

Building Program¹
for
Madbury Public Library

Produced by
Claudia J. Morner, Ph.D.
Vice President

JMA Consultants Incorporated

April 3, 2009

¹ A library building program is composed of space needs projections, descriptions of all major service areas that included seating, furniture, equipment and technology requirements, the spatial relationships among these service areas, general design requirements for effective library service, and charts which provide detailed square footage requirements. A 20 year planning horizon is used in developing the Program requirements.

The Library Building Program articulates the library's vision of its future and serves as a set of instructions to the architect. The architect takes the Program, confirms it through independent investigation, then begins conceptualizing the building that will answer the needs expressed there. Throughout the project, the program serves as a yardstick to determine how true the design remains to that vision.

Wolfe, Elizabeth Marcus. (2000). *Massachusetts Public Library Trustee's Handbook*. Massachusetts Board of Library Commissioners. Accessed on February 27, 2009
http://mblc.state.ma.us/advisory/trustees/trustees_handbook/ch12.php

Introduction

In the spring of 2008, The Friends of the Madbury Public Library engaged Claudia Morner of JMA Consultants Incorporated from Portsmouth, New Hampshire to develop a building program for a new library for Madbury, New Hampshire. This report is the result of that work.

Previously the Library had hired Patience Jackson of Maynard, Massachusetts to evaluate the current building and make recommendations on space planning options. Her report, "The Madbury Public Library of Madbury New Hampshire Physical Plant Needs: An Assessment and Projection of a Public Library Building" evaluated physical plant needs for the existing Madbury library building. Her work was completed in May 2006 and revised May 2008. Jackson's report is included at the end of this document. Ms Jackson concluded that the current library building could not be successfully expanded and that a new library building was needed; the present building is not adequate to house library programs, staff and collections.

Key findings about the current library

The Madbury Public Library, only 7 years old, has developed a remarkable collection and series of programs. The community has done an amazing job of donating books, time and effort to make this library a thriving and vibrant community resource in a compact, crowded space. Housed in a town-owned ranch house, that was formerly the police headquarters, the existing library building has a number of drawbacks:

- poor handicapped accessibility
- inadequate parking space
- inadequate space for children, youth and adult book collections
- little space for public access computers
- insufficient work space for staff and volunteers
- lack of secure space for the network server and other electronic equipment
- lack of meeting space
- no study space for children, youth and adults
- the library lacks space for the collection, with a significant portion of the collection housed in the basement
- Situated on a hill, the library is on two floors and without an elevator to move books or people

The only advantage of the current is its location, near town hall and playing fields.

History of the Library (taken from Facts about Your library)

The library was established at town meeting in March of 2001. It was initially housed in a closet in the town hall before being moved to its present location in 2003.

Mission of the Library (from Madbury Public Library website)

<http://www.madburylibrary.org/about.html>

Mission

The mission of the Madbury Public Library is to augment the center of community life, and to enhance that life by:

- Encouraging free and open access to ideas and information in support of learning, by people of all ages.
- Offering materials and programs which complement the interest of the community.
- Providing portals into statewide services and technological information sources.
- Encouraging children's reading and learning by way of programs and services.

According to the 2008 town report the Madbury Public Library has

748 registered patrons

4,694 visits

693 computer visits

12,679 yearly circulations

536 borrowed from other libraries

219 holds

632 items loaned

Patrons used their library cards to download 156 audio books

Collections: 11,006 titles

Services

The Madbury Public Library offers a number of programs and services:

In 2008 programs included a number of programs for adults including film showings and lectures. For children the library offered story time twice a week, summer reading program, tutoring programs, the Bob Connors picturing/writing week for children and a host of special programs and seasonal offerings.

Despite its small space, the library hosts a number of local groups including book groups, writing group for adults, knitting, quilting and public service organizations.

Interlibrary Loans are books or other items needed and not available in the local collection. It is remarkable that Madbury also loans out to other libraries more than it borrows. This shows the quality of the local collection and the quality of service of the staff members who perform that service. Libraries do not go back for interlibrary loans to libraries that do not participate in a timely manner.

The library also provides four desk top computers and wireless access for residents who want to bring their own laptops to the library.

Cultural role of the library

Madbury is a lovely rural town. The Madbury Public Library has done a great job establishing a role in the community, but could be so much more with additional space and a more workable building. Residents want a place for their children to go after school, and for everyone to visit to find out about new books, to attend a program and to meet formally and informally with other community members. The most successful public libraries serve as their town's living room.

Meeting/program rooms

Although the library offers programming, any large group meeting needs to be scheduled elsewhere because of space constraints. The meeting room in Town Hall is not always available. It is difficult to plan for programs or meetings in this environment. During story time, the use of the children's room is limited; the size constraint interferes with children and their parents having easy access to the collection.

Staff work space and storage space

Staff work space, as a separate area, does not exist. Technical work, such as book processing/cataloging and interlibrary loan requests also need concentration, away from the conversations of library users. It is very important to have enclosed space for the library director and for other employees/volunteers. Some conversations need confidentiality. Examples include request for information on a sensitive topic, such as an illness, and the need to discuss an employee's performance.

Planning Overview

In Ms. Jackson's report she developed a detailed analysis of the current building. Her primary findings are that the library building is full and it has space deficiencies. She developed a series of short term recommendations for the existing building and suggested that the library develop a plan for a new library. She considered and recommended against the option of adding to the existing building primarily because the existing building was not built to house a library. The structure cannot support the weight of books, and is not really handicapped accessible. Furthermore she found the parking lot inadequate. She recommended that a site be found that is centrally located and near other town facilities, that it should be large enough to accommodate a 7,500 gross square foot building with 19—35 parking spaces, a well and septic system and enough space for the library to expand in the future.

Data Gathering

To assemble the community's perspective Claudia Morner worked with the Friends of the Madbury Public Library and the Library Director, Nancy Bergeron. Ms Bergeron developed a pencil and paper library survey that was given to library visitors and an online version utilizing the web survey tool: Survey Monkey. Although survey responses were favorable about collections, services and programs offered at the library, responders felt that the library should be larger, offer more space for collections and programs, that it

should be located on one story and with more parking. They wanted larger meeting spaces, and more study and quiet space. A summary of survey results are appended.

The Friends also advertised and held a community meeting on Thursday, April 17, 2008 in the Town Hall. Claudia Morner facilitated the meeting. Key issues discussed in that community meeting included the following: the need for a community center in the town and that the library could provide this role, a discussion what is lacking in the current building (and that the children's area, although too small, was a very good welcoming space). The community meeting also discussed whether other community functions could be located within a new library, proposed ideas for the best site for a new library, the need for programming for children of all ages. The complete list of community meeting questions and comments is attached to the end of this document.

The Librarian, members of the Friends of the Library and the consultant (on one day) visited five comparably sized public libraries in New Hampshire. These library visits, attended by as many people as possible, were conducted in two days in June. The libraries visited were the Langdon Library in Newington, Hampton Falls Free Library, Candia Public Library, Fremont Public Library and Epsom Public Library. Claudia Morner developed two sheets for the participants: "How to look at a library" and "Questions for the Library Director." People divided up library areas on which to focus and took notes. They discussed their findings after each visit. After a review of the visited libraries, the Hampton Falls Free Library was deemed the most suitable library to meet the needs of Madbury in most respects. Serving a population of 2,054 Hampton Falls offers a new building with a large meeting room, space for programs and collections. The only drawback noted was that the staff spaces behind the circulation desk were downsized late in the planning and this change limited work and storage space in that busy area.

For the next step Claudia Morner gave JMA planning work sheets for each space in the proposed library to library director, Nancy Bergeron. These sheets asked for the following information: name of the space, the purpose, number of occupants (users and staff), existing square feet of space (if any), a detailed description of the contents: size of collection, furniture list, and special architectural requirements such as location, adjacencies (direct, close and negative), acoustical sensitivity, security issues, special lighting needs, plumbing, HVAC, data and communication, and electrical. Ms Bergeron, working with a subcommittee of Friends of the Library, filled out these forms and returned them to JMA. After a number of emails and conversations to further refine the data, these forms provided the specific details of the space needs given below. As directed by the Friends of the Madbury Library and Library Director, the consultant made some modifications to the initial numbers, to make the library program smaller.

Planning Criteria

Based on comments from community members via the surveys and the community meeting as well as contributions from the Trustees and Friends of the Library, it is clear that the community desires that the new larger library retain the cozy feeling of the

current library. Space needs planning found that the library is inadequate, with a shelving deficit for the existing collection and that it will also need to be sized to house growth over time. The sizing for collections took the current number of volumes in each area: children's, youth, and adult and doubled that number to estimate the size of the collection in 2025. An additional 25% was added to these collection numbers to allow for gaps in the shelving. A library collection is considered full when it is 70-80% full. Currently most shelves are at 100% full if not overflowing. So space for the library's book and non book collections was calculated at 2.25 times the current size.

The library building should also be designed to accommodate an addition for the future. Specific planning goals for each space in the library are given below. They have been developed based on a number of sources including Patience Jackson's recommendations, comparable libraries in New Hampshire, and recommendations for libraries from the *Wisconsin Library Building Project Handbook* produced by the Wisconsin Department of Public Instruction.

General Design Considerations. This section will cover issues that are not specific to one area of the library.

An ideal site for the new library would be on town owned land on Town Hall Road. The architecture of the building should complement the rural New England setting. This should be a one story building to minimize staffing and maximize control of the building. Likewise, there should be only one library entrance and all other exit doors locked from the outside and for emergency egress only. It should be clear where the entrance is located from the parking lot. Library dedicated parking spaces for between 19 and 35 cars will be needed.

The layout should be logical and way-finding easy. Community members will want to visit the library not only to check out books, but to meet each other and have a chance to discuss the day's news. The library should be inviting and comfortable for people of all ages. In order to accommodate meetings after the library has closed, the meeting room and bathrooms should be located so that people may enter the library and those spaces, but the rest of the library is not accessible.

When designing the library it should be flexible for changes in library use as well as for future expansion. The architect should identify space on the site where an addition to the library would go.

Green building characteristics are important to the community and the use of natural light and other green features are highly desired. Whether the town will seek LEED certification for the building will be determined later. If they do not choose to go green to a great extent, energy efficiency and the sensible use of materials should guide this design. The library should be air conditioned in the summer for the comfort of people and to maintain the collection. High opening windows for between season ventilation

and ceiling fans are desired. Provide coat racks in the lobby and adjacent to the meeting room.

Shelving should be six shelves high in adult areas and 3-4 shelves high to house children's collections. Most of the collection will be shelved in 9" shelves, with deeper shelving for adult oversized books and for picture books in the children's area. Shelving should not be placed in the perimeter of a room with free standing stacks. Perimeter shelving makes the arrangement of the collection confusing to users. Aisles between stacks should be 42".

The library should have data ports for all staff equipment and hardwired desktop machines for the public. In addition, wireless hubs should be located in the library, so that users with laptops may access the internet and library catalog.

Although the building code will determine the number and size of bathrooms, it is desirable to have a "family bathroom" adjacent to the children's area and to have public restrooms near the meeting room and lobby.

Careful attention should be given to the interior's acoustic characteristics, including floor and ceiling treatments and interior partitions.

Below are the specific details needed for each space.

Summary sheets

1. Lobby

	Quantity	Square Feet
Lobby		80
Including bench and bulletin boards		

Description

This is the single entrance for library.

Design Considerations

- The lobby should be designed to provide access to the meeting room and rest room(s) when the library is closed.
- Direct access to the parking lot
- Near outside book drop
- Lobby should have a vestibule so that double doors help conserve heating and cooling in building.
- A bench seat would be useful for people who are waiting for others.

- Three bulletin boards and a locked display case will be mounted in the Lobby.
- Coat rack/hooks for 50.
- Space for recycling bin.

2. Circulation

Circulation Desk

	Quantity	Square Feet
Circulation Desk for 3 staff / volunteers		200
Book Trucks		
Shelving		
Subtotal		200

Workroom

	Quantity	Square Feet
Staff Workstations	2	150
Work Counter/Table		
Storage Closet		60
Subtotal		210

Description

The circulation desk and workroom are in a busy area with a large desk to serve patrons and a back room area for staff to process and do other tasks. The circulation desk should have room for two staff to work at standing height with two computer workstations for check-out and returns, and a third computer at sitting height for staff to work at projects while watching the desk and to also accommodate patrons with disabilities. These computer workstations each include a PC and scanner. Behind the desk are sorting shelves and book carts for reshelving and holding shelves for interlibrary loan (ILL) and reserve materials that are held for library patrons to pick up. Also at this desk, patrons ask staff for directions and obtain information.

In the workroom staff conduct interlibrary loans (borrowing material from other libraries for Madbury residents and loaning materials from the Madbury Public Library collection to other libraries.) Staff and volunteers also will use this space to order, process and catalog new and gift books and other library materials.

Design Considerations

- **Adjacency** – It is critical that the circulation desk and workroom be very near the entrance with good sightlines to the rest of the library, near the public copier and new materials display. It should be close to media browsing area, new book displays and staff and family restrooms. Since this is a noisy area it should be away from quiet study areas. Workroom needs to be near (behind) circulation desk with a window and door providing sightlines to the circulation desk so that a

- staff member or volunteer may work processing materials in the work room but keep an eye on the desk and come out if needed.
- ***Security Issues*** - Desk should be designed so that patrons cannot easily go behind the desk, to insure that materials are safe and patron records on the computer screens are kept confidential. A hinged counter-height doorway would allow staff to exit the desk area. The circulation desk will need a book return slot cut into the front of the desk at a height to accept a depressible book truck. Staff at the desk should be able to see and closely interact with people who enter the library. 5-6 5" deep drawers should be provided with locks for storing staff personal items.
 - ***Special Lighting Needs*** - Care should be taken to light book stacks well, without glare on computers. General office lighting for staff work areas.
 - ***Electrical*** - Control for all lights in the library should be controlled from single location in workroom. A minimum of a four-plex electrical receptacle for each workstation, power strips on circulation desk and workroom table. Wiring should be suitable for office equipment including fax, printer, computers, and copy machine. At circulation desk, special attention should be given to wire management.
 - ***Data and Communication*** –Data/phone jacks are needed for 5 computers (3 on Circulation desk and 2 on staff workstations in workroom) and 2 phones: one at desk and one in workroom.
 - ***Plumbing*** – Provide a small sink in workroom
 - ***Other Comments*** –This department services the photocopiers and must have storage space for many boxes of copier paper, toner cartridges, etc. In the workroom, processing and ILL space needs are deceptive. They not only need space for staff and volunteers to work at computers, but they are a mini mail room and need space to open packages, box up books for shipment and process materials. Room is needed for book trucks and storage space for multiple sizes of jiffy bags and other office/mail supplies, etc. Special care should be given to make this area efficient and to have space designed to match workflow. Space for recycling bins should be provided.

3. Director's office

	Quantity	Square Feet
Director's workstation with files		
Round table and 4 chairs		
Lockable storage cabinet, shelves& coat rack		
Subtotal		200

Description

This is the office for the Library director. The office should be private, comfortable and functional.

Design Considerations

- **Location** – Near the staff work room, and circulation desk.
- **Acoustical Sensitivity** – Steps should be taken to ensure that noise does not carry outside the office.
- **Security Issues** - Office door and desk should lock.
- **Special Lighting Needs** - Normal office lighting with natural light from windows in office.
- **Electrical** - Standard for office equipment including printer and computer.
- **Data and Communication** - Data and phone connections for office. Computer should be hardwired to administrative network. Separate phone line for director.
- **Special HVAC** - Normal for office environment.
- **Other** – Provide a white board

4. Photocopier alcove

	Quantity	Square Feet
Public photocopier alcove	1	30
Subtotal		30

Description

The library offers a photocopier for public use.

Design Considerations

- *Location* - It can be seen from entrance.
- *Adjacency*
 - *Direct Adjacency* - Near entrance to library and circulation desk.
 - *Negative Adjacency* - Quiet study areas.
- **Acoustical Sensitivity** – An alcove is requested to help suppress noise.
- *Electrical* - Power that will accommodate a copier

5. New Materials Area

	Quantity	Square Feet
Shelving	250	80
Subtotal		80

Description

This should be an open area with display shelves and a lighted display case.

Design Considerations

- **Location** - It can be seen from entrance.
- **Adjacency**
 - **Direct Adjacency** - Circulation desk.
 - **Close adjacency** - computer area and non-fiction shelving
 - **Negative Adjacency** – Children's area.
- **Electrical** - Power for exhibit case
- **Security Issues** – Clearly visible from circulation area.
- **Special Lighting Needs** – Attention to lighting of stacks, art display on wall and in display case.

6. Adult Audio Visual Collection

	Quantity	Square Feet
DVD (linear feet)	700	70
CD	780	65
Multimedia spinners	2	90
Subtotal		225

Description

This is the area where audiovisual materials are stored and should be available to anyone coming into the library. The collection is housed in a combination of shelves and spinners

Design Considerations

- **Location** – Visible from entrance.
- **Adjacency** – Near new materials
- **Security Issues** – This is a popular collection. The shelving should be laid out so that activity in aisles can be monitored from the circulation desk.
- **Special Lighting Needs** – Lights need to be placed so that call numbers and fine print on DVDs and CDs on the bottom shelf can be easily read.

7. Adult Reading Area/Reference Area

	Quantity	Square Feet
Soft seats / easy chairs with 2 end tables	4	192
Computer workstations	2	60
Table w/ 4 chairs	3	360
Magazine rack	1	25
Newspaper rack	1	25
Subtotal		662

Description

This is an area where adults can browse shelves, read or study in quiet. This space should have a "cozy" feel, with comfortable furniture and a focal point, such as a fireplace or other feature that welcomes library visitors.

Design Considerations

- **Adjacencies**
 - **Direct adjacency** – Adult fiction and non-fiction shelving
 - **Close adjacency** – Circulation Desk.
 - **Negative adjacency** – Children area.
- **Special Lighting Needs** – Desk lamps on end tables. General ceiling lighting.
- **Electrical** - Sufficient electrical receptacles for workstations and lounge chairs, where people may plug in laptops.
- **Data and Communication** - Data ports for each workstation.

8. Adult Book and Periodical Collections Area

	Quantity	Square Feet
Adult Fiction and Non-fiction	5,000	500
Periodicals	40	200
Shelving subtotal		700

Description

This is the area for adult book collection and also periodicals.

Design Considerations

- ***Security Issues*** - Stacks should be laid out in parallel without perpendicular stack areas, so that activity in aisles can be monitored and the arrangement of books is logical and easy to follow.
- ***Special Lighting Needs*** – Ceiling light need to be located so that call numbers on the bottom shelves can be easily read.

9. Children's Room

	Quantity	Square Feet
Seating for children at two round tables	2	200
Chairs	8	
Seating for Parents (toddlers)	2	80
Children's book collection	2400	240
Children's Librarian storage	1	60
Librarian's desk area	1	150
Public workstation	1	36
Rocking chairs	2	96
Train table, puppet theater		150
Storage for boots and strollers		50
Non book collection	1500	150
Cabinet space for supplies	1	20
Subtotal		1232

Description

The purpose of this area is to provide a safe and inviting area for infants through children in grade 5. Here children and parents will select book and other materials. This area also will provide space for parents to read with their children, and for the library to display books on shelves and counters. This is a space for children, parents and childcare providers. The children's librarian will have a desk and workspace in the open children's room. The area should also have space for computer work, quiet study and tutoring. This area will be used by children and adults to read, play with games, puzzles and puppets. An exit into a secure fenced outdoor play area and garden is desirable.

Design Considerations

- **Location** – In separate room visible from circulation desk.
- **Adjacency**
 - **Direct Adjacency** – Meeting room for crafts and story time.
 - **Close adjacency** - Bathroom and parenting materials
 - **Negative Adjacency** – Quiet reading area and non-fiction.
- **Acoustical Sensitivity** – Excellent acoustic ceiling tiles and sound insulation in walls so that people may talk comfortably.
- **Electrical** - Sufficient electrical receptacles for workstations and lounge chairs, where people may plug in laptops.
- **Security Issues** –Door to outdoor area needs excellent visibility from children librarian's workspace and should operate with buzzer from children's librarian's desk. Children's librarian's desk should lock.

- ***Special Lighting Needs*** – put lights on two switches, so light levels may be adjusted for viewing movies or computer screens.
- ***Data and Communication*** - Provide data/phone jacks for networked workstations and telephone on librarian's desk.
- ***Other*** – This area will need a variety of shelving configurations, depending on the requirements of the items: picture books, early reading books, beginning chapter books, chapter books, series books for this age group and CDs and DVDs. Shelving should be 12" deep for general books and 15" deep for oversized books, such as picture books. The shelving should be organized so that the children's librarian may supervise the entire room without shelving units blocking sightlines. Free standing shelving should be 48 or 60" high and any wall mounted shelves may be 66" high. Carpets can be used to define spaces of the different collections. Provide cove molding for pictures and tack strips throughout this area.

10. Youth Area

	Quantity	Square Feet
4 lounge chairs with rocker bottoms	4	80
Display cabinet	1	10
YA Book collection	3500	350
Youth media	300	30
Bulletin Board	1	10
Cabinet with storage for backpacks & games		20
Public workstation	3	108
Reading tables	2	120
chairs	8	
Subtotal		728

Description

The purpose of this area is to house materials for children ages 12-18; to give the teens a space of their own with computer access, access to the collection of materials for this age group and a place to meet to play board games, computer games, gain access to the internet and work together.

Design Considerations

- **Location** – In an area visible from circulation desk.
- **Adjacency**
 - **Direct Adjacency** –circulation desk
 - **Close adjacency** - meeting room
 - **Negative Adjacency** – adult quiet study area.
- **Acoustical Sensitivity** – Excellent acoustic ceiling tiles and sound insulation in walls so that people may talk comfortably.
- **Electrical** - Sufficient electrical receptacles for workstations and lounge chairs, where people may plug in laptops.
- **Special Lighting Needs** –Lights on two switches, so that light levels may be adjusted for viewing movies or computer screens.
- **Data and Communication** - Data jacks for networked workstations.
- **Other** – This area should be in an alcove that allows some privacy, but at the same time can be supervised visually by staff at the desk.

11. Network Closet

	Quantity	Square Feet
Secure storage for network		50
work table and chair with wall mounted shelves		
Sub total		50

Description

The space needed to provide a secure space for library systems server and for new equipment before it is installed.

Design Considerations

- *Location*—Location is flexible
- *Security Issues* – This room should be locked.
- *Electrical* - More than usual electrical outlets in this area.
- *Data and Communication* - More than usual data ports in these areas.
- *Special HVAC* - Closet should have separate thermostat as servers create heat and need to be kept cool.

12. Conference Room/Small Meeting room

	Quantity	Square Feet
Soft seats / easy chairs with 2 end tables	4	192
Workstations	1	30
Work table w/ 4 chairs	1	120
Large storage closet	1	60
Subtotal		402

Description

The purpose of this room is for quiet research and to provide a small conference room for community groups.

Design Considerations

- **Location** – In separate room visible from circulation desk.
- **Adjacency**
 - **Direct Adjacency** – Reference and non-fiction area.
 - **Close adjacency** - Lobby entrance and circulation area
 - **Negative Adjacency** – Children's area.
- **Acoustical Sensitivity** – Excellent acoustic ceiling tiles and sound insulation in walls so that people may talk comfortably.
- **Security Issues** - Window or glass in door will also help control use of room.
- **Electrical** – Sufficient for one desktop workstation and multiple laptops.
- **Data and Communication** - Provide data jack for networked workstation.
- **Other** –Provide a white board

14. Multipurpose Room

	Quantity	Square Feet
Chairs (adult)	50	600
Storage for chairs, tables		90
Kitchenette with refrigerator, microwave, range with oven, and 2 sinks		80
Lectern and projection screen		
2 small and 1 large table		
large trash bin	1	
Subtotal		770

Description

This is a large room for use in children's story times, teen events, craft nights and general adult programming. Food will be prepared and served.

Design Considerations

- **Location** – Located at the Lobby with entrances off the lobby into the children's room.
- **Adjacency**
 - **Direct Adjacency** – Children's room.
 - **Close adjacency** - Circulation desk
 - **Negative Adjacency** – Adult reading room and quiet study areas.
- **Acoustical Sensitivity** – Excellent acoustic ceiling tiles and sound insulation
- **Data and Communication** –Provide jack in center of floor and at end of room and in ceiling. The Room will be equipped with a ceiling mounted projector for data and video.
- **Electrical** – Flush floor duplex in center of room and at end of room and appropriate receptacles for ceiling mounted equipment.
- **Security Issues** – Ability to lock off this area from general library area when the library is closed and yet provide access to entrance, lobby and family bathrooms.
- **Special Lighting Needs** – Lights should be put on two switches to allow for varying light levels. If the room has windows, they should have room darkening shades
- **Plumbing** – One double sink for use in cleaning up from crafts, making coffee and general clean-up. Sink should be deep enough to hold a large coffee pot and be equipped with spray nozzle. A second sink, at child height, should be provided.

- ***Special HVAC*** – Room should be equipped with separate HVAC controls so that room may operate while rest of library is closed.
- ***Other Comment*** – Floor should be VCT. Storage/workspace area should consist of countertop with lockable cabinets underneath and above for storage of craft materials, coffee supplies and computer and hardware for computer activities. Chairs are stackable and will fit on dollies for ease of movement and setup.

15. Janitor's Closet/Maintenance Storeroom

	Quantity	Square Feet
Include a mop sink, and storage for cleaning equipment and supplies, ladder, roof rake and shelving for light bulbs, plunger, trash bags, toilet paper etc.		100
Sub total		100

Description

This is a locked space for cleaning and maintenance supplies and equipment.

Design Considerations

- **Location** – Located near the lobby and meeting room, accessible for after hours use.
- **Security Issues** – Door should lock
- **Plumbing** – One mop sink
- **Other** – Should have shelving for storing cleaning supplies and space for cleaning equipment such as central vacuum cleaner equipment, roof rakes, shovels, brooms, mops and a ladder.

16. Book Sale and Gifts Processing Room

	Quantity	Square Feet
Shelving		100
Work counter or table for book sorting		60
Subtotal		160

Description

The purpose of this room is twofold: storing and processing gift books and space to operate a continuous book sale. People donate books to the library; volunteers and staff sort through the gifts and decide which volumes to add to the library collection. The remaining books are offered for sale to the public.

Design Considerations

- **Location** – In separate room conveniently located to the library entrance.
- **Adjacency**
 - **Direct Adjacency** – Near Circulation Desk.
- **Security Issues** – door(s) should lock.
- **Electrical** – Sufficient for one desktop workstation.
- **Data and Communication** - Provide data jack for networked workstation.

Summary Spreadsheet

	Existing	Proposed	P. Jackson Est.	Hampton Falls
Lobby	20	80	0	140
Circulation Desk	120	200	200	288
Workroom	25	210	200	0
Director's Office	0	200	140	224
Public Copier Alcove	0	30	30	0
New Materials Area	10	80	80	
Audio Visual Collection	12	225	225	
Adult Reading and Reference	0	662	650	976
Adult Collections	146	700	900	1152
Youth Area	152	728	250	285
Children's Room	384	1232	1850	1008
Network Closet	0	50	0	24
Conference Room	101	402	650	0
Multipurpose Room	332	770	800	676
Reception area and mezzanine (H.F.)				856
Janitor's Closet/Maintenance Room		100		
Book Sale and Gifts Processing Room		160		
Total Net Square Feet	1302	5829	5975	4977
Total Gross Square Feet (30%)		7578	7768	6470

Planning for a new Madbury Public Library
Town Hall
April 17, 2008 @ 7 pm
Community Comments

1. A new MPL could be a community center? What does that mean to you?
 - There is no other place in town for people to meet
 - Coffee shop
 - Central location
 - Place where young parents could meet and make friends and get advice
 - It's a family room
 - Library will create a town center
 - Gathering place for elderly and young people. Families are too busy these days to pass on skills. Older people could show kids how to knit, make a bird house, etc.
 - Combine it with a recreation area: skating rink, tot playground. There is no place for small kids to play.
 - Children's garden with Gazebo
 - If the library had display space, it could feature historical objects and art work.

2. What does not work with the current building?
 - We need parking
 - More room for books, right now story time takes over the children's room and people cannot get at the children's books
 - Children's area needs a bathroom and a computer
 - Need big comfy chairs
 - Fireplace
 - Green building
 - Handicapped access is poor; new library needs to be on one level
 - Flexible and possible to enlarge
 - Need coat racks

What does work in the current building?

 - Beautiful children's room.
 - Keep warm and cozy feeling

3. What are your top 3-5 priorities for a new library?
 - More space
 - Multifunctional space

- Others listed in #2
4. What other community functions could be incorporated in the library?
 - Historical Society collections including display and storage. A 10' by 20' display space. Historical Soc has 3 huge boxes of photos, papers, and furniture. There also are many items in residents' homes that they would relinquish, if there was an appropriate space for them.
 - Meeting space including audio visual equipment, internet, wireless
 - i. One room for 30 people
 - ii. One room for 10 that could be divided into two rooms with flexible furniture
 - 2 bathrooms?
 - Kitchenette
 - Listening room
 - Equipment to convert audio visual from one format to another
 - More computers have 4 now.
 5. What would be the role of the MPL with the local elementary school?
 - Elementary school has a bigger library.
 - Closed in the summer
 - No formal role recommended
 6. Some libraries incorporate adult and children's materials together on the shelf. What do you think of that?
 - No, bad idea
 7. What would be the best location for a new library building?
 - Next to Town Hall, with a shared overflow parking lot
 - i. Provides identity for town
 - ii. People could go from one building to another without crossing the street
 - iii. Convenient to ball fields
 - How would town reuse old library site
 - i. It is a source of water
 - ii. Historical Soc could use building
 - Don't clear cut trees; trees are loved here
 - Alternate site is Tibbetts (sp?) land up Town Hall Road
 - i. Less desirable because concept of town center is lost
 - ii. Less convenient and safe for kids
 8. Anything on the survey that you would like to discuss further?
 - Need middle school age programming

- Now there is a niche for programs for young children
- What is the library to be?
 - i. Bring groups together
 - ii. Adult lending is important too
- The library should be all inclusive from the beginning. This is great!
- Feels like you are going to a friend's house.