Skaneateles Library
Space Needs Assessment

Library Space Needs Based on the Assessment of Collections, Programs & Services

May 2017

SUPPORTING OUR MISSION
to inspire learning, enrich lives and connect our community.

REALIZING OUR VISION
to be the cultural and informational hub of a vibrant, thriving community
by creating spaces and experiences that are
WELCOMING, ENRICHING and SUSTAINABLE.

INTRODUCTION

The Skaneateles Library has undergone a period of substantial change over the last several years. Strategic planning began in 2013, wherein the board and staff developed organizational and service goals, created objectives for meeting those goals and, over the next few years, worked toward fulfilling them. Several areas of focus were created, addressing the needs of our patrons, the community, the library as an organization and the staff and board as the team that drives our work:

- *Patrons*: Enhance the patron experience of library services and the physical environment
- *Community*: Fuel the community's passion for learning, growth and enjoyment
- *Library*: Ensure organizational health in the present and future
- *Team*: Engage staff and board with opportunities to develop skills and contribute to our overall success

In early 2015 the library, with the help of library designer and architect Paul Mays, conducted community input workshops and small-group interviews focused on how residents felt the library could be improved to better serve them. Information gathered from those sessions identified some key desires and deficiencies in services, collections and the library environment (see detailed results in Attachment #1). Conceptual plans were developed for a renovation of and addition to the library's current building; well into that process, the library was approached with the opportunity to relocate and build a new facility at the former Stella Maris site in the village.

Before pursuing either option for facility improvements, the board focused on securing a sustainable financial future for the library by asking school district residents to provide an annual levy for operational funding. The levy was approved in May 2016, allowing the library to increase the collection budget, add staff and upgrade technology – all of which impact the library's space needs.

During this time the library showed an increase in both circulation and program attendance. Between 2013 and 2016, there was a 4% increase in overall circulation and a 68% increase in attendance at programs. Currently an estimated 100-150 people visit the building per day during the winter, spring and fall. During the summer and Dickens seasons, the number tends to rise to about 150-200. As library use continued to grow, another round of community input sessions and small-group interviews were completed in March 2017, this time focused on the possibilities for a new facility. To assist the board in determining the best course for the library's future, the library director and assistant director worked to determine what specific spaces the library requires for housing and facilitating access to collections and services, as well as patron and community needs for work, study, learning and unknown future uses. This document details the process we used and provides guidelines for the size and quality of specific spaces within the facility that houses the Skaneateles Library.

ASSESSMENT PROCESS

To assess the library's needs[1] for both size and quality of space, we've analyzed our current collections, compared those collections to similar libraries and projected what an adequate collection size should

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[1] Barrow Gallery needs and required spaces are not addressed in this document.

be based on population served (see Attachment #3). We will also address space needs for collections, technology, programs and patron and staff use (see Attachment #2).

Square footage calculations are based on resources developed for public library space planning by the Wisconsin State Library in 2009. The process and tools they created have been used by many libraries across the country, as well as library planners and architects; several other state library organizations developed and updated their own versions based on the original. We reviewed these documents and used calculations from multiple states, finding similar results across the board. Several schemes were used in preparation for this report; the attached Space Needs Worksheet is representative of overall results and presents the most comprehensive format.

Words of wisdom from the Connecticut State Library's Planning Guide (2014):

> Availability of space (or lack of it) is not the sole reason for examining physical facilities. Energy efficiency and condition of the heating, ventilating and air conditioning systems, adaptability to meet the electrical and telecommunications requirements of tomorrow's library technologies, assessment of the general effectiveness of work flow, accessibility to people with disabilities and compliance with federal, state and local fire, safety and building codes are all suitable reasons to examine the structure that houses your local library.

Recommendations, standards and calculations included in this document are for planning purposes only. They are not meant to be strictly implemented; rather they should be used as a starting point from which to begin evaluating the current space that houses the library and planning the space for the library's future.

ASSUMPTIONS

It is recommended that libraries use population projections for 10 to 20 years in facility planning so they are able to respond to both current and future needs. According to the Town of Skaneateles Comprehensive Plan (revised 10-31-2016), we're not likely to see an increase in population:

> During the period from 1970 – 2010, the population of the Town (including the Village) declined by 8 percent, most of which occurred between 1970 and 1980. Between 2000 and 2010, the median age of the town increased by 5 full years (to 47.3).

Therefore, accommodating our current population is a reasonable goal. Census information from 2010 provides the total town population (7,209), including 2,450 village residents. The Census Bureau's American Community Survey 5-Year Estimate for 2015 shows a slight increase to 7,235 for the town and 2,553 for the village. It is estimated that an additional 1,500 to 1,800 residents live outside town boundaries, but within the school district. Based on this information, we've used a total population of 9,000 for planning purposes. Because most libraries – ours included – have users from outside their chartered-to-serve area, any overage in that estimate will account for those not represented in the census numbers. Unrepresented users could include summer residents whose primary residence is not Skaneateles, regional residents who travel through or work in Skaneateles and short- and long-term visitors.

It is important to remember that our current library collection is undersized for our population (see recommended standards and comparable OCPL library collections in Attachment #3), which is a result of both building constraints (recommended minimum facility size is between 1 and 1.6 square feet per capita) and being historically underfunded. Collection growth in particular has been stagnant because there was little money to buy new books and no place to put them without removing others, conditions which affect both the size and quality of the collection. Sustainable funding from our community has allowed us to begin the process of improving the quality of the materials we offer and the resources with which to update those materials.

SPACE CONSIDERATIONS

As much as possible, spaces should be flexible, functional, comfortable and easy to navigate. Movable shelves allow for program/event uses of collection space, as well as reconfiguration of collections when needed. Tables, chairs and other furniture that's easily rearranged promotes flexible and multi-use spaces.

Physical Collection Space: Shelves should be ample enough to accommodate easy access to the collection and plenty of display space. They should be designed so that patrons can comfortably reach both the top and bottom rows. Shorter shelves preserve sight lines, making it easier for staff to provide service to patrons and supervise wider areas of the building.

Books that are crammed onto shelves are difficult to get to and are often damaged by compression and removal. When floor plans are provided by architects, shelving allotments will be expressed in linear feet, but it should be noted that increasing linear feet of shelving doesn't necessarily translate to an equal increase in materials. More shelving will first provide a better environment for the existing collection, and then accommodate additional materials.

Specific collection formats (which may require different types of shelving) for each age group are as follows:

- *General*: DVDs, music CDs, magazines, newspapers, microfilm (with reader and cabinet), local history, nontraditional items (Kilowatt meters, Google Cardboard)
- *Children*: board books, picture books, fiction, nonfiction/biography, easy readers, series, DVDs, audiobooks (CD), early literacy kits
- *Middle Reader*: fiction, nonfiction/biography, graphic novels
- *Teen*: fiction, nonfiction/biography, graphic novels, audiobooks (CD)
- *Adult*: fiction, nonfiction/biography, large print, audiobooks (CD and Playaway)

Children's Space: Story time space for 30-45 people (including both children and adults), stroller parking, coat hooks, family restroom.

Middle Reader Space: Comfortable reading/lounging areas, distinct from (although may be adjacent to) children's space.

Teen Space: Group study space, distinct space away from children/middle reader spaces.

Adult Space: Comfortable reading/lounging areas, opportunities for both quiet and social uses.

Reading/Study Space: Patron seating for reading/lounging, small tables for working/studying (including space for laptops and other work materials), comfortable areas (standing and seated) for interactions between staff and patrons. Available throughout the library.

Public Computer/Technology Space: Computers for public use, printer/scanner/copier, infrastructure throughout the building that supports personal devices and flexible programming (e.g. outlets and Wi-Fi).

Staff Space: Private office for the director to support private discussions and phone calls (FT), dedicated desk space for the adult services librarian (FT) and youth services librarian (PT), back-of-house space for processing and other staff duties, secure storage for personal belongings, staff break area, storage, holds shelf away from public view. Staff restroom if possible.

Program Space: Large room for at least 100 people to accommodate movies, concerts, workshops, etc., with space for smaller programs either within or in addition to the large room. Story time space for 30-45 people (included in children's area).

Meeting Space: Small conference room for 10-15 people with AV capabilities, tutor/private study space for 2-4 people (more than one, if possible).

Book Sale Space: Ongoing book sale area in the library, sorting and storage for summer and Dickens sales.

Non-Assignable/Mechanical Space: Restrooms, elevators, hallways, etc. Included in square footage calculations.

ADDRESSING FUTURE NEEDS

In addition to updating library spaces to meet current needs, we should position ourselves to respond to future needs as well. Because it's impossible to predict the kinds of services patrons will expect in the future, the best way to prepare is to design for flexibility.

New Collections: There are several different types of collections currently being planned or considered. Citizen Science Exploration Kits in backpacks, a slide scanner and an air quality monitor have all been discussed.

Some examples of unique collections in other libraries are heirloom seeds, tools, cake pans, fishing poles, Wi-Fi hotpots and Roku boxes. Displaying and storing items of various shapes and sizes will require flexible spaces and shelving/hanging systems.

New Services & Community Spaces: Maker spaces have taken off in libraries over the last 5 years. Perhaps the best way to assess our community's interest in these services would be through a pilot program. In a relatively small room (The Studio? The Lab?), we could house wheeled storage cabinets with a variety of equipment, such as:

- Movie technology and software currently used in the High School Zoom Room (production studio)
- 3D printer or other creative devices (maker space)
- VHS to DVD converter with a scanner for slides and photographs (preservation studio)

One space could be used for all these functions, as well as meeting or study space at other times. Conversely, some of the equipment could easily be moved to a larger room for workshops or group projects. Programs and services could be built around a small investment, then expanded with more equipment and permanent space based on usage and interest.

If none of these collections or ideas are inspirational to our community, others can be tried. Building flexible space for future needs allows us to explore new ideas and expand what works.

SUMMARY

Through the process of this assessment, we have analyzed the space needs of our current library collections, programs and services and have also worked to infer how these needs will change over time.

Library collections are always fluctuating. Our current physical collections consist mostly of books, DVDs and audiobooks, but we anticipate a growing number of nontraditional items. The process of improving the quality of collections by adding more new materials and withdrawing unused and out-of-date items has intensified within the past year, but it is an ongoing project. We have found that our collections in general are undersized for our service population when compared to nearby libraries of similar size, as well as against more general library standards as detailed in Attachment #3. The spaces that house our collections need to be easy to access with wide shelf aisles, room for display and enough space to avoid overcrowding now and in the future. For shelf space estimates, please review Attachment #2.

At its core a library is a public space and a center of learning in a community. Through past community input sessions we have found that our community wants our library to fulfill this role in many ways (see Attachment #1). We need flexible spaces that can accommodate our own library programs and staff needs, as well as public work/reading areas and group meetings. We already host a variety of programs including story times, lectures, films, book clubs and crafts and are always working to expand our offerings based on community input.

Overall, when it comes to space, flexibility is key. We need to house current and future library collections (whatever those may be) and we need to provide a safe and engaging space for our community to come together.

Prepared by:

Nickie Marquis
Library Director

Deanna King
Adult Services Librarian/Assistant Director

Attachments:
#1 Community Input from 2015 Workshops
#2 Space Needs Worksheet
#3 Collection Size Analysis and Comparable OCPL Libraries

QUESTION #1: IF YOU ARE A LIBRARY USER, WHAT BRINGS YOU TO OUR LIBRARY? *OR, IF YOU ARE NOT A LIBRARY USER, WHAT WOULD BRING YOU TO OUR LIBRARY?*

(For instance, interlibrary loan, browsing collections, new and popular materials, quiet reading and study areas, technology and computer access, programs, local history archives/research, etc).

- **Books, Audio, Media – collections access**

The majority of respondents at both workshops indicated access to the collection, both local and through interlibrary loan, as a primary resource of importance, reinforcing the collection as a brand.

- **ILL Ordering – reserves**

Respondents at both workshops displayed a knowledge of the collection availability on a system-wide level, to be expected if most attendees are library users.

- **Place to Gather – community hub**

The disappearance of local coffee houses and other places to informally gather was indicated as a role that might be filled by the Library, particularly after the design primer.

- **Barrow as a Destination – physical space/multipurpose?**

There was a common acknowledgement of the Barrow as a "jewel," but ideas were shared about increased visits and patronage from locals who have already seen it.

- **Children's Space – small space/intimacy**

The children's collection and space in the Sphinx was generally acknowledged as inadequate. Although the intimacy and "coziness" is desired, one family can quickly fill all available space.

- **Classes – meetings/community**

Library Hall gets good usage, although lack of accessibility means that many events must be scheduled elsewhere.

- **Programs – movies (Friday Films)**

As above, Library Hall gets good usage, although lack of accessibility means that many events must be scheduled elsewhere. Lack of a movie house or theater in the Village is an amenity that the Library helps provide.

- **Variety of Programs/Topics**

Attendees recognized the range of demographics, from infant/toddler to seniors in their needs for programming.

- **Access to Library System**

Availability of the collection resources, as well as other programming, was identified as a strength.

QUESTION #2: WHAT ARE YOUR PERSONAL PRIORITIES FOR OUR LIBRARY?

(For instance, collaborative learning spaces, comfortable reading areas, teen/young adult initiatives, space flexibility, large group meeting and program space, small meeting/tutoring/study spaces, accessibility – parking, pedestrian, browsing, technology, sustainable design, etc.)

- **Accessibility – all levels/separate entry for Barrow?**

Although the building is lovely, it is unusable to many, not just those in wheelchairs. Lack of parking, difficulty with stairs, etc. The Barrow is often "forgotten," because it is "buried" in the building.

- **After Hours Use of Meeting/Community Spaces**

After the design primer, many identified the use of spaces (Library Hall and Gallery) after hours as a desirable feature for the community.

- **Parking – convenience of access to building**

Significant debate over parking as an issue or non-issue. Split roughly 50/50. Half feel that parking is an issue everywhere in the Village, which is true. The same people say that the public lot is close enough. Others recognize that "close enough" isn't good enough if you're elderly, or have young children, or have mobility issues, or are in a hurry, particularly when there's 2 feet of snow on the ground.

- **Drop-off Zone**

A Library without adequate parking should at least have a safe drop-off area for the mobility-challenged. 10-minute parking for quick-browse or drop-off?

- **Hours – extended and/or evening for greater use**

Building usage is limited by hours of operations – policy issue. [*Note: more evening and Sunday hours were added as a result of operational funds support via school district residents in 2016*.]

- **Home Office (SOHO)/Meeting Space/Flexibility**

The design primer led to a discussion regarding local businesses and work-from-home professionals. Such space usage would also be conducive to tutoring, quiet study, etc.

- **Flexible Spaces**

Modern library design allows for changes to technology and the essence of collections, not limited by rigid walls. Mobile furnishings, etc.

- **Center of Community/Location**

The downtown Village location, despite the parking issues, was seen as a positive. Pedestrian and bicycle access, presence at heart of Village. Visibility.

- **Meeting Spaces – variety of groups and sizes**

- **Atmosphere – historic qualities/natural light**

The preservation of the historic character of the building was seen as a priority by the vast majority of attendees.

- **Gathering Spaces – book clubs**

- **Staff "Picks"**

Interaction with staff – warm and friendly. How can the building contribute to these interactions?

- **Social Interactions/Spaces**

More serendipitous meeting spaces, seating areas, discussion niches, etc.

- **Better/Larger Spaces for Children, Teens**

- **Green – sustainable**

Operational costs and the responsibility to the environment.

QUESTION # 3: WHAT SPACES, FEATURES OR COLLECTIONS WOULD HELP TO FULFILL OUR LIBRARY'S MISSION STATEMENT? BY EXTENSION, WHAT IS OUR LIBRARY'S MOST IMPORTANT ROLE IN THE COMMUNITY?

(For instance, educational programs for children and adults; collection access: books, media, periodicals; a community hub; entertainment for children and adults; local history repository; research and reference; technology; tutoring and group learning; etc.)

Mission Statement:

Inspire Learning, *Enrich* Lives, *Connect* Our Community

- Flexible space for variety of functions, uses and users

- Break room for staff

- Director's private space

- Barrow: Integration with library? Better use of connections? Enhance connection to library and community

- Access to information to all users

- Accommodation to all users

- Consistency with historic nature of building: jewel in the community

- Maintain green spaces

- Welcoming entrance

- Cornerstone of community

- Promote our library and our qualities

SPACE NEEDS WORKSHEET

DESIGN POPULATION

Projected resident population	7,200
Nonresident service population	1,800
Design population	9,000

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? **34,200**

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

        [ ] 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? 65

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? 65

    * 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 nonnprint items will the library house? 3,623

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

        [ ] 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? 6

    * What is the preferred space allocation for each? (choose one) . . . . [ ] 35 sq.ft. per station

        [x] 45 sq.ft. per station

        [ ] 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?   . . . . | 45 |

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)   . . . . | x | 125 sq.ft. per station
| | 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? | 15 |

How many seats in a gallery? | 0 |

Storytime: What is the maximum audience for a typical storytime? | 45 |

Do your storytimes include a craft of activity? (choose one) | x | Yes | | No

Computer training lab: How many trainees should be accommodated? | 0 |

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
| x | 15% of gross area
| | 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   . . . . | x | 25% of gross area
| | 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	
	. . . .		sq.ft.
	. . . .		sq.ft.
	. . . .		sq.ft.
	. . . .		sq.ft.

SPACE NEEDS SUMMARY

COLLECTION SPACE

34,200	volumes to house at	10	vol/sq.ft.	3,420 sq.ft.
65	magazine display at	1	sq.ft./title	65 sq.ft.
65	magazine backfile at	0.5	sq.ft./title/yr held	33 sq.ft.
3,623	nonprint items to house at	10	items/sq.ft.	362 sq.ft.
6	public access computers at	45	sq.ft. per station	270 sq.ft.

READER SEATING SPACE

45	reader seats at	30	sq.ft. per seat	1,350 sq.ft.

STAFF WORK SPACE

6	staff work stations at	125	sq.ft. per station	750 sq.ft.

MEETING ROOM SPACE   (See notes 1 through 4)

100	multi-purpose seats	10	sq.ft. per seat	1,100 sq.ft.
15	conference room seats	30	sq.ft. per seat	450 sq.ft.
45	storytime seats	15	sq.ft. per seat	725 sq.ft.
0	computer training lab seats	50	sq.ft. per seat	0 sq.ft.

SPECIAL USE SPACE

calculated at	15%	of gross building area	2,131 sq.ft.

NONASSIGNABLE SPACE

calculated at	25%	of gross building area	3,552 sq.ft.

SPECIAL ALLOWANCES

	sq.ft.
	sq.ft.
	sq.ft.
	sq.ft.

GROSS AREA NEEDED . . . .   14,208 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.

Collection Size Analysis and Comparable OCPL Libraries

RECOMMENDED STANDARDS[1] VS. CURRENT # OF PHYSICAL ITEMS[2]

Calculations based on design population of 9,000 | *OCPL libraries with community sizes between 6,000 and 12,000* [3]

BOOKS

VOLUMES PER CAPITA (PRINT)				MARCELLUS	SOLVAY	SKANEATELES	MANLIUS	SALINA
Basic	3.1	27,900	**Population:**	6,210	6,584	7,200	11,226	11,636
Moderate	3.8	34,200	**Bldg SF:**	10,500	11,712	6,650	20,000	6,442
Enhanced	4.7	42,300						
Excellent	6.6	59,400	**Print:**	30,334	25,483	20,931	48,497	32,495

AUDIO

AUDIO RECORDINGS PER CAPITA								
Basic	0.17	1,530						
Moderate	0.23	2,070						
Enhanced	0.29	2,610						
Excellent	0.46	4,140	**Audio:**	984	903	1,043	1,595	947

DVD

VIDEO RECORDINGS PER CAPITA								
Basic	0.28	2,520						
Moderate	0.38	3,420						
Enhanced	0.49	4,410						
Excellent	0.68	6,120	**DVD:**	2,836	2,736	1,658	9,245	3,971

TOTAL

TOTAL COLLECTION SIZE PER CAPITA								
Basic	3.60	32,400						
Moderate	4.50	40,500						
Enhanced	5.40	48,600						
Excellent	7.60	68,400	**Total:**	35,164	30,477	24,774	61,421	39,439

1 Recommended standards for the number of each material type are taken from *Quantitative Standards by Service Population* , Wisconsin Public Library Standards (2009). Items per capita are shown at four different levels of service (basic, moderate, enhanced and excellent). Highlighted levels are reasonable goals to consider for our population size.

2 Downloadable items are excluded because this assessment focuses on physical space and many downloadables are shared countywide.

3 Fayetteville (pop. 10,314 at 39,000 sq.ft.) is excluded based on its abnormally large building and budget.