

Indian Valley Public Library Building Program Report



***Rich Bowra, Library Building Consultant
NOVEMBER 17, 2017***

Indian Valley Public Library Building Program Report
Executive Summary

November 17, 2017

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The Indian Valley Public Library contracted with public library building/strategic planning consultant, Rich Bowra, to assist the library in planning for its forthcoming facilities options. The library may choose to improve and expand its current building on site, but might also consider an alternate location for its operation with a new building. In order to make informed decisions about its options, the library first needs to determine the sizes, types, functions, and relationships of spaces it has and needs. This will be accomplished through the building program report.

Separate from this contract, and with a different entity, the library will need to retain an architect/engineer to review the current building, analyze the information contained in the building program report, and prepare preliminary options and pricing for the library to consider for its options.

The consultant's scope for this phase of the project entails:

- Meeting with library board members and staff during site visit #1 to gather information for preparation of the program report (Completed October 6-7, 2017).
- Preparation of a library building program report.
- Meet with library board members and the Library Director during site visit #2 to discuss the building program report and next steps.

Interviews were conducted on site with library staff members, library board members, and a few individuals from the community. The information shared during these meetings articulated the shortcomings of the current library, vision for the library, and the features and changes that would be desired in a renovated, expanded, or new library.

The current library building consists of approximately 25,000 square feet. With all of the suggested changes and improvements included in what must be considered preliminary figures, the library would need as much as 36,486 square feet of space.

The library options would include:

- Renovate and expand the current facility.
- Construct a new library facility
- Construct a branch library facility
- Renovate the current facility, but not expand it.

The Building Program Report will be reviewed by library board and staff, followed by a site visit and presentation by the library building consultant on November 16, 2017. At this meeting, there will be a general discussion about the report and initial discussion regarding the spaces and features that have been included as a result of the board and staff interviews. Improvements indicated as important to the renovated/expanded/new library include, but are not limited to:

- Additional dedicated spaces/rooms for quiet study, tutoring, and other small meetings
- An entrance foyer that is more spacious and less congested
- Improved restrooms
- ADA compliance
- A new circulation desk that is more functional, further away from the front doors, and allows adequate room for proper patron flow
- Improved safety and security throughout the building
- More effective and efficient library layout
- Return of the non-fiction collection to the Dewey classification to aid patrons in the location of materials
- Use of outdoor space for library purposes
- Improved lighting
- Energy efficiency
- Better ergonomics
- An improved reference station
- Improved and more efficient workspaces for staff
- A book sale room that is more inviting and is patterned after commercial bookstores like Barnes and Noble
- Flexible spaces that can be used for maker spaces, computer lab, study, and other purposes
- Cosmetic and design changes that distance the current building from its former identity as a school building
- Design that allows for maximum flexibility in the future as use of library space will change over time
- Museum quality learning experience for children
- Provide a demonstration kitchen

The engagement of an architect will be the next logical step in this process. The full building program report provides insight into the scope of work that should be included in the architectural RFP. One of the first tasks of the architect would be to do a comprehensive audit of the current library building which would include an evaluation of the major building systems. This would include, but not be limited to roof, electrical, plumbing, HVAC, structural, hazardous materials, and energy efficiency. The library, architect, and library building consultant would then discuss the building program report to determine what might be possible on the current site. For example, what would be the maximum gain in usable square feet on the current parcel of land? This could include a few options and would include some very preliminary estimates of cost. As this phase of the work continues, there will be likely be a few scenarios, some of which

would be a more modest expansion than what is shown as the figure in the report. The typical costs for new library construction would also be part of this process.

Following a review of options and costs, the work with the architectural firm would pause while the library explores its financial capacity to undertake the preferred and alternate options. This could include conducting a fundraising feasibility study. Once the library has a sense of what money might be available from all potential sources, work with the architect would be restarted and design development and more comprehensive cost estimated will be provided.

Indian Valley Public Library – Building Program Report November 17, 2017

Introduction

The text that follows in this *Introduction* section are from the contract between the Indian Valley Public Library and Library Consultant Rich Bowra:

The Indian Valley Public Library is utilizing the services of public library building/strategic planning consultant, Rich Bowra, to assist the library in planning for its forthcoming facilities project. The library may choose to improve and expand its current building on site, but might also consider an alternate location for its operation. In order to make informed decisions about its options, the library first needs to determine the sizes, types, functions, and relationships of spaces it has and needs. This will be accomplished through the building program report.

Separate from this contract, the library will need to retain an architect/engineer to review the current building, analyze the information contained in the building program report, and prepare preliminary options and pricing for the library to consider. If requested and upon a separate engagement, the building /strategic planning consultant will subsequently review the options presented by the architect/engineer as they relate to the building program report.

Project Scope

The consultant's scope for this phase of the project entails:

- Preparation of a library building program report.
- Meeting with library board members and staff during site visit #1 to gather information for preparation of the program report.
- Meet with library board members and the Library Director during site visit #2 to discuss the building program report and next steps.

Background

The Indian Valley Public Library is located at 100 East Church Avenue in Telford, PA. The building was constructed in the 1960's as a school. The library took possession of the library in 1981. Minor changes were made to the facility over the years.

Library board and staff have expressed a desire for additional space to accommodate the collections, programs and services that it wishes to provide to its patrons and the community at large. This might be accomplished in several ways:

- Reallocation of space in the current library building
- Addition to the current building
- A new, larger, building in a different location
- Consideration of a satellite site to supplement the current building and have a more central presence in the service area.

Interviews with library staff and board yielded a comprehensive list of changes that should be made to the current building to allow for the desired level of service delivery to the public. In addition to these recommendations, the current building needs to be thoroughly evaluated with

respect to major systems such as electrical, HVAC, plumbing, energy efficiency, ADA compliance, building code compliance, roof, and any other pertinent systems. The findings of this assessment will be an important component to determining the overall costs and scope of improvements and, possibly, additions to the current structure.

The current library building consists of approximately 25,000 square feet. With all of the suggested changes and improvements included in what must be considered preliminary figures, the library would need as much as 36,366 square feet of space. The features and functions that prompted a need for more space will be thoroughly discussed and prioritized during the next steps of this process. The ultimate desired size will be different from this initial, “all things included” scenario.

The prospect of constructing a new facility was also discussed. In a subsequent section of this report, there will be some very preliminary cost considerations for this as an option.

Evolutionary Process of a Building Program Report

A building program report might best be described as “a recipe for the architect,” It provides the architect with a comprehensive background of what the library would like to achieve. This report is the first iteration of what could eventually be a few subsequent revisions following discussion and assessment by the library. It is initially submitted as a draft so that modifications can be made as the report is further explored. In some cases, cost considerations will require adjustments to the “program” in order to stay within the projected allowable budget.

This initial report shows projected need of approximately 36,716 gross square feet. The current building is approximately 25,000 gross square feet. This determination is based upon meetings with staff and board at which time information was gathered and subsequently translated into space needs using standard library space planning formulas.

A calculation shown in the Table of Spaces shows what is labelled as a net to gross multiplier (20%). This is a mathematical calculation for planning purposes that estimates the additional space needed to provide for spaces such as restrooms, hallways, mechanical rooms, storage, wall thicknesses, etc. When the architect develops an initial schematic plan can the true percentage be determined. A more efficient design could reduce this percentage amount. For example, as design might have less hall and unused space.

Library Background

The Indian Valley Public Library serves 5 communities of the Souderton Area School District with a population of 45,316. Municipalities served include:

- Franconia Township
- Lower Salford Township
- Salford Township
- Telford Borough
- Souderton

The library's 2016 Annual Report to the Office of Commonwealth Libraries:

- Circulation total was 385,525
- Circulation of Children's materials was 152,975
- Circulation of physical items was 344,674
- Circulation of electronic materials was 26,629
- Total circulation of materials was 371,303
- Retrieval of electronic information was 14,222
- Total electronic use was 40,851
- Library visitors totaled 254,732
- Registered users totaled 39,432
- Reference staff answered 18,291 questions
- The library collection totaled 173,516 items
- The library collection includes 128,019 print materials
- 628 programs were held for children with an attendance of 11,608
- 47 programs were held for young adults with an attendance of 505
- 644 programs were held for adults with an attendance of 5,338
- The annual operating budget expenditures totaled \$1,116,697
- Staffing consisted of 27.63 FTEs (per state standards)

Indian Valley Public Library – Strategic Plan 2017-2021

The library's current strategic plan is the major driving force behind this building program report as it details the programs and services that will need to take place within the building envelope as well as through outreach efforts in the community.

The theme of the current strategic plan is:

Accessing the Future: Building Relationships & Knowledge Networks in the Community

The Vision of the Indian Valley Public Library is: *To inspire lifelong learning for all.*

The Mission of the Indian Valley Public Library is to:

- *Build and serve the community;*
- *Enrich lives and minds by inspiring curiosity and advancing literacy and;*
- *Provide innovative collections, programs, and services.*

The 4 primary goal areas of the strategic plan are **PEOPLE, PLACE, PLATFORM, and SUSTAINABILITY**

PEOPLE: *IVPL is the place where people can connect, foster relationships, build community, and engage in programs, activities, and events. IVPL is treasured as the space which inspires life-long learning for all.*

PLACE: *IVPL is recognized as a welcoming place and community center for reading, learning, playing, and bringing people together.*

PLATFORM: *IVPL provides access to tools and resources with which to discover, create, and learn.*

SUSTAINABILITY: *Ensure long-term sustainability for IVPL by identifying reliable sources of revenue for daily operations as well as long-term planning and investment.*

The Current Building – Square Footages

The annual report to the Office of Commonwealth Libraries indicates that the current library is 25,000 square feet. The following measurements are approximate square footages for all areas as scaled off of the plan set provided by the library to the consultant. This set is dated 2/28/2010 and was prepared by Lederach Associates Architects. The areas identified below reflect the names of the areas contained in the referenced plan set. Some of these areas currently have different name references that were listed on the plan set (below).

Main Vestibule: 112 sf
Circulation Desk Area: 874 sf
Reference Area (Keystone Room): 550 sf
Reference Area/New Books: 1,914 sf
Fiction: 1,911 sf
Workroom (Circulation): 936 sf
Vestibule: 105 sf
Used Book Annex: 1,056 sf
Storage Corridor: 96 sf
Storage: 930 sf
Corridor: 292 sf
Copy Center: 126 sf
Conference Room: 270 sf
Utility Room: 126 sf
Janitor's Closet: 72 sf
Corridor: 336 sf
Server Room: 90 sf
Rest Room: 70 sf
Videos: 389 sf
Staff Lounge: 296 sf
Corridor: 105 sf
Vending: 45 sf
Staff Rest Room: 25 sf
Community Room: 1,813 sf (includes closets)
Non-Fiction: 2,826 sf
Room A: 117 sf
Room B: 90 sf

Room C: 90 sf
Room D: 90 sf
Room E: 117 sf
Office: 180 sf
Administration/Technical Services: 2,866 sf (includes closets)
Rest Room AD/TS: 56 sf
Children's Library: 2,642 sf
Children's Storage: 80 sf
Children's Rest Room: 10 sf
Children's Story Time: 1,056 sf
Children's Reading: 529 sf
Rest Rooms: 207 sf
Reading Room: 1,296 sf
Reading Room Corridors: 396 sf

GRAND TOTAL APPROXIMATE CURRENT SQUARE FOOTAGE: 25,187 gross square feet

These numbers will be officially validated by the architect as part of their initial work on the project.

Shortcomings of the Existing Facility

Staff and board members mentioned the following items as shortcomings of the current facility. These include, but are not limited to:

- Lack of space for current and future library physical collections
- ADA compliance
- Inadequate and (some) non-functioning restroom facilities
- Safety and security. This includes lack of camera security coverage, blind spots, and desks not positioned appropriately
- Circulation desk is too close to the front doors. This is a security issue for children as well as a temperature comfort concern. The current configuration does not allow sufficient space for staff workflow and public access.
- The library still looks like and feels like its original purpose, which is an old school
- The glass rooms at the rear of the library (part of the most recent addition) do not provide adequate privacy or sound isolation
- There are not enough quiet work/study areas
- There are not enough private spaces for tutors and therapists to work with their students/clients.
- Lighting is poor
- HVAC comfort is not consistent
- Staff workspace is cluttered
- Staff workflow issues
- Noise from carts on the uneven tile floor creates a significant sound problem.

- The kitchen is small and outdated
- Lack of natural light
- Reference desk is uncomfortable for staff
- Non-Fiction collection arrangement is confusing to patrons and staff
- Meeting/Program rooms are not sufficiently equipped with technology
- There is no dedicated space for nursing mothers.

Emerging Public Library Building Trends

Libraries are gaining a new identity of “library as place” or “library commons.” The library has been gaining in popularity as a community gathering space. This includes provision of meeting rooms for community groups and organizations in addition to use by the library. With the increased role of online and downloadable electronic resources, certain parts of library physical collections have been reducing in size. Space for teens, tutoring, and group study are also gaining in popularity. Some libraries are developing "maker spaces" in which patrons can do anything from writing and composing music to making items with 3-D printers. The expanded library for IVPL needs to allow for space that will be as flexible as possible given that library trends will continually change throughout the life of the building.

Vision for the Library Facility

Board and staff of the library provided the following statements as building blocks to their vision for an updated library facility:

- A state-of-the-art library in appearance, function, and service delivery
- A library that meets and/or exceeds the requirements of the Americans With Disabilities Act. A library for all
- Museum quality learning spaces for children
- Adequate spaces for private study, tutoring, therapy, and group study
- Better acoustics
- An opening, welcoming entry area which will include space for display of art and other items
- A circulation/service desk that provides generous room for patrons checking out materials and others who are passing by the area
- Utilization of outdoor space for library program and service use, including performances
- Upgrade to the book sale room to give an appearance similar to commercial book stores like Barnes and Noble
- Consideration of a demonstration kitchen for library programs, outside users, and special events
- A collection (library materials) layout that is easy for the public to follow and access
- Upgraded safety and security, including enhanced lines of sight in public areas
- Staff workspaces that provide for increased space and better workflow
- Spaces and features that meet and/or exceed ADA requirements
- Space that is very flexible and adaptive to changes in use over time

Main Entry/Lobby

The main entrance to the library will be the main point of patron access. The vestibule area should contain bulletin boards, directories, and seating (possibly benches). A mat that removes as much dirt and soil as possible should be installed in the lobby area. The path from the parking area(s) should provide maximum shelter where possible. Canopies by the front entrance and along walkways should be considered. Automatic doors should also be employed in the main/handicapped entrance to the facility. It is recommended that there be only one entrance to the library.

Currently, the library entrance opens immediately to the oval circulation desk. This creates a pinch point for library patrons and impedes traffic flow. It has also been a safety/security issue with children able to exit the building easily. The new library entrance should feature a circulation desk that is pushed back further away from the entrance so that an internal lobby (beyond the vestibule) provides a place where people can gather, view notices, enjoy artwork, and view an electronic bulletin board and possibly display cases.

From a marketing standpoint, it is always good practice to create numerous collection display areas in very close proximity to the entry area. These areas would contain best sellers and other popular collections that can be quickly seen, accessed, and checked out by library patrons.

Service Desk - Circulation

The upgraded or new library will have circulation services for all ages delivered from a single service desk centrally located near the library core and entrance. The circulation portion of the desk will have space initially for 3-4 circulation computers and scanners, although provision should be made for additional computers if needed in the future. Self-check-out computers will eventually be a part of this mix and these terminals (perhaps 2) should be located in very close proximity to the service desk. If these are not initially installed, conduit to provide power and data should be provided for future installation.

The desk needs to have an ADA appropriate height drop down section to allow interaction with patrons with disabilities as well as younger patrons. The counter will be at transaction height and there may be space provided behind that section for staff to work when they are not in the circulation workroom. Within this concept, the desk should not get so deep that the handing of items for transactions is longer than the arm length of staff lending assistance. This consultant has seen cases where desks were custom millwork and quite attractive, but were not functional due to an excessive depth issue.

A major problem at the current desk is access to the CDs and DVDs that need to be secured to be out back in their cases prior to checkout. In order to gain access in the current configuration, other staff are interrupted from their workflow. There are a couple of ways that this could be addressed. With a larger circulation desk, an island could be placed in the middle that contains these cases. The library could also decide to use security tags and place the items back in their cases. There would be an expense associated with this and there is still a risk of theft. A third option would be to have the cases in the circulation workroom, but this would only work if the workroom was immediately adjacent to the desk rather than down a hallway.

The library currently uses a 3M Checkpoint library security system with theft detection at the exit security towers.

Key Circulation Service Area Points:

- New desk to have standing and sitting (children and ADA) heights
- Good sight lines to public areas
- Shelving to hold reserve/ILL library materials
- Drawers for CD/DVD cases that are easily accessible and that do not interfere with other staff members doing their tasks
- Capacity for 3-4 circulation terminals w/scanners and telephone at each station
- Materials return slot(s) that empty into depressible return bins
- Attention to floor covering for staff comfort – either padded carpeting or rubber flooring material
- Adequate space for book return trucks, with a desire to buffer public sight of book trucks to the extent possible
- Area for a cash register
- Immediate proximity to the circulation/staff workroom
- Adequate space for library supplies associated with the circulation function
- Close proximity to the Circulation Workroom

Circulation Staff Workroom - Service Desk/Circulation Area

It is anticipated that there may be as many as 4 staff members actively working the circulation desk and several others in the workroom at peak working times. There are a multitude of support functions for the circulation function that must be supported by a sufficiently sized and configured circulation workroom. The workroom should be located contiguous to the service/circulation desk and provide staff line of sight to the desk. The workroom should provide no less than 2 personal computer workstations and a shared printer. Counter space or a work counter for various behind the scenes activities is to be provided. This would include space for packing and storing delivery boxes/crates. Attention to the sound generated by this work area should be addressed.

Storage should include shelving, cupboards, and counter space. Open shelving is required for interlibrary loan, reserves, and patron holds. A small sink should be included in this area. Mail slots for interoffice mail should be located in this area.

Delivery/Loading/Shipping Area

Libraries typically have an appreciable volume of shipping and receiving of library materials and supplies. The library receives deliveries regularly from the various sources, including standard commercial services such as U.S. Mail, UPS, and its library courier through the system/District.

While a loading dock is not required, the library design should consider a separate delivery entrance. Such an entrance would have easy access from library parking and would access a non-public area in close proximity to or within the staff workroom. Attention should also be paid

to providing suitable space for the staging of materials readied for shipment as well as for the receipt of deliveries of library materials and other items. This would occur near or in the staff workroom.

Library Book Sale Space

The library has allocated space for the sale of used books and media material. A regular book sale is typically held twice per month and takes place in the dedicated book sale space. This space is a modular unit that is connected to the original library building. A brick façade that matches the current building conceals the fact that this is a modular unit that is quite different than the original structure. The space measures approximately 1,056 square feet and includes book stacks for display and storage.

The library also has an area in the regular portion of the library that features a limited selection of ongoing book sale items. This entire operation is managed by a loyal group of library volunteers.

The book sale proceeds are very important to the library and the current plan is to continue dedicating space to this function. There is a desire to improve the space to give it more of a book store/lounge area feel than is currently the case.

The area of this space, given that the structure is older and prefabricated, should be considered as a prime space where any permanent addition to the library could be added if the prefabricated unit is removed. This could be a single story or could possibly be more than one floor with staff offices/workspace on the upper level. During the board and staff interview process, there was mention of possibly moving the book sale operation to a freestanding structure on the library property.

Library Technology – Computer Equipment Room

The major library automation component, known as its ILS, is now hosted offsite. This reduced space needed to house conditioned server equipment. At present, the library does not house any servers on site, but this is always subject to change. The library, of course, still has critical equipment such as routers that need to be properly maintained and conditioned. There needs to be a conditioned room in close proximity to the service desk where such equipment will be housed. This room will need to be temperature controlled.

Technology - General.

One of the changes that has come to library technology has been a move away from as many dedicated PC towers in favor of the use of wireless technology for personal laptops or library loaned laptops. In many cases, libraries will still have a certain number of dedicated towers for patron use. This approach creates a more cost-effective solution when planning the need for library seating. A single seat can now function for both purposes rather than tying up seats solely for technology.

Computers require both power and telecommunications connectivity. In addition to computers supplied by the library in the library, patrons will bring in laptops, and will expect connectivity to

the Internet. Therefore, power and telecommunications connections should be abundant throughout the facility. At the present time, there are places in the library that do not have adequate wi-fi connectivity. One or more charging stations should be provided.

The photocopier should be located in close proximity to the circulation desk area.

The library does not currently have self-checkout stations. Space and wiring for two or more such stations need to be planned with the new facility. Even if these are not put into place during renovation or new construction, their future space must be planned.

Patron printing is another important component of technology services. Space for printers and an efficient methodology for payment should be included.

Technical Services Workroom

This is the area where library materials are processed and cataloged and prepared to go on the library shelves. The library currently has a Technical Services Workroom consisting of approximately 1,200 square feet. This workroom will include 5 PC workstations, desks, work surfaces, shelving, and storage. It will also include a dedicated workspace for the head of the department.

Children's Services

The Children's Area will serve the library's young patrons and will include books, magazines, audiovisual materials, computer software, and such items as games, toys, puppets, and puzzles. The character and appearance of this portion of the library should be different from the other public areas of the library and easily identifiable as a place that is attractive and inviting to children.

The juvenile print and non-print collection capacities will be approximately 18,000 volumes. Seating for no less than 44 children (and adult caregivers) should be provided. This will consist of a mix of tables and individual seating, including some that are adult sized. Shelving and furniture to house and display print and audiovisual materials will be integral to this area and should be designed with children in mind. Shelving should not exceed 66" in height and must be 42" in height for collections for the youngest of readers (board books, picture books, and easy readers).

Parents, grandparents, and other caregivers generally accompany children to the children's area. For this reason, the mix of seating should provide adequate spaces for shared adult/child seating for the enjoyment of a book reading or other shared library activity.

Children are naturally noisy, and considerable sound will originate from this area. It is important that the design addresses the need to provide a sound barrier between this area and other parts of the library, while maintaining good visibility to and from this area. Safety features should include safe electrical outlets, sturdy shelving units without sharp edges, and tempered glass. An area for parking baby strollers should also be provided.

It is not unusual for the children's area of a library to employ a theme. However, it is very important that any theme chosen is not one that would quickly become dated. Additionally, some theme recommendations include the use of characters and topic that are copyrighted, and proper clearances are important in these cases. It has been suggested that there might be an object such as a boat, train, or other creative idea that would provide for safe entertainment and amusement of younger patrons.

The children's area will require a storage area separate from other library storage areas.

Key Children's Area Considerations

- Service point with adequate workspace and side chairs for interactions with patrons.
- A centrally located service desk for all children's staff.
- Good line of sight to all children's areas.
- Collection capacity of 17,870 volumes.
- Capacity for no less than 44 seats.
- Capacity for 6 computer terminals (4 public access computers and 2 online catalog computers)
- Sufficient multigenerational seating, considering some niches for quiet reading to a child.
- Proximity of a family bathroom that children can use alone or with a parent or caregiver.
- Parking area for strollers.
- An area where library story time sessions can be presented
- Proximity to multipurpose/program room for larger children's program presentations.
- Adequate display areas for new and popular children's library materials.
- Bulletin board space for library created displays.
- Anything that is feasible to be mobile should be on wheels to facilitate conducting story times, etc. This would include select sections of shelving.
- Outlets and other devices that are potentially harmful to children should be childproofed.
- Bright, legible, changeable signage must be provided.
- An area (room) where mothers can nurse their children.

Young Adult (Teen) Services

The Indian Valley Public Library teens deserve to have an attractive space in which young adults can browse, lounge, and study. Young adults are a very important population segment that is often ignored in library services and in library construction. The implementation of separate Young Adult (YA) sections in libraries has been experiencing a resurgence in popularity.

Young Adult departments generally serve patrons from approximately the seventh grade level until adulthood. YA collections need to be housed in an area separate from the juvenile and adult collections. The area needs to contain features that clearly identify it as an area for this specific age group. Young adults do not want to be associated with the children's library and their area should be clearly separate. Similarly, young adults do not want to be considered adults, so separation from the adult area is equally important.

A variety of furniture and seating should be employed. It is projected that there should be no less than 20 seats in this area. This should be a mix of types of seating. Café tables and booths have been popular with this patron segment. There will be 2 public access computers and 1 online computer catalog terminal placed in this area. It is expected that most patrons using this area would bring their own laptops and smart device(s). The YA collection will have a capacity of approximately 3,700 items. Current periodicals of young adult interest should also be placed in this area.

The library could consider a flat screen as well as a video gaming system. As is the case with the children's area, sound isolation will need to be addressed.

Key Young Adult (Teen) Area Considerations

- The space should be clearly defined, provide lower shelving which would allow for the integration of books, audio, video, and periodical collections, as well as providing display areas.
- Collection capacity of 3,676 volumes.
- Seating for no less than 20 people.
- Space for 2 public access computers and 1 online computer catalog terminal.
- The furniture should be attractive yet easily maintained. There should be a mix of tables and chairs that encourage lounging and studying. Cafe tables and booths have gained popularity with teens in the library setting. The shelving should be designed to allow for a clearly defined, yet not static environment.
- The area must be located separate from the juvenile and adult areas. Staff should have good line of sight to this area. The challenge will be to afford "just the right amount of privacy."
- Bright, legible, easily changeable, signage is important.

Adult Services

In addition to the stereotype of this being an area where patrons search for library books, the Adult Services area should include an area where library patrons can "kick back" and enjoy reading and relaxation. This includes a variety of seating options, including seating at tables, seating at carrels, and seating at lounge furniture. There is a movement towards more tables of 2 rather than tables of 4. Oftentimes, when one person sits at a table of four, others will not sit there, As in the case with other areas of this library, a mix of furniture types and capacities will be important.

Libraries have also benefited from designs utilized by major bookstores. The use of attractive displays, open space, and unique design elements are very attractive to library patrons. Retail marketing techniques are essential.

Adult Services offered at the library will include fiction, nonfiction, and audiovisual collections (CDs, DVDs, books on tape, etc.). Capacities for the print and non-print collections will be approximately 95,000 items. Current periodicals and newspapers will be offered.

The audiovisual areas and the periodical/newspaper areas should be clearly defined within this section. Media has become increasingly popular in public libraries and a highly circulating genre. Adequate space for display furniture for AV collections must be provided.

Libraries have moved to online periodicals, however patrons still enjoy browsing through current issues of popular magazines, newspapers, and other materials. A comfortable, pleasant, quiet area for this type of enjoyment is needed, with a variety of seating.

Technology will play a major role in the library, with terminals for Internet access, access to commercial databases, and to the online computer catalog. The adult area will include 15 library Internet workstations and 5 online computer catalog terminals. Space for printers will need to be provided at the station locations or in a centralized location.

There will be a need for no less than 112 seats in the adult sections of the library. Seating will include a combination of seating at tables, seating at study carrels, and individual lounge seating.

Key Adult Area Considerations

- Collection capacity of 95,141 volumes
- Capacity for no less than 112 seats.
- Capacity for 20 computer terminals (15 public access computers and 5 online catalog terminals)

Pennsylvania Room

In the current building, the Pennsylvania Room includes local history and other collections as well as two large conference tables for board use. The room is roughly 550 square feet. This room and concept should be maintained in any renovation or new construction.

Reference Services

The library will maintain a separate reference service desk as part of this project. It will be important to design and locate this service desk so that patrons can readily locate it and also recognize the difference between circulation and reference. The current desk and seating is not very ergonomically suitable in terms of work surface and chair heights. This will need to be addressed in the new desk design. There will need to be space for two computer terminals at the desk. Space for basic supplies as well as work surfaces will be needed.

Administrative Offices

There should be an office grouping that includes the office for the Library Director as well as the workspace for the Bookkeeper, Administrative Assistant, Digital Services Librarian, and the

Adult Services Librarian. A reception area, as well as a small conference room, should be included. This room would be used for private meetings to be held by the Director but could also be used by other staff when a private session is needed. Related office equipment, such as a copier would be included.

Flexible Space - Study/Meetings/Maker Space

Another way in which libraries are becoming more efficient is the use of space that is quite flexible. For example, a small room could be set up to function at different times to serve a variety of functions. At one moment, the area could be a quiet study room or a place for tutoring. At the next moment, it could be used for group study and again later for a small meeting of a service club or small presentation. Such rooms could also be used for maker spaces or for interactive video presentations. Such spaces include storage for lightweight tables and stackable chairs to facilitate easy conversion. This is not currently provided for in the Table of Spaces. Two such spaces are included in this initial plan.

Study, Tutoring, and Therapy

Tutoring has seen an increase in popularity in recent years and this is certainly the case at IVPL. In addition, the library has seen a growth in the need for spaces for therapy. These are not psychotherapy sessions, but rather therapy such as speech therapy. Additionally, there is an increasing need to smaller rooms for general study spaces. The glassed-in spaces added during the last renovation serve this purpose well, although there have been issues with sound disturbance since the walls do not go to the ceiling. In this program report, several more such spaces have been added, for a total of 8.

In addition to dedicated rooms for these spaces, the plan should look to find ways that some nooks could be created to provide for more such areas. The seating in all of these areas is included in the general adult seating count.

Staff Lounge/Kitchen

The library needs to have a dedicated space for staff for taking breaks or enjoying a snack or meal. This area should contain space to accommodate 3-4 people at a time and should have a sink, refrigerator, and microwave. A cook top is not typically required. A garbage disposal should be considered. This area or the circulation workroom should contain staff lockers where staff can secure items.

Demonstration Kitchen

The library has expressed interest in having a larger kitchen to serve programs and events and has also talked about a demonstration kitchen. Plans for such a kitchen, including necessary equipment and storage should be considered. This larger kitchen would also support outside groups using the multipurpose room, which could be rented out by the library for special uses.

Library Seating

Library seating has changed a bit over time. The use of 4 place tables has been replaced in many cases with 2 seat tables in response to human nature when larger tables are rarely filled due to "personal space" preferences. Additionally, study carrels and single capacity lounge

chairs are also popular with patrons. Where possible, work surfaces should have a place where patrons can plug in their wide variety of personal electronic equipment. Seating for dedicated PC towers has also decreased in favor of greater use of personal or library loaned laptops. This allows a library to use space more efficiently as a single seat can now serve for either purpose (equipment or no equipment).

The current seating numbers in the library at this time are very consistent with library space planning formulas. The seating will be spread out through the various public spaces of the library. The specific division of seating and stacks in these areas will be determined in concert with the architect, library, and building consultant based upon the various layouts/expansions that might be accomplished. The presence of load bearing walls will likely dictate much of this configuration.

Staff Workspace Surveys

Staff members were asked to complete a *Staff Workspace Survey* in order to provide insight into the sizes, types, features, and functions of spaces needed in the library. Each survey also asked for staff input on the project as a whole in the comments section at the end. The surveys were preserved verbatim and are contained in a separate document. The architect will need to devote attention to the detail in these survey documents and the library will need to update these surveys to reflect and personnel changes since the report was generated. There are very few private office spaces required. There are two major workrooms (Circulation and Technical Services) where workspaces are shared. There will also need to be a small administrative office complex that includes a reception area, Library Director's office, Bookkeeper, Administrative Assistant, and a small conference room area for shared use.

Proximities

There are several key space proximities in this project, as well as related considerations:

- Circulation Desk/Counter and the Reference Desk/Counter should be in close proximity to the entrance lobby to the library and have good line of sight to adult collections.
- The Circulation Workroom needs to be located in immediate proximity to the Circulation Desk.
- Public computer stations (which will be all together) should be in close proximity to the Reference Desk/Counter to allow for staff assistance when needed.
- The Young Adult section should be clearly separate from the adult and children's sections.
- The Children's Story Time area should be immediately adjacent to the main Children's area.
- The Children's service desk should be centrally located in the Children's Room to give as much line of sight to the balance of children's spaces as possible.
- The demonstration kitchen needs to be immediately adjacent to the multipurpose room.
- The administrative offices complex will include the Library Director's office, Administrative Assistant, Bookkeeper, reception area, and small conference room.

Office, Work Space, and Related Staff Space

The staff surveys provided a comprehensive picture of the workspaces used by staff (and volunteers). The primary workspaces include:

- Circulation Desk
- Circulation Workroom
- Reference Desk/Counter
- Administrative Offices: Library Director, Bookkeeper, Administrative Assistant
- Technical Services Workroom
- Staff Lounge

Compliance with Local, State, and Federal Codes/Regulations

It is critical that the library design and construction fully comply with local, state, and federal codes. All building design of a new or expanded library must incorporate the Americans With Disabilities Act. This includes, but is not limited to seating, aisle width, service counter heights, parking, signage, and more.

The library also needs to be very aware of codes as they apply to making improvements to the existing space. There are formulas which will be applied by the architect and local code officials to determine the point at which improvements to the library trigger additional comprehensive upgrades. For example, the projected work could prompt the legal need to add a sprinkler system and upgrade safety and security devices. What might first appear to be a less expensive upgrade could readily become a more expensive venture due to these requirements.

Electrical Power

An ample number of electrical outlets must be provided for wall and floor-mounted receptacles. Outlets should contain childproof devices for safety purposes. Some outlets will be utilized for sensitive computer equipment, while other outlets will be used for convenience items such as vacuum cleaners and other maintenance equipment. The electrical system must be designed and segregated appropriately for these varied purposes. Since the library will have wireless computer access, there should be an abundant number of floor, wall, and carrel receptacles.

In addition to these outlets, the library should provide many charging stations for the personal devices owned by patrons.

Emergency Power

The library will need to determine whether or not it wants emergency power beyond that required to allow patrons to safely exit the library during power outages. Some public libraries have included emergency generators for occurrences of power outages. This is an expensive option in terms of cost and maintenance and the trade-offs must be considered.

Floor Loading

Libraries require a live load capability of no less than 150 pounds per square foot to accommodate the significant weight of books and other library materials. A live load range of

between 150 and 200 pounds per square foot is recommended. For compact stacks, this requirement is a minimum of 300 pounds per square foot.

Ceiling Height

Library ceiling heights are typically no less than 9-10 feet clear from floor to ceiling. For sprinklers, 9 feet is generally the minimum requirement. With taller shelves at 84 inches, a higher ceiling gives a much less crowded area at the top of book shelves.

Floor Covering

The types of floor covering in various portions of the library will vary greatly. Libraries typically generate heavy traffic, and flooring must be very durable and easily maintained. Entrances should be equipped with appropriate mats that remove as much dirt as possible from one's shoes before they enter the library.

The type of floor covering will be determined by the function that occurs in that area. Vestibule areas, mechanical rooms, and storage areas will not be carpeted. The library may want to use tile or sheet vinyl in the community and program rooms, as some areas will allow serving of food and drinks and the preparation of crafts. In some cases, high traffic areas are carpeted with a contrasting color to allow easier replacement once significant wear begins to show. Floors that are easily maintained must be provided in these areas. The areas that use bare cement floors should be sealed or painted to minimize dust.

The material used and color employed should be easily maintained and should not show dirt or wear readily. In the library stack areas (both freestanding and perimeter) carpet should be installed on all floor surfaces prior to the installation of library stacks.

During the staff interview process, the noise problem created by the current ceramic tile flooring was frequently pointed out as a significant problem. This is most noticed with library carts as their wheels contact the uneven floor.

Displays and Bulletin Boards

The library should have bulletin board space for library announcements as well as community events.

The use of wall-mounted or freestanding display cases will also need to be considered. Display cases should be lighted. When a decision is made to employ display cases, the library is making a commitment to keep displays in place at all times. In some cases, libraries decline this option, as they do not have the staff or volunteer resources to maintain displays.

The library owns several display cases, all of which will likely be reutilized in the new library. Display areas and bulletin boards will be a very important feature and should be spread throughout the library building.

Art Display

Libraries often are venues for the display of artwork done by school students, local artists, clubs, and other organizations. The Indian Valley Public Library could devote a portion of wall space and appropriate hardware and lighting for this purpose, as it does at its present location. In larger installations, a gallery area is dedicated for this purpose. In more economical installations, existing wall areas are dedicated for this purpose. Oftentimes this occurs near the community meeting rooms where there is maximum exposure.

Interior Signage

This is an aspect of public library building projects that often gets neglected. It is very important that an interior signage program is developed to effectively guide patrons through the building. This includes signage identifying service areas, departments, service desks, program rooms, offices, restrooms, copier, etc. Signage must comply with ADA regulations.

Exterior Signage

The library must be clearly identified with lighted exterior signage. Provisions must be made for proper electrical service to the proposed sign location. Local ordinances must be consulted prior to design of exterior signage.

Restrooms

There should be adequate restroom facilities in the library. Changing tables should be available in these facilities. In addition to the typical men's and women's rooms, there should be a "family" (unisex) bathroom in close proximity to the Children's Area. This would allow a parent to accompany a child of either gender into the restroom. A separate staff restroom (unisex) should be provided in proximity to the staff lounge area.

The library should consider the ability to close off the balance of the library from the meeting/community room facility. For this reason, rest room facilities will need to be located within the meeting/community room complex. Dependent upon the ultimate building design, these could be the sole sets of men's and women's facilities, or it might be necessary to provide a separate set of toilet facilities.

Nursing Room

A private room for mothers (staff and public) to nurse their babies should be provided. This should be readily accessible by staff and public.

Drinking fountains

Drinking fountain(s) should be provided. Flooring around the fountains should be tile or vinyl, and no library materials should be located in these areas to avoid any potential damage. Fountains should be located directly outside restroom areas.

Program/Meeting Rooms

Adequate program and meeting room space for libraries is critical. Proper sizing and flexibility of this space is equally important. In this facility, a program room to accommodate more than 150

persons (seated) is desired. A soundproof divider to partition this room into two smaller areas with separate entrances should be considered.

The room should incorporate wireless technology or be pre-wired to allow for use as a computer lab when needed. A ceiling mounted projector should be considered, as well as a projection screen.

Use of meeting space in libraries ranges from one-on-one tutoring sessions, to large public and community programs. The flooring should be of a material that is easily maintained. A sound system should be provided for the program room. Lighting should be flexible to allow for full lighting and low lighting for various audiovisual presentations. Flexibility for seating is equally important. Rest rooms should be located in close proximity to the meeting rooms, and a kitchen area that can serve the larger meeting room should be located in an adjacent space. Such a kitchen facility could also serve a staff lounge/break area. Consideration should also be given to locate the staff lounge/break area in this area.

Space should be provided for storage of stackable meeting room chairs on movable carts, as well as for meeting room tables. A telecommunications connection for computerized presentations. A lectern and sound system will be used in these areas. A storage closet for audiovisual items and supplies should be included. A ceiling mounted projector and screen should be included. Coat racks for the public should also be provided. It is possible that the library might choose to use these rooms for computer instruction in the future. Adequate connectivity will be important. Provisions should be made for this contingency.

Sound System

It is recommended that the library be equipped with a paging/public address system that can be heard in all areas of the building. This is an important consideration for informing patrons of general announcements and for emergency situations. The program/multipurpose room should also be equipped with a sound system suitable for library and public programs.

Security

Security is a very important consideration. There are two different security systems in a public library, one dealing with library materials, and the other dealing with general security issues.

It is expected that the library will continue use of its library materials theft detection system. Provision should be made to provide the power to the entrance/exit areas for installation. The security "portal" (antennas) needs to be close to the circulation area so that staff can easily monitor any breeches. All patrons exiting the building will need to pass through the "portal" for security screening. The "portals" should be situated so that they are not too close to the front door and allow easy access by staff to patrons when a theft alarm might sound.

The library should install a system to detect unauthorized entry into the building (motion sensors and door/window contacts). Security cameras (interior and exterior) with digital recording capability should be employed. Staff could also be equipped with personal panic alarms that provide immediate emergency dispatch to the local police department.

The library must include a system that includes smoke detectors and other indicators of fire that is connected to the local fire department for prompt dispatch of assistance. Generally, both systems (entry and fire) are integrated in one security system.

Lighting

Lighting in a library setting can be quite complex. Books and other written documents held on a flat (horizontal) surface are illuminated by reflected light. Computer terminals utilize a vertical screen that emits rather than reflects light. Lighting levels should be designed in accordance with the Illuminating Engineering Society (IES) recommended levels as well as local and state building and energy codes.

Lighting stack areas can also be a challenging task, as it is desired that there is flexibility in the location and relocation of library book stacks. Tall book stacks are generally in the 84"-90" range. Other standard heights include 66", 45", and 42". Minimum aisle widths are 36", although 42"-48" is recommended. In this installation, it is preferred that adult stack aisles be 48" and juvenile 42". It is recommended that ceiling heights are a minimum of 10' high. If linear fluorescent fixtures are used and run parallel to the initial layout of the book stacks, any change in aisle or stack location will cause a significant problem with the lighting. In many cases, where linear fixtures are used, they are run perpendicular to the initial stack layout to allow for additions of stacks and changes to aisle width in the future. Wider aisles provide for greater penetration of light to lower shelves.

Fixtures should be capable of being easily maintained, and should allow for ease of securing replacement parts. Exterior lights should provide security as well as aesthetic enhancement, and should be on a timer. Exterior lights should be metal halide to support this goal and to provide better resolution for security cameras monitoring exterior activities.

Emergency lights must be provided for times of power failure.

Heating, Ventilation, and Air-Conditioning

Energy efficiency will be a major factor with any new building project. Additionally, climate control will have a major impact on a library. The major factors of climate control include temperature, humidity, and air circulation.

It is important to keep in mind that library shelving is placed in a wide variety of locations, including freestanding and wall-mounted to heights of up to 90". Placement of vents should be carefully considered so they do not interfere with book stacks and other furnishings. Attention should also be paid to the location of the HVAC units and air handlers, as to avoid excessive noise in areas where a quiet atmosphere is desired.

Thermostats must have day and night settings/timers. Such timers should be programmable, allowing staff to set temperatures higher or lower, as desired, during closed hours. The system should also provide for "fan only" modes for circulation of air throughout the building at times when neither heating nor cooling is being "demanded" by the thermostats. Thermostats in public areas must have lockable plastic covers for security purposes.

Libraries often have many small offices where one thermostat controls several offices and other, larger areas. It is essential that uniform temperature control be maintained in all areas, regardless of size.

Sprinkler System

The library should include a sprinkler fire suppression system, and will need to verify local code requirements to determine whether or not such a system is mandated. It will likely be need for code compliance. At minimum, the library must include a comprehensive smoke and fire detection system that is monitored on a 24-hour basis (through a security firm) and that is connected to the local fire and police departments.

Current Parking

The library currently has a total of 147 parking spaces. This consists of 8 spaces in a side lot by the playground, 43 spaces out front, and 96 spaces in the upper parking lot.

Parking Requirements

Adequate parking must be provided and maximized. Walking distances from the parking lot should be kept to a minimum. The safety of pedestrians is paramount, as there will be a large number of children utilizing the library. Pedestrian paths should minimize exposure to the vehicular areas of traffic. The parking lot should be well lit and provide for easy ingress and egress of vehicles. Special attention should be given to the mix of library and police traffic that will occur on this campus.

There are various formulas that are utilized for calculation of parking, however it is important that local codes are consulted to ensure that local codes do not require more than the calculation. One calculation dictates one space for every 2 user seats. At 176 user seats (excluding meeting rooms), this number would indicate 88 spaces. Including the meeting room seating of roughly 120 seats, the parking requirement would rise to 148 spaces.

Another approach is to provide one parking space for every 300 gross square feet of space. This would indicate 122 spaces. Of this number, an appropriate number of handicapped spaces must be provided. Again, local ordinances will be the final determining factor for these numbers.

Parking areas can often be an unattractive feature of a building. It will be important that adequate landscaping and greenery is incorporated into this area. This will accomplish two important goals. It will work towards satisfaction of the zoning requirements for permeable surface and screening and it will also be an attractive feature of the project.

Book Returns

It is necessary to have two book returns accessible by the public from the outside of the building. A pair of external returns that drop into the building or freestanding external returns should be considered. Additionally, the return should accommodate a standard depressible book return cart, and should be located in close proximity to the main entry doors and the

service desk/circulation Area. Internal returns need to be fireproof and accessible from the interior of the library.

Coat Racks

Coat racks should be provided in staff, and the adult and children's areas of the building.

Patron Counter

The library will want to include patron counters at the entrance to track the number of visitors to the library.

Miscellaneous Storage

Storage must be provided for bulky items such as seasonal decorations, stored furniture and equipment and other miscellaneous items. This storage area must be easily accessible. This is a very important feature for the new building.

Storage of Exterior Maintenance Items

The library will need to provide space for the storage of lawnmower(s), snow blower, and other large maintenance items if this is not handled separately by the township. This would include storage for hoses, garden tools, snow shovels, ice melt, and other basic equipment.

External Hose Bibs

An adequate number of external hose bibs should be provided for exterior watering and maintenance. The bibs should be recessed with lockable covers.

Landscaping

Landscaping always adds a major improvement to the appearance of the building exterior. Plant material should be well suited to the local weather conditions, and should be as durable and maintenance free as possible. Landscaping should not obstruct public access or public security.

Tables and Seating – Current Configuration

The current table and seating inventory is as follows:

Reading Room

5 tables of 2 chairs each
3 tables of 3 chairs each
8 lounge chairs

Reference/New Books/Non-Fiction

4 tables of 4 chairs
2 tables of 2 chairs
1 table of 3 chairs
1 study carrel of 2 chairs

Fiction Room

1 table of 2 chairs
1 table of 4 chairs
5 lounge chairs

Large Print Room

1 table of 5 chairs
1 lounge chair

PA Room

1 table of 4 chairs
2 tables of 13 chairs

Community Room

65 chairs
3 lounge chairs

Children's Room**Non Fiction side**

2 round tables with 4 adult-sized chairs
1 long rectangular table with 2 adult-sized chairs
2 adult sized chairs at the early literacy computer table
4 preschool size chairs at the fish tank

Play Space

1 round table with 4 adult sized chairs used for puzzles
1 hard adult sized park bench
2 preschool sized chairs at a small art table

Story Time Room

2 round tables with 4 child sized chairs each
1 hard adult sized park bench
1 soft adult sized bench for 2 people
2 standalone child sized chairs
2 preschool sized rocking chairs
1 adult sized rocking chair
1 rocking chair that seats 1 child and 1 adult
1 soft child sized chair
1 soft child sized loveseat with bench

Children's Totals

Tables: 7
Adult sized seating: 21
Child sized seating: 12

Preschool sized seating: 8

Young Adult Room

Chairs at tables/tables:

1 table with 4 chairs

2 tables (without chairs) used as display

Chairs (not associated with anything else):

2 arm chairs

2 small bookcases

1 large double sided shelves

1 CD rack

1 magazine rack

1 audiobook rack

Library Shelving

Adult library shelving can vary in height from the shortest of 42" high (3 shelves high, including base), to 66" high (5 shelves, including base), to 84" high (7 shelves, including base). Juvenile shelving is typically no higher than 66", with the easy and picture books placed on 42" high shelving.

Each standard shelf is 3' long. A single-faced 42" high unit has a maximum (full from edge to edge) of 9 l.f. A single-faced 66" high unit has a maximum of 15 l.f. and an 84" high unit has a maximum of 21 l.f. Typically, one should allow ½ to 1 full l.f. per shelf as open space. A double-faced unit would have twice the capacity as a single-faced unit.

Aisle widths for adult collections and juvenile collections will be 48" and 42", respectively, in this installation.

Linear Footage

The current linear footage of shelving in use at the library is as follows:

Adult Fiction: 2,241 (includes 48 lf of graphic novels)

Adult Non-Fiction: 5,334 (includes YA Non-Fiction)

Large Print: 213

Reference: 120

Local History: 351

Paperbacks: 222

DVD: 741

Audio Books: 465

Music CD: ?

YA Fiction: 348

YA Paperback: 36
YA Audio Books: 60

Children Fiction: 588
Children Non-Fiction: 822
Children Reference: 21
Children Easy: 72
Children Picture Book: 279
Children Board Book: ?
Kits: 9
Children DVD: 111
Children Audio Books: 39

Holiday Books Children: 39 (back room)
Holiday Books Adult: 66 (back room)
Holiday DVD: 15 (back room)

**Proposed Table of Spaces
Indian Valley Public Library**

FUNCTION	APPROXIMATE NET S.F.
 GENERAL	
Vestibule	200 sf
Lobby	500 sf
Circulation Desk/Circulation Area	1,200 sf
Circulation storage	150 sf
Service Desk/Circulation workroom	1,000 sf
Data closet	50 sf
Photocopier/Printer	50 sf
Ongoing book sale area	150 sf
 GENERAL SUBTOTAL	 3,300 sf
 ADULT SERVICES	
COLLECTION	
Adult Reference Service Desk/Area	500 sf
Adult Reference collection: (2,299 vol. @ 8 vsf)	287 sf
Adult fiction collection: (19,861 vol. @ 10 vsf)	1,986 sf
Adult mystery collection: (5,693 vol. @ 10 vsf)	569 sf
Adult science fiction collection: (1,500 vol. @ 10 vsf)	150 sf
Adult western collection: (316 vol. @ 10 vsf)	32 sf
Adult short stories collection: (372 vol. @ 10 vsf)	37 sf
Adult non-fiction collection: (29,247 vol. @ 10 vsf)	2,925 sf
Adult biography collection: (3,242 vol. @ 10 vsf)	324 sf
Adult book club in a bag: (180 vol. @ 10 vsf)	18 sf
Adult book on CD: (4,822 vol. @ 30 vsf)	161 sf
Adult book on tape: (416 vol. @ 10 vsf)	41 sf
Adult CD: (7,833 vol. @ 30 vsf)	261 sf
Adult comics: (393 vol. @ 30 vsf)	13 sf
Adult cassettes: (9 vol. @ 10 vsf)	1 sf

Adult DVD biography: (163 vol. @ 30 vsf)	6 sf
Adult DVD fiction: (9,807 vol. @ 30 vsf)	327 sf
Adult DVD non-fiction: (2,858 vol. @ 30 vsf)	95 sf
Adult E book: (3,325 vol.)	N/A
Adult graphic novel: (446 vol. @ 10 vsf)	45 sf
Adult Playaway: (52 vol. @ 10 vsf)	5 sf
Adult kit: (2 vol. @ 10 vsf)	1 sf
Adult large print: (2,263 vol. @ 8 vsf)	283 sf
Adult microform: (23 vol. @ 10 vsf)	3 sf
Adult MP-3: (141 vol.)	N/A
Pennsylvania biography: (37 vol. @ 10 vsf)	4 sf
Adult periodicals: (9,597 vol.)	500 sf
Pennsylvania non-fiction: (856 vol. @ 10 vsf)	86 sf
Pennsylvania reference: (526 vol. @ 8 vsf)	66 sf
Reference: (6 vol. @ 8 vsf)	1 sf
Special collection biography: (5 vol. @ 10 vsf)	1 sf
Special collection non-fiction: (684 vol. @ 10 vsf)	68 sf
Video biography: (12 vol. @ 10 vsf)	1 sf
Video fiction: (1,043 vol. @ 10 vsf)	104 sf
Video non-fiction: (96 vol. @ 10 vsf)	10 sf
Computer games: (79 vol. @ 15 vsf)	5 sf
ADULT COLLECTION SUBTOTAL	8,916 sf

ADULT SEATING

Adult four-place seating (at tables): 2 tables @ 25 sf/seat	200 sf
Adult two-place seating (at tables): 8 tables @ 25 sf/seat	400 sf
Lounge chairs: 16 @ 35 sf	560 sf
Study carrel seating: 9 @ 25 sf	225 sf
ADULT SEATING SUBTOTAL	1,385 sf

STUDY/TUTOR (SMALL ROOM) AREAS

10 Areas seating 4 people each @ 100 sf ea. (includes 40 seats)	1,000 sf
STUDY TUTOR SUBTOTAL	1,000 sf

ADULT TECHNOLOGY

Adult PCs: 15 terminals @ 35 sf	525 sf
Adult PAC terminals: 5 terminals @ 35 sf	175 sf
ADULT TECHNOLOGY SUBTOTAL	700 sf

KEYSTONE ROOM (includes 2 tables/13 seats)	600 sf
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KEYSTONE ROOM SUBTOTAL	600 sf
ADULT SERVICES TOTAL	12,601 sf

YOUNG ADULT SERVICES

YA Playaway: (25 vol. @ 10 vsf)	3 sf
YA biography: (308 vol. @ 10 vsf)	31 sf
YA book on CD: (289 vol. @ 30 vsf)	10 sf
YA graphic novels: (882 vol. @ 10 vsf)	88 sf
YA non-fiction: (2,069 vol. @ 10 vsf)	207 sf
YA periodicals: (96 vol.)	50 sf
YA reference: (103 vol. @ 8 vsf)	13 sf

YA SEATING

Café tables: 4 @ 2 seats per table @ 25 sf/seat	300 sf
Lounge chairs: 4 @ 35 sf	140 sf
2 place seating at tabled: 4 @ 2 seats per table @ 25 sf/seat	200 sf

YA TECHNOLOGY

PCS: 2 PCs @ 35 sf	70 sf
PACS: 1 PAC @ 35 sf	35 sf

YOUNG ADULT TOTAL	1,147 sf
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JUVENILE SERVICES

Board books: (660 vol. @ 15 vsf)	44 sf
Easy books: (11,379 vol. @ 15 vsf)	759 sf
Easy kit: (86 vol. @ 10 vsf)	9 sf
I Can Read/Easy: (3,078 vol. @ 15 vsf)	205 sf

Juvenile Playaway fiction: (25 vol. @ 10 vsf)	3 sf
Juvenile play view: (6 vol. @ 10 vsf)	1 sf
Juvenile reference: (802 vol. @ 10 vsf)	80 sf
Juvenile science fiction: (169 vol. @ 10 vsf)	17 sf
Juvenile video fiction: (64 vol. @ 10 vsf)	7 sf
Juvenile video non-fiction: (14 @ 10 vsf)	2 sf
Parent Teacher collection fiction: (304 vol. @ 10 vsf)	31 sf
Parent Teacher collection non-fiction: (1,118 vol. @ 10 vsf)	112 sf
Toys and games: 152 items	100 sf
Traveling collection: 13 items	2 sf
JUVENILE COLLECTION SUBTOTAL	1,372 sf

JUVENILE SEATING

Tables of 4 seats per table: 5 tables @ 25 sf/seat	500 sf
Tables of 2 seats per table: 7 tables @ 25 sf/seat	350 sf
Lounge chairs: 8 @ 35 sf	280 sf
Rocking chairs: 2 @ 35 sf	70 sf
JUVENILE SEATING SUBTOTAL	1,200 sf

JUVENILE TECHNOLOGY

Juvenile PCs: 4 PCs @ 35 sf	140 sf
Juvenile PACS: 2 PACS @ 35 sf	70 sf
JUVENILE TECHNOLOGY SUBTOTAL	210 sf

CHILDREN'S SERVICE DESK

Children's Service Desk	300 sf
CHILDREN'S DESK SUBTOTAL	300 sf

CHILDREN'S STORY TIME AREA

CHILDREN'S STORY TIME AREA SUBTOTAL	1,000 sf
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JUVENILE/CHILDREN'S SERVICES TOTAL	4,082 sf
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NURSING ROOM

Nursing room 100 sf

NURSING ROOM SUBTOTAL 100 sf

MEETING SPACE

Multipurpose program room 2,000 sf

Flex Meeting/Conference rooms (2 @ 400 sf each) 800 sf

MEETING ROOM SUBTOTAL 2,800 sf

KITCHEN

Demonstration kitchen 1,000 sf

KITCHEN SUBTOTAL 1,000 sf

STAFF OFFICE AND WORK SPACE

Administrative Reception 250 sf

Library Director's office 250 sf

Small conference room (adjacent to Director's office) 200 sf

Administrative Assistant 125 sf

Bookkeeper 125 sf

Digital Services Librarian 125 sf

Adult Services Librarian 125 sf

Technical Services Workroom 1,500 sf

STAFF OFFICE AND WORKSPACE SUBTOTAL 2,700 sf

BOOKSALE ROOM

Book sale room 1,250 sf

BOOKSALE ROOM SUBTOTAL 1,250 sf

STAFF LOUNGE

Staff lounge – Includes kitchen and lockers and restroom 350 sf

STAFF LOUNGE SUBTOTAL 350 sf

MISCELLANEOUS

Janitor's Closet 75 sf

General Storage	1,000 sf
MISCELLANEOUS SUBTOTAL	1,075 sf
Net assignable square feet:	30,405 sf
Net/gross ratio (+20%)*	6,081 sf
Grand total (gross square feet):	36,486 gsf

* **Includes:** Restrooms, mechanical rooms, hallways, additional storage, etc.

SPECIAL NOTE: *Easy, picture, and board books should not be on shelving higher than 42 inches (3 shelves total). Other children’s print materials should be on 66 inch shelving (5 shelves total). Adult items can be on any height shelving, however 84 inch shelving provides the most efficient solution. Space planning formulas for adult materials assume 84 inch high (7 shelves) shelving. Often, this higher shelving can be positioned to perimeter walls and to the side in order to minimize hampering line of sight across the core of the building. Total linear footage for each shelving range should be noted on the schematic plans to allow verification of capacities.*

Specific breakdown of the adult area into sub areas will occur after the engagement of the architect and their assessment of walls and spaces.

New Building Considerations

In addition to renovating and/or adding on to the current library building, IVPL could consider the construction of a new library facility. In order to get a very basic general idea of costs associated with such an endeavor, the following information will help put this option in perspective.

It is not unusual to see public library construction in PA (prevailing wage on the state and federal levels) range between \$250 and \$300 per square foot for what would be termed bricks and mortar. The current library size is roughly 25,000 gross square feet. To build what the library has now would range between \$6,250,000 and \$7,500,000. To these numbers, one would need to add architectural fees. For this example, a plug-in number of 8% is being used. As a placeholder until more specific information is determined, it is not out of line to consider \$20 per square foot for furniture, fixtures, and equipment.

Using the above numbers yields a range of \$7,250,000 to \$8,560,000. These numbers do not include property acquisition costs, site improvement costs, permits, engineering fees, and landscaping costs. The library would also likely need to hire what is termed a “clerk of the works” or independent construction supervisor to protect the library’s interests.

Based upon the Table of Spaces, the library could use as much as 36,486 gross square feet. At \$250 per square foot, the building would cost \$9,121,500. At \$300 per square foot, the building would cost \$10,945,800. Architectural fees of 8% would boost these numbers to \$9,851,220 -

\$11,821,464 respectively. Engineering fees, site acquisition, permits, and furniture, fixtures, and equipment are not included in these ranges.

If this is something the library believes is within its funding and fundraising capacity, it could proceed to engage an architect to do some preliminary exploration and more formal costs estimates.

Next Steps

This building program report provides the library with a written interpretation of what the library has stated it would like to accomplish to best serve the needs of the public. Staff needs are also taken into account with this report. The report effectively translates these needs into a description of each space, including size, features, and proximities. Please note that this initial iteration includes **all** of the desired features that were discussed and that this will change over time after discussion and work with the architect.

During the interview process, there was some discussion of the possibility of doing a branch library. There was also discussion about the possibility of a new library that would be more centrally located in the library's service area. This report applies to improvements to the current location or a new library facility. The implications of a branch and related building requirements would need to be further discussed if this is a possibility.

The program report is first provided to the library as a draft document. Following review by library officials, it will be revised and finalized. This will likely include the addition, deletion, or revision of features and functions articulated in the document. All of these components will have an impact upon the Table of Spaces at the back of the document.

It is VERY important to point out that this document is a starting point in the process and features and square footages will change throughout the process. This will start with initial and subsequent review by the board and staff and will continue once an architect is involved and the determination of what is possible is fully discussed. The document, as it currently exists, is not to be taken as the "final word" in what the library will ultimately construct and/or renovate. This is an iterative, fluid, process.

However, there are a few important points to be made about how this process moves forward. Once an architect is on board, they will do the formal review of the building and explore ways and costs associated with accomplishing the goals as shown in the final building program report document. It is typical for the building consultant to be involved with the architect and the library to be certain that the information contained in the report is properly translated into plans developed by the architect. During this process, the "wish list" and features of the library will be further reviewed and refined. That, said, it is time to explore what is needed to bring an architect on board with IVPL.

The process of selecting an architect will be the logical next step in this project. An RFP will need to be developed for distribution to area firms. In order to prepare the RFP, the library will

need to be very clear about the scope of services it would like to accomplish. There are several phases in the work of an architectural firm, and these include, but are not limited to:

- Current building investigation and evaluation, including environmental assessment.
- Code requirements.
- Confirmation of available property for library renovation and/or construction.
- Schematic design (preliminary schematic concepts/options) and preliminary cost estimates.
- Design development (enhancement of these initial concepts)
- Construction drawings/Bid documents
- Bidding
- Evaluation of bids and contractor engagement
- Project oversight

It is recommended that the library engages the architect only for the services it needs to make assessments about how it might move forward. This would indicate working through first 4 the bullet points above (building investigation through schematic design/preliminary cost estimates)

It is important to point out that the schematic plans that the architect show all furniture, fixtures, and equipment (including shelving capacities) as a way to cross reference as test the calculations provided in the building program report. The library consultant should be involved in providing feedback to all parties on the schematic designs that are prepared. It is not unusual for these drawings to also go through several revisions.

When the library is comfortable with the stages through the schematic design, it will then be in a much more informed position to know if it is ready and equipped to move forward. A typical next step is to work on capital campaign feasibility and the total financial potential and capacity. Drawings prepared by the architectural firm, including building elevations, will be needed as part of the capital campaign feasibility and campaign stages.

It is recommended that there are no additional architectural services until such time as the library is comfortable with the total amount of money that might be available for the project. Based upon available funds, the building size and design may change. If the library has pressed forward with other architectural services as listed above, it would result in an expensive backtracking to revise the work that would have been done.