

2010 Needs Assessment Perth and District Union Public Library

The Perth and District Union Public Library Board

July 2005

Revised April 2010

**Needs Assessment
Perth and District Union Public Library
Perth, Ontario**

Table of Contents

Executive Summary	page 3
The Needs Assessment Process	page 4
Library Service Profile	page 6
Comparative Data	page 7
Design Population	page 7
Evaluation of Existing Facilities	page 8
Space Needs Assessment	page 12
Current and Future Needs	page 13
Space Needs Summary	page 16
Recent Activity	page 17
Future Action	page 17
Appendix 1	
Appendix 2	

Executive Summary

This document is an assessment of Library needs to serve the community into the future. The main premise is that this community's Public Library is one of the best indicators of the community's willingness to invest in the quality of life of its people and in maintaining the traditions and values it hopes to pass on to its future generations.

The document begins with a review of the assessment process and a brief summary of the present situation and future goals. Next is a description of the Library's service program, and comparative data. Following that is an evaluation of the existing Library building and an assessment of Library space needs up to year end 2031.

The Needs Assessment Process

Guidelines

In 1997 the Ontario Public Libraries Strategic Directions Council, of the Ontario Library Service, Ministry of Culture, published a set of guidelines as a developmental tool for small and medium sized Ontario libraries. These guidelines are intended to assist boards and staff in evaluating local library service and in working towards provincial strategic goals.

In 1999 a monitoring and accreditation council was established to recognize the achievement of those public libraries which meet the guideline requirements. While it is not presently the case, the Board is concerned that, at a future time, some form of accreditation may be added to *Regulation 976, Grants for Public Libraries*, whereby recipients of the provincial grant must satisfy a specified standard of service. Such a possibility is a serious consideration for the Perth and District Union Public Library because, under the present union agreement among the three supporting municipalities, the provincial grant is essentially a fourth partner to the union, contributing almost 20 percent to the total operating budget.

In early 2001 the Board passed a resolution stating that it would proceed with a self assessment against these guidelines to see how the Library measured up to provincial standards. The report was prepared and in 2005, the Board decided to update the document. A 15 year plan was prepared with the objective of projecting through to the year 2020. Subsequently in March 2006, the plan was updated to reflect a forecast to the year 2025. Again in April 2010 a further update was prepared forecasting to 2031.

After working through this process, the Policy Committee of the Board confirmed that the Library fell significantly short of provincial standards in several areas, such as:

- Access for persons with mobility limitations within the library is limited by building design and crowding
- Services and collections lack adequate floor space, constraining operation of children's activity and access to collection shelving in many areas
- Public computing resources are limited by space and infrastructure.
- Book shelves are over filled and this limits the expansion of the collection to recommended standards
- Seating is limited in quantity and variety, discouraging patrons from using the Library for research, study and casual reading
- Public service desks and workspaces are very crowded, impacting on effectiveness and efficiency of service and increasing working stress on staff.

An estimate of library service space requirements has been developed based on the library's service population, projection of collection growth, evaluation of seating requirements, technology requirements, provision of efficient workspaces, re-evaluation of program space needs, and consultation with the Library's Board members and staff. Together these functional requirements indicate that a facility of about 28,500 square feet is needed to meet the community's needs through the next 20 years. As the current building consists of 10,858 square feet this would mean a requirement for an additional 17,642 square feet.

Goals for the Future

The facility that Perth, Drummond/North Elmsley and Tay Valley requires to deliver adequate library service in accordance with Ontario Public Guidelines should:

- Meet all the legal requirements for public access to the library's collections and services
- Provide sufficient space and shelving for the specific collection size
- Provide display space to permit the controlled growth of materials for the public
- Provide adequate space of public seating so patrons have a place to study, pursue research, complete homework assignments, and read for pleasure in pleasant surroundings
- Create an environment with adequate lighting and space so that patrons are comfortable spending time at the library
- Provide space and offer an appropriate number of public computer workstations to meet the growing public demand
- Provide meeting and program spaces that offer the facilities and flexibility needed both by the library and the community
- Provide adequate staff workspace so that work can be accomplished in an efficient and effective manner
- Keep abreast of new technology as it relates to provision of library services

A further goal will be to provide expanded hours.

Library Service Profile

Library Service Program

The Perth and District Union Public Library is located at 30 Herriott Street in Perth. The present building opened as The Perth Public Library in December, 1981 to service a population in Perth and area of 12,500. It replaced the earlier Carnegie Library on Gore Street, which in 1980 had suffered extensive fire damage to the building and the book collection.

In 1983, Perth entered a union agreement with its adjacent municipalities for the support and operation of the Library. In the 29 years since its opening, the population receiving library services has grown significantly. Based on 2006 Statistics Canada Census data, the Library serves a population of 18,659 coming from the Town of Perth, and the Townships of Tay Valley and Drummond/North Elmsley.

The Library has 10,858 sq. ft. gross floor area on two floors. Approximately 3,000 of this is taken up by stairwells and mechanical services, leaving 7,850 sq. ft. for assignable library use. The Library is governed by a Board of six citizen trustees and three council members. The proposed budget for Fiscal Year 2010 is \$487,184. This sum covers current operating, capital and maintenance costs only and is not an expansion budget.

The Policy Committee is currently studying possible options to acquire more space.

The Library is currently open for service 46 hours over seven days each week. Library staff is 5.9 full time equivalents which creates considerable challenges. In addition to staff, volunteers assist with the work of the library by carrying out approved tasks of book repair and home delivery of library materials. Guidelines recommend that libraries should have one staff person per 2,000 population. At that rate, the Perth and District Union Public Library should currently employ nine full time equivalents.

Digital services offered include five public internet work stations, public wireless access, three on-line catalog work stations, two work stations dedicated to reference and one children's literacy computer station. In 2009 public Internet use was 11,746 sessions. The Internet work stations were fully funded by Industry Canada grants in support of the Community Access Program. The Library offers both information and educational material and accepts donations for loan in DVD format.

The Board appreciates the financial contributions made annually by groups and individuals in the community. These donations supplement the municipal budget and provide for some periodical subscriptions, some book purchases and the funding of our children's summer literacy program.

Currently, the Library's collections include 43,365 books, 6,422 electronic resources, remote access to the Library's collection data base and thousands of on-line reference sources available to library patrons from home, 89 periodical subscriptions and 8 newspaper titles. Through 2009 3,250 reference transactions were completed and 6,667 children attended this popular department's special programs. Remote access to our online databases increased by 89% over the previous year. In 2009 over 3,000 inter-library loan transactions were completed.

In 2009, there were 6,125 cardholders. This is an impressive 33 percent of the total population of the three municipalities (18,659)¹ served by the Library. Total transactions included 21.2% by DNE residents, 46.7% by Perth, 27% by Tay Valley, and 5% by non residents, for a total of 143,063 transactions. During the year, 104,630 library visits were made by users.

Comparative Data - 2006

The following information is provided to allow useful comparisons of the Perth and District Union Library with other libraries serving similar sized communities. The data is taken from the Ontario Ministry of Culture Public Library statistics for the 2006 reporting year, the most recently published data. (<http://www.culture.gov.on.ca>)²

Library	Population	Operating Support per capita	Books per capita	Annual Circulation
Perth Union	17,801	\$18.24	2.20	135,142
Smiths Falls	8,407	\$30.49	4.51	74,785
Carleton Place	8,089	\$19.08	4.36	95,727
Mississippi Mills	11,279	\$29.23	5.47	106,980
Port Colbourne	18,003	\$32.12	3.41	125,526
Thorold	17,646	\$23.40	4.50	112,802

Table I - 2006 Key Data for Libraries Comparable to Perth Either in Location or in Size

Design Population

The design population the Perth and District Union Public Library can expect to serve to 2031 is a key element in accurate space needs assessment. The design population includes not only the projected populations of the three supporting municipalities, but also the projected number of other borrowers who also will use the Library.

Municipal Population - This study uses demographic data from the “Population, Household and Employment Projections: The Town of Perth and the Perth Area prepared by the Centre for Spatial Economics for Tunnock Consulting Ltd., February, 2007”. A population projection to the year 2031 results in a municipal population forecast for year 2031 of 26,050.

Non - Resident Population - For the purpose of this study, a non-resident population of 1,325 is anticipated for 2031.

¹ Statistics Canada 2006 Community Profiles – Perth, Drummond/North Elmsley and Tay Valley

² Ontario Ministry of Culture, 2003

Design Population - The design population is the sum of the municipal and non-resident populations above, that is 27,375.

Evaluation of the Existing Facilities

Introduction

The Perth and District Union Public Library currently lacks the space required to provide the quality of library service expected by its user population. There is not enough space for appropriately sized collections, the number of technology workstations sought by patrons, the range of seating needed to accommodate the daily volume of library traffic, or the staff workstations to promote effective and efficient staff productivity.

The interior plan of the original building envisioned expansion of collection and shelving space to the second floor.

- In the 29 years since the Library opened for service at the current site, the annual circulation has increased by more than 400 percent. While this has been mostly in books and reading material, as noted earlier, the Library now provides over 10,000 person-hours per year of Internet service.
- In January, 2004 the Library expanded to the second floor, but there is still considerable crowding on the main floor. The floor space available for effective use is simply inadequate to provide for the volume of user traffic, the appropriate collection size and the changing nature of library services.
- The move reduced congestion and crowding in the aisles but is only a stop gap measure. The Perth and District Union Public Library continues to fall below provincial standards in space.

In addition, some of the building's mechanical and electrical systems are showing signs of wear or obsolescence. As well, the location of electrical and communication cabling often inhibits the most efficient placement of computer workstations for public use. Some of these problems have been addressed by equipment replacement projects, such as the updating of the lighting system undertaken several years ago in conjunction with the town's energy conservation program and more recently in 2004 the installation of additional lighting fixtures on the second floor. The elevator was re-introduced in response to public demand. However, the basic lack of space in the present building is the central issue to be addressed.

The Board is pleased and proud that in spite of these limitations, our quality staff and its tradition of customer service have been primarily responsible for building and maintaining the high level of customer satisfaction.

The following is a detailed review of all the building issues confronting the Perth and District Union Public Library.

Physical Access

Currently the Library has been brought up to a five star (Education for Quality Accessibility) rating for people with physical challenges, but there continues to be crowded access for all patrons. Major limitations are: insufficient space for storage of coats and boots in inclement weather; insufficient space between shelving; insufficient shelving space to hold book collection without over crowding and insufficient space in service areas around the circulation desk and in passage ways between service areas. . Introduction of the Accessibility for Ontarians with Disabilities Act will require further updates to the building

For example, in the Children's Department, the group reading and pre-school work area is in the far corner, so the children can work and talk together without seriously disturbing other patrons. To get a sufficient open work space for the children's activities, aisle and passage way space is particularly limited. The continued poor sight lines from the front desk area mean staff is at times unable to observe youngsters in the far corner of the children's area.

Collection Shelving

Space for collection shelves and aisles must be compromised to provide some space for reading and study areas. As now distributed:

- Shelf space is too small to hold the size of collection which should be held for the population served, in accordance with provincial standards
- Limited shelf space forces the cramped storage of the present collection, with no free space on each shelf
- Shelves must be carried down to floor level, making them much less accessible
- Inadequate space for new material display, seasonal or special display of suggested reading materials
- Inadequate space for display of on-going used book sale

Staff Work Space

The quality and quantity of staff work space reflect the compromises that have had to be made as library user traffic has increased. A number of space limitations now intrude on the effective and efficient function of staff, for example:

- No public circulation desk space for a second station to process book loans and returns.
- No re-shelving trolley space other than behind the crowded circulation desk.
- Limited work room and desk space for circulation and reference staff for receiving and cataloging new material, repairing books and doing office work.
- Limited office facilities with total staff workspace measuring just 500 sq. ft.
- No designated shipping or receiving area. Interlibrary loan and other materials in transit take up part of what little office space is available.
- The Children's Department workroom is small and must be shared for other tasks;
- Insufficient space for storage of Children's Program materials as well as other program materials between uses.
- Storage space for general library supplies is inadequate.

- No designated staff room for rest and lunch periods as specified by collective agreement

General Public Seating

The Perth and District Union Public Library currently provides a total of 57 general user seats. A library serving a community of this size should be expected to provide 160 seats. There is a lack of choice in study seating. Specifically:

- All of the study seating is at large open tables offering little privacy or choice
- No separate, quiet rooms or cubicles for serious study and research.
- No seating in the reference section. People wanting to study reference material must stand and use the tops of the reference shelving as a standup desk top.
- Children's area has no seats in which a parent and a child might share a book
- Limited seating in the young adult section.
- Adult lounge seating in the periodical reading area is insufficient and frequently crowded
- Recent introduction of wireless Internet access has resulted in increased competition for the limited number of user seats.

Collection Organization, Storage Capacity, and Display

It is one of this Library's top priorities to be a popular materials library. The standard library practice of keeping collections up to date is to replace about 5 percent of the collection by annual "weeding" out of obsolete material. Library shelves should only be approximately two thirds full and books should be a minimum of 12 to 15 inches off floor level. This allows for easy browsing by patrons and for addition of new books without major rearranging. The space for shelving has now been exceeded and aisle widths have been decreased. As a result our shelves are filling up again and our collection cannot be revitalized unless there is very rigorous weeding. For the population being served, this Library should hold about 56,000 books. The space for shelving and the shelving in the Library has been at maximum capacity for many years, and limits our collection to approximately 43,000 volumes. Even at this low size for a popular material collection, the shelving stacks are too close together, the shelves are fully loaded, and it is necessary to use the lower shelves. This makes it difficult and even unpleasant for patrons, particularly seniors, to browse the collection or be able to see book titles, let alone retrieve them.

In spite of the Library's best efforts over the years, the shelving has encroached on the space for people, creating a situation where there is little space for people to actually enjoy their library experience.

The Children's Department is still more crowded than it should be and there is very limited space available for a proper young adult collection. What young adult collection there is lacks a sense of identity, visibility and the separate relaxed seating space which those customers crave.

The media collections are located in the vicinity of the main circulation desk. No space is available to separately shelve the children's portion of that in the Children's Department.

Technology

The Library has the technological capability and access to provide a wide range of computer information services. The space and other constraints of the building limit the number of computer workstations the Library is able to provide for patron use. For example:

- Workstations are too close together for privacy as patrons conduct their personal research
- Because of difficulty in bringing network and power cabling through the building wiring determines the locations of workstations leaving a "make-shift" feel to the installation
- No room for customer's working papers at small workstations
- Computer work stations intrude on already crowded aisle space

The recent growth rate of Internet use and online research is as high as 44 percent per year. It is clear that the Library will need to add additional computer stations in the near future to provide appropriate service and to maintain credibility with its patrons. Contrary to what some people believe - that there will be no need for a physical space called a library in the future, given that everything in the information realm will be accessible from computers - Alan Barney in *Impact of Technology on Library Space Requirements* from the Electronic Research Journal (1996) states that:

“Even electronic stored information and computer equipment require space, the library as a physical fact is becoming more important, not less, if anything, technology is adding to the demands for libraries to accommodate more print and non-print material than before, the introduction of computers was to have created a paperless society but in fact it has caused a mushrooming of paper use.”

Program Space

In 2003 the Marguerite Frizell Multi-Purpose Room was opened on the second floor. This room provides space for children's and teens' programs, as well as Library Board and other community organizations' meetings.

Space Needs Assessment

A space needs assessment is the community's first look at the facility requirements for its library needs throughout a specific time period, in this case, 20 years. Using available population projections, the space needs assessment applies tested service standards and formulae based area requirements to develop a minimum estimate of building needs.

It has been strongly recommended by the Southern Ontario Library Service (SOLS), the provincial Ministry of Culture, that any library planning for a new or expanded facility recognizes an increasing standard for physical space. (See Appendix 1)

For this reason, the Wisconsin Standard Space Needs Worksheet (Appendix 2) as recommended by SOLS has been adopted by the Board. This work sheet focuses on six types of space utilization found in public libraries:

- Collection Space
- Reader Seating Space
- Staff Work Space
- Meeting Room Space
- Special Use Space
- Non-assignable Space

Applying standard criteria to each of these areas for the Library's specific design population produces a good estimate for the Library's present and future space needs. A copy of the worksheet used in preparing the 2010 space needs estimate reported here is attached as Appendix 2.

Collection Size

Books - The Perth and District Union Public Library has been chronically short of books since the 1980 fire at the Carnegie building on Gore Street destroyed a major part of the collection. Restoration of the collection to the minimum recommended size of three volumes per capita has been an on-going priority but due to budgetary restraints in recent years, this project has fallen behind schedule. In 2004 the Library did, however, install the maximum number of shelves which the building will allow. Even so, as listed in the 2009 Perth and District Union Public Library Annual Report, the Library's book collection has risen to 43,365 volumes. Ideally, for a population of 18,659 the book holding should be 55,977. As noted earlier, since the Library shelving is already over crowded, there is no way new book acquisitions can be accommodated without a significant increase in shelving space. Book shelving should be typically only three quarters full to allow for the fill in of new items, proper browsing and the retention of material that is in demand by patrons. Allowing for the minimum three volumes per capita recommended, for the design population of 27,375 the book holding by 2031 should grow to 82,125 volumes. To ensure the space for the proper shelving of books, 10 volumes per square foot of floor area is recommended. The space required for books will therefore be 8,212 square feet.

Current and Future Needs

- Access for all community residents to all library services and facilities
- Good lighting throughout the building
- Adequate network and power cables for computer work stations.
- Adequate space for computer network equipment
- Additional computer workstations and expanded applications
- Appropriate shelving space for an adequately sized collection of books and other materials
- Space to group collections logically
- Space to develop special collections
- Space for book display fixtures
- Adequate study space and seating
- Increased space for young adults
- Space for comfortable seating in a quiet corner which encourages patrons to spend time at the Library and enjoy the pleasure of reading in a relaxed environment
- Space for adult and young adult programs as well as community meetings
- Efficient and satisfying staff work spaces
- Relaxing and satisfying staff rest/lunch room as per collective agreement
- Adequate and accessible car parking

A Children's Department with space for:

- Pre-school and early year literacy programs
- Summer learning programs
- Seating for a parent and child to share the experience of reading together
- Family/children wash rooms

Space Needs

Collection Space

Periodicals - The Library currently has 89 periodical subscriptions and 8 newspaper subscriptions. It is intended to maintain this number through 2031. At the recommended 1 sq. ft. per subscription on average, the space required for this is 89 sq. ft.

Nonprint - Due to the increasing popularity of DVDs, CD Books, etc. there has been a 69% growth rate in the non print media collection over the past six years. Assuming a conservative estimate of a 6% annual growth rate, this will bring the total collection size to approximately 21,800 items by the year 2031.

Digital Resources - The nature of information, a central service of a public library, is changing. The print format will remain an important medium for fiction, children's material, current periodicals, and for those who want to learn about a subject at length. However, the digital format has become the preferred form for those seeking specific pieces of information, accessing digital information sources, and for preparing information to be shared with others. On-line databases, web access, and sophisticated on-line catalogues are all important components of today's library service program.

Public libraries are the technology access point for many in the community. Even with the falling cost of home computers, the public library will continue to be the one source for data applications for many residents.

Even for those with their own equipment and access to technology, the public library will continue to be the provider of electronic services not easily or cost effectively accessed by some individuals. The Library's provision of wireless Internet capability has provided more Internet access to patrons; however, a shortage of seating spaces may limit the use of this service in the future.

Public computer workstations include public catalogue stations and general use computers which may or may not provide Internet access.

The Board has adopted a standard ratio of 1 computer for each 750 population. This level of use for the design population of 27,375 calls for at least 37 computers. Public use computers require a minimum of 50 square feet per station, giving a total allocation of 1,850 square feet

The collection space needed is the summation of the space requirements for each of the above elements of the collection. The detail for this is shown on the attached Space Needs Worksheet.

Collection Space - 12,334 sq. ft.

Reader Seating Space

Reader seating calculations are based on a sliding scale of seats per thousand population. The scale was developed following studies of actual public libraries and their use by patrons. This scale, included in the Space Needs Worksheet, suggests that 4.5 seats be allocated for every 1,000 of the design population of 27,375 persons. This would come to approximately 123 seats.

Library seating should be offered in a variety of formats such as study chairs, stools and lounge chairs to reflect the different types of library users and their seating preferences. Each type of seating has a different area requirement. In the Space Needs Assessment however, an average of 30 square feet per seat is used.

User Seating: 123 seats at 30 sq. ft. = 3,690 sq. ft.

Staff Work Space

Staff work space is critical to an effective and efficient public library. Work space is a productivity issue, not a luxury. Staff work space includes both public service areas such as the check-out desk and workroom space where staff completes its ongoing responsibilities such as cataloguing materials, physically processing the items for the shelf, repairing or restoring damaged material and processing interlibrary loans. The number of workstations is not a one to one relationship to the number of staff. The number of workstations represents how many places work takes place, not the number of staff.

In 2031 the Perth and District Union Public Library will require nine staff workstations. This number includes all of the public service desk stations, the workroom stations and the office. Currently we have five workstations.

An average of 150 sq. ft. is used for each workstation. This space allocation includes the space needed for all equipment, storage, furnishings, public space, and passage space associated with the workstation. Some stations require less space, some more.

Staff Work Spaces: 9 at 150 sq. ft. = 1350 square feet

Meeting Room Space

Public libraries commonly provide space to support the library's programming for children, adults and other needs of the community. As noted earlier in this study, the community looks to the library for meeting space.

The Perth and District Union Public Library has a very strong and successful schedule of children's programming which makes use of part of the children's collection space.

In 2004, a new meeting room, built by library volunteers was opened. The Marguerite Frizell Room can be used by a maximum of 85 people without seating, 45 people with fixed seating and 35 people at tables. It serves as a meeting room and a space for children's and teen activities.

Meeting Room Space: 150 seats @ 10 sq. ft. +100 sq. ft. = 1,600 sq. ft.

Special Use Space

Special use space is an umbrella term that encompasses a variety of public and staff spaces not covered by the preceding broad categories. Examples of special use space include pamphlet files, staff break room, janitorial room and storage space. The specific space requirements for these should be detailed in the building program document

Special Use Space: = 3,795 sq. ft.

Non Assignable Space

Non assignable space includes areas of the building that are of common utility and do not serve a specific library purpose. Non assignable space is sometimes referred to as architectural space. Examples of non assignable space include the entry and foyer, rest rooms, general use aisle space throughout the building, stairs, elevators, mechanical systems, and even posts, walls and partitions.

Non Assignable Space: = 5,692 sq. ft.

Space Needs Summary

The following table summarizes the space requirements of the building necessary to meet the community's library service needs over the next 20 years. It must be emphasized that the space needs assessment is a preliminary description of space needs.

Space Needs Summary

**Perth and District Union
Public Library**
2031 Service Population 27,375

Collection Space	12,334
Reader Seating Space	3,690
Staff Work Space	1,350
Meeting Room Space	1,600
Special Use Space	3,795
Non-assignable Space	5,692
<hr/>	
Total Minimum Area Required	28,461
Total Minimum Area Required - Rounded	28,500

Recent Activity

Following the Strategic Planning meeting of October 3, 2005 which invited stakeholders, elected officials from the three supporting municipalities, representatives from the Friends of the Library and interested library users to identify expansion options, Board members reviewed the proposed alternatives and selected two for evaluation.

The second stage of planning was the development of a Request for Proposal inviting qualified architectural/engineering firms to submit a proposal to assess design and cost options for a new library or an addition to the existing library.

Gerry Shoalts from the firm of Shoalts and Zaback prepared a study, based on the March, 2006 Needs Assessment Study, which developed two design options.

On January 24, 2007 the Board approved the recommendation of the architect that the Library should pursue the Addition/Renovation option.

Future Action

The Board has identified the purchase of the adjacent parking lot as the first step towards a possible future expansion of the library. Consideration of this plan was deferred by the Drummond/North Elmsley council until the next municipal council term which begins in December, 2010. This decision was supported by the Town of Perth and Tay Valley Township.

Appendix 2 Space Needs Worksheet

Design Population

a. Current population of the three municipalities served	18,659
b. Projected population of the three municipalities served	26,050
c. Estimate of nonresident service population	1,325
d. Design population (b + c):	27,375

(Following amounts are in square feet)

Step 1: Collection Space

a. Books (3 books per capita = 82,125 volumes/10 volumes per sq. ft)	8,212
b. Periodicals (89 titles/1 title per sq. ft)	89
c. Periodicals back issues – No plans to save	0
d. Non print (21,832 items/10 items per sq. ft)	2,183
e. Digital resources (43 terminals/workstations x 50 sq. ft)	1,850
f. Total (a + b + c + d + e)	12,334

Step 2: Reader Seating Space

a. 147 x 30 sq. ft.	3,690
---------------------	-------

Step 3: Staff Work Space

a. 9 stations x 150 sq. ft.	1,350
-----------------------------	-------

Step 4: Meeting Room Space

a. General meeting space (150 x 10 (plus 100 sq. ft. for speaker))	1,600
b. Conference room space (none planned)	0
c. Story time space (included in Children's collection space)	0
d. Total 9 (a + b + c)	1,600

Step 5: Special Use Space

a. Collection space (from 1.f)	12,334
Reader seating space (from 2.a)	3,690
Staff work space (from 3.a)	1,350
Meeting room space (from 4.d)	1,600
b. SUBTOTAL 1	18,974
c. Divide Subtotal 1 by 6 (for minimum allocations)	
by 5 (for moderate allocations)	3,795
or by 8 (for an optimum allocation)	

Step 6: Non-assignable Space

a. Subtotal 1 (from 5.b)	18,974
Special use space (from 5.c)	3,795
b. SUBTOTAL 2	22,769
c. Divide subtotal 2	
by 4 (for minimum allocation)	5,692
or by 3 (for optimum allocation)	

Step 7: Putting it all together

a. Collection space (from 1.f)	12,334
b. Reader seating space (from 2.a)	3,690
c. Staff work space (from 3.a)	1,350
d. Meeting room space (from 4.d)	1,600
e. Special use space (from 5.c)	3,795
f. Non-assignable space (from 6.c)	5,692
g. GROSS AREA NEEDED (a + b + c + d + e + f)	28,461 sq. ft.
	Rounded 28,500 sq. ft.