Space Needs Assessment
Grimes Public Library

As Accepted
March 16, 2010

Table of Contents

Executive Summary

The library currently occupies 6,439 square feet and serves a population of about 8,419 (2008 Census Estimate). The library opened to serve a 1994 population of 7,000 residents and is badly overcrowded. A building of 11,625 square feet would be needed to adequately house the existing quantities of collections, seating, computers, staff workstations, and program space. The space required would be even larger if the building were to reflect the quantities justified by the current population.

Grimes is anticipating significant population growth over the next two decades. In 2004 the Des Moines Area Metropolitan Planning Organization (DMAMPO) estimated Grimes' 2030 population to be 17,918. The City's draft Comprehensive Plan projection is appreciably larger, projecting a 2030 Grimes population of 30,975. What is certain is that the Grimes Public Library will be serving many more people by the end of our 20 year planning horizon.

The Space Needs Assessment identifies space requirements for both the DMAMPO and the draft Comprehensive Plan population scenarios.

- A building of between 30,570 and 32,753 square feet will be needed to serve the DMAMPO projected population of 17,918.

- A building of between 42,576 and 45,617 square feet will be needed to serve the draft Comprehensive Plan projected population of 30,975.

This study recommends a phased plan to allow the library to grow in synchronization with the community.

An expanded or new public library that reflects the 30-some thousand square foot scenario would be an initial construction phase to carry Grimes' library service through the near future while integrating the requirements for a planned, expeditious expansion to the full build-out of 45,617 square feet. All site planning and future expansion provisions should reflect the larger space requirement.

The Space Needs Assessment was developed through conversations and work sessions with the Board of Trustees, staff, and Director. The library provided statistical information, planning documents, and community information in assisting the consultant in research for the study. An iterative process was followed in which initial draft findings were submitted for staff level review and revision. A revised draft was submitted for review and further revision by the Board of Trustees.

Library Profile

General Profile

The library building is located at 200 North James Street and occupies 6,439 square feet. The building began service in 1994. The library is open for service daily for a total of 66 hours each week. The library provides service to the residents of Grimes and by contract to nonresident borrowers from rural Polk County and residents with cards from other Iowa libraries. Library staff includes 5.23 full time equivalents or FTE's. Karla Pfaff is the library director.

At the end of Fiscal Year 2009 the Library's collections included 33,276 books, 7,785 media items and 79 periodical subscriptions. Loans of these materials totaled 107,457 items. The library has 6 public Internet microcomputers and 2 public catalog stations. Digital services include public wireless access, an on-line catalog, Internet access, general application software such as word processing, and a number of on-line databases/resources.

Grimes Public Library provides a number of services directed to special populations and interests. Children's and Teen services include programs with 6,380 participants in 282 programs during FY 2009. Teens are offered a unique collection of reading targeted to their interests. A large print collection is supported for those with limited vision.

The Library is an administrative agency of the City of Grimes and is governed by a five member Library Board of Trustees.

Kendall Meyer, President
Justin Kirchhoff, Vice President
Karen Crosby, Secretary
Amy Koestner,
Lynh Patterson

Ex Officio: Jill Altringer, City Council Liaison

Mission

The Grimes Public Library is a comfortable and productive place to connect with the community in person and online. The library provides free and equally available resources and services to:
- promote reading readiness and encourage the love of reading;
- provide access and guidance for information technology;
- support life-long learning; and
- stimulate imagination through reading, viewing and listening for pleasure.

Adopted May, 2009

Grimes Service / Operational Trend Data FY 2000 – FY 2009

Year	Registered Borrowers	Hours Open Each Week	Operating Expenditures	Total Staff FTE
FY 2009	4,152	66	$295,819	5.23
FY 2008	5,780	66	$267,022	5.19
FY 2007	5,112	66	$241,821	4.94
FY 2006	5,014	66	$246,793	5.15
FY 2005	4,355	66	$218,720	4.18
FY 2004	4,424	65	$194,136	4.32
FY 2003	3,911	65	$207,273	3.89
FY 2002	4,949	65	$186,393	3.89
FY 2001	4,329	65	$179,909	3.21
FY 2000	4,089	65	$161,580	3.21
% Change	**+ 1.5%**	**+ 1.5%**	**+ 83.1%**	**+ 62.9%**

Year	Book Holdings	Audio Holdings	Video Holdings	Periodical Subscriptions
FY 2009	33,276	5,258	2,527	79
FY 2008	30,563	2,604	2,197	82
FY 2007	28,993	2,448	1,816	76
FY 2006	28,817	2,514	1,567	70
FY 2005	29,396	2,430	1,791	74
FY 2004	28,712	2,074	2,256	74
FY 2003	31,735	2,095	2,072	82
FY 2002	31,556	1,967	1,482	82
FY 2001	24,146	1,842	1,369	79
FY 2000	24,871	1,502	1,192	80
% Change	**+ 33.8%**	**+ 250.07%**	**+112%**	**(- 1.25%)**

Year	Total Circulation	Circulation by City Residents	Public Internet Computers
FY 2009	107,457	82,027	6
FY 2008	95,234	74,047	5
FY 2007	98,458	76,929	5
FY 2006	87,062	68,192	5
FY 2005	86,952	70,084	5
FY 2004	86,325	71,678	5
FY 2003	87,451	71,106	4
FY 2002	83,041	65,736	4
FY 2001	80,458	59,506	4
FY 2000	72,224	56,368	4
% Change	**+ 48.78%**	**+ 45.5%**	**+ 50.0%**

Grimes Service / Operational Trend Data FY 2000 – FY 2009

Year	Number of Programs			
	Children	**Young Adult**	**Adult**	**Total**
FY 2009	269	13	12	294
FY 2008	286	7	14	307
FY 2007	217	0	12	229
FY 2006	249	3	12	264
FY 2005	226	1	12	239
FY 2004	INVALID DATA	INVALID DATA	INVALID DATA	INVALID DATA
FY 2003	NOT REPORTED	NOT REPORTED	NOT REPORTED	NOT REPORTED
FY 2002	NOT REPORTED	NOT REPORTED	NOT REPORTED	NOT REPORTED
FY 2001	NOT REPORTED	NOT REPORTED	NOT REPORTED	NOT REPORTED
FY 2000	NOT REPORTED	NOT REPORTED	NOT REPORTED	NOT REPORTED
% Change	**+ 19%**	**+ 1200%**	No Change	**+ 23%**

Year	Program Attendance			
	Children	**Young Adult**	**Adult**	**Total**
FY 2009	6,196	184	96	6,476
FY 2008	4,413	54	90	4,557
FY 2007	1,655	0	120	1,775
FY 2006	1,866	6	72	1,944
FY 2005	1,523	23	80	1,626
FY 2004	INVALID DATA	INVALID DATA	INVALID DATA	INVALID DATA
FY 2003	2,600	0	0	2,600
FY 2002	2,600	0	0	2,600
FY 2001	2,500	0	0	2,500
FY 2000	2,375	0	0	2,375
% Change	**+ 160.9%**	**+700%**	**+ 28%**	**+ 172.7%**

Library Service Population

The municipal and service populations the Grimes Public Library can expect to serve are important elements in developing an accurate space needs assessment. The service population includes both the projected municipal population and the projected number of other borrowers who also use the Grimes Public Library.

Municipal Population

Significant population growth is projected for Grimes. Five years ago, the Des Moines Area Metropolitan Planning Organization's (DMAMPO) study titled Year 2030 Long Range Transportation Plan , adopted in 2004, identifies a projected 2030 Grimes population of 17,918.

The City of Grimes is currently in the process of updating its comprehensive plan with the assistance of RGD, a well know regional planning firm. Their preliminary findings suggest a much greater rate of growth in the out-years, with a projected population of 30,975 in the year 2030.

This study will illustrate space requirements reflecting both projections.

Historic and Projected Grimes Populations

Year	Grimes Population
History	
1970 Census Bureau	834
1980 Census Bureau	1,973
1990 Census Bureau	2,653
2000 Census Bureau	5,098
2004 Census Bureau – special census	5,862
Estimate	
2008 Census Bureau	8,419
Projections	
Des Moines Metropolitan Planning Organization (2004)	
2010 DMAMPO	9,760
2020 DMAMPO	13,038
2030 DMAMPO	17,918
Draft Grimes Comprehensive Plan (RDG 2009)	
2010 RDG	9,517
2020 RDG	17,764
2030 RDG	30,975

Total Service Population

The service population of the Grimes Public Library is more inclusive than the municipal population. The Library also provides service to nonresident borrowers from rural Polk County and residents with cards from other Iowa libraries. The library receives payment for serving these nonresident borrowers.

An estimate for the number of nonresident borrowers to be served in 2030 can be based on the percentage of total circulation to those borrowers. In the current decade nonresident borrowers have averaged 21.4% of the library's total loans.

Percentage of Circulation

	Total Circulation FY 2000 – FY 2009	% of Circulation
Municipal Circulation	695,673	78.6%
Nonresident Circulation	188,989	21.4%
Total Circulation	**884,662**	**100.0%**

Total Service Population – Based on DMAMPO Projection

Given a 2030 projected municipal population of 17,918, a 21.4% rate of nonresident loans would result in a total service population of 22,796, including 4,478 nonresident borrowers who will consider the Grimes Public Library their library.

Service Population	FY 2008 Estimated Population	FY 2030 Service Population	% of Service Population
Municipal population	8,419	17,918	78.6%
Nonresident population	2,292	4,478	21.4%
Total Service Population	**10,711**	**22,796**	**100.0%**

Total Service Population – Based on Draft Comprehensive Plan Projection

Given a 2030 projected municipal population of 30,975, a 21.4% rate of nonresident loans would result in a total service population of 39,408, including 8,433 nonresident borrowers who will consider the Grimes Public Library their library.

Service Population	FY 2008 Estimated Population	FY 2030 Service Population	% of Service Population
Municipal population	8,419	30,975	78.6%
Nonresident population	2,292	8,433	21.4%
Total Service Population	**10,711**	**39,408**	**100.0%**

U. S. Census 2000 Demographic Profile Highlights:

General Characteristics	Number	%	U.S.
Total population	5,098		
Male	2,479	48.6	49.1%
Female	2,619	51.4	50.9%
Median age (years)	30.7	(X)	35.3
Under 5 years	546	10.7	6.8%
18 years and over	3,433	67.3	74.3%
65 years and over	280	5.5	12.4%
One race	5,042	98.9	97.6%
White	4,955	97.2	75.1%
Black or African American	17	0.3	12.3%
American Indian and Alaska Native	11	0.2	0.9%
Asian	45	0.9	3.6%
Native Hawaiian and Other Pacific Islander	0	0.0	0.1%
Some other race	14	0.3	5.5%
Two or more races	56	1.1	2.4%
Hispanic or Latino (of any race)	55	1.1	12.5%
Household population	5,098	100.0	97.2%
Group quarters population	0	0.0	2.8%
Average household size	2.70	(X)	2.59
Average family size	3.13	(X)	3.14
Social Characteristics			
Population 25 years and over	3,116		
High school graduate or higher	2,989	95.9	80.4%
Bachelor's degree or higher	989	31.7	24.4%
Civilian veterans (civilian population 18 years and over)	343	9.9	12.7%
Disability status (population 5 years and over)	535	12.0	19.3%
Foreign born	43	0.8	11.1%
Male, Now married, except separated (population 15 years and over)	1,208	70.3	56.7%
Female, Now married, except separated (population 15 years and over)	1,163	60.8	52.1%
Speak a language other than English at home (population 5 years and over)	79	1.8	17.9%
Economic Characteristics			
In labor force (population 16 years and over)	3,006	83.8	63.9%
Mean travel time to work in minutes (workers 16 years and over)	20.0	(X)	25.5
Median household income in 1999 (dollars)	56,275	(X)	41,994
Median family income in 1999 (dollars)	60,847	(X)	50,046
Per capita income in 1999 (dollars)	23,712	(X)	21,587
Families below poverty level	35	2.4	9.2%
Individuals below poverty level	166	3.3	12.4%
Housing Characteristics			
Single-family owner-occupied homes	1,119		
Median value (dollars)	119,500	(X)	119,600
Median of selected monthly owner costs	(X)	(X)	
With a mortgage (dollars)	1,123	(X)	1,088
Not mortgaged (dollars)	348	(X)	295

(X) Not applicable.
Source: U.S. Census Bureau, Summary File 1 (SF 1) and Summary File 3 (SF 3)

Peer Benchmark Data

Peer service and operational data is provided to offer benchmarking comparisons for 3 distinct peer groups:

- current Polk County area libraries
- libraries serving 15,000 to 25,000 residents reflecting the DMAMPO 2030 projected population
- libraries serving 25,000 to 35,000 residents reflecting the draft Comprehensive Plan projection

The benchmarking is inherently conservative because the data is for Fiscal Year 2008, the most recent year in which data is published by the State Library of Iowa for each the libraries.

Current Peer Group Data – Central Iowa Libraries

	Municipal Population	Registered Borrowers	Square Feet Per Capita	Operating Expenditures per Capita	Hours Open Each Week
Adel	3,435	4,174	5.24	$57.81	48
Bondurant	1,846	3,099	1.04*	$70.46	48
Carlisle	3,497	6,321	1.03	$30.91	50
Dallas Center	1,595	1,935	2.87	$76.77	49
Mitchellville	2,302	2,117	2.09	$45.32	36
Norwalk	6,884	6,651	1.67	$46.81	58
Pleasant Hill	6,961	6,052	1.38	$55.14	58
Polk City	2,872	2,514	2.09	$61.93	54
Average	3,674	4,108	2.06	$55.64	50.13
Grimes	5,862	5,780	1.09	$45.55	66

* Note: Bondurant recently opened a new 7,200 square foot library, increasing their square feet per capita to 3.90

	# of Public Internet Computers	Periodical Holdings per 1,000 Residents	Book and Media Holdings per Capita	Circulation per Capita	Turnover Rate
Adel	7	18.9	11.04	23.17	2.18
Bondurant	3	20.5	8.37	16.34	2.12
Carlisle	3	15.2	7.17	8.32	1.14
Dallas Center	4	38.9	12.90	19.27	1.42
Mitchellville	8	23.5	8.33	14.25	1.81
Norwalk	8	12.2	4.51	11.99	2.84
Pleasant Hill	14	15.8	6.25	13.41	2.24
Polk City	4	24.4	5.70	16.20	3.17
Average	5.7	18.8	7.14	13.66	1.88
Grimes	6	13.9	6.11	16.25	2.83

	Population per Staff FTE	Library Programs per Capita	Program Attendance per Capita	Visits per Capita
Adel	763.33	0.05	0.73	9.25
Bondurant	835.29	0.07	2.12	8.15
Carlisle	1,231.34	0.03	0.62	6.41
Dallas Center	519.54	0.07	1.18	11.05
Mitchellville	1,354.12	0.03	0.81	9.60
Norwalk	1,123.00	0.02	0.55	10.56
Pleasant Hill	1,392.20	0.08	5.27	7.71
Polk City	957.33	0.13	2.37	7.77
Average	908.46	0.05	1.52	7.83
Grimes	1,129.48	0.05	0.78	Invalid Data

Medium Peer Group Data – Communities of 15,000 to 25,000 Population

Libraries	Municipal Population	Registered Borrowers	Square Feet per Capita	Operating Expenditures per Capita	Hours Open Each Week
Coralville	17,269	17,667	2.87	$63.64	58
Muscatine	22,697	16,504	1.10	$42.92	58
Newton	15,579	16,569	1.35	$51.74	60
Ottumwa	24,998	25,447	0.51	$26.93	62
Average	20,136	19,047	1.46	$46.31	59.50
Grimes (FY 2008)	5,862	5,780	1.09	$45.55	66

Libraries	# of Public Internet Computers	Total Serial Subscription Holdings	Total Holdings per Capita	Circulation per Capita	Turnover Rate
Coralville	46	11.87	5.24	14.46	2.84
Muscatine	15	8.59	6.56	11.01	1.64
Newton	5	9.50	5.52	9.01	1.65
Ottumwa	8	6.56	3.53	5.30	1.67
Average	18.50	9.13	5.21	9.95	1.95
Grimes (FY 2008)	5	13.9	6.11	16.25	2.83

Libraries	Population per Staff FTE	Library Programs per Capita	Program Attendance per Capita	Visits per Capita
Coralville	1,132.39	0.02	0.79	9.99
Muscatine	1,343.02	0.03	0.93	6.66
Newton	1,480.89	0.01	0.45	5.40
Ottumwa	2,222.04	0.01	0.27	8.01
Average	1,544.59	0.02	0.61	7.52
Grimes (FY 2008)	1,129.48	0.05	0.78	Invalid Data

Large Peer Group Data – Communities of 25,000 to 35,000 Population

	Municipal Population	Registered Borrowers	Square Feet per Capita	Operating Expenditures per Capita	Hours Open Each Week
Bettendorf	31,258	22,264	1.66	$82.91	68
Burlington	26,839	30,356	2.05	$52.50	64
Clinton	27,772	11,293	0.78	$32.50	66
Fort Dodge	26,309	21,473	1.23	$26.55	59
Marion	26,294	21,943	0.93	$49.98	64
Marshalltown	26,009	25,047	1.39	$29.19	61
Mason City	29,172	17,096	1.30	$30.54	60
Average	27,665	21,353	1.33	$43.45	63.14
Grimes (FY 2008)	5,862	5,780	1.09	$45.55	66

	# of Public Internet Computers	Periodical Holdings per 1,000 Residents	Book and Media Holdings per Capita	Circulation per Capita	Turnover Rate
Bettendorf	19	22.46	5.31	16.33	2.93
Burlington	31	16.28	5.09	20.42	3.8
Clinton	13	8.21	4.30	4.55	1.0
Fort Dodge	20	7.60	3.54	8.49	2.39
Marion	12	11.79	6.71	27.8	8.71
Marshalltown	30	9.46	3.59	10.10	2.5
Mason City	14	7.61	3.80	5.2	1.29
Average	19.86	11.92	4.62	13.27	3.23
Grimes (FY 2008)	5	13.9	6.11	16.25	2.83

	Population per Staff FTE	Library Programs per Capita	Program Attendance per Capita	Visits per Capita
Bettendorf	1,188.52	0.028	0.542	11.06
Burlington	1,360.31	0.009	0.335	19.29
Clinton	1,355.39	0.022	0.322	6.62
Fort Dodge	2,630.90	0.006	0.356	5.55
Marion	1,615.11	0.007	0.236	12.79
Marshalltown	2,222.99	0.017	0.704	8.71
Mason City	2,083.71	0.011	0.391	7.62
Average	1,779.56	0.014	0.412	10.23
Grimes (FY 2008)	1,129.48	0.05	0.78	Invalid Data

Notes:
- Marshalltown Public Library opened a new library in December of 2008. To reflect this significant change the Marshalltown data is that for FY 2009, not FY 2008. Marshalltown's FY 2009 data reflects ½ year in the old building, ½ year in the new building.
- Marion and Clinton are both currently planning for new or expanded buildings.

Minimum Space Requirements

Introduction

The space needs process identifies a community's <u>minimum</u> library space requirements for a 20 to 25 year planning horizon. This study of the Grimes Public Library will project space requirements for the year 2030. Minimum space requirements are developed using population projections, tested service standards, and nationally accepted space calculation formulas.

The methodology is based on a space needs assessment process developed and published by the Wisconsin Division for Library Services. Wisconsin updated and revised the process in 2009. This study makes slight modifications to the Wisconsin process to reflect the consultant's experience.

The Wisconsin methodology focuses on seven types of space utilization commonly found in public libraries:

- **Collection Shelving and Display**
- **General Customer Seating**
- **Program and Meeting Space**
- **Public Technology**
- **Staff Work Space**
- **Special Use Space**
- **Structure/Support Space**

Options A and B

With two disparate municipal and service population projections, this Space Needs Assessment analysis will develop two projected space requirements, one for each scenario.

Option A will base its space calculations on the 2030 **DMAMPO** municipal and service population projections of 17,918 (municipal) and 22,796 (service). It will also reflect the benchmarking data of the **Medium Peer Group**.

Option B will base its space calculations on the **draft 2030 Comprehensive Plan** municipal and service population projections of 30,975 (municipal) and 39,408(service). It will also reflect the benchmarking data of the **Large Peer Group**.

Projected Collection Size

A useful method for predicting future collection size is to multiply the holdings per capita rate for an appropriate benchmark group of libraries by the projected municipal population. Please note that it is always the case that the holding rates for libraries serving larger communities are less per capita than for smaller communities because large communities have more people to divide their holdings among.

Option A
The Medium Peer Group held on average 5.21 book and media items per capita for the most recent reporting year, FY 2008. Those libraries also averaged 9.13 periodical subscriptions per 1,000 residents. The average municipal population for the future peer libraries was in FY 2008.

Using the average per capita holdings rate for peer libraries with the 2030 projected Grimes population of 17,918 suggests a collection of 93,353 book and media items and 163 periodical subscriptions.

2030 Projected Collection Size

2030 Population	Book and Media Holding Rate Per Capita,	2030 Projected Book and Media Holdings	Periodical Title Holdings Rate Per 1,000, Peer Library Group	2030 Projected # of Periodical Subscriptions
17, 918	5.21	93,353	9.13	163

Option B
The Large Peer Group held on average 4.62 book and media items per capita for the most recent reporting year, FY 2008. Those libraries also averaged 11.92 periodical subscriptions per 1,000 residents. The average municipal population for the future peer libraries was in FY 2008.

Using the average per capita holdings rate for peer libraries with the 2030 projected Grimes population of 30,975 suggests a collection of 143,104 book and media items and 369 periodical subscriptions.

2030 Projected Collection Size

2030 Population	Book and Media Holding Rate Per Capita,	2030 Projected Book and Media Holdings	Periodical Title Holdings Rate Per 1,000, Peer Library Group	2030 Projected # of Periodical Subscriptions
30,975	4.62	143,104	11.92	369

Other Collection Data
At the end of FY 2009 the library had 41,061 total book and media items (6.11 items per capita) and 79 periodical subscriptions (13.9 titles per 1,000 population). Over the past 9 years the Grimes Public Library's book and media collections have grown at annual average net rates of 1,095 book volumes and 567 media items.

Actual Collection Net Growth, Grimes Public Library

Year	Book Volumes Net Growth	Media Items Net Growth
FY 2009	2,713	2,984
FY 2008	1,570	537
FY 2007	176	183
FY 2006	-579	-140
FY 2005	684	-109
FY 2004	-3,023	163
FY 2003	179	718
FY 2002	7,410	238
FY 2001	725	527
Average	+ 1,095	+ 567

Public Computing

The digital format has become the preferred form for many customers 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 catalogs are all important components of today's library service program. On-line databases and CD ROM technology got their start in libraries over 35 years ago, long before meeting common acceptance.

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

Currently the library has 6 Internet and general application computer stations. An acepted method for estimating the number of public access computers that are needed is to provide one public computer for every 20 to 25 persons who enter the library daily. Please note this discussion excludes public access catalog stations which are included in the Special Use space category.

Option A
In FY 2008 the Medium Peer Group libraries had an average of 134,743 customers enter their building annually or 380 customers per day. That level of daily public visits suggests planning for between 16 and 19 public computers in 2030. Option A will base its space calculations on 18 public computers.

Option B
In FY 2008 the Large Peer Group libraries had an average of 283,013 customers enter their building annually or 797 customers per day. That level of daily public visits suggests planning for between 32 and 40 public computers in 2030. Option B will base its space calculations on 36 public computers.

General User Seating

Projected user seating calculations are based on a sliding scale of seats per thousand population. The scale was developed by the State of Wisconsin following studies of actual public libraries and their use by patrons. The library currently has 36 seats in a variety of formats. Library seating is typically offered in a wide variety of formats such as study chairs, task chairs, stools, and lounge chairs to reflect the different types of library users and their seating preferences. Each of those seating types has a different space requirement. In the Space Needs Assessment an average space requirement of 30 square feet per seat is used.

Wisconsin Seating per Population Scale

Population	Seats per 1,000 Population
1,000	22.50
2,500	14.25
5,000	10.00
10,000	7.00
25,000	4.50
50,000	3.00
100,000	2.25

General User Seating Requirement

Option A
The DMAMPO 2030 projected service population of 22,796 persons suggests that 5.2 seats be allocated for every 1,000 residents or 118 seats.

Option B
The draft Comprehensive Plan projected service population of 39,408 persons suggests that 3.6 seats be allocated for every 1,000 residents or 142 seats.

Program Spaces

Public libraries commonly provide spaces to support the Library's programming for children, adults, and other needs of the community. The library has an active schedule of programs with 294 library sponsored programs and 6,476 participants in FY 2009. The library currently has a single program room with an official occupancy rating of 40.

Options A and B

To provide for existing and future community and library programs three program venues are needed.

- A general purpose program room that seats 150 and can be subdivided. The seating capacity is sized to support attendance at the library's largest programs.

- A children's program room that seats 30 on the floor and concurrently provide craft tables for the same number.

- A conference room space that seats 12 participants with 8 side chairs.

Support spaces are also needed in each of the rooms for table/chair/coat storage and a service counter.

Staff Work Spaces

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 on-going responsibilities such as cataloging materials, physically processing the items for the shelf, and processing interlibrary loans.

The library staff has very limited work space. Improved work stations will allow the staff to work more effectively.

The number of workstations is not in a one to one relationship to the number of staff. The number of workstations represents how many places where work takes place, not the number of staff. By example, while there may be only one person using a wood shop, there are many workstations: table saw, workbench, lathe, and drill press, each with a specific, dedicated purpose.

Location	Existing Number of Stations	Option A Projected Number of Stations	Option B Projected Number of Stations
Public Service Desks			
Main Service Desk	2	3	3
Children's Service Desk	0	2	2
Subtotal	**2**	**5**	**5**
Workroom / Office			
Circulation Head	1	1	1
Cataloging	0	1	2
DVD/CD Cleaning	1	1	1
Part-time Staff Shared Station	0	1	2
Physical Processing/Mending	2	2	2
Server Station	1	1	1
Interlibrary Loan	0	0	1
Administrative Assistant	0	1	1
Young Adult	0	1	1
Children's	1	2	3
Adult Service / Reference	0	2	3
Outreach Service	0	0	1
Assistant Director (includes cataloging)	1	1	1
Director	1	1	1
Custodial	0	0	1
Subtotal	**8**	**15**	**22**
Total	**10**	**20**	**27**

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 public access catalog stations (PACS), copiers, microform reader/printers, media stations, staff break room, displays, and storage space. The specific space requirements for these uses should be detailed in the building program document. For the purpose of the space needs assessment, special use space may be expressed as 15% of the preceding spatial needs.

Structure and Support Space

Structure and support space includes areas of the building that are of common utility and do not serve a specific library purpose. Structure and support space is sometimes referred to as architectural or unassigned space. Examples of structure and support space include the entry and foyer, restrooms, general aisle space throughout the building, stairs, elevators, mechanical systems, and even walls and partitions. An all new, single story library typically requires between 25% and 30% of the gross building area for structure and support space. Expanding an existing, multi-storied building may well require 30% of the gross building area for structure and support space.

Current, 2009 Minimum Space Needs Calculations

This calculation reflects the actual quantities of collections, seating, computers, staff workstations, and program space at the existing Grimes Public Library.

The space required would be even larger if the building were to reflect the quantities justified by the current population.

Space Use Category	2009 Space Requirement
Municipal Population: 8,419 **Other Borrowers:** 2,292 **Total Service Population** 10,711	
Collection Space 41,061 book / media items x .10 = 4,106 sf 79 current periodicals x 1.3 = 102 sf 79 back issue per. x 2 years x .66 = 104 sf	**4,312 sf**
General User Seating 36 seats x 30 sf/seat	**1,080 sf**
Public Computer Workstations 6 computers x 40 sf/workstation	**240 sf**
Staff Work Space 10 workstations x 125 sf	**1,025 sf**
Program Space **Total: 700 sf** 40 seats x 12 sf = 480 sf presenter, kitchen, storage = 220 sf	**700 sf**
Special Use Space 15% of running subtotal (7,582)	**1,137 sf**
Net Subtotal	**8,719 sf**
Structure/Support Space 25% of the gross space requirement	**2,906 sf**
Total Gross Space Requirement With 25% Structure/Support	**11,625 sf**

Note: the library currently occupies 6,439 gross square feet

Option A: 2030 Minimum Space Needs Calculations

Space Use Category	2030 Space Requirement
Municipal Population: 17,918 **Other Borrowers:** 4,478 **Total Service Population** 22,796	
Collection Space 93,353 book / media items x .10 = 9,335 sf 163 current periodicals x 1.3 = 212 sf 163 back issue per. x 2 years x .66 = 215 sf	**9,762 sf**
General User Seating 118 seats x 30 sf/seat	**3,540 sf**
Public Computer Workstations 18 computers x 40 sf/workstation	**720 sf**
Staff Work Space 20 workstations x 125 sf	**2,500 sf**
Program Space **Large Program Room: 2,200 sf total** 150 seats x 12 sf = 1,800 sf presenter, service counter, storage = 400 sf **Conference Room: 465 sf** 12 place conference table 8 side chairs **Children's Program Rooms: 750 sf total** 30 seats x 10 sf = 300 5 craft tables x 60 sf = 300 presenter, counter, storage = 150	**3,415 sf**
Special Use Space 15% of running subtotal (19,937)	**2,990 sf**
Net Subtotal	**22,927 sf**
Structure/Support Space At 25% of the gross space requirement (1 story bldg) At 30% of the gross space requirement (2 story bldg)	**7,643 sf** **9,826 sf**
Total Gross Space Requirement With 25% Structure/Support With 30% Structure/Support	**30,570 sf** **32,753 sf**

Note: the library currently occupies 6,439 gross square feet

Option B: 2030 Minimum Space Needs Calculations

Space Use Category	2030 Space Requirement
Municipal Population: 30,975 **Other Borrowers:** 8,433 **Total Service Population** 39,408	
Collection Space 143,104 book / media items x .10 = 14,310 sf 369 current periodicals x 1.3 = 480 sf 369 back issue per. x 2 years x .66 = 487 sf	**15,277 sf**
General User Seating 142 seats x 30 sf/seat	**4,260 sf**
Public Computer Workstations 36 computers x 40 sf/workstation	**1,440 sf**
Staff Work Space 27 workstations x 125 sf	**3,375 sf**
Program Space **Large Program Room: 2,200 sf total** 150 seats x 12 sf = 1,800 sf presenter, service counter, storage = 400 sf **Conference Room: 465 sf** 12 place conference table 8 side chairs **Children's Program Rooms: 750 sf total** 30 seats x 10 sf = 300 5 craft tables x 60 sf = 300 presenter, counter, storage = 150	**3,415 sf**
Special Use Space 15% of running subtotal (27,767)	**4,165 sf**
Net Subtotal	**31,932 sf**
Structure/Support Space At 25% of the gross space requirement (1 story bldg) At 30% of the gross space requirement (2 story bldg)	**10,644 sf** **13,685 sf**
Total Gross Space Requirement With 25% Structure/Support With 30% Structure/Support	**42,576 sf** **45,617 sf**

Note: the library currently occupies 6,439 gross square feet