

# **Nobles County Library**

## **Building Program And Space Needs Estimate**

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# Executive Summary

The Nobles County Library is a touchstone for the community, a wellspring of learning and enriching diversion for residents of all ages. It is a well run library that pays attention to both the little things as well as future trends. The welcoming library staff and thoughtful Library Board are at the heart of this community regard. A service oriented philosophy is evident to library customers. An afternoon spent at the library will offer any guest a view of parents and toddlers in the children's section, seniors working together in the periodical and local history sections, customers of all ages at the public computers, commuting residents picking-up a new recorded book for their drive to work, and middle school students finding "good reads" in the young adult area.

The library occupies the ground level and a portion of the basement of the Nobles County War Memorial Building which was dedicated in 1963. The Nobles County Art Museum and the Historical Society occupy the great majority of the building's lower level. Both floors of the building are about 8,000 square feet in area and the library occupies 9,568 square feet.

The existing library space strains to support all of these activities, high demand services, well attended programs, and a growing collection. There is not enough space to support the level of library service the community values and expects as demonstrated daily by heavy use. An average of 267 customers used the library each day was open in the most recent reporting year.

Many pressing public service and operational issues are identified in this study. A few of the issues include:

- The Children's Department needs additional space for collections, seating, computing, and other services.
- Important collections and services such as reference, media, and young adults need additional space and a greater sense of identity
- Public computing resources are severely limited by space and infrastructure.
- Seating is extremely limited in quantity and variety.
- Space is needed to allow all users of the library – adults, children, teens, seniors – to use the library without feeling like they are bothering others.
- Public service desks and workspaces need to be more efficient, enhance work-flow patterns, reflect ergonomic design, and be more welcoming.

The need for a larger library has been thoroughly documented by this study using a conservative planning approach. An expanded or new library with a total size of between 34,158 and 36,598 square feet is needed to adequately provide for the community's library service needs through the year 2034. Just to provide for the library's current space requirements would call for a building of 24,761 square feet. This magnitude of growth is common when communities seek to satisfy existing space shortfalls and allow for long deferred service enhancements.

It is important to note that the building program study is not tied to any specific building solution: new construction, expansion and renovation of the existing facility, adaptive re-use of another existing building, or a joint-use solution. The project architect is the appropriate planner to lead the evaluation of alternative building solutions. The building solution that is selected must provide for all the elements of the building program.

Space for the Plum Creek Library System is shown as a potential alternate. Its inclusion in the project is subject to review and discussion by all parties.

# Guide to the Building Program

The building program document is a description in words and numbers of the service and operational requirements for the proposed library building. The program serves as the library's written instructions to the architect in beginning the design process. The program is concerned with how the building is to function rather than how it will look.

The architect will want to review the program with the library and consultant to insure a complete understanding of project requirements. Revisions may arise from that review. It is also possible that the library will revise its program requirements during the course of schematic design based on additional information, budget considerations, and/or new understandings resulting from the graphical representation of spaces. It is important that any revisions to the program be explicitly approved by the Library Board.

The estimated space requirements of the building program will be tested by the architect. The preparation of schematic plans including furnishing layouts should be the final arbiter of space requirements for the building.

The building program includes numerous sections grouped in five broad divisions:

## Program Divisions

### 1. Program Overview

These sections provide overarching issues for the project and summary data. The Space and Seating Summary offers a quick summary of all space allocations.

### 2. Functional Area Descriptions

These sections provide the detailed description and requirements for each functional area of the building.

### 3. General Design Considerations

These are common library design requirements that should be considered in any library building project.

### 4. Public Forum Comments

Library customer comments from two public meetings held to gather ideas for use in planning library service and space needs.

### 5. Current, 10 year, and 25 Year Space Needs Estimate

Library customer comments from two public meetings held to gather ideas for use in planning library service and space needs.

# Program Overview

## Specific Design Considerations

In researching the program document a group of issues that affect the project across programmatic lines was identified. For this reason these issues are called to the planning team's specific attention.

**Single Level Floor Plan** – If possible, locate all public services on a single floor to ease customer use and minimize staffing requirements.

**Single Circulation Point** – To minimize staffing requirements and maximize convenience for customers a single circulation desk is recommended.

**Expandability** - The architect should identify during the schematic design process a scheme that will allow for a future expansion of the facility. If future growth is based on a vertical expansion plan provide for future elevator requirements in the initial construction.

**Sustainable Design** – The project is to reflect the community's commitment to creating a sustainable, energy efficient, green building. Throughout the planning process the design team is to verify the library planning team's evaluation of both broad concepts and specific applications of sustainable design.

**Wireless Environment** - The architects and their consultants are to take all appropriate actions necessary to make the building a welcoming environment for wireless applications. Provide power at all public seating to support customer use of laptop computers.

**Shelving** - In every instance shelving is to provide a slanted base shelf to allow customers to more easily view the items on the bottom shelf. Back-stops are desired for every shelf.

**ADA and Accessibility** - Libraries have a number of specific requirements detailed in the Americans with Disabilities Act beyond those requirements common to all public buildings. The building should meet both the letter and the spirit of those requirements.

**Ergonomics** - The public and staff have expressed an interest in ergonomic issues including furnishings and millwork that allow for comfortably situated keyboards, monitors, and accessories that adjust to different users; floor treatments at public service desks that respond to staff spending many hours on their feet; light sources that reduce monitor glare. The architect is requested to consider people friendly solutions in selecting furnishings, fixtures, and finishes.

**Furnishings** - Moveable furniture is preferred in every instance over fixed counters and cabinets. The only exceptions are major public service desks and counters with sinks. Staff workstations or stands should be adjustable by to provide various work surface heights. These workstations should be able to be modified by custodial staff with minimum effort.

**Circulation Control and Theft Detection** – The library wishes to allow for the future implementation of a theft detection system and RFID technology. The design and configuration of building exits, the circulation desk, check-in stations, return chutes, and selfcheck station locations should all anticipate future implementation of these systems.

**Storm Shelter** - The architect is to identify an area of the building to provide shelter for building occupants in case of severe weather.

**Security Cameras** – Security cameras are desired in the computer lab and in areas not in the staff's regular line of sight. Monitors should be located at the circulation and reference desks. A digital recorder for the system should be located in the system closet. Review all locations with staff.

## Space, User Seating, and Public Technology Summary

Programmatic Area	Square Feet	Study Seating	Casual Seating	Public Technology Stations	Other Seating
Exterior Book/ Media Returns	60				
Entry/Vestibule/Lobby	unassigned				
Restrooms	unassigned				
Program Room	2,200				150
Café	600				18
Circulation Desk Area	1,165			2 selfchecks	
New Books / Display	230		2 browser benches		
Media Collections	1,042		2 browser benches	1 public catalog station	
Young Adult Services	1,062	8	6	6 computer stations	
Technology Commons	640			16 computer stations	
Reference Services	1,958	42		2 public catalog stations 1 computer station 2 microform R/P stations	
Adult Collections	7,187	20	14	2 public catalog stations	
Children's Services and Workroom	6,306	28	18	1 public catalog station 8 computer stations 4 view/listen stations	Children's Program Room 76 + 60
General Staff Workroom and Office	1,329				
Receiving / Staff Entry	120				
Staff Room Area	440				
Custodial Closets	180				
Storeroom	1,100				
Net Program	25,619				
Unassigned Space 25% of Gross 30% of Gross	8,539 10,979				
Gross Space Requirement  Unassigned: 25% of Gross Unassigned: 30% of Gross	34,158 36,598	98	38 + 4 browser benches	2 selfcheck stations 6 public catalog stations 31 computer stations 4 view/listen stations 2 microform R/P stations	150 18 76+60

## Alternate Space Summary

### Plum Creek Library System Headquarters and Garage

<b>Programmatic Area</b>	<b>Square Feet</b>	<b>Study Seating</b>	<b>Casual Seating</b>	<b>Public Technology Stations</b>	<b>Other Seating</b>
<b>General Staff Workroom and Offices</b>	1,640				
<b>Garage</b>	1,050				
<b>Net Program</b>	<b>2,690</b>				
<b>Unassigned Space 25% of Gross</b>	<b>896</b>				
<b>Alternate Gross Space Requirement</b>	<b>3,586</b>				

## Relationship of Library Spaces

As a guide, the following core relationships are provided. Relationships within the individual spaces are described in the body of the narrative descriptions.

<b>Building Area</b>	<b>Primary Relationship</b>	<b>Secondary Relationship</b>
<b>Exterior Book/Media Returns</b>	Circulation	General Staff Workroom
<b>Entry/Vestibule/Lobby</b>	Program Room Circulation Desk	Children's New Books
<b>Restrooms Public Family Staff</b>	Lobby Children's Desk Staff Room	
<b>Program Room</b>	Lobby Restrooms	Children's
<b>Café</b>	Lobby Meeting Room	Young Adult
<b>Circulation Desk Area</b>	Lobby General Staff Workroom	Young Adult, Restrooms, Children's, Exterior Book Rtn
<b>New Books / Display</b>	Lobby	Children's, Circulation
<b>Media Collections</b>	Lobby	Children's, Circulation
<b>Young Adult Services</b>	Media	Adult Services, Café, Technology Commons
<b>Technology Commons</b>	Adult Services	Young Adult
<b>Reference Services</b>	Technology Commons Adult Collections	
<b>Adult Collections</b>	Reference	Young Adult
<b>Children's Services and Workroom</b>	Circulation Meeting Room	New Books, Media
<b>General Staff Workroom and Office</b>	Circulation Exterior Book / Media Return	Staff Room
<b>Receiving / Staff Entry</b>	General Staff Workroom Staff Room	
<b>Staff Room Area</b>	Receiving / Staff Entry General Staff Workroom	
<b>Custodial Closets</b>	None	
<b>Storeroom</b>	None	
<b>Plum Creek Alternate</b>	Nobles County Library General Staff Workroom	

## Collection Size and Capacity Summary

Collection	Current Linear Feet	Projected Linear Feet	Projected Capacity Linear Feet
<b>MEDIA</b>			
DVD: movies and nonfiction	58	150	150
Videocassette: movies and nonfiction	378	593	600
Recorded Book on Tape	147	200	200
Recorded Book CD	54	100	105
Music CD	15	24	24
Cake Pans	36	57	70
<b>Subtotal</b>	<b>688</b>	<b>1,124</b>	<b>1,149</b>
<b>Children's</b>			
<b>Entry Zone</b>			
New Books	Not counted	72	72
Topical Displays	Not counted	20	20
Current Magazines	Not counted (14 titles)	36 (36 titles)	36 (36 titles)
Back Issue Magazines	Not counted	30 (3 years)	30 (3 years)
Big Books (non circ)	4	6	6
Children's Reference	6	9	12
Puppets	3 puppet trees	5 puppet trees	5 puppet trees
J Book on Compact Disc and Tape	15	24	30
Multimedia Kits	21	33	36
Other Languages	30	50	60
<b>Subtotal</b>	<b>76</b>	<b>280</b>	<b>302</b>
<b>Young Child Zone</b>			
Board Books	20	31	32
Easy Readers	48	80	72
Easy Books	174	273	315
<b>Subtotal</b>	<b>242</b>	<b>384</b>	<b>419</b>
<b>Tween Zone</b>			
Old Series	51	80	90
New Series	20	31	45
J Fiction: hardbound and paperback	195	306	330
J Nonfiction, Biography	288	452	480
<b>Subtotal</b>	<b>554</b>	<b>869</b>	<b>945</b>
<b>Teen or Young Adult</b>			
Teen Books	132	400	405
Current Magazines	Not counted (4 titles)	24 (24 titles)	24 (24 titles)
Back Issue Magazines	Not counted	30 (1 year)	30 (1 year)
<b>Subtotal</b>	<b>132</b>	<b>454</b>	<b>459</b>

## Collection Size and Capacity Summary

Collection	Current Linear Feet	Projected Linear Feet	Projected Capacity
<b>New and Topical Display</b>			
New Books	Not counted	120	120
Topical Displays	Not counted	40	40
<b>Subtotal</b>	Not counted	<b>160</b>	<b>160</b>
<b>Adult Print</b>			
Current Magazines	Not counted (110 titles)	168 (144 titles)	168 (144 titles)
Back Issue Magazines	210	210 (3 years)	210 (3 years)
Paperback	618	970	972
Fiction	1,029	2,000	2,016
Large Print: Fiction and Nonfiction	126	300	300
Inspirational	126	250	252
Mystery	105	165	180
Science Fiction	147	250	252
Western	42	66	72
Nonfiction and Biography	1,995	3,132	3,132
Oversized	27	42	45
Other Languages Fic and NF, print and nonprint	118	300	306
<b>Subtotal</b>	<b>4,543</b>	<b>7,853</b>	<b>7,905</b>
<b>Reference</b>			
Reference / Local History / Genealogy	414	500	510
<b>Subtotal</b>	<b>414</b>	<b>500</b>	<b>510</b>
<b>Grand Total</b>	<b>6,649</b>	<b>11,624</b>	<b>11,849</b>

## Public Shelving and Display Summary

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
<b>Adult</b>							
<b>New and Topical Display</b>							
New Books	8	66"	4	10"		display shelves - confer with staff / consultant	96
Topical / Seasonal Display					2	Review requirements	100
<b>Total</b>	<b>8</b>				<b>2</b>		<b>196</b>
<b>Periodicals</b>							
Current Magazines and Newspapers	14 (12 mags 2 news )	66"	4	12"		periodical shelving, xx sections to have hinged plexiglass covers for newspapers	168
Back-issues Magazines and Newspapers	31 (28 mags 3 papers)	72"	5	12"			372
<b>Total</b>	<b>45</b>						<b>540</b>
<b>Teen</b>							
All formats	27	66"	5	10"			324
Current Magazines	2	66"	4	12"		periodical shelving	24
<b>Total</b>	<b>29</b>						<b>348</b>
<b>Media</b>							
DVD	10	66"	5	6"		sloped shelves	120
Videocassettes	40	66"	5	6"		sloped shelves	480
Recorded Book on Tape	7	66"	5	6"		sloped shelves	84
Recorded Book CD	14	66"	5			sloped shelves	168
Music CD	2	66"	4	10"		bin shelf units	24
Cake Pans	8	66"		12"		3 rods for hanging bags per section	96
<b>Total</b>	<b>81</b>						<b>972</b>
<b>General Adult Print</b>							
Paperback	54	72"	6	6"		sloped shelves	648
Large Print	20	72"	5	10"			240
Fiction	112	72"	6	10"			1,344
Inspirational	14	72"	6	10"			168
Mystery	10	72"	6	10"			120
Science Fiction	14	72"	6	10"			168
Western	4	72"	6	10"			48
Nonfiction and Biography	208	72"	5	10"			2,496
Oversized	3	72"	5	10"			36
Other Languages Fic and NF, print and nonprint	17	72"	6				204
<b>Total</b>	<b>456</b>						<b>5,472</b>
<b>Reference</b>							
Reference / Local History / Genealogy	34	72"	5	12"			408
<b>Total</b>	<b>34</b>						<b>408</b>

# Public Shelving and Display Summary

Review with staff to identify those shelving units to be on casters

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
<b>Children's</b>							
<b>Entry Zone</b>							
New Books	6	66"	4	10"		confer with staff / consultant – on casters	72
Display					1	Review requirements – on casters	50
Current Magazines	3	66"	4	12"		periodical shelving	36
Back Issue Magazines	2	66"	5	10"			24
Children's Reference	1	66"	4	12"		periodical shelving	12
J Books on CD and Tape	2	66"	5	6"		sloped shelves	24
Multimedia Kits	4	66"	5	10"		3 rods for hanging bags per section – on casters	48
Other Languages	4	66"	5	10"		on casters	48
Puppets					5	puppet trees	150
<b>Total</b>	<b>22</b>				<b>6</b>		<b>464</b>
<b>Young Child Zone</b>							
Board Books					4	child-height df multi-compartment bins – on casters	200
Easy Readers	8	45"	3	12"			96
Easy Books	35	45"	3	12"			420
<b>Total</b>	<b>43</b>				<b>4</b>		<b>716</b>
<b>Tween Zone</b>							
Old Series	6	66"	5	10"			72
New Series	3	66"	5	10"			36
J Fiction	22	66"	5	10"			264
J Nonfiction, Biography	32	66"	5	10"			384
<b>Total</b>	<b>63</b>						<b>756</b>

# Functional Area Descriptions

# Parking and Exterior Site Features

## Parking

The number of parking stalls are to be determined as part of the architectural planning phase. As a preliminary measure, it is suggested that a total of 50 parking stalls be considered, 40 public stalls and 10 signed staff stalls. The actual number of stalls will reflect local code requirements and the architect's review of parking needs with appropriate planning agencies, library staff, board, and consultant. Green space, berms, plantings, or other techniques should be employed to soften the harshness of the parking area while recognizing the need for ease of snow removal. Handicapped parking is to be generously provided, meeting or exceeding per code requirements. Staff has suggested as many as 6.

## Vehicle Circulation Issues

- drop-off/pick-up lane at the front entry
- path for driver's side book return

## Entry Area(s)

- lighted flag pole
- rack(s) for 20 bicycles
- 2 benches for those waiting for rides
- trash and cigarette receptacles

## Site Landscaping and Lighting

Attractive but easily maintained plantings are desired. Lighting is required for public and staff safety at the public entry, site margins, and at the staff entry.

## Refuse

A screened enclosure is needed for trash and recycling receptacles. Identify a location convenient for staff.

**Signage:** per code, staff parking

**Adjacencies** Primary: Entry

## Exterior Book/Media Return

60 square feet

### Function and Design Issues

The library desires a driver's side, drive-up return, sheltered from the weather, if the site plan allows. The interior return room should be located as part of or as near as possible to the reshelving/check-in area. If possible provide an exterior pavement level higher than the interior floor level to facilitate increased capacity.

2 return slots are required, one each for books and media. The height of the returns is to anticipate both SUVs and small sedans. Keyed return slots are required. The return room must be fire rated and have a floor drain.

**Signage:** Book Return, Media Return  
Directional signage to guide customers to return location

**Adjacencies:** Primary: Circulation Area  
Secondary: General Staff Workroom

### Engineering Issues

Security:	keyed returns, fire rated room
Plumbing:	floor drain

# Entry/Vestibule/Lobby

**Square Feet: Unassigned**

**Function and Design Issues**

This area provides a welcoming entry for the public to the library facility. The lobby serves both the library and meeting rooms independently. Provide for:

- interior benches for patrons waiting for rides without creating a gauntlet environment
- on-demand door openers
- walk-off system for shoe soil
- bi-level drinking fountain
- dedication plaque and donor recognition system for wall
- janitorial closet with mop sink
- theft detection panels on library side of lobby
- 2 interior return slots, (print and media materials) that empty into the Circulation Check-in area may be located in the lobby or as patrons approach the Circulation area depending on schematic design.

**Signage -** illuminated exterior name of library  
 interior book/media return  
 dedication and donor plaques

**Adjacencies:** Primary: Program Room, Circulation Desk  
 Secondary: Children’s, New Books

**Engineering Issues**

Computer Outlets:	1 in lobby
Electrical Outlets:	1 located with lobby computer outlet convenience outlets in lobby, vestibule drinking fountain on-demand door openers and operator buttons theft-detection rough-ins display case
Security:	theft-detection rough-ins
Plumbing	mop sink in custodial closet

# Restrooms

**Square Feet: Unassigned**

## Function and Design Issues

- 3 public restrooms (men, women, assisted/family) are to be located off the lobby for users of both the library proper and the meeting room.
- 1 family restroom is to be located in the Children’s department.
- 2 gender specific staff restrooms are provided in proximity to the staff room area.

Restrooms should provide:

- Views to the interiors of the restrooms are to be screened when the doors are opened
- The number of women's fixtures should reflect the high percentage of library users that are female
- Package shelves by sinks
- Automatic fixtures for toilets, urinals, lights, hand blowers, and paper towels
- Trash receptacle by door
- Deadbolts for all public restroom doors
- Stalls should be spacious, well lit, and include coat hook and package shelf
- Changing tables in all public restrooms
- Sanitary product dispensers and disposal fixtures
- Soap dispenser (stainless) is to be located above the sink
- Tile floors and walls
- Floor drain
- Access panels to all valves located in wall cavities
- The Children’s restroom is to provide an adult sized toilet and two sinks, one at adult height, one at child height. This restroom should be visible from the Children’s public service desk.
- A nursing area is to include a comfortable chair for mother and infant and a second chair for a toddler sibling.
- Provide a drinking fountain near, but not immediately adjacent to, the restrooms.

**Signage:** per ADA requirements

## Adjacencies:

Public:	Lobby
Children’s	Children’s Desk
Staff	Staff Workroom

## Engineering Issues

Electrical:	convenience outlets only
Security:	deadbolt locks for the two adult restrooms (allows short-term locking of restrooms to deter vandalism)
Plumbing:	floor drains access panels to any valves located in the wall automatic fixtures - public restrooms (not children’s)
HVAC:	superior ventilation

# Program Room

**2,200 square feet**

## Function and Design Issues

The program room provides space for library and community sponsored programming. The room should be able to operate independently from the library proper, allowing community sponsored events to start before and run past normal library operating hours. When the library is closed the program room should have access to restrooms, drinking fountain, and other common amenities.

## Program Room

The room should seat 150 people in rows of chairs or 60 at tables and be rectangular in shape with a level floor. The walls should be of a material and color to permit projection. If a mullion is used it should be removable.

Rigid demountable partitions with pocket doors are to allow the room to be divided into 2 portions for concurrent activities. Plenum partitioning is required above a dropped ceiling for sound suppression when the room is divided.

All programmatic capabilities are to be available to all portions of the room. This may require duplication of features in some circumstances.

The room should provide a wide range of media and technology support. The architects and their electrical or media consultant are requested to carefully explore these requirements with the library staff and library consultant. Identify how these features are to be supported in each component of the room.

- telephone, data, power, cable television outlets at frequent wall and flush floor locations
- public address system
- ceiling mounted projection screens
- ceiling mounted digital projector
- sound and video presentation capabilities
- media control closet
- lighting controlled to allow for different levels and zones of illumination

The following features are needed to be independently accessible to all portions of the room:

- warming kitchen with counter, full size refrigerator, microwave, 2 deep sinks, disposal, cupboards
- coat alcove with coat rods and package shelves
- storage for folding tables, stacking chairs, 4 media carts, 2 lecterns, dollies and programming accessories

## Secondary Access

- Provide a keyed direct exterior entry from a paved surface for the loading and un-loading of program materials.

**Signage:** Review with staff  
Changeable information placard for posting of room schedule at entry of room  
Changeable information placard for posting of library policies inside of room

**Adjacencies** Primary: Lobby, Restrooms  
Secondary: Children's

**Engineering Issues**

Telephone Outlets:	Review with staff and consultants
Data Outlets:	
Cable Television:	
Media Capabilities:	
Electrical Outlets:	
Lighting:	
Acoustics	
HVAC:	

# Café

600 square feet

## Function and Design Issues

The café provides space for customer relaxation and enjoyment of light refreshments, broadening and enhancing the library experience. The café creates a casual environment where customers may engage in quiet conversation and reading or seek a break from on-going study/research. The space is to be well glazed and provide:

- 6 casual seats with occasional tables
- 6 two-place café tables
- 3 vending machines
- waste receptacles
- provide after hour access to meeting room users

**Signage:** Café

**Adjacencies** Primary: Lobby, Meeting Room  
Secondary: Young Adults

## Engineering Issues

Telephone Outlets:	1 for future use
Computer Outlets:	1 for future use
Electrical Outlets:	1 duplex at each seat 1 for each vending machine As needed to support casual lighting
Plumbing	As needed by vending

# Circulation Desk Area

**1,165 square feet**

## **Function and Design Issues**

The circulation desk is the first point of contact for most library users. Library users come to the circulation desk to check-out materials, return books and pay fines, register as a borrower, and ask for directions. A diverse collection of customer service features are provided on the public floor near the circulation desk.

## **Building Directory (40 square feet)**

- obvious to all entering the building in a location offering a general view of the building interior

## **Customer Service Center (180 square feet)**

- a recessed alcove
- 1 photocopier with sorting table
- space for the seasonal display of tax forms
- 12 cubby style bins for the distribution of tabloid newspapers and bulk materials
- keyed cupboards or closet with shelving for the storage of copying supplies and handouts
- recessed, wall-mounted literature racks
- 2 keyed bulletin boards

## **Self-Check (80 square feet)**

As customers approach the circulation desk on their way out of the library they should find 2 self-check circulation stations. The library may not immediately implement this application but the space and infrastructure is needed.

## **Public Reshelving Area – “Recently Returned” (50 square feet)**

Provide space and an attractive location for public access to 6 book carts with materials waiting reshelving.

## **Circulation Desk (815 square feet)**

Provide a queuing mechanism so that customers intuitively and cooperatively form a single line to approach the circulation desk stations. The circulation desk is composed of 4 public service stations, 3 at standing height, 1 at ADA height. The stations should allow for different staff height requirements. The desk design is to create an identity for each station.

When considering the design of the circulation desk area it is important to note the need to control clutter. Circulation stations should provide shielding of all cabling and equipment. A fully integrated design that pulls together all of the pieces that make up the desk area is desired. Pass-throughs should allow the easy and immediate movement of staff and book carts from behind the desk to the public floor. Floor treatment should reflect long hours spent by staff standing behind the desk. Each station is to include:

- |   |  |
|---|--|
| • microcomputer                             | • study room door strike controls            |
| • monitor, adjustable                       | • task chair or wheeled stool                |
| • keyboard, adjustable                      | • telephone                                  |
| • bar code scanner                          | • shared cash register to serve all stations |
| • receipt printer                           | • wheeled pedestals for shelves/storage      |
| • staff call button                         | • shield backs of equipment/cabling          |
| • security system desensitization equipment | • under-counter cable management system      |

(continued)

An area with convenient to all front desk stations should provide:

- **A workstation with 2 staff seats** immediately behind the circulation desk. Each staff station is to provide for a task chair, microcomputer, telephone. Desk clutter should be shielded from public view by a low stub wall or panel system without obscuring the staff's view of the service desk.
- 3 sections of shelving for reserves and holds
- counter with 2 LAN printers, fax, telephone, public address controls, cupboards for supply storage
- room for 10 book carts

**Signage**            Public Service  
                           Book / Media Return

**Adjacencies**    Primary:            Lobby, General Staff Workroom  
                           Secondary:        Children's, YA, Restrooms, Exterior Book/Media Returns

**Engineering Issues**

Telephone Outlets:	1 at each circulation desk station 2 at back counter 1 at each staff work station
Computer Outlets:	1 at customer service center 1 at each future self-check location 1 at each circulation desk station 2 at back counter 1 at staff work station 1 at customer service center
Electrical Outlets:	1 duplex at each future self-check location 2 duplex at customer service center 2 duplex at each circ desk station 3 duplex at back counter 1 duplex for laptop computer docking cart 2 duplex at each staff work station
Public Address:	at back counter

# New Books and Topical Displays

230 square feet

## Function and Design Issues

The area includes high demand adult materials primarily intended for browsing.

- collection shelving
- 2 browser benches

**Signage:** name of area  
Range guides

**Adjacencies:** Primary: Lobby  
Secondary: Circulation, Children's

## Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
New Books	8	66"	4	10"		display shelves - confer with staff / consultant	96
Topical / Seasonal Display					2	Review requirements	100
<b>Total</b>	<b>8</b>				<b>2</b>		<b>196</b>

## Engineering Issues

Computer Outlets:	1 at each public catalog station
Electrical Outlets:	1 duplex at each public catalog station

# Media Collections

1,042 square feet

## Function and Design Issues

The area includes media collections intended for browsing.

- collection shelving
- 1 catalog station
- 2 browser benches

**Signage:** Media  
 Each collection area  
 Range guides  
 Changeable information placard at each catalog station

**Adjacencies:** Primary: Lobby  
 Secondary: Circulation, Children's

## Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
DVD	10	66"	5	6"		sloped shelves	120
Videocassettes	40	66"	5	6"		sloped shelves	480
Recorded Book on Tape	7	66"	5	6"		sloped shelves	84
Recorded Book CD	14	66"	5			sloped shelves	168
Music CD	2	66"	4	10"		bin shelf units	24
Cake Pans	8	66"		12"		3 rods for hanging bags per section	96
<b>Total</b>	<b>81</b>						<b>972</b>

## Engineering Issues

Computer Outlets:	1 at each public catalog station
Electrical Outlets:	1 duplex at each public catalog station

# Young Adult Services

1,062 square feet

## Function and Design Issues

The Young Adult area should be defined by the layout of furnishings and building elements rather than walls to create an identifiable space with a bright, open, relaxed atmosphere. Elements that might be used in crafting this effect include signage, graphic art, banners, display pieces, overhead pieces, and furniture style. The architect and interior design team will want to explore these issues with teen customers, the staff and consultant.

- collection shelving
- 6 computer workstations
- 4 two-place study tables
- 6 casual seating pieces with occasional tables
- a tackable wall surface or free-standing kiosk for display materials

**Signage:** Teens  
Changeable information placard at each computer workstation

**Adjacencies:** Primary: Media  
Secondary: Adult Services, Café, Technology Commons

## Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
All formats	27	66"	5	10"			324
Current and BI Magazines	2	66"	4	12"		periodical shelving	24
<b>Total</b>	<b>29</b>						<b>348</b>

## Engineering Issues

Computer Outlets:	1 at each public computer workstation
Electrical Outlets:	2 duplex at public computer workstation

# Technology Commons

640 square feet

## Function and Design Issues

Computers are provided on the public floor for individual patron access to microcomputer workstations for general use applications, Internet research, and other applications the library may choose to provide.

## General Computing Stations

- 16 computer stations in small, informal groupings to engender a sense of relaxed personal space

**Signage:** Technology Commons  
Changeable information placard at each computer workstation

**Adjacencies:** Primary: Adult Services  
Secondary: Young Adult

## Engineering Issues

Computer Outlets:	1 at each public computer station
Electrical Outlets:	2 duplex at public computer station

# Reference Collections and Services

1,958 square feet

## Function and Design Issues

The reference collections offer customers specific pieces of information and overviews of areas of knowledge. Staff at the reference desk assists the public in person and by telephone, in locating materials or information in all adult collections.

## Reference Desk

- 1 seated staff station with computer, telephone, pencil/box/file drawers
- back counter with LAN printer, fax, and 4 sections of 45" shelving
- easy egress for staff to get to public floor

## General Reference Seating, Collections, and Services

- general reference collection shelving
- 2 public catalog stations
- 2 four-place tables
- 4 two-place tables
- 3 two-place glazed study rooms with controlled door strikes
- 2 six-place glazed study rooms with controlled door strikes
- 1 atlas stand
- 1 dictionary stand
- clock

## Local History and Genealogy

Local history and genealogical materials are provided to patrons in an identifiable area of the reference department defined by signage, architectural detail, and/or the layout of furnishings. Items that are either irreplaceable or in fragile physical condition are to be kept in nonpublic spaces. The area is to include:

- collection shelving
- 2 four-place tables
- 1 computer workstation
- 2 microform reader/printer stations in a controlled lighting environment
- 4 microform files

**Signage:** Reference desk, each collection, range guides, changeable information placard at each catalog station, study rooms

**Adjacencies** Primary: Technology Commons, General Adult Collections  
Secondary:

## Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Reference / Genealogy / Local History	34	72"	5	12"			408
<b>Total</b>	<b>34</b>						<b>408</b>

## Engineering Issues

Telephone Outlets:	1 at reference desk
Computer Outlets:	2 at reference desk 2 at ref desk back counter 1 at each public catalog station 1 at each public computer station 1 at each study room
Electrical Outlets:	2 duplex at reference desk 2 duplex at ref desk back counter 1 duplex at each public catalog station 1 duplex at public computer station 1 duplex at each study tables and study room
Other	study room door controls at reference desk

# Adult Collections

**7,187 square feet**

## Design and Layout Issues

This area provides for the public's reflective reading and quiet study while using the nonfiction, fiction, genre, and large print collections.

### Nonfiction (3,176 square feet)

- collection shelving
- 4 two-place tables
- 2 four-place tables
- 1 public catalog station

### Fiction, Genre, Large Print, and Paperbacks (2,991 square feet)

- collection shelving
- 6 lounge chairs scattered among the collections
- 1 public catalog station

### Periodical Collections (1,020 square feet)

This area provides for the public's reflective reading and quiet study while using the periodical collection. The design of this space should encourage customers to treat it as a quieter portion of the library.

- current year collection shelving
- back-issue collection shelving
- 2 two-place tables
- 8 lounge chairs with occasional tables
- fireplace or other feature element

**Signage:** Sign each collection, range guides

**Adjacencies:** Primary: Reference  
Secondary: Young Adult

## Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
<b>Periodicals</b>							
Current Magazines and Newspapers	14 (12 mags 2 news )	66"	4	12"		periodical shelving, xx sections to have hinged plexiglass covers for newspapers	168
Back-issues Magazines and Newspapers	31 (28 mags 3 papers	72"	5	12"			372
<b>Total</b>	<b>45</b>						<b>540</b>
<b>General Adult Print</b>							
Paperback	54	72"	6	6"		sloped shelves	648
Large Print	20	72"	5	10"			240
Fiction	112	72"	6	10"			1,344
Inspirational	14	72"	6	10"			168
Mystery	10	72"	6	10"			120
Science Fiction	14	72"	6	10"			168
Western	4	72"	6	10"			48
Nonfiction and Biography	208	72"	5	10"			2,496
Oversized	3	72"	5	10"			36
Other Languages Fic and NF, print and nonprint	17	72"	6				204
<b>Total</b>	<b>456</b>						<b>5,472</b>

## Engineering Issues

Computer Outlets:	1 at each public catalog station 1 at each study table
Electrical Outlets:	1 duplex at each catalog station 1 duplex at each study table 1 duplex at each occasional table/lamp

## Children's Collections, Services, and Workroom

**6,306 square feet**  
**+ unassigned restroom space**

### Function and Design Issues

The children's department provides the collections and services designed for library users from birth through early middle school as well as parents, teachers, and other care givers. The children's staff provides reader's guidance, reference, and programming services sought by these users. The workroom provides space for program preparation, collection development, and completion of other off-desk duties.

The children's department should be a separate room with lots of glass to provide a visual connection to the rest of the library but also to create a sound separation. The seating and collections are to be grouped in three major zones; Entry, Young Child, and Tween.

### Entry Zone (1,224 square feet)

- Public Service Desk
  - 1 seated staff stations each with computer, telephone, pencil/box/file drawers
  - back counter with LAN printer, fax, and 4 sections of 45" shelving
  - room for 4 book carts
  - easy egress for staff to get to public floor
- mobile display case for the secure display of Summer Reading Program prizes
- collection shelving
- 8 computer workstations, seating at each workstation should allow two users.
- 1 public catalog station
- 4 listening/preview stations
- brochure rack
- family restroom
- clock

### Young Child Zone (1,196 square feet)

- collection shelving
- 1 four-place child-height table
- 4 casual chairs sized for a parent / child sitting together and reading
- An emergent literacy area for very young children is visible from the public service desk and is part of the department's open landscape and includes:
  - small puppet theater and puppet storage
  - educational manipulative discovery pieces
  - two small tables for game and puzzle activity with storage/display of same
  - six moveable imaginative seating pieces
  - window seats and child seating nooks
- outdoor children's program area - a controlled exterior door should lead directly from the children's department to this space. This space should be flexible to accommodate the wide range of activities spanned by children's programming, from storytelling to more physical activities.

**The Tween Zone (1,496 square feet)**

- collection shelving
- 4 casual chairs
- 4 two-place study tables
- 4 four-place study tables

**Children's Program Room (1,530 square feet)**

The room should seat 75 children and care givers and concurrently provide room for 12 tables for craft activities. Provide the following features:

- coat pegs outside the room
- viewing window at the rear of the room
- telephone, data, power, cable television outlets at frequent wall and flush floor locations
- public address system
- ceiling mounted projection screen, television monitor and DVD/VCR player, sound system
- lighting controlled to allow for different levels and zones of illumination
- a counter with cupboards and two sinks for clean-up after crafts
- craft/supply storage closet
- closet for table/chair storage
- exterior passage door for access to outdoor activity area

**Children's Workroom (620 square feet)**

- immediately adjacent to the children's public service desk with windowed view of the desk
- 2 staff workstations each with task chair, microcomputer, telephone, drawers and shelves.
- 2 work tables with task chairs, room for paper cutter
- counter with sink, refrigerator, microwave, and pop corn popper
- 2 keyed free-standing supply cabinets
- 8 sections of shelving
- 5 four-drawer files
- 2 bulletin boards
- 6 book carts
- clock

**Storeroom (240 square feet)**

A storeroom for craft supplies and display pieces is to be located off the workroom with a connecting door to the Children's Program Room. The room is to include

- 10 sections of industrial shelving
- 2 storage cabinets
- 1 fifteen-drawer flat file
- 40 square feet of floor space for storage of larger objects and carts.

**Signage:** youth services, public service desk, collections, range guides, a changeable signage venue at each computer and media station, program room, workroom,

**Adjacencies:** Primary: Circulation, Meeting Room  
Secondary: Media, New Books

## Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
<b>Children's</b>							
<b>Entry Zone</b>							
New Books	6	66"	4	10"		display shelves - confer with staff / consultant	72
Display					1	Review requirements	50
Current Magazines	3	66"	4	12"		periodical shelving	36
Back Issue Magazines	2	66"	5	10"			24
Children's Reference	1	66"	4	12"		periodical shelving	12
J Books on CD and Tape	2	66"	5	6"		sloped shelves	24
Multimedia Kits	4	66"	5	10"		3 rods for hanging bags per section	48
Other Languages	4	66"	5	10"			48
Puppets					5	puppet trees	150
<b>Total</b>	<b>22</b>				<b>6</b>		<b>464</b>
<b>Young Child Zone</b>							
Board Books					4	child-height df multi-compartment bins	200
Easy Readers	8	45"	3	12"			96
Easy Books	35	45"	3	12"			420
<b>Total</b>	<b>43</b>				<b>4</b>		<b>716</b>
<b>Tween Zone</b>							
Old Series	6	66"	5	10"			72
New Series	3	66"	5	10"			36
J Fiction	22	66"	5	10"			264
J Nonfiction, Biography	32	66"	5	10"			384
<b>Total</b>	<b>63</b>						<b>756</b>

## Engineering Issues

	Public Floor and Service Desk	Workroom	Program Room
<b>Telephone Outlets:</b>	1 at each public service desk station	1 at each staff workstation 1 at counter	Architect and consultants' to review requirements with staff in design development
<b>Computer Outlets:</b>	1 at each public service desk station 1 at public service desk back counter 1 at each public catalog station 1 at each computer workstation 1 at media station 1 at LAN printer 1 at each study table and study room	1 at each staff workstation 1 at each worktable 1 at LAN printer	Architect and consultants' to review requirements with staff in design development
<b>Electrical Outlets:</b>	2 at each public service desk station 2 at public service desk back counter 1 at each public catalog station 1 at media station 1 at each computer workstation 1 at LAN printer 1 at debit card machine 1 at each study table and study room	2 at each staff workstation 1 at LAN printer 2 duplex each at worktable 1 duplex at workroom counter	Architect and consultants' to review requirements with staff in design development
<b>Plumbing:</b>	Restroom	Sink at counter	Sinks at counter

# General Staff Workroom and Office

1,329 square feet

## Function and Design Issues

The general workroom and office provide for the general operation of the Library.

- **4 General Staff Workstations** each with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.
- **2 Processing/Mending Work Tables** with task chair and room for a paper cutter and a working quantity of supplies (such as book jackets on pull-out shelves, glue, tape, media containers) stored convenient to the work surface.
- **Director's office** should provide a workstation to accommodate a microcomputer, printer, telephone, and an additional work surface. The office also includes a credenza, 2 three-drawer lateral files, 1 side chair, project table with 4 chairs, 4 sections of shelving, bulletin board, and a coat closet.
- **Shared workroom equipment**
  - 12 sections of shelving
  - 3 free-standing supply cabinets
  - 1 typing stand
  - 2 bulletin boards
  - room for 10 book carts
  - copier with side table
  - LAN printer/fax
  - 5 four-drawer lateral files
  - small floor safe
  - mail station and 12 staff mail boxes
  - counter with sink and cabinets
- **Server closet with 2 server racks** with access to the rear of the racks for cable servicing. Provide a voice telephone set in the room.

**Signage:** Staff Workroom and Offices

**Adjacencies** Primary: Circulation, Exterior Book/Media Returns  
 Secondary: Staff Room

## Engineering Issues

Telephone Outlets:	1 at each staff workstation 1 at LAN printer/fax station 1 voice set in server room telephone demarc board and processor in server room
Computer Outlets:	1 at each staff workstation 2 duplex at processing/mending tables 1 at counter 1 at LAN printing station 1 at mail station server room
Electrical Outlets:	2 duplex at each workstation 2 duplex at processing/mending and volunteer work tables 2 duplex at counter 2 duplex LAN printer/fax station 2 duplex at mail station server room

## Receiving/Staff Entry

120 square feet

### Function and Design Issues

An exterior door well lit and sheltered from the elements provides for delivery services with an unobstructed passage to the receiving room. This door with lite will also serve as the staff entry. An exterior call box or buzzer should be is required for delivery staff. An electronic key scanner is needed for staff entry. The receiving room should include 2 sections of industrial shelving, 60 square feet of floor space for boxes, and room for 2 two wheeled truck and 1 flat book truck.

**Signage:** Receiving

**Adjacencies** Primary: General Staff Workroom, Staff Room  
Secondary:

### Engineering Issues

Telephone:	Exterior call button or box
Electrical:	1 convenience outlet
HVAC:	this room is to be climate controlled

# Staff Room Area

440 square feet

## Function and Design Issues

These spaces provide for the personal needs of staff.

### Staff Room

- counter with above and below cupboards
- sink with disposal and spray nozzle
- full size refrigerator
- microwave
- 2 four-place tables
- 2 lounge chairs
- magazine rack
- bulletin board
- occasional tables/lamps
- telephone
- coat rack, 12 package lockers, bench, place for wet boots/umbrellas

**Staff Restroom** - described earlier in the program document - the restroom should not open to the staff room proper but be located in a near-by hall

**Signage:** Staff Room

**Adjacencies** Primary: Staff Entry / Receiving  
Secondary: General Staff Workroom

### Engineering Issues

Telephone Outlets:	one
Electrical Outlets:	stove, microwave, refrigerator, disposal counter: convenience outlets, coffee maker lamps
Lighting:	lamps as well as ceiling fixtures
HVAC:	exhaust of cooking odors
Plumbing:	Sinks, dishwasher, refrigerators

# Custodial Closet

**180 square feet**

## Functional Description

This custodial closet provides storage for the custodial staff equipment and supplies. Please also note the convenience custodial closet described in the Entry/Vestibule/Lobby section of the program.

## Design and Layout Issues

The custodial closet includes a mop sink, 6 sections of industrial shelving, and 60 square feet of open floor space for storage of equipment and bulk items. A concrete floor is to be sealed.

**Signage:** Custodial

**Adjacencies** Primary: None

## Engineering Issues

Electrical Outlets:	convenience outlets
Plumbing:	mop sink

# Storeroom

1,100 square feet

## Function and Design Issues

This space provides space for clean storage of building supplies, equipment, parts, shelving parts, seasonal displays, and other items not needed for current use.

**Signage:** Storeroom

**Adjacencies** Primary: General Staff Workroom  
Secondary:

## Engineering Issues

Telephone:	1 wall hung unit
Electrical:	1 duplex at each worktable other convenience outlets
HVAC:	this room is to be climate controlled

# Plum Creek Library System Headquarters

1,600 square feet

## Function and Design Issues

### Administrative Area (880 square feet)

- **Reception Area**
  - 2 visitor chairs
  - coat rack
  - clock
- **Office Administrator's** workstation with task chair, microcomputer, telephone, 2 file cabinets, 3 sections of shelving, large copier with side table, LAN printing station, and a mail center.
- **Finance Manager's** workstation with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, credenza, 5 file cabinets, 5 sections of shelving, shredder, and room to accommodate 2 book trucks.
- **Cataloging** workstation with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, 2 sections of shelving, and room to accommodate 2 book trucks.
- **Administrator's office** to include a workstation, task chair, microcomputer, telephone, side chair, an eight-place conference table, bulletin board, 3 sections of shelving, and 1 file cabinet.
- **Supply Closet**
  - 5 sections of deep utility shelving

### Technology Area (400 square feet)

- **Technology workstation** with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, 2 sections of shelving, and room to accommodate 2 book trucks. Provide space too for an equipment implementation station, a large worktable for the simultaneous preparation of computer systems, printers, and other equipment.
- **Technology storage closet** with 3 sections of industrial shelving and open floor space for bulk equipment.
- **Network Systems Room**

The room requires a security entry door and plenum floor with anti-static carpet. Glazing should provide a view into the systems room. Provide 1 large fixed rack for mounting digital equipment and 1 wheeled network system equipment workstation with task chair. Allow the rack and system equipment workstation to stand free from the wall to allow cable servicing. Provide a voice telephone set in the room.

Conditioned electrical service and independent HVAC control are required. Confer with staff during design development for specific data cabling, telephone, environmental and electrical requirements.

**Delivery / Interlibrary Loan Area (360 square feet)**

- **Interlibrary Loan Workstation and Delivery Workroom**

Provide a staff workstation with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, 2 sections of shelving, and room to accommodate 2 book trucks.

A large boxing table is needed for the sorting and packaging of delivery materials. The room should also include 5 sections of shelving, 3 four-wheel carts, a counter with sink and storage cupboards, a white board, and a bulletin board. Provide a clear path with oversized doors from the receiving garage to the ILL workroom.

**Signage:** Plum Creek Library System Headquarters

**Adjacencies:** Primary: General Staff Workroom, Nobles County Library  
Secondary:

**Engineering Issues**

Telephone Outlets:	1 at each staff workstation 1 at copier 1 at LAN printer station 1 voice set in server room
Computer Outlets:	1 at each staff workstation 4 at implementation station 1 at copier 1 at LAN printing station 1 at mail station server room
Electrical Outlets:	2 duplex at each workstation 4 duplex at implementation station 1 duplex at copier 2 duplex LAN printer station 1 duplex at boxing table 2 duplex at mail station server room

# Plum Creek Library System Garage

1,050 square feet

## Design and Layout Issues

The garage is to accommodate two vehicles: a passenger van and a 20 foot box delivery truck. The architect is to confirm all vehicle clearance requirements and accessible route in and out of the garage. A direct and short pathway with oversized doors is to lead from the garage to the ILL/delivery workroom.

The garage should offer the following features: insulated overhead doors, a hose bib, floor drain with basin, electrical outlets, wall mounted telephone, space heater, and two sections of industrial shelving.

**Signage:** Garage

**Adjacencies:** Primary: Interlibrary Loan / Delivery Workroom

## Engineering Issues

Telephone:	1 wall hung unit
Electrical:	1 duplex at each worktable other convenience outlets
HVAC:	this room is to be climate controlled

# Public Forum Comments

Two public meetings were held to gather ideas and comments for use in planning library service and space needs. The meetings were intended to elicit resident suggestions for specific improvements in the library building and services. Each session lasted for one hour. After brief introductory remarks, the meetings were open forums for resident comments. The following notes were made by the library building consultant in the course of the meetings. The comments are not literal transcriptions because of the pace of discussions.

**March 16, 2009**  
**7:00 – 8:00 PM**

**Attendance: 62**

1. More hours, especially in the summer on Saturdays
2. Bring bookmobile back
3. Want Saturday hours in the summer, maybe hours need to be shifted from weekdays
4. A lot more room is needed in the Children's Department for programming, study tables, an area for older children
5. More non-print materials for children – art, tactile experiences
6. The public library is very responsive to the public schools and their curriculum
7. Show teens that they're welcome, provide middle-schoolers their own space where they can gather and work on their projects
8. A better layout of the public computers, everyone is on top of each other, the stations are too small and in the way
9. Shorter shelves please and avoid the bottom shelves as long as possible
10. Provide space for all ages and types of customers so they don't bother others
11. Offer separate children's program for young children and pre-schoolers
12. Need a good sized meeting room for programs, author visits, summer children's programs
13. A conference room would be helpful for committee meetings
14. Need improved lighting in the stacks
15. Would like adult programs
16. Strengthen materials to help new residents find jobs and provide assistance in acclimation to Worthington
17. Need a more inviting area for magazine seating
18. Great Staff !!!
19. Would like comfortable casual seating with lamps so they could spend extended time reading
20. On- street parking is OK BUT on-site would be safer for families with young children and customers wouldn't have to fight their way around snow banks
21. Would really like a driver's-side, drive-up book return
22. Provide more books in Spanish for both adults and children
23. Staff make immigrants feel very welcome
24. Need more room for the collections to grow
25. Offer a family movie night
26. Provide space for attractive book displays
27. The staff is wonderful !!!
28. Likes being able to reserve a book from home and stop-in to pick it up – makes traffic flow in the building important
29. What are the options for a new library, how will we select the best option
30. Need new microfilm reader/printers – people avoid the microfilm now because the equipment is out-dated

**March 17, 2009**  
**10:00 – 11:00 AM**

**Attendance: 31**

1. The Children's Department is WAY TOO SMALL
2. Create an attractive space for teens
3. Where will the funding come for a bigger library?
4. Use volunteers when helpful
5. Some libraries have closed in other parts of the country due to budgetary concerns – is that common?
6. How do people evaluate different options for a bigger library?
7. The Art Center and Museum might be a good fit in the old Mormon Temple
8. Keep some green space as part of the library site
9. Computer access at the library is critically important to many in the community
10. Would it be logical to tie-in with the Senior Center?
11. She comes to the library because she often needs assistance using the computers
12. Could the library offer senior computer classes?
13. Seniors use computers to access the information they need
14. The Veteran's Memorial building was originally built for all 3 organizations – Library, Museum, Art Center – and has worked well as a joint facility for 30 years
15. What is the future of libraries?
16. Great staff

### **Suggestion Box**

The library offered customers who couldn't attend the community forums an opportunity to submit written comments using a suggestion box.

1. As a mother of three I would love to see a larger and more interesting children's area and a teen spot.
2. Parking is very limited now - use some of the green space to the north of the building for 10-12 spaces – would help immensely and then have entry doors off the north wall.
3. Extend the library north and as large as possible.
4. Use present reference library for computers.
5. If addition is built on it should contain couches, easy chairs, reading lamps, possible a small area for tea and coffee, wall space could be used for local art talent and pictures on loan from collectors.
6. The Nobles County Library sorely lacks parking space because so many use the library. I've been a patron for decades and I've seen the library space dwindle due to computers, people, and not nearly enough new books. A new building, possibly where the old Central grade school was, would be wonderful. Space would not be an issue then.
7. The staff is wonderful and welcoming to all who enter its doors, and they try to accommodate everyone's wants and needs as best they can with what we have.
8. More Parking
9. A larger building.
10. I'd like longer hours on Saturdays.
11. It would be good to have more space for computers.
12. Would like new collections, quiet study space, a café, more parking, and longer hours.
13. A bigger library could offer a children's program area, more computers, a young adult area, and new collections.
14. Better handicapped accessibility – the ramp is very far from the handicapped parking spot. Also a reach or grab-it for those in wheel chairs to reach books on the top shelf.
15. The library is too little, the staff is great but we need more staff at the library.
16. Please consider more space for young people to enjoy the library.

17. It seems rare to see middle schoolers (11-16) at the library very much. More Computers!
18. Better lighting in the stacks.
19. Lower shelves – upper shelves hard to reach.
20. A place to put coats.
21. A room that could be used for the AARP tax service.
22. I would like our own “Barnes and Nobles” right here.
23. A café would be a good idea. (several)
24. More teen books and a young adult area.
25. A children’s program area and more computers.
26. More computers.
27. Leave it the way it is – hard times.
28. Two longer missives:

A) An Email

Thank you for the opportunity to express our dreams for the future of one of our MOST beneficial resources, the Public Library.

A lounge area/ coffee shop would be an ideal addition to the library. Our climate keeps people indoors and isolated from one another too much. A place to relax and gather at the library would be fantastic intergenerational resource.

A separate computer room for general use seems a practical provision. The public needs computers for a host of everyday business, from completing tax returns and registering for standardized tests, to consulting on merchandise to buy, and for general research.

My vision for a public library is to combine it with meeting rooms, community center, and indoor gardens for learning, working, and enjoyment year-round. A public library can be a major resource for enhancement of health for individuals and the quality of life for the entire community.

Is it possible to move the library’s collections to the former justice building downtown? Could that building be modified and remodeled to include some of the features suggested above and also keep the art gallery and the museum? (The museum would ideally include a climate controlled archive room.) The library could be kept downtown and be easily accessible throughout the year. It could become a hub of community life.

Thank you for taking the time to consider ideas of Noble County residents.

B) A letter

Library Board and County Commissioner:

The local library is under-valued in our community. The general public does not have a real sense for the function, resources, nor opportunities that the library provides and even less of what it could provide with the right facility. The degradation of the physical space has gone virtually un-noticed by the community because they are not involved enough.

A new facility is needed there is no doubt about that. More space for everything – elbow room if you will – would make all of the resources more inviting to use. Emphasis needs to be given to the technologies that have come along since the building was built, but not at the expense of the supply of books.

One idea that deserves some thought and discussion is to combine a new library facility with the community senior center that is under consideration. In a separate but joined building you could offer so many benefits for both young, old, and everyone in between. A facility that would

encourage easy interaction between young and the old would be a wonderful investment. With separate but joined facilities it would be possible, Imagine senior volunteers for reading programs, etc. It could provide the opportunity for seniors to learn enough about computer technology to be able to communicate with far-flung family and so much more.

A new joint facility would be a wonderful place to display art work from local sources or from the library's own lending system, opening up that system as a resource. The movies and DVD's could be made available to a viewing room on the senior side. Taking it a step farther, the historical area might be included also.

# General Building Design Considerations

This section provides recommendations regarding specific design considerations, building components, and equipment requirements.

The public library provides an array of services to a varied constituency. The library service paradigm and service methods can be expected to change with some frequency, now and in the future. An open, flexible structure that can respond to changing needs is very important.

Public libraries also present a number of very specific programmatic requirements. Building design must respond to these needs to allow effective, efficient operation of the library.

The public library is a significant and permanent representation of a community's values. The building's design should engender a sense of permanence and pride. A warm atmosphere should invite the public to enter and feel at ease using the services and resources provided.

Even though aesthetics are very important, the actual function of the facility must be the overriding consideration. Programmatic needs and operational costs must be a constant concern. Durability and ease of maintenance justify a higher initial investment to reduce ongoing operational costs.

The building and its furnishings shall comply with all applicable codes, laws, ordinances and other legal requirements. Particular attention should be called to the Americans with Disabilities Act, which has very specific requirements and general requirements applicable to public libraries.

Regulations of the Americans with Disabilities Act affect the design, construction, and modification of all public buildings. The architect is responsible for ensuring strict compliance with both the letter and the spirit of the ADA as enacted and as subsequently interpreted.

# Exterior Issues

## Aesthetics

The building should reflect the community's sensibilities and be compatible with the context of its location.

## Public Access

The entrance should be highly visible from all approaches. Approaches should be provided for users arriving by automobile or motorcycle, bicycle, by foot, and for drop-off traffic. Curb cuts must be provided from parking areas and public streets. A ground-level entrance assures ease of access for all users and facilitates staff functions.

## Parking

There will be on-site automobile and motorcycle parking for public and staff. There should be signed designation of staff parking and of handicapped parking as required by code. The parking lot should be included in the landscape plan. Green space with trees and other plantings should be used to relieve an otherwise unbroken sea of concrete and vehicles. Racks for bicycles will be provided near the entrance. Racks should be located so as not to impede pedestrian traffic. A drop-off area, set back from traffic flow, should provide for the short term parking of two vehicles.

## Landscaping

The landscape plan should provide a pleasant setting for the building. The plan should be simple in layout and in the number of varieties specified. All plant varieties are to be hardy and requiring a minimum of care. Approaches to the building and the parking lot should be an integral part of the landscape plan.

Stones, gravel, or other hard, loose materials are not acceptable. Low maintenance-ground cover is preferred to grass. Beds of flowers are not appropriate because of the care required. The landscape plan should provide for the screening of exterior mechanical and refuse areas.

## Exterior Signage

Consistent with local ordinances and requirements, provide an illuminated sign to announce the library's presence and a lighted hours of operation/message board at the building entrance. Signs should be provided to identify the book and media returns. All signage will be designed by the architect, or under the firm's direction for inclusion in the general contract.

## Exterior Materials

All exterior building materials should have a permanent or durable finish as to not require frequent painting, staining, or other maintenance. The use of wood should be kept to a minimum.

## **Exterior Lighting**

The parking lot, public entrance, staff entrance, service and emergency exits should be well lit at dusk and at night. All exterior lighting should be controlled by photocells. Fixtures specified should use long-life lamps. Any bollard lamps employed should be vandal-resistant and parts should be available locally or through a regional distributor.

## **Utility Outlets**

Keyed outlets for water and electricity should be located on all sides of the building. Hose bibs should be self-draining.

## **Security**

The landscape, building, and lighting plans should seek to reduce vandalism and to enhance the personal safety of public and staff.

# Interior Issues

## Design Structure

The building should be designed on the module principle consistent with 42" shelving aisles. The bay must be as large as the budget allows and must reflect the three foot standard library shelving module. Some program areas such as the entrance area or meeting room may call for bays different from the standard module.

No interior load-bearing walls will be accepted. Interior walls must allow for flexibility in the future configuration of services. When necessary, interior columns should be placed for minimum interference with circulation, visibility, and furnishing layouts. All floors must be capable of supporting fully-loaded 92" high book stacks. Minimum floor loading must provide for 150 pounds per square foot.

## Lighting

Lighting levels in public libraries are a significant issue that must be systematically addressed by the architect. A considered combination of controlled natural lighting and artificial lighting should provide appropriate, glare free illumination for the standing browser and seated reader. Special care is to be taken to prevent veiled reflection or glare in areas where monitors or microform equipment is in use.

Lighting levels should be as follows:

Public study areas - 30 to 40 foot candles measured horizontally at desk top level. May be augmented by task lighting where appropriate.

Public service counters/desks - 50 foot candles measured horizontally at work surface.

Shelving ranges - 6 foot candles minimum measured vertically at 12" off the floor and 30 foot candles maximum measured vertically at any height to achieve approximately a 5 - 1 maximum to minimum ratio across the entire stack face.

Microfilm, video viewing areas – review with library staff.

Staff workrooms/offices - 50 foot candles average measured horizontally at desk height.

Conference or study rooms - 30 to 40 foot candles measured horizontally at desk top level.

Large meeting rooms - 40 foot candles average with all lights on, separate controls for lighting of podium area at front of room. Lighting should be controlled or switchable to produce 2 foot candles for note taking during media presentations. Note-taking light should not spill onto projection screen or monitors.

Fluorescent fixtures with electronic ballasts should be used for ambient lighting. Metal halide or high pressure sodium lamps should be used with caution because of their poor color rendering and consistency, warm-up time, and potential for glare. Occupancy sensors should be considered for infrequently used spaces. Special effect lighting is only appropriate for display areas. The variety of fixtures and lamps must be kept to a minimum to simplify the supply, inventory, and maintenance processes. Incandescent fixtures are only appropriate for closets and similar applications.

Fixture layout in the public areas should whenever possible, provide the required lighting level regardless of shelving or seating arrangements. Independence of lighting levels and furnishing layouts is a desired goal. Ease of lamp replacement is important. All fixtures should be easily accessible using ladders.

Twenty-four hour path lighting should be provided in all major areas of the building. Emergency lighting is to be provided in all areas of the building to meet or exceed code requirements. A master switching panel is to be located in the staff areas of the public service desk or workroom. Use of circuit breakers for this purpose is not appropriate. Each major area of the building is to be separately controlled and the controls permanently labeled. A master switch should provide that the entire building's lights may be switched with ease. Individual rooms must have switched lighting.

## **Electrical Service**

The number and location of all electrical outlets will be reviewed with the library planning team to determine adequacy. Adequate electrical service will be provided for both present and future configurations of equipment. Evenly spaced runs of wall, counter, and floor outlets should be provided in work rooms, public service desk areas, media areas, and catalog areas to create maximum flexibility. Flush, capped floor outlets are to be provided in a grid that enables planned deployment of equipment as well as flexibility for future needs.

Electrical service to the systems room for digital equipment closet should be provided from a grounded, independent breaker panel. Uninterrupted power supply equipment will be provided as necessary by the library.

Architects should review with the library planning team to identify equipment that may require special fixtures or power requirements. Theft detection system electrical service and wiring conduit should be provided at the circulation desks and the entrance/lobby.

All supply and breaker panels shall be permanently labeled. Breaker panels shall be keyed.

## **Heating/Ventilation/Air-conditioning**

Adequate heating and air conditioning with proper control is essential, with particular attention to quiet operation. Controls, vent locations and other mechanical elements must not conflict with the complete flexibility of the furnishing layout. Review all locations with the library planning team.

Thermostats must provide zoned control for all public areas and independent control for individual rooms. Thermostats in public areas must be secure from tampering. Special attention should be paid to small rooms such as study rooms or microcomputer and media labs.

No license shall be required to operate any of the mechanical equipment. All equipment, panels, pumps, and supply piping shall be permanently labeled. All mechanical service, hardware, and mechanical equipment should be locally available.

## **Entrances**

There will be only one public entrance/exit, at ground level with no barriers to those with disabilities. Automatic lateral door openers shall be provided.

## **Doors**

All exterior doorways should have an overhang with proper drainage to keep snow and rain from the immediate area. They should be at ground level, with flush thresholds, and present no obstacle to wheeled carts. All interior doors should be at least 36" wide. Closer, kick-plates, and hold-back hardware for all doors should be reviewed with the library planning team. All passage doors shall have a lite for safety.

## **Windows**

Window location must not affect layout and use of shelving, furniture, and equipment.

Selected windows in all public and staff areas should open to allow ventilation in the event of mechanical failure. Window hardware should allow only staff operation. Windows should be located if possible to admit winter sun and be shaded from the summer sun. Glare from sunlight is to be avoided.

Window lites should be non-glare or tinted and should be insulated or triple glazed. All frames should include a thermal break design.

## **Materials/Finishes/Colors**

Public libraries are high traffic buildings and, like other public buildings, subject to some abuse. Libraries also have little money for maintenance and replacement. Because of this dichotomy the materials and finishes selected during construction should emphasize durability, long life, and low maintenance. Any higher initial costs may be justified by the reduction in operating costs as well as the aesthetics.

A holistic approach should be used in selecting colors used in the building to include building fixtures, furnishings, carpeting, and all other surfaces. This is most easily accomplished by including the project's interior designer in all of these discussions. All materials, finishes, and colors selected must be reviewed by the library planning team.

Doors, counter fronts, outside corners, and so on will take a beating and should be protected by caps, moldings, plates, or other hardware.

Counter tops receive significant wear and should be surfaced with extremely durable materials.

Children will climb on, knock over, run into, or pull down any furnishings and fixtures to which they have access. Stability and rounded corners are required characteristics in furnishings and fixtures.

Carpeting should be used in the entire building except in the entry, lobby, rest rooms, mechanical and store rooms, custodial areas, and any extremely high traffic areas.

Carpet specified should be a high quality, commercial grade of high density. Carpet for computer rooms should be anti-static. Materials and colors should be selected for low maintenance and the ability to mask soiling. Carpet should be glued to slab. A pad should be specified only in single purpose child storytelling areas. If carpet tiles are used the adhesive employed should allow lifting and replacement of tiles.

Examples of appropriate floor coverings for non-carpeted areas:

- Entrance, lobby, restrooms - Ceramic tile, terrazzo, quarry tile, brick pavers.
- Custodial, storage, mechanical, receiving, garage- sealed concrete
- Storage closets, service corridors - resilient tile

## Telephone

Telephone service to the building and its terminating block should be located in an area suitable for the siting and installation of a local telephone system processor. Two duplex electrical outlets should be provided at this location. The library may select and acquire a telephone system processor and telephone sets separately but all internal wiring for telephone service throughout the building is to be included in the general contract. The architect must review with the library planning team locations specified for telephone service. Telephones for public use should be installed in the lobby and meet all ADA requirements.

## Public Address

A public address system will serve all areas of the building, both public and staff. The amplifier and microphone will be located in the circulation desk area. The system shall be zoned so that public announcements may be targeted to one of the following specific building areas or any combination of areas: meeting rooms; general public areas; staff areas.

## Local Computer Systems

### Network Systems Room

- A closet will be provided to house central computing equipment. It will be sized to provide room for a network equipment rack(s) appropriate in size to house patch panels and hubs or switches defined by the number of planned computer installations in the building
- It will be located with consideration to cabling requirements
- This closet will be placed on a separate, grounded electrical circuit
- It will have cable management equipment to control cable from entry point to patch panel
- The closet will have a locking door, appropriate ventilation and lighting
- It will be composed of non-conductive materials
- It should be environmentally controlled so as not to exceed a temperature of 80 degrees Fahrenheit, and humidity level of 60%. Supply air to the closet should be filtered.

### Cabling Backbone

- Multi Mode Fiber Optic Cable (FDDI) will be used as a "Backbone" to connect installations on multiple floors of one building, in connected buildings, or when cable runs exceed. 300 feet.

### Cabling

- Category 5E (minimum), unshielded twisted pair (UTP) cabling shall be used. Plenum cable will be provided as needed based on construction characteristics of the planned building.
- Cabling will be warranted for 10 years from installation
- All cable troughs or other support will provide for cable to be supported by permanently attached supports at intervals close enough to ensure no visible sag. All equipment attached to walls must be secured properly.
- Cabling will be terminated in the Communications closet at a patch panel.
  - Patch panel will be flat faced with RJ-45 Cat5E jacks and will support at least a 25% increase in connections to have room for growth.
  - Patch panels will be provided in multiples of 24, to support the number of cable drops specified in building plan + 20% to allow for expansion
- Cabling will be terminated in wall-mounted plates with space for numbering of outlets.
- Floor mounted outlets will be terminated in such a way as to be flush to the floor with cover or gate to shield plug from kicking or other damage
- Outlets to be terminated in pre-wired furnishings will be done to the specification of the furnishing manufacturer
- Cable terminations and Patch Panel terminations will be numbered in a consistent way. The workstation terminations will be color-coded using orange to indicate a data outlet.

- 2 copies of a cable map showing locations and number of each cable drop will be provided at completion of the project
- Cables will be tested to meet the Gigabit over Ethernet standard. Documentation of all tests will be provided at the completion of the project.

## **Emergency Systems**

A comprehensive security system should provide detectors on all external doors and motion detectors in strategic internal locations. The system should be tied to the Police or security service panel as appropriate. An external arm/disarm control should be located at the staff entrance. The main system panel should be located in the circulation staff area. The panel should be able to indicate which device or zone has been tripped.

A fire alarm system should be provided and tied to the Fire Department's panel if possible. Product of combustion and heat sensing devices should be located as appropriate. The main panel should be located in the circulation staff area and be able to indicate which device or zone has been tripped.

Emergency exit doors should be equipped with either exit alarms or electromagnet devices that hold the doors closed except when released by the fire alarm's activation or when specifically overridden. The electromagnets can be wired not only to the fire alarm system but also to the burglar alarm panel so that the panel's zone bypass switches can be used to switch the electromagnets as well.

## **Signage/Graphics**

Signage should be utilized throughout the building to provide direction and to identify major service areas, individual offices, and specific functions or features. A general building directory is required. Signage for each shelving range is also included in the project's scope. The signage should be attractive, legible, and an integral part of the interior design. Signage selected should allow the signage to be serviced or produced locally. Stack signage should be able to be modified on site.

## **Clocks**

Clocks should be provided in all general staff workrooms, staff room, meeting room, and in general public areas as necessary for easy visibility. A central clock system is required.

## **Furnishings**

The architect should work with the library planning team to determine the type and quantities of existing furnishings that may be used in the new facility, especially workrooms and storage areas. Moveable furniture is preferred to fixed millwork with the exception of primary public service desks.

## **Shelving**

Most people come to the library to use the collections. Their library experience can be determined in great part by the shelving that organizes and displays the collection, by the layout and appearance of the shelving itself. Shelving may represent the largest expenditure the library will make for equipment or furnishings.

Sway-braced or welded metal frames with wood end panels are recommended. Back-stop bands are always required when appropriate. Review preferences with library planning team if canopy tops are to be installed. If selected, canopy tops may be metal for 84" and taller shelving; all other heights should use wood tops.

## Shelving Layout

Shelving must be arranged to provide the public a logical sequence and flow for each collection. Shelving must be arranged to provide staff at the primary and children's public service desks a clear line of sight and the maximum visual supervision of aisles in the shelving layout. This is to aid both patron assistance and security.

Shelving ranges should be at least 15 feet in length (5 sections) and no more than 21 feet in length (7 sections). Double faced, free-standing ranges are preferred over single-faced, wall-mounted shelving in public areas. Single-faced shelving is most useful in an office or workroom setting. Main aisles should be 60 inches wide and side aisles 42 inches in width.

## Millwork

Custom millwork should be kept to a minimum. Standard furniture and furnishings available in modular units should be used whenever possible to enable response to changing service needs and future expansion.

Storage cabinets and counters in staff workrooms should be free-standing and modular. They should be able to be moved without major disruption to the walls whenever possible.

## Furniture

Furniture selection should emphasize durability and maintenance as well as appearance. Strength of construction and the ability to replace components should be a prime consideration. Standard, stock items should be specified.

Budget permitting, a small inventory of replacement parts and materials should be included in the specifications. It is helpful to provide this additional stock so that replacements will be from the dye lots or manufacturing runs. The following items and amounts are recommended:

Wall Coverings	3 percent
Ceiling Tile	3 percent
Carpet	3 percent
Vinyl Tile	3 percent
Wall Base Trim	3 percent
Ceramic Tile	3 percent
Paint	5 percent

Table and chairs should be of all-wood construction. Upholstery that can be removed on site is advantageous.

Partitions used in office landscaping should be standard, modular units rather than custom units.

Moveable furniture and equipment must be equipped with carpet casters.

The library planning team should be allowed to inspect and evaluate furnishing selections whenever possible prior to approval.

## **Equipment**

The library will independently acquire through its own purchasing procedures media, circulation, computer and office equipment and these costs are part of the total project budget. The architect will be responsible for the provision of the necessary space, power, cabling, and related furniture.

## **Locks**

A zoned master and grand master keying system, as simple as possible, should be developed in consultation with the library planning team. A key case and key management system should be provided.

## **Book Drop**

The drive-up book and media returns should deposit in a fire-rated room. Each return slot must be well signed and at a convenient height for both automobiles and vans. Locked depository units should be specified. The interior lobby returns should deposit into the check-in/reshelving area. Separate returns are provided for books and media items to minimize damage to media items. The returns should be installed at a height above the interior floor that permits use of depressible carts beneath the returns. When use is heavy the carts may be replaced with a fire-resistant pad.

## **Display Fixtures**

Public bulletin boards for display of public notices should be flush-mounted and provide a locking glass cover. Brochure racks should be flush-mounted or recessed, free-standing units.

# Current, 10 year and 25 Year Space Needs Estimate

## Introduction

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The County asked that the study “quantify library space needs for today, ten year, and twenty-five year milestones.” To provide that information a space needs assessment process is utilized. The methodology is based on a space needs assessment process developed, revised, and published by the Wisconsin Division for Library Services. It is slightly modified as applied by the consultant. This methodology focuses on seven types of space utilization commonly found in public libraries:

- Collection Space
- User Seating
- Work Space
- Programming Space
- Computing Space
- Special Use Space
- Structure/Support Space

## Supporting Data

### Service Population

The service population the Nobles County Library can expect to serve in the next 25 years is one important element in developing a space needs estimate. The Minnesota State Demographic Center suggests a Nobles County will experience a virtually static population through the year 2035.

### County Population

Year	Nobles County
<b>History – Census Bureau</b>	
1960	23,365
1970	23,208
1980	21,840
1990	20,098
2000	20,832
<b>Projections – Minnesota State Demographic Center</b>	
2010	20,500
2015	20,540
2020	20,630
2025	20,710
2030	20,590
2035	20,510

## Peer Library Benchmark Collection Data

A benchmark group of all Minnesota public libraries serving communities of 15,000 to 30,000 residents was developed. The following collection data is for FY 2007 as reported by the benchmark libraries to the State Library in their annual reports.

<b>Minnesota Libraries Serving Populations of 15,000 to 25,000</b>	<b>Service Population</b>	<b>Periodical Subscriptions Per Capita</b>	<b>Total Materials per Capita</b>
Columbia Heights Public Library	18,520	0.0069	3.87
Fergus Falls Public Library	19,284	0.0091	4.77
Grand Rapids Area Library	20,721	0.0095	3.93
Hibbing Public Library	16,582	0.0089	4.96
Marshall Lyon County Library	21,605	0.0078	3.82
Martin County Library	21,802	0.0092	4.32
Nobles County Library	20,495	0.0058	3.88
Red Wing Public Library	20,772	0.0137	3.71
Sibley County Library System	15,664	0.0189	4.38
South Saint Paul Public Library	20,024	0.0092	4.49
Stillwater Public Library	15,323	0.0173	6.46
<b>Average</b>	<b>19,163</b>	<b>0.0106</b>	<b>4.42</b>
Holdings using the Nobles County 2000 Census population of 20,832 and the peer group per capita average		220	92,021

# Space Estimates

## Collection Size

### Book and Media Holdings

There are two methods for considering the library's future collection size, a peer library method and an actual growth rate method.

#### Peer Library Method

The Noble County Library's book and media collections are currently below average when compared to the 11 other Minnesota public libraries serving populations of between 15,000 and 30,000 population. The average for those libraries is 4.42 items per capita in FY 2007. The Noble County Library's total holdings for FY 2007 were 3.88 items per capita.

Applying the peer group's average holdings rate of 4.42 items per capita to the Nobles County 2000 Census population of 20,496 suggests a collection of 92,077 for 2007, compared to the collection of 79,608 reported by Nobles County for that year.

#### Actual Growth Rate

Over the past four years the Nobles County Library has averaged an annual gross collection growth rate of 4,048 items. A 2030 total collection of 108,831 items is projected if the average growth rate is applied through the year 2030 while also applying an annual de-accessioning rate of 2.5%.

Varying the de-accession rate produces different results. A weeding rate of 3% produces a 2030 collection of 101,330 items, a 2% rate results in a collection of 117,033 items.

### Conclusion

I recommend we plan for a 2030 Nobles County Library collection of 108,831 items. The existing collection is currently undersized in comparison to the peer group. This is due, in great part, to a forced high de-accession rate to compensate for a lack of shelving capacity in the existing building. If unfettered by space limitation the Nobles County Library should currently be in the neighborhood of 92,000 items. Allowing space for the collection to grow another 16 or 17,000 items over the next two decades seems prudent.

### Periodical Holdings

The benchmark libraries received an average 10.6 titles per 1,000 residents in FY 2007. This is significantly more than Nobles County's 5.8 titles per 1,000 residents in FY 2007. Applying the benchmark average periodicals rate to the 2030 projected Nobles County population suggests planning for 217 titles.

This study will project a 2030 periodical collection of 204 titles for Nobles County.

### Public Computing

The digital format has become the preferred form for many customers seeking specific pieces of information, accessing digital information sources, and for preparing information to be shared with others. On-line databases, web access, and sophisticated on-line catalogs are all important components of today's library service program. On-line databases and CD ROM technology got their start in libraries over 30 years ago, long before meeting common acceptance.

Public libraries are the technology access point for many in the community. Even with the falling cost of technology, the public library will continue to be the one source for data applications for many residents. For

those with their own equipment and access to technology, the public library will continue to be the provider of electronic services not easily or cost effectively accessed by individuals. The trend to fee-based access for Internet resources will accelerate in years to come.

A good method for estimating the number of computer stations that are needed is to provide one station for every 15 persons who enter the library daily. In 2007 88,033 customers entered the library or a daily average of 267 customers.

Looking to the future, it is likely that average daily door count will increase for a number of reasons. Across the board, library use permanently increases when there are significant improvements made to a library's building. Applying a 50% increase in daily customers expected over the course of the next 25 years suggests an average daily door count of about 400.

Currently the library has 13 computer stations and that is not enough to meet demand. Allowing one computer for every 15 customers entering the building in 2007 suggests providing 18 public computer workstations. Looking to 2034 this study will recommend planning space for 27 public computers.

### **Program Spaces**

Public libraries commonly provide spaces to support the Library's programming for children, adults, and other needs of the community. The library has an active schedule of library sponsored programs. In FY 2007 the library sponsored programs with an attendance of 8,817.

Looking at current and projected needs two program rooms are suggested:

- A general purpose program room that seats 150 with space for table/chair storage and a warming kitchen.
- A children's program room to seat 75 participants and allow for 10 pre-deployed craft tables.

### **General User Seating**

Projected user seating calculations are based on a sliding scale of seats per thousand population. The scale was developed by the State of Wisconsin following studies of actual public libraries and their use by patrons.

#### **Seating per 1,000 Population**

<b>Population</b>	<b>Seats per 1,000 Populatio</b>
5,000	10.00
10,000	7.00
25,000	4.50
50,000	3.00
100,000	2.25

The projected service population of 20,510 persons suggests that 5.4 seats be allocated for every 1,000 residents or as many as 111 general customer seats. Library seating is typically offered in a wide variety of formats such as study chairs, task chairs, stools, and lounge chairs to reflect the different types of library users and their seating preferences. Each of those seating types has a different space requirement. In the Needs Assessment an average space requirement of 30 square feet per seat is used.

## Staff Work Spaces

Staff work space is critical to an effective and efficient public library. Work space is a productivity issue, not a luxury. Staff work space includes both public service areas such as the check-out desk and workroom space where staff completes its on-going responsibilities such as cataloging materials, physically processing the items for the shelf, and processing interlibrary loans.

The number of workstations is not in a one to one relationship to the number of staff. The number of workstations represents how many places where work takes place, not the number of staff. By example, while there may be only one person using a wood shop, there are many workstations: table saw, workbench, lathe, and drill press, each with a specific, dedicated purpose.

The existing staff work space is extremely limited at the Circulation desk and in support of the children's staff.

Location	Existing	Projected
Circulation Desk	2	4
Circulation Desk Support	0	2
Reference Desk	1	1
Children's Desk	1	1
Children's Workroom	0	4
Workroom and Director	7	5
<b>Total</b>	<b>11</b>	<b>17</b>

## Special Use Space

Special use space is an umbrella term that encompasses a variety of public and staff spaces not covered by the preceding broad categories. Examples of special use space include copiers, files, displays, and storage space. The specific space requirements for these uses should be detailed in the building program document. For the purpose of the space needs assessment, special use space may be expressed as 15% of the preceding spatial needs.

## Structure and Support Space

Structure and support space includes areas of the building that are of common utility and do not serve a specific library purpose. Structure and support space is sometimes referred to as architectural or unassigned space. Examples of structure and support space include the entry and foyer, restrooms, general aisle space throughout the building, stairs, elevators, mechanical systems, and even walls and partitions. A single story library typically requires 25 to 30% of the gross building area for structure and support space. Because the project may be an addition /renovation or adaptive re-use project a 30% rate is recommended for planning purposes.

# Current, 10 year and 25 Year Space Estimate Calculations

2009		2019		2034	
Space Use Category	Square Feet	Space Use Category	Square Feet	Space Use Category	Square Feet
<b>Collection Space</b> 6,649 linear feet	<b>5,652</b>	<b>Collection Space</b> 9,172 linear feet	<b>7,796</b>	<b>Collection Space</b> 11,695 linear feet	<b>9,764</b>
<b>General User Seating</b> 110 seats x 30 sf/seat	<b>3,300</b>	<b>General User Seating</b> 110 seats x 30 sf/seat	<b>3,300</b>	<b>General User Seating</b> 110 seats x 30 sf/seat	<b>3,300</b>
<b>Public Computer Stations</b> 18 computers x 40 sf/station	<b>720</b>	<b>Public Computer Stations</b> 24 computers x 40 sf/station	<b>960</b>	<b>Public Computer Stations</b> 27 computers x 40 sf/station	<b>1,080</b>
<b>Staff Work Space</b> 11 workstations x 150 sf	<b>1,650</b>	<b>Staff Work Space</b> 17 workstations x 150 sf	<b>2,550</b>	<b>Staff Work Space</b> 17 workstations x 150 sf	<b>2,550</b>
<b>Program Space</b> 150 seat general use room 75 + seat children's program room	<b>3,750</b>	<b>Program Space</b> 150 seat general use room 75 + seat children's program room	<b>3,750</b>	<b>Program Space</b> 150 seat general use room 75 + seat children's program room	<b>3,750</b>
<b>Special Use Space</b> 15% of subtotal of above (15,072)	<b>2,261</b>	<b>Special Use Space</b> 15% of subtotal of above (18,356)	<b>2,754</b>	<b>Special Use Space</b> 15% of subtotal of above (20,444)	<b>3,067</b>
<b>Net Subtotal</b>	<b>17,333</b>	<b>Net Subtotal</b>	<b>21,110</b>	<b>Net Subtotal</b>	<b>23,511</b>
<b>Structure/Support Space</b> At 30% of gross space requirement	<b>7,428</b>	<b>Structure/Support Space</b> At 30% of gross space requirement	<b>9,047</b>	<b>Structure/Support Space</b> At 30% of gross space requirement	<b>10,076 sf</b>
<b>Total Gross Space Requirement</b>	<b>24,761</b>	<b>Total Gross Space Requirement</b>	<b>30,157</b>	<b>Total Gross Space Requirement</b>	<b>33,587 sf</b>