialist	1 (Volunteer Coord.)	1 (Volunteer Coord.)	1 (Volunteer Coord.)	
Technician				
Gardener				
Custodian				
Driver				
PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:				
Space	units	sf/unit	nsf	Comments
Type 1 Workstation	1		130	10'-0"x13'-0" private office with 1 posture chair and 2 guest chairs, 2-66" shelves, under counter file cabinet, overhead storage
Type 3 Workstation	2	64	128	8'-0"x8'-0" cubicle with 1 posture chair and overhead storage
Multipurpose PCs	2		Inc.	Space included in workstations
Printers	2		Inc.	Space Included in workstations
Wireless Phones	1		Inc.	Space Included in workstations
Phone	1		Inc.	Space Included in workstations
Laptop	1		Inc.	Space Included in workstations
Shelving	1		15	3'x12"d
Contingency			0	
Subtotal			273	
Total			328	With 1.20 Gross Factor
Fresno County Library Building Program				Ripley Architects



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COMPONENT: Headquarters Offices

AREA DATA FORM NUMBER: 18.E.1

SUBCOMPONENT: Community Libraries Offices

AREA NET ASF: 1,126

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ACTIVITIES:

This area accommodates the staff that oversees a group of branch libraries in the system.

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COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

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PUBLIC WORKSTATIONS:		SERVICE POINTS:	STAFF WORKSTATIONS:	
PUBLIC TECHNOLOGY		STAFF TECHNOLOGY		
Information Technology	Other Equipment	Information Technology	Other Equipment	
		6 Computers	4 Wireless Telephones	
		6 Printers	2 Telephones	
		4 Laptops		
		Scanner		

Notes:

AREA DATA FORM NUMBER: 18.E.2				
COMPONENT: Headquarters Offices				
SUBCOMPONENT: Community Libraries Offices		AREA NET ASF: 1,126		
STAFFING:				
Component Manager	Existing Headcount	Future Headcount	Occupancy	
Manager	4	4	4	
Assistant Manager				
Librarian				
Library Assistant		2	2	
Library Aide				
Specialist				
Technician				
Gardener				
Custodian				
Driver				
PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:				
Space	units	sf/unit	Nsf	Comments
Type 1 Workstation	4	130	520	10'-0"x13'-0" private office with 1 posture chair and 2 guest chairs, 2-66" shelves, under counter file cabinet, overhead storage
Type 3 Workstation	2	64	128	8'-0"x8'-0" cubicle with 1 posture chair and overhead storage
File Cabinets	4	12	48	Under counter 1 for each type 1 workstation
Multipurpose PCs	6		Inc.	Space included in workstations
Shelving	2	15	30	3'x12"d; 1 for each Type 3 station
Printers	4		Inc.	Space included in workstations
Printers	2	13	26	2' of 30" deep counters with supply cabinets above (at least 1 networked laser)
Color Scanner	1		Inc.	Space included in workstations
Wireless Phones	4		Inc.	Space included in workstations
Book Truck	6	5	30	
Fresno County Library Building Program				Ripley Architects

Photocopier	1		33	
Sorting Table	1		99	4'x6' table
File Cabinets	2	12	24	18"x28"x53"
Laptop	4		Inc.	Space included in workstations
Telephone	2		Inc.	Space included in workstations
Contingency			0	
Subtotal			938	
Total			1,126	With 1.20 Gross Factor

COMPONENT: Headquarters Offices		AREA DATA FORM NUMBER: 18.F.1
SUBCOMPONENT: Undesignated Librarian Offices		AREA NET ASF: 581

#### ACTIVITIES:

These offices accommodate library trainees and people on special assignment in the headquarters office. More than one person will use a workstation over the course of the day or week.

There is also a hospitality office used by branch staff when they visit headquarters.

This office should be located near the reception area and contain about 20 ¼ size lockers where visiting staff can securely store their personal items for the day. Lockers might also be used for other headquarters staff?

#### COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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#### PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:		SERVICE POINTS:	STAFF WORKSTATIONS:	
PUBLIC TECHNOLOGY			STAFF TECHNOLOGY	
Information	Other Equipment		Information	Other Equipment
Technology			Technology	
			5 Computers	5 Wireless Phones
			5 Printers	

Notes:

COMPONENT: Headquarters Offices		AREA DATA FORM NUMBER: 18.F.2
SUBCOMPONENT: Undesignated Librarian Offices		AREA NET ASF: 581

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian		4 (Trainees)	4 (Trainees)
Library Assistant			
Library Aide			
Specialist		(visiting staff)	(visiting staff)
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	Nsf	Comments
Type 2 Workstation	5	90	450	9'-6"x9'-6" private office with 1 posture chair and 1 guest chairs, 1-66" shelf, 1 under counter vertical file cabinet, overhead storage
Multipurpose PCs	5		Inc.	Space included in workstations
Printers	5		Inc.	Space Included in workstations
Wireless Phones	5		Inc.	Space Included in workstations
Lockers			34	20 ¼ lockers
Contingency			0	
Subtotal			484	
Total			581	With 1.20 Gross Factor

COMPONENT: Headquarters Offices  
SUBCOMPONENT: Conference Room

AREA DATA FORM NUMBER: 18.G.1

AREA NET ASF: 506

ACTIVITIES:

This area accommodates Conference space for headquarters office staff.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			



PUBLIC WORKSTATIONS:		SERVICE POINTS:	STAFF WORKSTATIONS:	
PUBLIC TECHNOLOGY		STAFF TECHNOLOGY		
Information Technology	Other Equipment	Information Technology	Other Equipment	
		1 Workstation	2 Telephones	
		1 Data Projector	1 Speaker-Phone	
			1 VHS Player	
			1 DVD Player	
			1 Slide Projector	

Notes:

COMPONENT: Headquarters Offices		AREA DATA FORM NUMBER: 18.G.2
SUBCOMPONENT: Conference Room		AREA NET ASF: 506

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Conference Table	1		350	With Seating for 12 wired for power and internet connections
Podium	1		35	Includes workstation and connection for laptop to power, sound, network, and display. Consider light control from podium; base stores video equipment if necessary (library to specify equipment)
White Board	1		20	8' of wall mounted erasable white board.
Screen	1		16	6' wide Retractable ceiling hung screen for projector.
Projector	1		N/A	Ceiling Mounted, connection for podium workstation and laptop
Telephone	2		Inc.	Wall Mounted
Speaker-phone	1		Inc.	Space included in Conference Table.

DVD/VCR	Inc.	Space Included in Podium
Slide Projector	Inc.	Space Included in Podium
Contingency	0	
Subtotal	421	
Total	506	With 1.20 Gross Factor