Expansion Study:

Existing Conditions Assessment, Space Analysis, and Conceptual Design Report

Prepared for the **James L. Hamner Public Library**

Prepared by:

ENTEROS DESIGN

March 29, 2021

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Acknowledgments

The James L. Hamner Public Library and Enteros Design would like to recognize the following groups and individuals whose contributions to this process were invaluable.

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Introduction

The James L. Hamner Public Library is evaluating the need for library services to serve the residents of Amelia County, and the capacity of the existing library facility to meet this need. Enteros Design has prepared the following space needs assessment, report, cost estimates, and conceptual design to assist with this effort. The space needs assessment process involved review of the existing facilities, data collection, staff and stakeholder input meetings, community input meetings, and analysis of shelving and furniture requirements. This information was used to generate a detailed space allocation program for the library facility to meet the staff and community need. The conceptual design presented in this report is intended to show one example of how the library could be renovated and expanded to accommodate the space program. If the project moves forward to the next stage, other options and refinements to the design may develop. The cost estimates presented in this report are based on the costs per square foot of similar structures built in the region in the current market conditions. The budget estimates should be evaluated based on future design requirements and market conditions as the project develops further. We hope that this information will assist the County as it develops plans for future capital improvements.

OVERVIEW

The James L. Hamner Public Library serves to facilitate connections that provide free learning opportunities to Amelia County. It is the only public library in the County with a services area population of approximately 10,000 to 15,000 residents. The library was chartered in 1973, and the current library was built in the historic Amelia Court House area in 1999.

This one-story library with approximately 7,228 square feet provides access to traditional library services, and the staff work to expand offerings to the community within the limitations of the facility. The demand for library services today is much broader than when this building was constructed 22 years ago. To adequately serve the needs of a community today, modern libraries need to provide access to larger meeting and program rooms, small group meeting rooms and collaboration spaces, specially designed children and teen spaces, and hi-tech innovation and technology resources. At the same time, libraries still provide access to print and media collections. Libraries provide access to all types of art, culture, entertainment, educations, technology, and social interaction. In communities where this demand has been embraced by the construction of new facilities, libraries have become major destinations and cultural centers for the region. They can empower and support the lives of existing residents, helping to retain the population, and they can help to attract new residents to the County.

The following information summarizes the existing facilities and provides recommendations for improving or expanding building features to better address the need for community library services.

Existing Conditions

Entry Lobby

The entry lobby provides access to a meeting room, restrooms, and the library. It is separated from the main library space by doors that can be locked so that the meeting room can be used when the library is closed. The lobby is relatively narrow and it functions mainly as a connecting corridor. The building entrance is covered by a gabled porch roof with a relatively low eave height. The low eave height and the long lobby space result in limited natural light and a dark interior as you enter the library. During community outreach meetings, several attendees mentioned the dark uninviting feeling of the entrance. A more welcoming light filled entrance with higher ceilings and comfortable seating would create a more inviting entrance.

Meeting Space

The facility has a small 480 square foot meeting room which serves as the only program room for the library. This room houses all adult and children's programs. It is accessible from the main library as well as the entry lobby. The meeting room has a capacity of approximately 30 people, but it is heavily used by the library and the community. Public and staff input indicates that a meeting room to serve approximately 100 people is needed. In addition to general programs and meetings, this space may host small musical performances, plays, and possibly County Board meetings.

Activity and Collaboration Space

The library currently lacks any other program rooms or collaboration space. With the heavy use of the main meeting room for adult programs and general meetings, the library needs an additional dedicated program and activity room. This space could be used for flexible activities for children, adults, and teens. It could accommodate story time events for children, gardening clubs for adults, and STEAM (science, technology, engineering, arts and math) programs for all ages. This room would have easily cleanable finishes and furniture, technology and infrastructure, water and power, and plenty of storage. Associated with this room is the desire by staff and the community to have a multi-media studio for small video and audio productions, and a virtual reality simulation room.

Small Group Meeting Rooms

The library serves a variety of needs for smaller meeting groups, one-on-one tutoring, and counseling. Staff and community input has indicated that small group rooms for 2, 4, and 6 people are needed for studying, small meetings, tutoring, and group projects. These spaces should be easily observable from staff locations, and they should have access to AV equipment and technology for media presentations or video conferencing.

Visibility and Observation

The interior of the library, especially in the adult collections area, has limited visibility and observation because of the height and density of shelving. The library has a large collection of material for its size, and high shelving stacks are required to accommodate the number of items in the collection. The staff have weeded the collection to reduce its size some, but additional reduction may be needed to reduce shelving height. Ideally the shelving height would be lowered to around 60" to increase visibility and the feeling of openness and natural light in the space. Lower shelving will require more sections of shelving and more space to accommodate the collection size.

Seating

The current library is significantly deficient in comfortable seating. Some seating has been removed to meet COVID-19 restrictions; however, the library does not have nearly enough space to accommodate the recommended amount of seating for this community. The library should be a place where people come to relax, interact, and engage. If seating is not available, people will not be encouraged to spend time in the library, and they will not be exposed to the possibilities of literature, arts, culture, and entertainment that the library can offer. Based on the service area population, the library should have approximately 75 to 85 seats available for visitors.

Children's Area

The library has a children's area which is proportional to the overall size of the library, but it lacks space for comfortable seating, lower shelving, and interactive play space. A consistent comment in the staff and community input meetings was that additional space is needed for the children's area. Space should be provided for small children's activities and programs to occur in the area. Comfortable and task-oriented seating is needed for both children and parents. Modern libraries have specially designed children's spaces with architectural features, finishes, and furniture which are uniquely inspiring to children. Other features to consider in the children's area include direct access to a flexible activity room, interactive play area, a family restroom, and access to an outdoor activity space.

Teen Area

During staff and community meetings, we learned that the library serves as an after-school destination for a large number of teens. The teens do not have a separate space they can call their own in the library, so they take over all areas of the library causing disruptions to other users. Having a separate teen space that is easily observable by staff is important to attracting and engaging teens in productive activities, but it is also important to maintaining order and comfort for other patrons in the library. The existing library does not currently have enough space to accommodate this separate teen area.

Technology

The existing technology in the library consists of several desktop computers and minimal audio-visual equipment. In modern libraries, technology is everywhere in the form or interactive displays, smartboards, multi-media audio-visual devices, and portable electronics. Amelia County lacks broad band internet access in many areas, and the library offers the only access to the internet and technology for many residents. Public comments indicated that additional public computers were needed throughout the library. Technology could also include content creation equipment including 3D printers, video animation, virtual reality systems, or audio and video production equipment. The library can serve as a technology resource center to provide access to technology, equipment, and software that residents may not know exists. With expanded technology comes the need for expanded infrastructure to include larger electrical systems and additional electrical outlets for fixed equipment and portable electronics charging.

Staff Space

The staff space in the library is proportional to the overall size of the library; however, it is very congested, and the staff are overflowing their workspace and storage areas. Additional room is needed for staff work areas, storage, shelving, and shipping and receiving space. A dedicated children's programing work room would help to alleviate some of the workspace and storage challenges. Additional space is needed in the library to accommodate these staff needs.

Building Program

The information developed in the enclosed building program and space analysis is based on Virginia and National library standards, as well as, input received from staff and stakeholders. Spreadsheets are provided to indicate the collections and shelving requirements, list of spaces and square footages, and recommended seating and space standards. Notes from the staff and stakeholder meetings are contained in the appendix to this document.

James L. Hamner

Detailed Collection Area Calculation for a future physical collection of: 55,851 items 4,260 sf

Adult Print

Collection	1	2 Identify the current collection size	Expansion percentage	4 Target Collection Size	5 Identify the % typically in circulation	6 % of collection to shelve	7 # of volumes to store	8 Rate (vol/lf)	9 Select Height from Pull-down List	10 # shelves including base shelf	11 Shelf capacity factor	12 Capacity, single face section	13 # of SF sections req'd	14 Select Density Factor (sf req'd per section)	15 Area required based on density factor	16 Collection Area	17 Departmental Gross	13 # of SF sections req'd	18 # of SF Sections on Plan	19 Percent of Req'd Shelving Provided
AS-Fiction		7,334	131%	9,610	9%	91%	8,745	10	60	4	0.8	96	91	9.00	819	819		91		0%
AS-Non-Fiction		2,277	167%	3,796	18%	82%	3,113	12	60	4	0.8	115	27	9.00	243	243		27		0%
AS-Large Type Fiction		3,425	186%	6,369	11%	89%	5,668	8	60	4	0.8	77	74	9.00	666	666		74		0%
AS-Large Type N-Fiction		54	181%	98	15%	85%	83	10	60	4	0.8	96	1	9.00	9	9		1		0%
AS-GN		158	165%	260	10%	90%	234	18	60	4	0.8	173	1	9.00	9	9		1		0%
AS-New		100	100%	100	10%	90%	90	2	60	4	0.8	19	5	12.00	60	60		5		0%
AS-Oversized		18	111%	20	2%	98%	20	10	60	3	0.8	72	1	12.00	12	12		1		0%
Reference		66	100%	66	0%	100%	66	10	60	4	0.8	96	2	9.00	18	18		2		0%
		13,432		20,319																

Collection Area: 1,836
Display Allowance 10.0%: 184
Gross Collection Area: 2,020

Young Adults

Collection	1	2	Expansion %	4	5	6	7	8	9	10	11	12	13	14	15	16	17	13	18	19
YA-Fiction		1,595	117%	1,867	15%	85%	1,587	16	60	4	0.8	154	10	9.00	90	90		10		0%
YA-Graphic Novels		2,031	125%	2,536	12%	88%	1,787	18	60	4	0.8	173	10	9.00	90	90		10		0%
YA -Spanish		10	200%	20	3%	97%	19	16	60	4	0.8	154	1	9.00	9	9		1		0%
YA-New		60	100%	60	5%	95%	57	2	60	4	0.8	19	3	12.00	36	36		3		0%
		3,696		4,483																

Collection Area: 225.0
Display Allowance 10.0%: 23
Gross Collection Area: 248

James L. Hamner

Detailed Collection Area Calculation for a future physical collection of: **55,851** items **4,260** sf

Youth Print

Collection	2. Identify the current collection size	3. Expansion percentage	4. Target Collection Size	5. Identify the % typically in circulation	6. % of collection to shelve	7. # of volumes to store	8. Rate (vol/lf)	9. Select Height from Pull-down List	10. # shelves including base shelf	11. Shelf capacity factor	12. Capacity, single face section	13. # of SF sections req'd	14. Select Density Factor (sf req'd per section)	15. Area required based on density factor	16. Collection Area	17. Departmental Gross	18. # of SF Sections on Plan	19. Percent of Req'd Shelving	13. # of SF sections req'd
J-Board Books	45	111%	50	18%	82%	41	26	42	2	0.7	109	1	9.00	9	9			0%	1
J-Easy Kits	29	100%	29	3%	97%	28	4	42	2	0.7	17	2	9.00	18	18			0%	2
J-Easy Fiction/NF	4,391	120%	5,249	8%	92%	4,829	26	42	2	0.7	109	44	9.00	396	396			0%	44
J-Easy Spanish	157	84%	132	3%	97%	128	26	42	2	0.7	109	1	9.00	9	9			0%	1
J-Beginning Reader F	943	174%	1,637	15%	85%	1,391	18	42	2	0.7	76	18	9.00	162	162			0%	18
J-Beginning Reader NF	1,016	94%	953	4%	96%	915	18	42	2	0.7	76	12	9.00	108	108			0%	12
J-Fiction	3,625	135%	4,902	14%	86%	4,216	16	60	4	0.7	134	31	9.00	279	279			0%	31
J-Non-Fiction & Biography	1,703	129%	2,205	7%	93%	2,051	18	60	4	0.7	151	14	9.00	126	126			0%	14
J-Graphic Novel	870	165%	1,432	13%	87%	1,246	18	60	4	0.7	151	8	9.00	72	72			0%	8
J-Spanish	259	90%	233	1%	99%	231	16	60	4	0.7	134	2	9.00	18	18			0%	2
J-New	150	100%	150	5%	95%	143	6	60	4	0.7	50	4	12.00	48	48			0%	4
	13,188		16,972																

Collection Area 1,245
Display Allowance 10.0% 125
Gross Collection Area 1,370

James L. Hamner

Detailed Collection Area Calculation for a future physical collection of: **55,851** items **4,260** sf

Adult Media

Collection	Projected Collection Data						Shelving Section Data					# Req'd		Area Required			Shelving Provided	
1	2 Identify the current collection size	Expansion percentage	4 Target Collection Size	5 Identify the % typically in circulation	6 % of collection to shelve	7 # of volumes to store	8 Rate (vol/lf)	9 Select Height from Pull-down List	10 # shelves including base shelf	11 Shelf capacity factor	12 Capacity, single face section	13 # of SF sections req'd	14 Select Density Factor (sf req'd per section)	15 Area required based on density factor	16 Collection Area	17 Departmental Gross	18 # of SF Sections on Plan	19 Percent of Req'd Shelving
AS-Audio Fiction	1,540	188%	2,893	22%	78%	1,201	8	60	4	0.8	77	16	9.00	144	144		16	0%
AS-Audio Non-Fiction	350	86%	300	8%	92%	322	8	60	4	0.8	77	4	9.00	36	36		4	0%
AS-DVD Fiction	1,908	204%	3,891	40%	60%	2,335	20	60	4	0.8	192	12	9.00	108	108		12	0%
AS-DVD Non-Fiction	358	201%	719	25%	75%	539	20	60	4	0.8	192	3	9.00	27	27		3	0%
	4,156		7,803															

Collection Area 315.0 — **315**
Display Allowance 10.0% — 32
Gross Collection Area — **347**

Young Adult Media

Collection	2	Expansion	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
YA-Audio Books-CDs	121	121%	146	4%	96%	140	8	60	4	0.8	77	2	9.00	18	18		2	0%
YA-DVDs	657	373%	2,450	40%	60%	1,470	20	60	4	0.8	192	8	9.00	72	72		8	0%
YA-Video Games	82	137%	112	60%	40%	45	20	60	4	0.8	192	1	9.00	9	9		1	0%
	860		2,708															

Collection Area — **99**
Display Allowance 10.0% — 10
Gross Collection Area — **109**

James L. Hamner

Detailed Collection Area Calculation for a future physical collection of: **55,851** items **4,260** sf

Youth Media

Collection	Projected Collection Data						Shelving Section Data					# Req'd		Area Required			Shelving Provided		
	Identify the current collection size (2)	Expansion percentage (3)	Target Collection Size (4)	Identify the % typically in circulation (5)	% of collection to shelve (6)	# of volumes to store (7)	Rate (vol/lf) (8)	Select Height from Pull-down List (9)	# shelves including base shelf (10)	Shelf capacity factor (11)	Capacity, single face section (12)	# of SF sections req'd (13)	Select Density Factor (sf req'd per section) (14)	Area required based on density factor (15)	Collection Area (16)	Departmental Gross (17)	# of SF sections req'd (13)	# of SF Sections on Plan (18)	Percent of Req'd Shelving (19)
J-Audio Books-CDs	110	160%	176	30%	70%	123	8	60	4	0.7	67	2	9.00	18	18		2		0%
J-Audio Books-CDs NF	10	80%	8	0%	100%	8	8	60	4	0.7	67	0	9.00	0	0		0		0%
J-DVDs	606	304%	1,845	25%	75%	1,384	20	60	4	0.7	168	8	9.00	72	72		8		0%
J-DVDs NF	85	142%	121	15%	85%	103	20	60	4	0.7	168	1	9.00	9	9		1		0%
J-Music CDs	0	1500%	0	0%	100%	0	26	60	4	0.7	218	0	9.00	0	0		0		
	811		2,150																

Collection Area		99
Display Allowance	10.0%	10
Gross Collection Area		**109**

Serials

Collection	Identify the current collection size (2)	Expansion percentage (3)	Target Collection Size (4)	Identify the % typically in circulation (5)	% of collection to shelve (6)	# of volumes to store (7)	Rate (vol/lf) (8)	Select Height (9)	# shelves (10)	Shelf capacity factor (11)	Capacity, single face section (12)	# of SF sections req'd (13)	Select Density Factor (14)	Area req'd (15)	Collection Area (16)	Departmental Gross (17)	# of SF sections req'd (13)	# of SF Sections on Plan (18)	Percent of Req'd Shelving (19)
Current Peridicals	36	100%	36	0%	100%	36	1	60	4	1	12	3	9.00	27	27		3		0%
Peridicals Back Issues	1,376	100%	1,376	1%	99%	1,362	48	60	4	1	576	2	9.00	18	18		2		0%
Current Newspapers	4	100%	4	0%	100%	4	0.67	60	4	1	8	1	9.00	9	9		1		0%
			1,416																

Collection Area		54.0 / 54
Display Allowance	10.0%	5
Gross Collection Area		**59**

BUILDING PROGRAM | CONTINUED

Library of Virginia
Planning for Library Excellence: Standards for Virginia Public Libraries

Service Population	10,000				15,000			
Branch	James L. Hamner Library							
Category	A	AA	AAA	Proposed	A	AA	AAA	Proposed
Collections	20,000	35,000	45,000	55,851	30,000	52,500	67,500	55,851
Gross Square Feet	6,000	8,000	10,000	19,000	9,000	12,000	15,000	19,000
Computers	3	5	10	19	5	8	15	19
Hours	40	68	76	39	40	68	76	39
Library Card Holders	2,500	4,000	6,000	1,274	3,750	6,000	9,000	1,274

Seating Calculations

Illinois Public Library Association

	Baseline		per 1000		Total Seats	Proposed
Population 10,000	60	+	3.0	for every 1,000 over 10,000	60	
Population 15,000	60	+	3.0	for every 1,000 over 10,000	75	

Wisconsin Department of Public Instruction
Public Library Space Needs: A Planning Outline

	Pop.		Per 1000	Seats	Use Factor	Total Seats	Proposed
Population 10,000	10,000	1,000	7.0	70	0.80	56	
Population 15,000	15,000	1,000	7.0	105	0.80	84	

JAMES L. HAMNER PUBLIC LIBRARY : LIBRARY EXPANSION STUDY

ENTEROS DESIGN

Seating Program

QTY	DESCRIPTION	#/ UNIT	TOTAL	SF/UNIT	Total SF
Children's Area					
2	4 person table low	4	8	50	100
1	4 person table standard	0	0	50	50
4	Pod/child seat	1	4	16	64
1	Parent/child seat	2	2	40	40
2	Lounge seats	1	2	25	50
1	Window seats	4	4	50	50
	Sub-total Children's		**20**		**354**
Young Adult's Area					
2	Lounge seats	1	2	25	50
2	4 person table	4	8	50	100
2	2 person table	2	4	25	50
2	Gaming chairs	1	2	25	50
1	window seat or booth	4	4	50	50
	Sub-total Young Adult		**20**		**300**
Adult's Area					
	Periodicals				
4	Lounge seating	1	4	25	100
0	4 person table	4	0	50	0
0	2 person table	2	0	25	0
0	study carrels	1	0	25	0
	Sub-total Periodicals		**4**		**100**
	Adult Fiction				
1	4 person table	4	4	50	50
2	2 person table	2	4	25	50
2	Lounge seating	1	2	25	50
3	study carrels	1	3	25	75
	Sub-total Adult Fiction		**10**		**150**
	Adult Non-Fiction				
1	4 person table	4	4	50	50
2	2 person table	2	4	25	50
2	Lounge seating	1	2	25	50
	Sub-total Adult Non-Fiction		**10**		**150**
Café Area					
2	2 person table	2	4	25	50
1	Booths	4	4	50	50
2	Lounge seating	1	2	25	50
	Sub-total Café		**10**		**150**
TOTAL SEATS			**77**		**1,204**

Area and Adjacency Summary by Department

Space Description	Qty	Unit Area SF	1st Floor Net SF Area	Sub-total Net SF	Grossing Multiplier	Gross SF	Adjacency	Remarks
Entry Zone								
Entry Vestibule	1	100	100				Entry	
Entry Area/Display/Gallery	1	150	150				Entry	
New Books Display	1	100	100				Entry	
Friends Display	1	50	50					
Interactive Display, information	1	25	25				Entry	
Café seating/vending	1	300	300				Entry	
Public Restrooms							Entry	
Men	1	150	150					
Women	1	150	150					
Sub-total Department Area				1,025	1.25	1,281		
Meeting / Study/ Program Rooms								
Community Meeting Room	1	1800	1800					100 occupants
Kitchenette	1	150	150				meeting room	
AV Equipment	1	25	25				meeting room	
Table and Chair Storage	1	150	150				meeting room	
Group Study Rooms							non-fiction	
2 person study room	2	50	100				young adult, adult area	
4 person study room	1	120	120				young adult, adult area	
6 person study room	1	150	150				young adult, adult area	
Quiet reading room	1	400	400				adults	
Flexible Activity/STEAM Room	1	600	600				youth services/young adult/adult	
storage room	1	75	75					
VR Room	1	100	100					
Media Studio room	1	120	120					
Sub-total Department Area				3,790	1.25	4,738		

ENTEROS DESIGN

Space Description	Qty	Unit Area SF	1st Floor Net SF Area	Sub-total Net SF	Grossing Multiplier	Gross SF	Adjacency	Remarks
Adult Services								
Adult Collections	1	2614	2614					includes non-print media and serials
OPACS	1	25	25				fiction, non-fiction	
Public computers	8	25	200				staff desk	
Express computers	3	25	75				staff desk	at circulation desk
Printer	0	25	0					
Copy Area							Entry area, Circulation	
Copy area	1	100	100				adult	
Counter	1	50	50				adult	
laptop storage/charging	1	25	25				staff desk	
Seating Periodicals								
4 person table	0	50	0					
2 person table	0	25	0					
Lounge seating	4	25	100					
Seating Adult Fiction								
4 person table	1	50	50					
2 person table	4	25	100					
Lounge seating	3	25	75					
Seating Adult Non-Fiction								
4 person table	1	50	50					
2 person table	2	25	50					
Lounge seating	2	25	50					
Sub-total Department Area				3,564	1.25	4,455		

Space Description	Qty	Unit Area SF	1st Floor Net SF Area	Sub-total Net SF	Grossing Multiplier	Gross SF	Adjacency	Remarks
Youth Services								
Youth Collections	1	1370	1370					
Staff Desk	0	100	0					
Storage /work room	1	100	100				program room	
Self Check	0	25	0					
OPACS	1	25	25					
Interactive display	1	50	50					
Interactive play/learning	1	250	250					
Public Computers	2	25	50					
Early literacy AWE compters	2	25	50					
Family computer	1	25	25					
Family Restroom	1	50	50					
Seating								
4 person table-low	2	50	100					
4 person table-standard	0	50	0					
Parent and child seat	1	40	40					
Lounge seating	2	25	50					
Pods	4	16	64					
Window seats	1	50	50					
Sub-total Department Area				2,274	1.25	2,843		
Young Adult								
Young Adult Collections	1	248	248					

Space Description	Qty	Unit Area SF	1st Floor Net SF Area	Sub-total Net SF	Grossing Multiplier	Gross SF	Adjacency	Remarks
Public computers	3	25	75					
OPACS	0	25	0					
Seating								
4 person table	2	50	100					
2 person table	2	25	50					
Lounge seating	2	20	40					
Gaming chairs	2	50	100					
Window seat/booth	1	50	50					
Sub-total Department Area				**663**	**1.25**	**829**		
Staff Areas								
Circulation Desk	1	150	150				entrance	
Holds shelving	3	9	27				out on floor, not at desk	
Self Check	0	25	0				circulation desk	
Book return	0	40	0					
Staff Workrooms								
Directors office	1	200	200					includes storage closet
Staff offices	5	80	400					private office
Tech Services	1	120	120					private office
volunteers	2	36	72					workstations
Work table	1	100	100					
Book carts	10	15	150					
Interlibrary totes area	0	50	0					
Shelving	3	9	27					
work counter	1	75	75					
copier	1	50	50					with sink

Space Description	Qty	Unit Area SF	1st Floor Net SF Area	Sub-total Net SF	Grossing Multiplier	Gross SF	Adjacency	Remarks
office supplies storage	1	25	25					
general storage	1	100	100					
book storage	1	50	50					
Staff break room	1	225	225					
Comfort room	1	80	80					
Staff restroom	1	50	50					
Network closet	1	40	40					
Receiving Shipping	1	100	100					
Sub-total Department Area				**2,041**	**1.25**	**2,551**		

Building Support Areas

Space Description	Qty	Unit Area SF	1st Floor Net SF Area	Sub-total Net SF	Grossing Multiplier	Gross SF	Adjacency	Remarks
Mechanical Room	1	300	300					
Electrical Room	1	80	80					
Janitor's closet/ storage	1	50	50					
Sub-total Department Area				**430**	**1.25**	**538**		

TOTAL AREA	17,234
Building Grossing Multiplier	1.10
TOTAL BUILDING AREA MAXIMUM DISPLAY	18,957

ENTEROS DESIGN

Concept Design

The estimated square footage required for the James L. Hamner Public Library is approximately 19,000 Square feet. The existing library is approximately 7,228 square feet. An addition of almost 12,000 square feet would be required to accommodate the proposed program for the library.

The existing library site is relatively narrow and long. The building is located close to Dunn Street on the front, and close to the property line to the East. The parking lot accommodates approximately 43 spaces on the west side of the building. An open field is available on the South side of the building for building expansion.

The library program calls for expanded meeting space, a new teen area, a larger children's area, additional quiet reading space for adults, and expanded staff areas. The enclosed floor plan shows a potential layout for expansion of the existing building to accommodate the program. The following information summarizes the main characteristics of the new plan:

- The large meeting room is placed near a new open and inviting entrance on the front of the building. The new entry space would have a cafe atmosphere filled with natural light and comfortable seating. New restrooms and a 100-person meeting room could be used after hours when the library is closed.

- The entry into the main library space passes through a large existing window bay, leading visitors into the adult collections space with the new circulation desk directly in front of the entrance. The adult collections area occupies the main portion of the existing library building. The existing library area is not quite adequate to accommodate the entire adult collection using 60" shelving as indicated in the program. The site and layout do not easily accommodate an expanded area for adult collection, so this plan suggests using 66" shelving for the adult collections as a compromise. The collection size would need to be further reduced, or a more complicated building expansion would be required to accommodate 60" shelving. A small expansion on the east end of the building, adjacent to the adult collection, accommodates a quiet reading room.

- The adult computers are located on the back side of an existing load bearing wall in the building. This load bearing wall cannot be removed without significant modification to the existing structure. The computer location is intended to be a quiet area with limited traffic, but easily accessible from the staff desk for assistance.

- The group study rooms are located behind the new computers in a quiet area with limited traffic. Two-person meeting rooms are provided for tutoring or one-on-one counseling. The four and six-person meeting rooms can accommodate a variety of small meetings and group projects. Each study room should be provided with computer access and audio/visual presentation capabilities.

- On the west side of the building, a small addition accommodates the teen area which is accessed through a former existing window opening. The teen area should be designed to have a unique character so that teens have a space to call their own. It is also located adjacent to the main circulation desk so that staff can easily monitor activities in the room. The space holds the young adult's collection, comfortable seating, tables and chairs for group activities, and a gaming area. Large windows will bring in natural light to the space.

- The large addition on the rear of the building will accommodate a new children's area. This space will be designed with higher ceilings and a special interactive play area at the end of the building. A large angled window bay becomes a focal point in this space. Materials, finishes, furnishings and architectural features should be appealing to children. Interactive media displays could line the walls leading into the children's area. The children's area also accommodates a family restroom.

- A flexible use activity room is located adjacent to the children's area. It will include infrastructure for power and plumbing to accommodate a variety of activities include arts and crafts, STEAM activities, and programs for all ages.

- On the South side of the building, the design shows an outdoor terrace space which can be used for children's programs or outdoor functions associated with the flexible activity room. This space could also serve as an observation deck overlooking an event lawn to the South.

- The staff expansion is located on the southwest corner of the building. It will accommodate a larger workroom, additional offices, storage, a breakroom, and a shipping and receiving room. A loading space is provided on the rear of the staff area for deliveries and a staff entrance.

- Existing mechanical rooms will be expanded to accommodate new electrical systems and a new fire sprinkler room. The expanded building will require a fire protection sprinkler system. All new mechanical HVAC systems are anticipated to be installed as roof top packaged units.

The exterior design is intended to be compatible with the existing building architecture and the surrounding context; however, features of the building are expressed in a contemporary way. The brick is intended to blend with the existing. The arrangement of interior spaces to meet the program requires expansion and modification on all sides of the existing building. There are very few existing exterior walls remaining exposed after the expansion. Large high windows are designed to bring natural light deeper into the interior. Roof lines are compatible with the existing building architecture. Mechanical equipment is screened by the roof slopes in a low sloped roof area in the middle of the expansion.

CONCEPT PLANS
JAMES L. HAMNER PUBLIC LIBRARY

Scale: 1/16" = 1'-0"

VIEW 1
JAMES L. HAMNER PUBLIC LIBRARY
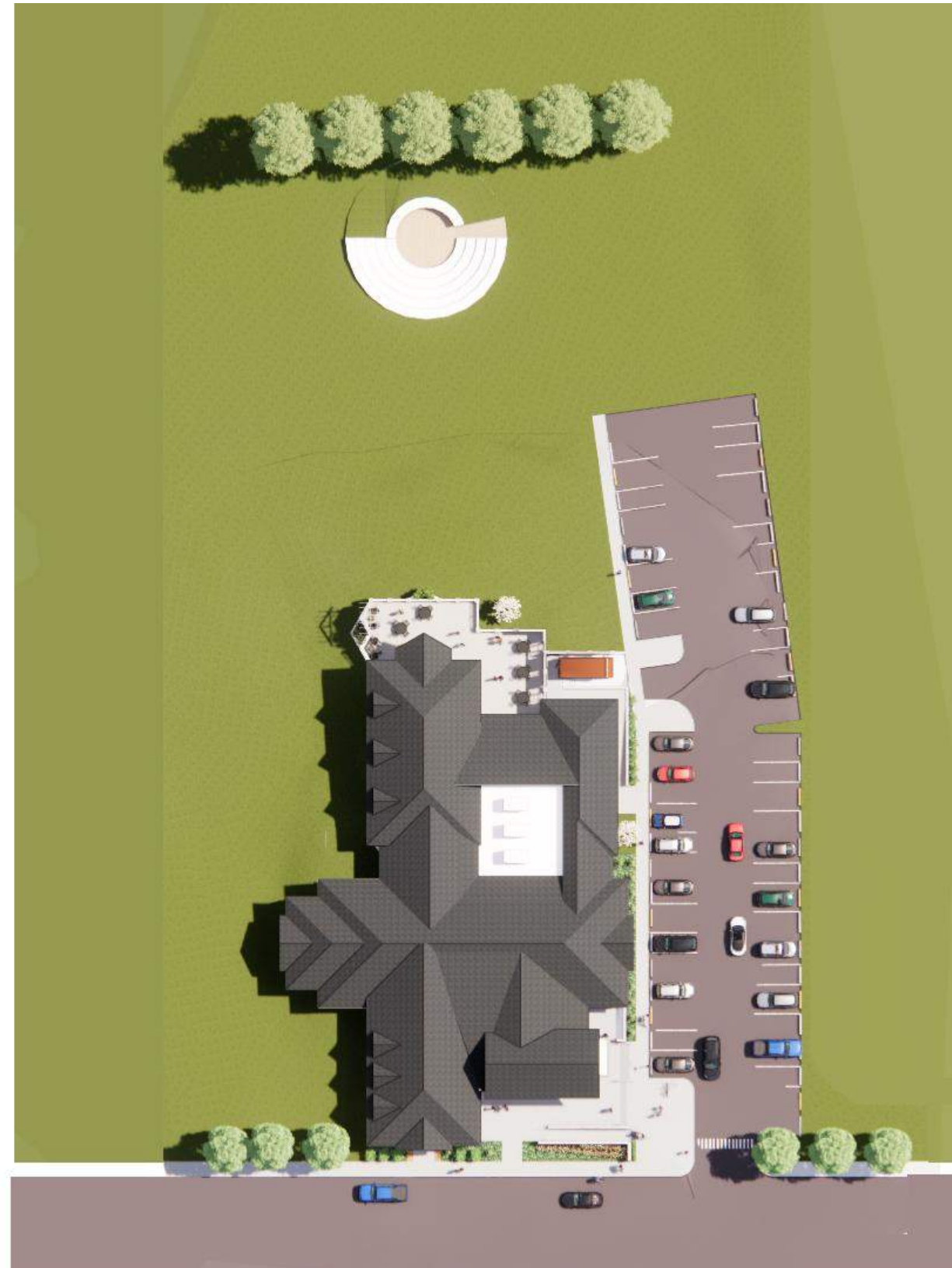
VIEW 2

JAMES L. HAMNER PUBLIC LIBRARY

VIEW 3

JAMES L. HAMNER PUBLIC LIBRARY

VIEW 4

JAMES L. HAMNER PUBLIC LIBRARY

VIEW 5
JAMES L. HAMNER PUBLIC LIBRARY

VIEW 6

JAMES L. HAMNER PUBLIC LIBRARY

VIEW 7
JAMES L. HAMNER PUBLIC LIBRARY

VIEW 8
JAMES L. HAMNER PUBLIC LIBRARY

VIEW 9
JAMES L. HAMNER PUBLIC LIBRARY

Construction Budget

A potential construction budget estimate is provided with this report. The estimated cost for renovating and expanding the building is estimated to be approximately $7,073,813.00. The extent of work to renovate and expand the building impacts all areas of the structure. The need for access and adjacencies of program elements, combined with the limited site area, results in a plan that requires modifications throughout the building. Every building façade is modified in some way. Significant reinforcing of roof construction would be required to transition new roofs to the existing. Even with all of these modifications, the floor plan is not ideal for openness and observation.

Based on the extent of modifications required to the existing building and structure, we believe that the cost of renovation and expansion will be close to the cost of new construction. The estimated cost for a new building with the same square footage and suitable site would be approximately $7,450,000.00. Constructing a completely new building would give the opportunity to design an ideal layout for the building. This comparison does not address the cost of purchasing land. A suitable site would be needed at little or no cost to keep the cost of new construction comparable to the cost of renovation and expansion.

James L. Hamner Public Library Conceptual Budget Estimate	Unit Area	Unit $		Budget $		Average
		Low	High	Low	High	
Renovation and Expansion						
Sitework	1.5	$150,000	$200,000	$225,000	$300,000	$262,500
Demolition	1,800	$15	$20	$27,000	$36,000	$31,500
Renovation	5,735	$225	$300	$1,290,375	$1,720,500	$1,505,438
New Construction	13,265	$350	$400	$4,642,750	$5,306,000	$4,974,375
Outdoor terraces	3,000	$75	$125	$225,000	$375,000	$300,000
Total Estimated Construction Cost						**$7,073,813**
New Construction						
Sitework (allowance)	4	$100,000	$150,000	$400,000	$600,000	$500,000
Building Construction	19,000	$325	$375	$6,175,000	$7,125,000	$6,650,000
Outdoor terraces	3,000	$75	$125	$225,000	$375,000	$300,000
Total Estimated Construction Cost						**$7,450,000**
Other Typical Costs						
Funiture and Equipment	19000	$22	$25	$418,000	$475,000	$446,500
AV and Technology	19000	$8	$12	$152,000	$228,000	$190,000
A&E Fees				$565,905	$745,000	$655,453
Permits				$141,476	$149,000	$145,238
Utilities				$50,000	$75,000	$62,500
Miscellaneous				$20,000	$40,000	$30,000
Total Other Costs						**$1,529,691**
Anticipated Budget Range				$8,603,503	$8,979,691	

This budget estimate does not factor in land acquisition cost for new construction.
Final project costs will vary depending on site considitions, market conditions, materials, finishes, and complexity
of the final design. Estimates should be updated as the project develops further.

Conclusion

To meet the needs of the community for modern library services, a 19,000 square foot library facility is needed. It is possible to renovate and expand the existing library to meet this need, but the cost of renovation and expansion may be close to the cost of new construction. If a site is available at little or no cost, we believe that constructing a new library will result in a better design to meet the needs of staff and the community. Enteros Design would be happy to assist further with the evaluation of potential sites or new construction options if the Library and County would like to pursue this direction. We can also continue to refine the design to renovate and expand the existing library if the County prefers this option. Please feel free to contact us if additional information is needed.

Appendix

Meeting Notes

James L. Hamner Library   January 12, 2021
Stakeholder Meeting Notes

January 12, 2021 Meetings

Friends Meeting 2:00 – 3:00 PM

1. Multipurpose meeting room to seat approximately 100 is very important
2. Many people use online books. Jill pointed out that the circulation statistics for the physical collections have not dropped from last year.
3. Provide active programming space in the library for children's programming space and STEAM activities.
4. More studio rooms for classes.
5. Computer space is very important, provide computers with privacy.
6. Individual study rooms or small group meeting rooms are needed.
7. Space for music performances with good acoustics and sound systems.
8. Baking classes with portable cooking equipment in the meeting room.
9. Quiet reading space and a place for adults to get away from teens and children
10. Need a good quality printer for large format color printing with access to a binding machine.

County Officials 4:00 – 5:00 PM

1. Services for people with macular degeneration, or special needs should be accommodated in the library. Jill pointed out that the library already has many services to address these needs.
2. Libraries can become cultural center for a community offering much more than just books.
3. Expand meeting rooms more meeting space, seating for 100 to 125.
4. How can the library help with virtual schooling, more computers and tutoring space.
5. Express pickup book lockers are a good idea.
6. More study tables and comfortable seating.
7. A quiet reading room for people who want quiet and need to focus
8. Programs that compliment parks and rec but do not compete, collaborate on programs
9. Schools and extension agent already provide some STEAM related activities
10. Amelia Day is a large festival that occurs on the Courthouse square, most outdoor events occur on the Courthouse square.
11. Technology to allow for access to zoom meetings, AV technology and video in all meeting rooms.
12. The large meeting room could accommodate BOS meetings, no stage or dais needed.
13. Small business center would be an asset to the community, access to business equipment, computers, software, and meeting room.
14. Confusion over who owns the land behind the library. County may not be aware that the library owns that land.

Library Board 6:00 – 7:00 PM

1. Meeting space is very important. Need both large meeting room and smaller meeting rooms.
2. Computer printers and WIFI is important. Many residents do not have access to high speed internet
3. More study areas for teens to do homework.
4. More open and inviting children's area, a place to interact and play, playdates for kids in the library
5. Outdoor programming space would be helpful.
6. Moms with young children socialize in the library.
7. A dedicated place for teens that represents their interests would give them a place to go.
8. Reading programs are important, and space to accommodate those activities is needed.
9. Comfortable seating is needed.
10. Large display monitors and smartboards would be useful.
11. Big open and inviting entrance would be more welcoming
12. More glass and natural light throughout the library, especially at the entrance.
13. Large projector and screen for movie nights would be fun.
14. Media room with stage in meeting room would be useful for performances for performances. A meeting is schedule with performers to determine their needs.
15. More children's computers with touch screens are needed.
16. Home schoolers would use innovation/STEAM center.
17. Space and activity for the elderly. A kitchenette to prepare food. Seniors like to eat when they socialize.
18. Sliding doors to conceal kitchenette from meeting room. Open to have access for events or food related programs.
19. More open and inviting, natural light, seating in entry area a café environment.

January 19, 2021 Meetings

Seniors 1:00 – 2:00

1. A media room for pod casts
2. A place for musical performances
3. Need more meeting space
4. Come to the library for books and social interaction
5. Entry needs to be more inviting
6. Space for cooking programs
7. Space for art programs
8. Bathrooms need to be bigger
9. More comfortable seating in a reading area
10. A place to stream live events
11. Access to computers and WIFI is very important
12. Private computer areas for sensitive materials
13. Book lockers for convenience

Parents with Small Children 2:30 – 3:30

1. Need stroller parking area.
2. Library used often for checking out children's books.
3. Story time, summer reading, special events are great to get the kids out of the house.
4. Need to socialize with other parents.
5. Art and music programs that connect to reading are nice.
6. Hands on craft activities are fun.
7. Teens and tweens like to socialize at the library.
8. Outdoor space with a playground, picnic area, a variety of activities and a walking trail. Need a place to go to make a day out of it.
9. Materials and surfaces need to be easy to clean.

Educators 5:30-6:30

1. STEAM activities would be good and could compliment what is done at the school.
2. Access to computers and WIFI is very important.
3. A café will a coffee station would be nice.
4. Hold a community literacy night.
5. Meet teachers from the school once per quarter to schedule reading programs and activities that correlate to the lessons at school.
6. Create sensory areas for people with autism or special needs.
7. Interactive furniture in a children's area would be nice
8. Have an arts and crafts area.
9. Graphic novels are very popular.
10. Smart boards and interactive video monitors would be nice.
11. A video wall where someone reads aloud to kids.
12. Comfortable seating in the teen area, beanbag or "poof" chair.
13. Computer games in the library would be popular with teens. The Nintendo Switch may be less disruptive.

A. General Overview

a. What is special or unique about the community this library will serve?

Internet access is critical. For many, the library is the only access to the internet.
Since of nostalgia
Strong African-American/Black history that is not prominently displayed in the library
More casual than formal
More traditional than cutting edge
Community needs entertainment and tools
Small, close-knit, rural community. You know your neighbors and residents, almost like family
Mix of commuters and rural patrons
Patrons are friendly and open. Expect a personal touch from staff interactions

b. Who are the people that will use this library?

There is a significant Mexican and Mexican-Indigenous Peoples population. This group primarily uses the library to send faxes/make copies, although a few families use the library for children's books or schoolwork.

African-American youth make up a large part of the population that uses the library as a third place, but they are unlikely to have library accounts.

Youth in general, starting in middle school, use the library as a social place (outside of COVID times). Group tabletop games of 10 or more people with a handful of spectators is common.

Youth also very strongly segregate themselves. I've seen people turn around and leave when the only available space was right next to the group that they don't identify with.

In non-COVID times, youth also use the library as a place to be between school letting out and the start of sports practices and as a place to wait for pick-up after practice.

Many adults (and during remote-learning, students) use the library computers or wi-fi as their sole source of internet access.

Families with pre-school-aged children are more likely to either be in-and-out borrowers or to schedule play dates with other families so that the children can use the library's toys while the adults socialize (non-COVID times).

Middle-aged adults and seniors are most likely to be in-and-out borrowers.

In non COVID-times, our meeting room regularly had about 20 public uses per month with requests for more access (currently, groups can only reserve 12 times per year).

There are voracious readers, homeschool parents, kids and teenagers that need a safe space to do homework and socialize, people with no computers or internet at home, travelers that need passports, patrons who need to copy/scan/fax documents, and community groups who need a space to meet.

All ages would use the library. I see regulars here who are senior citizens, but also grandmothers with small children, moms and dads with small children (babies as well as school-age children), and a core group of teen regulars. Several school-age children regularly come in to use our Wi-Fi in order to do their schoolwork.   I also regularly see people of different, varied ethnicities visit the library.

c. Is this library part of any other library system? What is its relationship to other libraries?

We are the only public library in Amelia County, and not connected with any others. We do have a reciprocal agreement with surrounding counties – people from counties touching Amelia can get a free library card, and people living in Amelia can get a free library card at surrounding counties such as Chesterfield and Powhatan. Once, I made a call to CCPL to get their hours for a patron of ours who wanted to go to their library because they have different hours and she needed to print something that day. I have been trying to keep track as much as I can of how they are handling things with the pandemic – which branches are open, how returns and curbside are handled for the branches that are closed, etc., because many people here also go there. They are a bigger system as well, so they may have a book that we don't have that our patrons would like to read. I believe that our library has better access to many new books than CCPL, though. I noticed when working there that as soon as a book was added to the catalog that was a hot book, or one talked about on tv or the newspaper, it would often get hundreds of holds and not be available for months. I would often look up the same title in Hamner's catalog and it would be available.

d. What special programs, events, and services will be offered at the Library? Overview of special programs and services (detailed descriptions of basic programs are requested in later sections of the questionnaire).

Story Time with crafts for young children, and a chess club for all ages. We also put a lot of effort into providing a Summer Reading Program that is for all ages.

Passport applications – need a separate room, space for 5-6 people at a time, could be in one of the group meeting rooms.

Notary services – could occur in one of the group meeting rooms

Podcasts, YouTube – small media studio adjacent to the innovation center program room

VR area and STEAM programs

e. Are there any special features or spaces you would like to see integrated into the library?

Dedicated virtual reality space (we have a VR headset for in-house use)

Dedicated recording space with mic locker, etc.

Dedicated receiving/shipping/processing space. If this could be designed to make it easy for UPS/etc. to unload, that would be fantastic.

Safe place outside of the main library where kids can wait for pick-up (like a large glass lobby with a clear view of the road or something?)

Dedicated program supply storage room

Outside space designed for curbside pick-up

We have a huge (compared to, say, Barnes and Noble) collection of anime and manga. A dedicated room to showcase this would be a big hit with specific users.

A quiet room with soft seating and electric "fireplace" would appeal to some users.

Private staff offices for all staff all connecting to one group workspace, room for 1-2 book carts in each office, tech services office may need to be bigger

An auditorium (about 100 seats with plenty of spaces for wheelchairs and strollers) for public meetings and lecture-style presentations.

A comfortable staff room (maybe with a couch in addition to an eating table?)

Better merchandizing space; right now, things are thrown in wherever we can

A children's play area

How about a smart screen with a map of the library where the user taps the section they want (e.g. adult fiction) and arrows flash on the wall or floors to guide them there? Surely, we've managed this level of Star Trek technology by now.

I would love to see a sensory play area for young kids. I would also like to see a STEAM discovery display for older kids/teens. Finally, an open visibility but sound dampened room for socializing and engaging in group discussions.

Toy and play area for children, crayons, marker, etc.

Newspaper reading

More public computers needed.

A second meeting room would be extremely helpful as would a dedicated computer room.

A separate teen area would also be nice.

Media lab and graphic arts, video editing, sound editing

f.   What are the general needs for meeting space, gatherings areas, study and collaboration space? (Specific details for are requested later in this questionnaire).

Our meeting room is great for groups who have an adult to reserve the space. We have a need for quiet study/collaboration spaces AND gathering areas where people can speak at a normal talking level without disturbing others that are working.

I do see groups coming in from time to time, maybe about once every week, who want to gather together to study or just hang out. These are groups of teens and also families who want to help their children with their schoolwork. Sometimes, a person will come in by him

– or herself and want to have a spot to study with his or her laptop, or do a zoom meeting, or make a phone call without worrying about bothering anyone. I have seen two to three times within the past four months, people arranging to meet at the library to have an appointment with some kind of counselor or social worker, and they have had to be in the main part of the library. It would be nice to have a place where that sort of thing could be done with more confidentiality.

There needs to be a sizeable meeting room (with glass walls/windows if possible) for afterschool students. In the area that we're located, there aren't many safe places kids and teenager can go to after they're let out. Often they choose to come to the library to get work done and to socialize. While it's always a pleasure to serve them, it is difficult to maintain the space for both their population and older patrons. We currently have a small space, and even normal indoor voices can be heard clearly on the opposite side of the library. A group of five teenagers can end up being loud, even if they're trying their best to be quiet. We really could use a space that could go to and study without disrupting the other patrons. We also need to make sure it's in an easy to observe space (which is why we would require a glass wall) to keep an eye out and make sure they wouldn't be breaking any library policies.

The large community meeting room should have capacity for approximately 100 occupants, and the smaller program room could have capacity of approximately 50. The smaller program room could be a shared by children, teens, and STEAM activity room.

g. What is the approach or expectation for content creation areas, i.e. Maker Space, STEAM Lab, Media Studio, etc.

A media studio with adjoining storage for mic locker, etc. would be fantastic

We are currently working to have a Media Studio available to the public by reservation. I think our community would benefit from a STEAM lab, but because we have limited staff it would need to be a mostly independent area.

h. What role does technology play? Computers, interactive multi-media, audio-visual, portable devices, staff technology?

We have a coding robot and a VR headset for in-library use. It would be great to have comfortable, dedicated areas for these to be used.

Conference and performance space tech need to be upgraded/have better designed infrastructure and placement.

Computers are essential to our patrons. Audio-visual items available for borrowing are extremely popular.

We currently have four patron computers that get regular use, one patron computer that can be turned on if needed. Two computers are at the desk for staff, one of which serves as the print release station, only accessible by staff. There are also two dedicated staff computers in the workroom, and two staff members have laptops for work. There is another computer that just controls the network (or some such, I'm not too technical).

There are no computers dedicated for patrons to use as a catalog computer, but I look up things in the catalog for them. They also could get on one of the patron computers and pull up our catalog from there, or if they have their own device like a smartphone or laptop, they could get to the catalog from that.

We have wi-fi that is accessible to the public with no password, and people can access it from the parking lot or by parallel parking in front of our building. I am aware that some people do make use of the wi-fi in this way, even if we happen to be closed.

We are considered the place to come for tech support and help with computers including help with email and job applications.

There are quite a few people who do not have computers or internet in their personal homes, and have to use the technology here in order to fulfill work or school requirements. People also come here to use the computers casually as well.

i.   Overview of library collections. (complete the provided collections summary spread sheet in a separate document, and describe any special features of the collection in this section)

Youth Services Staff Meeting

A.   Review size of collections

   a.   What type of shelving and display are required?

        We're still looking for a solution to board books.

   b.   Where is the media collection shelved? (in the department or with adult collection)
        We would like it all to be in the same room. Right now, audiobooks are in a corner of the children's area and DVDs are in separate shelving close to adult DVDs.
        At the end of the adult section.

   c.   What are the desired heights of shelving/bins?
        Not more than 5 feet, 4 feet for picture books

B.   What programs are offered? How many children?

   a.   Story time, summer reading, etc?
        Regular story time has about 10 people, counting staff and adults.
        Summer reading programs have 10 – 70 people; more for performances, less for activities

   b.   Craft activities?

Art program during the summer reading program

    c.   Puppet shows?

C. Children's activities occur in the children's space, or in a separate room or both?
A separate room would be ideal.
Programs with little mess and few participants are in the children's space otherwise they happen in the meeting room.
Children's programs either occur in the meeting room or in the children's area of the library. It would be nice to have a larger or designated area for children's programming.

D. Do you need a separate Children's program room?

    a.   Capacity? 30 if for activities; 70 if for performers
    b.   Technology? Depends on if there is a separate STEAM area
    c.   Craft area, sink? YES
    d.   Storage? Is there ever enough storage?
    e.   Shared? Perhaps with teens.

E. Do you want an area for interactive furniture, active learning, or play out on the library floor?
Yes, or a playroom

F. What are the seating goals? A mix of seating, but all low tables (except one or two adult-sized computer stations)

    a.   Four person tables, high, low? Maybe, Definitely low

    b.   Two person tables, high, low? More of these than 4-person tables, low

    c.   Parent and child benches? If space allows

    d.   Lounge seating? Yes, but mostly child-sized with limited adult sizes

    e.   Pods, or small seats for children?

    f.   Specialty seating areas such as window seats? If there's room

G. What are the technology needs?
    a.   Computers? 3 adult height
    b.   Early literacy computers? 2
    c.   Printers No.
    d.   OPAC's? 1

     e.   Interactive displays? We would like space for this.

     f.   Smartboards? We would like space for this.

H.   Is there a need for a separate children's staff desk? No.

     a.   How many staff?
     b.   Check out?
     c.   Self-check?
     d.   Storage?

I.   Is there a separate children's staff work room or office adjacent to the children's department? No, but a dedicated workspace would be ideal. Right now, we take over the staff room floor or the meeting room.

J.   Do you want a separate family bathroom in the children's area? It would be nice.

K.   Do you need stroller parking area, how many? 4

L.   Are there any specialty items?

     a.   Toy storage? Yes
     b.   Display features? Would be nice.
     c.   End panel design? Maybe
     d.   Specialty equipment It would be nice to include something that appeals to people with autism and/or for people with visual impairments

M. Other requirements? We'd like to highlight our Spanish-language collection more – make it more visually appealing and easier to use.

Young Adults

A.   What programs are offered? How many teens? Teens mostly want to hang out and play tabletop games – about 10 to a table with 10+ spectators.
Summer reading program

B.   Is there a need for a separate maker space or media lab? We would like a media lab more than a maker space, but if we had room for both, that would be fantastic.

C.   What are the technology needs?

     a.   Computers? 2-4
     b.   Printers? No

      c.   Game consoles? No? 2?
      d.   OPAC's? One
      e.   Interactive displays? Would be nice
      f.   Smartboards? Would be nice

D.   What are the seating needs?

      a.   Four person tables? Some, push together tables to get seating for about 10

      b.   Two person tables? No, or not many.

      c.   Gaming area with gaming chairs? No?

      d.   Lounge seating? Yes, but mobile because they will rearrange the seating to suit the group that is there at the moment. The YA seating needs to be so comfortable and appealing that teens don't want to go to the fun kid's area. Most seating also should be near charging outlets.

      e.   Specialty seating areas such as window seats? Maybe, but the focus should be more on large-group tables with plenty of space for others to pull up chairs

E.   What are the goals for adjacency and observation? Close to the main desk. Staff at the desk need to be able to see everything in the teen room. We can't create blind spots!

F.   What are the requirements for study rooms and tutoring rooms?

At least 2, but 6 would be better. 2 – 4 people per room

A separate room is definitely needed for the young adults that frequent our library. It would be nice if it could fit up to fifty people, and had glass windows for observation. It would also be useful to have a good number of outlets for them, given that their schoolwork is typically done on laptops provided by the county.

G.   What are the storage requirements? None specifically

H.   Are there any specialty items?

      a.   Game storage? No? Yes?
      b.   Display features? Would be nice
      c.   End panel design? Would be nice

    d.   Specialty equipment We would like to have a dedicated VR space so that the equipment is convenient to use.

I.   Other requirements? No blind spots, ever, anywhere. Need increase ventilation.

Adult Services Staff Meeting

A.   Review size of collections

    a.   What type of shelving and display are required? It would be fantastic if all shelving was accessible from a wheelchair. We don't like having items close to the floor or so high that it's hard to read the spines.

    b.   How is the media collection shelved? On shelves, but we would like shelving specifically designed for DVD and audiobook cases.

    c.   What are the desired heights of shelving/bins?

Periodicals

A.   What is the preference for displaying periodicals? Current issues on endcaps

B.   How are back issues stored? back issues in Princeton files on one bookcase. Newspaper back issues stored flat.
We keep two years' worth of back issues of the magazines (except weekly magazines – 1 year), and they are on a dedicated bookcase separated by magazine title.

C.   What are the seating needs?

    a.   Four person tables?

    b.   Two person tables?

    c.   Lounge seating?

    d.   Specialty seating areas such as window seats?

D.   What are the desires for adjacency and observation?

Non-Print

A. What types of non-print collection do you hold and how are the shelved/displayed? DVD and CD Audiobooks stored on bookcases like books. The audiobook collection is well-used and unlikely to be replaced by digital audio anytime soon. The DVDs are in need of better separation (it's hard to tell where the non-fiction, movies, TV shows, and kid's sections are) and access (shelves are too high and deep).

We have some microfilm that we keep behind the desk. There are several online databases that you can access from the library's homepage. Also, dvds, and audiobooks. Plus phone charging cords that can be checked out. Do we need a microfilm reader?

B. Are there any special security devices/cases? No

C. Is there a need for a listening station? No

D. Are there any seating requirements? No

E. Any other special requirements? Is there something that might be useful that we haven't thought of? Less shelving down low at bottom shelf

Adult

A. What are the seating needs? Plenty of moveable, soft seating. Ideally, adult tables would be set up like a home office – one large table/desk with one – two chairs, but plenty of room to spread out laptops, phones, papers, notebooks, etc. Most tables should be in private, sound-dampened rooms, except for the computer tables. (Unless we design each computer station with its own study room. That would be amazing from a user-friendly perspective. If we designed the space well, it could work from a staff-assistance and security perspective, too.)

a. Four person tables? Some (2 – 4?)

b. Two person tables? Most (4 – 6?)

c. Lounge seating? Plenty. People will move chairs. Seating should be near charging stations/outlets.

d. Specialty seating areas such as window seats? Maybe

B. What are the technology needs?

a. Computers? 5 desktops with space for 3 – 5 people to use their own, Jonathan suggest 6-10 adult public computers
One or two of the small group meeting rooms should have a computer incase there are private matters to access on the computer.

　　　　　Two or three quick access computers near the desk and main entrance would be helpful for those who just need something quickly. 15 minute time limit. Could also be used by desk staff to show patrons how to do something on the computer.
　　　　　Jonathan will explore options to allow patrons to print from smart phones and personal computer devices.

　　b.　Copiers?
　　c.　Payment machines?
　　d.　Fax machine?
　　e.　OPAC's? 1; if we have space, 2 would be great
　　f.　Interactive displays? It would be nice
　　g.　Smartboards? Maybe

C.　Is there a reference collection, and if so how is it handled? Roughly 21" inches of open reference; this collection is kept as small as possible.
Roughly 42" of in-house-only reference, currently kept behind the desk.

D.　What are the desires for adjacency and observation? Blind spots should be designed to encourage movement, not lingering.

E.　Are there special acoustical concerns?

People at computers should be able to talk without disturbing people who are browsing or want quiet work
A quiet room might be nice as the whole library is open and sound is a problem to many patrons.

F.　What are the requirements for study rooms, small meeting rooms, tutoring rooms?
Ideally, all computers would each have their own "study" room. There definitely needs to be space for people to come in with their own laptops and work, including Zoom calls, without disturbing others or being overheard.

It's common enough for a lawyer use the library to meet with a client before court that we should have a room with good sound dampening for that.

Social services also uses the library for supervised visits, so a room for 2 – 5 adults plus children that is also kid-friendly would be great.

At least 1 or 2 plus a computer lab of some type. The lab should also be able to be used for classes. A second meeting room, especially if it is accessible to the outside is much needed.

G.　What are the storage requirements? We have a CPR dummy and practice software for in-house use that could use a dedicated storage space (about the space of a technology cart).

Our collections often hit shelving limits and some of the collections are organized in a strange pattern. We need a more cohesive shelving arrangement.

H. Are there any specialty items?

   a. Display features? Would be nice to have displayed items near the shelves they can be found on or otherwise have displays positioned to encourage further browsing.

       We definitely need to keep the New Books with as many face-out as possible.

       There is a small (currently less than 21") Local Authors collection that could use better visibility.

   b. End panel design? Would be nice to make these more appealing, both for wayfinding, merchandizing, and visual appeal. I have a dream of smart screens with our OPAC and digital library on the end of every stack.

   c. Specialty equipment?

I. Other requirements?

Specialty Collections

A. Are there any special collections? Local Authors, Oversized (we're trying to reduce this, but people love the giant art books)

   a. Local History? Part of non-circulating reference
   b. Genealogy? No
   c. Literacy? No
   d. Training? No

Meeting Rooms

A. What activities will occur in the meeting room?

Conference-style meetings for library and community groups
Adult and children's programming, both lecture-style and group-activity style (unless these get a dedicated programming space)

Staff and board meetings, patron led meetings and programs, book sales, and other programs.

Currently we have a single meeting room that fits 50 people. Before the pandemic, it was available for the public to rent out. It was also used for staff training, library board meetings, friends of the library meetings, and passport appointments. Currently, it's used for quarantining

returned materials and passport appointments. While the singular meeting fulfills our needs during the pandemic, it would be nice to have a couple of meeting rooms so we could provide more spaces for the community to utilize.

B. How many people should it serve?
    Conference-style: 25
    Lecture style: 80 – 100
    Activity-style: 50

C. What are the seating/furniture requirements?
    Moveable; easily arranged by one person of average strength
    Wheelchair use should be seamless, not something that has to be awkwardly included
    Children's programming space should be designed to accommodate child-sized chairs, adult-sized chairs, wheelchairs, walkers, and strollers. Someone (child or adult) using a walker shouldn't be relegated to the back just because they have limited mobility and take up more room.

D. What are the adjacency requirements? Far from any quiet place; close to any "noise welcome" place
    Must be able to use the library restrooms.

E. Will it be used after hours?
    Yes

F. What are the technology requirements?
    Screen and projector as well as access to both wired and wireless internet.
    Projection, DVD, whatever the future tech is
    A microphone sound system would be nice

G. Storage requirements?

    Extra chairs and tables as well as any other equipment.
    Extra chairs (about 20) and tables (about 4 6-foot), popcorn machine and supplies, technology cart, podium

H. Display requirements? Donated artwork and library-history art (framed and objects), unless we find another place for them

Staff Areas

A.   Circulation Desk

    a.   How many staff? 1-2
    b.   How many check out stations? 2
    a.   How many self-check? 0, None, but people might be interested in that option
    b.   Book carts? 1 - 3
    c.   Storage? Needed (forms, frequently-used signs, office supplies, bags, SRP prizes, etc.) We currently have a cabinet and a drawer, plus some stuff is stored on shelving behind the desk.

    d.   Printers 1 printer/copier/fax for entire library; would be nice to have dedicated space for a patron-accessible print-release station instead of the print-release computer doubling as a staff check out station
    e.   Cash drawers? 1
    f.   Book return? Patrons would like that. There is a nice new book return in the parking lot where people can return books on one side and av materials on the other.
    g.   Book security/detection? N/A
    h.   RFID N/A
    i.   Holds shelving About 21" inches, not accessible by patrons

B.   Other staff information desks? No

C.   How many staff? What are their names and positions?
    5 – 6 staff plus 1 – 2 volunteers
    Jill Hames – Director
    Becky Russell – Technical Services Librarian
    Madison Lloyd – Office Manager (and evening supervisor/circulation back-up)
    Angela Defraia – PT Cataloger (and circulation back-up)
    Yvonne Giannini – FT Circulation
    Elaine Desjean – Tech services volunteer
    Jonathan Harris – Contract IT

    Sometimes there is a PT page, security guard, or 2nd volunteer. We would like to offer a PT internship.

D.   How many private offices? Sizes?
    Currently, 1.5. Ideally, all staff would have a private office, size determined by position function (e.g. tech services needs room for book carts, circ staff need room to store personal items and do continuing education). Ideally, volunteers would have dedicated work space with their needed supplies readily at hand.

E. How many open work stations?
    Currently, 3. Ideally, none, but a common workroom central to private offices. This common room would be used for large projects (e.g. human-sized displays) and staff meetings.

F. Circulation work room? Currently, at the front desk and in open staff workroom.

    a. How many workstations? 2-3
    b. Separate check-in station? 1 - 2
    c. How many book carts? Up to 10
    d. Work table and/or counter space? Yes
    e. Shelving? Some
    f. Storage? Lots
    g. Sink? Useful, Yes

G. Will there be a separate staff conference room? It would be nice to have a space for this, but it could be doubled with another staff space.

    a. How many people? Up to 10
    b. What are the technology needs? General internet computer/speakers/video-call

H. Will there be a separate staff break room? Yes; this could double as the staff conference room, if designed with the dual purpose in mind

    a. How many people? Break room only: Up to 3
    b. What appliances? Refrigerator, microwave, sink, dish drainer (dish washer?),
    c. Lockers? Only if staff don't get their own offices
    d. Mailboxes? No
    e. What are the technology needs? Nothing special

    The staff break room would ideally be comfortable, not institutional. So, couches or other lounge seating along with an eating table and chairs, comfortable lighting rather than industrial fluorescents, windows that open and re-lock easily, etc. Ideally, the staff break room would accommodate nursing mothers, sick staff who need to rest a bit, and other life needs that have to be cared for at work.

I. Computer server room

    a. How many racks? 1 - 2 (3 – 6 shelves)
    b. Desired adjacency? Ideally from staff work room (currently from public meeting room)
    c. Security requirements? Locked door
    d. Cooling requirements? Enough for equipment
    e. Backup power requirements? UPS battery backup (1 – 2)

J.   Staff copy area N/A

   a.   What are the equipment requirements?
   b.   What are the requirements for a work counter/table?
   c.   What are the storage requirements?

K.   Friends of the Library space

   a.   Desks or workstations? No
   b.   Work counter and/or table? No
   c.   Storage Space? Enough for 12 paper-ream sized boxes
   d.   Retail display? 1 – 2 bookcases (A small room/alcove/dedicated space to accommodate merchandizing/special displays would be amazing, but we don't need much because they have their own shop in a separate building.)

L.   Library to Your Door N/A

   a.   Desks or workstations?
   b.   Work counter and/or table?
   c.   Storage Space?

Entry

A.   Vestibule

B.   Lobby area

   a.   Display space?
        1 public message board and accommodations for brochures
        1 Friends of the Library board
        1 Library message board (A smart TV would be better and could be combined with the Trustee notices)
        Free magazine display
        We have a bookshelf in the lobby with books for sale, with proceeds going to the Friends of the Library. There is a nice glass display space in there where a reading – themed display is.

   b.   Vending area? Would be nice
   c.   Donor recognition? Tree of Life and other plaques
   d.   Public art? Maybe
   e.   Coat room? No, but spaces for wet umbrellas would be used

f.   Adjacency requirements?

C.   Popular books display? Would be nice

D.   Do you want an after-hours materials pickup system (lockers or vending)?
An after-hours pickup system would be really nice! If we maintain our current hours after the pandemic (closing at 5pm) it would be nice if we could give patrons the opportunity to pick up holds after hours.

Outdoor Space

A.   Is a separate outdoor activity space needed?
Not necessarily, but if we had it, we would use it.

B.   What activities will occur in this space?
A few times, we've wanted to have outdoor concerts, but having a stable, rain-protected platform with sufficient electrical outlets and lighting for a band stopped us. The audience can get wet, just not the electrical equipment.

Children's programming (e.g. massive ground maze, planting vegetables in a pot)

A white wall for showing movies/live streams would be useful.

C.   What are the adjacency requirements?
Directly accessed from one of the indoor programming rooms.
Comfortable seating outside
An enclosed reading garden or outdoor children's program room would be nice
A pavilion or amphitheater for concerts or movies would be nice.