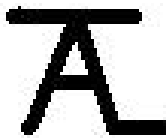# Meredith Public Library
Meredith, NH
2015
Building Program
Draft 2.0
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Contents

Section 1 – Introduction

This building program is an exploration of the future library service needs of the people of Meredith, NH and an expression of the facilities requirements of the Meredith Public Library to meet those public needs in the decades to come.

Today's – and tomorrow's – successful public library is far from the book warehouse presided over by the repressive librarian of the stereotypical past.   This library must be built, equipped, and staffed to serve the public and enhance the value of each user's library visit.

Despite some projections of the death of the public library, the last decade has shown continued growth in library usage nationally. Based on nationally collected public library data a report issued by the US Institute for Museum and Library Services in 2011 noted:

- Visitation and circulation per capita have both increased in public libraries over the past 10 years. Per capita visitation increased 5 percent from the prior year. Visitation and circulation were highest in suburban public libraries.

- The number of public libraries has increased over the past 10 years.

- The nature and composition of collections in U.S. public libraries is changing, indicating the more varied types of materials found in modern public libraries. Although the volume of print materials has decreased over the past 10 years, collections overall continue to grow because of increases in the number of audio, video, and electronic book materials.

Future libraries will need to incorporate new philosophies, technologies, spaces, and practices to provide the services America's communities need. (American Library Association – "Confronting the Future" – see Master Plan Final Report, section 4)

Meredith is a mid-sized (2015 pop. Est. 6252) town in NH's lakes region, on the shore of Lake Winnipesaukee. Service population in town fluctuates seasonally.

The current library is located on the uphill side of Main Street, in the Meredith village. The 1900 original building was built here as prescribed by the donor of the money for the building.

The physical location and geographical features resulted in a very creative design to fit the 1988 addition/renovation into the available space. The details are available in the architectural documents.

This has resulted in a seven level library which presents accessibility and supervision/staffing complications.
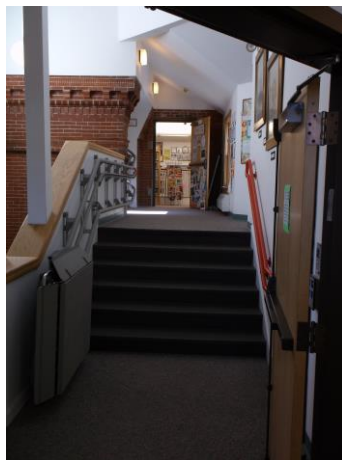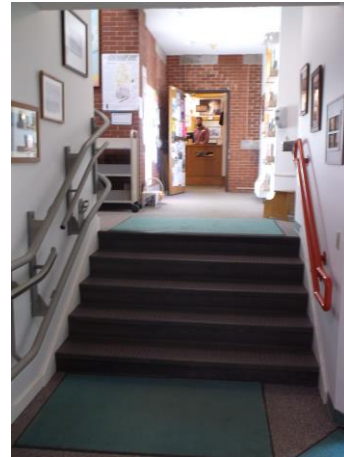
In recent years the general impression of the library being overcrowded is borne out by usage figures and the changing nature of library service. Statistical comparisons in Appendix 2 show that compared to NH libraries servicing similarly sized populations, Meredith provides above average levels of service.

While a collection of books remains a staple of library service, the demand for program space, for computer work stations, for small group meeting space have stressed the building to provide the desired services.

A 2011 space utilization study and the creative retasking of current space have led to a variety of attempts to make the best use of what is available.

Overfilled shelves of books and former reference materials space retasked for media.

Shelving filled to capacity… and beyond

Reading room space retasked for computer workstations and media shelving.

It also appears that the building is not as large as thought. While for a number of years the floor space has been reported as 10,000 square feet, apparently no one can recall how this number was arrived at. Measurements taken for this report and applied generously find only about 7,800 sq. ft. Further, about 36% of that space - a significantly larger amount than usual - is "nonassignable space".

"Nonassignable space is that portion of a building's floor space that cannot be applied or assigned directly to library service. Some representative types of nonassignable space are furnace rooms, janitor's closets, telecommunications closets, storage rooms, vestibules, corridors, stairwells, elevator shafts, and rest rooms. Such space is necessary to support the operation of the building, but it cannot be used directly for library service. Nonassignable space generally comprises about 25 to 30 percent of the gross square footage of the finished building." (source: Dahlgren, Public Library Space Needs)

The basement areas of the original building and the many wide stairs and hallway areas required in the addition account for much of this space necessary to the building, but not usable for direct library service.

It is important to realize these different figures when comparing space with other libraries or considering the potential design efficiency of new construction.

Changing times have also brought about other need for changes in the building.

Reflecting society's desire to include all residents, the Americans with Disabilities Act and changes in building codes and standards require access for all.

Reflecting society's concern for physical safety, Fire & Life Safety codes and standards have changed drastically, as has enforcement of these requirements.

While survey results show considerable support for keeping and expanding the library at the current site, it is important to realize the geographical, physical, and legal restrictions on the current building & location.

To support the evolving model of cultural and intellectual service center in the community with service focusing on physical and virtual "visits" more than just circulation of physically archived materials, providing "a place away from home" for community residents, it will take a facility with greater and more flexible space.

The charge for this report was to provide space needs without bias between the options of renovation/addition at the current site and new construction. The vision for this future facility is presented in this building program.

Section 2 – History of the Meredith Public Library

This history is taken from the MPL website which notes that most of the following information is taken from Rudy VanVeghten's *Filling the Void: History of the Meredith Public Library.*

"In the late 1880's the citizens of Meredith began to demand a public library. Books were very costly and only the wealthy could afford to purchase them. The town wanted a literary outlet and George F. Sanborn, publisher of The Meredith News, wrote of the need for a public library. He worked with former resident, John Smith, Jr. for the town to purchase his collection of 800 books and the Meredith Public Library opened its doors in the spring of 1882 for the first time. Its location was a room on the second floor of the Sanborn house annex and shared its space with *The Meredith News* and George F. Sanborn was the first librarian. At the end of the first year there were 125 library patrons, 1200 volumes, and a weekly circulation of about 150 books.

Over the next twenty years the library would bounce to several locations with several librarians before finding its current home. On November 1, 1899 Benjamin M. Smith of Beverly, MA wrote a letter to the Meredith selectman. He fondly recounted his days living in Meredith and offered to build a public library as a memorial to his parents, both of whom died in Meredith. If the town agreed to purchase the land adjacent to the Baptist Church, he would pay to have a library built on that spot for not less than $10,000.00. After much debate and discussion, the town agreed to Smith's wishes and purchased the land.

In 1900, George Swan of Beverly, MA was the final architect chosen to design the new structure and village residents watched as the handsome Classical brick structure grew. As the town meeting of 1901 approached, the library trustees wrote, "The year 1900 has been a notable one in Meredith's history, for it has marked the erection of a beautiful new Library, on a spot once disfigured by unsightly buildings. This new structure, with its graceful proportions and pleasing, harmonious interior, will ever be a fitting memorial to the good taste and generosity of the donor, Mr. Benjamin M. Smith of Beverly, MA., who has devoted his time and energies unceasingly to perfecting every detail of the building which bears his name."

Letters set in relief over the doorway read 'Benajmin M. Smith Memorial Library A.D. 1900.' A bronze plaque inside the entrance contains the message, 'Presented to the town of Meredith by Benjamin M. Smith in memory of his parents, John and Mary Smith."

Sidewalks of red brick matching the library walls led to the front and rear entrances of the new building. Inside trim was in dark brown ash. A description of the layout from The News noted that "the building contains a reading room, conversation hall, delivery room, trustees' room and apartments for books. The cases, when all have been placed in position will have a capacity of 24,000 books. A handsome town clock adorns the front of the building. The building also contains a splendidly fitted toilet room, is supplied with electric lights and heated by hot air. A fire-proof vault has been placed in the

building and the town records will be kept therein hereafter."

The new building was dedicated on June 17, 1901. Near perfect weather and festive decorations along Main Street greeted the hundred or so dignitaries. Accounts of the ceremony appeared in newspapers even as far south as Boston.

In 1985, the library was placed on the National Register of Historic Places for its architectural design. David Ruell of the Lakes Region Planning Board in the application for acceptance to the National Register described the library as follows, "The Benjamin M. Smith Memorial Library is not only Meredith's finest public building, but also one of the Lakes Region's most attractive libraries."

Shortly thereafter the library underwent a major renovation. An addition designed by Christopher Williams, gave the library an additional 4000 square feet and was completed in December 1988. An audiovisual room, reading room and staff work stations occupied the once cramped first floor of the old part of the library. On the balcony, older children and young adult materials were housed and the attic was converted into a beautiful children's room. In the new wing, a chairlift was added to give the library handicap access. On the first floor were placed adult fiction and large print books, the second floor had non-fiction and reference and in the basement a large community room, complete with kitchen and furnished through a donation by the Meredith Rotary Club.

Today the library houses over 40,000 items including books, audio books, magazines, DVDs, and CDs. It has numerous computers with Internet access for patron use and our wireless connection is always available. It also has an online collection of audio books and e-books which can be downloaded from our Website so that even busy commuters who can't always come to the library can still avail themselves of our services. There are programs for all ages and a Children's Room that is always hopping with activity.

George F. Sanborn and Benjamin M. Smith likely could not envision what the library would become over one hundred years later, but the trustees, Friends, staff and patrons of the Meredith Public Library hope that they would be pleased."

Section 3 – Governance and Mission of the Library

The Library building and site is owned by the municipality of Meredith. The library is governed by a 7-member Board of Trustees, elected as per NH RSA 202-A. This Board of "library trustees shall have the entire custody and management of the public library and of all the property of the town relating thereto" (RSA 202-A:6) This includes the responsibility of hiring of its Director and other staff, adopting policies to govern the library's operation, and working for adequate financial support of the library. Library Trustees have the power to expend all funds provided to the library. The Library Trustees and the Town officials are working on clarifying and delineating the sharing of responsibilities.

The Trustees have defined the library's role within the town of Meredith through its Mission Statement, Vision Statement, and Core Values:

Mission Statement
The Meredith Public Library's mission is to be the educational, inspirational and cultural heart of Meredith now and in the future. Through exceptional staff, a broad range of materials and a supportive community, the library provides innovative service to meet the needs of the 21st century patron.

Library Vision for the Future
The Library will provide the residents of Meredith a modern and safe facility that is large enough to serve our current needs with room to expand to make it the desired educational and cultural center of the future.   It will be welcoming to everyone, provide access to educational opportunities regardless of age or experience level, and allow for collaboration with other community organizations to better serve the needs of residents.

Our Core Values
Equality - *To provide fair and equal access for all*
Respect - *To value our patrons, our materials, our facility and ourselves*
Community - *To collaborate with and reach out to the community*
Freedom - *To provide access to knowledge in various media formats*
Democracy - *To fulfill the library's role as a fundamental institution in a democratic society*

Section 4 – Services and Usage of the Library

To carry out its Mission in 2014, the library offers a variety of materials and services, including:

- Library Visits per Year 54,911
- Hours Open per Year 2392
- Number of Registered Patrons 4,939

- Reference questions 1,748

- Number of all Library Programs 449
- Number of Children's Programs 237
- Number of Young Adult Programs 110
- Total Attendance at all Programs 5,896
- Children's Program Attendance 3,846
- Young Adult Program Attendance 896
- Summer Reading Program participation 193
- Young Adult Summer Reading Program participation 57
- Adult Summer Reading Program participation 150

- Print Materials 33,535
- Print Subscriptions 57
- Copies of e-books (NHDB statewide) 20,955
- Audios including duplicates (CDs, cassettes) 2,708
- Downloadable Audio Book Titles (NHDB statewide) 7,981
- Videos including duplicates (video cassettes, DVDs) 3,616
- Licensed Databases purchased with library funds 5
- Licensed Databases purchased by State Library 23

- Adult Materials Loaned 43,959
- Children's & YA Materials Loaned 31,033
- Ebooks loaned 4237
- Downloadable audio books Loaned 2562
- Interlibrary Loans provided to other libraries 1,058
- Interlibrary Loans received from other libraries 1,496

- Number of Public Internet Computers 10
- Number of sessions of Public Internet Computers 5,030
- Number of WiFi sessions 5,620

The library staff provide a welcoming atmosphere and assistance with any library services plus support for patron's use of library related technology.

Section 5 – Library Assessment

The library has collected several assessments, and published them in the Master Plan Final Report. This building program is to use those assessments.

Section 5A - Library Self Assessment
The assessment of the library staff is included in the Master Plan, Section 7.

Section 5B – Public Survey Assessment
The survey assessment is included in the Master Plan, Sections 8 - 10

Section 5C – Public Input Assessment
The public input assessment is in the Master Plan, Section 11.

Section 5D – Current Building Assessment

The Library contracted with Christopher P. Williams Architects for a Historic Building Conditions Assessment in 2012. See this extensive report for this assessment.

The Meredith Fire Department and NH State Fire Marshal's Office have noted numerous Fire & Life Safety Code issues with the building. These reports have not been seen and while they form a major impetus to action, they do not directly affect the space needs assessment.

By direction, the building program is to be neutral on the issue of renovation/addition at the current site or new construction.

Section 5E – Library Space Needs Assessment

A quick walk around the Meredith Public Library finds fully loaded shelves, limited computer workstation and user seating and inadequate staff work space. It is, however, useful to apply some more quantifiable methods in our assessment.

Applying the widely used Dahlgren library space needs assessment standards provides quantifiable measures to guide the planning of the library's physical future, based on current and projected services.

Many of the Dahlgren standards allow for a range of space options for given functions. I have applied mid-range options. Particular attention needs to be paid to the probable significant increase in nonassignable space in a renovation/addition scenario as compared to new construction. This is not factored into this assessment.

In projecting future space needs, we have two main types of change to consider. First is space for functions desired but not currently provided or currently inadequately provided, such as children's room & program room space, meeting room & study rooms and staff areas. Second is space for expected growth in service population, staffing, services provided. It is common to allow for 20 year growth in such planning.

Additionally, space beyond the building, especially for parking, should be addressed in the needs assessment.

This assessment is a projection of these future space needs.

The NH Office of Energy and Planning issues population projections for NH towns. The projection over 20 years for Meredith is less than 10%. The projections for the towns in Belknap County are included in Appendix 3.

Library staffing is affected by many factors. The present multi floor, multi room layout requires extra staffing to manage all areas. For service and security reasons, two staff members should always be present. Increased programming will require additional staffing at peak times, e.g. story hour and staff led programs. I have projected a need for six staff work-stations.

Projecting collection space needs is no longer a matter of presuming that a library will add more books over decades. The technological changes of the recent years show no signs of slowing. Trying to project these calls for a crystal ball. I do not project that the book will go away, but I do suspect that electronically accessed books will become increasingly popular. This leads one to project less need for increasing book stack space. If audio & video stored in electronic format and downloaded is a growing trend, shelf space that has gone from VHS to DVD and from records, to tapes, to CDs all may be less needed. The already developing concerns about access rights vs. ownership of materials in libraries may create renewed desire for physical media. I am providing for a slight increase in collection, but due to the current overcrowded shelving the increase in

collection space allowed is larger. It will be critical to allow for maximum flexibility of book/media storage systems by using freestanding and/or mobile units that can be substituted in the same space if called for in the future.

As no assessment mentioned significant shortages in public computer workstations, I have not increased these from the current 10. More appropriate, less cramped space for the workstations will require more space. I have allowed an increase for the public and reader seating.

Staff and public survey feedback indicates a considerable desire for meeting room and study room space. I am allowing for six small study/conference rooms, which can be shut off for quiet/private use. I have allowed for a meeting/program room which will seat 100 in program layout. I have allowed for separate storytime or children's function space, as this goal was specifically mentioned. A dedicated computer lab for 10 was specifically requested by staff and is included. A dedicated book sale room for the Friends of the Library has been requested and is included as retail and storage space.

A special collections room with archival quality facilities was expressed as a desire and included in this plan. The need for more robust construction and special facilities vary with the exact safety and preservation qualities desired.

Typically, there are three distinct spaces for special collections.

1. Storage Room with 24/7/365 temperature and humidity controls, fire suppression system. This area would have the storage equipment: shelving, art storage racks or wall hanger system, flat files. It will be necessary to determine the adequate floor load for fully loaded shelving, but the "standard" is 300 lbs. per square foot – double that of standard library construction. There should be no carpeting in the storage area. Concrete floor is preferred. Any dedicated temperature and humidity unit for the storage space should be located outside of the room.
2. Receiving Area where potential archival materials are examined, boxed, and accessioned. Because such materials may have been located in less than salutary conditions before being transferred to the library, having a separate area where they can be checked for mold and insects before being placed into storage is prudent. Access to a sink, computer, and a photocopier also is necessary.   There should be no carpeting in this area. If the Library's Technical Services is to serve as the Receiving Area, make sure there is adequate space, and the furniture and equipment needs are taken into account; and beware that mold or insects may inhabit these materials. At minimum, there should be a closet containing a metal shelving. The closet would be near either the Library's Technical Services area or the Research Room where tables, supplies, and computer access would be available for the actual work of examining the materials, boxing what is being retained, and accessioned.
3. Research Room where researchers can look at the materials and volunteers or staff can work on arranging and describing materials, and other projects. The Research Room is the only public space for local history collections.   There

would need to be at least two tables and chairs for researchers and for volunteers, a public access computer that also might be used by volunteers and staff for describing and improving access to collections, and bookshelves where local history books and hard copy finding aids (indexes, photocopies of photos and postcards, etc.) are kept. Other equipment needs are: access to photocopier/scanner/printer, possibly a digital microfilm reader/scanner, and equipment to playback audiovisual and sound recordings. Shelving might be a mix of library shelving for books as well as the deeper archives shelving. This room should have its own thermostat with the temperature set at the same temperature as the Storage Room. (adapted from various sources for public library based archival areas)

It is difficult to project for special use and "nonassignable" space, such as hallways, mechanical rooms, rest rooms, storage, etc. Applying Dahlgren standards, this is typically calculated by a percentage of other space, and I have applied mid-range estimates. There is typically more "waste" space in re-working an existing building than in new construction, as one must work around existing load-bearing walls, stairs, etc. The extreme amount of nonassignable space in the current building has already been mentioned.

The desire for flexible multi-use space cannot be overstated. Space which can be used for a variety of functions saves construction and operational costs, but caution must be taken to avoid conflicting uses, such as currently noted use of meeting room space for children's programming limiting other meetings and programs. Flexible space can also be more easily retasked in the future and library service needs change.

The attached worksheet quantifies these projections, and results in a proposed gross area needed of 13,855 square feet.

It is important to remember that this space needs assessment is a guide for design of new and renovated space and that actual designed space will depend on many factors, not the least a considerable variance based on how much new multi-use space can be provided.

SPACE NEEDS WORKSHEET

INSTRUCTIONS: Fill in or check off all shaded worksheet cells.

DESIGN POPULATION

Projected resident population	....	6,828
Nonresident service population	....	1,000
Design population	....	7,828

COLLECTION SPACE

Books: The space needed for the library's book collection is determined by the size of the collection and the parameters of the shelving environment. Depending on factors such as the width of the aisles and the height of the shelving, book collections can be housed at 10, 13 or 15 volumes per square foot. As the volumes housed per square foot increases, the average aisle width will decrease. the height of the shelving will grow, and there will be fewer opportunities for marketing display.

* How many volumes will be in the library's print collection? 33,500

* What is the library's preferred collection density? (choose one) ....
  - [ ] 10 volumes per sq.ft.
  - [x] 13 volumes per sq.ft.
  - [ ] 15 volumes per sq.ft.

Magazine / newspapers: The Americans with Disabilities Act specifies that current issue display shelving for magazines is subject to height limitations, which conditions how much space magazines will need.

* How many titles will the library receive? 57

Magazine backfile: Shelving for any back issues retained by the library is NOT subject to reach limitations but many libraries choose to treat these holdings in the same manner.

* How many of those titles will the library retain in backfiles? 20

* What will be the average backrun for a typical title (in years)? 1

Nonprint: This collection will often be housed on lower shelving with more marketing display. but because these items are typically smaller than books, the collection density corresponds to that for books. The space need varies depending on aisle widths, marketing display, and so on.

* How many nonprint items will the library house? 6,300

* What is the library's preferred collection density? (choose one) ....
  - [ ] 10 items per sq.ft.
  - [x] 13 items per sq.ft.
  - [ ] 15 items per sq.ft.

Public access computers: Many libraries today experience increasing demands for access to digital information resources, which affects the number of stations needed for the public. Wireless access can also affect the inventory needed. The space need per station will be affected by the number of stations provided: a small inventory will usually require more space per station while a larger inventory will benefit from economies of scale and less space per station.

* How many public access computers to provide? 10

* What is the preferred space allocation for each? (choose one) ....
  - [ ] 135 sq.ft. per station
  - [ ] 45 sq.ft. per station
  - [x] 50 sq.ft. per station

READER SEATING SPACE

The number of reader seats a library needs is determined in large measure by the number of people the library serves, although other factors may also affect this inventory. Typically allow 30 square feet per seat.

* How many reader seats should the library provide? . . . . | 20 |

STAFF WORK SPACE

The inventory of staff work stations is based on the specific operations and work routines of the library, the number of public service desks, and so on. The space needed for each station, on average, will be affected by the number of work stations a library needs: a small inventory will require more space per station while a larger inventory will need less space per station.

* How many staff work stations are needed? . . . . | 6 |

* What is the preferred space allocation for each? (choose one) . . . .

	125 sq.ft. per station
x	140 sq.ft. per station
	150 sq.ft. per station

MEETING ROOM SPACE

Multi-purpose:	How many seats to accommodate in a multi-purpose room?	100
Conference:	How many seats to accommodate at a conference table?	8
	How many seats in a gallery?	
Storytime:	What is the maximum audience for a typical storytime?	20
	Do your storytimes include a craft of activity? (choose one)	x Yes No
Computer training lab:	How many trainees should be accommodated?	10

SPECIAL USE SPACE

Special use space reserves space for features such as small group study rooms, a copy center, a public café or refreshment area, a used book sale area, a staff break room, and so on. A larger proportionate allocation here reserves the option to incorporate a wider array of special use functions as a specific architectural plan is developed.

* Choose the library's preferred allocation for special use space . . . .

	12% of gross area
	15% of gross area
x	17% of gross area

NONASSIGNABLE SPACE

Nonassignable space reserves space for such necessary features as mechanical rooms, restrooms, stairwells and elevators. Typically a smaller building will need to reserve a larger share of its gross area for nonassignable purposes, while a larger building will require a smaller proportion for nonassignable. New construction will likely need a smaller proportion than an addition or renovation.

* Choose the library's preferred allocation for nonassignable . . . .

	25% of gross area
x	27% of gross area
	30% of gross area

ADDITIONAL ALLOWANCES

As an option, this worksheet can accommodate additional special allowances for features that may or may now be adequately accommodated in the preceding calculations. These may include space for an automated materials handling system, or a garage (if the library owns and operates vehicles). List any such special features here, along with a suitable square foot allowance

		Allowance	
Dedicated book sale room retail, sorting space, storage area	. . . .	500	sq.ft.
Special Collections / Archival space (special construction)	. . . .	250	sq.ft.
	. . . .		sq.ft.
	. . . .		sq.ft.

SPACE NEEDS SUMMARY

COLLECTION SPACE

33,500 volumes to house at	13 vol/sq.ft.	2,577 sq.ft.
57 magazine display at	1 sq.ft./title	57 sq.ft.
20 magazine backfile at	0.5 sq.ft./title/yr held	10 sq.ft.
6,300 nonprint items to house at	13 items/sq.ft.	485 sq.ft.
10 public access computers at	50 sq.ft. per station	500 sq.ft.

READER SEATING SPACE

20 reader seats at	30 sq.ft. per seat	600 sq.ft.

STAFF WORK SPACE

6 staff work stations at	140 sq.ft. per station	840 sq.ft.

MEETING ROOM SPACE   (See notes 1 through 4)

100 multi-purpose seats	10 sq.ft. per seat	1,100 sq.ft.
8 conference room seats	30 sq.ft. per seat	240 sq.ft.
20 storytime seats	15 sq.ft. per seat	350 sq.ft.
10 computer training lab seats	50 sq.ft. per seat	580 sq.ft.

SPECIAL USE SPACE

calculated at 17% of gross building area		2,228 sq.ft.

NONASSIGNABLE SPACE

calculated at 27% of gross building area		3,538 sq.ft.

SPECIAL ALLOWANCES

Dedicated book sale room retail, sorting space, storage area	500 sq.ft.
Special Collections / Archival space (special construction)	250 sq.ft.
	sq.ft.
	sq.ft.

GROSS AREA NEEDED . . . .   13,855 sq.ft.

NOTES
1. Multi-purpose room area includes a modest allocation for a speaker's podium.
2. Conference room area includes allocation for gallery / audience seating, if so designated.
3. Storytime area includes a modest allocation for storytime presenter.
4. Computer training lab area includes a modest allocation for trainer's station.

Section 6 – Building Requirements

Section 6A – General Considerations

The site & renovation/addition vs. new construction issues is specifically excluded from this report.

Space must be planned as flexible multi-use space which will be re-tasked as needed through the coming decades to allow the facility to support changing library services. This should include electrical outlets readily available in all areas and ease of access to interior wiring for technological upgrades. WiFi must be accessible throughout the building and is desirable in adjacent parking areas.

The space should be ecologically responsible as well as cost effective in application of "green" technologies. **LEED**, or Leadership in Energy & Environmental Design, is a green building certification program that recognizes best-in-class building strategies and practices. To receive **LEED** certification, building projects satisfy prerequisites and earn points to achieve different levels of certification. This certification process in and of itself is not inexpensive, and it may not serve the needs of the local community to seek such certification.

Sustainable design should be a part of every library program so that the building can function efficiently without wasting energy during its lifetime. Building construction and operations can have extensive direct and indirect impacts on the environment, society, and economy, which are commonly referred to as the 3 P's ('People', 'Planet', 'Pocketbook'). The field of sustainable design seeks to balance the needs of these areas by using an integrated approach to create win-win-win design solutions.

Appropriate climate control (Heating/Ventilation/Air conditioning should be provided throughout the library.

All public space should be on one or two floors, both for ease of access and to minimize long-term staffing requirements. Recent library construction reports have suggested that the "break even" point for two floors being more economical is at 12,000 square feet. The desired space here is close to this. Other current opinions place the "break even" point at closer to 20,000 sq. ft.   It is probable that site requirements will be a deciding factor.

The resulting building should meet all applicable accessibility requirements and building/safety codes including earthquake standards appropriate for the area.

The resulting building should feature one public entrance with weather barrier ("mud-room") which enters the building near a common staffing point ("circulation/service desk") for both security and provision of service.

The library grounds and parking area will need to be addressed. Based on query response, there are apparently no local Meredith requirements for parking. Current codes will dictate the need for handicapped accessible spaces. As the lack of easy parking and access to the building was frequently mentioned in all assessments of the current library, this should be a significant consideration in going forward.

Finding no local or New Hampshire standards or requirements for public library parking, a search of other state standards find an allocation of one space per 200 square feet of gross building space in Florida and North Carolina, and one space per 400 square feet in Texas. One clear variation on these needs is the common mode of transportation to and from the library used by patrons and staff. Areas with high use of mass transit require fewer parking spaces for individual vehicles, but may require allocation of space for a bus stop etc. The desire for drive-up book return has been a growing trend in libraries and can reduce the need for short term parking for material return.

These standards, applied to a 13,800 sq. ft. library, would suggest a need for 34 to 69 parking spaces. ADA standards would add 2 or 3 fully accessible spaces. The ability to count adjacent available (non-library controlled) parking is widely variable based on area usage.

Closed storage space approximating 5% - 7% of total area should be maintained. The lack/loss of storage space is a leading cause of library "clutter" and inefficient use of space.

Collection space for 40,000 items of all media for all ages.

Public computer work stations for 10.

A coffee bar area or other social gathering area should be considered.

An expressed desire for bathrooms near the children's area is an obvious benefit but the need will depend on the layout of the new facility.

Section 6B – Dedicated use space

Director's Office – Work space for director with seating for two guests. Approx. 150 sq. ft. Office should be able to be closed for private work/meetings but with visual access to main portion of library.

Children's Room – Space for mobile shelving with 54" high maximum for about 10,000 items (all media) plus height appropriate table seating for 12 – 20 children and open space for browsing and small group activities. It is desirable that routine group activities for children be in a dedicated adjacent activities area, but sharing space through the use of moveable shelving may be used to share space. Approx. 1400 sq.ft. Ideally this area can be closed to allow for louder activities without disrupting the remainder of the library, but also able to be opened to allow for supervision from the circulation/service desk.

Teen Room/area – Approx. 400 sq.ft. Minimal shelving; table and reader seating. Ideally this area can be closed to allow for louder activities without disrupting the remainder of the library, but be fully visible for supervision from the circulation/service desk.

Meeting Room - Space for group activities with up to 100 adults in row seating. It is possible that this space will be used when the library is not open/staffed. This area should have an adjacent/included kitchenette facility. Approx. 1500 to 2000 sq. ft.

Restrooms – Four single occupancy facilities – at least one adjacent to the children's area. One facility in a staff area primarily for staff use is recommended.

Quiet study / private meeting rooms – Six enclosed rooms. Approx. 100 sq. ft. each for table & 4 chairs

Staff workroom -- An enclosed area for staff to order, process, catalog, and de-accession materials of all media formats, store materials & supplies, and conduct other technical support functions. It should be adjacent to and with full visibility of the circulation/service area for maximum flexible use of limited staffing. Estimate 300 sq. ft. depending on the flexibility of the space.

Staff room – An enclosed area away from general public service areas for staff meals and break time and to secure their personal belongings during work hours. Estimate 200 sq. ft.

Book Sale Room -- A dedicated space for the Friends of the Library ongoing book sale efforts. This will be permanent retail space plus room for intake &sorting, plus storage space for up to 100 "banana boxes" of materials between periodic large sales. Estimate 500 sq. ft.

Special Collections Room – An archival quality room for receiving, storing, and using the library's document, special materials, and rare books. Estimate 250 sq. ft.

Section 7 – Concerns to be addressed in final program

Sprinklers – desirability/requirements, new vs. old construction, water availability

How much of furnishings to include in building program

Naming rights as fundraising

Appendix 1 – Bibliography of key sources

Christopher P. Williams, Architects, PLLC
Norman E. Larson, AIA
Historic Building Conditions Assessment   Meredith Public Library
April 21, 2012

Dahlgren, Anders C.
Public Library Space Needs: A Planning Outline / 2009
Wisconsin Department of Public Instruction   Madison, Wisconsin   2009

Ladd, Thomas A.
A Report & Recommendations for the Meredith Public Library
On Library Space Utilization
September 2011

Meredith Public Library
Master Plan Committee Final Report
August 9, 2014

Meredith Public Library
Website: http://www.meredithlibrary.org/
Various 2014 & 2015 content

NH Office of Energy and Planning
New Hampshire Population Forecast by Municipality: 2013
http://www.nh.gov/oep/data-center/population-projections.htm

New Hampshire Public Library Statistical Report
- NH Complete Library Statistics 2013
  http://www.nh.gov/nhsl/lds/public_library_stats.html
- Meredith Public Library Statistical report 2014

Appendix 2 – Statistical Comparisons

The following statistical comparisons are drawn from the most recent NH State Library data – for year 2013. The population groupings are of NH public libraries serving between 5,000 and 8,000 resident population.

Libraries	Town/City	Library Square Footage	Population of Legal Service Area
RICHARDS FREE LIBRARY	Newport	16,129	6,507
PETERBOROUGH TOWN LIBRARY	Peterborough	15,500	6,284
PLAISTOW PUBLIC LIBRARY	Plaistow	15,400	7,609
GILFORD PUBLIC LIBRARY	Gilford	14,400	7,126
JAFFREY PUBLIC LIBRARY	Jaffrey	14,190	5,457
RYE PUBLIC LIBRARY	Rye	12,500	5,298
PEASE PUBLIC LIBRARY	Plymouth	12,500	6,990
KIMBALL LIBRARY	Atkinson	11,400	6,751
WIGGIN MEMORIAL LIBRARY	Stratham	11,000	7,255
WOLFEBORO PUBLIC LIBRARY	Wolfeboro	10,500	6,269
HOPKINTON TOWN LIBRARY	Hopkinton	10,000	5,589
MEREDITH PUBLIC LIBRARY	Meredith	10,000	6,241
NICHOLS MEMORIAL LIBRARY	Kingston	9,957	6,025
PEMBROKE TOWN LIBRARY	Pembroke	8,900	7,115
FULLER PUBLIC LIBRARY	Hillsborough	8,222	6,011
LITTLETON PUBLIC LIBRARY	Littleton	8,078	5,928
BAKER FREE LIBRARY	Bow	8,000	7,519
GILMAN LIBRARY	Alton	6,996	5,250
INGALLS MEMORIAL LIBRARY	Rindge	6,860	6,014
WHIPPLE FREE LIBRARY	New Boston	6,840	5,321
MAXFIELD PUBLIC LIBRARY	Loudon	6,800	5,317
HOLLIS SOCIAL LIBRARY	Hollis	5,500	7,684
MT. CAESAR UNION LIBRARY	Swanzey	5,341	7,230
GOODWIN LIBRARY	Farmington	4,752	6,786
SILSBY FREE PUBLIC LIBRARY	Charlestown	4,325	5,114
HARVEY-MITCHELL MEMORIAL LIBRARY	Epping	3,456	6,411
SANDOWN PUBLIC LIBRARY	Sandown	3,016	5,986
THE GAFNEY LIBRARY, INC.	Sanbornville	2,500	5,078
BELMONT PUBLIC LIBRARY	Belmont	2,391	7,356
WAKEFIELD PUBLIC LIBRARY	Wakefield	2,200	5,078
NEW IPSWICH LIBRARY	New Ipswich	1,664	5,099
STRATTON FREE LIBRARY	Swanzey	1,200	7,230

Remember that we have determined that the actual square footage of the Meredith PL is more than 2,000 less than reported here – below 8,000.

The number of registered borrowers in this population group partly represents the seasonal population changes, and partly the success of the library

Libraries	Town/City	Population of Legal Service Area	Library Square Footage	Total Registered Borrowers
WOLFEBORO PUBLIC LIBRARY	Wolfeboro	6,269	10,500	6,619
GILFORD PUBLIC LIBRARY	Gilford	7,126	14,400	6,455
HOLLIS SOCIAL LIBRARY	Hollis	7,684	5,500	5,957
MEREDITH PUBLIC LIBRARY	Meredith	6,241	10,000	5,583
HARVEY-MITCHELL MEMORIAL LIBRARY	Epping	6,411	3,456	5,484
RICHARDS FREE LIBRARY	Newport	6,507	16,129	5,429
WHIPPLE FREE LIBRARY	New Boston	5,321	6,840	5,184
THE GAFNEY LIBRARY, INC.	Sanbornville	5,078	2,500	4,677
WIGGIN MEMORIAL LIBRARY	Stratham	7,255	11,000	4,655
BAKER FREE LIBRARY	Bow	7,519	8,000	4,653
FULLER PUBLIC LIBRARY	Hillsborough	6,011	8,222	4,605
KIMBALL LIBRARY	Atkinson	6,751	11,400	4,317
PEASE PUBLIC LIBRARY	Plymouth	6,990	12,500	4,214
HOPKINTON TOWN LIBRARY	Hopkinton	5,589	10,000	4,136
RYE PUBLIC LIBRARY	Rye	5,298	12,500	3,764
PETERBOROUGH TOWN LIBRARY	Peterborough	6,284	15,500	3,740
GILMAN LIBRARY	Alton	5,250	6,996	3,480
PEMBROKE TOWN LIBRARY	Pembroke	7,115	8,900	3,305
JAFFREY PUBLIC LIBRARY	Jaffrey	5,457	14,190	3,214
BELMONT PUBLIC LIBRARY	Belmont	7,356	2,391	3,097
LITTLETON PUBLIC LIBRARY	Littleton	5,928	8,078	2,714
MT. CAESAR UNION LIBRARY	Swanzey	7,230	5,341	2,603
NEW IPSWICH LIBRARY	New Ipswich	5,099	1,664	2,557
MAXFIELD PUBLIC LIBRARY	Loudon	5,317	6,800	2,520
GOODWIN LIBRARY	Farmington	6,786	4,752	2,401
NICHOLS MEMORIAL LIBRARY	Kingston	6,025	9,957	2,248
SILSBY FREE PUBLIC LIBRARY	Charlestown	5,114	4,325	2,033
PLAISTOW PUBLIC LIBRARY	Plaistow	7,609	15,400	2,003
SANDOWN PUBLIC LIBRARY	Sandown	5,986	3,016	1,761
INGALLS MEMORIAL LIBRARY	Rindge	6,014	6,860	1,667
STRATTON FREE LIBRARY	Swanzey	7,230	1,200	893
WAKEFIELD PUBLIC LIBRARY	Wakefield	5,078	2,200	50

The physical collection size is more toward the middle of the pack – at least partly driven by the lack of space for collection pushing weeding – perhaps too far.

Libraries	Town/City	Population of Legal Service Area	Library Square Footage	Total Print Materials	# of Audios	# of Videos	# of Print Subscriptions
PETERBOROUGH TOWN LIBRARY	Peterborough	6,284	15,500	55,830	2,672	5,125	155
GILFORD PUBLIC LIBRARY	Gilford	7,126	14,400	50,433	3,811	6,477	133
LITTLETON PUBLIC LIBRARY	Littleton	5,928	8,078	45,240	1,784	1,685	79
PLAISTOW PUBLIC LIBRARY	Plaistow	7,609	15,400	44,399	1,160	1,921	64
WOLFEBORO PUBLIC LIBRARY	Wolfeboro	6,269	10,500	43,293	3,772	3,582	91
RICHARDS FREE LIBRARY	Newport	6,507	16,129	40,957	2,391	3,511	39
RYE PUBLIC LIBRARY	Rye	5,298	12,500	39,598	1,914	2,486	69
KIMBALL LIBRARY	Atkinson	6,751	11,400	38,936	2,314	4,327	88
WIGGIN MEMORIAL LIBRARY	Stratham	7,255	11,000	38,061	3,637	2,558	40
BAKER FREE LIBRARY	Bow	7,519	8,000	37,887	3,164	1,563	88
INGALLS MEMORIAL LIBRARY	Rindge	6,014	6,860	36,355	1,171	3,136	30
JAFFREY PUBLIC LIBRARY	Jaffrey	5,457	14,190	36,251	1,549	1,114	10
FULLER PUBLIC LIBRARY	Hillsborough	6,011	8,222	35,090	1,570	2,469	52
PEASE PUBLIC LIBRARY	Plymouth	6,990	12,500	34,588	1,236	3,178	78
MEREDITH PUBLIC LIBRARY	Meredith	6,241	10,000	34,103	2,618	3,848	52
HOLLIS SOCIAL LIBRARY	Hollis	7,684	5,500	33,501	2,453	5,523	60
HOPKINTON TOWN LIBRARY	Hopkinton	5,589	10,000	32,288	2,492	2,399	53
SANDOWN PUBLIC LIBRARY	Sandown	5,986	3,016	28,585	1,715	2,703	75
WHIPPLE FREE LIBRARY	New Boston	5,321	6,840	28,222	569	1,259	72
MT. CAESAR UNION LIBRARY	Swanzey	7,230	5,341	24,059	N/A	N/A	17
GOODWIN LIBRARY	Farmington	6,786	4,752	23,545	770	1,395	52
NICHOLS MEMORIAL LIBRARY	Kingston	6,025	9,957	23,463	1,511	1,690	61
HARVEY-MITCHELL MEMORIAL LIBRARY	Epping	6,411	3,456	23,264	214	1,845	19
MAXFIELD PUBLIC LIBRARY	Loudon	5,317	6,800	20,954	263	1,674	48
PEMBROKE TOWN LIBRARY	Pembroke	7,115	8,900	19,971	1,058	1,258	38
SILSBY FREE PUBLIC LIBRARY	Charlestown	5,114	4,325	19,362	223	741	12
GILMAN LIBRARY	Alton	5,250	6,996	18,265	1,134	2,647	51
BELMONT PUBLIC LIBRARY	Belmont	7,356	2,391	17,437	291	580	42
THE GAFNEY LIBRARY, INC.	Sanbornville	5,078	2,500	13,436	653	1,705	16
NEW IPSWICH LIBRARY	New Ipswich	5,099	1,664	13,320	154	1,831	33
STRATTON FREE LIBRARY	Swanzey	7,230	1,200	12,650	153	628	6
WAKEFIELD PUBLIC LIBRARY	Wakefield	5,078	2,200	6,500	4	0	0

Circulation of materials once again shows Meredith near the top of the group.

Town/City	# of Adult & Chirldrens Circulation	# of Adult Circulation	# of Childrens Circulation	# of eBook Circulation	# Downloadable Audio Circulation	Population of Legal Service Area
Gilford	136,758	93,389	43,369	2,817	1,712	7,126
Wolfeboro	113,763	84,198	29,565	2,164	1,189	6,269
Bow	106,754	68,070	38,684	4,573	2,129	7,519
Atkinson	93,838	59,118	34,720	2,514	904	6,751
Hollis	93,193	52,975	40,218	2,796	2,564	7,684
Stratham	83,795	45,091	38,704	3,834	1,420	7,255
Meredith	79,856	46,254	33,602	4,013	2,001	6,241
Peterborough	73,012	47,213	25,799	1,867	1,546	6,284
Rye	71,521	44,343	27,178	1,784	1,562	5,298
Hopkinton	67,928	42,645	25,283	3,067	1,963	5,589
Plymouth	66,346	36,333	30,013	944	1,010	6,990
New Boston	56,429	23,611	32,818	2,093	2,351	5,321
Plaistow	54,887	27,884	27,003	2,400	1,430	7,609
Sandown	53,997	24,569	29,428	1,807	1,382	5,986
Jaffrey	48,799	22,446	26,353	1,468	887	5,457
Rindge	46,117	22,268	23,849	1,283	850	6,014
Hillsborough	42,560	25,441	17,119	925	1,163	6,011
Pembroke	41,600	37,843	3,757	1,648	677	7,115
Littleton	37,860	23,008	14,852	1,802	909	5,928
Kingston	37,098	24,709	12,389	1,811	772	6,025
Farmington	35,673	17,288	18,385	1,136	865	6,786
Epping	33,040	33,040	N/A	1,836	1,735	6,411
Loudon	32,994	20,741	12,253	1,010	771	5,317
Newport	29,130	17,758	11,372	1,708	1,393	6,507
Alton	28,320	20,790	7,530	2,186	1,538	5,250
Sanbornville	22,597	14,427	8,170	1,751	1,340	5,078
Swanzey	17,967	17,967	N/A	965	435	7,230
Belmont	14,395	6,975	7,420	979	641	7,356
Charlestown	13,366	7,295	6,071	934	591	5,114
New Ipswich	7,789	2,885	4,904	593	514	5,099
Swanzey	5,129	3,495	1,634	197	324	7,230
Wakefield	500	500	N/A	0	0	5,078

Library Visits is a statistic increasingly used to measure library service, as more patrons find uses for the library other than borrowing materials (circulation), such as using online resources, attending programs, etc. Once again, Meredith is near the top of the list in usage – note that the top three libraries listed did not collect this statistic.

Libraries	Town/City	Annual Library Visits	Library Square Footage	Total Registered Borrowers
LITTLETON PUBLIC LIBRARY	Littleton	N/A	8,078	2,714
FULLER PUBLIC LIBRARY	Hillsborough	N/A	8,222	4,605
RICHARDS FREE LIBRARY	Newport	N/A	16,129	5,429
GILFORD PUBLIC LIBRARY	Gilford	110,822	14,400	6,455
WOLFEBORO PUBLIC LIBRARY	Wolfeboro	88,676	10,500	6,619
RYE PUBLIC LIBRARY	Rye	79,857	12,500	3,764
MEREDITH PUBLIC LIBRARY	Meredith	75,244	10,000	5,583
PEMBROKE TOWN LIBRARY	Pembroke	71,240	8,900	3,305
BAKER FREE LIBRARY	Bow	67,942	8,000	4,653
PETERBOROUGH TOWN LIBRARY	Peterborough	62,423	15,500	3,740
PLAISTOW PUBLIC LIBRARY	Plaistow	57,362	15,400	2,003
KIMBALL LIBRARY	Atkinson	54,600	11,400	4,317
HOLLIS SOCIAL LIBRARY	Hollis	52,067	5,500	5,957
PEASE PUBLIC LIBRARY	Plymouth	43,940	12,500	4,214
SANDOWN PUBLIC LIBRARY	Sandown	40,546	3,016	1,761
HOPKINTON TOWN LIBRARY	Hopkinton	40,000	10,000	4,136
WHIPPLE FREE LIBRARY	New Boston	34,129	6,840	5,184
GOODWIN LIBRARY	Farmington	33,998	4,752	2,401
THE GAFNEY LIBRARY, INC.	Sanbornville	32,968	2,500	4,677
WIGGIN MEMORIAL LIBRARY	Stratham	28,800	11,000	4,655
JAFFREY PUBLIC LIBRARY	Jaffrey	27,892	14,190	3,214
NICHOLS MEMORIAL LIBRARY	Kingston	27,045	9,957	2,248
HARVEY-MITCHELL MEMORIAL LIBRARY	Epping	25,816	3,456	5,484
MAXFIELD PUBLIC LIBRARY	Loudon	23,120	6,800	2,520
GILMAN LIBRARY	Alton	20,020	6,996	3,480
INGALLS MEMORIAL LIBRARY	Rindge	18,117	6,860	1,667
SILSBY FREE PUBLIC LIBRARY	Charlestown	12,688	4,325	2,033
MT. CAESAR UNION LIBRARY	Swanzey	10,468	5,341	2,603
BELMONT PUBLIC LIBRARY	Belmont	9,506	2,391	3,097
NEW IPSWICH LIBRARY	New Ipswich	6,045	1,664	2,557
STRATTON FREE LIBRARY	Swanzey	2,928	1,200	893
WAKEFIELD PUBLIC LIBRARY	Wakefield	1,000	2,200	50

Appendix 3 – Population Projections

NH Office of Energy and Planning
New Hampshire Population Forecast by Municipality: 2013

County/subdivision	2010	2015	2020	2025	2030	2035	2040
Belknap County	60,088	60,671	62,678	64,460	65,852	66,796	67,269
Alton town	5,250	5,527	5,943	6,112	6,244	6,333	6,378
Barnstead town	4,593	4,863	5,258	5,407	5,524	5,603	5,643
Belmont town	7,356	7,524	7,873	8,096	8,271	8,390	8,449
Center Harbor town	1,096	1,124	1,178	1,212	1,238	1,256	1,264
Gilford town	7,126	7,129	7,296	7,503	7,665	7,775	7,830
Gilmanton town	3,777	4,072	4,474	4,602	4,701	4,768	4,802
Laconia city	15,951	15,320	15,015	15,442	15,775	16,002	16,115
Meredith town	**6,241**	**6,252**	**6,407**	**6,589**	**6,731**	**6,828**	**6,876**
New Hampton town	2,165	2,229	2,347	2,413	2,466	2,501	2,519
Sanbornton town	2,966	3,102	3,316	3,410	3,483	3,533	3,558
Tilton town	3,567	3,530	3,572	3,674	3,753	3,807	3,834