

**Smithton Public Library District
Building Program
November, 2011**

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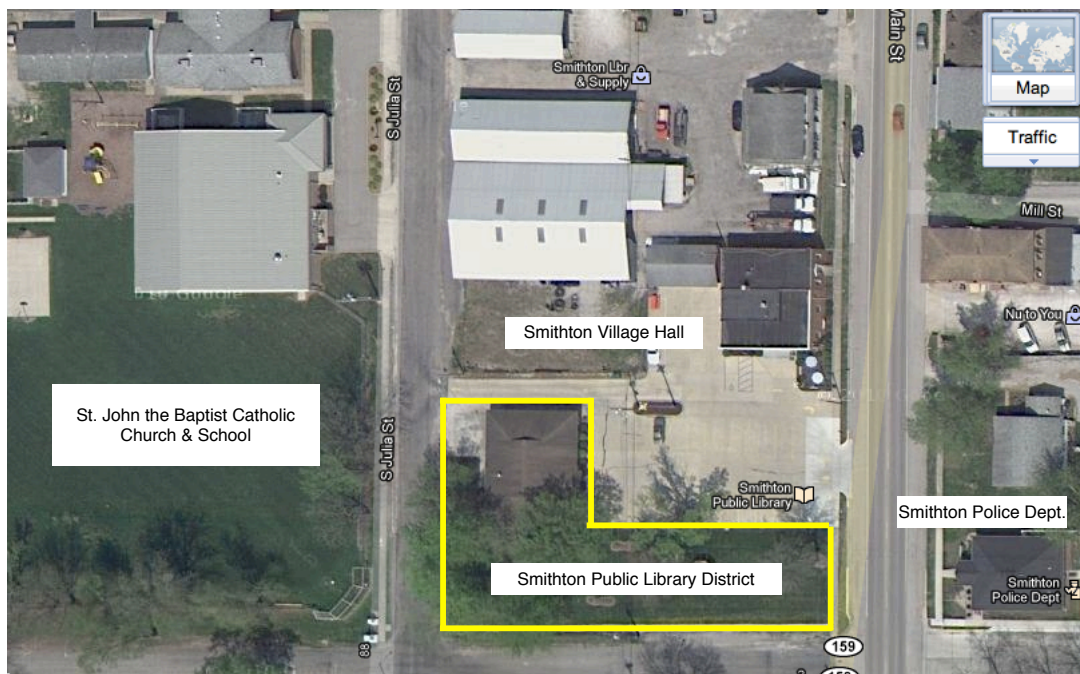
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The Current Library

Located in the heart of downtown Smithton, Illinois, along Highway 159, adjacent to the Smithton Village Hall and across the street from the Smithton Police Department, the Smithton Public Library District (SPLD) occupies a 2,976 square foot building. The SPLD is able to use parking spaces in the village-owned parking lot in front of the library, as well as three library-owned spaces behind the building and on-street parking. Additionally, the SPLD owns two adjacent lots which are currently used by the library for large outdoor programs, but are available for future expansion opportunities.

The Smithton Public Library District was established via referendum in 1988. Originally housed in a two-room trailer provided by Mrs. Leona Killebrew, the District broke ground on the current library building in 1992. Dedicated in 1993, the library was designed *pro bono* by architect Mark VonDerHeide and Bill Schroeder of Architectural Concepts and built by Donald Becker.



The above aerial view above shows the location of the library and its immediate neighbors, with library property outlined in yellow.

Narrative Description of the Library

Parking Lot

A parking lot, shared with and owned by the Smithton Village Hall, is accessed via one entrance on South Main Street (Highway 159) and provides twenty-two parking spaces, including one handicapped space at the library entrance. During the operating hours of the Village Hall, (8:30 am to 5:00 pm, Monday through Friday), up to one quarter of these spaces is occupied by patrons of the Village Hall.

Users exit the parking lot onto South Julia Street through a one-way alley on the north side of the library building.

Main Entrance

Patrons enter the library from the parking lot via an east-facing entrance. The door opens into a foyer containing an after-hours book drop, a community bulletin board, and a book exchange shelf. A second door is opened to gain access to the library.

Circulation Area

The circulation area consists of a four-sided, L-shaped counter immediately adjacent to the main entrance. Two checkout stations and minimal shelving space is housed within the desk itself. Behind the desk is a small work-desk with a typewriter and fax machine as well as a small supply cabinet on which sit the color and black-ink printers for the library. A book truck is located at the open end of the circulation desk for patrons to return books.

Staff Room / Library Office

Opening into the circulation area is the staff room / library office. This room houses the staff coat closet, kitchenette (with microwave, mini-refrigerator, sink, and some cabinet storage), supply cabinet, interlibrary loan area, books-to-be-shelved book truck, Library Director's desk and file cabinets, and Library Assistants' desk and file cabinets.

Main Library Area

The majority of the library occupies a single room. Shelving is aligned with the circulation desk in five rows of varying length, along the north wall, and along a portion of the west wall. New arrivals, adult fiction and nonfiction, juvenile fiction and nonfiction, young adult fiction and nonfiction, all media, periodicals, and reference can be found in this space. There are three reading tables, two with four chairs and one with six chairs, and six lounge chairs as well. The northwest corner of this space can be reconfigured to accommodate library board meetings, movie showings, and other programs. Also, six public access computers are located in this area.

Children's Library

The Children's Library occupies its own room in the southwest corner of the library building. This room is completely lined with custom shelving and also has seating at a child-sized table for six as well as an adult-sized rocking chair.

Public Restrooms

Public restrooms for men and women, as well as a water fountain, are located on the south end of the building between the circulation desk and the children's room. Both restrooms are designed for a single user.

Storage Room

A storage room is located along the west end of the building and houses library decorations, records, program supplies, and miscellaneous items.

Mechanical Room

A mechanical room is located along the west end of the building housing the library's HVAC system, water heater, electrical and telecommunications panels, and alarm system. Also located in this room is a janitor's storage cabinet and mudsink, as well as limited storage space for recyclable items.

South Julia Street Exit

Located on the west wall of the building directly opposite the main entrance is the South Julia Street Exit. This exit has been designated for employee and emergency use only.

South Julia Street Parking

Three off-street parking spots are located directly off of South Julia Street on the west side of the building. Staff members are encouraged to use these parking spots.

Population and Demographics

The Smithton Public Library District incorporates territory within the Village of Smithton and the unincorporated communities of Floraville and Paderborn in the St. Clair County townships of Smithton, Prairie du Long, and Millstadt.

The population of the Smithton area has grown dramatically in the last twenty years. Chart 1 below presents historical population data and growth estimates for the Smithton Public Library District. The blue line represents a 20% growth, the green represents a 30% growth, the yellow represents a growth at the current rate, and the red represents an average of the three.

For reference, the Village of Smithton used a population projection showing a range of 20-30% growth from the 2000 census for its Water System Evaluation, in which the 30% rate estimate underestimated the 2010 population by over 1000 people. Additionally, the Smithton Community Consolidated School District is projecting a growth rate of 34% over the next nine years, a rate that is approximately equal to the average presented here, plus or minus 50 people, at the 20-year projection.

For the purpose of this building program, the Smithton Public Library District will assume the average population projection presented here to be an accurate projection. Library buildings are to be planned for a 20-year population projection so that further construction should not be necessary for at least 20 years, therefore, the 2030 average population projection is to be used in this planning process.

The Equalized Assessed Value (EAV) of taxable real property within the SPLD has increased dramatically as well. Using seven years of EAV data, an average annual increase rate and 5-year increase rate (2006-2010) was determined to create a chart of projected tax

income. An aggregate tax rate of 0.21% (equal to that expressed by the FY2012 Tax Levy) was assumed. Chart 2 illustrates projected tax income through 2030.

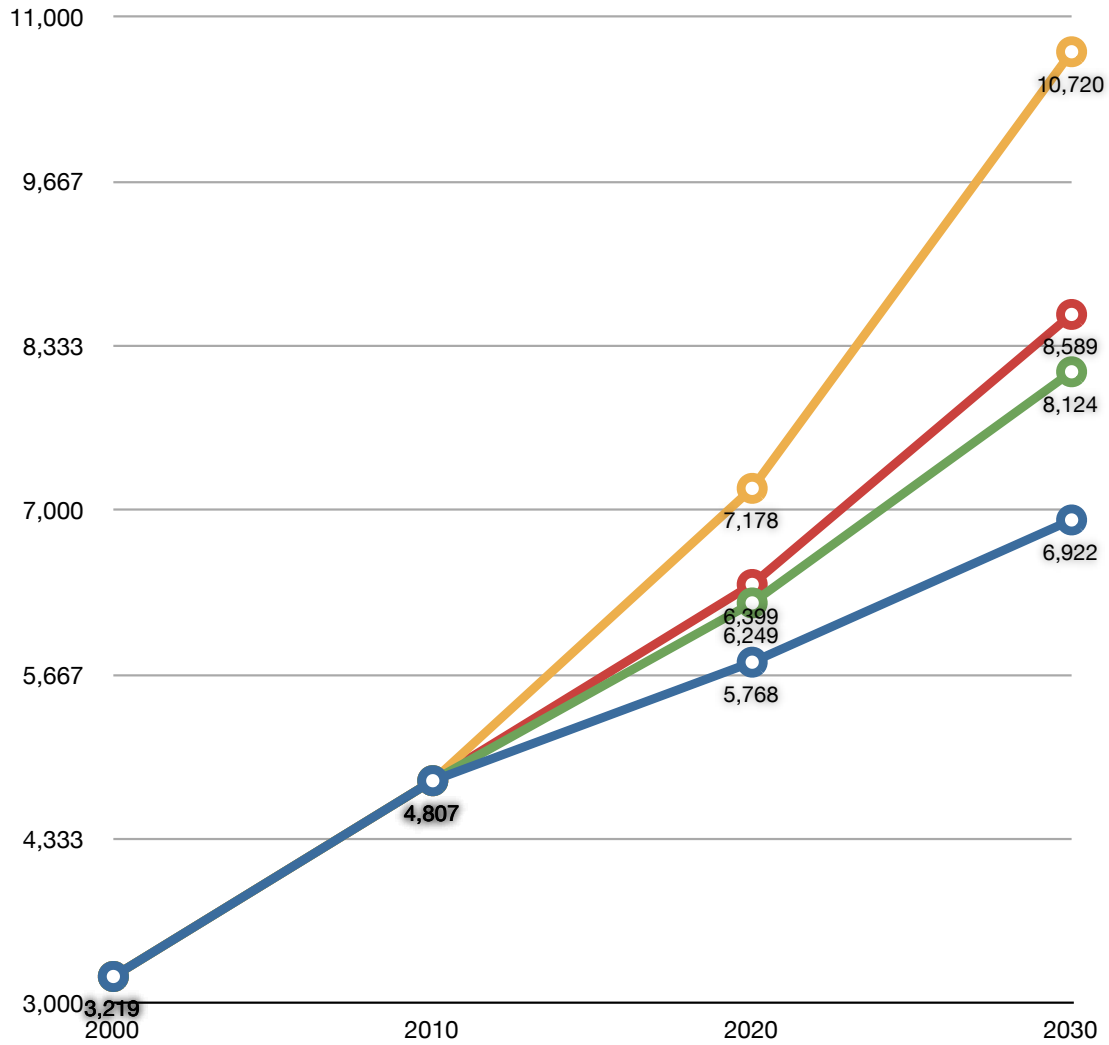


Chart 1. Population projection for the Smithton Public Library District. The blue line represents a 20% growth rate, the green represents a 30% growth rate, the yellow represents a growth at the current rate, and the red represents an average of the three.

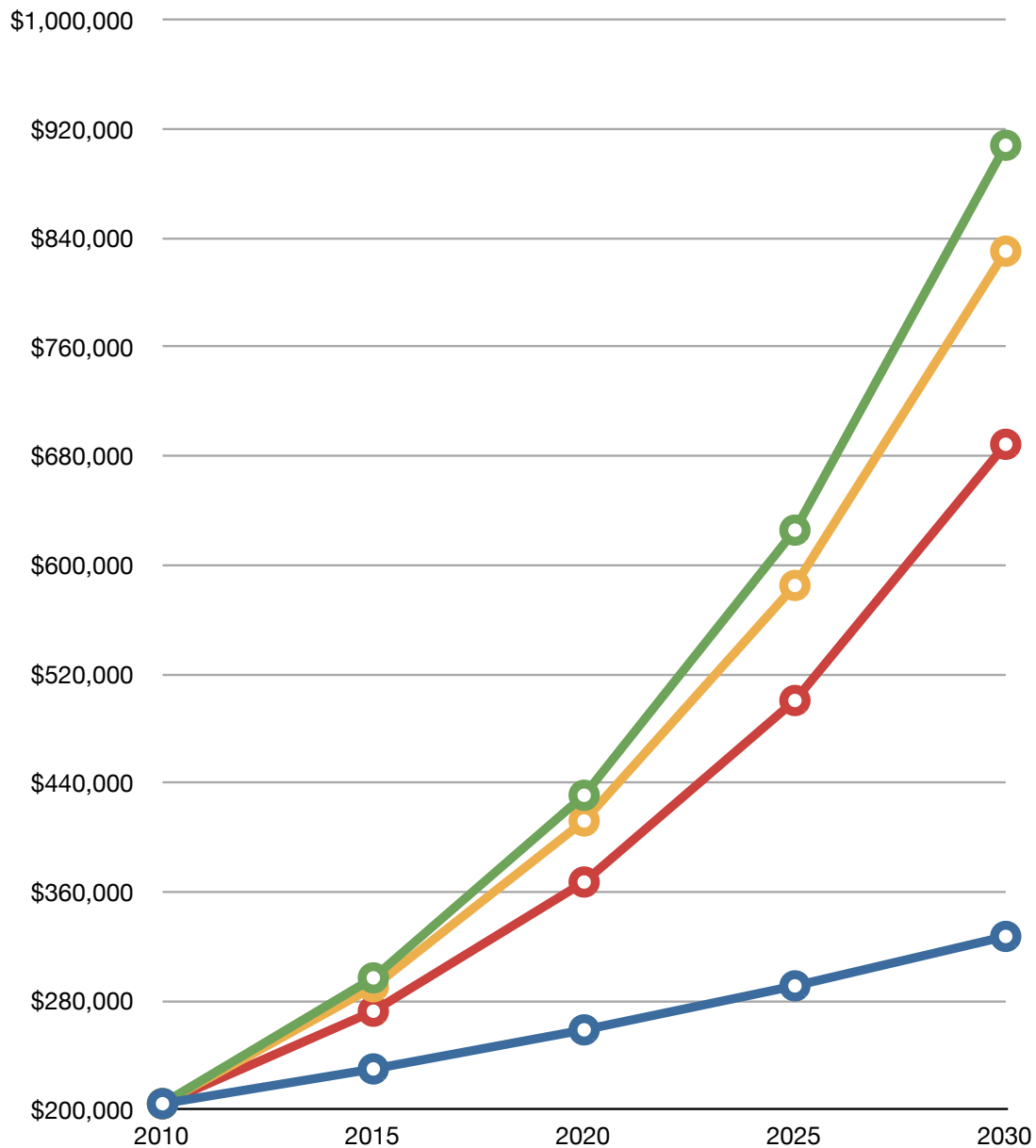


Chart 2. Aggregate tax income projection. The blue line represents a 2.38% growth rate, the lowest in the past seven years. The green line represents a growth rate consistent to the yearly average of 7.74%. The yellow line represents a growth rate at the 2006-2010 5-year increase, or 41.96% every five years. Finally, the red line shows an average of the other three projections.

Circulation and Use Statistics

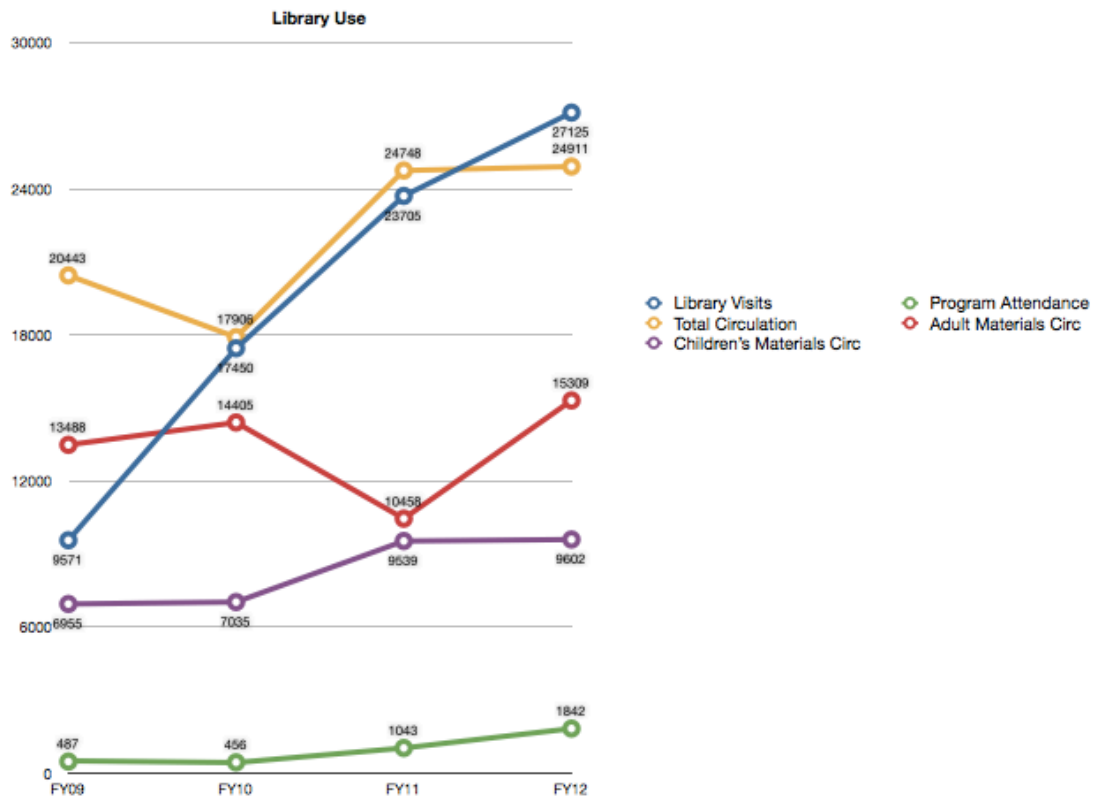


Chart 3. Library use FY2009 – FY2012. FY2012 data is projected based upon first quarter performance.

Use of the library has been growing over the past several years. Circulation of adult materials decreased in FY2011 because an increased percentage of new materials were placed on local request status. This exempts items from being requested by other libraries for a period of three months from their inventory date.

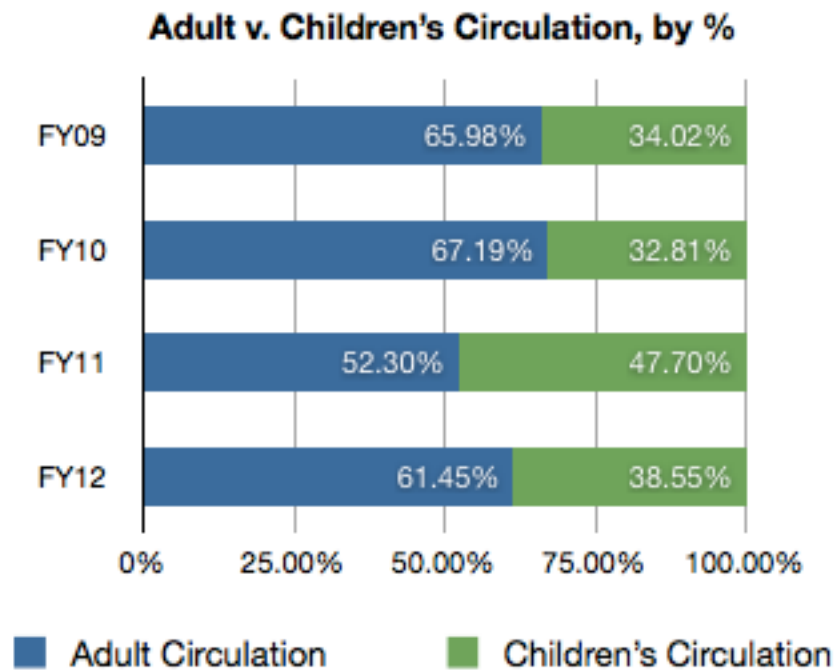


Chart 4. Adult and Children's material circulation as a percent of total circulation. FY2012 data is projected based upon first quarter performance.

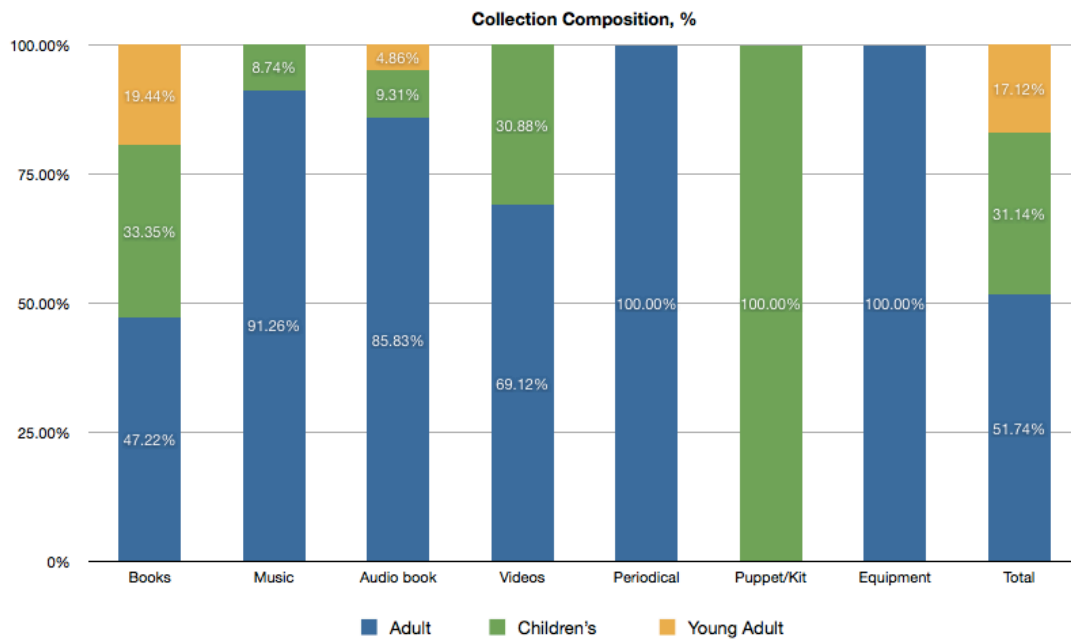


Chart 5. Composition (percentage) of the library collection by item type and location. Data taken from September, 2011 monthly report.

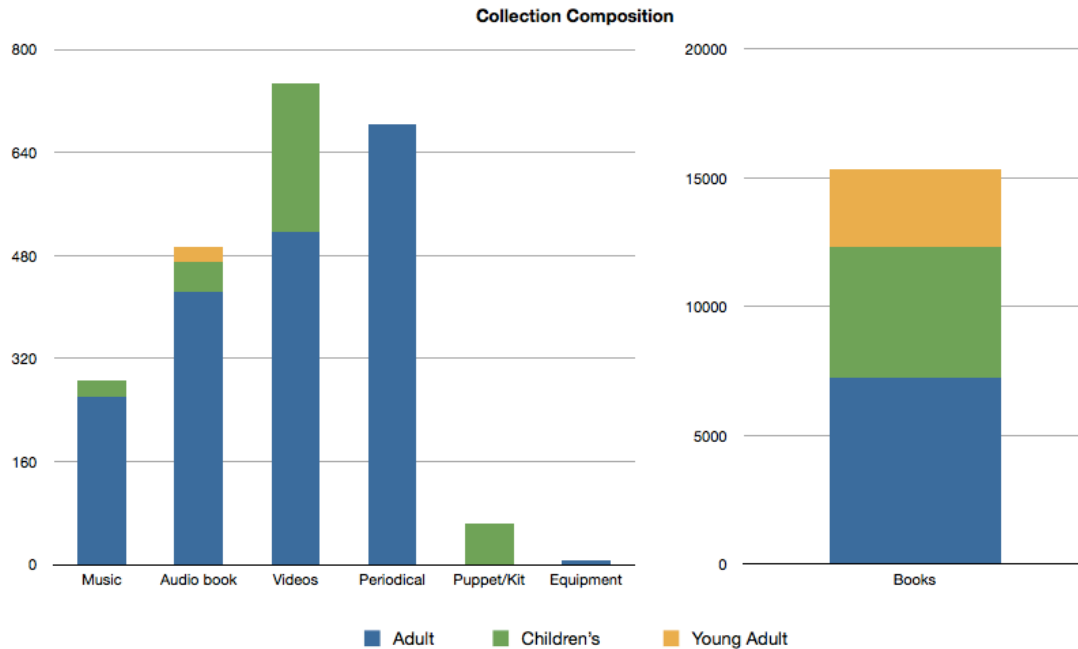


Chart 6. Composition of the library collection by item type and location. Data take from September, 2011 monthly report.

The statistics show that the children's collection (which includes the E and J books), accounts for 32.81% - 47.7% and these materials account for 31.14% of the collection. This suggests that at least approximately 1/3 of the library shelving area should be devoted to these collections. Currently, approximately 557 linear feet (35.6% of the total) houses this collection.

Facilities Analysis

The current library facility's statistics are:

Population served: 4,807
 Total square footage: 2,976
 Collection size: 17,276 (June 30, 2011)
 Annual Circulation (FY2011): 19,997
 Annual visits (FY2011): 23,705
 Staffing level: 3.35 FTE (Full-Time Equivalent)
 Services hours per week: 62, no Sundays
 Public Access Computers: 6
 Seating (Table): 14
 Seating (children's): 6
 Seating (other): 7
 Total non-PAC seating: 27
 Office/workroom: 240 ft²
 Circulation area: 100 ft²
 Children's Library: 240 ft²
 General Library: 1,950 ft²

Nonassignable: 432 ft² (125 ft² is storage)

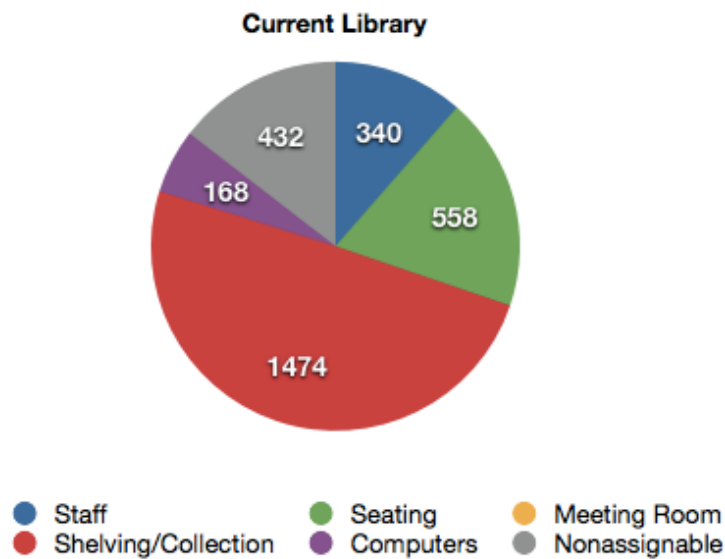


Chart 7. Space allocation in the current library building, in approximate square footage.

Analysis of Facilities

The following analysis compares the SPLD's facility statistics to the standards found in *Serving Our Public 2.0: Standards for Illinois Public Libraries* and local libraries serving a similar population.

Staffing Standard

For current population:

Minimum: 2.2 FTE, Growing: 3.4 FTE, Established: 5.8 FTE, Advanced: 8.2 FTE

At 3.35 FTE, the library meets the Minimum staffing level for its service population.

Local libraries of similar population and patron count have 2.33 – 3.45 suggesting that the SPLD staffing level is appropriate for its current population.

For 20-year population projection:

Minimum: 4.15 FTE, Growing: 6.29 FTE, Established: 10.59 FTE, Advanced: 12.74 FTE

Local libraries with a population similar to SPLD's low 20-year population projection have an average staffing level of 6.30 FTE.

Collection Size Standard

For current population:

Minimum: 18,412, Growing: 23,219, Established: 34,035, Advanced: 62,363

Local libraries of similar population and patron count have an average collection size of 28,377 suggesting that the SPLD should work to increase its collection size to adequately serve its population.

For 20-year population projection:

Minimum: 28,736, Growing: 39,473, Established: 52,856, Advanced: 82,918

Local libraries similar to SPLD's 20-year population projection have an average collection size of 56,315.

Seating

For current population:

Recommended available seating (not counting computer seating): 39.

At 27 available seats, the library does not meet this standard.

For 20-year population projection:

Recommended available seating (not counting computer seating): 55.

Facilities

The library facilities, as they exist today, are too small to fully serve the Smithton Public Library District's current or projected populations. While working within the space at hand, the library has successfully grown its services, increasing program attendance and circulation. However, to fully serve the population of the district now and in the foreseeable future, the library building is in need of renovation and expansion.

Needs Assessment

The following list is of specific needs that should be addressed when constructing an addition to existing Smithton Public Library District facilities:

- Significant space is needed in order to grow the library's collection. At 17,276, the library does not meet the Minimum level for its service population based upon the recommendations of *Serving Our Public 2.0: Standards for Illinois Public Libraries*. There is currently shelf space in the library for, at maximum, 23,000 books (at an average of 15 per linear foot over 1,562.4 available linear feet of shelving). Industry standards recommend that shelves be no more than 2/3 full to prevent shelving problems and to keep the library from being overcrowded, as well as to shelve books conveniently. Utilizing 3/4 of available shelf-space would allow room for only 17,577 books.
- Additional space in the library would allow for more lounge seating and study tables, which would allow users to comfortably spend time in the library reading, studying, etc. The library has twelve fewer seats than is recommended for its current

population, and should provide a total of at least 55 seats to serve its projected 20-year population.

- A meeting room, separate from the rest of the library, is needed to provide a large space for programs, space for community organizations to meet, a space to conduct library board meetings, etc.
- There is a pressing need for office space for staff members to plan programs, conduct cataloging duties, etc., away from the circulation desk. A staff office that provides space for two workstations, a work table, a staging area for interlibrary loan, book return, and other book processing activities, appropriate storage, and a break room or area is needed.
- A sufficiently appointed private office is needed for the director. This space will contain the director's desk and files (including personnel and other confidential files) as well as seating for at least two guests.
- An additional private office is recommended to be shared between the bookkeeper and assistant librarian. If this private office is not included, space must be allowed in the staff office for these activities.
- A through-wall book return currently empties into the foyer. This creates an unsecure situation for the items in the return and is also inconvenient for the staff to empty, especially when full. A through-wall book return should be provided that empties into the staff office/work area so that returned items remain secure and employees can easily process these items. An outdoor drive-up book return is also recommended for patron convenience, if space on the property allows.
- Storage space within the library is insufficient. Storage space should be planned for to store program supplies, library supplies, decorations, equipment, etc. in an organized fashion.
- Restrooms are currently single-user facilities. This has caused usage problems when the library is hosting larger programs. Adequate restrooms need to be provided, allowing for use by at least two persons at the same time. The exterior doors to these restrooms should not lock without use of a key therefore preventing accidental or intentional lock-out.
- The children's collection is currently split between two locations at opposite ends of the library. Space allocated for the children's area needs to be increased sufficiently to accommodate both the E and J materials together, a story-time space, and interactive play space. Additionally, children's public access computers should be provided within this area.
- The library is not currently completely ADA compliant. Care should be taken to make the library as accessible as reasonably possible, both for patrons and employees, and to adhere to all applicable ADA codes and law.

Future Library

Basic Assumptions

This Library Building Program is meant as a letter to the architect indicating the space needs for the future library. It describes specific areas to be included in a new building and/or 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 building standards to develop a building description. This description is often used to develop preliminary schematic drawings for a new or renovated building. These schematics are then compared to the Library Building Program, with the Director of the Library and Board of Trustees 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. The final design is also checked against the Program to make sure that all service space requirements are satisfied. Architectural designs that vary from this Program may only do so with the consent of the Director of the Library and Board of Trustees.

Method of Analysis

The Program is dependant 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. The Program also relies on knowledge of established library standards (such as those found in *Serving Our Public 2.0*), library practice in similar communities, and the resources in other nearby libraries. Because of the investment of time and money needed to organize and implement a building renovation and/or construction, building programs are designed for a 20-year projected population. The future service population of the Smithton Public Library District was determined by examining historical growth rates which take into account projects used by the Village of Smithton and the Smithton Community Consolidated School District. This projected population is then used in the formula provided in *Serving Our Public 2.0* to determine desired ranges for collection size, seating requirements, staffing, services hours, and so forth to assist in the determination of long-range space needs.

Design Assumptions

The current building is inadequate to support the existing needs of the library's community. However, the site is sufficiently large to accommodate a library building expansion to serve the 20-year needs of the community.

Care must be taken to allow room for further expansion in the future. Any proposed design should allow for a "Phase 2" addition in the future. "Phase 2" need not be designed at this time, however, architectural renderings showing its location are required.

The library site is centrally located in the community and the district, allowing for the potential of high-visibility. It is also easily accessible by automotive and pedestrian traffic.

The site has adequate parking space, provided in both a shared parking lot with the Smithton Village Hall and free on-street parking.

Building

- The building shall be single-story, wood framed, situated on a poured concrete slab foundation, and shall be finished with a brick exterior on the eastern exposure, at the least.
- All building areas and facilities (including parking and entrances, restrooms, door handles, aisles, stairs, signs and alarms, tables, service counters, communications and equipments, etc.) must be in compliance with all provisions of the Americans with Disabilities Act (ADA) and local and state code.
- Three to four additional off-street parking space shall be provided along South Julia Street for staff parking.
- There shall be separately controlled air-conditioning and heating zones, programmable for automatic operation, from a secure central location. Humidity should be monitored and controlled to protect library materials and equipment.
- There will be one public access entrance. This entrance shall be fully accessible with automatic or push-button doors. This entrance shall consist of two sets of doors, creating an “air lock” between the interior of the building and the outdoors.
- Any renovation and new construction must be designed and built according to relevant code. Throughout the library all floors should maintain a “live-load” capacity of 150 pounds per square foot to all for book stack weight. This floor load allows for ongoing maximum design and redesign flexibility.
- Signage should be designed to orient users to library services. Interior design, elements such as lighting and carpeting patterns, should provide visual cues that patrons them through the building.
- The acoustics of the building should allow for a quiet atmosphere. 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.
- The interior design of the building should be comfortable and welcoming. Functionality should be apparent in all features.
- Exterior lighting for all entrances shall be provided.
- A staff entrance shall open into the staff area, providing secure access to the building.
- All emergency exits shall be equipped with a crash bar so that an alarm sounds when they are opened.
- Appropriate lighting shall be installed throughout the library. Lighting should be at a level where it is easy to read spine labels on all shelves throughout the building. All lighting fixtures in public and staff workspaces will be pendant fluorescent strip fixtures reflecting light off of the ceiling. Direct/indirect fixtures are not an acceptable substitute except in situations where ceilings of proper height are technically impossible. Use of can-lights or other spot-lighting shall be kept to a minimum.
- No metal halide lighting is to be used.
- All lighting fixtures should be reachable from an eight-foot stepladder.
- Any automatic lighting should turn on when the door to the room is opened.
- Ceilings shall be at least ten feet high, where possible. Where ceilings in existing structure are limited to less than ten feet in height, consider using those areas for

staff office space, storage, restrooms, HVAC/mechanical, and other spaces that are not heavily used by the public.

- There will be no skylights.
- There will be no atrium.
- Windows shall be placed to allow for a pleasant amount of natural light while avoiding glare and direct sun, when possible. High windows are to be avoided on all but the northern walls.
- There will be no architectural solutions to furniture problems.
- Public areas and staff work areas are to have full access to 110-volt electric and data service through fixtures in the walls and at frequent intervals in the poured floor slab in newly constructed areas. Outlet covers in the poured slab are to be completely even with the slab so as not to prevent or restrict furniture placement.
- Existing children's room shelving, periodical shelving, Z Lounge lounge chairs (4) and wooden end caps are to be reused in the renovated and expanded library. Wood, shelving, and upholstery colors throughout the library shall be congruous with those found in this furnishing.
- The service desk should have maximum visibility of the public entrance and public access areas of the building.
- Book stacks are not to be designed in a radial pattern.
- Public access computers shall be oriented so that their screens face the service desk(s).
- Soffits will be used only to break up overly large expanses of acoustic tile in ceilings. In such cases, they will be narrow and will hang down just far enough from the ceiling to be visible.
- Soffits will not be used to define the location of objects below.
- The undersides of soffits will be white.
- Soffits will never be equipped with can lights.
- Perimeter soffits will stop at least ten feet above the floor and will have inset strip fluorescent fixtures to eliminate dark shadows around the edge of the room.
- There will be no balconies.
- Fixtures over staircases should be located over landings.
- No EIFS (External Insulation Finishing System) is to be used.
- Care should be taken with sightlines leading into restrooms to prevent inappropriate sightlines when the door is opened.
- The building shall be equipped with a surveillance system with views of (at least) Circulation, Young Adult Area, Children's Area, and entrances.

Service

- All design should emphasize efficient and convenient public service.
- Adults and children deserve appropriate, safe, and separate service areas. Children should be able to reach their service area without needing to travel through adult areas and vice versa. (The only exception should be at the Circulation Desk.)

Collection Size

- The collection size recommended in this Building Plan is based on service standards set in *Serving Our Public 2.0: Standards for Illinois Public Libraries*. On average, books and library materials require 1 square foot for every 10 items.
- Periodicals require display shelving. Periodical display shelving currently owned by the library (that will be reused in the event of a building renovation) also contains storage space.
- Newspaper display and storage of back issues shall be accommodated.

Interior Specifications

Major areas of the library are to be defined as: Circulation, Public Access Computers, Children's, Meeting Room, Young Adult, General Collection, Staff Office, and Nonassignable. These specifications are meant as guidelines to communicate the desires of the Board and Staff of the Smithton Public Library District. It is recognized that actual square footage may vary. The architect and interior designer are expected to make recommendations concerning the features of these areas if deemed necessary.

Library Area: Circulation Desk

Size: 475 sq. ft., 100 sq. ft in front of desk for patron waiting area

Occupancy:

Staff: 2-4

Public: 3-9

Use: Heavy

Equipment: Three computers with flat screen monitors, receipt printers, keyboards and mice. Cash-drawer, telephone (one per workstation), book-return bin, fax machine, color and black and white printers.

Furnishings: Desk with three workstations with associated drawers (one locking each) and storage shelving. Two workstations are dedicated for circulation, at which staff should be able to sit or stand comfortably. The third workstation is for reference and circulation, worked in a seated position. Adjacent seating is to be provided for one patron to sit while consulting the reference librarian. This workstation and seating should be arranged so as not to interfere with the traffic flow of the circulation workstations. A depressible book return is to be located in the desk.

Shelving is to be provided behind the desk to house up to 200 items (reserve/requested material).

Counter space behind the desk to house printers, fax machine, and work area is to be provided. Free space should be sufficient for three book-delivery totes.

Storage for three book trucks (one for the children's area, one for the young adult area, and one for the general collection area) is to be provided for the organization of returned material.

Architectural Features:

- Desk should be well lit
- This is a high-traffic area and sufficiently durable flooring should be used behind and in front of the desk
- The work area behind the desk is for employees only and therefore needs to be **controlled access**. A swinging door may be used so that staff can easily move back and forth from behind the desk.
- ADA requires a low part of the desk for wheel chair assistance – this part doubles as the reference workstation.
- Ensure multiple entry points from the staff work area

Proximities:

Near: Entrance, public access catalog computers, reference section

In sight of: public access computers, public restrooms, entrance to children's area

Away from: quiet reading areas

NOTE: It is expected that the architect will seek frequent input from the Library Director before any design of the Circulation Desk is finalized.

Library Area: Public Access Computers

Size: 200 sq. ft.

Occupancy:

Staff: 0

Public: 6

Use: Periodically heavy

Equipment: 6 CPU, monitors, keyboards, mice, earphones; all networked to printers

Furnishings:

Total Seats: 6

Counter seating or carrel-type seating

Activities:

Online activities, word processing and other program-based activities

Architectural Features:

Lighting should be indirect so as not to glare on computer screens. Computer screens should all orient towards circulation desk for easy monitoring.

Proximities:

Near: circulation desk

Away from: quiet reading areas, children's area

Library Area: Children's and Meeting Room

Size: 1650 sq. ft. and 410 sq. ft.

Occupancy:

Staff: 1

Public: 20

Use: Intermittent when library is open

Area space allocation:

Meeting room / Open floor space/interactive play area/story time area: 410 sq. ft.

Catalog computer: 50 sq. ft.

Shelving for 14,000 books and AV materials: 1400 sq. ft.

Small Child Seating: 200 sq. ft.

Activity tables: 200 sq. ft. (within meeting room)

Equipment, Children's area:

One catalog computer with flat screen, keyboard and mouse.

Wall clock

Equipment, Meeting Room:

Wall clock

Retractable projection screen

Ceiling-mounted projector

Audio CD player

Furnishing, Children's Area:

- Seating for small children provided at both tables and lounge chairs for a total of 10 seats.
- Standup desk for catalog computer.

Furnishing, Meeting Room Area (must be dual-purpose OR storable):

- Conference room table and seating for 10
- Seating in rows for 16
- Activity table and seating for 10
- Display space for featured materials
- Informational display space

Architectural Features:

- The Children's area is to be placed adjacent to the meeting room. Sufficient storage shall be provided for meeting room furniture to be housed when meetings are not being conducted. A movable partition wall shall divide the two spaces. This wall shall be assumed to be open during normal operation to create the open space. Activity tables are to be located in this space as well.
- Stacks should be no more than 5 shelves high in youth area (J books) of the room and no more than 4 shelves high in pre-school area (E books). All furnishing placement must allow for visual supervision of the area to be maintained.
- Surfaces should be easily cleaned.

- Area should take advantage of as much natural light as possible and otherwise be bright, welcoming, and comfortable

Proximities:

Adjacent to: meeting room

Near: public restrooms

Away from: adult traffic areas

In sight of: circulation desk

Library Area: Young Adult

Size: 1,180 sq. ft.

Occupancy:

Staff: 0

Public: 8-10

Use: Medium to heavy 3:00 – 6:00 pm, Saturdays

Equipment:

Four Public Access Computers with flat screen, keyboard, mouse, and headphones

Wall clock

Architectural Features / Furnishing

- *It is imperative that this space is designed with Young Adults in mind.* Area must be comfortable and inviting. Should have a café or bookstore feel.
- Study table seating for 4, lounge seating for 2, carrel-type computer space and seating for 4. COMPUTER SCREENS MUST BE VISIBLE FROM STAFF SERVICE POINT.
- Shelving for 8000 items, including magazines, movies, and CDs.
- Display space for featured materials
- Informational display space
- It is not expected for this area to be enclosed as its own room. It should be easily supervised from the circulation desk or occupied staff office

Proximities:

Adjacent to: meeting room

Near:

Away from: children's traffic areas, quiet areas, public access computers.

In sight of: circulation desk OR occupied staff office's window

Library Area: General Collection

Size: 2,590 sq. ft.

Occupancy:

Staff: 0-2

Public: 4-10

Use: Intermittent when library is open

Equipment:

One catalog computer with flat screen, keyboard, mouse, and headphones
Wall clock

Architectural Features / Furnishing

- Shelving for 18,000 books, DVDs, CDs, and Audiobooks
- Display space for featured materials
- Standup desk for catalog computer.
- Informational display space
- Lounge seating for 6
- Study table seating for 12
- Area should take advantage of as much natural light as possible and otherwise be bright, welcoming, and comfortable

Proximities:

Adjacent to:

Near:

Away from: children's traffic areas

In sight of: circulation desk

Library Area: Staff Workroom:

400 sq. ft.

Note to architect: area may be divided physically into a workroom and a break room.

Occupancy:

Staff: 2-3

Public: 0

Use: Constant when library is open

Equipment:

Two computers with flat screen, keyboard, mouse, and headphones

Wall clock

Refrigerator

Microwave

Coffee/tea service

Sink (with garbage disposal)

Accu-cut machine

Laminator machine

Surveillance System Monitor

Furnishing

- Desk space for computers with rolling chairs
- Kitchen cabinets
- Counter-top style work area should be built into the perimeter of the room, desk space for work stations can be part of this. The underside of the counter to contain cabinets and shelving for storage.

- Supply cabinets.
- 2 Shelving units, 6 shelves each (ILL Staging area)
- Storage for 2 book trucks (cataloging)
- Work / break table with four chairs
- Through-wall book return with depressible basket
- Employee mailboxes

Architectural Features:

- Area should be well lit
- Coat closet
- This is a high-traffic area and sufficiently durable flooring should be used
- Window(s) should allow supervision of the circulation desk and/or library areas with the door closed

Proximities:

Near: director's office, other staff office

In sight of:

Away from:

Adjacent to: circulation desk

Library Area: Administrator's Office

250 sq. ft.

Occupancy:

Staff: 1 - 3

Public: 0 - 2

Use: Constant when library is open

Equipment:

One computer with flat screen, keyboard, mouse, and headphones

Wall clock

Multifunction Printer/Scanner/Fax

Furnishing

- Large Desk space for computer and work area
- Additional desk space in an L-shape or other desk configuration
- Counter-top style work area should be built into one wall of the room
- Locking Vertical and/or horizontal Filing cabinets.
- 2 shelving units with six shelves each for books and binders
- Seating for 2 guests
- Fire-proof safe
- Coat/hat hook(s)

Architectural Features:

- Area should be well lit
- Window(s) should allow supervision of the circulation desk from the desk (and library areas, if possible) with the door closed

Proximities:

Near: other staff office

In sight of: circulation desk

Away from:

Adjacent to:

Library Area: Library Assistant's and Bookkeeper's Office

150 sq. ft.

Occupancy:

Staff: 1 - 2

Public: 0

Use: Constant when library is open

Equipment:

One computer with flat screen, keyboard, mouse, and headphones

Wall clock

Furnishing

- Large desk space for computer and work area
- Counter-top style work area should be built into one wall of the room
- Locking Vertical and/or horizontal Filing cabinets.
- 1 shelving unit with six shelves each for books and binders
- Seating for 1 guest
- Coat/hat hook(s)

Architectural Features:

- Area should be well lit
- Window(s) should allow supervision of circulation area from the desk (and library areas, if possible) with the door closed

Proximities:

Near: director's office

In sight of: circulation desk

Away from:

Adjacent to:

Library Area: Nonassignable

Nonassignable space refers to square footage occupied by storage space, mechanical room, restrooms, stairwells, elevators, and the walls themselves. It is generally recommended that 25% of the final square footage of a building be nonassignable space. Since a single-floor building is proposed (eliminating the need for stairs or an elevator) the proposed percentage is smaller in this building program.

Public Restrooms

224 sq. ft.

- Two public restrooms are provided, a men's room and a women's room.
- Each restroom is to be equipped with an accessible sink and paper towel dispenser.
- No built-in soap dispenser should be installed.
- The men's room features an accessible stall with toilet and baby-changing station and a partitioned urinal stall.
- The women's room features an accessible stall with toilet and baby-changing station and a second toilet stall.

Mechanical Room and Misc.

321 sq. ft.

- HVAC system
- On-demand (thankless) hot water heater
- Electrical panel
- Janitor's area with mud sink, storage for mop bucket, storage for cleaning supplies.
- Technical closet with incoming data and telephone lines, server racks with user interface, and primary Ethernet switch. This closet must be vented and kept at a constant temperature.
- Misc. nonassignable square footage included in this space allocation

Library Storage

500 sq. ft.

- Items to be stored: program supplies, holiday decorations, bulk office supplies, book donations, paper records (files) of the District
- Room(s) to be equipped with storage shelving
- Two vertical filing cabinets

Summary of Project

8,350 square feet

5,374 sq. ft., new construction

2,976 sq. ft., renovation

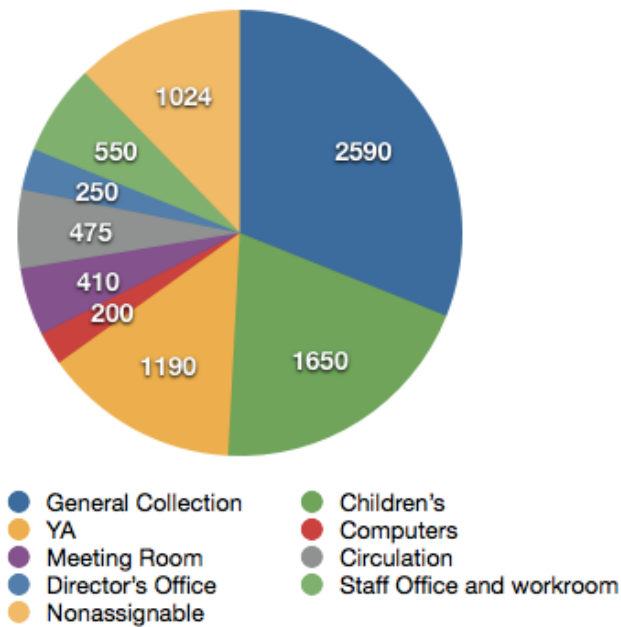


Chart 8. Space allocation in the planned library building, in approximate square footage.

At a rate of \$100 per sq. ft. for new construction and \$50 per sq. ft. for renovation, the construction costs of this project are expected to be, as a high estimate, \$700,000.

Additional project costs are expected as follows:

Architectural: \$70,000 (10% of construction costs)

Furnishing: \$80,000

Equipment: \$10,000

Library materials: \$15,000

Total project cost is expected to be: \$875,000

Of which, \$321,573 is expected to be paid via an FY2013 Public Library Construction Act Grant, leaving \$553,427 to be paid with local funds.

Sources

Sannwald, William. *Checklist of Library Building Design Considerations*. American Library Association. 2009.

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Appendix A: Peer Libraries

	Items Count	Patron Count	Pop (FY2009)	Staff (FY2009)	Budget (FY2009)
Hartford PLD	32,769	606	1,545	1.74	\$138,160.00
Bunker Hill PLD	34,152	601	1,801	0.95	\$50,935.00
Brighton Memorial PL	21,120	1,147	2,370	1.64	\$48,716.00
Valmeyer PLD	27,995	896	2,424	1.13	\$56,763.00
Case Halstead PL (Carlyle)	24,901	741	3,406	1.60	\$154,124.00
Smithton PLD	17,457	1,308	3,623	1.35	\$148,741.00
Breese PL	32,939	1,223	4,048	2.45	\$253,639.00
Smithton PLD Current	17,457	1,308	4,807	2.34	\$181,612.00
Caseyville PLD	29,130	941	4,905	1.68	\$94,412.00
Staunton PL	22,056	1,278	5,030	3.45	\$89,165.00
Grand Prairie of the West PLD (Virden)	21,645	1,459	5,229	2.33	\$108,591.00
Carlinville PL	33,982	2,074	6,055	5.58	\$198,548.00
Greenville PL	30,514	1,288	6,995	2.68	\$170,952.00
Daugherty PLD (Dupo)	85,974	2,277	7,105	3.78	\$205,094.00
Maryville Community LD	11,311	1,643	9,345	4.48	\$191,444.00
Louis Latzer Memorial Lib (Highland)	92,020	2,745	9,438	7.58	\$334,576.00
Columbia PL	41,525	3,009	9,810	5.30	\$299,858.00
Morrison-Talbott Lib (Waterloo)	43,732	3,053	10,134	5.49	\$378,278.00
Wood River PL	88,472	3,497	11,296	6.26	\$419,858.00
Tri-Township PLD (Troy)	36,901	4,622	11,464	6.76	\$498,661.00
Glen Carbon Centennial Lib	50,582	4,549	11,799	10.73	\$681,824.00

Chart A.1. Peer libraries. Libraries that are members of the GateNet consortia with similar service population or patron count to the Smithton Public Library District are highlighted in green. Those with a similar service population to the Smithton Public Library District's 20-year projection are highlighted in orange. Those with a smaller service population who house a larger collection are highlighted in yellow. Data is current unless otherwise indicated.

Appendix B: Smithton Public Library District – Photographs

(Separate Document)

Appendix C: Smithton Library Building Addition Survey

(Separate Document)