

performance space, with a sloping floor. It would likely have fixed seats. There should be a substantial fixed stage, certainly with wings and storage, possibly with green rooms (where performers can prepare). A theatrical lighting system may be available, as well as sound reinforcement, and network access to support Web-based or Web-supported presentations.

The library should also have two multi-purpose rooms, each to seat 100 in a theatre-style setting (roughly half that capacity if arranged at narrow seminar tables). These should be flat-floor rooms, both with moveable seating. A moveable partition should allow each larger room to be subdivided into two smaller rooms. The rooms should support a variety of projection and lighting options. Teleconferencing capabilities could be provided to these rooms (and to the proposed conference / board room as well).

Within the children's department a dedicated space for storytimes and other programming is recommended. The advantages of this dedicated space are twofold: it keeps the children's programs closer to the very collections that the programs hope to encourage the children to use, and it frees the general meeting room for other uses during the day. Based on the library's experience with such programs and events, two rooms are recommended. Both would have a capacity of 50 (roughly 25-30 children with accompanying caregivers).

A separate program area is recommended for the teen collection, given the service emphasis the library currently gives and expects to continue to this age cohort. This room should be a flexible, flat-floor, multi-purpose room with an audience capacity of 50.

A board room or conference room is also suggested. In this setting, the room should have sufficient capacity to support meetings of the library's board. Other small group meetings could readily be scheduled here when the library board is not in session. The conference table here should be able to support up to 12. The room should also support another 10 in an audience or gallery.

Finally, a computer training lab (room) is recommended. Typically, these rooms will have a fairly small capacity, the better to support hands-on training exercises. In this case, a capacity of 15 is recommended. Note, however, that the seats should be scaled to be shared by two students each, so that in a pinch, the audience capacity could double to 30.

4.5 SPECIAL USE FUNCTIONS

Special use space refers to additional public and staff spaces that have not been accounted for in the previous four types of floor space. Examples of special use space include photocopiers, index tables, microform reader-printers, a staff lounge, a book sale storage area, a gift shop, possibly a patron lounge. Special use space also accounts for space for small group study rooms.

Selected current developments in library service patterns are affecting special use space needs in ways that are still being assessed. Patron self-service circulation strategies and automated returns functions involve space that would commonly be classified as “special use” space. If these functions are incorporated into a design, it will affect the deployment of special use space.

For purposes of the initial space needs assessment it is important to add a formulaic allocation of space for these special uses. Subsequent refinement of the space needs assessment can identify these spaces more specifically. Special use activities vary from library to library, according to local service priorities and practices. The definition of special use needs and spaces usually occurs as a minor complement to the library’s larger, more central service goals (such as collection and reader seating resources), and by its nature is made on a case by case basis.

4.6 NONASSIGNABLE FUNCTIONS

Nonassignable functions in a building provide necessary support for the primary activities in the building. Nonassignable functions include the building's mechanical systems, restrooms, vertical transportation in a multi-level building (stairs, elevators), and the like. The space needs for these functions are determined by engineering considerations, and local code requirements, among other factors.

In support of the library's promotion of the local arts community, the nonassignable space allocation should include an allowance for gallery or display space to be incorporated into the expanded building.

*5 LONG-TERM SPACE NEEDS FOR
THE PLAINFIELD PUBLIC LIBRARY
IN A SINGLE-FACILITY SERVICE
SCENARIO*

In this section of the report, the space needs assessment methodology described in Part 4 of the report is applied to the essential service goals outlined in the previous section to define the long-term space needs of the Plainfield Public Library District, to the year 2030. The result is summarized in Figure 5(1). This calculation assumes that the library will continue to operate a single facility. Additional estimates are developed in Part 6 of the report exploring the possible impact of developing multiple facility service scenarios.

To house a book collection of 450,000 volumes will require 40,500 square feet of floor space at 10 volumes per square foot, 35,217 square feet of floor space at 11.5 volumes per square foot, 31,154 square feet at 13.0 volumes per square foot, and 21,1433 square feet of floor space at 17.5 volumes per square foot. The latter calculation anticipates an extremely dense arrangement of the collection, maximizing the number of volumes held in a given area, even to the detriment of ease of use for the staff and public. All of these space allocations assume that 10% of the collection is likely to be in circulation at any given time.

Periodical display will require 425 square feet while back files will require 202 square feet.

The nonprint collection will require 4,500 square feet of floor space housing the collection at 10.0 items per square foot, 3,500 square feet at 12.5 items per square foot, 3,000 square feet at 15.0 items per square foot, and 2,250 square feet at 20.0 items per square foot. As with the book collection the latter

calculation maximizes the density of the collection, to the potential detriment to staff and public use.

Public network computer stations will require 7,500 square feet at 50.0 square feet per terminal, 6,000 square feet at 40.0 square feet per terminal, 5,250 square feet at 35.0 square feet per terminal, and 4,500 square feet at 30.0 square feet per terminal.

Reader seating will require 8,750 square feet allowing 35.0 square feet per seat, 8,125 square feet allowing 32.5 square feet per seat, 7,500 square feet allowing 30.0 square feet per seat, and 6,250 allowing 25.0 square feet per seat.

Staff work space will require 15,000 square feet in an optimum setting, 13,750 square feet in a moderate setting, 12,500 square feet in a low setting, and 10,000 square feet in a minimum setting.

Meeting space allocations include 4,950 square feet for a formal auditorium to seat 300 (this includes an allocation of 1,200 square feet for a stage and related backstage areas for storage and ready rooms). Each of the two proposed multi-purpose rooms will require 1,200 square feet. The conference room requires 480 square feet. Each of the two storytime rooms will need 825 square feet. The teen activity room will also require 825 square feet, as will the computer training lab (room).

Space allocations for staff areas, special use, and nonassignable functions vary depending on how aggressive or generous planners elect to be in the design allowance for an expanded building.

Furthermore, an additional special allocation of 1,500 square feet should be made for a garage to house up to two library-owned vehicles that may need to be acquired to support changing service patterns as the community grows to its forecasted full build-out.

Given these variables, Figure 5(1) summarizes space needs that range from an optimum allocation of 177,514 square feet to a moderate allocation of 144,135 square feet to a low allocation of 120,101 square feet. An absolute minimum estimate of 90,577 square feet can be calculated – recognizing that this estimate constitutes a “perfect storm” of minimum space allowances, maximizing the density of deployment of furnishings and collections throughout the library in a clear trade-off with ease of use.

Obviously, there are any number of alternate results within this overall range. If planners were to pursue a “moderate” allocation for the book collection, but an “optimum” allocation for nonprint, seating, and staff work stations, an “optimum” allocation for meeting room space, but a “moderate” allocation for special use space and nonassignable space, the result would be a blending of the combined “optimum” result and the “moderate” result shown in Figure 5(1) – something between 177,514 square feet and 144,135 square feet.

In fact, based on the consultant’s experience and the general scale of the service parameters defined for the Plainfield Public Library, board and staff are encouraged to consider the following specific allocations for planning purposes:

- a moderate allocation for the book collection reserves the option to provide a patron-friendly environment in the stacks

FIGURE 5(1)
PLAINFIELD PUBLIC LIBRARY
SPACE NEEDS ESTIMATE -- SINGLE FACILITY SERVICE SCENARIO

<i>Collection space</i>	<i>SPACE ALLOCATION</i>				<i>Rec</i>
	<i>Opt</i>	<i>Mod</i>	<i>Low</i>	<i>Min</i>	
<i>Books</i>					
Opt: @ 10.0 vol per sq.ft.	450,000	40,500			
Mod @ 11.5 vol per sq.ft.	450,000		35,217		35,217
Low: @ 13.0 vol per sq.ft.	450,000			31,154	
Min: @ 17.5 vol per sq.ft.	450,000				23,143
<i>Periodical display</i>					
@ 1 title per sq.ft.	425	425	425	425	425
<i>Periodical backfiles</i>					
@ 0.5 sq.ft. per title per 1.0 yrs retained	404	202	202	202	202
<i>Nonprint</i>					
Opt: @ 10.0 items per sq.ft.	45,000	4,500			
Mod @ 12.5 items per sq.ft.	45,000		3,600		3,600
Low: @ 15.0 items per sq.ft.	45,000			3,000	
Min: @ 20.0 items per sq.ft.	45,000				2,250
<i>Public network stations</i>					
Opt: @ 50.0 sq.ft. per terminal	150	7,500			
Mod @ 40.0 sq.ft. per terminal	150		6,000		6,000
Low: @ 35.0 sq.ft. per terminal	150			5,250	
Min: @ 30.0 sq.ft. per terminal	150				4,500
<i>Reader seating space</i>					
Opt: @ 35.0 sq.ft. per seat	250	8,750			
Mod @ 32.5 sq.ft. per seat	250		8,125		
Low: @ 30.0 sq.ft. per seat	250			7,500	7,500
Min: @ 25.0 sq.ft. per seat	250				6,250

Figure 5(1) continues on the following page

**FIGURE 5(1) (con't.)
PLAINFIELD PUBLIC LIBRARY
SPACE NEEDS ESTIMATE -- SINGLE FACILITY SERVICE SCENARIO**

<i>Staff work space</i>	<i>SPACE ALLOCATION</i>				<i>Rec</i>
	<i>Opt</i>	<i>Mod</i>	<i>Low</i>	<i>Min</i>	
Opt: @ 150.0 sq.ft. per station	100	15,000			
Mod @ 137.5 sq.ft. per station	100		13,750		
Low: @ 125.0 sq.ft. per station	100			12,500	12,500
Min: @ 100.0 sq.ft. per station	100			10,000	
<i>Meeting room space</i>					
Auditorium (type 1)					
@ 12.5 sq.ft. per seat (+ stage)	300	4,950	4,950	4,950	4,950
Program room 1 (type 2)					
@ 10.0 sq.ft. per seat (+ stage)	100	1,200	1,200	1,200	1,200
Program room 2 (type 2)					
@ 10.0 sq.ft. per seat (+ stage)	100	1,200	1,200	1,200	1,200
Conference / board room					
@ 30 sq.ft. per seat + 10 gallery	12	480	480	480	480
Storytime room 1					
@ 15.0 sq.ft. per seat + 75 sq.ft.	50	825	825	825	825
Storytime room 2 (craft room???)					
@ 15.0 sq.ft. per seat + 75 sq.ft.	50	825	825	825	825
Teen activity room					
@ 15.0 sq.ft. per seat + 75 sq.ft.	50	825	825	825	825
Computer training lab (room)					
@ 50.0 sq.ft. per seat + 75 sq.ft.	15	825	825	825	825

Figure 5(1) continues on the following page

**FIGURE 5(1) (con't.)
PLAINFIELD PUBLIC LIBRARY
SPACE NEEDS ESTIMATE -- SINGLE FACILITY SERVICE SCENARIO**

	<i>SPACE ALLOCATION</i>				<i>Rec</i>
	<i>Opt</i>	<i>Mod</i>	<i>Low</i>	<i>Min</i>	
<i>Special use space</i>					
Opt: @ 17.5% of gross building area	30,802				
Mod @ 15.0% of gross building area		21,395			19,976
Low: @ 12.5% of gross building area			14,825		
Min: @ 10.0% of gross building area				8,908	
<i>Nonassignable space</i>					
Opt: @ 32.5% of gross building area	57,204				
Mod @ 30.0% of gross building area		42,791			
Low: @ 27.5% of gross building area			32,615		36,622
Min: @ 25.0% of gross building area				22,269	
<i>Special allowances</i>					
Garage to house two vans	1,500	1,500	1,500	1,500	1,500
<i>GROSS BUILDING AREA</i>	<i>177,514</i>	<i>144,135</i>	<i>120,101</i>	<i>90,577</i>	<i>134,673</i>

with 42" aisles and possibly wider, at least in some areas, reachable shelving that is less than 84" tall, and also acknowledges the library's interest in providing marketing display opportunities to promote use of the libraries collections; at the same time, the size of the collection clearly suggests that the library should be able to achieve some economies of scale in the layout

- a moderate allocation for the nonprint collection likewise acknowledges an interest in a user-friendly setting with face-out marketing opportunities while also realizing certain

- economies of scale in the layout of the collection
- a moderate allocation for public computer network stations acknowledges the ability to achieve some efficiencies of layout, given the number of stations recommended
- a low allocation for reader seating, acknowledges that the library does not seek to provide a research-oriented setting that would otherwise suggest larger, more generous reading tables and carrels
- a low allocation for staff work stations likewise anticipates the benefit of some economies of scale in the layout of these spaces, given the number of work stations forecast here
- a moderate allocation for special use space sustains for future consideration such features as a public lounge or library café, as well as providing sufficient space for use such as small group study rooms
- a low allocation for nonassignable space is made on the assumption that an expanded building will be of a scale that will achieve a greater efficiency of design

As shown in Figure 5(1), this produces a recommended estimate of the long-term space need for the Plainfield Public Library of 134,673 square feet.

Reflecting the fact that until architectural planning begins in earnest, such figures represent at best a broad estimate, a fairer expression of the library's long-term space need is 134,600 square feet. The other, more specific figure – 134,673 square feet – infers a level of accuracy that is not present in these forecasts.

Note that the allowance for nonassignable space equal to 27.5% of the gross building area is applied to the recommended space needs estimate. The library board and staff should be aware of a certain degree of flex in this allocation, owing to the current uncertainty as to whether in a single-building service scenario the present library building can be expanded. The allowance of 27.5% of the gross building area for nonassignable purposes more fairly reflects the economies of scale and design that are likely in new construction. If the present building is expanded, there is a good chance that a higher proportion of the gross building area will be required for nonassignable purposes. If an allocation of 30.0% were made instead of 27.5%, the resulting gross building area would be 140,726 – which could be rounded to 140,700 square feet. With this in mind, the required building area in a single-facility service scenario is more accurately described as a range between 134,600 square feet and 140,700 square feet.

Also note that alternate assumptions regarding recommended service goals or design strategies will affect the library’s recommended space need. Increasing any of the proposed service and resource inventory goals will increase the overall space need of the building. For example, an assumption that the library will house a nonprint collection that corresponds to the “growing” level of effort described in the Illinois public library standards (67,500 physical items instead of 45,000), this would produce a revised space need of 137,800+ square feet. Decreasing or eliminating any of these service goals would decrease the overall space need. As an example, eliminating the formal auditorium would produce a revised space need of 126,000+. An alternate assumption regarding the library’s collection density or the recommended allowance for reader seating would produce yet another result.

*6 LONG-TERM SPACE NEEDS FOR
THE PLAINFIELD PUBLIC LIBRARY
IN A MULTIPLE-FACILITY SERVICE
SCENARIO*

Today, the Plainfield Public Library District serves its community through a single facility. The District's population growth forecasts and its increasing population density suggest an increasing likelihood that the Plainfield Public Library District will implement branch library services at some point in the years to come. This section of the report will explore some possible implications of a multiple-facility service scenario on the library's overall space needs and the distribution of space needs among multiple facilities:

- 6.1 Factors affecting branch library development
- 6.2 Service goals and space needs in a three-facility service scenario
- 6.3 Service goals and space needs in a two-facility service scenario

6.1 *FACTORS AFFECTING BRANCH LIBRARY DEVELOPMENT*

Conventionally, four factors will motivate a library to consider implementing a branch service scenario.

The first has to do with basic physical access. As a community grows, it will reach a point where it is no longer sufficiently convenient for patrons residing in one sector of the service area or another to reach the library within a reasonable period of time.

The second factor is a variation on the first. A geographic condition within the service area may impose an obstacle or hardship on travel within the jurisdiction that impedes access within a reasonable period of time. Imagine a service area divided by a river that has only one bridge connecting the two sides. The limited path of access from one side to the other may raise access times beyond a reasonable level.

The third factor considers political conditions within the service area. A district library or a county library, for example, may be comprised of multiple municipal entities, each of which may clamor for its own library location as a reflection of its unique local identity.

The fourth reason involves a service response to an otherwise constricted site for a single library facility. As it grows, a library may encounter limitations at its present site. If, for political or other reasons, the library cannot contemplate

relocating, one or more branch library facilities could be developed and resources that would otherwise be housed at the “main” library could be housed in the branches. By “off-loading” collections and other services or features into branches, the space needs of the “main” library would be reduced.

6.1.1 Physical access issues affecting branch library development

A broad rule of thumb holds that a library serving fewer than 50,000 population is not likely to need branch library service. This broad rule of thumb is born from an observation that until a community reaches a population of roughly 50,000 it is unlikely to have grown to a point where basic physical access to the library exceeds a reasonable parameter. A library will introduce branch facilities as the community grows and the central library becomes increasingly difficult to reach.

This broad rule of thumb appears to be reflected through an examination of public library use data. NCES data for libraries serving up to 240,000 can be reviewed, grouping libraries nationwide into cohorts serving populations of similar size and asking how many of the libraries in each cohort maintain no branches, one branch, two, three, and so on. The results are compiled in Figure 6(1) on the following page. The key findings of this examination include:

- As a library’s service population grows, it becomes increasingly likely that the library will deploy branches. As the service population grows, the proportion of libraries maintaining no branches consistently declines.

FIGURE 6(1)
BRANCH LIBRARY DISTRIBUTION

Population cohort	n=	0 branch	1 branch	2 branch	3 branch	4 branch	5 branch	>5
0-19,999	6810	95.15%	2.88%	1.06%	0.41%	0.19%	0.16%	0.15%
20,000-39,999	1051	72.79%	11.89%	7.23%	3.24%	1.52%	1.33%	1.24%
40,000-59,999	407	51.11%	16.71%	11.30%	6.88%	4.18%	3.19%	6.63%
60,000-79,999	212	36.32%	14.62%	11.79%	14.15%	4.72%	7.08%	11.32%
80,000-99,999	157	23.57%	19.75%	13.38%	10.83%	10.83%	10.19%	11.46%
100,000-119,999	75	17.33%	14.67%	14.67%	16.00%	6.67%	6.67%	24.00%
120,000-139,999	82	15.85%	14.63%	6.10%	17.07%	10.98%	12.20%	23.17%
140,000-159,999	40	10.00%	7.50%	17.50%	15.00%	10.00%	10.00%	30.00%
160,000-179,999	41	7.32%	7.32%	14.63%	4.88%	4.88%	4.88%	56.10%
180,000-199,999	34	0.00%	2.94%	14.71%	5.88%	8.82%	14.71%	52.94%
200,000-219,999	23	0.00%	0.00%	0.00%	8.70%	21.74%	17.39%	52.71%
220,000-239,999	25	0.00%	0.00%	4.00%	12.00%	0.00%	0.00%	84.00%

- The population cohort of libraries serving 50,000 to 60,000 population does seem to be the tipping point: below that population a majority of libraries maintain a single facility service configuration, but above that point a majority of libraries maintain a multi-facility service configuration.
- For libraries serving 120,000 to 129,999 population (Plainfield’s future peer library cohort), only about 15% of libraries deploy *no* branches. Roughly 20% deploy either one branch or two. The

rest – about 65% – deploy three or more.

It's not the least bit out of the ordinary for a library in this population cohort to deploy a branch or branches. This alone does not suggest the Plainfield Public Library will adopt a branch library service model as its population grows to its forecasted 123,000+ by the year 2030, but it would not be an unlikely response at all.

Actually, the analysis summarized in Figure 6(1) suggests the connection between a growing service population and increasing obstacles to convenient access. A more convincing measure is the actual drive time needed to reach the library's present location. A simple drive-time survey can provide additional insight. While it is not a rigorous exercise, a drive-time survey can gather useful information. It could confirm (or redirect) the informal perception voiced by staff and trustees that currently, at most times, it rarely takes more than about 15 minutes to arrive at the library's current location.

The concept is simple: recruit a team of volunteers, staff, and trustees to drive from the library to a designated destination point and back, recording the departure time at the library, the time of arrival at the destination point, and the time of return to the library. Volunteer drivers are instructed to drive normally – this is not a race. The point is to gather “objective” information about actual drive times to different vectors within the service community under routine driving conditions. Destination points are selected according to local needs and conditions, but typically will point to each of the corners of the service area. Data is gathered over an extended period of time, in an effort to ensure that drive-times are gathered from each vector for each day of the week, at different

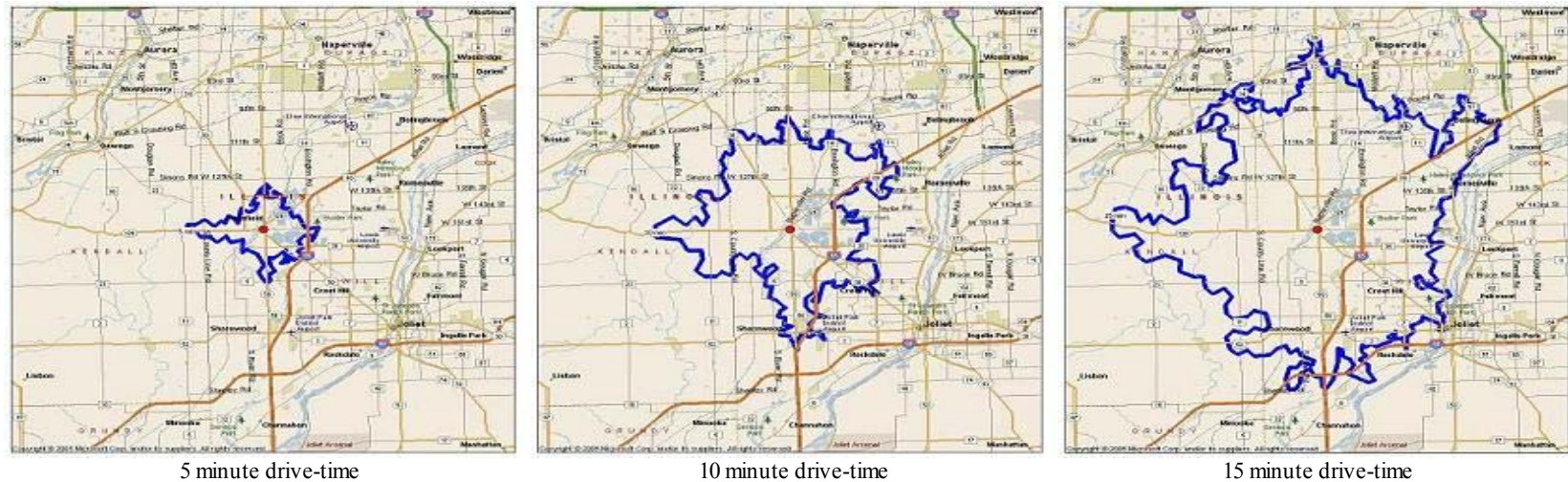
times of day. While such a survey cannot be considered “rigorous” or “scientific,” it will at least gather data about drive-times and access in a more coordinated fashion.

As the data from the drive-time survey is assembled, the library can examine whether the average drive time to and from this vector or that regularly exceeds a designated limited. There are no authoritative standards for how long a drive is too long a drive. That determination will be made by each jurisdiction. Many libraries, however, informally call out a maximum fifteen to twenty minute drive time. If the drive times to any particular vector gathered by way of this survey routinely exceed fifteen to twenty minutes, it may be considered an indicator of the need for an auxiliary location that way.

Because this is not a rigorous method, it is subject to various adaptations. A library that provides minimal parking opportunities may want to define the inbound drive time to be from the driver’s departure from the destination point to the driver’s arrival at a parking place suitably near the library, rather than from the departure from the destination point to arriving at the library’s front door.

For the time being, in lieu of a drive time survey, a mapping program, “Microsoft Streets and Maps,” includes an algorithm that allows the program to plot a drive-time radius around a specified location. Figure 6(2) (next page) shows the resulting drive-time zones around the current library site in 5-, 10-, and 15-minute increments. These results suggest that nearly all of the district is within a 15-minute drive to the present location, which is a commonly, albeit informally, espoused parameter defining a sufficient level of convenient access.

FIGURE 6(2)
DRIVE-TIME STUDIES



It appears – for now – that a single building affords sufficient access.

Of course, it is unclear the degree to which these maps account for variations in drive-time that occur at different times of the day and different days of the week. And most certainly, as the population in the area increases, these drive-time maps will shrink in size, lending more and more impetus to the notion of branch library service for the Plainfield Public Library District.

Another factor that is likely to advance a branch service scenario is the

geography of the service area. The DuPage River runs through the District, dividing the jurisdiction into an east side and a west side. Although there are several points where bridges cross the river, its presence does serve to impede at least to some degree convenient transit from one side to the other. This will have some enhancing effect on the future need to develop branches.

6.1.2 Political issues affecting branch library development

In this instance, political considerations do not appear to create any special impetus to develop a branch library service scenario. There do not appear to be in play any of the locally-bred, competitive / identity issues that might otherwise ordinarily contribute to the need to maintain multiple facilities.

6.1.3 Site issues affecting branch library development

On the other hand, there are potentially significant constraints at the present site that could place limits on the degree to which the library may expand *in situ*. An architectural feasibility study of expansion at the present site at the conclusion of this needs assessment study will shed additional light on these possible limitations. In the meantime, it would be no surprise at all if the results of that subsequent study reveal such limitations, in which case the future development of a branch library service scenario in Plainfield would also offer the additional benefit of creating an opportunity to “off-load” resources from the current location into the branches, thereby reducing the required scale of the building at the present site, possibly to a point that corresponds to the full build-out capacities of the site.

The strategy of “off-loading” resources to a branch in order to reduce the overall size of a main library facility immediately suggests the relocation of collections, public access computers, and reader seating, and other public service inventories.

Be aware that in this specific situation, the library’s primary purpose in off-loading resources would be to use the introduction of additional facilities to reduce the inventory to be housed at the present location. As described in Appendix C, the addition of a branch library service strategy is often balanced by an expansion of the library’s overall collection. The increased collection resource will offset the additional duplication among facilities that often occurs as branch services are implemented. In Plainfield’s case, however, any such increase is counter-productive because the increased inventory results in a larger building when the library in fact has the opposite goal at the site of the main library. In these two branch service scenarios, the addition of branch facilities introduces an added level of duplication within the library’s overall collection, a duplication that is not offset by a corresponding increase in the overall collection inventory. As a result, there is a qualitative difference between the collections held in the multiple-facility service scenarios versus the holdings of a single-facility service scenario: the total inventory holds at 450,000 volumes, but in a multiple-facility service scenario the additional duplication diminishes the depth and breadth of the collection.

One can also consider other, “back-of-house” functions to relocate from the main library to a branch facility. This would serve to further reduce the space needed at the main library. These operations might include the library’s administrative offices, the information technology department, the technical

services department, or an outreach services department.

This does not suggest that locating any of these functions in a branch is a desirable option. As one example, while technical services *could* be located at a branch, a more effective location is at the main. This is because most of the materials that come into the department for cataloging and processing are destined for the shelves at “the main.” If the technical services department is located in a branch, the library will incur a new obligation to transport a high volume of new acquisitions from the branch to the main.

6.1.4 Other factors affecting branch library development

Developing one or more branch facilities is not a course of action to be lightly undertaken. Depending on the service model adopted for branch service, there can be significant operating cost implications. A “full-service” branch with multiple service desks, operated over a schedule comparable to that of the main library can add considerably to the library’s operating costs. Appendix C outlines a variety of strategic considerations that can come into play for any library contemplating branch services.

Obviously, different branch service strategies will produce different results regarding the branch’s estimated annual operating costs. A library that opens its branch for a more limited schedule of hours will require less staffing per year at a lower cost. A library that adopts more of a self-service philosophy in the branch may be able deploy fewer staff, with reduced overall annual operating costs. Many, many variables play into any estimate of branch operating costs, including a fundamental decision regarding whether the branch

facility should be owned or leased (many branches are located in commercial rental properties).

6.2 *SERVICE GOALS AND SPACE NEEDS IN A THREE-FACILITY SERVICE SCENARIO*

For purposes of exploring how the space needs of the Plainfield Public Library might shift as a branch library service scenario is introduced, this section assumes that a main library will be complemented by two traditional, “full-service” branch libraries. Appendix C describes some of the essential parameters of a “full-service” branch. The introduction of two branches would result in the redeployment (“off-loading”) of certain library resources from the main into the branch. Moreover, this scenario also distinguishes between public service functions and “back-of-house” functions, making separate and distinct space needs estimates for public functions and administrative / support functions. This will allow local planners to mix and match these various components at any of the three service locations, the better to optimize the distribution of space need in light of any potential limitations at a specific site.

The locations for these facilities are as yet unspecified, although the conventional pattern of service development suggests that the main library would occupy the current site or some alternate nearby site in Plainfield’s traditional “downtown.” Presumably one of the branches would be located to serve the west end of the District. The other might be located to serve the north or south end of the District.

In this scenario, each “full-service” branch would maintain a collection of 45,000 volumes, 50 magazine titles, and 4,500 nonprint items. Each would support 15 computer terminals for public use and 50 reader seats. If these

resources were off-loaded from the main to the branches, the resulting resource inventory to be housed at the main library includes 360,000 volumes, 325 magazines, 36,000 nonprint items, 120 computer terminals for public use, and 150 reader seats.

Each full-service branch would operate with a conventional triad of public service points – a circulation desk, a reference desk, and a children’s desk. Eleven staff work stations are can be identified for a full-service branch: two charging / discharging stations at a circulation desk, one paging / sorting station, one circulation support station (preferably in a workroom), one station at a reference public service desk, one reference support station (in a workroom), one station at a children's public service desk, one children's support station (in a workroom), a branch manager's station, an information technology / computer technician support station, and a maintenance station.

It is difficult to say how much, if any, of the library’s projected public service staffing contingent might be redeployed from the main library to a branch. Oftentimes, a fair share of the use that occurs at a new branch represents new library use generated by the branch, rather than use that has shifted from another of the library’s facilities. A cautious approach to staff deployment would consider that none of the proposed public service staff work stations would be redeployed from a main library to a branch.

Each branch would also support a modest-sized multi-purpose room to support storytimes, other library events, and neighborhood programs. This room should be scaled to seat 75.

In summary, each of the full-service branches should support the following service inventory:

- a book collection of 45,000 volumes
- a magazine collection of 50 titles
- a nonprint collection of 4,500 items
- 15 computer network stations for public use
- 50 reader seats
- 11 staff work stations
- a multi-purpose rooms to seat 75

The “off-loading” of collections and other resources from the main library to the branches produces a revised inventory of collections and services to be housed as part of the public service functions at a main library. The following summary does not include service inventories relating to the library’s “central service” functions:

- a book collection of 360,000 volumes (down from 450,000)
- a magazine collection of 325 titles (down from 425)
- a nonprint collection of 36,000 items (down from 45,000)
- 120 computer network stations for public use (down from 150)
- 150 reader seats (down from 250)
- 64 staff work stations (down from 100)
- a formal auditorium to seat 300
- two multi-purpose rooms to seat 100 each
- a conference / board room to seat 12 (with a gallery to seat 10)
- two children’s storytime rooms to seat 50 each

- a teen activity room to seat 50
- a computer training lab (room) to seat 15

The library's "central service" functions are calculated separately. These include administrative offices, technical services, information technology, and outreach services. These functions will typically prefer to be co-located with the largest of the library's facilities, but can be located separately.

Note that of these four central services departments, outreach services and technical services will contend for the strongest need for a close proximity to the library's major collection – outreach services because this department will routinely draw from the nearest available collections to create deposit collections for nursing homes and preschools and other similar functions, technical services because the majority of the material passing through this department is eventually headed for the shelves in the largest collection.

Because central services functions are largely staff-driven, the space needs for these areas are closely based on the respective inventories of staff work stations described in Part 4 of the report. The only adjustment made is to include an additional staff work station in the administrative group for a second assistant director. This additional position would take on specific responsibility for coordinating branch service development in a multiple facility service setting.

Appendix D provides the detailed calculations of space need for the main library and each of the two branches.

The space need at each branch ranges from a low of 13,000+ square feet

to a high of 19,300 square feet. Within that range, the recommended space allocation is 14,500 square feet.

With the reduced resource inventory to house (and not counting the library's administrative and central service functions, which are calculated independently of the main library's public service functions), the space needed at the main library to house public service operations ranges from an effective low of 94,400+ square feet (discounting the "perfect storm" theoretical low of 72,000+ square feet) to a high of 138,700+ square feet. Within that range, the recommended space allocation is 106,000+ square feet.

Space allocations for administrative and other "central service" functions are calculated separately.

- As shown in Appendix D, the space needs for the administrative offices, business office and marketing department are predicated largely on the eleven staff work stations identified in Part 4 of this report, plus an additional assistant director responsible for branch service development. The space needs range from a low of 2,500+ square feet to a high of 3,600+ square feet. The recommended allocation is 3,00 square feet. Note that the allocation does *not* include a dedicated conference room to support the library board's monthly meetings. If these functions come to be located in a facility that does not have a suitable meeting space for the board's regular meetings, an allowance for a conference room will need to be added to this recommended allocation.

- The space needs for the technical services are predicated on the inventory of eleven staff work stations identified in Part 4 of this report. The space needs for technical services range from a low of 2,200+ square feet to a high of 3,300+ square feet. Within that range, the recommended allocation is 2,750 square feet.
- The space needs for the information technology department are predicated on the inventory of seven staff work stations identified in Part 4 of this report. The space needs for this department range from a low of 1,400+ square feet to a high of 2,100+ square feet. Within that range, the recommended allocation is 1,750 square feet.
- The space needs for the outreach services department are predicated on the inventory of seven staff work stations identified in Part 4 of this report. The space needs for this department range from a low of 1,400+ square feet to a high of 2,100+ square feet. Within that range, the recommended allocation is 1,750 square feet.

Having made these independent calculations of space need for the library's central services operations, the recommended allocations can be combined and recombined in different configurations among the three facilities to be operated in this service scenario:

- If *all* of these central service functions were located at the main library in this three-facility service scenario, it would add 9,250 square feet to

the main library, bringing the total space need at the main to 115,250 square feet

- If *all* of these central service functions were located at one of the branches, it would add 9,250 square feet to that facility, resulting in a space need of 23,750 square feet, while the space needs for the main library would remain at 106,000 square feet and the space needs for the other branch would hold at 14,500 square feet
- If the administrative functions and outreach services were housed at the main library and technical services at one branch and information technology at the other, it would result in space needs of 110,750 square feet at the main, 17,250 square feet at one branch and 16,250 square feet at the other branch

Obviously, there are many other combinations that may be assembled among these components of the library's space.