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CHAPEL HILL PUBLIC LIBRARY

RECOMMENDED LIBRARY

BUILDING PROGRAM

Prepared by:
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with assistance from the
Chapel Hill Public Library Board and staff
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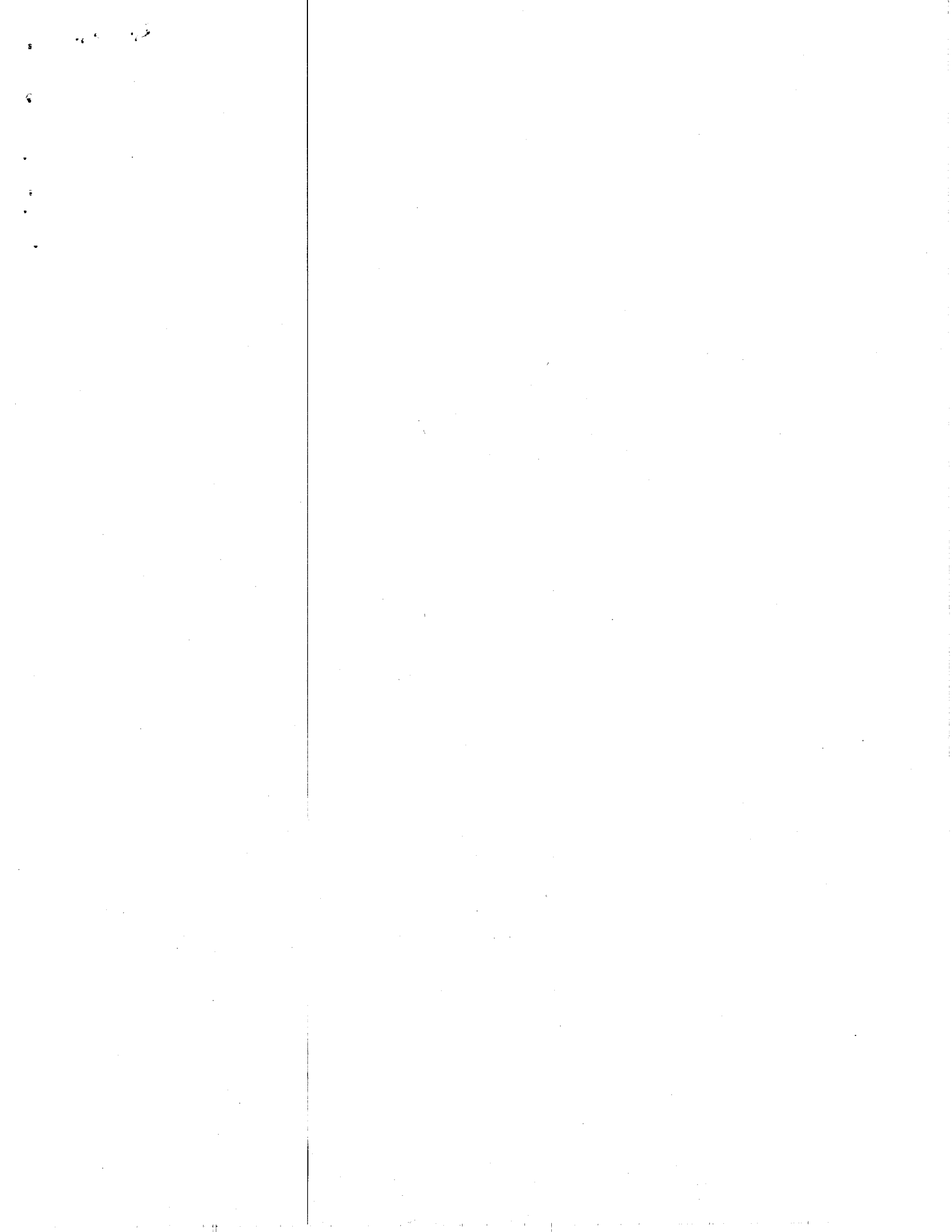


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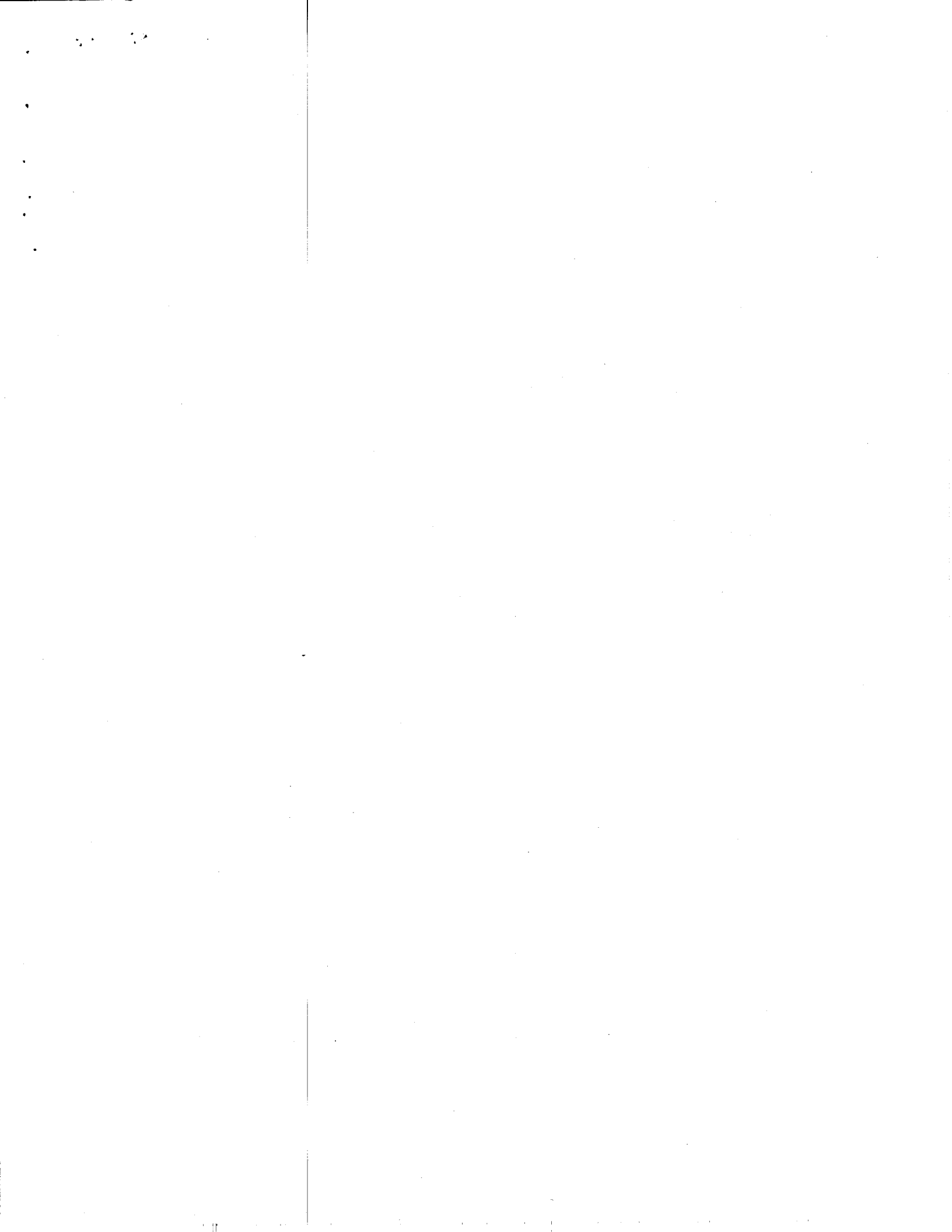
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CHAPEL HILL PUBLIC LIBRARY

MISSION STATEMENT

The Chapel Hill Public Library provides:

- Current recreational reading, listening and viewing materials and information about contemporary culture and trends.
- General information through answering reference questions and provision of specialized subscription and reference services.
- Information and programs to support life-long learning.
- Instruction in finding, evaluating and using electronic information resources.



SUMMARY

In September 2002, the Town contracted with Robert H. Rohlf of Professional library Consultants, P.A., to develop a building program for expansion of the existing 27,319 square foot Chapel Hill Public Library, located at 100 Library Drive, Chapel Hill, North Carolina.

A building program is a statement of library facility needs with enough detail to guide an architect in preparing a final design. The program should reflect the interests of the community and the specific mission of the library. Chapel Hill Public Library's building program:

- Recommends a 75,531 square foot facility to provide library functions necessary to serve the community through 2025 based on current use and population projections (*Section 2*).
- Describes the physical design requirements for the facility based on professional library design guidelines and community needs (*Section 4*).
- Identifies specific areas needed in the building based on size requirements, service capabilities, and capacities for readers, collections and staff, as well as the functional relationships of these spaces to one another (*Sections 3, 5, 6 and 7*).
- Projects technology space needs and physical requirements necessary to provide electronically available information and referral resources to the citizens of Chapel Hill (*Section 6*).

The nine-year-old public library is heavily used by Chapel Hill residents and a significant number of South Orange County residents. Due to a library bond referendum that did not pass, the facility was downsized from 47,000 square feet to 28,000 square feet during the 1990 construction project. As a result, it is currently too small to meet current minimum professional library space guidelines. Space needs will become increasingly more critical with introductions of new technologies and increasing populations, making it difficult to provide the type of service that Chapel Hill residents expect.

The critical base for all of the consultant's program calculations for Chapel Hill's building capacities and overall size was identifying the community's "design population" for the year 2025. To determine this design population, the consultant worked with Town staff to review the population trends of the Town of Chapel Hill and the surrounding communities and to project use that reflected both present library use and estimated population growth. Using local and regional planning data, the final "design population" was determined as follows:

Town of Chapel Hill population projected to year 2025	73,355
Projected Bingham Township and Chapel Hill Township, excluding the Town of Chapel Hill, = 61,715.	
Current use of the library by this area is 32%; using 32% of 61,715 yields a service population of	<u>19,748</u>
Recommended "design population" for expansion program:	93,103

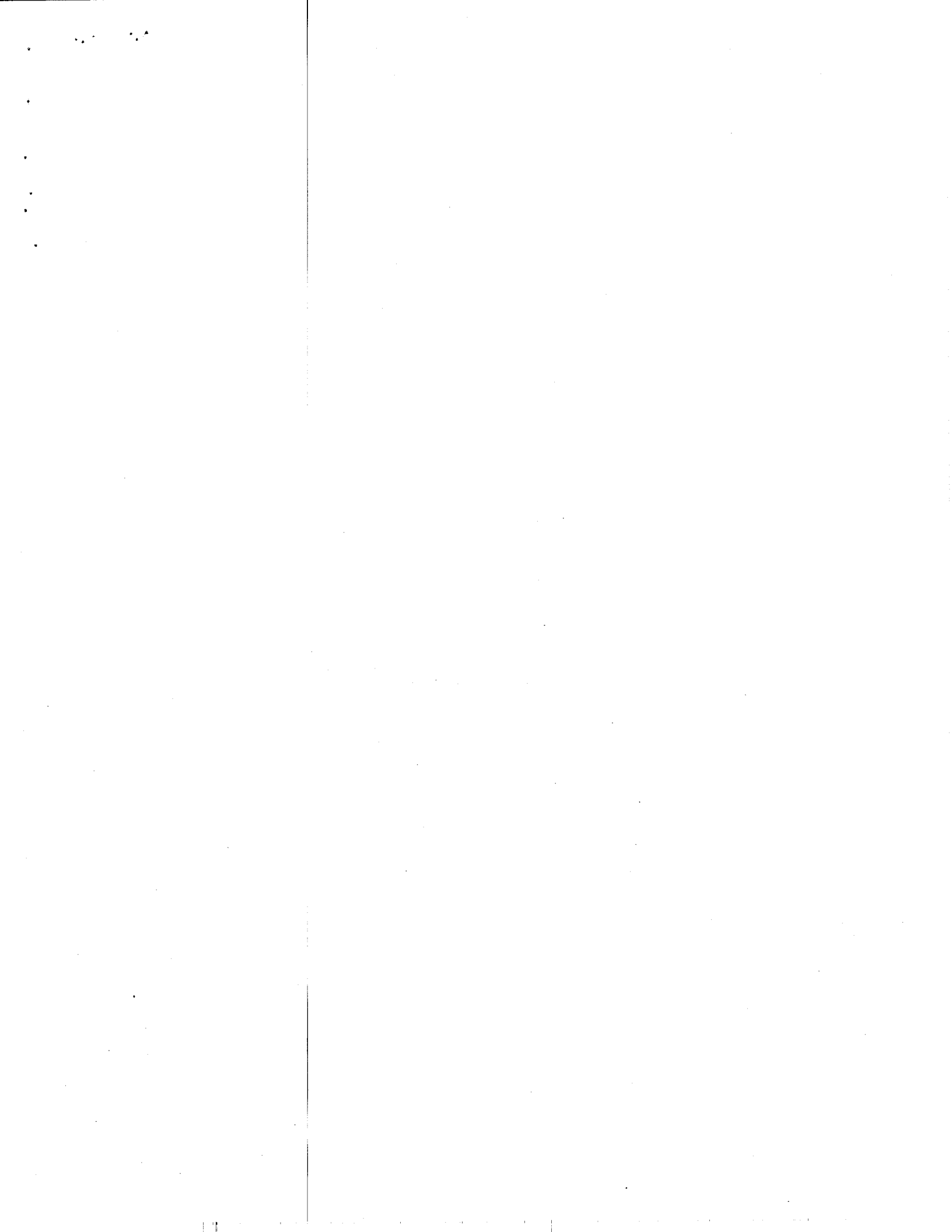
Projected collection size, number of reader seats, service points, work areas and other features are calculated based on this design population of 93,103. Calculations are based on national and state library standards and on Chapel Hill's history of heavy library use by its citizens.

This building program corroborates findings of the two previous library services and facilities needs studies already received and approved by the Town Council (the Library Needs Assessment Task Force report of 1999; the "Five Year Services Plan and Long Term Facilities Needs Through 2020" of 2002). Space needs projections included in this building program are slightly larger than previous study recommendations. However, this building program covers space needs for a longer period of time than the previous studies and uses somewhat different calculations and more recent information.

Consultant Recommendations

- That the Town provide a facility of 75,531 square feet to meet the library service needs of the community through 2025.
- That the library provide a total collection size of 372,000 items, based on four collection items per capita.
- That the facility accommodate seating of various types for 279 users, based on three seats per thousand population.

Robert H. Rohlf
Professional Library Consultants, P.A.
January 2003



1.0 INTRODUCTION

Background:

Beginning with a long-range space needs study in 1979, and a voter approval of a bond issue for a new building in 1986, the Town of Chapel Hill has been involved in improving public library facilities. Following the successful 1986 referendum, the library contracted with the library consulting firm of HBW, INC., which recommended an immediate facility of 46,758 square feet to expand to 63,000 square feet by 2010.

In 1990, the voters rejected a supplemental bond issue to provide for the 46,758 square foot Phase I library and subsequently the library building size was reduced to approximately 28,000 square feet. Construction of the reduced size building was begun in 1992 and the building was dedicated in 1994. It was evident from the beginning that the building was too small for the type of service Chapel Hill residents expected.

In 1997, the Town Council appointed a Library Needs Assessment Task Force and their report was accepted in 1999. Following their report, the Town hired library consultant Sandra Nelson to work with the Library Board and staff to complete the initial steps of the Public Library Association's Planning Process. In 2001, the Town hired consultant Ruth O'Donnell to complete the PLA Planning Process Study and in October of that year a "Five Year Services Plan: 2001-2006 and Long Term Facilities Needs Through 2020" report was received and approved by the Town Council.

In September 2002, the Town contracted with Robert H. Rohlf of Professional Library Consultants, P.A., to develop a recommended building program for effective library service for the Chapel Hill Public Library through the year 2025. This program was to extend library needs past the earlier reports for 2010 and 2020. With the 15 year extended period of time from the projection to the year 2010 in the 1989 program to the new projection to the year 2025, the recommended library building size for effective

quality service has risen from approximately 63,000 square feet to approximately 75,000 square feet.

Purpose of the Building Program:

The purpose of the Building Program is to:

- 1) Describe the purpose, function, and scope of the Library Building; and
- 2) Describe the physical requirements, ambiance and aesthetic character of the building as reflected by community concerns and good library service; and
- 3) Establish and define the specific areas needed in the building, their purposes, size requirements, service capabilities, capacities for readers, collections and staff, and functional relationships; and
- 4) Project electronic and technology building needs and requirements to meet developing information services and provide capabilities for both library and direct public access to electronically available information and referral resources.

This program is a basic statement of need to the community. The program documents the physical building needs to enable the library to fulfill its stated mission and to meet the service needs of library users.

The building program is based on statistical and planning information regarding the library, its Five Year Plan, population served, and input on the part of the Library Board and staff of the Town of Chapel Hill.

The program statement makes no attempt to determine the design of the expanded library. It focuses directly on the functional and service aspects of the building and provides the public and the architect the general conditions regarding the environment of the expanded building that is to be created.

Process Followed:

In developing the building program, a general information meeting was held with the entire library staff, all library supervisors and administrative staff were interviewed, and meetings were held with the Library Board. In addition, several meetings were held with the Town Manager and Assistant Town Manager of Chapel Hill. A special meeting was also held with a representative of the Town Planning Department. Prior to the visit to Chapel Hill for these meetings, a great deal of library service and demographic background information on Chapel Hill was provided by the library. The library also completed a detailed questionnaire on library use and resources.

Following the series of interviews, a program outline was submitted to the library for review and comment. The outline set forth recommendations for service and collection capacities and the recommended distribution of these resources.

The critical base for all program calculations was the determination of the “design population” for the year 2025. In reviewing the population of the Town of Chapel Hill and the surrounding communities, a projection of use was determined that reflected both present library use and estimated population growth. The “design population” is used to arrive at appropriate collection size and distribution, public seating needs, projected activity levels and other future building needs. The final “design population” was determined as follows:

Town of Chapel Hill population projected to year 2025	73,355
Projected Bingham Township and Chapel Hill Township (excluding the Town of Chapel Hill): 61,715	
Current use of the library by this area is 32%; using 32% of 61,715 yields a service population of	<u>19,748</u>
Recommended “design population” for expansion program:	93,103

All capacity and service calculations in this program were based on accepted library planning formulas for a population of 93,000.

Following the review of the library staff response to the program outline, a program draft was developed which reflected the staff comments. This program draft contained all of the elements and descriptions required for the planning of an effective and attractive expansion to the present Chapel Hill library building. This draft was submitted to the library for review and comment. Through communication via fax, telephone and e-mail, revisions were made to the first draft and another complete draft was prepared. The final program is the result of several drafts and frequent staff and board review.

The Building Program of 75,531 gross square feet describes the space needs and architectural features needed to provide quality library service within the maximum square footage available. The site and design considerations should follow from the Program. The consultant wishes to thank the library staff, and the many who gave their time, thought, and consideration to the project. Special thanks to Kathleen Thompson, Library Director, for her invaluable assistance in providing data and information during the drafting of this program. The commitment to good library service was evident during the study and the guidance and concern expressed has been of major help in developing this program.

Robert H. Rohlf
Professional Library Consultants, P.A.
January 2003

2.0 RECOMMENDED TOTAL SPACE ALLOCATION SUMMARY -
Total Gross Square Feet

	<i>Net Sq. Feet</i>		Cumulative Net Sq. Feet
5.0 <u>PUBLIC AREAS</u>			
5.10 Entrance/Lobby/Vestibule			1,900
5.11 Vestibule/Lobby	900		
5.12 Library Store	600		
5.13 Coffee Bar	250		
5.14 Store Room	150		
5.21 Public Circulation Control			2,762
5.211 Circulation Desk & Reception	1,153		
5.212 Circulation Work Room	1,609		
5.30 Information Services			5,217
5.31 Internet Center			1,280
5.32 Information Services Work Room			955
5.33 Periodicals			2,624
5.34 General Adult Collection and Seating			16,967
5.341 New Book Area	220		
5.342 General Adult Collections	15,382		
5.343 General Adult Seating	1,365		
5.40 Quiet Study room			1,050
5.50 Teen Center			1,373
5.60 Children's Services			8,183
5.62 Children's Services Work Room			1,368
5.70 Meeting Room Complex			5,250
5.71 Meeting Room A	2,000		
5.72 Meeting Room B	1,100		
5.73 Conference Room A	500		
5.74 Conference Room B	300		
5.75 Store Room	500		
5.76 Meeting Rooms' Kitchen	250		
5.77 Meeting Room Lobby	600		
 TOTAL:			 48,929

	<i>Net Sq. Feet</i>	Cumulative Net Sq. Feet
6.0	<u>ADMINISTRATION, TECHNICAL SERVICES AND SUPPORT AREAS</u>	
6.10	Administrative Office Area	2,583
6.11	Reception Area	300
6.12	Directors' Office	300
6.13	Assistant Director's Office	200
6.14	Special Projects Office	300
6.15	Business Office	427
6.16	Marketing/Public Relations Office	300
6.19	Administration/Board Conference	500
6.20	Administration Shared Work Area	256
6.40	Technical Services	2,057
6.50	Systems Computer Area	1,145
6.60	Donations Sorting Room	1,200
6.70	Staff Facilities	1,211
6.80	Building and Maintenance	976
	TOTAL:	9,172
	TOTAL BUILDING NET ASSIGNED SQUARE FEET:	58,101
	Add 30% for architectural gross factor for stairs, walls, corridors, rest rooms, mechanical spaces, etc.	<u>+ 17,430</u>
	TOTAL BUILDING GROSS SQUARE FEET	75,531

3.1 RECOMMENDED COLLECTION, CAPACITY (4 items per capita)

Collection for 93,000 @ 4 per capita = 372,000 items

Shelving Capacity = 285,150 items, based on average percentage out at any given time.

Adult – 70% or 260,400 items
 Children – 27.5% or 102,300 items
 Teens – 2.5% or 9,300 items

Items	ADULT			CHILDREN			TEEN		
	Capacity Items	% Out*	Shelve Items	Capacity Items	% Out*	Shelve Items	Capacity Items	% Out*	Shelve Items
Fiction	80,000	20	64,000	27,000	25	20,250	3,000	35	2,100
Non-Fiction	121,500	15	103,300	23,000	15	19,500	1,800	25	1,350
Reference	5,000	0	5,000	1,000	0	1,000	---	--	---
Paperback	5,000	30	3,500	2,000	30	1,400	2,500	40	1,500
Books on Tape	7,000	50	3,500	2,000	30	1,400	---	--	---
Books on CD	22,400	40	13,500	4,000	40	2,400	---	--	---
Music Tapes	---	--	---	1,000	30	700	---	--	---
Music CD	13,500	35	8,800	3,000	40	1,800	2,000	40	1,200
DVD	6,000	40	3,600	2,500	40	1,500	---	--	---
Video	---	--	---	1,000	40	600	---	--	---
Easy Readers	---	--	---	6,800	35	4,400	---	--	---
Picture Books	---	--	---	29,000	35	18,850	---	--	---
Periodical Titles			[300]			[30]			[12]
TOTALS:	260,400		205,200	102,300		73,800	9,300		6,150

* Average percent of collection charged out at any given time.

3.2 RECOMMENDED SEATING AND EQUIPMENT, CAPACITIES
 (3 seats per thousand population = 279 seats)

SEATING

ELECTRONIC TERMINALS*
 (mix of sit down/stand)

Adult

Reference		48	14
Carrels	30		
Two Place Tables - 5	10		
Four Place Tables - 2	8		
General		41	8
Carrels	15		
Two Place Tables - 8	16		
Lounge Chairs	10		
Periodicals		54	4
Two Place Tables - 8	16		
Four Place Tables - 2	8		
Lounge Chairs	30		
Young Adult		18	2
One Place Tables - 3	3		
Four Place Tables - 3	12		
Lounge Chairs	3		
Quiet Room		28	
Single Tables	14		
Lounge Chairs	14		
Study Rooms		14	
Two Person Rooms - 4	8		
Group Study for 6 - 1	6		
Internet Center Seating		30	30
Children		46	8
Four Place Tables - 8	32		
Child/Parent Sofa - 2	4		
Lounge Chairs	4		
Floor Cushions - 10	NA		
Computer/Media Table for 6	6		

SEATING AND EQUIPMENT TOTALS

279

66

* Includes all types of electronic terminals, i.e. catalog, Internet, data base and dumb terminals. All of these terminals require both power and data source.

4.0 DESIGN CONCERNS AND REQUIREMENTS

Planning an addition to an existing major public building presents an interesting and challenging opportunity to an architect. The process requires both creativity and new approaches but also respect for the strengths of the present building. The present building is a very attractive design well integrated with its site. The design has taken full advantage of the site and provides attractive views from both public and non-public areas of the building. The final design must blend with the present building and join it in as seamless a way as possible without minimizing the strengths of the present design.

The elements listed below are required in all new public library buildings. While this project is an addition to an existing library, these elements are still desired, and in those instances where aesthetics is an element, the features must enhance and complement the existing building. While existing exterior or interior match may not be the ultimate project design, no visual elements shall clash with or detract from the existing design.

In the case of mechanical systems, lighting, etc., a thorough review of existing conditions must be made to determine necessary replacement of systems, or the need for new systems, and the necessity to coordinate and integrate the new systems with any retained existing systems.

If Council wishes to see the complete Recommended Library Building Program, they can find it on the Town of Chapel Hill website:

www.ci.chapel-hill.nc.us