

Bennington Public Library Building Program

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Introduction

Building Program

The building program document is a description in words and numbers of the service and operational requirements for the proposed library building. The program serves as the library's written instructions to the architect in beginning the design process. The program is concerned with how the building is to function rather than how it will look.

The architect will want to review the program with the library and consultant to insure a complete understanding of project requirements. Revisions may arise from that review. It is also possible that the library will revise its program requirements during the course of the design process based on additional information, budget considerations, and/or new understandings resulting from the graphical representation of spaces. It is important that any revisions to the program be explicitly approved by the Library Board.

The estimated space requirements of the building program will be tested by the architect. The preparation of schematic plans including furnishing layouts should be the final arbiter of space requirements for the building.

Space Needs Assessment

The space needs assessment is an estimation process to broadly describe a community's library space requirements into the future. The space needs assessment offers a way of confirming or challenging the space requirements developed in the building program process.

Appendices

Included with this study are a preliminary estimate of site space requirements and a listing of common site evaluation criteria.

Program Overview

Space, Seating, and Technology Summary

Programmatic Area	Square Feet	Study Seating	Casual Seating	Public Technology Stations	Other Seating
Drive-up Return	60				
Entry Area	unassigned				
Meeting Room	1,400				100
Public Service Desk Area	850	12			
Popular Materials	1,706	8	12+ 2 place bench	2 catalog stations	
Technology Center	560			10 computer stns	
Adult Print Collections	2,092	16	4	2 catalog stations	
Children's Services	4,102	20	10+ 2 learning tables	2 catalog stations 4 computer stations	
Staff Workroom	1,080				
Staff Room	280				
Restrooms	unassigned				
Storeroom	600				
Net Program	12,730				
Unassigned Space: Entry, Restrooms, Mechanical Systems Walls, Chases, General Circulation 25% of gross	4,244				
Gross Space Requirement	16,974	56	26+	6 catalog stations 14 computer stns	100

The existing library is 2,373 square feet.

Specific Design Considerations

In researching the program document a group of issues that affect the project across programmatic lines was identified. For this reason these issues are called to the planning team's specific attention.

Wireless Environment

The architects and their consultants are to take all appropriate actions necessary to make the building a welcoming environment for wireless data and communication applications, minimizing interference from structural steel, electrical systems, and other potential sources of interference. All public study tables are to include power receptacles to help support customer wireless usage.

Ergonomics

Interest has been expressed in ergonomic issues including furnishings and millwork that allow for comfortably situated keyboards, monitors, and accessories that adjust to different users; floor treatments at public service desks that respond to staff spending many hours on their feet; light sources that reduce monitor glare. The architect is requested to consider people friendly solutions in selecting furnishings, fixtures, and finishes.

Library Circulation Control System

All circulation and materials processing/handling millwork, furnishings, or infrastructure are to anticipate the future use of a Radio Frequency Identification System.

Selfcheck and Theft Detection

Provide conduit and rough-ins for the future implementation of selfcheck and theft detection systems. Appropriate locations are noted in the program text.

Storm Shelter

The architect is to identify an area or areas of the building in which staff and customers are to assemble in severe weather.

Unassigned Space

Unassigned space includes areas of the building that are of common utility and do not serve a specific library purpose such as the entry and foyer, restrooms, general aisle space throughout the building, stairs, elevators, mechanical systems, and walls and partitions. A rate of 25% of the total gross building size for the building's unassigned or architectural space requirement is included at the end of the Space/User Seating/Technology Summary. The actual rate will depend on the ultimate building solution selected (addition renovation, all new construction, adaptive reuse).

Collection Size and Shelving Capacities Summary

Collection Growth is generally factored at a rate of 232.6% for both print and media collections, though manually adjusted rates have been applied when warranted. The general growth rate is taken from the space needs assessment section at the end of this study.

Collection	Existing Number of Volumes	Projected Number of Volumes	% to Shelve	Projected Volumes to Shelve	Projected Shelving Capacity
Popular Materials					
New, Display, Paperback and Large Print					
New Books	Included in other counts	Included in other counts	50	Included in other counts	250
Topical Display	Included in other counts	Included in other counts	50	Included in other counts	60
Total	Included in other counts	Included in other counts		Included in other counts	310
Young Adult					
Books	769	1,500	96	1,440	1,440
Periodicals	4 titles	12 titles	100	12 titles	12 titles
Total	769	1,500		1,440	1,440
Media					
Video – VHS and DVD	566	2,200	85	1,870	1,950
Recorded Books - Tape and CD	652	2,200	89	1,958	1,958
Music – CD	40	100	90	90	250
Cake Pans	47	60	100	60	60
Total	1,305	2,560		3,978	4,218
Periodicals					
Current Magazines	8 titles	36 titles	100	36 titles	36 Titles
Current Newspapers	1 titles	4 titles	100	8 titles	8 Titles
Back Issue Magazines/Newspapers	1 year 1 month	1 year 1 month	100	1 year 1 month	1 year 1 month
General Adult Collections					
Fiction, Large Print, Genres	4,038	9,392	95	8,922	9,072
Nonfiction, Biography,	4,069	9,464	97	9,180	9,216
General Reference and Local History	52	180	100	180	240
Total	8,159	19,036		18,282	18,528

Collection Size and Shelving Capacities (continued)

Collection	Existing Number of Volumes	Projected Number of Volumes	% to Shelve	Projected Volumes to Shelve	Projected Shelving Capacity
Youth Services					
Entry Zone					
New Books	Included in other counts	Included in other counts	50	Included in other counts	60
Topical Display	Included in other counts	Included in other counts	50	Included in other counts	60
Children's Magazines	10 titles	12 titles	100	12 titles	12 Titles
Subtotal	Included in other counts	Included in other counts		Included in other counts	120
Young Child Zone					
Easy's	5,258	12,230	93	11,374	11,520
J Kits	144	200	87	174	180
Subtotal	5,402	12,430		11,548	11,700
Elementary Zone					
Fiction	3,112	7,238	97	7,020	7,080
Nonfiction and Biography	5,901	13,725	97	13,313	13,200
Subtotal	9,013	20,963		20,333	20,280
Children's Total	14,415	33,393		31,881	32,100
Grand Total					
	24,596	56,309		55,581	56,596

Shelving and Display Summary

All shelves are to have backstops and to have sloped base shelves. This is a general requirement, review appropriateness for each collection and shelving type.

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Popular Materials							
New, Display, and Paperbacks							
New Books	4	66"	4	10"		Wood display shelves - confer with staff and consultant	48
Topical Display					1	Wheeled unit, confer on design	50
Total	4				1		98
Young Adult							
Books	12	66"	5	10"		1 display shelf per each section	144
Periodicals	1	66"	4	12"		periodical shelving	12
Total	13						156
Media							
Videos and DVDs	15	66"	5	6"		Sloped shelves	180
Recorded Books	16	66"	5	6"		Sloped shelves	192
CDs – Music and Games	1	66"	5	10"		Pull-out bins	12
Cake Pans	2	66"	5	12"			24
Total	34						408
Periodicals							
Current Magazines and Newspapers	4	66"	4	12"		Periodical shelving 1 section configured for newspapers	48
BI Mags/Papers	3	66"	4	12"			36
Total	7						84
General Adult Print							
General Reference and Local History	3	66"	4	12"			36
Fiction	54	84"	7	10"			648
Nonfiction / Bio	64	84"	6	10"			768
Total	121						1,452

Shelving and Display Summary (continued)

Collection	Number of Single-Face Sections	Height	Number Shelves per Section Including Base	Depth of Shelf	Number of Other Storage Units	Notes	Square Feet
Children's							
Entry Zone							
New Books	4	66"	4	10"		display shelves - confer with staff / consultant	48
Topical Display					1	Wheeled unit, confer on design	50
Magazines	1	66"	4	12"		Periodical shelving	12
Total	5				1		110
Young Child Zone							
Easy's	64	45"	3	10"			768
J Kits	3	66"				3 rods for hanging bags per section	36
Total	67						804
Elementary Zone							
Fiction	59	66"	5	10			708
Nonfiction / Bio	110	66"	5	10			1,320
Total	169						2,028

Functional Area Descriptions

Entry Area (unassigned)

- illuminated exterior library sign
- changeable sign for hours of service
- vestibuled entry to limit drafts
- power-assisted door opener
- walk-off system for shoe-soil
- donor recognition feature
- drinking fountain

Signage: Name of Library, Hours of Service

Adjacencies: Meeting Room, Public Service Desk

Engineering Issues

Electrical:	convenience outlets for housekeeping door opener drinking fountain future theft detection sensors
Plumbing:	drinking fountain

Drive-Up Book/Media Return (60 square feet)

A driver's side, drive-up return, sheltered from the weather. The interior return room should be located as part of or as near as possible to the staff workroom. If possible, an exterior pavement level higher than the interior floor level facilitates increased capacity. One return slot is required for both books and media. The height of the return is to anticipate both pickups and small sedans. A keyed return is required. The return room must be fire rated.

Signage: After-Hours Return

Adjacencies: Primary: Staff Workroom

Engineering Issues

Security:	keyed return, fire rated room
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Meeting Room (1,400 square feet)

The room should be able to operate independently of normal library operating hours and to seat 100 in rows of chairs or 40 at tables. When the library is closed the meeting room should have access to restrooms, drinking fountain, and other common lobby amenities. The program room is to be rectangular in shape with a level floor. Carpet tiles should be used to allow for ease of replacement in the event of severe stains.

The meeting room is to divide into two equal portions for concurrent activities by the inclusion of rigid demountable partitions with pocket doors. Plenum partition should be specified above a dropped ceiling for sound suppression when the room is divided.

The meeting room should provide a variety of media capabilities including:

- telephone outlets for voice and data
- cable television outlet
- computer outlets
- ceiling mounted projection screen
- ceiling mounted digital projector
- lighting controls to allow for different levels of illumination

The program room should also provide:

- catering kitchen with counter, full size refrigerator, microwave, 2 deep sinks, disposal, cupboards
- coat closet or alcove with rod and package shelf as well as child height coat hooks
- storage closet(s) for folding tables, stacking chairs, dollies, media carts, lecterns, wheeled presentation boards

Signage: Name of Room

Adjacencies Primary: Lobby, Restrooms
 Secondary: Children's

Engineering Issues

Telephone Outlets:	At front and rear of room
Computer Outlets:	At front and rear of room
Electrical Outlets:	2 duplex on all walls of room power to ceiling screen and projector 3 duplex at kitchen counter service for microwave and refrigerator
Plumbing	Sink in catering kitchen
Other	Cable television

Public Service Desk Area (850 square feet)

Service Desk

The desk should provide 2 public service stations 1 at standing height, 1 at ADA height which will also serve young children. Each station is to provide outlets for a telephone, a microcomputer, bar code scanner, printer, cash drawer, and an under-counter depressible bin for books returned at the counter. A wheeled stool and a task chair are needed.

To one side of the desk provide:

- a counter with public address controls, printer, and cupboard storage below
- 3 sections of shelving for holds and reserves
- room for 6 book carts

Floor treatment should reflect long hours spent by staff standing behind the desk. The desk and counter should conceal the back of the equipment and cabling at each station. Drawers and below counter storage is to be reviewed with staff in the design development stage. The desk layout should allow the easy movement of staff and book carts from behind the desk to the public floor.

Selfcheck

Provide the rough-ins for 2 future selfcheck stations near the customer service desk.

Customer Service Center

A photocopier with side table, community bulletin board, brochure rack, and display case should be located on the public floor near the service desk.

Collaborative Study

Two collaborative study rooms are located in the public service desk area to allow for supervision. Each room should seat 6. The walls of these rooms should be primarily glass.

Signage: none required

Adjacencies Primary: Entry
Secondary: Children's, Technology Center

Engineering Issues

Telephone Outlets:	1 at each service desk station 1 at back counter
Computer Outlets:	1 at each service desk station 1 in each study room 2 at back counter 2 future selfchecks
Electrical Service:	2 duplex at each service desk station 3 duplex at side counter 1 duplex at photocopier 1 duplex in each study room 1 duplex for each of 2 future selfcheck stations
Other:	public address controls at side counter

Popular Materials (1,706 square feet)

The Popular Materials area is intended to have a retail feel like Barnes and Noble that invites browsing and casual reading. Collections include high demand adult media materials, new books, periodicals, and young adult materials. A beverage station with coffee encourages customers to stay and read. The popular materials area is to include:

Friends Book Sale (60 sf)

In an alcove setting provide 3 sections of shelving for an ongoing book sale. Purchases will be made at the public service desk.

New Books and Display (198 sf)

- collection shelving
- 2 public catalog stations
- bench

Media (408 sf)

- collection shelving

Periodicals(624 sf)

- collection shelving
- 8 lounge chairs and occasional tables
- 2 two-place tables
- fireplace or other feature element
- beverage station

Young Adult (416 sf)

The young adult area should be defined by the layout of furnishings and architectural elements to create an identifiable space with a bright, open, relaxed atmosphere conducive to reading and appropriate socializing.

- collection shelving
- 4 lounge chairs with occasional tables
- 1 four-place café style booth

Signage: Book Sale, New Books, Media, Periodicals, Young Adult, and range guides

Adjacencies: Entry

Engineering Issues

Computer Outlets:	public catalog station
Electrical Service:	2 duplex at public catalog station 2 duplex at beverage station 1 duplex at each study table and booth

Collection Shelving and Capacities

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
New, Display, and Paperbacks							
New Books	4	66"	4	10"		Display shelves – confer on design	48
Topical Display					1	Wheeled unit, confer on design	50
Total	4				1		98
Young Adult							
Books	12	66"	5	10"		1 display shelf per each section	144
Periodicals	1	66"	4	12"		periodical shelving	12
Total	13						156
Media							
Videos and DVDs	15	66"	5	6"		Sloped shelves	180
Recorded Books	16	66"	5	6"		Sloped shelves	192
CDs – Music and Games	1	66"	5	10"		Pull-out bins	12
Cake Pans	2	66"	5	12"			24
Total	34						408
Periodicals							
Current Magazines and Newspapers	4	66"	4	12"		Periodical shelving 1 section configured for newspapers	48
BI Mags/Papers	3	66"	4	12"			36
Total	7						84

Technology Center (560 square feet)

10 computer workstations in clusters of two's and three's to provide a sense of personal space. A networked public printing station with 2 printers serves all of the stations.

Signage: Technology Center
Changeable signage venue at each computer station for rules and instructions

Adjacencies: Public Service Desk

Engineering Issues

Computer Outlets:	1 outlet at each computer and printer station
Electrical Service:	2 duplex at each computer and printer station

General Adult Print Collections (2,092 square feet)

This area provides for the public's reflective reading and study while using the adult print collections.

- collection shelving
- 4 two-place study tables
- 2 four-place study tables
- 2 public catalog stations
- 4 lounge chairs and occasional tables

Signage: Fiction, Nonfiction, Reference, range guides,

Adjacencies: Popular Materials

Collection Shelving and Capacities

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
General Adult Print							
General Reference and Local History	3	66"	4	12"			36
Fiction	54	84"	7	10"			648
Nonfiction / Bio	64	84"	6	10"			768
Total	121						1,452

Engineering Issues

Computer Outlets:	1 at each public catalog station
Electrical Service:	1 duplex at each public catalog station 1 duplex at each study table

Children's Services (4,102 square feet)

The Children's department provides the collections and services designed for library users from birth through early middle school, parents, teachers, and other care givers. The children's department should have its own sense of identity and a sense of separation from the adult library while retaining a visual connection. There are three distinct parts to the children's department, the Entry, Young Child, Elementary.

Entry Area (350 sf)

- collection shelving
- 4 computer workstations, seating at each workstation should allow two users.
- 2 public catalog stations
- family restroom
- clock
- coat pegs

Young Child Area (1,254)

- collection shelving
- tackable wall surfaces
- 1 child-height four-place table
- 4 seats sized for a parent with child
- An activity area for very young children to include (review concept in design process):
 - puppet theater and puppet storage for active use by children
 - 2 two-place learning and puzzle tables
 - 4 imaginative seating pieces for young children

Elementary Area (2,498)

- tackable wall surface
- 4 four-place study tables
- 2 lounge chairs for reading
- shelving for the collections

Signage: Children's, Young Adults, range guides
Changeable signage venue at each computer station for rules and instructions

Adjacencies: Entry, Public Service Desk, Meeting Room

Engineering Issues

Computer Outlets:	1 at each computer workstation 1 at each public catalog station
Electrical Service:	2 duplex at each computer workstation 2 duplex at each public catalog station 1 duplex at each study table

Collection Shelving and Capacities

Collection	Number of Single-Face Sections	Height	Number Shelves per Section Including Base	Depth of Shelf	Number of Other Storage Units	Notes	Square Feet
Entry Zone							
New Books	4	66"	4	10"		display shelves - confer with staff / consultant	48
Topical Display					1	Wheeled unit, confer on design	50
Magazines	1	66"	4	12"		Periodical shelving	12
Total	5				1		110
Young Child Zone							
Easy's	64	45"	3	10"			768
J Kits	3	66"				3 rods for hanging bags per section	36
Total	67						804
Elementary Zone							
Fiction	59	66"	5	10			708
Nonfiction / Bio	110	66"	5	10			1,320
Total	169						2,028

Staff Workroom (1,080 square feet)

The workroom must relate directly to the public service desk. Glazing is desired by the staff to link the workspaces to the public floor and circulation desk. The workroom is to include:

- Director's Office:
 - workstation with printer microcomputer, telephone, task chair
 - 1 side chair
 - 2 four-drawer files
 - 2 sections of shelving
- 4 staff workstations:
 - microcomputer
 - printer
 - telephone
 - task chair
 - 2 sections of shelving
- 1 processing/mending work table with task chair
- counter with sink and storage cupboards
- photocopier/fax station
- 1 mail/receiving station
- 2 supply cabinets
- 6 sections of shelving
- 1 printer station
- 6 book carts
- bulletin board
- coat rack
- wall clock
- technology server closet: 2 racks, patch panels, telephone system equipment and board

Signage: None

Adjacencies: Public Service Desk, Staff Room Area

Engineering Issues

Telephone Outlets:	each staff workstation fax station at counter voice outlet at counter
Computer Outlets:	each staff workstation each work table each LAN printer review requirements for systems closet
Electrical Outlets:	1 duplex at copier 1 duplex at each LAN printer station 2 duplex at each staff workstation 2 duplex at each work table 2 duplex at counter review requirements for systems closet
Plumbing	sink at counter

Staff Room Area (280 square feet + restroom)

Function and Design Issues

This space provides for the personal needs of staff.

- counter with above and below cupboards
- sink with disposal and spray nozzle
- full size refrigerator
- microwave
- 1 four-place table
- 2 lounge chairs
- 1 bulletin board
- occasional table/lamp
- telephone
- coat rack
- 6 package lockers

Staff Restroom - described earlier in the program document - the restroom should be nearby but not open directly into the staff room

Signage: Staff

Adjacencies Primary: General Staff Workroom
Secondary:

Engineering Issues

Telephone Outlets:	One
Electrical Outlets:	microwave, refrigerator, disposal, convenience outlets at counter, lamps
Lighting:	lamps as well as ceiling fixtures
HVAC:	exhaust of cooking odors
Plumbing:	sinks
Other:	cable television outlet

Restrooms (unassigned)

- 2 public restrooms (men, women) are to be located off the lobby for users of both the library proper and the program rooms.
- 1 unisex staff restroom is provided in proximity to the staff room area.
- Restrooms should provide:
 - Views to the interiors of the restrooms are to be screened when the doors are opened
 - All restrooms must meet A.D.A. requirements.
 - Diaper changing stations in all but the staff restroom
 - Package shelves by sinks
 - Automatic fixtures for lights, hand blowers, soap dispensers, and paper towels
 - Deadbolts for all public restroom doors
 - Stalls should be spacious, well lit, and include coat hook and package shelf
 - Sanitary product dispensers and disposal fixtures
 - Soap dispenser (stainless) is to be located above the sink
 - Easy care, aesthetically pleasant, vandal resistant finishes such as tile or epoxy.
 - Floor drain
 - Access panels to all valves located in wall cavities

Signage: per ADA requirements

Adjacencies: Public: Lobby
 Staff Staff Workroom

Engineering Issues

Electrical:	convenience outlets only
Security:	deadbolt locks (allows short-term locking of restrooms to deter vandalism)
Plumbing:	floor drains access panels to any valves located in the wall automatic fixtures - public restrooms
HVAC:	superior ventilation

Storeroom (600 square feet)

This space provides space for clean storage of cleaning equipment, supplies, equipment, parts, shelving parts, seasonal displays, and other items not needed for current use.

Signage: none

Adjacencies Primary: None

Engineering Issues

Electrical:	convenience outlet
HVAC:	this room is to be climate controlled

Mechanical and Electrical Systems

(space requirement – unassigned)

- HVAC equipment
- Electric service and distribution panels
- Distribution chases and closets
- Water heater
- Custodial closets

Data, Telecommunications, Fire and Security Systems

(space requirement – unassigned)

- Library system servers and equipment – locate in technology closet in staff workroom
- Telephone termination board and system server – locate in technology systems closet
- Provide wireless distribution piers as needed to provide building-wide coverage
- Confer with city and library to determine security and fire system requirements

Space Needs Assessment

Introduction

The space needs process identifies a community's library space requirements for a 20 to 30 year planning horizon. The space needs assessment provides a means to broadly verify a building program's space requirements.

Minimum space requirements are developed using population projections, tested service standards, and nationally accepted space calculation formulas. The methodology is based on a space needs assessment process developed, revised, and published by the Wisconsin Division for Library Services. It is slightly modified as applied by the consultant. This methodology focuses on seven types of space utilization commonly found in public libraries:

- Collection Space
- User Seating
- Work Space
- Programming Space
- Computing Space
- Special Use Space
- Structure/Support Space

Service Population

The service population the Bennington Public Library can expect to serve in 2020 and 2030 is one important element in developing an accurate space needs assessment. The service population includes both the projected municipal population and the projected number of other borrowers who also use the Bennington Public Library. The Library provides service to nonresident borrowers from rural Douglas County and residents with cards from other Nebraska libraries. This past year approximate 20% of the library's loans were to municipal residents of Bennington and 80% to other borrowers.

Bennington's municipal population based on the 2000 Census was 973. Based on the 2000 Census data, the Nebraska Library Commission estimates that the Bennington Public Library's service population is 3,755. This is a conservative estimate. The consultant, using another methodology and more recent data, would peg the service population at about 4,865.

Projections

There are two sources of information regarding population growth for the Bennington area. The Bennington School District's most recent enrollment projections suggest that the School District expects the student K – 12 enrollment to double from the 2006/2007 enrollment of 813 to about 1,700.

A longer range projection has been prepared by Metropolitan Area Planning Agency. An analysis just completed this fall offers population projections of traffic analysis zones (TAZ) for all of Douglas County Bennington and its environs through the year 2035. These TAZ areas do not coincide with political

boundaries but we can use the growth projected for the TAZ areas that include and surround Bennington as a guide for projecting the library's service population.

The map included in the Appendices shows the population projection for each TAZ in the Bennington area. The large oval shaped area surrounding Bennington is what the planners refer to as Bennington's Extra Territorial Jurisdiction or its primary area of influence. The following table describes the projected population for the 11 TAZ areas that make up the biggest part of Bennington's Extra Territorial Jurisdiction.

Projected Populations

Year	Bennington ETJ*	Per Cent Growth over 2005
2005 MAPA Projection	1,936	
2010 MAPA Projection	2,803	+ 44.7831
2015 MAPA Projection	4,055	+ 109.4525
2020 MAPA Projection	6,159	+ 218.1302
2025 MAPA Projection	8,240	+ 325.6198
2030 MAPA Projection	10,526	+ 543.6983
2035 MAPA Projection	12,654	+ 553.6157

* Extra Territorial Jurisdiction

Projected Service Population Calculation

Year	Service Population	Per Cent Growth over 2005
2005 NE Library Commission	3,755	
2010 At MAPA Growth Rate	5,437	+ 44.7831
2015 MAPA Projection	7,865	+ 109.4525
2020 MAPA Projection	11,946	+ 218.1302
2025 MAPA Projection	15,982	+ 325.6198
2030 MAPA Projection	20,416	+ 543.6983
2035 MAPA Projection	24,543	+ 553.6157

Collection Size

One common method for predicting future collection size is to use the per capita holdings rate for peer libraries with the projected municipal population. Benchmark libraries were identified and holdings data gathered for the most recent reporting year, FY 2005. The benchmark data was divided into groupings of cities or 5,000 and less population, 5,001 to 19,999, and 20,000 or over.

Benchmark Data 2005

Libraries	Population Served	Books Per Capita	Media Items Per Capita	Periodicals Per Capita
Arlington	1,137	6.56	0.38	0.02
Waterloo	1,205	8.08	0.60	not reported
Yutan	1,216	7.49	0.29	not reported
Gretna	2,355	8.57	0.52	0.04
Valley	2,411	7.47	0.17	0.02
West Point	3,660	8.77	0.66	0.03
Bennington	3,755	6.04	0.35	0.01
Average	2,248	7.57	0.43	0.024
Plattsmouth	6,887	6.70	0.33	0.02
Blair	7,512	4.42	0.17	0.01
LaVista	11,699	3.68	0.14	0.01
Papillion	16,363	2.95	0.11	0.01
Average	10,615	4.43	0.37	0.125
Elkhorn	21,371	1.73	0.04	0.01
Fremont	25,556	3.66	0.15	0.01
Average	23,298	2.7	0.25	0.01

Using the average per capita holdings rate for the peer library group with the 2007, 2020, and 2035 projected Bennington populations suggests the total collections shown in the following table.

Projected Holdings

Year	Service Population	Books	Media	Periodicals
2007	3,755	Per Capita Rate 7.57 28,425 volumes	Per Capita Rate 0.43 1,615 items	Per Capita Rate .024 90 titles
2020	11,946	Per Capita Rate 4.43 52,920 volumes	Per Capita Rate 0.37 4,420 items	Per Capita Rate .0125 149 titles
2035	24,543	Per Capita Rate 2.70 66,266 volumes	Per Capita Rate 0.25 6,136 items	Per Capita Rate .010 245 titles

The library's collections include 24,596 books and media items and about 23 periodical titles.

Public Computing

The digital format has become the preferred form for many customers seeking specific pieces of information, accessing information sources, and for preparing information to be shared with others. On-line databases, web access, and sophisticated on-line catalogs are all important components of today's library service program. On-line databases and CD ROM technology got their start in libraries over 30 years ago, long before meeting common acceptance.

Public libraries are the technology access point for many in the community. Even with the falling cost of technology, the public library will continue to be the one source for data applications for many residents. For those with their own equipment and access to technology, the public library will continue to be the provider of electronic services not easily or cost effectively accessed by individuals.

A good method for estimating the number of public access computers is to allow 1 Internet computer per every 20 customers visits per day. The first table shows the average daily visits in FY 2005 for the benchmark libraries. The second table provides the appropriate rate for the planning phase and the average number of resulting number of Internet Computers.

Number of Daily Visits for Benchmark Libraries, FY 2005

Libraries	Average Daily Visits
Arlington	9
Waterloo	20
Yutan	16
Gretna	160
Valley	28
West Point	102
Bennington	58
Plattsmouth	168
Blair	128
LaVista	277
Papillion	568
Elkhorn	183
Fremont	404

Projected Public Internet Computers

Year	Estimated Avg. Daily Visits	Public Internet Computers
2007	80	Rate: 1 per 20 daily visits 4 Internet computers
2020	285	Rate: 1 per 20 daily visits 14 Internet computers
2035	350	Rate: 1 per 20 daily visits 17 Internet

The library currently has 3 public Internet computers.

Program Spaces

Space is needed within the library to provide for both library programs as well as for community groups and associations. To provide for existing and future community and library programs a general purpose program room is needed. The meeting room should include media presentation capabilities, warming kitchen facilities, and table/chair storage. A room to seat 100 should be planned to serve the library through 2020 and a room to seat 150 for the 2035 planning horizon.

The library's meeting room currently accommodates about 40.

General User Seating

Projected user seating calculations are based on a sliding scale of seats per thousand population. The scale was developed by the State of Wisconsin following studies of actual public libraries and their use by customers.

Sliding Scale

Population	Seats per 1,000 Population
1,000	22.50
2,500	14.25
5,000	10.00
10,000	7.00
25,000	4.50
50,000	3.00

Projected Public Seating

Year	Service Population	Public Internet Computers
2007	3,755	Rate: 12.1 per 1000 population 45 seats
2020	11,946	Rate: 6.6 per 1000 population 79 seats
2035	24,543	Rate: 4.5 per 1000 population 110 seats

The library currently provides 6 general user seats.

Library seating is typically offered in a wide variety of formats such as study chairs, task chairs, stools, and lounge chairs to reflect the different types of library users and their seating preferences. Each of those seating types has a different space requirement. In the Space Needs Assessment an average space requirement of 30 square feet per seat is used.

Staff Work Spaces

Staff work space is critical to an effective and efficient public library. Work space is a productivity issue, not a luxury. Staff work space includes both public service areas such as the check-out desk and workroom space where staff completes its on-going responsibilities such as cataloging materials, physically processing the items for the shelf, and processing interlibrary loans.

The number of workstations is not in a one to one relationship to the number of staff. The number of workstations represents how many places where work takes place, not the number of staff. By example, while there may be only one person using a wood shop, there are many workstations: table saw, workbench, lathe, and drill press, each with a specific, dedicated purpose.

Location	2007	2020	2035
Public Service Desks			
Circulation Desk	2	2	3
Adult Services	0	0	1
Children's	0	0	1
Subtotal	2	2	5
Workrooms/Offices			
Support staff workstations	2	3	4
Mail / Receiving	0	1	1
Technology Support	0	0	2
Children's staff	0	1	2
Adult Services	0	1	2
Cataloging	0	0	1
Processing / Mending	1	1	1
Volunteer Station	0	1	1
Director	1	1	1
Subtotal	4	9	15
Total	6	11	20

The library currently has 4 staff workstations.

Special Use Space

Special use space is an umbrella term that encompasses a variety of public and staff spaces not covered by the preceding broad categories. Examples of special use space include public access catalog stations (PACS), copiers, specialized files, staff break room, displays, and storage space. The specific space requirements for these uses should be detailed in the building program document. For the purpose of the space needs assessment, special use space may be expressed as 10% of the preceding spatial needs for 2007 and 2020, 15% For 2035

Structure and Support Space

Structure and support space includes areas of the building that are of common utility and do not serve a specific library purpose. Structure and support space is sometimes referred to as architectural or unassigned space. Examples of structure and support space include the entry and foyer, restrooms, general aisle space throughout the building, stairs, elevators, mechanical systems, and even walls and partitions. An all new, single story library typically requires 25% of the gross building area for structure and support space. When considering the expansion of an existing library it is prudent to allocate 30% for structure and support space requirements.

2007, 2020 and 2035 Space Needs Calculations

2007 Space Requirements		2020 Space Requirements		2035 Space Requirements	
Space Use Category	Space Requirement	Space Use Category	Space Requirement	Space Use Category	Space Requirement
Collection Space 28,245 book items x .10 = 2,825 sf 1,615 media items x .10 = 165 sf 54 current periodicals x 1.3 = 70 sf 54 back issue per. x 1 year x .66 = 36 sf	3,096 sf	Collection Space 52,920 book items x .10 = 5,292 sf 4,420 media items x .10 = 442 sf 132 current periodicals x 1.3 = 172 sf 132 back issue per. x 1 year x .66 = 87 sf	5,993 sf	Collection Space 66,266 book items x .10 = 6,626 sf 6,136 media items x .10 = 614 sf 232 current periodicals x 1.3 = 302 sf 232 back issue per. x 1 year x .66 = 53 sf	7,595 sf
General User Seating 45 seats x 30 sf/seat = 1,350 sf	1,350 sf	General User Seating 79 seats x 30 sf/seat = 2,370 sf	2,370 sf	General User Seating 110 seats x 30 sf/seat = 1,380 sf	3,300 sf
Public Computer Workstations 4 computers x 40 sf/workstation = 160 sf	160 sf	Public Computer Workstations 14 computers x 40 sf/workstation = 560 sf	560 sf	Public Computer Workstations 17 computers x 40 sf/workstation = 680 sf	680 sf
Staff Work Space 6 workstations x 125 sf = 750 sf	750 sf	Staff Work Space 11 workstations x 125 sf = 1,375 sf	1,375 sf	Staff Work Space 20 workstations x 125 sf = 2,500 sf	2,500 sf
Program Space 100 seats x 12 sf = 1,200 sf warming kitchen, storage = 200 sf	1,400 sf	Program Space 100 seats x 12 sf = 1,200 sf warming kitchen, storage = 200 sf	1,400 sf	Program Space 150 seats x 12 sf = 1,800 sf warming kitchen, storage = 400 sf	2,200 sf
Special Use Space 10% of running subtotal (6,756) = 675 sf	675 sf	Special Use Space 10% of running subtotal (11,698) = 1,170 sf	1,170 sf	Special Use Space 15% of running subtotal (16,275) = 2,441 sf	2,441 sf
Net Subtotal	7,431 sf	Net Subtotal	12,868 sf	Net Subtotal	18,716 sf
Structure/Support Space At 25% of gross space requirement	2,477 sf	Structure/Support Space At 25% of gross space requirement	4,290 sf	Structure/Support Space At 25% of gross space requirement	6,239 sf
Total Gross Space Requirement	9,908 sf	Total Gross Space Requirement	17,158 sf	Total Gross Space Requirement	24,955 sf

Preliminary Site Requirements

A building site must be large enough to accommodate several requirements:

- the footprint of the building
- required and/or desired on-site parking
- setbacks, other code requirements, and landscaping

In this early phase of planning a preliminary estimate of site size can be determined using common allowances found for typical suburban library installations. It is critical to use the 2035 building size, not the interim building, when estimating the site requirements. It is also useful to consider acquiring additional space for the site to provide for long-term, future expansion, perhaps twice this initial estimate.

Space Need	Description	Square Feet
Building Footprint	<ul style="list-style-type: none"> • As determined by space needs process 	24,955 sf
Parking	<ul style="list-style-type: none"> • General customer parking - 3 spaces per 1,000 square feet of building (75 spaces) • Meeting room parking – (75 spaces) • Staff parking (10 spaces) • 400 square feet per stall planning allowance 	64,000 sf
Subtotal		88,955 sf
Setbacks, Other Code Requirements, and Landscaping	<ul style="list-style-type: none"> • 40% of the subtotal 	35,582 sf
Total	<ul style="list-style-type: none"> • 2035 planning requirement 	124,537 sf 2.86 acres

Common Site Evaluation Criteria

Size, Shape and Terrain of Site

Will the site accommodate the building footprint, parking, green space, and future expansion needs? Does the shape and terrain support effective construction.

Availability

Are the existing owners willing sellers or is condemnation required? How many different sellers are involved?

Zoning

Is the property zoned for library use or will zoning appeals be necessary?

Adjacent Uses

Are the neighboring property uses complimentary to library use? Are there future development plans that will affect the proposed location?

Environmental Issues

Is the property contaminated by prior uses or adjoining uses? Is the property in a flood plain?

Community Opinion

Are there specific issues associated with an alternative that will seriously detract from community acceptance? Are there other uses for the property more important to the community? Does development of an alternative provide ancillary benefits to the community?

Parking

How does the availability of on-site and on-street parking for this alternative compare to the other alternatives?

Access and Centrality

Is the site easily accessible to automobile, pedestrian, and bicycle traffic? Is site central to all portions of the service jurisdiction?

Future Expansion

Will the site allow for future expansion of the building?

Construction/Site Development Cost

Is this alternative more or less costly compared to the other alternatives?

Image Potential

Will the site provide a strong community presence for the library. Will the building be highly visible?

Acquisition Cost

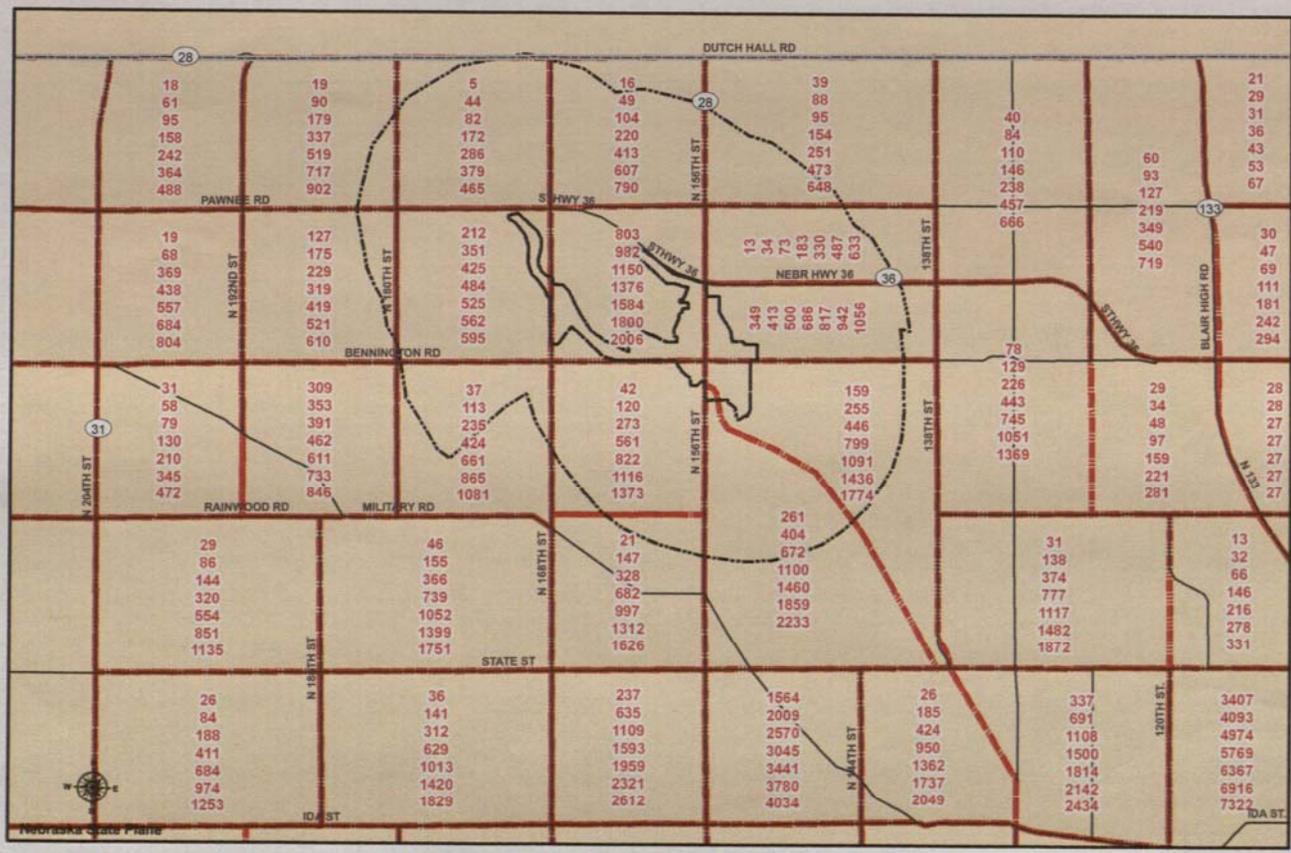
How does the property acquisition cost for this alternative compare to the other alternatives?

Functional Layout

Is there anything inherent in the alternative such as interior load bearing walls, site dictated building configuration, or multiple floor levels that will limit the usefulness of the space?

Operational Costs

Will the conditions found in this alternative increase or decrease operational costs relative to the other alternatives?



Legend

- Limited Access FAZ
- Highway
- Major Roads
- Place/ETJ
- County Boundary

Bennington Population Forecast: 2005-2035 by 5-Year Increments

