

**SOUTH BURLINGTON
COMMUNITY LIBRARY
SPACE PLANNING STUDY
FINAL VERSION**

NOVEMBER 1, 2004



**DORE & WHITTIER
ARCHITECTS, INC.**

SOUTH BURLINGTON COMMUNITY LIBRARY

SPACE PLANNING STUDY

October 2004

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I. CURRENT USE OF THE LIBRARY

The existing Community Library facility has the look, feel and ambiance of a high school library and appears to function very well as such. The needs of the high school student and the teachers for the most part are addressed and adequately met. Areas of improvement, as offered by the school librarian Claire Buckley and as observed in our visitations, are related more to cosmetics, comfort, storage and organizational needs rather than to space, collections or reference materials. The library is described as working well for the school.

The impact of school use on the library however, is significant in the context of the community's access to, utilization of and overall feeling for the library. Many of these impacts have been addressed in previous studies and board discussions. Coupled with acknowledged shortcomings related to space - for collections, functions, programs, reading, performances and storage - the library's capacity to provide a desired level of service to the community is significantly limited. In spite of these limitations, the library has done an outstanding job in hosting regular and special events, engaging the community into the life of the library, and coexisting with the school and the often imposed priorities of school functions within the library.

The statistics that follow validate the increased use of the library, portray trends that are likely to continue, and tell a healthy story, yet they fail to describe the constraints imposed by the shortage of space, accommodations and amenities that are obvious to those who use, operate and observe the library.

The high school students tend to use the library for computers, research, study hall and classes. For the public, the library is a planned destination and a community center that hosts regular and special events that cater to children, young parents, social groups and elders. They use more of the library's assets, circulate the collection and engage in its programs. Computer use is estimated at 40% by the community, 60% by high school students.

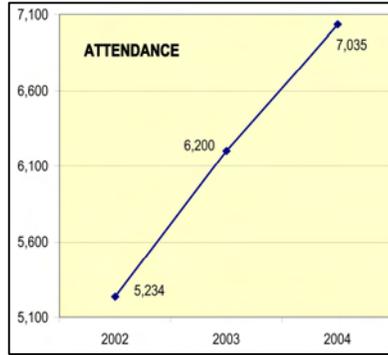
The Existing Floor Plan and Conditions

A scaled drawing (1/8" = 1'-0") has been prepared to show the existing space, floor plan and shelving for collections. A reduced copy of this drawing can be found at the end of this report.

II. STATISTICAL USE OF THE LIBRARY

In 1971, which was the first year in South Burlington without the mobile unit of the Vermont State Department of Libraries, the Community Library moved into the expanded high school library. The annual report declared that 224 families had library cards and 2,200 books were borrowed.

For the first year of operation in the new building – FY1972 (July 72 through

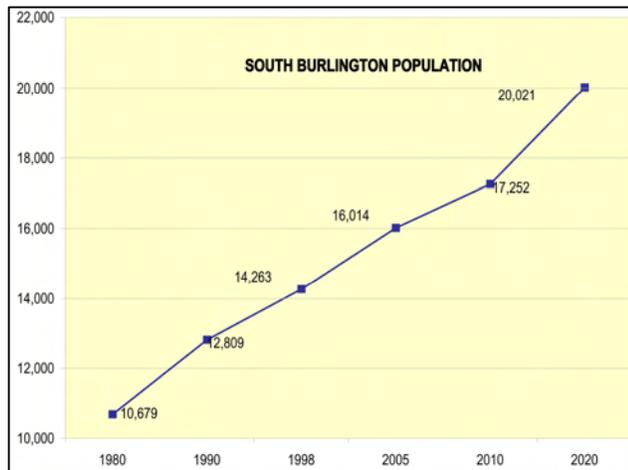


June 73) – Community use totaled 1657 circulated items. The 1975 annual report (for FY75), shows an increase in circulation (2,361 in FY73, 5,135 in FY74, and 8,763 in FY75) and an increase in attendance, which is undefined (634 in FY73, 2,966 in FY74, and 3,815 in FY75), as well as a book collection in excess of 13,000 volumes and 47.5 hours of weekly operation.

The numbers for 2003 reflected 7,877 registered borrowers (which includes high school students and faculty ~ 1,200), a total circulation of 80,436 (for FY02), a total print collection of 35,922 and 60 hours of weekly operation.

Population

The updated Comprehensive Plan for South Burlington, compiled in 1998, shows the population of the City to be at 14,263, up 1,454 from 1990 and 3,584 from 1980. Projections completed at that time show a population of 16,014 in 2005 (a 12.3% increase from the 1998 population), 17,252 in 2010, which equates to a 21% increase from the 1998 population, and 20,021 in 2020.

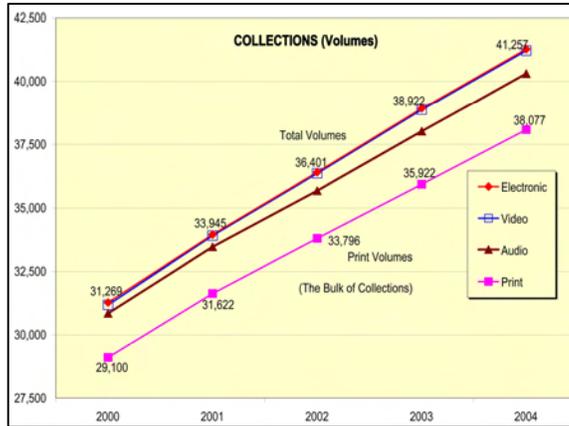


Collection

COLLECTION							
	Print	Audio	Video	Electronic	Subscriptions	Data-base	TOTALS
2004	38,077	2,222	898	60			41,257
2003	35,922	2,096	847	57	95	2	38,922
2002	33,796	1,878	677	50	95	1	36,401
2001	31,622	1,841	438	44	95	1	33,945
2000	29,100	1,741	333	95	123	1	31,269

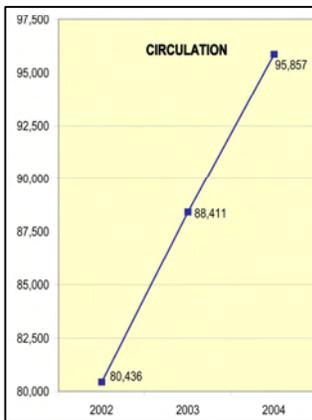
The average annual growth of the collection has been 2,504 since 2000, the first year after a significant weeding took place. It is

believed that the current collection exceeds 40,000 total items. The lack of space for collections, storage and archives has created the need for frequent weeding. Collections at capacity in the current configuration include the children's and fiction collections. An estimated breakdown of the current collection is provided in Attachment B - Space Needs Assessment within this report.



Library Visits

Since the patron counter was installed in September 2002, the average monthly patron visits has been 6,252 for 2004, a 36% increase over 2003. Removing the statistics for April and May when the counter was broken, the average is 6,578 compared to 4,592 for 2003, a 43% increase. For the four months of 2002, visits totaled 4,259.

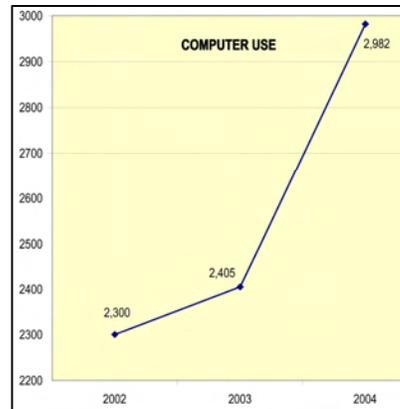


Circulation

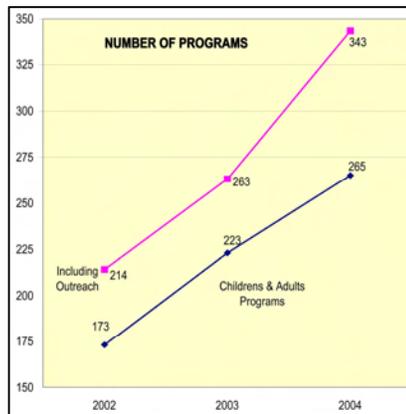
80-90% of the borrowing is by the community. (10-20% by High School students and faculty). Statistics related to circulation also bear out the trend in increased use of the library. The total for FY 2004 was 95,857 (an 8.4% increase from previous year even with the library closed for a week in August). FY 2003 (88,411) saw an increase of 9.9% from the previous year (80,436).

Computer Use

The number of patrons using computers in the library offers an interesting insight into the library's importance in making computer use available to students and the community. The average monthly number for 2004 has been 2,544 through August, a 5.8% increase over the 2003 monthly average. The greatest use by quarter historically has been during the months of September through December, which has averaged 29.36% higher than the annual average for the previous 5 years. Using this percentage increase, the projected annual average for 2004 will be 2,982, a



24% increase over last year's usage, slightly below the average annual increase of 36% going back to 1999, and 4 times the 1999 monthly average of 742. Usage during the summer months has also tripled since 1999 and 2000.



Meetings, Programs & Scheduled Events

The number and variety of programs and events offered by the library has also seen a steady growth as seen in the summary table below. A partial list indicates that the library is in nearly constant demand and at times drawing large attendance (in parentheses):

- Library Board of Trustees Meeting – Monthly
- Friends of the Library – Monthly
- Friends of the Library Book Sale – Quarterly
- Friends of the Library Tea – Annual (40-70)
- Book Discussion Group – twice per month (15-20)
- Children's Book Discussion – Saturdays, every two weeks
- VHC Book Discussion – Monthly (15-20)
- Vermont Reads – (15-40)
- Family Night - (25-40)
- Perspective on the Media (25-40)
- Brown Bag Lunch – Weekly (15-25)
- Lifelong Learning Music Series – Monthly/Bi-monthly (15-40)
- Library Staff Meeting – Monthly (10)
- Tea and Health – (40)
- Sunday Afternoon Winter Concert – two or three (40-110)
- Valentines for Volunteers Tea – Annual (40-50)
- Annual Poetry Slam – (40)
- Knitting Group – (15)
- Family Story Time – (15-40)
- Father Story Time – (15-30)
- Halloween Program
- Baby Brunch in May – (75-110)
- Parent Group – Weekly
- Children's Summer Programs – (15-130)

Summary

SUMMARY						
YEAR	COLLECTION	LIBRARY VISITS ^b	ANN. CIRCULATION	COMPUTER USE	QTY. OF PROGRAMS ^e	ATTENDANCE ^f
2004	41,257 ^a	6,578 ^c	95,857	2,982 ^d	265 (343)	7,035
2003	38,922	4,592	88,411	2,405	223 (263)	6,200
2002	36,401	4,259	80,436	2,300	173 (214)	5,234
2001	33,945					
2000	31,269					
FY1975	> 13,000		8,763			
FY1972			1,657			

^a estimated, based on a 6% increase, slightly below the average annual increase since 2000

^b Monthly average

^c Adjusted for broken patron counter, through August

^d Projected use for 2004 based on historical trend

^e Children's, adults (and outreach)

^f For children's and adult programs only

The library's assets, attraction, patronage and use have changed significantly since 1971 and especially since 1978 when the new library was constructed. Computers and the internet, which have replaced encyclopedia and other reference materials, provide additional and broader opportunities for research, communications and entertainment not previously available at the library. The population has grown and the demographics have changed as has the general comportment of the typical high school student. Behavior and language that was once strongly denounced and punished is now commonly displayed. The cultural and generational difference between user groups is as wide as ever and presents a constant challenge to coexistence. While there are many older patrons who use the library during the day (the brown bag lunches are a great success), and others who appreciate the intergenerational nature of the library and the opportunities it provides for engagement, others report feelings of intimidation and discomfort around the students. The use of the library by the community is very much time-of-day oriented. At the same time, the growth in the number of patrons, users, interest level and success of the many programs and events, has led to steady increases in the circulation and needs for additional space. Capacity has been approached, as no new space has been added in response to these growth trends, and the ability to accommodate the collection, the people and the programs is greatly compromised.

III. OBSERVATIONS

A. What Works

1. The library (and taxpayer) benefits from the District Network Services (DNS), which backs up the library's technology needs, and from the custodial services provided to the library by the school.
2. The library "works" for the school. Suggested needs tend to focus on storage, comfort, acoustics, etc.
3. The openness allows for visibility that the school librarian and staff need for monitoring students and their activity.

B. What Does Not Work

The library space does not work very well for the community, due to the configuration of space, the lack of space for programs and events, occasional large student population, behavior and noise, and school functions and activities. Many of the space needs identified seek to address some of these issues.

1. The Community Meeting Room (or conference room) does not meet the programming needs of the community library and is not always available when needed. Conflicts of use often occur, and the school always has priority during the day, which has on occasion forced last minute changes to a scheduled program or event.
2. Certain school activities take place in the library (fire drills, classes, meetings), which can be unannounced, noisy, and disruptive.
3. Afternoon and evening school activities (music programs, athletic events, parent nights) can be heavily attended, which mostly impacts the parking for the library.
4. The impact of certain school events (scheduled and unscheduled) can interrupt and turn away (or prevent) patrons from using the library.
5. The library is used as a study hall – there are no assigned study halls for Juniors and Seniors, so there are times when the library is crowded, noisy and distracting.
6. The Circulation Desk is too far removed from the front door.
Several years ago, a vestibule and north entrance were constructed in order to provide direct access into the library for community members from the parking lot. A new circulation desk was envisioned as part of this new entrance, but was not realized due to staffing limitations, lack of appropriate space, and noise issues. While the new entrance eliminated the need to enter the school and walk its corridors to access the library, a major void now exists, as the circulation desk remained in its original location and is at the opposite end of the space from the entrance. This can be an inconvenience, especially for many seniors who must trek through the open space and take a rather circuitous route around the lower floor area to and from the desk. Furthermore, there is no place or greeter that "welcomes" the patron or visitor, no information desk upon

entry and no community bulletin board typical of many libraries. There have been attempts to provide volunteers at a desk near the entrance, but this has not proven to be very successful.

The new entrance also creates more steps for those who may need the ramp to access the carrels area.

7. The book drop, while convenient for patrons, places an extra burden on staff to reclaim the books and delays the replacement of the books on the shelves.

C. Other General Observations

1. It appears, based on 5 or 6 periods of observation that community use of the library during school hours tends to be predominantly for drop-offs and quick visits. The children's area, however, is in steady use and mothers with young children also spend a little more time perusing book collections in the main library. A few older men spent longer periods in the library, sitting at tables reading or researching or in the adult reading room, often at the computer. Extended visits by the public seem to occur predominantly after school hours.

It should be noted that our visits were typically brief and at different times on different days so that no particular patterns could be observed and any generalizations formed may not be a true reflection of regular library use. Our visits did not coincide with any library programs that are offered during the day. It is expected that such activities represent periods of increased public participation and use of the library.

2. Bus traffic, idling and student pickup can interfere with patrons' access to parking and ability to exit.
3. Parking for library use is also limited, and as mentioned elsewhere, sometimes completely unavailable given school functions and athletic events.
4. Noise generation and transmission is a serious issue. While there are some advantages to the type of open area that defines the library space, one of the drawbacks to such openness is the general and natural transmission of sound across the room.

Excessive or objectionable noise can be generated by normal conversation and general activity, the exuberance that sometimes emerges during a small group discussion, the entrance of a class or group of students who often enter the library without muting their voices, and the din of 100 students in the library at the same time.

Acoustical treatment suggestions are offered below, in Section E, Review of Existing Spaces.

D. Space & Amenities Deficiencies

1. A general lack of space for collections, archives and storage necessitates frequent weeding which, due to staffing limitations, has proven challenging. The absence of space deprives the community of a better diversity and can limit the availability of certain books because of an inability to carry multiple quantities or duplicates of those books.
2. The general lack of space limits the opportunity to display items and notices of interest such as a community board (info on events, etc), new books, used book sale, exhibits (local artists)
3. The general lack of space limits what can be offered and attendance for programs and events. Overcrowding or uncomfortable situations can result during certain events, performances, group meetings.

Refer to Attachment B – Space Needs Chart – to see a list of additional and new space deemed necessary along with desired amenities. The prioritization was completed by the Community Library’s Ad Hoc Space Planning Committee and is summarized below:

(1) Highest Priority Items – needs for which solutions must be found in the near term.

Collections: Fiction and Biography Children’s
Quiet Reading Room
Community Meeting Room
Circulation Desk – north entrance
Book Processing Area/Work Area – north entrance
Display Areas/Community Information Board
Acoustics (Sound Containment)

(2) High Priority – needs for which solutions would be helpful but are not critical in the near term

Collections: Non-fiction Parenting
Young Adult Juvenile non-fiction
Children’s Area
Young Adult Room
Tutoring Room
Media Viewing Room and Computer Instruction Room
Coat Rack
Equipment (and space) for Public Use
Pay Phone

(3) Lower Priority – status quo is considered acceptable

Collections: Paperbacks Reference Materials
Large Print Books
Storage
Staff office space/break room
Reference Desk
Drinking Fountain/Child’s Toilet

E. Review of Existing Spaces

The architectural components of the library spaces are in excellent condition. The area was recarpeted during August of 2002. Hardware and finishes are also in good condition. There are several improvements that can be made, including the following:

1. Consider painting the walls and trim to lighten the interior space and create a more colorful environment to produce a more welcoming and comfortable place.
2. Conduct a lighting study to determine opportunities for improved lighting effect and possible energy savings.
3. Code Compliance/Safety Issues

An inspection of the library revealed certain items not in compliance with current Americans with Disabilities Act. Action required to bring into compliance includes:

- Provide handicap hardware at entry doors
- Widen the northernmost entry to children's area
- Widen both ramps down to the carrels area for wheelchair access and add required railings; add railings missing at stairs
- Provide handicap accessible toilet

Upgrades, to address the above issues, would need to be included as part of a renovation or addition project. They are desirable and consistent with ADA code requirements and should be addressed as part of a Library Plan in an attempt to bring the Library into compliance with current code over time.

4. Consider new acoustical ceiling tiles to achieve a .9-1.0 NCR (noise reduction criteria), such as the 1" thick Orion ceiling panel manufactured by USG Interiors. Other possible acoustical treatment to reduce noise transmission include:
 - Ceiling-mounted baffles – most are fabric-wrapped with fiberglass cores
 - Wall-mounted panels – fabric-wrapped with fiberglass cores (limited opportunity given the current layout)
 - Free-standing acoustical area dividers
 - Entrance vestibule from hallway
 - Carpet the hallway outside the library entrance and modify the finishes to signify to students that they are entering a “quiet zone”.

IV. CONSIDERATIONS

Relative to space needs, we have looked at what can be accomplished and which immediate needs can be met by shifting collections, reallocating space, and adding shelving. We have also taken into account needs that have a high, but longer term priority.

Every suggestion related to creating space within the confines of the existing library area, whether for collections, rooms, or special areas, all impact other areas of the library by encroaching upon the existing space. Some short-term relief appears possible with the relocation of collections and the addition of shelving in strategic locations to create space to accommodate additional volumes. However, the domino effect from this relocation would be significant and may not be desirable. There would be a cost associated with new shelving and a major task relocating and rearranging books.

One possible relocation suggestion would result in the juvenile non-fiction and the parent collections to be located near the children's area, in place of reference materials and would also free up some shelving space for children's books, very near to, but not within, the children's area. Reference materials would be relocated to the southwest Reference/Book Stacks Area (where the juvenile non-fiction collection is and the non-fiction collection begins). Additional shelving would be needed in this area and the non-fiction collection would need to forfeit the first 20 linear feet of shelving to accommodate the reference materials. Four foot shelving units would likely be needed at each of three book stacks in the northwest non-fiction section.

High priority space needs (community meeting room, quiet reading room, circulation desk and book processing area at the north entrance) are all construction projects that will impose greatly on the other existing areas and are viewed as having too great a negative impact on the overall library space and functionality to be considered practical. However, the consensus is that a more thorough design study would produce options that could create a more contemporary and efficient use of the space that is available and that many of the higher priority needs could be accommodated by virtue of reconstruction within the existing space. It is possible that this reconfiguration of space would also be able to accommodate either lower priority or longer term, high priority items. However, it is clear that additional space is needed to accommodate all of the spaces and collections the library would like to have.

The following table lists advantages and disadvantages associated with three possible options for addressing the shortage of space, (1) renovating the existing space, (2) renovating the existing space and building an addition, and (3) constructing a new building in a new location.

OPTIONS TO ADDRESS LIBRARY SPACE NEEDS

(Note: the development of design options is beyond the scope of this study. However, the matrix below is offered to provide the Committee and the Board some idea as to the options that could be considered. Some conceptual layouts for the Renovation option are provided as Attachment C in this report, merely to present ideas and sponsor discussion).

	<u>RENOVATION</u>	<u>RENOVATION & ADDITION</u>	<u>NEW BUILDING</u> (For Community Library only)
Advantages	1. Can likely address many of the high priority, short-term space needs	1. Design might accommodate all or most space needs and plan for future.	1. Design can fit the program, address all space needs, and consider the future.
	2. Quickest solution to some of the short-term needs	2. Work can be sequenced to minimize disruption	2. Can design a flexible space that can adapt to and accommodate multiple/future needs
	3. Lowest cost solution to address short-term space needs. Lowest operating costs	3. May provide sufficient space for current needs and allow for expanded collections into the future	3. Overcomes other issues and the adverse impacts of being at the school.
	4. Optimizes use of existing space	4. May more effectively address noise issues and allow upgrades of building systems	4. Possible location in new city center – may eliminate parking problem
	5. May address needs related to ADA and noise	5. May enhance community entrance/parking	5. Separates school and public library
	6. Maintains community with high school – intergenerational, librarians working together, sharing of facilities, equipment, resources	6. Maintains community with high school	6. Disruption minimal
		7. Less competition for use of space	7. May create space in library for other school uses
			8. No longer restricted in facility use due to availability issues, coincidental school activity, lack of space to accommodate audiences
Disadvantages	1. Many needs may still be unmet.	1. Disruption	1. Reduces library resources that might be available to students
	2. Limits growth potential	2. Some needs might remain unmet	2. Most costly; highest operating costs
	3. Future addition may still be needed.	3. Limited options for future expansion might remain	3. Separates school and public library
	4. Solution requires compromise		4. Forfeits support (DNS/custodial services) currently provided
	5. Disruption		

NOTE: Based on current activities – and comments regarding current operations – an increase in staffing is necessary to provide the services, and the level of service, desired. Additional space will likely increase this need further.

Preliminary	
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Revisions:	By:

**SOUTH BURLINGTON
COMMUNITY LIBRARY
SPACE PLANNING STUDY
SOUTH BURLINGTON
VERMONT**

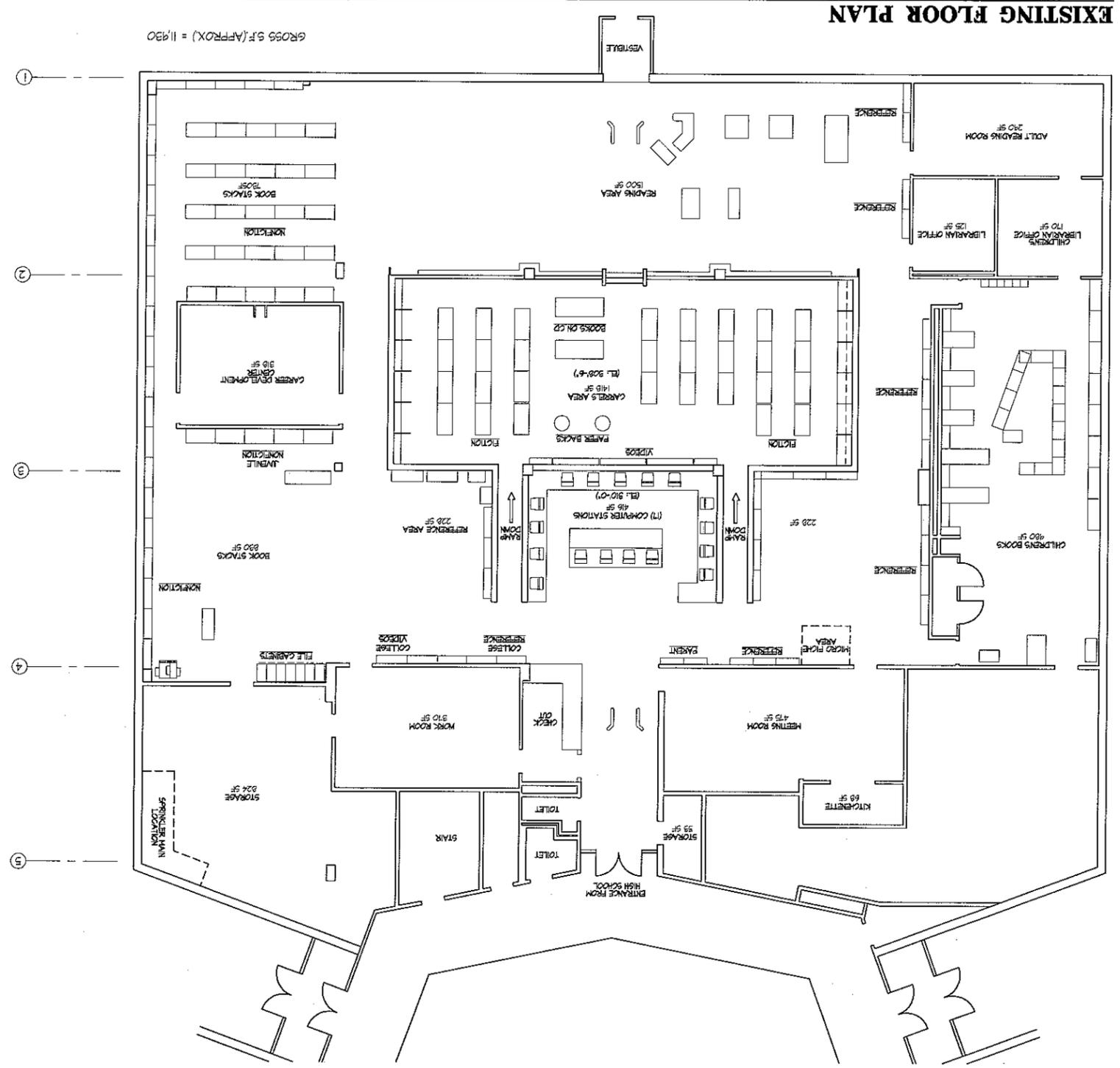
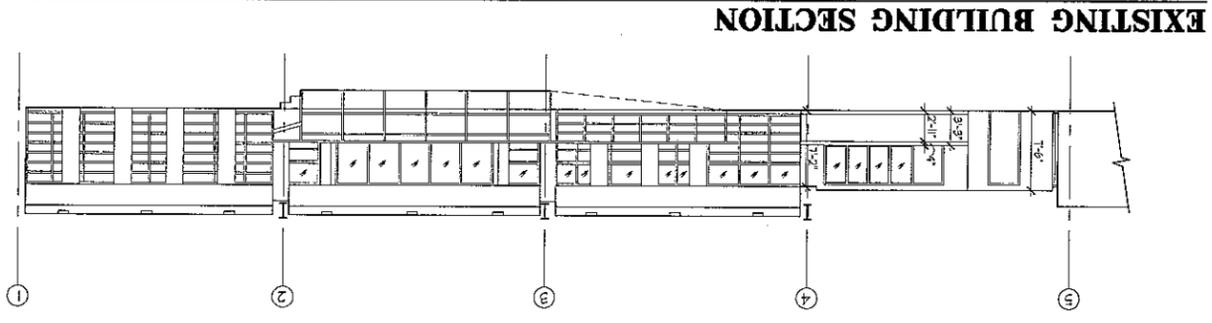
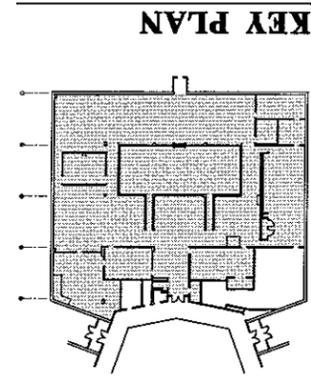
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SOUTH BURLINGTON COMMUNITY LIBRARY

ATTACHMENT A

Summary of Meetings with Librarians, Thursday, September 2, 2004

I. Louise Murphy – Community Library

Collection

Consists of:

- Biography
- Fiction and Non-Fiction
- Electronic Media – videos, audiobooks (cassette and CD), DVDs
- Paperbacks
- Reference Area
- Parenting Collection
- Young Adult and Juvenile Non-Fiction
- Children's
- Large print books

Notes:

1. Lack of space for all collections – necessitates continuous weeding, which is a collaborative effort with HS Librarian. There is no allocation formula to establish HS/Community books/shelving
2. No archival space
3. Total Collections ~ 41, 000
4. Would like separate area for Biography
5. Rapidly growing out of space for Videos and DVD's
6. Want to keep books-on-tape – huge demand
7. CD Collection growing (donations, including recent gift of 150 music CDs) – assessing best way to display/offer
8. Paperbacks - very popular (optional return policy), particularly mysteries and romance; over 200/month
9. No Reference Desk – No Reference Librarian – A city library should have one

Storage

Needed for:

- Supplies
- Archives (non-existent)
- Secure storage of Electronic Media
- Periodicals
- Book Discussion Sets
- Duplicates
- Used Book Sale

Notes:

1. There is a growing expectation within the community for archived material. Currently there is no archival storage space.
2. Periodicals are being weeded more frequently because of a lack of storage
3. Boxes are stored under desks
4. Book Discussion sets – popular HS literature, juvenile and Classical Literature
5. A room for storage of used books is needed; a large area is needed to sort them. The giveaway area could be expanded
6. There is no lost and found area
7. The need for storage space is considered a high priority

Work Areas

1. More space needed for the book processing area
2. The Circulation/Service Desk is too far removed from the front door
3. There is no staff break room or other usable space for staff
4. Staff office space is too small
5. Space needed for secure electronic media storage area
6. Additional private office space is needed. There is no privacy or “quiet” space for “reflective” work
7. The Reference Area currently takes up space near the children’s area. A better arrangement would place the parent collection and the young adult/juvenile non-fiction collection, currently across the room, closer to the children’s area.

Additional Areas to be considered

(When considering space needs, multi-purpose use may be adequate)

- Performance Space
 - The library hosts many popular programs, performances and weekend functions that, because of space and building constraints, is severely limiting.
 - The security gates prevent the use of a piano in the area.
 - Without a raised platform, the audience's visibility is poor, especially with a larger crowd.
 - Set up and breakdown of the currently used main library is time-consuming and involves heavy lifting
- Lecture Room
- Library Classroom Space (Teachers Classroom space, separate)
- Children's Craft Area – "Dirty" space not large enough
- Young Adult Room – There is no young adult section currently as this collection is intermixed with adult. Current arrangement is preferred by High School in consideration of those students who have need for such books. A young adult room would better serve the 12-16 year olds for after school use.
- Community Meeting Rooms
- Private/Quiet study rooms/Tutoring Rooms

After-school tutoring is going on, but there is no smaller study room for this activity to accommodate 2-8 students.
- Computer Instruction Room
- Refreshment/Coffee in area not accessible to students
- Media Viewing Room
- Small Work Room areas
- Equipment space (printer, scanner, public fax machine, ADA adaptive equipment)

The library currently has a scanner, but service to the community is limited, there is no ADA adaptive equipment and there is no space for it.
- Used Book Sales – miscellaneous items for sale (book bags, t-shirt, etc.)

Exterior

1. Lacking ADA accessible doors
2. More parking needed;
(School functions –particularly sporting events and evening events such as open house, chorus/music programs – take parking away)
3. A patio with picnic table/benches
4. Gardens/attractive landscaping
5. Colorful banners to help people locate library

Facility Enhancements

- Reading areas without computers – the adult reading room is tiny, crowded and too isolated – is not used enough
- Exhibit Space (non-existent) – display areas limited – nice to show off the collection, local artists
- Child size bathroom
- Lighting improvements to soften the light affect
- Additional ports for computers
- Drinking Fountain (staff pays for water bubbler)
- Pay phone and/or booth for cell phone use – students especially are always asking to use the phone
- Larger vestibule to reduce cold air infiltration and to provide a larger walk-off mat and better opportunity to wipe feet prior to entry
- Community Information Board – no space to have one (best near the door), yet this is considered to be one of the true functions of a library
- Acoustics:
 - Hallway sounds enter library whenever the door opens
 - Students don't modulate their voices upon entering the library
 - The PA system is not adequate to overcome the din of 100 students
 - Transmission of sound through the openness of the library is excessive.

II. Claire Buckley – High School Librarian

Notes:

1. More databases for students and staff would be helpful
2. Circulation desk is the “meet & greet” station in the library which is especially important in order to get to know the students – “cooperation comes from acquaintance
3. The students are especially drawn to the soft seating
4. Grateful for the Freeman Foundation - grant enabled purchase of hanging signs – so far unable to get them installed
5. School’s District Networking Services (DNS) backs up technology needs
6. Community Library also benefits from school’s custodial services (although Marje, the Children’s Librarian, reports that she has to do her own vacuuming), snow plowing, etc.
7. The space has no Acoustical treatment. Improvements should be investigated.
8. No display places – graphics novels are popular and would be great to display.
9. Wall/trim colors could be “warmer and calmer”. Minor aesthetic improvements could make the library more “welcoming”
10. Look at the lighting – there are some dark areas and old ballasts
11. Kiosk for community and library announcements
12. Storage is adequate, but library needs to be better organized – staffing limitations prevent desired level of organization
13. More shelving in the lower floor area would accommodate books-on-tape, fiction, CDs, but will compromise the openness and visibility
14. Juvenile and Parent Collections would be better nearer to Children’s area.
15. A computer lab in the library would provide a place where all students can be and would be convenient for teachers
16. Middle School has a laptop program
17. “Sign-out” wand at circulation desk. Recessed area for children and ADA accessibility is not adequate
18. More older patrons have been noticed since the Pines was built

Chairs – 80 general, 12 @ computers, 6 in carrels area, 4 soft seats, 6 in pit, window benches

III. Marje VonOhlsen – Children’s Librarian

Notes:

1. The library dedicates a book to each baby born in the community during the year. This practice began in 1990 and has resulted in an average of 200 – 300 new books per year added to the collection. Very popular, but it obviously has a major impact on space.
2. The juvenile fiction area is too crowded.
3. Many popular programs, most of which are hard to accommodate due to a lack of space.
 - a. Popular Story Hour usually draws 18-25 children and parents; summer programs also crowded, can’t fit the kids, they are often sitting on the rug and can’t see. It’s hard for the kids to see the instructor when doing art projects (15-20 kids typically). The children’s area could use a program room.
 - b. There is no room for the Knitting Group, about 15 people, mostly new folks to the group.
 - c. Two adult discussion groups (usually 12-15) use the adult reading room, which overtakes the use of the two computers.
 - d. Father Story Time and Family Story Time (new this year for Grades 4-8)
 - e. Halloween Program (typically uses the Community Room)
 - f. May Baby Brunch – usually takes over the library
 - g. Music Programs – doing on Sundays in order to have the library.
 - h. Brown Bag Lunches – at noon time for older folks (school has offered space, but Marje is opposed to the idea, wanting to keep it as a “library” activity.
 - i. A parent group meets on Fridays (10-12) with babies. It is often too crowded for others to come in to use the children’s library.
4. No staff room for breaks/lunch.
5. Storage is a problem.
6. Not enough tables and chairs.
7. Running out of space for videos
8. Display area is limited – no place to showcase dedication books for babies
9. No water fountain, no bathroom for little people.
10. Two good closets - one has a sink.
11. The parent section is outside the children’s area and the juvenile non-fiction is across the library. Would be nice to have closer to the area.
12. No coat racks
13. Outreach programs are working extremely well. (Home Day Care, Family Center at FAHC, Chamberlin Early Ed Center).

IV. General Notes:

Community Library open 60 hours/week (M-W-Th 9-9, Tu-Fr 9-5, Sat 10-4).
The library is open from 7 AM to 9 AM for the High School's use only.

Approximately 1100 Students (equates to 110 seats – 10% of student population).

The high school is seeing a need for more computer space.

Adults use library for different purposes than the students –
Circulation/Reference/Children's/Computers/Quiet study and reading/Programs
vs. study hall, computer, class – Computer use 40% by the community, 60% by
high school

The Library “works” for the school much more so than it does for the community.

The impact on community users by high school students / high school activities:

- Difficult to coordinate school use/community programs & use; occasionally, school events, which take priority, interrupt and overtake the library – blood bank, fire drills, bus drop-off/pick-up.
- The older population tends to utilize the library more when school is not in session.
- Juniors and Seniors are not assigned to specific study halls; many students find their way to the library.
- There are also classes often scheduled in the library.
- Older users may feel intimidated and uncomfortable by youth language, dress, behavior and loudness.

The impact on high school students / high school by community:

- Being asked to quiet down

SOUTH BURLINGTON LIBRARY

ATTACHMENT B

SPACE NEEDS ASSESSMENT

The following list identifies space deficiencies as described by the Library Committee and Librarians. Needs are based on the existing facility, its current use and the vision for its continued use as an effective community library. The table that follows lists (a) areas considered to be in need of additional space, (b) new areas considered to be needed at the library, and (c) amenities that are considered to be important library features for which additional space would be needed.

Given the long list of items and the recognition that not all of these can be accommodated in a facilities project at this time, the Committee was asked to prioritize each listed item. This prioritization provides a basis for establishing space requirements and an assessment as to how space may be reallocated or rearranged to accommodate the needs and to what extent additional space might be needed. Multi Purpose use of space is considered in the assessment.

This exercise is to help prioritize space needs only. Budget considerations will have to address other needed or high priority facility enhancements or upgrades listed elsewhere.

- (a) The following spaces are considered to be inadequate:
 - i. All Collections:
 - Biography – separate area desired
 - Fiction and Non-fiction
 - Electronic Media – videos, audiobooks (cassette and CD), DVD
 - Paperbacks
 - Reference Area
 - Parenting
 - Young Adult and Juvenile Non-fiction
 - Children’s
 - Large Print Books
 - ii. Storage:
 - Supplies
 - Secure Storage for Electronic Media
 - Periodicals
 - Book Discussion Sets
 - Duplicates
 - Used Books
 - iii. Book Processing Area
 - iv. Staff Office Space

- v. Children’s area for Story Hour, Summer Programs, Family Story Time, Parent’s Group (Fri 10-12)
 - vi. Adult Reading Room for Adult Discussion Groups, Brown Bag Lunches, Knitting Group
 - vii. Community Meeting Room
 - viii. Vestibule
- (b) The following spaces do not currently exist but are deemed desirable:
- i. Reference Desk
 - ii. Archive Storage
 - iii. Staff Break/Lunch Room
 - iv. Young Adult Room
 - v. Classroom Space
 - vi. Private Office/Quiet Space – Tutoring Room (for 2-8)
 - vii. Refreshment/Coffee (not for students)
 - viii. Media Viewing Room
 - ix. Computer Instruction Room
- (c) The following amenities are considered to be inadequate or do not currently exist but are deemed desirable:
- i. Display Areas
 - ii. Cubbies in children’s area
 - iii. Water Fountain
 - iv. Pay Phone and/or booth
 - v. Child’s Toilet
 - vi. Coat Racks
 - vii. Community Information Board

Additional Space would be helpful for:

- Baby Brunch held in May
- Used Book Sale
- Sales Area
- Additional Computers
- Performances, Presentations, Lectures, Workshops
- Child’s Craft (“Dirty”) area
- Equipment for Public Use – printer, scanner, fax, ADA adaptive equipment

It should be noted that the High School Librarian suggested mostly cosmetic and functional improvements needed and did not identify many spatial needs.

The following space needs are prioritized, in order of importance, with (1) as the highest priority, (3) as the lowest. “NO” indicates the item is not considered a high priority.

Additional Space Deemed Needed

	High Priority		Current Collection	Linear Feet of Shelving	Percent % Full
	Near-Term (0-3 yr)	Long-Term			
Collections: ¹					
Biography	1		Unk.		
Fiction ² (with Young Adult)	1		4,424 est	810	95%
Non-fiction	2		16,536 est	1,378	91%
Electronic Media	1				
Paperbacks	3		650	-	100%
Reference Area	3		Unk.	325	88%
Parenting ³	2		470	30	95%
Young Adult ⁴ (with Fiction)	2		3,436	810	95%
Juvenile Non-fiction ⁵	2		2,214	119	95%
Children’s	1		5,247	Unk.	
Large Print Books	3		242		
			Area (SF)		
Storage:			Ttl = 824 *		
Supplies		2	* Less area req. for access to sprinkler main		
Secure Storage for Electronic Media		2			
Periodicals ⁶		No			
Book Discussion Sets		2			
Duplicates		No			
Used Books ⁷		3			
Book Processing Area (existing)		2	370		
Staff Office Space	3		295		
Children’s area (collections & craft space)	2		980		
Community Meeting Room ⁸	1		475		
Vestibule		2	50 ±		
Performance/Presentation Area ⁹	2		1,500		

¹ Any change in collections has a domino effect on other sections, assuming no incremental increase in space. Annually about 200 items are removed from the collection and 3000 items added.

² N/A

³ It may be desirable to co-locate these resources with or nearby to the Children’s Room.

⁴ See note #3

⁵ See note #3

⁶ Reduction in onsite periodicals is occurring due to growth in online resources, especially for back issues.

⁷ Used books are stored for the Friends of the Library book sale. This space can be recovered if needed by working –out a new agreement with the Friends of the Library.

⁸ Current room designated for School District priority during the day and library priority in the evening. This arrangement is inadequate to meet library programming requirements. An additional space is desirable with larger capacity for hobby groups, lectures, and other events.

⁹ This space needs to be flexible for other uses and not a separate single purpose space.

New Space Deemed Needed

	High Priority		Area (SF) Needed
	Near-Term (0-3 yrs)	Long-Term	
Reference Desk ¹⁰		3	
Archive Storage		2	
Staff Break/Lunch Room	3		
Young Adult Room ¹¹		2	
Classroom Space		No	
Staff Private Office/ ¹²	3		
Quiet Reading Room	1		
Tutoring Room (for 2-8) ¹³	2		
Refreshment/Coffee (not for students)		No	
Media Viewing Room ¹⁴	2		
Computer Instruction Room ¹⁵	2		
Equipment for Public Use (<i>scanner, copier, microfilm</i>)		1	
Circulation Desk – North Entrance ¹⁶	1		
Book Processing Area/ Work Area – North Entrance	1		

Amenities

Display Areas ¹⁷	1		
Cubbies in children's area	3		
Water Fountain		3	
Pay Phone and/or booth	2		
Child's Toilet		3	
Coat Racks ¹⁸		1	
Community Information Board ¹⁹	1		
Sound Containment	1		

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¹⁰ Timing of need is dependent on hiring staff in the future.

¹¹ If enclosed room, then timing is dependent on hiring staff in the future to provide regular supervision of this area.

¹² This space is needed for working with patrons and students. Reference and other services could be provided in this room away from the main library where conversation would not interfere with other patrons use of the library.

¹³ This takes the place of a classroom. Students could receive instruction, as could patrons from library staff or others. Separate from computer lab to avoid conflicts in scheduling.

¹⁴ Place for video, audio and other electronic media to be viewed. Due to lighting differences, may not be suitable for combination with

¹⁵ Should be part of overall computer lab space, not necessarily a separate room apart from other computers.

¹⁶ Strongest desire to see this planned. Must be linked with corresponding workspace so that staff can be busy when not working directly with patrons.

¹⁷ Combine with Community Information Board.

¹⁸ Coat racks should be accessible and in sight to reduce chance of theft and loss.

¹⁹ See note #17.

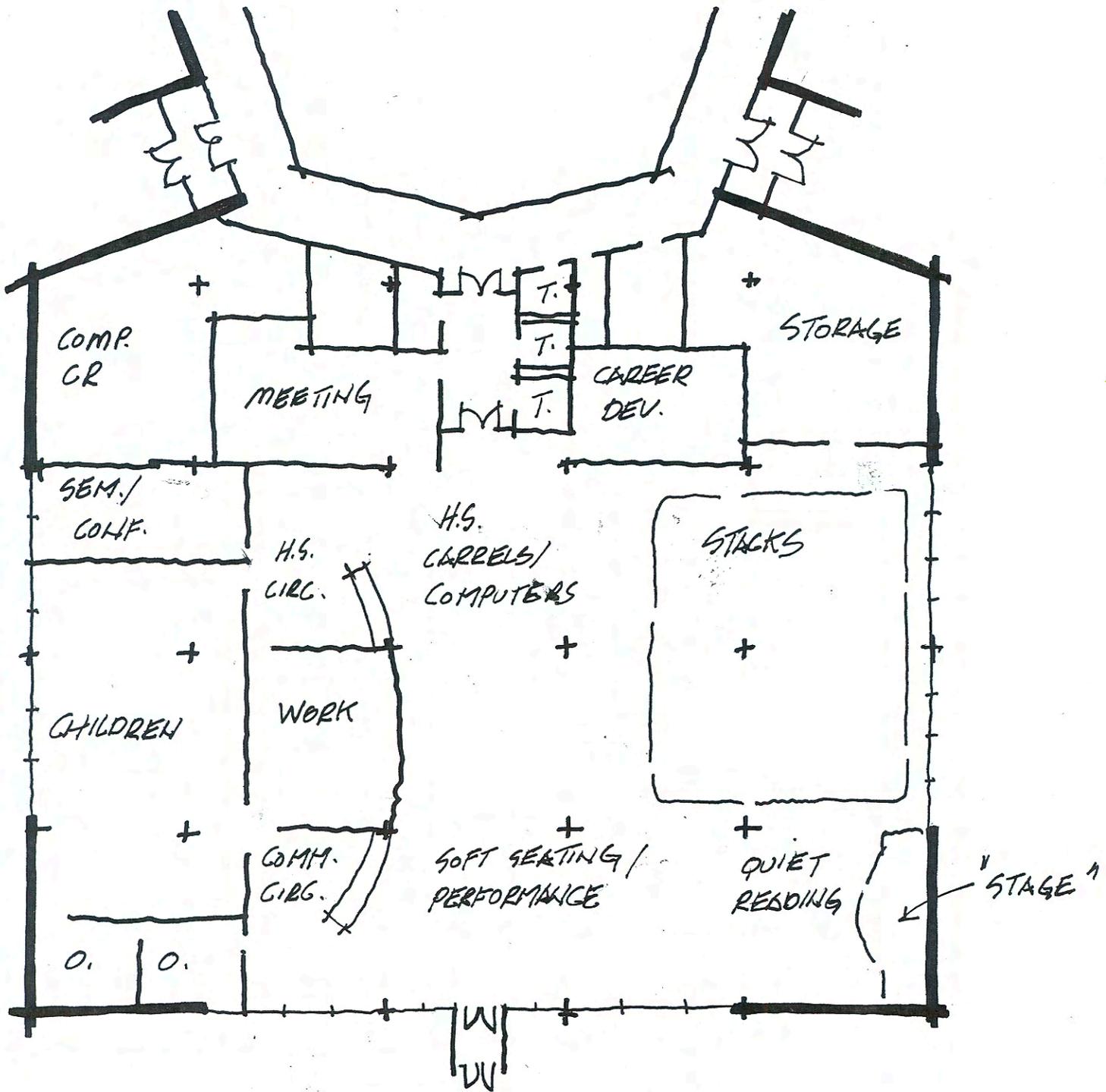
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ATTACHMENT C

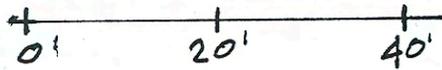
CONCEPTUAL RECONFIGURATION OPTIONS

Our optimism related to the opportunities to create space through a reconfiguration is based on low efficiency, negative spatial utilization, and constraints related to adjacencies inherent with the lower floor area. By eliminating it, floor area can be recovered, circulation can be improved and opportunities to sectionalize the library for a more effective, dual use are improved. Though not included in the scope of work for this study, design ideas have been generated and are captured on the following sketches labeled “ALTERNATE LAYOUT” (A-D). They are provided solely to demonstrate that it might be possible to achieve a satisfactory longer-term solution by means of renovation, rather than an addition or new building.

Visibility is an important consideration with any redesign and is maintained in the four options shown on the sketches. However, it should be noted that creating a single floor level would detract from the feeling of openness by diminishing the floor to ceiling height in the center of the space. New configurations of workspace, seating and stacks may minimize this impact.

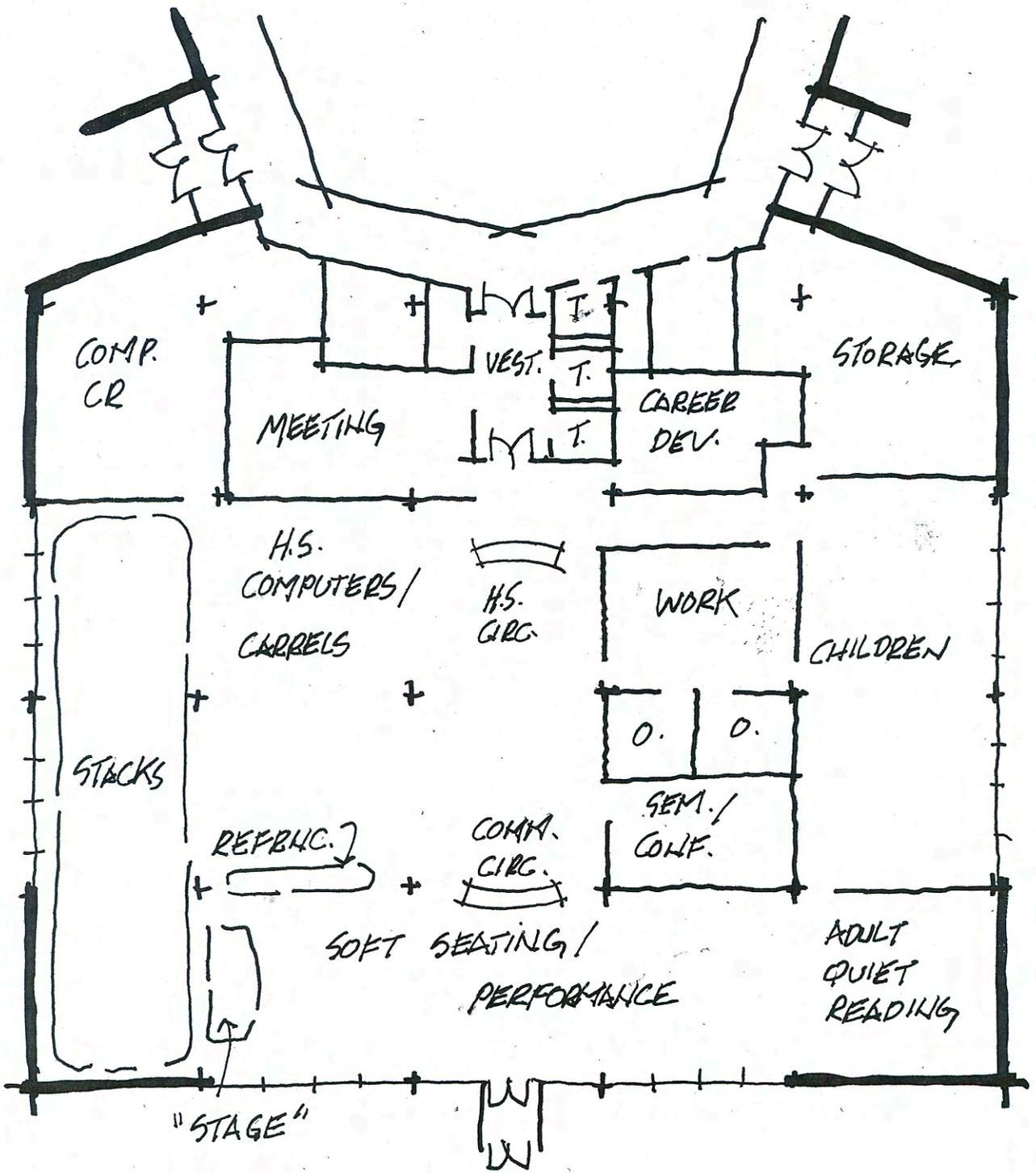


ALTERNATIVE LAYOUT - "A"
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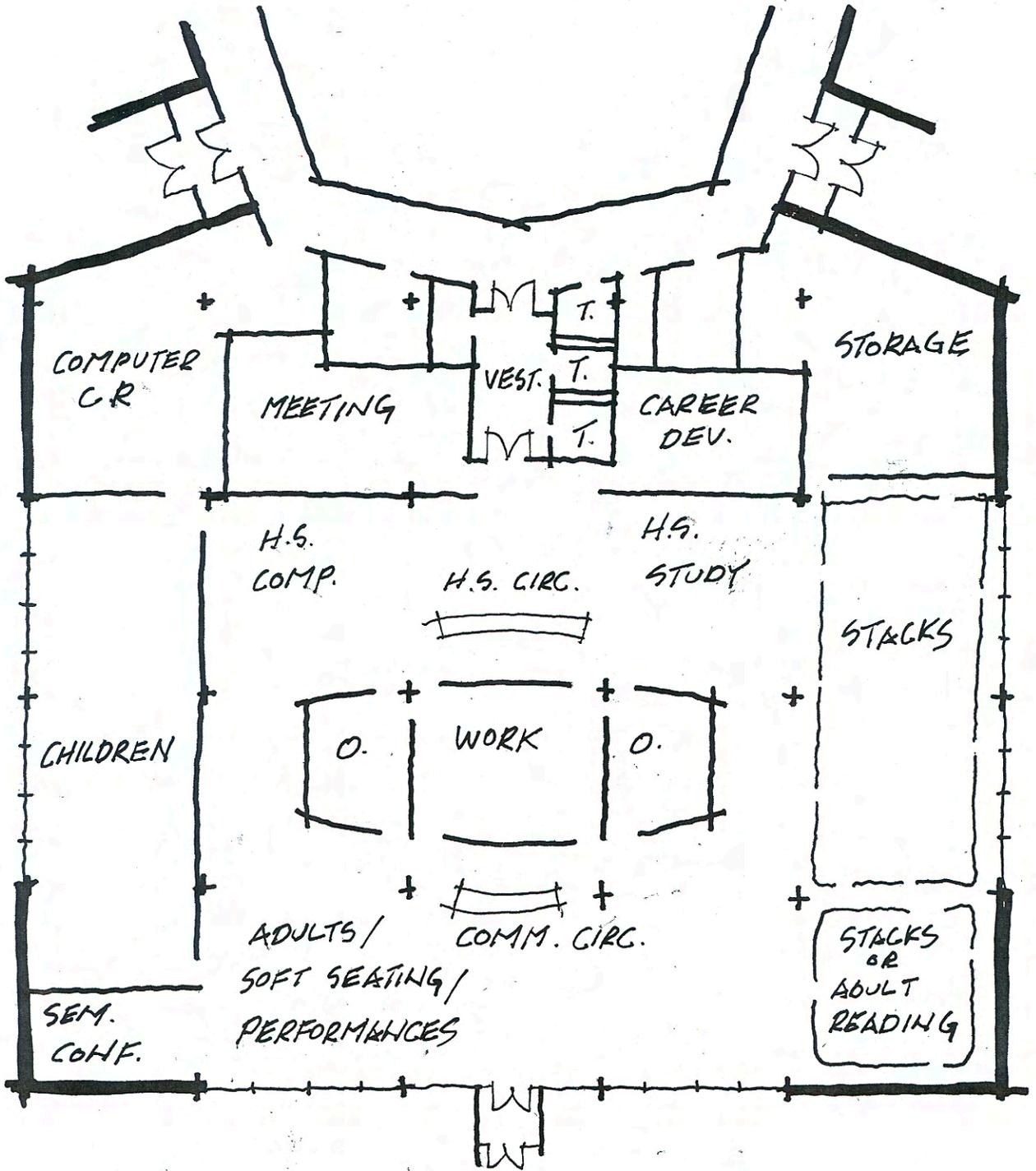




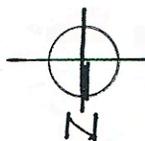
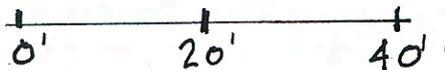
ALTERNATIVE LAYOUT - "B"
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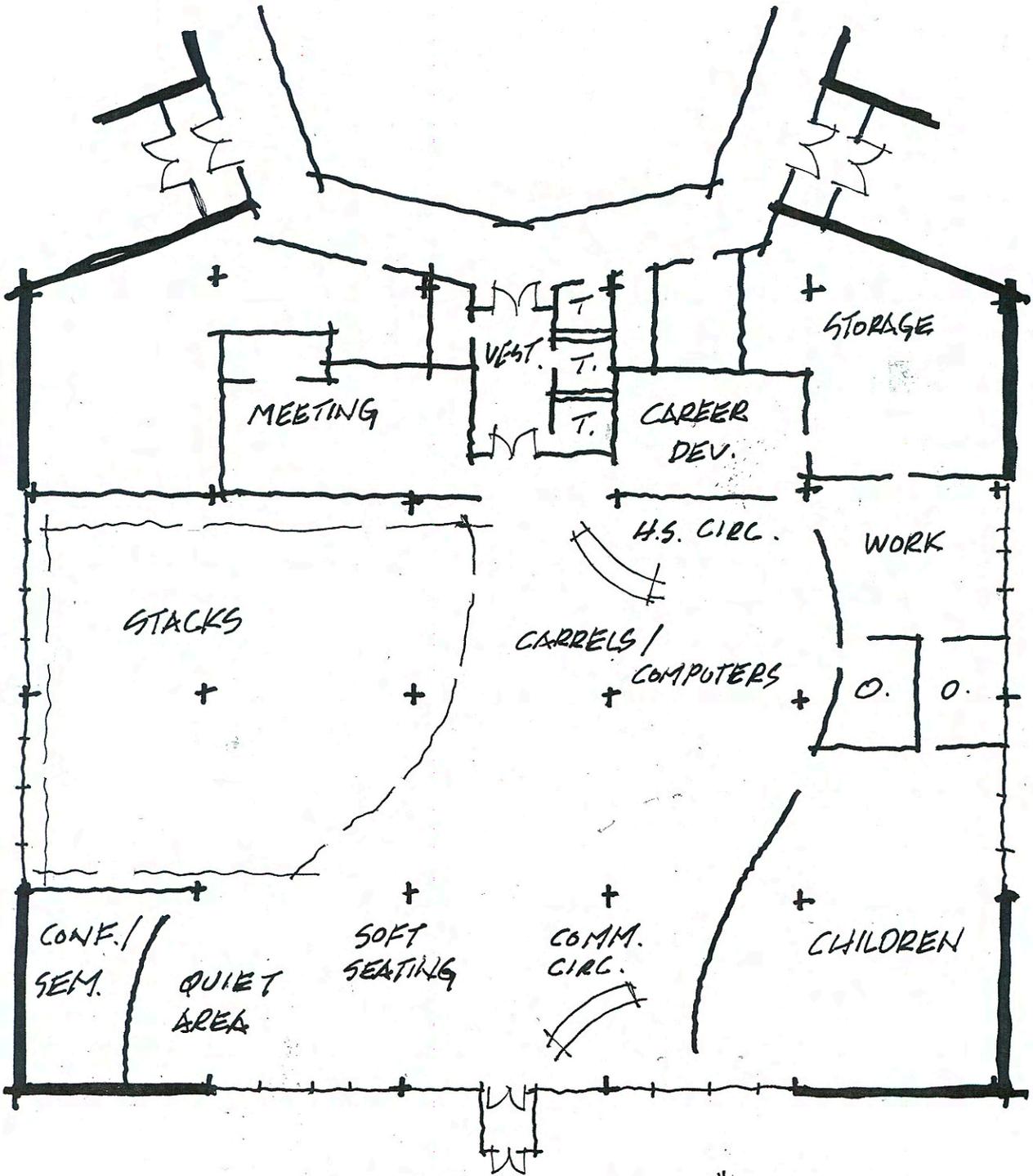
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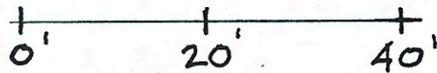
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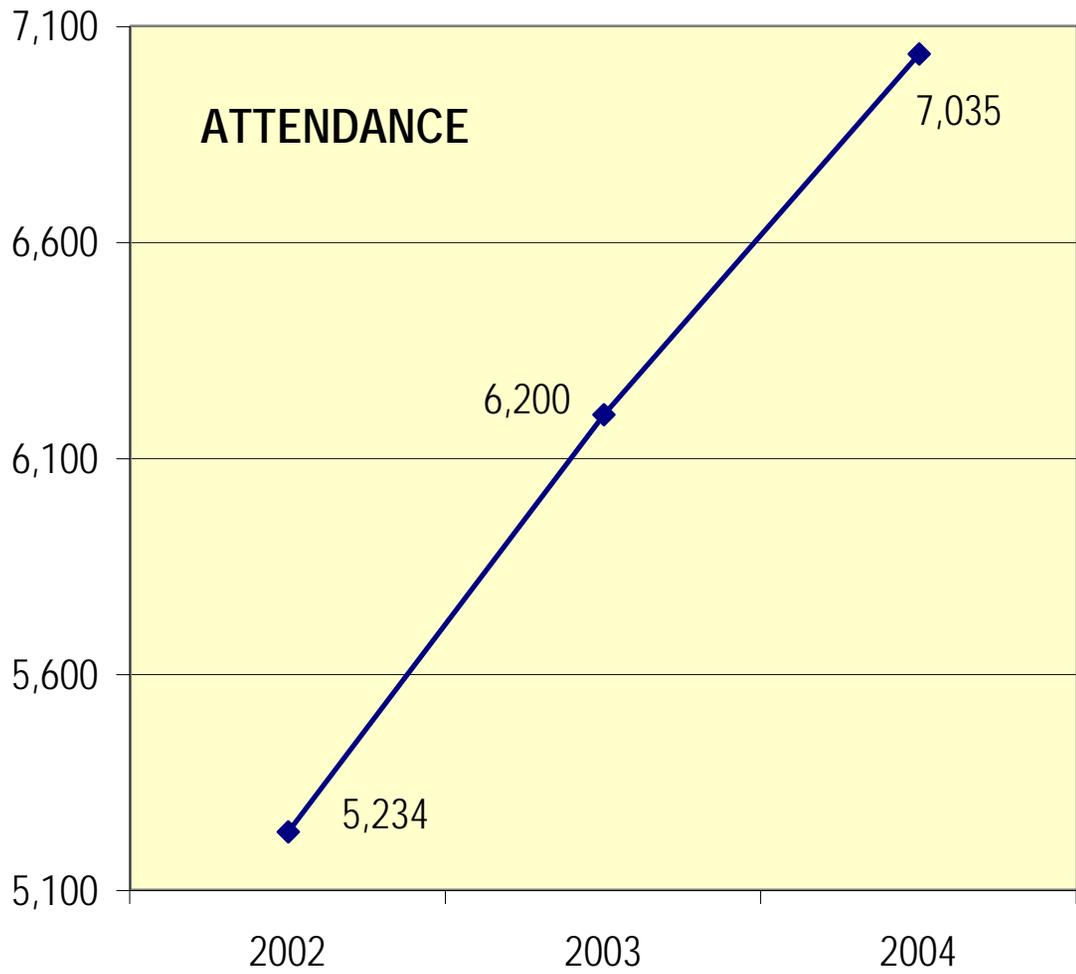
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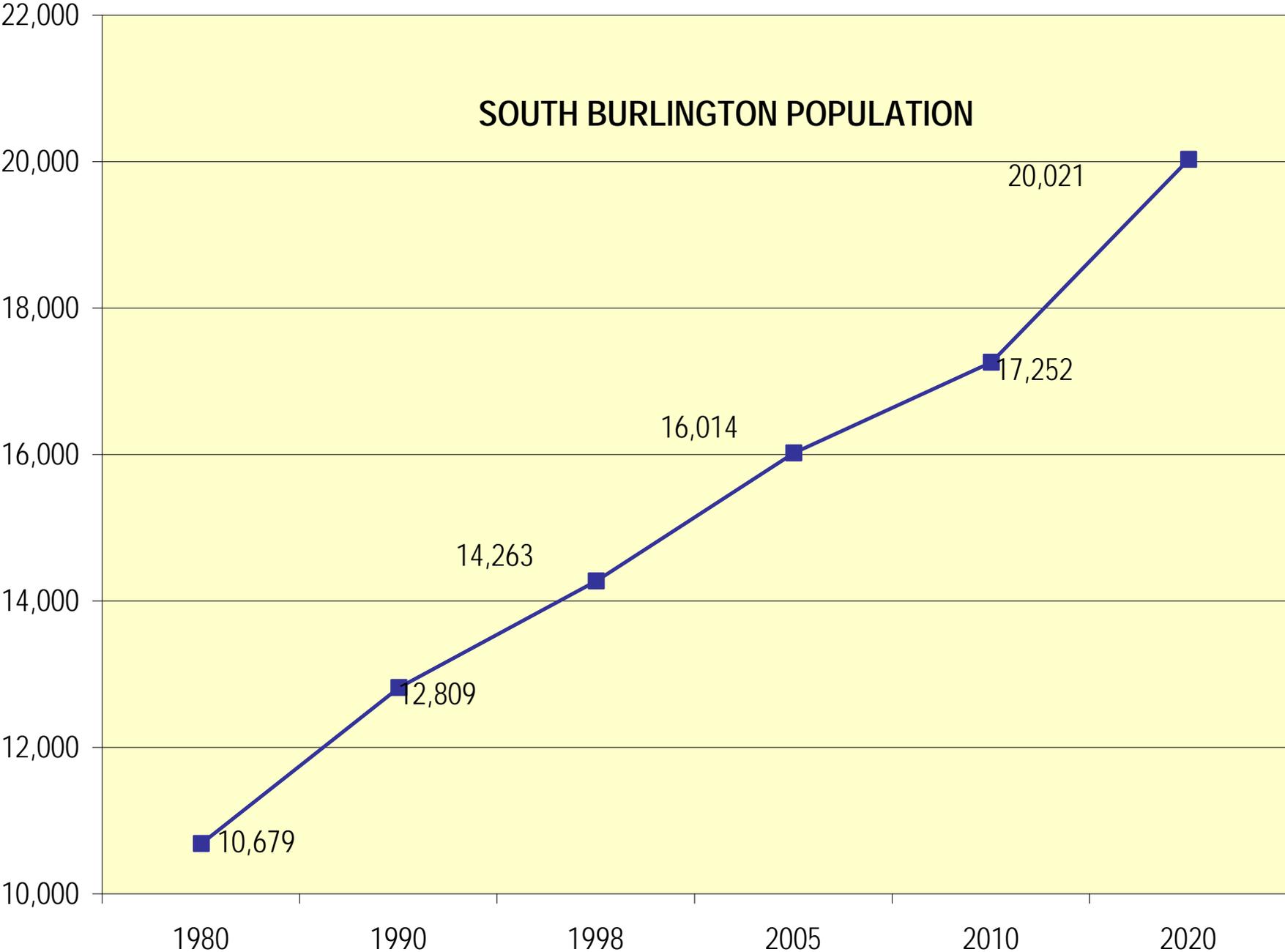
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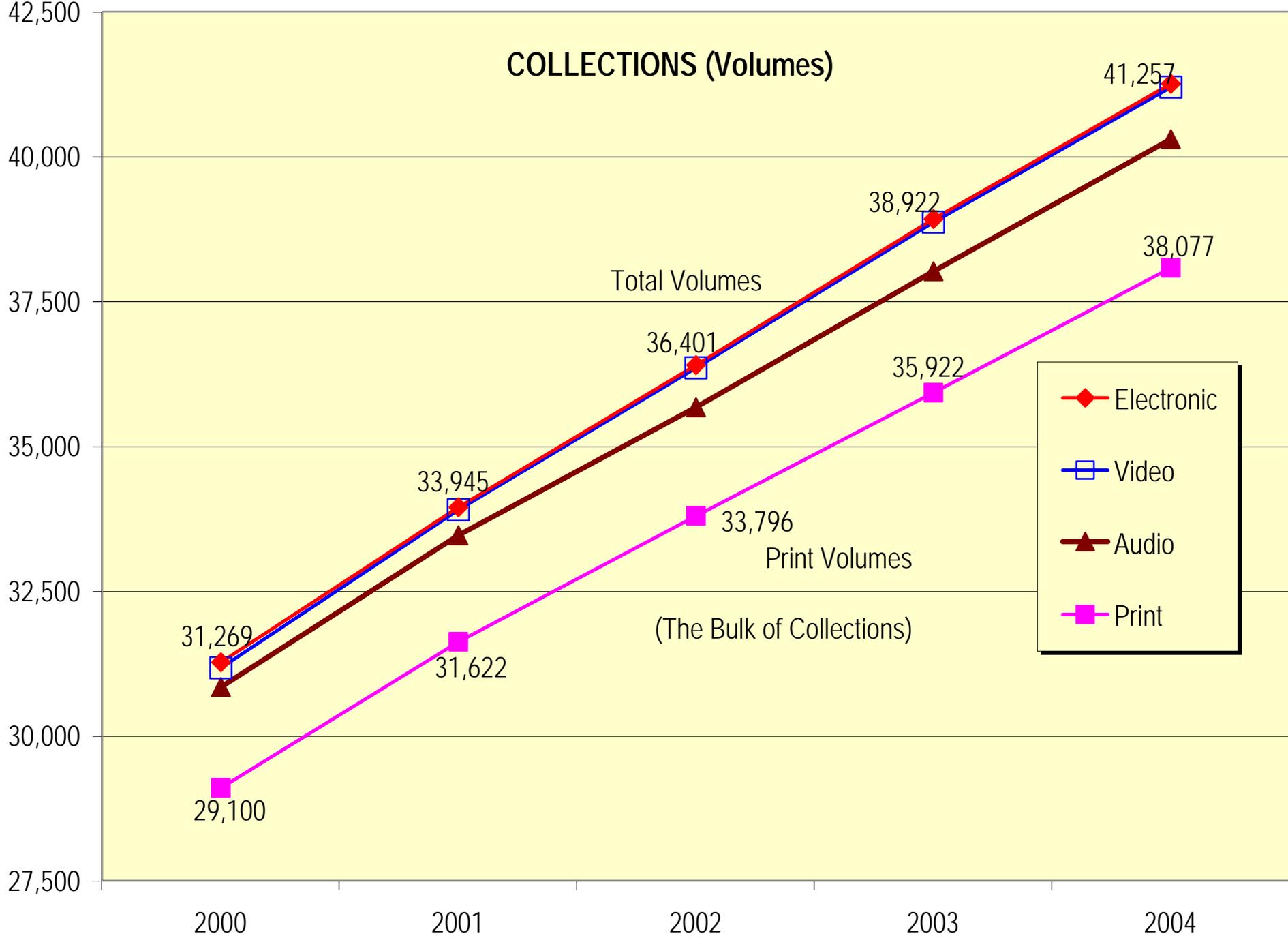
SOUTH BURLINGTON POPULATION



SUMMARY							
	COLLECTION	LIBRARY VISITS ^b	ANN. CIRCULATION	COMPUTER USE	QTY. OF PROGRAMS ^e		ATTENDANCE ^f
2004	41,257 ^a	6,578 ^c	95,857	2,982 ^d	265	343	7,035
2003	38,922	4,592	88,411	2,405	223	263	6,200
2002	36,401	4,259	80,436	2,300	173	214	5,234
2001	33,945						
2000	31,269						
FY1975 >	13,000		8,763				
FY1972			1,657				

COLLECTION							
	Print	Audio	Video	Electronic	Subscriptions	Database	TOTALS
2004	38,077	2,222	898	60			41,257
2003	35,922	2,096	847	57	95	2	38,922
2002	33,796	1,878	677	50	95	1	36,401
2001	31,622	1,841	438	44	95	1	33,945
2000	29,100	1,741	333	95	123	1	31,269

COLLECTIONS (Volumes)



AVERAGE MONTHLY VISITS

