

Goffstown Public Library Building Program

March, 2009

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2008-2009

Goffstown Public Library Building Program

Executive Summary

Recommendations

Future Planning

The Library and Its Context

Description of Goffstown

Demographic Profile

General Description of the Library

Current Library

Physical Description of the Library

Photographic Essay

Collection Analysis

Needs Assessment

Future Library

Basic Assumptions

Method of Analysis

Design Assumptions

General Interior Specifications

General Exterior Specifications

Parking Guidelines

Future Space Needs

Area Descriptions

Charts

Executive Summary

Recommendations

Square Footage: 15,097.8 square feet of space in the library seating, materials and staff work space. Because of the age of your building you have more unusable space than is usual in newer buildings. This is an estimate, the final figure will be developed with your architect.

Seats in proposed building: 77, meeting room 50, children's program room 16

Computer stations: 18 computers

Book Volumes: 77,553

Total collection: 85,953

Key Issues to be addressed in improvements

Exterior

- The library has an almost ideal location in the historic center of Goffstown.
- The downside of being in such a central location is that the library has inadequate parking.
- There is only one access into the parking lot, causing traffic congestion.
- The historic building is an icon providing an anchor for the downtown streetscape.
- Traffic is very heavy on the roads surrounding the library, making use of offsite parking dangerous for families using the library.

Interior

- There is inadequate quiet reading seating for adults in the library. The Wisconsin Public Library Planning Guide standards recommend at least 95 seats for the projected population of Goffstown, and 81 seats for the current population. The library currently has 55 seats outside of the conference room. The recommendation is to increase both lounge and table seating for adults to provide a place for people to meet or use library resources in the library.
- There is inadequate meeting room space in the library for popular adult programs. Attendance at library program is growing and there are often insufficient seats for participants.
- There is an active children's services program with well attended programs for a variety of ages. Over 3,000 people participated in last summer's reading program.
- There is inadequate storage for children's programming supplies.
- The adult service desks were not designed for computerized services. They need to be updated and enlarged to accommodate the volume of books now needed by library users.
- The adult services workroom is inadequate when used for adult programs in addition to being the only staff workroom.
- There is insufficient office space for all staff members. Children's and adult services staff have no place to organize their work away from the public service desks.

- The Director’s “office” provides no privacy for management activities, and provides insufficient space for a proper desk and storage for her work and for keeping personnel files.
- The building infrastructure, such as water, HVAC, technology support and lighting, should all be reviewed for energy efficiency and effectiveness.

The Library’s Future

This report’s twenty year projected space needs for the library indicates a real need for more square footage in the library building and for additional parking and driving access to the building. From the changes we have seen in libraries over the past twenty years we can predict that changes in public expectations of libraries will continue to change with our culture and it will be important to keep the design as flexible as possible to allow the Goffstown Library to change with its users.

The Library and Its Context

Description of Goffstown

Goffstown is a scenic town with twin mountains, forested hills, winding rivers, and an attractive New England village center. Recreational opportunities abound, including hiking, swimming, boating, fishing, snowmobiling, and skating. In 1998 the town added a privately constructed championship public golf course to its assets.

The Town of Goffstown is located in Hillsborough County in the southern section of the State of New Hampshire. Goffstown is bordered by the following towns: [Bedford](#), [Dunbarton](#), [Hooksett](#), [Manchester](#), [New Boston](#) and [Weare](#). Goffstown is only an hour from Boston, Massachusetts, and an hour each from New Hampshire's White Mountains and seacoast. Its proximity to major north-south and east-west routes, the state's largest airport, and to southern New Hampshire's major municipalities and business centers makes it an attractive business location. Goffstown is a pleasant community in a convenient location; an enviable place to live or work.

Goffstown is also home to [Saint Anselm College](#), a well-respected, private college offering a liberal arts education in the Benedictine tradition. The college's Dana Center, open to the public, offers cultural events from September through May.

Town History

The Town of Goffstown was incorporated on June 17, 1761 and is named for Colonel John Goffe, an early settler, soldier and civic leader. Goffstown was originally a farming community. The first settlers in the 1700's found the area magnificently forested with hardwood on the hill and unexcelled stands of white pine on the "pine plains", which extended along Mast Road. This area was so named for the many pine trees suitable for ships' masts, which were cut and hauled to the Merrimack River for use by the Royal British Navy.

The first settlement was on the north bank of the Piscataquog River in what is now Grasmere Village, the seat of the town government for more than 100 years. Goffstown Village grew up around the falls on the Piscataquog River where local industry developed because of the availability of water power. Pinardville developed rapidly in the era of the electric trolley car as a residential suburb for employees of the mills in the City of Manchester. The steam railroad also played a part in creating the Town's nodular pattern of development with stations at Grasmere, Shirley Station, Goffstown Village and Parker Station. To date, Grasmere, the Village, and Pinardville exist as three distinct areas of town.

Statistics / Quick Facts about Goffstown

Population

15.8% increase in past decade
2006 - 18,040
2000 - 16,929
1990 - 14,621

Land Area

36.9 square miles

Elevation

1321 feet above sea level at top of Mt. Uncanoonuc

Government

Governing Body - 5 member Board of Selectmen (elected at large)
Legislative Body - Annual Town Meeting; Official Ballot

Major Employers

St. Anselm College, Cote Electric, Northeast Sheet Metal, NH Steel Fabricators,
Benchmark Inc., Shaws Supermarket, Hannaford Supermarket

Major Highways

Rt. 114 (through Goffstown), I-93, Rt. 3 and Rt. 101 are within 5 miles of Goffstown

Parks and Natural Resources

Roy Park, Barnard Park, Uncanoonuc Mountains, Glen Lake and the Piscataquog River

Library History

The history of a library in Goffstown began with the donation of 150 books by Miss Lucy Rogers to the town in 1888. Known then as the Rogers Free Public Library, the collection was housed in the Town Hall building (no longer extant) from 1888 to 1907. In 1908 the town borrowed \$14,000 to build a public library and a memorial hall on land given by Frank Parker who further agreed to remove the existing buildings on the site. The work of removing the buildings and grading the ground was begun in the spring of 1908 and the building was constructed according to the plans of H.M. Francis and Sons of Fitchburg, Massachusetts. The Hutchinson Building Company of Concord, New Hampshire served as contractors of the structure at a cost of \$12,125. As a memorial to local soldiers, the north room of the library includes two large marble tablets upon which are inscribed the names of 381 Goffstown men who served in past wars. The front lamps were donated by the late Mrs. Harrison Hobson of Nashua, a former resident of Goffstown. The building was dedicated on October 2, 1909 as the Goffstown Memorial Library. The ceremony included an address in the memory of wartime soldiers and the recitation of an original poem by Moses Gage Shirley entitled, "Our Library". On March 8, 1910 the name of the library was officially changed to the Goffstown Public Library although "Memorial Library" inscribed above the main entrance bears continued witness to the dual intent of the building's construction.

Historic photographs including glass negatives of the interior of the building taken shortly after construction indicate that despite the growth of the collection and the community, the architectural features of the building have remained largely unchanged since its erection.

The lower, basement level of the library was originally unfinished. It was improved in 1971 for use as the children’s reading room and then again in 1997 with improved lighting, new carpeting, and some minor architectural improvements.

A bookmobile was purchased in 1974 to expand library services to other areas of Goffstown. Use of that bookmobile has since been discontinued and the bookmobile sold in 1983.

In 1997 an extension was added to the library on the north side of the building that includes an elevator, new entrance, additional emergency stairwell and improved circulation area. The attic level of the library was also renovated for use as a reference and magazine reading area, meeting room, and staff work space. No private office space was added, however, and all staff continue to work in public areas of the library building.

Demographic Profile

Key demographics (taken from 2000 National Census Data) include:

- Population density: 224 people per square mile.
- 5,641 households (avg household size: 2.64, avg family size: 3.07):

| | <i>Goffstown</i> | <i>Nationally</i> |
|---|------------------|-------------------|
| <i>Children under the age of 18 at home</i> | 21.3% | 36% |
| <i>Married couples</i> | 61.3% | 52% |
| <i>Single people</i> | 38.7% | 26% |

- Age distribution:

| | <i>Under 19</i> | <i>20-24</i> | <i>25-44</i> | <i>45-64</i> | <i>65 or older</i> |
|-------------------|-----------------|--------------|--------------|--------------|--------------------|
| <i>Goffstown</i> | 27.7% | 10.2% | 29.1% | 20.9% | 5.8% |
| <i>Nationally</i> | 26.0% | 10.0% | 30.0% | 22.0% | 12.0% |

- The median age was 37 years, older than the national median age of 35.
- Median income per household: \$58,703 – higher than the national median of \$41,994.
- 3.1% of individuals live below the poverty line, versus 12% nationally.
- 29.6% of residents have a Bachelor’s Degree or higher, as compared to 24% nationally.
- 97.9% White, as compared to 77% nationally.

Income levels are rising:

| | <i>1990</i> | <i>2000</i> |
|--------------------------------|-------------|-------------|
| <i>Per Capita Income</i> | \$15,039 | \$21,907 |
| <i>Median Household Income</i> | \$42,160 | \$61,718 |

The 2000 census shows the population of Goffstown at 16,929; 2006 records show 18,040. The New Hampshire office of Energy and Planning projects the population of Goffstown will grow to 21,030 by the year 2025; and 21,800 by 2030. This building program is designed for the projected population of 21,000.

General Description of the Library

The current library, built in 1909, is estimated to be 5,102 square feet. The footage is distributed over three floors – all used for public services. The floors are connected by stairs and an elevator. Restrooms are available on the lower and second floors of the building. There is very little non-public storage space and no private office space in the building.

The library completed a long range planning process last year. In a community forum it was determined that the ways in which the library may best serve the community, now and for the long-term future, were:

Provide a Comfortable Place to Visit: Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read. The library will provide open and accessible virtual and physical spaces that support networking, and a place for people to gather for formal and informal conversation about town affairs.

- To meet the Wisconsin Planning Guide recommendations for the projected population the renovation should include 94 seats for the public. There is a growing trend for libraries to provide a comfortable destination location for their communities; accordingly, there is an increased priority for user seating, and this trend is expected to continue. Any expansion should consider ways to renovate the interior to offer more seating.

Access to Current Topics and Titles: The library provides access to materials in a variety of formats and will sponsor exhibits and lectures on topics of current local, national, and global interest to fulfill residents' appetites for information and recreation.

- This service priority indicates a need for more display space to ensure that the public is aware of the variety and depth of the Goffstown Public Library's collections. In particular there should be display space within sight of the circulation desk, in New Books, Fiction, Non-Fiction, Teen, and the Media collections.

Promote Cultural Awareness: The library will provide a variety of events and act as a place for citizens to enhance their understanding of their cultural heritage and the cultural heritage of others.

- This service priority will be supported by additional space for a variety of programs in the library, including space for small group discussions, a large meeting room, and a juvenile program area with easily cleaned surfaces.

Current Library

Physical Description of the Library

Parking Lot

Almost everyone interviewed for the development of the building program mentioned the inadequate parking lot. The Library is an anchor for the downtown area, and Goffstown has a commitment to a walkable downtown. There are sidewalks to parking in other places in the downtown area, but all are accessed by crossing roads with heavy traffic. That same heavy traffic makes the narrow driveway located very near the downtown area's major intersection a traffic hazard. The town planner would like to see the parking lot entrance moved further away from the intersection. There are not enough parking places in the lot, and further complications are created when two parking places are lost to snow piles in the winter.

Lower Level

Main Entrance

Users enter the Goffstown Library on the lower level just off the parking lot. Upon entering, immediately to the left is the elevator entrance that connects the three stories of the library. To the right are attractive book displays leading to the main circulation desk.

Circulation Area

The circulation desk is an L-shaped counter with two checkout stations. It is a small work area with a wall of shelves and work counter holding a laptop and printer behind the desk. There is also a fax machine and receipt printer in this area. This is where the main telephone is located, books are received and circulated, and materials from other libraries are requested and processed. This area opens into a very modest staff room.

Staff Room

The staff room is in a small walled area with an entrance that is shared with the circulation desk staff area. It has a small circular table that seats three (when no one is entering or using the counter), a microwave oven, a refrigerator, a utility sink, a water heater, and a coffeemaker.

Children's Services

There are two rooms on the lower level dedicated to children's services. The first room has a service desk area with one desk; and holds the collection of materials for toddlers, young children, and the juvenile non-fiction. This includes picture books, easy readers, board books, children's music cassettes and CD's, audio book kits, and the juvenile professional collection. There is a small service area with a small desk and small professional collection. Two small child-sized tables are located in the room with nine chairs, a child's computer station, an easy chair for reading, and two or three bean bag chairs. There are two large craft supply cabinets in the room.

The second room has open space for children's programming. There are two folding tables and 24 chairs that can be used for study or programs, a public computer station, and materials for the older children along the walls. The collection includes juvenile fiction and non-fiction, juvenile

biography, new juvenile fiction, folk tales, graphic novels, juvenile DVD's and gift videos. There is another staff desk in this room.

Lower Level Mechanical and Storage Rooms

There is a furnace room/closet on the lower level. Besides the two furnaces and some storage, this contains the computer server for the library's circulation operating system.

Public Restroom

A restroom and water cooler are located near the Children's Services area and Circulation Area.

Custodian's Closet/Fire Alarm Panel Room

A small room for the fire alarm panel and ADT panic alarm reset panel is located to the right off the entrance vestibule. This room is unfinished and also houses custodial equipment like the vacuum cleaner and supplies.

Second Floor

Main Street Exit

The library maintains an emergency exit leading to 12 stairs down to Main Street. There are central and side handrails on the stairs. The double doors have columns with ionic capitals on either side of the entrance-way giving the building a sense of elegance and permanence.

Public Restrooms

A public restroom is located in the vestibule to the left just inside the Main Street entrance. The stairwell is located to the right off the Main entrance vestibule.

Upstairs Lobby

Separated from the restroom landing by interior double doors, the upstairs lobby features mosaic flooring, bulletin boards for public notices and two computer stations to access the computerized catalog for the library. Two double-sided low book cases hold the part of the non-fiction collection with displays of video games and other public displays on top.

Adult Non-Fiction

The adult collection is housed in the room directly behind the lobby. This room opens directly off the lobby and is filled with tall steel shelving. Wooden shelves are built in around the perimeter of the room with shelving built in right up to the ceiling on the end walls. Dropped florescent lighting provides a high level of light on the stacks. There is no seating in this room and I doubt many users do more than pick up a book here.

South Room / Adult Fiction / Adult Reading Room

To the right off the lobby is the adult services reading room which houses the fiction collection. This room also features a couch in front of a fireplace, a bench and one wooden chair. The fireplace is the focal point of the first floor with a historic portrait over the mantle and what appears to be original molding and detail on the wall framing the portrait. Low wooden bookcases are built in the wall on either side of the fireplace. The fiction stacks fill the other two-thirds of the room.

North Room / Teen-AV-Large Print Collections

To the left of the main lobby is another parlor that houses new books, teen collection, large print, over-sized books, paperbacks, and media collections. There is also a public access computer station, one four-person study table, a bench, and a public service desk. This room also has a fireplace surrounded by built-in wooden shelving and the two marble plaques listing the soldiers memorialized when the building was constructed in 1909. The media collection extends out into the hallway to the elevator entrance.

Third Floor

Reference Services/Public Use Computers

Stairs and an elevator connect the second floor with the rest of the building. The elevator opens to a view that includes public access computers, the Reference Services Desk, copier, small tables and chairs, and two lounge chairs near the periodicals. This is refurbished attic space and has the sloping walls of the traditional New England attic. There are no tall shelves here. The small Reference Services Desk has a visitor's chair and small bookcase perpendicular to it. It is adjacent to the reference resource materials, a printer, Wi-Fi router, and copy machines. The public access computer stations are on the other side of the stairway and are heavily used. They have rolling office chairs and small metal desks with a keyboard tray. The farthest end of the room is set up with four small tables and ten chairs, and two lounge chairs adjacent to the periodical rack and a credenza under the window.

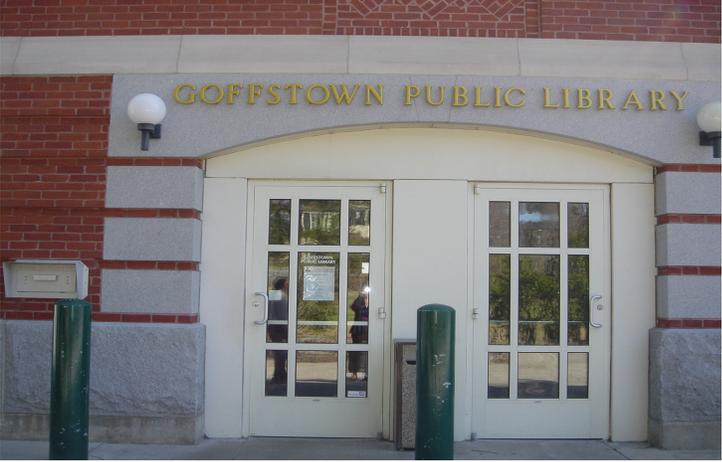
Staff Workroom/Conference Room

The staff workroom, which also serves as the conference room, opens off the reference services area separated by a glass partition. In the middle of the room is a large wooden table that serves as worktable for the staff and seats 13 people for meetings. The left third of the room has two staff work areas for the full-time and part-time technical services staff for book purchasing and processing. There are two computer stations in the room – one used for cataloging and adding materials to the catalog and the other for updating the library's website. A TV/VCR/DVD unit, typewriter, label maker, barcode scanner, die-cut machine, book mending and supplies related to processing materials such as book covers, and audio visual materials cases are all stored in this room. There is another multi-purpose long table on the other side of the room. Program attendance often exceeds the capacity of this room and sometimes the table is used by users of reference services.

Director's Office

The Director's office is located in a small stairwell 48 square foot cubicle, originally intended to store the town records, to the right and down four steps, just off the reference services area. There is no privacy as the walls do not extend to the ceiling. One wall supports a desk surface and bulletin boards with a few shelves to the side and another wall has a five-drawer file cabinet and other built-in shelves. There is a rolling desk chair and a visitor's chair.

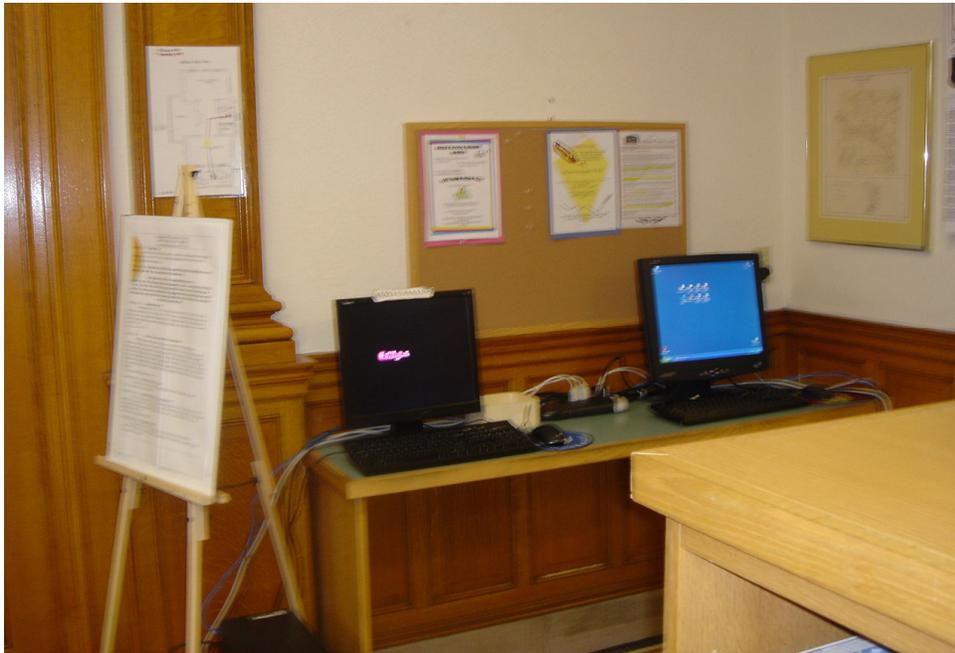
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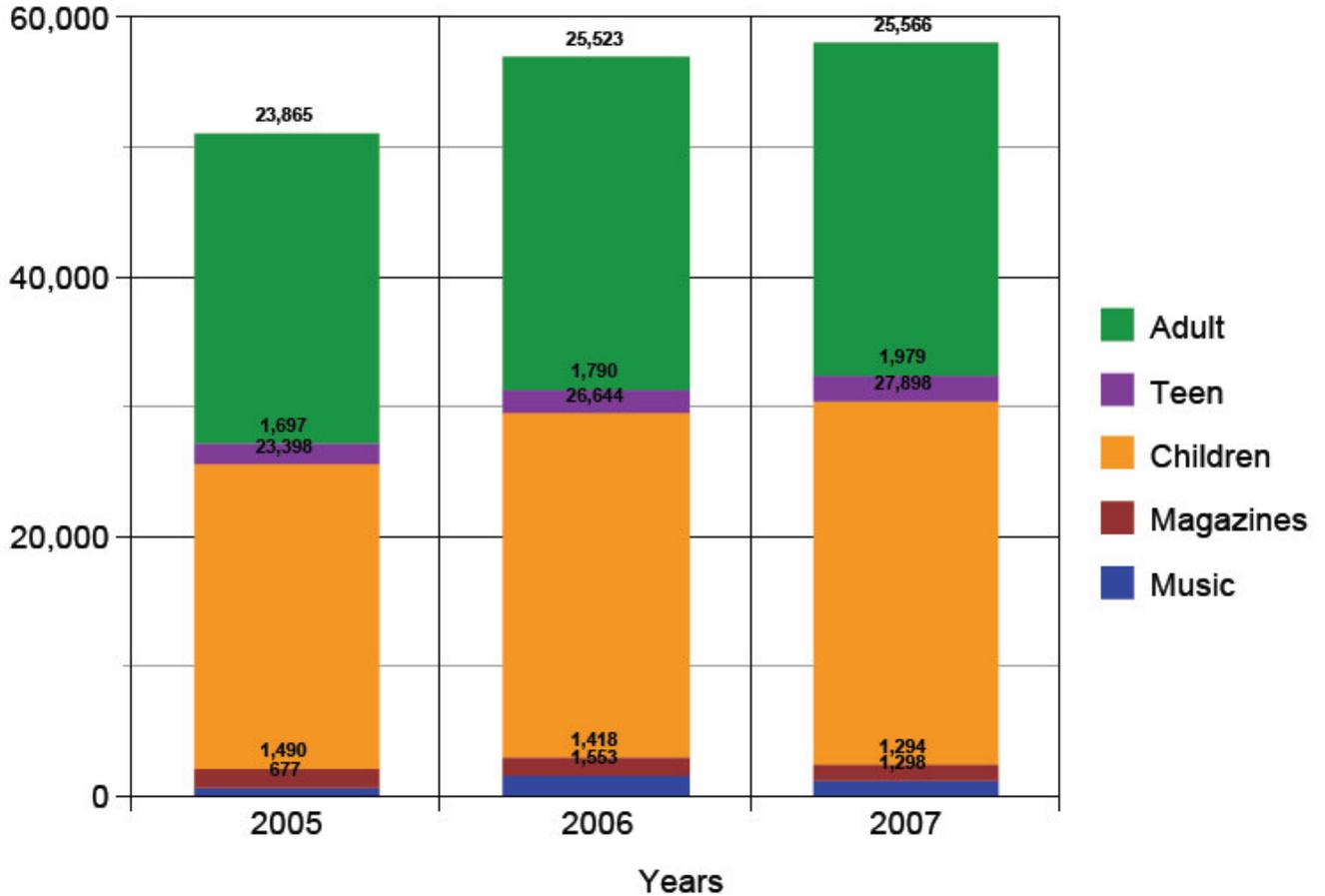


Collection Analysis

Goffstown Public Library Holdings as of October, 2008

| | |
|--|---------------|
| Adult Nonfiction | 7,322 |
| Adult Fiction..... | 4,688 |
| Reference | 774 |
| Large Print Fiction | 759 |
| Large Print Nonfiction | 71 |
| Audio books—CD | 576 |
| Audio books—Cassette | 268 |
| Adult Biographies | 520 |
| Adult DVD's | 345 |
| Adult VHS | 241 |
| Adult Paperbacks | 401 |
| Local History..... | 208 |
| Music CD's | 336 |
| Oversized Books | 262 |
| Adult—Graphic Books | 91 |
| Staff Picks—Display | 71 |
| Professional Collection | 96 |
| Teen Paperbacks | 154 |
| Teen Hardcover..... | 777 |
| Teen Audio books..... | 54 |
| Teen—Isinglass Award..... | 16 |
| Children's Nonfiction..... | 2,671 |
| Children's Fiction | 1,887 |
| Children's Nonfiction..... | 337 |
| Children's Early Readers | 849 |
| Children's Paperbacks..... | 804 |
| Children's VHS | 357 |
| Children's DVD | 133 |
| Children's Reference | 95 |
| Children's Series Books | 122 |
| Children's Picture Books | 5,072 |
| Children's Biographies..... | 288 |
| Children's Board Books | 261 |
| Children's Audio books..... | 252 |
| Children's—Great Stone Face Award..... | 73 |
| Children's Music CD's | 39 |
| Children's Graphic Books | 17 |
| TOTAL | 31,079 |

Circulation of Materials by Age Group



GMILCS HelpDesk Reports

Key points about the holdings data:

- While the nonfiction collection constitutes nearly 28% of the total collection, they are only 10% of the circulation. I recommend reviewing this collection and removing items that are dated, inaccurate, irrelevant or have not been used by patrons in four years. The CREW Method of evaluating collection materials for withdrawal is a nationally recognized standard. Current CREW Method guidelines, including recommendations by Dewey number, are available at <http://www.tsl.state.tx.us/ld/pubs/crew/>.
- The adult collection needs to grow as that is currently a larger percentage of the circulation and that is currently is not a larger percentage of the collection.

Key points about the circulation trend data:

- Total circulation is up 212.7 % from five years ago; the library strives to maintain this upward trend. This past year it increased 10%. This library was not designed to handle this volume of service.
- Children's circulation saw a large increase in 2006 and has maintained and increased that level in the years since then.
- Adult circulation increased most dramatically in 2007. That increase has been maintained and increased this year.

Needs Assessment

The long range planning meetings with board members and community stakeholders demonstrated that the library is clearly valued by the community as a friendly place where citizens come for conversation and materials, but that the building itself is in need of renovation.

In meetings with the library board, users, and staff, concern was expressed for the library and there was consensus among these three groups about the library's needs, pointing out the following issues:

- The parking lot is insufficient to the point of being dangerous when snow is added to the already crowded conditions. There is parking nearby but all of it is across streets with heavy traffic, making access dangerous for families with small children and those with problems walking.
- The library provides a good variety of programming for all ages. The new heated floors in the children's room have made that a comfortable space for children's programming but the space for adult programs is inadequate and attendance often exceeds the available seating and spaces. A community meeting room is needed in addition to the conference room on the current second floor.
- Additional space in the library would allow for more comfortable seating so users would be comfortable spending time in the library reading and using magazines.
- There is a need for office space for all staff to plan and complete projects away from the public service desks and conference room.
- The Director needs a private, and larger, space for handling patron complaints and staff issues and concerns. The Director's office should also have adequate locked filing space to maintain the library's personnel records.
- Use would warrant more public access computers if there were space for more computer stations. In 2006 there was almost a 30% increase in computer usage. While the hours in use continue to grow, it is now limited by the space for computers in the current building.
- User seating in the library is now at 55, about half of the 95 recommended for serving Goffstown's population.

- The collection is critically overcrowded. Every time a new title is added one must be withdrawn from the collection to make shelf room. Because the collection is so overcrowded there is little room to pull out and display materials to make them more available to the users.
- The second floor windows need to be replaced.
- There is too little space for storage of the supplies needed for the popular children's programming.

Future Library

Basic Assumptions

The Library Building Program is meant as a letter to the architect or designer indicating the space needs for the future library. It describes the specific areas to be included in a new building or building renovation, and the preferred adjacencies for those areas. It details the elements of a library building that are unique to library services. It uses established and common library standards to develop a building description. This description is often then used by the architect to develop preliminary schematic drawings for a new or renovated building. These schematics are then compared to the Library Building Program, with the Director and the Library Advisory Board checking to make sure the drawings satisfy the requirements laid out in the Program. Modifications are made, as necessary, and the architect enters into the final design phase of the project. This final design is also checked against the Program to make sure that all service and space requirements are satisfied.

Method of Analysis

The Program is dependent on an analysis of the general demographics of the community and analysis of the library: its philosophy, its current services and its long-range plan. A Program also relies on knowledge of established library standards, library practice in similar communities, and the resources, or lack thereof, in other nearby libraries. Because of the investment of time and money needed to organize and implement building renovation, building programs are designed for a 20-year projected population. Communities are seldom willing to re-renoate or build within a 20 year period so it is strongly recommended that renovation efforts address the 20-year projected growth of the community. The projections of future library collection size and services contained in the “Future Space Needs” section of this report are based on the area descriptions created by the Goffstown Library Staff and general library practice. In addition, projections come from the community’s expression of priorities determined through the long range planning process. The projection derived from the Library Building Program method is directly tailored to the unique characteristics of Goffstown.

Design Assumptions

Site

The current building floor plan or special organization is inadequate to support the 20-year needs of the library’s community. The current site needs to be evaluated to determine if it can allow for adequate expansion to meet these needs.

The library site is in a central, highly visible location within the village, convenient to the majority of community members, where the building serves as a cultural and architectural anchor for the community. The library’s central location is an advantage for the service priorities in the library’s long range plan.

The site currently has inadequate space for parking for both staff and public. Additional parking with safe and convenient traffic patterns should be sought as part of future growth of the library.

Building

- Any modifications to this building design should allow for maximum visibility of all library areas from the service desks on each floor.
- Any renovations or new building shall be built according to relevant code, and throughout the library all floors should maintain a “live-load” capacity of 150 pounds per square foot to allow for stack weight. This floor load allows for ongoing maximum design and re-design flexibility.
- There should continue to be a fully accessible main public entrance within sight of the elevator.
- Signage should be designed to orient users to library services. Interior design, like lighting and carpet patterns, should provide visual cues that lead them through the building to services.
- The acoustics in the building should allow for a quiet atmosphere where appropriate, while at the same time children and young adults should feel free to act naturally while using library services. Sound-absorbing materials and buffer zones will be used to achieve this.
- The materials used in this building should be non-toxic wherever possible and any toxic materials that must be used shall be isolated from human contact.
- Lighting must be improved and updated throughout the building to an adequate level to read index labels on books on lower shelves.
- Modifications to the building should please the eye and harmonize with Goffstown’s downtown character.
- The interior design shall have comfort as its prime goal, with beauty coming through functionality.
- Warm colors and attractive, durable fabrics should be used throughout.

Service

- The aim of a library is service to its community – all design should emphasize this. Service areas should be visible, easily reached, and convenient to use.
- Adults and children both deserve appropriate, safe service and separate service areas should be maintained to allow for the activities appropriate to each. Children should be able to reach their service area without needing to travel through adult areas; adults should do the same. (The only exception should be at the Circulation Desk.)

Collection Size

- The number of volumes recommended in this program is based on basic service standards from the Wisconsin Planning Guide. The number of volumes that can be stored in a given space may vary from 5 to 30 volumes per square foot, depending on several factors, including the height of the shelving, the width of the aisles, the type of material-for example, adult reference books versus children’s books. A general average for different types of material housed in different environments in the library is ten volumes per square foot.
- Periodicals require two different types of shelving – display shelving for current issues and storage shelving for back issues.

General Interior Specifications

Building renovation should retain the welcoming ambience of the current library, while accommodating the collection and services of a contemporary library. A staff-monitored atmosphere that begins at the entrance and continues throughout the design is essential.

Despite the fact that libraries are increasingly used for electronic access, users still perceive (and expect) them to be comfortable and restful places. Inviting areas for reading, conversing and relaxing should be available throughout the building to support the service goal of providing a comfortable place for people to gather. Print collections should be emphasized; technology should be discreet and seamlessly integrated. The interior should include at least one arresting feature of beauty, like the fireplaces, or else a space for displays of two- or three-dimensional art or other objects of interest. The design should continue to impart a sense of permanence and timelessness as well as being comfortable and uplifting.

Accessibility

All building areas and facilities, including parking and entrances, grades, restrooms, door handles, aisles and stairs, signs and alarms, tables, service counters, communications and equipment, must be in compliance with all provisions of the Americans with Disabilities Act (ADA) and state and local code. These codes define accessibility to meet the needs of wheelchair users, low-vision, blind and hard of hearing users. In addition to responding to these requirements, the library design should emphasize ease of use for all its patrons. Traffic patterns, location of columns, and stationary furnishings or equipment should all be designed to encourage free movement throughout the building. The American with Disabilities Act currently specifies that the aisles between book stacks should be no narrower than 36" – but a 42" aisle is strongly recommended. This is supported by the estimate of 10 volumes per square foot used in this report.

Climate Control

There should be separately controlled air-conditioning and heating zones, programmable for automatic operations, from a secure, central location. Humidity should also be monitored and controlled to protect the library materials.

Energy Efficiency

The building should be planned so that it utilizes natural light and heat wherever possible. Energy-efficient lighting should be used whenever this can be done without reducing the warm, friendly ambience. Seldom used areas, including restrooms, could have lights to turn on automatically through the use of an electronic eye or motion sensors. The new system should also be chosen only after consulting with libraries that have favorable experiences. The option of ground-source heat pumps, geothermal or solar energy should be explored since they offer significant long-term cost savings. The building should have maximum insulation and should recycle waste heat and water if possible. Double doors and windows could be used to create air-locks throughout the building to keep out the chill winter winds.

Flexibility

Maximum flexibility should be built into the design with more open spaces. For example, many libraries place parts of their collection on rolling bookshelves so they can clear an area for small programs or use their meeting room as an additional research or afterschool teen program area when regular library programs are not scheduled. Using modular components for defining spaces

and separating functions, using a variety of spatial types and sizes, and avoiding new permanent walls or elaborate floor patterns, will all provide flexibility. So will making sure all areas of the library are adequately wired for future electronic and technology needs. Since changing technologies over the next 20-year time period will undoubtedly continue to alter current use of library space, you will want to reexamine current wiring, lighting and other infrastructure to build systems with maximum flexibility.

Interior Design

The Library should be warm and inviting. Interior layout and the furnishings should welcome the user into a shared community space that offers comfort and convenience. Warm colors should be chosen to combat the long, harsh winter months. Furnishings should be in keeping with the design of the building; more classic furniture design and décor is advised over the avant-garde or experimental. Fabrics and services should be high-quality, durable, and easily maintained. Many companies now offer “green” upholstery that doesn’t emit toxic gases into the library’s enclosed environment, and these should be specified where possible.

Technology should be understated and blended with the furnishings. Wood casings, effective cord management, hidden CPUs, and monitors with flat screens will help in this effort. Natural wood should be used for desks, tables, shelf ends, and window and door trims. A variety of types of seating should be available. Sharp edges and corners should be avoided in furniture, shelving, and display units.

Low pile, high-quality commercial grade carpeting should be used throughout the Library. It should be chosen for durability and ease of maintenance, but still should have aesthetic appeal. Carpet should complement overall design and not call attention to itself. An exception to this rule is in the children’s area, where it is appropriate for the carpeting to differ from adult areas. In all carpeting, and indeed in all furnishings, care should be taken to locate non-toxic materials that have good insulating and flame-retardant qualities. Several carpet companies now market non-toxic carpets. Since carpet serves as a noise-dampener, thickness does matter, and a good quality pad is important, particularly in the desk areas where staff is standing for long periods to serve the public. Carpet tiles have some advantages. Heavy-traffic areas are easily re-done, and damage caused by serious leaks or spills easily repaired. But if they are not high-quality, it is sadly evident. Carpet, regardless of type, should be installed under all stack areas and furniture. In all areas of heavy foot traffic, or areas that require frequent cleaning, quality floor tile should be used. This would include restrooms, kitchens, custodial areas, craft areas, and some work areas. All floor coverings should be non-slip. Rubberized gymnasium or hospital floor tiles have proven effective in libraries because they are easier on employees who stand for long periods. Plus, they are easily maintained.

It is highly recommended that a professional interior designer be used in planning the library interior. This is a public building that serves the whole community and interior design mistakes will impact a large population for a long time.

Lighting

There should be a judicious blend of natural and artificial light throughout the library, with natural light (in most cases, indirect) dominating. Natural light should especially be used as much as possible in reading and lounge areas, staff areas, and children’s areas. Direct natural light should be avoided in areas where library materials are shelved, or where it would fall on computer monitors. Windowpanes should screen ultraviolet rays and roof overhangs should be

used to minimize the impact of direct mid-day sun. Indirect soft lighting has replaced the parallel lines of traditional florescent tubing in libraries. In stack areas, it has been found that the human eye can adjust and see more clearly in subdued light than bright direct light. The use of indirect ceiling lights combined with task lights on the stacks and tables and in seating areas has become common in new libraries. As mentioned previously, energy-efficient lighting should be used wherever possible, as should automatic lighting that operates through an electric eye or motion sensor in low-use spaces. Task lighting and small spotlights can be used to feature public service areas and attract users to those areas for assistance. All interior, as well as exterior, lighting should be operable from one central control area. Individual controls should also be provided particularly at the staff entrance to provide safe entry and exit. Layouts of furniture and equipment should be made early in the design process so lighting and electrical outlets are conveniently located.

Safety and Security

All construction materials that pose a health hazard should be avoided or their danger mitigated. Flame retardant materials should be used throughout. Audible and visual fire alarms should be provided throughout the building according to code, with extinguishers chosen for ease-of-use. Smoke and heat sensors must be provided in all areas including air ducts. Other alarms should warn of heating system failure and basement flooding. All alarms should continue to be tied automatically to the Fire Department. The appropriate fire official should be contacted early in the design phase, to ensure the proper placement of extinguishers, exit signs, carbon monoxide sensors and alarm boxes. If this is not done early, it often leads to problems with stack or furniture placement dislocation due to code restrictions.

The design of the building should consider the security of users and staff. The design should create a sense of privacy for users, while not making them feel they are under surveillance. There should be no hidden areas; all areas should be easily supervised from staff work areas. Many libraries use a monitoring system with cameras throughout the building sending images to a position, like the circulation desk, that always has a staff member present to monitor activity in the building. Use of low stacks and furnishing is encouraged within the rooms, as is the orientation of stacks to allow staff supervision. The ideal is for as much of the library as possible to be visible from the circulation desk area. There should continue to be one public entrance that is fully visible from the circulation desk. Other areas of concern include restrooms and the children's area. There should be separate restrooms for adults and children that are fully visible from public service desks. A security system should be maintained that has a direct link to police services.

Signage

Clear, professional signage should delineate each area and service desk. Area signs should be visible from the library entrance where possible, and should permit the user to orient themselves immediately on entry. There should be a library map at the entrance. Visual cues like color coding are often more quickly read by those finding their way in new places. All stack areas should be clearly marked. Each stack should have its range displayed in large print on both end-panels. Signage should complement the décor and be consistent throughout the building. ADA requires Braille or specifically designed raised letter signs for way-finding in areas like elevators and restrooms, and at an appropriate height throughout the building for wheel chair users.

Sound

Users still expect to find a quiet space in the library. Throughout the service area descriptions, adjacency recommendations are provided, to allow for a design that will separate noisy from quiet zones. The choice of appropriate floor and wall coverings can do much to muffle sound, as can some of the newer ceiling soundproofing materials. Placement of furnishings and stack areas to act as “buffers” is another avenue to explore. Particular attention needs to be given to the children’s and young adult areas, and the circulation area. Some architects and designers retain acoustical consultants. Sometimes in addition to attenuation of sound with buffering materials they recommend introducing ambient sound to lessen the startle factor on sharp noises in the libraries.

Wiring

The entire Library should be wired extensively for both electricity and technology. Data cable wiring is essential in areas where network stations are anticipated and should be available in multiple sub-floor locations. All tables, desks, and meeting room areas should either provide cable management or have built-in wiring. (The latter is preferable.) All data wiring should originate in a technology closet that is easily accessible to staff, and is inaccessible to users. This technology closet should have ample space, be extremely well ventilated and have adequate work surfaces for maintenance and repair jobs. (See “Area Description” for specifications.) Wireless technology is preferred for public access computers. Wi-Fi should be available throughout the library building and grounds. It is advisable to hire (or obtain from the State Library System) a technology consultant to plan appropriate technology and prepare bid specifications.

General Exterior Specifications

Access Routes and Traffic Patterns

Access routes to the main and other entrances should be planned from all possible parking areas. If the parking lot can be expanded, entrance and exit routes should be distinct and separate if possible, and should allow optimal view of oncoming traffic. There should be easy circulation within the parking area. Automobile traffic should not impede or intersect pedestrian or bike traffic. In no case should the path of travel from handicapped parking spots cross automobile traffic. Optimally, there should be a separate approach and egress for delivery trucks with a separate delivery entrance. Parked delivery vehicles should not impede other traffic.

Walkways, paths, and the parking area should be pitched for drainage, easily maintained in all seasons and easily plowed in winter. Paths near building should be shielded from rain and snow with substantial overhangs and snow guards, and planned drainage away from the building. Water from the roof should be directed away from the building’s foundation.

All paths and entrances should be marked with clearly written signage. All signs should be scaled and made of materials consistent with the surrounding businesses. The main entrance should continue to be obvious to the user, not only through distinctive architectural details that signal its importance, but also through well-planned, graceful landscaping like the current gardens. There should be ALA library signs on adjacent main roads that direct potential users to the library.

Outside Lighting

Lighting should illuminate all parking, walkways, and entrances to ensure security and safety at all times. However, it should be of an appropriate style and modest scale and should also serve an aesthetic function by discreetly lighting the main library sign, architectural details, and landscaping. Lighting should be energy-efficient, solar-power assisted, and controlled through a timed system. Fixtures should be tamper-resistant, have airtight construction, and be made of durable materials. Outside lighting should be designed to ensure the safety of both users and staff as they enter and exit the library in partial light or darkness. Site lighting at vehicular and pedestrian entrances and circulation areas should be continuous and sufficient to support a secure atmosphere and appropriate surveillance. Consideration should be given to maintaining a constant low-level interior library light to illuminate the library structure during off-hours and enhance the library's community presence.

Parking

General Public Library Parking Guidelines

In most public library situations, adequate off-street parking, accessible and convenient to the entrance of the library building, is a principal factor in user satisfaction as well as the amount of use a library facility will receive. Without adequate parking, it is unlikely that usage of the library facility will reach its full potential.

Parking Determination Factors

There are different ways to determine the number of parking spaces required. A review of the different factors follows below.

Ratio of Square Footage to Parking

Parking requirements for public use and commercial facilities are often expressed as a ratio of the square footage of the building. For example:

- . One parking *space* for every 400 square feet of building space.
- . One *square foot* of parking for every square foot of building space.

Ratio of Parking to Seating

Another factor, or guideline, relates parking needs to seating requirements. Assuming a vehicle typically carries two people, the ratio of one parking space for every two reader seats within the library building has some rationale. This number must be supplemented by added parking for the meeting rooms in the building. The latter are often covered by local ordinance (even if library buildings are not covered). This type of guideline should include library seating for adults only, children not being automobile drivers.

Staff Parking

Parking for staff may also be regulated by local ordinance. Failure to provide adequate staff parking may become a source of staff frustration and create an unsafe environment when staff are leaving the building at night. Staff parking should be provided in sufficient quantity for staff members who consistently drive to work.

Parking for Volunteers

Parking for volunteers should also be considered. Local ordinances for staff may include volunteers. If not, volunteers should be included as part of staff on a full-time equivalent (FTE) basis for the purposes of calculating total parking needs.

Parking Recommendation

Parking should be adequate for patrons and staff. It is currently inadequate. Because the property is surrounded by businesses, parks and houses, expansion is restricted. The first house is some distance away, however, and if adjacent properties or land could be purchased to achieve this goal, it is money well spent. Parking standards vary, but an often-used standard asks for at least one parking space for every 400 sq. ft. of building (with required handicapped-accessible spots added to this). If the state or town has requirements that differ from this, these take precedence over standards. Optimally, if there is expansion and redesign there should be separate parking for staff that is adjacent to a separate staff entrance.

Utilities

All air conditioning/heating machinery should be shielded by permanent fencing or in a permanent structure that does not detract from the building's attractiveness. If additional units are added, these units should be located near the present unit at the rear of the facility. Water and electrical outlets that are tamper-proof and durable should be provided outside the building area, and there should also be attractive trash receptacles at the entrance.

Future Space Needs

2028 Population Projection

Planning library buildings is normally done using a 20-year planning horizon. The size of the building is based on many factors, but is fundamentally driven by the number of people in the community. The New Hampshire office of Energy and Planning projects the population of Goffstown to grow to 21,030 by the year 2025; and to 21,800 by 2030. We have used a projected population of 21,000 for this library renovation plan.

Future Collection Space

Many factors go into determining the future size of a library collection. A major component is size of community, and this is tempered by the mission and goals of the library. Libraries can provide extensive research collections or they can provide basic collections in support of their primary mission. Collections can be supplemented by the use of interlibrary loan and resource sharing. For example, the library's reference collection is currently supplemented by licensed online databases. Applying a standard for books based on the Wisconsin Standards makes the most sense for the Goffstown Library. Within this standard, a "basic" book, periodical, and audiovisual materials collection level is most appropriate.

Reader Seating Space

Some standards call for a minimum of five seats for every 1,000 people in the community. Wisconsin and other standards call for a sliding scale, decreasing the number of seats provided as the total population increases. The chart below gives the seating standards from *Public Library Space Needs: A Planning Outline, 1998* written by Anders Dahlgren. As appropriate for a

projected population of 25,000, this program has used 4.5 seats per 1,000 of Goffstown's projected population.

| Population | Seats per 1,000 Population |
|-------------------|-----------------------------------|
| 1,000 | 22.50 |
| 2,500 | 14.25 |
| 5,000 | 10.00 |
| 10,000 | 7.00 |
| 25,000 | 4.50 |
| 50,000 | 3.00 |
| 100,000 | 2.25 |
| 250,000 | 1.50 |
| 500,000 | 1.00 |

Library Area: Adult Fiction

Size: 2,257 sq. ft.

Occupancy:

Staff: 0
Public: 4
Daily Uses:

Equipment:

Activities: Browse adult fiction shelves and titles

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Retain fireplaces and original woodwork in original parlors.
Indirect lighting required that is adequate to read index labels on books on lowest shelves
Low pile carpeting to accommodate book trucks
Signage for book ranges
Many electrical outlets for laptop computer users.

Furnishings:

Total seats: Table 8 Lounge 4 Staff

Proximities:

Near: Public Access Catalog stations
Away From:
In sight of: Service Desk

Books: 24,850 volumes (includes 1,000 paperbacks)

Non-book Materials:

Includes Adult fiction, adult paperbacks, and adult graphic novels

Library Area: Adult Media Collections

Size: 400 sq. ft.

Occupancy:

Staff: 0

Public: 2-3 browsers

Daily Uses: intermittent whenever the library is open

Equipment: Possible headphones for listening station

Activities:

Access and browsing the DVD's, CD's and videos that the library makes available to the public

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Low pile carpet for quiet and to accommodate book trucks

Natural light as much as possible

Ambient and possibly task lighting so users can see titles of materials

Furnishings:

Total seats: Table Lounge 2 Staff 0

Proximities:

Near: Adult collections

Away From:

In sight of: public service desk

Books:

Non-book Materials: 1,764 DVD's, 1,260 CD's, and 1,680 audio books,
252 videotapes, 546 cassette books on tape.

Library Area: Adult Non Fiction

Size: 2,459.8 sq. ft.

Occupancy:

Staff:

Public: 4

Daily Uses: Intermittent during open hours

Equipment:

Activities: Browsing Nonfiction books

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Retain original woodwork wherever possible, Low pile industrial grade carpeting, indirect lighting

Adequate light to read index labels on books on lower shelves

Electrical outlets for laptop users.

Furnishings:

Total seats: Table Lounge 4 Staff

Proximities:

Near: Public access computer station

Away From:

In sight of: Public Service Desk

Books: 20,923

Non-book Materials:

Includes Biography, Large Print and Oversize books.

Library Area: Adult Public Computers

Size: 360 sq. ft.

Occupancy:

Staff: 0

Public: 8

Daily Uses: Fairly constant during open hours of the library

Equipment:

8 CPU, monitors, privacy screens, earphones, keyboard, mouse, networked to printer

Activities:

Online searching, email communications, access to public catalog of library holdings

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Indirect lighting for computer screens, low pile carpet for rolling chairs, sound mediation to keep the area relatively quiet.

Area should be easy for staff to monitor users

Furnishings:

Total seats: Table 8 Lounge 0 Staff 0

Counter seating or table-top carrels for computers preferred

Proximities:

Near: reference desk

Away From: children's services

In sight of: IT or reference librarian

Library Area: Childrens/ Family Area

Size: 1,298 sq. ft.

Occupancy:

Staff: 2

Public: 16

Daily Uses: Intermittent whenever the library is open

Equipment: Wall clock, floor thermostat, room thermostat, fire extinguisher, smoke detector, emergency lights, emergency alarm. One workstation for Children's Librarian with computer, flat screen monitor, mouse and keyboard and telephone.

Activities: Parents reading to small children, children playing and browsing library materials. Open area of 200 square feet could accommodate both storytelling and children's play area.

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Preschool area should be bright with indirect but high lighting. Heated Flooring was installed in this room in 2008. Book shelves should be no higher than four shelves with wall space retained for exhibits and displays. Sound absorbing materials should be built into the design of the room to lower the decibel level. The area should be designed to contain the children with easy supervision of the entranceway.

The storytelling area should have adjustable lighting. A craft area could be incorporated with very easily cleanable flooring and walls, and a sink for clean-up. Stacks should be no more than 4 shelves high, three preferred.

Furnishings:

Total seats: Table 2 small child sized with 8 chairs

Lounge 1 loveseat for adult to read with child, 1 large chair, 4 alternate chairs for children, 5 informal beanbag chairs

Staff 1 staff desk and chair

1 computer station

Proximities:

Near: Youth room, family rest room, large storage closet for children's crafts

Away From: adult traffic lanes through library

In sight of: Youth room service desk.

Books: Picture; Beginning Readers; Easy Readers, Easy NF .

Non-book Materials: Kit/audio books; Puzzles/Toys; mag.

Library Area: Childrens/Youth Room

Size: 2,012 sq. ft.

400 sq ft. for youth program, could be adjacent conference room

Occupancy:

Staff: 1

Public: 20 (possibly 60 for programs)

Daily Uses: mostly after school, early evening and weekends

Equipment:

3 Public Access computers with screens and keyboards

Color Printer (shared by Staff PC and Public PC's)

Staff phone

Air conditioner (window type)

Access point for Wireless Internet connection

Wireless router

1 Staff PC

Thermostat for floor

Audio CD Player

Smoke alarm

AV pull-down screen

Wall clock

Activities:

The library has divided children's services into preschool(children's) and older children areas(Youth)-this area serves the older children through pre-teen. There should be a comfortable reading area as well as the tables and chairs adjacent to the reference and non-fiction book stacks. Collections include juvenile fiction and sub-categories, juvenile reference, juvenile non-fiction, children's graphic novels, children's magazines, videos, CD, and DVD.

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Heated Flooring was installed in this room in 2008. The Children's room should be bright. Lighting should be high and energy efficient. Wall space must be retained for displays and exhibits relating to current events, holidays and children's projects. Stacks should no exceed five shelves high and all shelving must be planned to retain visual supervision of the room from the service desk. Surfaces should be planned to absorb sound, and be easily cleaned. There needs to be a large closet in or near this room for storing craft supplies for programs.

Furnishings:

Total seats: Table 2 folding tables for programs with 10 seats Lounge 4 Staff 1
Service desk for Children's Librarian with 2 three-drawer file cabinets, 3 book trucks, 1 wastebasket, 3 computer stations.

Proximities:

Near: Family restrooms, childrens/family area, conference room if separate program area

Away From: adult traffic lanes through building, adult quiet reference or reading areas,

In sight of: Children's service desk.

Books: J REF, J NF, J Bio, J Fic, J Series, J Holiday, J Humor, J PAP, J desk area, graphic novels, Parents/Teachers.

Non-book Materials: J CD ; J DVD ; J magazines.

Library Area: Children's Services Storage

Size: 120 sq. ft

There is never too much storage for children's services. Weekly programming requires a lot of supplies and storage.

Occupancy:

Staff: 1

Public:

Daily Uses: This is not accessed daily

Equipment:

Activities: Storage of craft project supplies, and materials used in children's programming sometimes off-season holiday books

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Sufficient light to find materials, hard surface, easily cleaning flooring

Furnishings:

Many shelves of varied heights and depths

Proximities:

Near: Children's program area, children's services

Away From:

In sight of:

Library Area: Circulation Desk

Size: 500 sq. ft.

100 sq. ft in front of desk user waiting area

Occupancy:

Staff: 2-4

Public: 6-8

Daily Uses: Heavily used throughout open hours

Equipment: Two computers, three flat screen monitors, two keyboards, receipt printer, telephone, cash drawer, book return bin, printer, and receipt printer. There may be a possibility of adding a disc repair machine for DVD's to this area in the future. Two self checkout stations will be either incorporated into the desk design or adjacent to the desk so staff can easily help users with self checkout.

Activities: Record borrowed materials and discharge borrowed items, reader's advisory, direct users to library materials and services, register users for borrower cards, call users and checkout reserved items, register users for museum passes, and answer telephone calls to the library. Instruction for users on automated system. Additional staff members also use the computers, fax machine, and pick up items to be brought up to tech services and check in new items.

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Full spectrum lighting of desk work area, extra padding on floor or rubberized flooring or mats for staff standing to do their work for long periods of time. A new radiant –heated carpet was installed in 2008. Room for storage of library materials coming in and out of the library and at least three book trucks used to move the materials through the building, and shelving for reserves being held for users. Allow sufficient room in front of the desk for users to comfortably wait for staff attention without being in entry traffic lanes.

Consider best access to staff for users in desk design, many new libraries are using a series of pods with walking space in between them, but delineate staff areas behind the desk as not for users. ADA requires a low part of desk for wheelchair assistance-this often doubles as a project area for staff between users. A stepped design of desk front hides clutter that accumulates on desk from the users. Ensure multiple entry points to desk area from work area for staff.

Allow counter space for two canvas bags and sufficient room for 20-25 large canvas bags of inter-library loan materials delivered to the desk for sorting and distribution to borrowers.

Furnishings:

Total seats: Table Lounge Staff: 2 standing desk height

Desk to accommodate two work stations, book return and registration area-appropriate adjustment for height of computer screens and keyboards for staff use, wastebasket. Two self checkout stations on or near desk. Display ability behind desk for special programs.

Library Area: Circulation Desk (continued)

Proximities:

Near: entrance, public access catalog computers, bathrooms

Away From: quiet reading area

In sight of: entrance, public restrooms and entrance to children's services

Books:

Non-book Materials:

Shelving for 150 items held in reserve

Shelved with book reserves

Library Area: Circulation Desk Workers Counter or Built-in Desks

Size: 195 sq. ft.

Occupancy:

Staff: 4

Daily Uses: intermittent

Equipment: 3 computers, 3 monitors, 3 keyboards and mouse, telephone, file cabinet.

Activities: Interlibrary loan

Resolve users borrowing issues

Clerical duties as assigned

Back up for circulation desk

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Same requirements as circulation desk. Flooring to accommodate heavy booktrucks, allow room for book carts, reports and for project work. Sink to wash media, book covers and hands from handling bulk of materials. Sound insulation from circulation desk. Windows for natural light.

Furnishings:

Total seats: Staff 4 desk chairs, 3 workstations, one desk with shelving by each.

Adequate counter space to process interlibrary loan deliveries and new additions to collection.

Wastebasket, Clock

Proximities:

Near: circulation desk

In sight of: Public catalog computers

Library Area: Conference Room

Size: 400 sq. ft.

Occupancy:

Staff:

Public: 20

Daily Uses: adult programs day and night, patrons might use Wi-Fi here when not used for programs

Equipment: Whiteboard capabilities; clock, cable and internet connectivity

Activities: Monthly adult programs and meetings including Book Discussions, Trustee Meetings, Writer's Group, Knitters, Friends of the Library meetings as well as other special library programs & events scheduled each month. In addition could be used for youth and teen programming, could double as homework group workroom or quiet computer user or reading area.

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Glass on door, cabled computer connectivity.

Sufficient electrical outlets for serving refreshments at meetings, amplification systems, AV equipment, and computers Special attention to air circulation, heating and computer support for this room

Easily cleaned, attractive carpet and softening wall covering

Furnishings:

Total seats:

Also 2 folding tables for occasional table seating

One clock, wastebasket, picture mounting system

Proximities:

Near: Kitchen facilities

Away From: preschool/family area, adult quiet reading area

In sight of: a public service desk

Books:

Library Area: Custodian's Closet

Size: 13 sq. ft.

Occupancy:

Staff: 1

Public:

Daily Uses: For daily cleaning, and emergency clean-up

Equipment: industrial vacuum, mop, bucket, carpet sweeper, hand tools as needed. A deep sink and floor drain would be preferred.

Activities: Storage of cleaning equipment and supplies, restroom and all paper supplies, and some tools for quick repairs.

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

This is a storage room, but a work area. A deep sink, adequate light, shelves for supplies and tools would best serve the custodian. This small area is currently partially under the stairs leading to the 2nd floor. The floor is cement, the walls are unfinished. Access to the closet is through one locking door.

Furnishings:

Total seats: Table Lounge Staff

Proximities:

Near: Children Services

Away From:

In sight of: Restrooms

Library Area: Director's Office

Size: 150 sq. ft.

Occupancy:

Staff: 1

Public: 2

Daily Uses: full-time

Equipment: computer, flat screen monitor, keyboard and mouse, color printer, many file cabinets and, telephone, requires locked file cabinet for personnel records, telephone

Activities: Planning and administrative services for library, meetings with public, staff, trustees, and community partners

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Full spectrum lighting, carpet and rolling surface for chair behind the desk

Easy public access to door, enclosed room for privacy for staff reviews and community meetings

Easy access to staff workroom especially administrative assistant

Furnishings:

Total seats: Table Lounge Staff: 1 desk chair and desk

Open book shelves for professional collection.

Proximities:

Near: staff works areas

Away From: noisy traffic areas

In sight of: main traffic corridor

Books: 165

Non-book Materials: 30

Library Area: Local History

Size: 62 sq. ft.

Add 120 sq. ft. if table here

Occupancy:

Staff: 0

Public: 4

Daily Uses:

Equipment:

Activities: Users can view local history volumes

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Indirect lighting required that is adequate to read index labels on books on lowest shelves. No sunlight on stored volumes.

Low pile carpeting to accommodate book trucks

Signage for book ranges

This could be secured materials storage off conference room.

Furnishings:

Total seats: Table 4 (if separate room, place one less table in adult fiction)

Lounge Staff

Proximities:

Near: Public Access Catalog stations

Away From:

In sight of: Reference Desk

Books: 689 volumes

Non-book Materials: 20 library-generated and town meeting videos

Library Area: Lower Level Public Restrooms

Size: (use existing dimensions)

Occupancy: It is anticipated that the existing restrooms will continue in use. There should continue to be a family restroom adjacent to children's services that has a changing table.

Staff:

Public: 1 per room

Daily Uses: Intermittent

Equipment: Automatic shut-off faucets, automatic eye lighting, water conserving toilets, covered wastebaskets, towels near sinks (not across walking path), changing table.

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Any changes to the current restrooms should be for energy conservation and the present fixtures should be reviewed for possible savings.

All surfaces should be easy to maintain and keep clean under heavy use.

Proximities:

Near: main entrance, children's services

Away From: service desks

In sight of: service desks where possible

Library Area: Mechanical Room/Computer Server Room

Size: 130 sq. ft.

Occupancy:

Staff: 2

Public: 0

Daily Uses: To maintain computer connectivity for building and library services. Also houses furnace, electrical boards and other mechanical system controls.

Equipment: one or two server computers, monitor, keyboard, mouse, wireless router, clock, furnaces, electrical boards, alarm system controls.

Activities: Maintenance of library computer servers and router and other building mechanical systems.

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Sufficient level of light to observe screen commands, air circulation to maintain constant temperature for servers. Fireproof surfaces wherever possible.

Furnishings:

Total seats: Staff 2

Proximities:

Near: preferably near staff workroom and circulation desk

Away From: public areas

In sight of: public service desk

Library Area: Meeting Room

Size: 650 sq. ft.

Occupancy:

Staff:

Public: 50

Daily Uses: adult programs day and night, patrons might use Wi-Fi here when not used for programs

Equipment: easels with flipchart or whiteboard capabilities; mobile media stand, public address system, ceiling or wall mounted retractable projection screen, LED projector, clock, large screen TV, cable and internet connectivity, coat racks

Coffeemaker, electric tea kettle, adjacent refrigerator and sink

Activities: programming for adults and teens, could double as quiet computer user or reading area.

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Separate keying for use outside regular library hours. Adjacent lockable storage for AV equipment, and storage for chairs, tables, lectern, coats, and near-by kitchenette. Adequate room must be allowed for tables to serve refreshments and tables for sign in sheets in addition to room for public seating. Room is also used for ongoing book sale so there must be room for shelving along the side wall. Picture hanging system on walls. Adjustable lighting on rheostat and by area of the room. Room darkening window coverings. Sufficient electrical outlets for serving refreshments at meetings, amplification systems, AV equipment, and computers Special attention to air circulation, heating and computer support for this room

Easily cleaned, attractive carpet and softening wall covering

Furnishings:

Total seats: 50 stacking auditorium-style chairs; Also 8 light folding tables for occasional table seating

One clock, wastebasket, picture mounting system

Proximities:

Near: Separate entrance to library, restrooms, and kitchen facilities

Away From: preschool/family area, adult quiet reading area

In sight of: a public service desk

Books: Shelving for 200 book sale items

Library Area: New Fiction/New Nonfiction/ Staff Picks Book Display

Size: 79 sq. ft.

Occupancy:

Staff:

Public: 2

Daily Uses: Fairly constant during open hours

Equipment:

Activities: Browse fiction and non-fiction titles in the library's collection

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Indirect lighting but adequate to read standard print

Furnishings:

Total seats: Table

Lounge 2

Staff

Proximities:

Near: Entrance to library

Away From:

In sight of: circulation

Books: 790

Non-book Materials:

Library Area: Periodicals

Size: 273 sq. ft.

Occupancy:

Staff: 0

Public: 6

Daily Uses: Fairly constant throughout the day

Equipment:

Activities: Browse and read periodicals

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Sound deadening materials to create a quiet reading area

Adequate light to read small print

Comfortable and bright

Adequate and reachable electrical access for laptop users

Furnishings:

Total seats: 1 Wired table seating 4 Lounge 2 Staff 0

One small table for reading newspapers and 2 lounge chairs with 1-2 side tables

Proximities:

Near: Adult collections

Away From: traffic lanes and noisy areas

In sight of:

Books:

Non-book Materials: 83 magazines and newspapers

Library Area: Periodical Storage

Size: 40 sq. ft.

Occupancy:

Staff: 1

Public:

Daily Uses:

Equipment:

Activities: Retrieve, store and review back copies of periodicals

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Sufficient light to read periodical titles and dates

Furnishings:

Shelving for periodical storage boxes

Proximities:

Near: Reference desk, periodical reading room

Away From:

In sight of:

Periodicals: 37 back files

Library Area: Public Access and Catalog Computers

Size: 40 sq. ft.

Occupancy:

Staff: 0

Public: 3

Daily Uses: Intermittent during open hours of the library

Equipment:

2 standing computers, monitors, keyboards, and mouse, one seated public computer

Activities:

Online access to library holdings catalog, internet access, some book browsing

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Currently this area is the second floor entrance to the building. There are mosaic tile floors, and original woodwork. Indirect lighting would be preferred for computer screens with some sound mediation to keep the area relatively quiet.

Area should allow easy monitoring by staff so they can provide assistance as needed.

Furnishings:

Total seats: Table 1 Lounge

Low bookcases allow for display space.

Two community bulletin boards

Proximities:

Near: Adult book stacks,

Away From: children's services

In sight of: Staffed service desk

Library Area: Reference /Reference Desk

Size: 386 sq. ft.

Occupancy:

Staff: 1

Public: 5

Daily Uses: Intermittent during day

Equipment:

Standing public access catalog with cpu, keyboard, mouse-networked to printer

Computer station with cpu, flat screen monitor, keyboard and mouse

External hard drive for edited library-generated videos. Video camera, and digital camera with battery packs and recharger

Copy machine, laser printer, wireless routers and access points, thermostat

Activities: Use library's reference resources both online and books and create finding aids.

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Adequate light to read index labels on lower shelves, audio privacy for reference interviews

Many electrical outlets should be available for laptop computer users. Tables should have outlets that flip up when needed.

Furnishings:

Total seats: Table 8 Lounge Staff 1

Reference Service desk with adjacent open shelving for frequently used reference volumes.

Locking drawer for cameras, equipment, and personal items.

Proximities:

Near: Public Internet computers and Public Access Catalog

Away From: traffic lanes

In sight of: other staffed desks

Books: 776 volumes

Non-book Materials:

Library Area: Second Floor Lobby Public Restrooms

Size: (use existing dimensions)

Occupancy: It is anticipated that the existing restrooms will continue in use.

Staff:

Public: 1 per room

Daily Uses: Intermittent

Equipment: Automatic shut-off faucets, automatic eye lighting, water conserving toilets, covered wastebaskets, towels near sinks (not across walking path).

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Any changes to the current restrooms should be for energy conservation and the present fixtures should be reviewed for possible savings.

Tile floors, all surfaces should be easy to maintain and keep clean under heavy use.

Proximities:

Near: street exit from second floor

Away From:

In sight of: service desk

Library Area: Staff Break Room

Size: 400 sq. ft.

Occupancy:

Staff: 4

Public:

Daily Uses:

Equipment: microwave, fridge, sink, water heater, coffee maker, radio (?)

Activities: Used for staff breaks and meals and as project work table. Place for staff to store personal items and food supplies.

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

This should feel like a break from the public spaces in the library. Natural lighting or supplemental light with floor lamps or hanging light over table would be preferable to overhead florescent lighting in this area.

Furnishings:

Round table seating four, four table chairs, one lounge chair. If there is room a couch or loveseat would be a nice addition to the staff break area.

Proximities:

Near circulation desk or staff workroom.

Away from public sight.

Library Area: Tech Services

Size: 130 sq. ft.

Occupancy:

Staff: 2

Daily Uses: Used for book repair, ordering, receiving and preparing new materials for the library, and conference room. Two computers used for updating and monitoring library website, newsletter development, managing Eventkeeper calendar and museum pass registration, cataloging and acquisitions work.

Equipment:

Typewriter, label maker, barcode scanner, die-cut machine, laminator, scanner, book mending materials and supplies related to processing materials (book covers, cd, dvd and audio cases). 2 computers, 2 monitors, 2 keyboards with mouse, and a telephone.

Activities:

Ordering, adding, covering books, withdrawing out of date materials and updating and monitoring website.

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Task lighting with no glare on computer screen, password protected computers for staff use only. Low pile carpeting to create quieter atmosphere but still allow easy movement of booktrucks loaded with books. Two storage areas are needed for materials used in meetings and for book processing materials. Opening windows with sun filtering shades for windows.

Furnishings:

Two work desks with locking drawer to put phone away when staff is not using room. Two two-drawer file cabinets. Two adjustable, rolling desk chairs with surface protectors. At least six feet of counter surface for book repair and covering. Cabinet with drawers or shelves to store covering supplies and storage for media cases, wastebasket, clock, book shelves for work in progress

Proximities:

Near: Elevator for booktrucks

Away From: Entrance, and busy public pathways

In sight of: a public service desk-if still reference backup

Books: 300 volumes

Non-book Materials: 50

Library Area: Teen Area

Size: 614 sq. ft.

Occupancy:

Staff: 1

Public: 6

Daily Uses: after school and evenings

Equipment:

Two public access computer stations-two computers, monitors, keyboards and mouse.

Activities: single and group homework study, teen recreational activities, and browse teen collection.

Architectural Features (Ambiance, lighting requirements, flooring, access to area):

Sound mediation is preferable and visual supervision is a high priority

It is best if this area can have its own look and feel which may be challenging while retaining the lovely historic elements of the building.

Many outlets should be available in this area for programming equipment and for laptop computer users.

Furnishings:

Total seats: Table 8 Lounge 4 Staff 1

Staff Desk with desktop computer, monitor, keyboard and mouse

Two wired study tables for laptop use

Computer station for two computers designed to accommodate multiple users at each computer

Clock

Wastebasket

Proximities:

Near: teen collection and computer stations,

Away From: Quiet reading areas

In sight of: staffed service desk

Books: 2,583

Non-book Materials: 126 audio books

Sources Used

For data concerning the Goffstown Public Library and its service population:

US Census of Population and Housing, 2000.

<http://ZIPskinny.com/>

For guidance in evaluating current, and projecting future service and space needs:

Dahlgren, Anders. *Public Library space needs: a planning outline*. Madison, Wisconsin Department of Public Instruction, 1998. <http://dpi.wi.gov/pld/plspace.html>

Holt, Raymond M. *Wisconsin Library Building Project Handbook*. 2nd rev edited by Anders C. Dahlgren. Madison, WI: Department of Public Instruction, 1990.

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Acknowledgements

The staff of the Goffstown Public Library provided data for this building program. Library Director Dianne Hathaway worked closely with me on the collection projections.