

## Proposed New Library and Branch Renovation Projects

### Belleville Area District Library

## Projected Space Needs Update

February 10, 2012

### Executive Summary

Working with Library Administrators, staff, and the Chair of the Building Committee, we completed a review and update of the projected space needs for new library facilities to serve the Belleville Area District Library. The 2005 *Service and Space Needs Scenarios: A Planning Outline*, prepared by Anders Dahlgren of Library Planning Associates, Inc, served as the basis for this review and analysis. The review and update included discussions regarding potential impacts from emerging trends in libraries today, evolving technologies, and changing needs within the service community that may not have been identified when the 2005 report was completed.

This update analysis also included revising the Projected Space Needs to reflect the two library facility service configuration that is mandated as part of the tri-community approved District Library Agreement that established the Belleville Area District Library in April 2010. The original 2005 report contemplates a single facility service configuration.

The analysis was informed by public input received during visioning / brainstorming sessions held as part of community design workshops, a review of the 2005 report, review of recently released 2010 census data, and review of SEMCOG demographic data and population forecasts. From these reviews and discussions regarding present and future service needs, programs, and resources the Library should be providing to the community, revised space need recommendations were developed for both library facilities and incorporated into the Projected Space Needs Update. Detailed analyses supporting this Executive Summary are attached and include the following:

- Service Population Forecast
- Collections Summary
- Revised Space Needs – System-wide
- Revised Space Needs – New Library
- Revised Space Needs – New Construction for Branch Library

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Our review and discussions arrived at the consensus decision that the service goals outlined within the original 2005 report still essentially remain valid today and continue to generally serve as the foundation for the projected space needs analysis. For example, the 2005 report recommended a target service goal for print collections suggesting the Library aspire to meet the national median or 50<sup>th</sup> percentile (i.e., approximately average) of print collection holdings for the nationwide benchmark comparison of libraries serving similar sized communities to that of the Belleville Area District Library. From the 2005 report, the median rate of print holdings for public libraries serving 50,000 to 55,000 population is 2.32 items per capita. The remaining target service goal recommendations and explanatory narrative can be found in the original 2005 report, therefore, is not repeated here within this Executive Summary.

The following is a brief overview of findings and recommended changes to the projected space needs.

### **Service Population**

Our review and analysis finds that, while some changes in population and demographics were noted – primarily that the population is generally projected to be older than previously predicted – the projected service population for the district is relatively unchanged from the 2005 report data. In 2005, the 2030 population projection for the Library's service area (City of Belleville, Sumpter Township, and Van Buren Township) was 53,620. The current 2011 population forecast issued by SEMCOG using the 2010 census data predicts a library service population of 54,839 in the year 2035. While the difference is modest, the most current population figures were used in the space needs calculations as part of this update.

### **Collections**

Per the 2005 report, library print collections at that time numbered 60,680 items and the target service goal to meet the median rate of holdings resulted in a recommendation to essentially double the print collection, increasing it to 124,400 items. As of April 2010, the Library's print collection had grown to 76,372 items, nearly a 126% increase from the collection size in 2005.

The library has continued to see high demand from patrons for nonprint collections including audio and visual items such as books on CD, VHS and DVD video formats, and music CD's. Thus, it was determined to maintain the 2005 report recommendations for the nonprint collection holdings as a percentage of the print collection. It was noted that the audio visual areas within the new libraries will need to be designed to be flexible and adaptable such that they can be repurposed in the future when A/V media

formats are eventually replaced by electronic downloaded A/V resources. However, staff emphasized that there remains high demand for the Library's present VHS video collections – an older media format that has been largely replaced by DVD's. It was noted that the Library's service population, in general, is not likely to consist of a high percentage of early adopters of the latest technologies, for a variety of reasons, thus, the library typically needs to maintain older formats for a longer duration than perhaps libraries serving other communities in the state and region.

### **Minor Programmatic Revisions**

As part of the Projected Space Needs Update, through subsequent discussions it was determined to make a few minor program revisions and corrections from the 2005 report in addition to the necessary adjustments to accommodate the two facility service configuration. These revisions include downsizing the meeting room space from an occupancy of 200 to a room size that can comfortably seat 150 adults, theater style. It was noted that the original 200 seat capacity was intended to accommodate the Library's major children's programming activities. The proposed smaller meeting room for 150 will still accommodate 200 children sitting on the floor, thus some reduction in required space was realized by this change without negatively impacting the Library's ability to conduct desired programs and activities. The number of public network computer stations was increased from 50 to 60 computers to reflect growing patron use and demand and the need to distribute computer resources across both library facilities.

Allocations for the number of staff work stations for staff to effectively carry out their functional roles were increased to correct a minor math error in the staff work station count included in the 2005 report and, more importantly, to reflect an increasing need for additional staffing support now that the District Library is an independent organization. Prior to the formation of the District, the Library received administrative support as part of the Wayne County Library System which was the case in 2005 when the original report recommendations were completed. Furthermore, additional staff space is needed to support the satellite branch library facility.

In developing the Space Needs for the Main and Satellite library facilities, this update also includes allocating portions of the identified Special Use Space to better define the programmatic elements that would be included in each facility. While these revisions do not impact the size of either facility, the breakdown of a portion of the Special Use Space provides the Library and community a better understanding of the types of rooms and amenities that would be available within each facility.

### **Revised Projected Space Needs**

The update of the 2005 space needs report has resulted in the creation of space recommendations for the District Library system-wide and for each separate library facility. The projected System-wide Space Needs to house the collections, provide the services, amenities, resources, and staff support space necessary for the district as a whole results in a projection of 49,662 square feet. System-wide, the District Library would include the following:

- 127,226 print items (books)
- 186 periodical subscription titles: magazines and newspapers
- 20,356 nonprint items (audio, video items)
- 60 Public network computer stations
- 164 reader seats
- 42 staff workstations (note: this does not equate to the number of staff anticipated but rather spaces for completion of functional tasks. Some workstations are planned to be shared and others, such as public service desks, are in addition to “off-desk” workspace within staff workrooms)
- 150 seat meeting room that can be subdividable into smaller meeting rooms
- 45 seat storytime / crafts programs room
- 12 seat conference / board room, accessible for both staff and patron use for small group meetings
- Special Use Space for miscellaneous program elements
- Nonassignable support space including horizontal and vertical circulation, wall thickness, toilet rooms, storage, and mechanical and electrical support spaces, etc.

Following development of the System-wide Projected Space Needs, the above resources were allocated across both library facilities resulting in a space needs projection for the New Main Library facility of 46,026 square feet to include the following resources:

- 119,226 print items (books)
- 166 periodical subscription titles: magazines and newspapers
- 18,756 nonprint items (audio, video items)
- 52 Public network computer stations
- 152 reader seats
- 38 staff workstations (note: this does not equate to the number of staff anticipated, see above)
- 150 seat meeting room that can be subdividable into two smaller meeting rooms
- 45 seat storytime / crafts programs room

- 12 seat conference / board room, accessible for both staff and patron use for small group meetings
- 2 group study rooms to seat 8 each
- 3 group study rooms to seat 4 each
- 3 tutoring rooms to seat 2 to 3 each
- Local history room to seat 6
- Café space (may be a vending type café vs. staffed café service)
- Friends Bookstore / Gift Shop and associated storage and support space
- Gallery / Display Space for rotating art and other program displays
- Computer lab for training (space included with computer allocation)
- Miscellaneous Special Use Space for additional program elements not listed above
- Nonassignable support space including horizontal and vertical circulation, wall thickness, toilet rooms, storage, and mechanical and electrical support spaces, etc.

Similarly, space needs projections for the Satellite Branch Library facility resulted in a space projection for the branch library of 4,002 square feet including the following:

- 8,000 print items (books)
- 20 periodical subscription titles: magazines and newspapers
- 1,600 nonprint items (audio, video items)
- 8 Public network computer stations
- 12 reader seats
- 4 staff workstations (note: this does not equate to the number of staff anticipated, see above)
- 30 seat programs room that can support both adult and children's programming activities and also provide additional reader seating when not used for programs. May be subdividable into two smaller meeting rooms
- Special Use Space for additional program elements not listed above
- Nonassignable support space including horizontal circulation, wall thickness, toilet rooms, storage, and mechanical and electrical support spaces, etc.

As the Library continues to move forward with planning for the building projects, the Projected Space Needs for each facility will be further defined through the development of detailed Building Program Statement Outlines for each facility that describes the requirements of each individual room and space with each facility, in detail, to establish the internal functional requirements of each space. The BPSO will be a document used for the

development and refinement of final Schematic Design solutions and subsequent design development and preparation of construction documents for the construction of the new facilities. Due to the in-depth detail and time involved in the development of a BPSO, this effort is typically not undertaken until the Library has secured project funding and whereby the design process can begin in earnest.

The projection of space needs, however, is typically adequate for the determination of site requirements and development of conceptual designs to establish the general design direction and to prepare a comprehensive project budget prior to a funding referendum. This is the typical approach taken by most public libraries that are pursuing a building project.