

6.3 *SERVICE GOALS AND SPACE NEEDS IN A TWO-FACILITY SERVICE SCENARIO*

This section offers an alternate branch library service scenario. Instead of two traditional branches, this scenario suggests, in addition to a library at the current site, a second library facility to be built on the west side of the service area. Future population projections indicate that the largest share of the District's future growth will occur in the western part of the service area. This second building would support a deeper, richer collection resource than even the two combined traditional "full-service" facilities envisioned in the previous scenario – and could even possibly be considered a "co-equal" facility to the "main" library. By diverting even more collections and resource from the main, this scenario produces an even greater reduction in the space need at main.

As with the previous scenario, a distinction is made between public service space and administrative / support space. Space needs estimates for these two types of space are made separately, so that local planners may experiment with locating the "back-of-house" functions in various locations.

This service scenario will assume that the library's core resource inventories – collections and reader seating – are deployed 60% to one building and 40% to the other.

The single-facility service scenario provides two multi-purpose rooms to seat 100 and two storytime rooms. In this two-facility scenario, those facilities are deployed one to each building. In a similar fashion, in this scenario there will

be a total of two conference rooms, two teen activity rooms, and two computer training labs, with one of each meeting room type in each of the two buildings. The single large auditorium will be housed in the facility that houses 60% of the library's core resources.

There will be a fair degree of duplication between the two facilities with regard to public service staffing patterns. By contrast with the three-facility service scenario, staffing patterns will be affected by the deployment of resources. Because the smaller of the two facilities will have a substantially larger collection resource than either of the "full-service" branches in the three-facility service scenario, it's more likely that use patterns will shift, with a notable transaction load moving from the larger to the smaller facility, and this will be reflected in the number of staff work stations needed at each.

The local history public service desk and the outreach services department will be housed in the larger of the two facilities. The larger of the two facilities will house the following 58 staff work stations (the asterisk indicates department-level operations that will be consolidated in this facility):

- Circulation desk
 - 3 stations for circulation support
 - 1 station for registration / account maintenance
 - 1 station for self-service circulation support
 - 1 station for welcome / greeting / directional assistance
- Adult services desks
 - 2 stations at a reference desk (maximum capacity – typically staffed by an individual librarian)

- 2 stations at a readers advisory desk (maximum capacity – typically staffed by an individual librarian)
- 2 stations at a computer help desk (maximum capacity – typically staffed by an individual librarian)
- Local history desk
 - 1 station at a local history desk
- Children’s services desks
 - 2 stations at a grade school desk
 - 2 stations at a preschool desk (maximum capacity – typically staffed by an individual librarian)
 - 1 station at a children’s computer help desk
- Circulation services workroom
 - 1 office for the department head
 - 1 station for the shift supervisor (shared)
 - 1 station for check-in (current)
 - 2 stations for check-in (future)
 - 1 station for overdues (current)*
 - 1 station for overdues (future)*
 - 1 station for ILL sorting (current)*
 - 1 station for ILL sorting (future)*
 - 1 station for ILL administration (current)*
 - 1 station for ILL administration (future)*
 - 3 stations for sorting shelving (current)
 - 3 stations for sorting shelving (future)
- Adult services workroom
 - 1 office for the department head

- 2 stations for full-time staff (current)
- 1 station for part-time staff (current – shared two staff per station)
- 1 station for full-time staff (future)
- 1 station for part-time staff (future – shared two staff per station)
- 1 station for substitute staff (shared)
- 1 station for telephone reference*
- Youth services workroom
 - 1 office for the department head
 - 2 stations for full-time staff (current)
 - 1 stations for part-time staff (current – shared two staff per station)
 - 1 station for full-time staff (future)
 - 1 station for part-time staff (future – shared two staff per station)
 - 1 station for substitute staff (shared)
- Outreach services workroom
 - 1 office for the department head
 - 3 stations for full-time staff (current)
 - 2 stations for part-time staff (current – shared two staff per station)
 - 1 station for event coordinator
- Administration
 - 1 office for facility manager / branch head

And the smaller facility will house the following 37 staff work stations:

- Circulation desk
 - 2 stations for circulation support
 - 1 station for registration / account maintenance
 - 1 station for self-service circulation support

- 1 station for welcome / greeting / directional assistance
- Adult services desks
 - 2 stations at a reference desk (maximum capacity – typically staffed by an individual librarian)
 - 1 station at a readers advisory desk
 - 1 station at a computer help desk
- Children’s services desks
 - 2 stations at a grade school desk
 - 2 stations at a preschool desk (maximum capacity – typically staffed by an individual librarian)
 - 1 stations at a children’s computer help desk
- Circulation services workroom
 - 1 station for the shift supervisor (shared)
 - 1 station for check-in (current)
 - 2 stations for check-in (future)
 - 2 stations for sorting shelving (current)
 - 2 stations for sorting shelving (future)
- Adult services workroom
 - 1 office for the department head
 - 2 stations for full-time staff (current)
 - 1 station for part-time staff (current – shared two staff per station)
 - 1 station for full-time staff (future)
 - 1 station for part-time staff (future – shared two staff per station)
 - 1 station for substitute staff (shared)
- Youth services workroom
 - 1 office for the department head

2 stations for full-time staff (current)

1 stations for part-time staff (current – shared two staff per station)

1 station for full-time staff (future)

1 station for part-time staff (future – shared two staff per station)

1 station for substitute staff (shared)

- Administration

1 office for facility manager / branch head

As detailed in Appendix D, the resulting space needs for the larger of these two “co-equal” facilities range from a low of 75,700+ square feet to a high of 110,800+ square feet. Within this range, the recommended space allocation is 84,600+ square feet.

The space needs for the smaller of these two facilities range from a low of 47,200+ square feet to a high of 69,800+ square feet. Within this range, the recommended space allocation is 52,900+ square feet.

As in the three-facility service scenario, these allocations do *not* include space for the library’s central service functions. Because the resources deployed in support of these functions are unchanged from the three-facility scenario, the space needs are the same as reported for the previous scenario: 3,000 square feet for administration / business / marketing, 2,750 square feet for technical services, 1,750 square feet for information technology, and 1,750 square feet for outreach services.

These additional allocations can be deployed between the two facilities in a wide range of combinations. If they are all deployed to the larger of the two

facilities, it will increase the recommended space allocation for that facility to 93,800 square feet. If they are all deployed to the smaller of the two facilities, it will increase the recommended space allocation for *that* facility to 62,100 square feet.

As with the preceding scenario, the locations for these facilities are not specified. Presumably, however, one of the two will be located at the current site or an alternate, nearby site in Plainfield’s traditional “downtown.” The second facility presumably would be sited to serve the growing population on the District’s west end. But note that the two-facility scenario does not specify which facility should necessarily go where. It’s conceivable that the larger of the two facilities be located at the present site, but it’s also possible that the smaller of the two facilities be located there and the larger building be placed at the secondary site. This may work to the library’s advantage if a more thorough architectural examination of the present site reveals greater-than-expected constraints for expanding the current library building.

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7 STRATEGIC PLANNING ISSUES & CONSIDERATIONS

The branch development strategies discussed in the preceding part of the report and in Appendix C form the most significant strategic planning issue to emerge from this study. The population growth forecast for the library's service jurisdiction creates a strong suggestion that branch library development is likely, quite possibly sooner rather than later. Careful consideration of these issues is essential. If and how the library chooses to implement a multi-facility service scenario will have a clear impact on the deployment of resources and the corresponding space needs.

Apart from the question of branch development, there are four additional areas of note that emerge from this examination of service goals and space needs for the Plainfield Public Library District:

- 7.1 Expansion strategies
- 7.2 Site development limitations
- 7.3 Staging expansion
- 7.4 Site selection

7.1 *EXPANSION STRATEGIES*

Conceptually, there are three general strategies available to any library contemplating a need for expanded space:

- add onto the existing building
- build new
- convert some existing structure into a new use as a library

7.1.1 Add onto the existing building

Typically there are strong political and practical pressures to utilize a library's existing property. The public's familiarity and comfort with the status quo contributes to these pressures. So does the public's interest in eking every last bit of value from the investment that's been made in the library's building. An addition to the existing building becomes the starting point for most investigations of expansion options, and certainly in Plainfield's case an architectural examination of expansion options at the present site is in order, now informed by the findings of this space needs assessment.

Any addition by definition begins with the existing building and must integrate new construction with that building. Were an addition placed onto the library's current building, the existing structure would need to be examined for code compliance and all deficiencies remedied. The mechanical systems in the existing building must be assessed and upgraded if needed and it is feasible to do so. In any addition, a crucial issue for the design engineers to explore would be

whether to expand the existing mechanical system that serves the library and the other municipal offices in its building or create a new system, separate from the shared system used in the existing building. Likewise, the existing plumbing system must be evaluated and updated. And the power distribution and data transmission systems must be upgraded and integrated into a unified whole.

In this case, there may be another variation on the addition theme: if it proves unwieldy to expand the existing building in its present form (the building has been expanded once already and it can be difficult to further expand a building that's already received one addition), it may produce a more viable, effective addition if the library were to retain only the original, historic structure in the southwest corner of the current building.

7.1.2 Build new

In general terms, from the standpoint of effective library operations, new construction is always an attractive option to meet a library's long-term needs. The advantages to new construction are many and clear. The structure itself is new, and in optimum condition throughout. Mechanical systems are new. The heating and cooling plant could take advantage of the latest in energy efficient technologies. Plumbing systems would also be new and (at least initially) subject to fewer maintenance demands. Perhaps most importantly, given the increasing emphasis placed on nontraditional information sources in libraries today, the electrical system could be designed from the outset with the flexible, changing needs of a modern library in mind. As part of the electrical system, planners could provide for effective data transmission throughout the facility in order to better implement the library's commitment to automated services.

With new construction, interior space could be designed for maximum utility. The interrelationships among functional areas and departments should meet the library's optimum specifications. All provisions for handicapped accessibility mandated under the Americans with Disabilities Act could be met readily. Interim conditions during construction would subject the public to the fewest disruptions, affecting services only when the library closed to move to the new facility.

Greater capital cost can be a disadvantage to new construction. If a library has the expansion of an existing building as an option, the addition can be more attractive from a cost standpoint assuming the cost of rehabbing the existing building area will be less than the cost of building a similarly-sized area new. Depending on the condition of the existing building, however, the library cannot necessarily depend on that possible advantage.

7.1.3 Convert an existing structure

Another option is to convert an existing structure into a new use as a library. Identifying and assessing existing structures for possible conversion was beyond the scope of the present study, but as the library explores alternate strategies, such suggestions may arise.

Converting an existing building into a public library is a complicated task. A library represents a complex and unique structural type. Many factors should be explored before an existing building can be considered suitable for conversion. Most of these factors can be remedied during the renovation and rehabilitation of an existing structure, but the degree to which these concerns are already met in

the existing building will reduce the trouble and expense needed to accomplish the conversion.

7.2 *SITE DEVELOPMENT LIMITATIONS*

One aspect of studying expansion options at the present site will involve examining development capacities at the present site. Parts 5 and 6 of the report reviewed various considerations regarding how library services and resources might be deployed to meet the needs of the community and how those alternate resource deployment strategies would affect space needs. The capacity of the current site needs to be tested to identify how many of these configurations can reasonably be pursued at the present location.

This question can be approached from the perspective of reverse engineering. One can ask the question, “What is the maximum build-out possible at the present site?” and use the answer to winnow out options among the possible resource and service configurations. If the maximum build-out at the present site is 100,000 square feet, any service option exceeding that parameter could not be pursued at the present site.

Any reverse engineering examination must reflect sound library design principles as well. It may indeed be possible to build a building of, say, 150,000 square feet at the present site, but doing so will involve a six-story building. This would overly fragment the interior space of the library, to a point that compromises effective operations. With that in mind, any reverse engineering examination should reflect the notion that any library building of the scale recommended here would have a multi-level configuration. Even the smallest of the main library configurations described here would be too large for a single-level design. The smaller main library configurations would likely deploy the

public service functions over two levels.. The larger main library configurations would likely deploy the public service functions over two levels, or more likely three levels. Any central service / back-of-house functions housed at the main library could be distributed on the same two or three levels of the building, or they could be distributed over an additional, separate floor to be reserved for central services with controlled public access.

The various facility scenarios described in Parts 5 and 6 of the report establish the following benchmarks for the required area that needs to be developed at the present site:

- 134,600 square feet – the recommended area for a single-facility service scenario
- 115,250 square feet – the recommended area for the main library + all central services functions in a three-facility service configuration
- 106,000 square feet – the recommended area for only the main library public service functions in a three-facility service configuration
- 93,800 square feet – the recommended area for the public service functions in the larger of two buildings in a two-facility service configuration + all central services functions
- 84,600 square feet – the recommended area for only the public

service functions in the larger of two buildings in a two-facility service configuration

- 62,100 square feet – the recommended area for the public service functions in the smaller of two buildings in a two-facility service configuration + all central service functions
- 52,900 square feet – the recommended area for only the public service functions in the smaller of two buildings in a two-facility service configuration

Among these scenarios, those with a gross area of less than 100,000 square feet are likely to prefer a two-level design, reserving the option of splitting any central service functions onto a third level. The larger scenarios could also operate well with public service functions distributed over two levels, reserving the option of splitting any central service functions housed in the building onto a separate, third level. The larger scenarios, however, are increasingly likely to favor a three-level design for the public service functions, again reserving the option of splitting any central service functions housed in the building onto a separate, fourth level.

7.3 *STAGING EXPANSION*

It may not be feasible at the present time to pursue the construction of a new building that is substantially larger than the existing building. Although a clear need over the next 20+ years for a building of that size is documented here, cost factors and concerns over voter acceptance of a project of that size may prompt consideration of a smaller initial structure.

In this instance, a phased approach to construction could have additional motivation: it may be difficult to advocate to the current population the need to build a substantially larger facility that will meet the needs of tomorrow's much more numerous service population.

The size and scale of an initial phase should be determined in collaboration with a consulting librarian and an architect. That smaller initial structure would certainly be designed to accept a later addition. The smaller initial structure would be configured on its site in order to accept a later addition.

The anticipated cost, along with the board's perception of what in the public's mind would be an acceptable cost, would clearly be an important factor in determining the scale of a first phase.

Still, as shown in the preceding sections of this report, the size of the building determines the kinds of inventories and services that a library can support (and vice versa), and the board and staff would need to take into consideration the range of service goals that could be supported by a phase one

building of a given size. The service parameters that can be supported by the phase one expansion should be meaningful.

From the standpoint of the library's service parameters, a starting point for considering the size of a phase one expansion might be to consider the library's *existing* space needs – that is to say, how much space *should* the library provide to adequately house the services and resources it presently happens to offer today? To that, one could add any necessary allocation to support resources and services that the library *should* provide today but cannot for want of sufficient space. That calculation of the library's current, immediate space need will be somewhat less than the long-range forecast made in this report. A first phase of construction should fall somewhere between the existing space need and the library's future space need – ideally, no less than mid-way between those two points.

The size of the initial construction would also affect another strategic factor: the period of growth to be supported by the first phase. If an initial phase is undersized the library will soon outgrow it and be forced to approach the voters to finance the addition before those voters are ready and willing to approve another major capital expense for the library.

The cost assigned to phase one and the board's perception of the public's view of an "acceptable" cost would also factor into the decision to build into phase one some unfinished space to house a future expansion. Obviously, that creates a more costly project than one that foregoes entirely any such accommodation for future growth.

One advantage of phased construction is that the library has a second

opportunity to reconsider and possibly redirect its long-range service goals when it comes time to place the addition on the building.

A potential disadvantage to phased construction is that the second phase may never come to pass. Local political conditions may change, an addition may not be feasible. The library would then be forced to live with the smaller, more constrained building. (One advantage of “shelling out” unfinished space during a phase one project is that the library secures access to space for future expansion should those local political conditions change.)

Another disadvantage to phased construction is increased total project costs. If a phased approach to new construction is pursued, the library will realize an initial savings in construction cost because the initial phase would be planned at a smaller scale than the full build-out. The subsequent addition, however, would increase the cost of the completed building in excess of the cost of constructing the full build-out immediately, owing to the inflation of construction costs during the interval between the initial construction and the phase-two addition and owing to the likely need to perform some degree of renovation and remodeling on the structure built in the initial stage.

The possibility of future branching introduces another element to a discussion of staging construction. For example, the library might determine to pursue a two-building service scenario. Site constraints at the present location may limit the buildable area on the present site to something under 60,000 square feet. In response to this scenario, the library may opt to build a building of 52,900 square feet (the recommended area for the public service functions in a two-facility configuration). In the near term, *all* of the library’s operations would

be housed in this building, including central services functions. Because in this scenario the library's central services functions are located in the expanded facility at the present site, the public service resource inventories would be somewhat less than forecast here in the two-facility service configuration. As the expanded building starts to reach its effective capacity, however, the library embarks on its plan to build its second facility. This facility will house the larger share of the library's combined resources, along with the library's central service functions. As the second building is occupied, some collections are redeployed from the original building to form the new facility's opening day collection, and central services functions are relocated. The space in the original building freed by the vacating central services functions are remodeled into new public service space, and the collections and public services continue to expand at the original site. In this way, branching becomes a different approach to staging construction.

In any case, if a phased approach to new construction is pursued, site selection should be made in consideration of the library's *long-term space* needs for both the structure and any required on-site parking, even though that full amount of land wouldn't be needed to support the smaller phase-one structure. The initial construction should be carefully placed on the site in order to preserve the highest degree of flexibility in placing and designing the subsequent addition.

7.4 *SITE SELECTION*

The importance of site selection for a public library cannot be diminished. Some library space planners argue it is more important to obtain a good site than it is to build a bigger and bigger building. A well-chosen site will contribute to the use of the building, sometimes even to the point of overcoming some shortcomings in a poorly-designed building. But if the site is poorly chosen, even a sterling design – comfortable, welcoming, and efficient though it may be – will not reach its potential.

Site selection should be undertaken in the context of the library’s long-term service goals and space needs, even though the library may pursue a smaller initial project as part of a two-phase expansion project which would reduce its immediate site needs. Any site selected should be able to accommodate the library’s long-term space needs.

A number of available studies provide direction regarding the selection of a public library site.¹ The conventional wisdom advises that public libraries are most successfully sited in areas of high pedestrian and vehicular traffic. Public libraries typically benefit from the same bustle and convenience that motivates businesses and commercial / retail uses in a community to concentrate in a central business district and other centers or areas specifically zoned for such uses. A commercial area, for example, is usually heavily traveled and therefore highly visible; the surrounding businesses allow library users the convenience of combining several errands on a single trip.

Based on the findings in the literature on public library site selection, LPA recommends twelve vital criteria for the evaluation of any proposed site. These should be applied to any site considered for new construction. They should be applied to the location of any existing structure that may be proposed for conversion into a library. *They can also be applied to the existing site to determine the adequacy of that site.* These criteria may be reviewed and accepted by the library board and staff. Or some of these twelve criteria may be rejected. Still others may be suggested by the library board or staff.

Site size:

This reflects the suitability of the site to support the proposed construction, plus on-site parking, plus landscaping and set-backs. The ability to support further expansion at a later date should not be ignored. The library's space needs and possible configurations to meet those needs determine reasonable parameters for overall building size and the likely floor plate size, which in turn will have an impact on site size. Favored conditions for this criterion will allow the site to support the building itself, on-site parking, landscaping and room for future expansion. Less favored conditions involve a site so small as to restrict future growth, or the ability to provide on-site parking. Conversely, too large a site may be detrimental as well, involving the purchase of more property than is needed, possibly at a cost that is greater than needed.

Building floor plate: The building itself will occupy a certain amount of property, dictated by the size of the building floor plate, which in turn is determined by the number of stories used in the expanded building. Generally speaking, a public library of up to 20,000 square feet will typically prefer a single-level design. A library of more than 40,000

square feet will prefer a multi-level design. The smaller building prefers a single-level configuration because such a configuration will maximize the deployment of staff. A larger library can accommodate multiple levels more readily because it is likely to have developed a departmental organization, whereby the necessary staffing is already in place to supervise any part of the public areas that might be separated off onto a secondary level.

On-site parking: Local zoning codes take precedence regarding parking requirements, and typically require that a new or expanded library provide sufficient parking to support users of the facility. Many local codes require three to four spaces per 1,000 square feet of gross building area. If the library determines to provide less parking than is recommended, a variance will be needed. For surface parking, allow at least 250 square feet per parking space.

Landscaping / setbacks / easements: For purposes of site planning, a minimum of one-half of the property should be left open in anticipation of landscaping, set-backs, easements and on-site water retention.

Future expansion: Under ideal conditions, the library's site will also accommodate future expansion. Depending on the configuration of the original construction and the scope of the addition, an addition may further expand the footprint of the building on the site. An addition will definitely expand the library's on-site parking needs.

Central location:

A central location refers to the general convenience of access by different segments of the community. Is a proposed site convenient to population, employment, and retail centers? This criterion may be

considered a summary or broad overview of others that follow relating to accessibility and convenience (“vehicular access” and “pedestrian access” to name two).

Cost / availability:

This balances the cost of the property in question and the ability of the library to acquire the property. The total cost of the property is one aspect of this criterion, and its cost per square foot is another. Acquisition costs, however, cannot be examined solely in absolute terms (that is, which site is least expensive, which is next least expensive, and so on), but should also be evaluated in terms of whether the acquisition costs are fair and reasonable. A more costly but well-situated site will be well worth some measure of added cost; a poorly situated site is not a bargain, no matter what the price.

The number of parcels involved in assembling the site can be a factor affecting a property’s availability, with fewer parcels typically favored over many. Likewise, the number of current owners is a factor, with fewer owners typically favored over many. Obviously, the fewer parcels or owners to involve in the negotiations, the simpler and the more direct the negotiations should be. The displacement of current residences and commercial and / or other uses is a factor; payment of relocation expenses for current owners may be required under state or federal regulations. The current owners’ willingness to sell is perhaps the crucial consideration; sites that could require the exercise of eminent domain are less desirable. Ease of acquisition is at least of equal, if not greater, standing with the straight cost of the property.

Potential for visibility:

One recalls the saying, “Out of sight, out of mind.” A location with high visibility will help keep the library in the forefront of the community. Usually, visibility and general accessibility are closely related. A site located on an arterial street, with nearby vehicular and pedestrian traffic, will be a visible one. This criterion also speaks to the image that will be projected at a particular site. This in turn can be conditioned by adjacent uses and the surrounding neighborhood.

Adjacent services / uses:

The nature, compatibility, and proximity of surrounding uses. Are the neighboring properties supporting uses and usage patterns that are compatible with those that will be created by the library? What is the schedule or cycle of activities that exists around the present site? Are neighboring properties occupied by entities that will help attract library users to the area during hours the library is open? Are there times when the library, if located at the site in question, would become a sole destination point for users?

Vehicular access:

In most parts of the country, people continue to rely on the automobile for transportation. In such communities, it is important that the site be one that can be reached readily by car. That often translates into a site found on an arterial street. Vehicular access should also consider mass transit options. Sites are preferred that are on existing public transit routes. Typically, the further removed a site is from arterial streets or existing public transit routes, the less favorable it is.

Access to parking:

Issues relating to vehicular access also affect a library's need to provide parking on site or nearby. People not only continue to prefer to drive their own cars to work, or to school, or to stores or on other errands, they prefer to park their cars as close to their destination as possible. One noted librarian has observed, "It's far better to build a \$2 million parking lot next to a \$20,000 building than the other way around," and there's a certain truth to that. Many local zoning codes reflect this by requiring an increasing number of on-site parking for most uses, libraries included. Sites are preferred that will support current code requirements for parking on-site. Consideration can be given to existing parking that may be adjacent to a site in question. Consideration can also be given to opportunities to develop sufficient parking jointly with neighboring uses.

Pedestrian access:

Pedestrian access has two dimensions – ease and desirability of access to and from surrounding uses, and ease and safety of access on foot and by bicycle for student use. There is a natural tension that exists between this criterion and "vehicular access." While the latter requires a location on an arterial street, arterials are not always favored by pedestrians or cyclists for safety's sake. Under this criterion, sites would be examined to determine the degree to which there are populations in the vicinity that are likely to reach the library by foot or bicycle and whether those individuals would need to use main streets to reach the library. In many communities, reliance on the autos (and, to a lesser degree, buses) is minimizing the importance of pedestrian access.

Topography / existing conditions:

This includes the general lay of the land (flat vs. sloping), the impact of any existing structures or uses on the property, and the potential for converting any existing buildings that may exist on the proposed site. It also accounts for any *known* “unseen” conditions (easements, subsurface conditions).

Property shape:

A simple shape – a square or rectangle – is preferred for its ease of use in designing an expanded building. An irregularly-shaped lot can present limitations that will compromise a design’s effectiveness. A long and narrow site will often be reflected in an inefficient, long and narrow design. The impact of an irregularly-shaped site can be mitigated if it is large enough to allow a variety of building placements on the property.

Utilities:

Are utilities – including water, sewer, electric, telephone – delivered to the site in question, or will it be necessary to bring basic utility services to the site?

Zoning:

This criterion asks first whether a public library is a permitted use according to the current zoning of the property in question. There may be other limitations or restrictions in the zoning code generally or in the code as it pertains to a particular property, issues like front, side and rear set-backs, height restrictions, or restrictions regarding the proportion of land that can be “built.” Variances can be sought for any restrictions that may

apply, and in most municipalities the variation will be granted, but it is nevertheless easier to implement the building program if the existing zoning will support the library's plans.

ENDNOTES

¹ The literature on public library site selection is extensive. For an introduction, note three *Occasional Papers* issued by the University of Illinois Graduate School of Library and Information Science:

Wheeler, Joseph L. "The effective location of public library buildings." *Occasional Papers*, no. 52 (July 1952).

_____. "A reconsideration of the strategic location for public library buildings." *Occasional Papers*, no. 85 (July 1967).

Robinson, William C. "The utility of retail site selection for the public library." *Occasional Papers*, no. 122 (March 1976).

Also note this newer treatment on public library site selection:

Koontz, Christine M. *Library Facility Siting and Location Handbook*. Westport, CT: Greenwood Press, 1997.

8 *SUMMARY & RECOMMENDATIONS*

This report had the following aims: to assess the space needs of the Plainfield Public Library based on its projected holdings and program of service, to explore service delivery strategies, and to outline future service and facilities development issues.

This part of the report summarizes key findings, reviews strategic issues affecting the implementation of a plan to address the library's long-term space needs and outlines specific recommendations for an immediate course of action.

- 8.1 The library's projected space need
- 8.2 Strategic considerations affecting the library's space needs
- 8.3 The next steps

8.1 *THE LIBRARY'S PROJECTED SPACE NEEDS*

The original, 2,700 square foot building for the Plainfield Public Library District opened in 1941. In 1991, an addition to that building opened. Subsequent remodeling projects completed an initially-unfinished lower level and reconfigured service desks. The present building offers some 27,160 square feet of building area.

While the library has a history extending for more than fifty years, the last ten years have witnessed dramatic growth. The population has grown from 16,800 to almost 60,000. The book collection has grown from 55,594 volumes to 87,990 volumes, and the nonprint collection has grown from 4,235 items to 8,109 items. Circulation has grown from 139,391 to 402,707. The library has introduced a myriad of collections, formats and services that could not have been fully anticipated just ten years ago. Prospects for future growth are equally dramatic, with the population of the service jurisdiction slated to grow to 123,000+ by the year 2030.

A review of the library's essential service and resource inventory goals found that the library should provide a facility sufficient to house the following resources:

- a book collection of 450,000 volumes
- a magazine collection of 425 titles
- a nonprint collection of 45,000 items
- 150 computer network stations for public use