

## SPACE NEEDS

**There** is now 27,652 building gross square feet (bgsf) in the Laramie Library on South Eighth Street. This includes space in the lower level (basement) as well as the main floor.

In order to determine the space needs for the Library facility, the consultants undertook the following tasks:

- Toured and examined the building
- Requested and receive data from the Library with regard to current staffing and collections sizes (number of items in the collection)
- Conducted a detailed inventory of all of the existing furniture and equipment
- Facilitated a series of public focus group discussions to determine what the public wants in their Laramie Library
- Held a series of one-on-one interviews with various stakeholders for the same purpose
- Facilitated a general community meeting, again to get wants, likes, and dislikes from the public
- Meet with library staff.

With the information from the tasks completed, the principal consultant next input all of the statistical data into a library space planning spreadsheet. On a number of other library facility planning and programming projects, the consultants have successfully utilized this spreadsheet.

The spreadsheet, using a set of library space planning guidelines and standards developed over several years of practice, indicated the amount of space needed by a specific library for a specific building. The needed space, when all factors have been accounted for, will produce a library facility that is:

- Totally compliant with the Americans With Disabilities Act (ADA)
- User friendly, e.g. no tall bookstacks, clear aisle spacing of 48 inches between ranges
- Tilt shelves on the bottom two shelves in a single-face section of steel bookstack shelving (four tilt shelves in a double-face section).

### HOW MUCH SPACE FOR THE LARAMIE LIBRARY?

**After** inserting all data into the spreadsheet we determined that currently the Laramie Library is undersized by a total of 4,195 bgsf. For a detailed list, see the completed spreadsheet in Table 13.7 at the end of this Chapter (presented on two 11 x 17 pages, overleaf). Said another way, to offer the services it is now providing in an ADA compliant, user-friendly library with adequate workspace for the existing staff the building should contain 31,847 total bgsf of space – not merely the 27,652 bgsf in the current building.

This was not surprising. As we toured the building the first time we noted an excessive amount of tall (84 and 90-inch high bookstacks and overly crowded shelves. This is almost always a tell tale sign of a building being too small for what it trying to do.

This fact, coupled with grossly inadequate workspace for the staff, drove home the point of a building too small – much too small.

### SPACE FOR THE NEXT 30 YEARS

**Looking** forward 30 years, to 2040, the consultants developed the needed space in five-year increments. The results? Here they are.

- 2015 – 32,805 bgsf
- 2020 – 34,061 bgsf
- 2025 – 35,004 bgsf
- 2030 – 35,673 bgsf
- 2035 – 36,412 bgsf
- 2040 – 36,693 bgsf.

Thus, by 2040 the Laramie Library should be at least 9,041 building gross square feet (bgsf) larger than it is today.

### Space Elements That Determine Space Needs

**We** at Godfrey’s Associates, Inc. organize our space projections into four major categories:

- Personnel
- Collections
- User Seating
- Support Spaces.

Within each of the four major grouping there are specific elements that constitute the space needs based upon the number of units, e.g. number of Circulation Assistant, or

volume count for large print books or how many seats at four-place tables for adults, or the number of booktrucks required.

### Personnel

The Library now has 17.50 budgeted FTE (full-time equivalent) positions<sup>1</sup> plus .50 FTE Building & Grounds (B & G) staffer and the equivalent of 1.00 FTE Volunteer.

By taking into account the proposed Program of Service (see Chapter 11), the probability of extended service hours, and a modest growth in the population, we forecast additional personnel as detailed in Table 13.1.

**Table 13.1**  
Personnel Needs for Next 30 Years

<i>year</i>	<i>position title</i>	<i>number of FTE</i>
2015	Administration	7.0
2020		7.0
2025		7.0
2030		7.0
2035		7.5
2040		7.5
2015	Operations + B & G	24.75
2020		28.25
2025		29.25
2030		31.00
2035		33.00
2040		33.50

<sup>1</sup> Some positions are not currently filled.

## Collections

Table 13.2 details incremental collection growth to 2040.

**Table 13.2**

Collection Needs for Next 30 Years

<i>year</i>	<i>type</i>	<i>number of items</i>
2015	Adult Circulation & Reference	68,275
2020		70,120
2025		71,606
2030		72,494
2035		73,784
2040		75,122
2015	Teens (Young Adult)	3,716
2020		3,927
2025		4,042
2030		4,158
2035		4,318
2040		4,483
2015	Children's	23,531
2020		24,157
2025		25,157
2030		26,183
2035		26,883
2040		27,433
2015	Media (DVDs & CDs)	13,335
2020		13,870
2025		14,435
2030		14,825
2035		15,235
2040		15,500

## Customer (Public) Seating

Next, we turn attention to spaces for the customers, e.g. the public, for sitting while in the library. This includes all types of seating – four- and two-place tables, study carrels, lounge seating, benches, café booths (for Teens), and floor seating for Children.

**Table 13.4**

Customer Seating Needs for Next 30 Years (excluding chairs at computers)

<i>year</i>	<i>type</i>	<i>number of seats</i>
2015	Adult	54
2020		54
2025		62
2030		62
2035		62
2040		62
2015	Teens (Young Adult)	20
2020		20
2025		30
2030		24
2035		24
2040		24
2015	Children's	24
2020		24
2025		28
2030		28
2035		28
2040		28

### Customer Use Computers

For the public use computers we include both those at seated stations as well as stand-up stations (PACs and Internet Express stations).

**Table 13.4**  
Computer Space Needs for Next 30 Years

<i>year</i>	<i>type</i>	<i>number of computers</i>
2015	Adult	38
2020		40
2025		43
2030		45
2035		46
2040		46
2015	Teens (Young Adult)	8
2020		8
2025		8
2030		8
2035		10
2040		10
2015	Children's	8
2020		8
2025		18
2030		10
2035		10
2040		10

### Gathering Spaces

Gathering spaces include meeting and conference rooms, a program room for Children's Services, and a Training Room (e.g. a computer lab).

**Table 13.5**  
Gathering Space Seating Needs for Next 30 Years

<i>year</i>	<i>type</i>	<i>number of seats</i>
2015	Multi-Purpose Meeting Room	120
2020		120
2025		120
2030		120
2035		120
2040		120
2015	Conference Rooms	30
2020		30
2025		30
2030		30
2035		30
2040		30
2015	Children's Program Room	40
2020		40
2025		40
2030		40
2035		40
2040		40
2015	Training Room	13
2020		13
2025		13
2030		13
2035		13
2040		13

## Support Spaces

Support spaces include a host of items/space elements as large as the Entrance Lobby and as small as a book truck. We provide here the net square feet (nsf) for the combined total of the various items/elements that constitute Support Spaces.

**Table 13.6**

Support Space Needs for Next 30 Years

<i>year</i>	<i>net square feet</i>
2015	6,133
2020	6,497
2025	6,585
2030	6,655
2035	6,791
2040	6,815

## SUMMARY

**There** is a demonstrated need for a larger Laramie Library. The increase in space is reasonably modest over a 30-year period – 9,041 bgsf. That is an average of 301 bgsf per year. However, it is, of course, completely impractical to add such a small amount of space year in and year out a year. Therefore, the most prudent and least expensive way to proceed is to build the total amount of space at one time.

**Table 13.7**

Projected Space Requirements per Guidelines		Building:		LARAMIE LIBRARY, Albany County, WY																
functional component	personnel/space designation	space code	square feet	Population Served:	32,300	32,060	31,930	32,250	32,850	33,710	34,400	existing		projected					notes	
				2010	2015	2020	2025	2030	2035	2040	2010	2015	2020	2025	2030	2035	2040			
				<b>CIRCULATION:</b>	180,000	192,360	223,510	241,875	262,800	286,535	309,600								Increase from 5.57 per capita to 9.0 by 2040.	
				<b>unit area x number of personnel</b>									<b>= net square footage</b>							
<b>personnel</b>	County Librarian	PO-C	200	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	200	200	200	200	200	200	200		
	Administrative Services Manager	PO-D	150	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	150	150	150	150	150	150	150		
	Foundation Executive Director	PO-D	150	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	150	150	150	150	150	150	150		
	Public Relations Coordinator	PO-D	150	0.50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	75	150	150	150	150	150	150		
	Access Services Librarian	PO-D	150	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	150	150	150	150	150	150	150		
	Administrative Specialist	SPO-F	64	1.00	1.00	1.00	1.00	1.00	1.00	1.50	1.50	64	64	64	64	64	96	96		
	Administrative Assistant	SPO-G	48	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	48	48	48	48	48	48	48		
	<b>Sub-Total Administrative Services</b>				<b>6.50</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>837</b>	<b>912</b>	<b>912</b>	<b>912</b>	<b>912</b>	<b>944</b>	<b>944</b>	
	Experience Works Employee	SPO-H	36	1.00	1.50	2.00	2.00	2.00	2.00	2.00	2.00	36	54	72	72	72	72	72	72	
	Youth Services Librarian	SPO-F	64	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	64	64	64	64	64	64	64	64	
	Public Services Librarian	SPO-F	64	1.00	2.00	2.00	2.00	2.00	2.00	2.50	2.50	64	128	128	128	128	160	160		
	Older Adult Librarian	SPO-G	48	1.00	2.50	3.00	3.50	4.00	4.00	4.00	4.00	48	120	144	168	192	192	192		
	Interlibrary Loan Librarian	SPO-E	96	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	96	96	96	96	96	96	96		
	Young Adult Librarian	SPO-F	64	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	64	64	64	64	64	64	64		
	Public Services Assistant	SPO-H	36	3.00	3.00	4.00	4.00	4.50	5.00	5.00	5.00	108	108	144	144	162	180	180		
	Technical Services Assistant	SPO-G	48	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	48	48	48	48	48	48	48		
	Cataloger	SPO-G	48	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	48	48	48	48	48	48	48		
	Circulation Supervisor	SPO-G	48	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	48	48	48	48	48	48	48		
	Circulation Assistant	SPO-H	36	3.00	3.00	3.50	3.50	3.50	4.00	4.00	4.00	108	108	126	126	126	144	144		
	Library Page	SPO-I	24	2.00	1.25	1.50	1.75	2.00	2.25	2.50	2.50	48	30	36	42	48	54	60		
	Volunteer	SPO-I	24	1.50	1.50	1.75	2.00	2.00	2.25	2.50	2.50	36	36	42	48	48	54	60		
	<b>Sub-Total Public &amp; Support Services</b>				<b>18.50</b>	<b>20.75</b>	<b>23.75</b>	<b>24.75</b>	<b>26.00</b>	<b>28.00</b>	<b>28.50</b>	<b>816</b>	<b>952</b>	<b>1,060</b>	<b>1,096</b>	<b>1,144</b>	<b>1,224</b>	<b>1,236</b>		
	Information Technology Specilist	PO-D	150	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	150	150	150	150	150	150	150		
	Information Technology Assistant	SPO-F	64	1.00	1.00	1.50	1.50	2.00	2.00	2.00	2.00	64	64	96	96	128	128	128		
	<b>Sub-Total Information Technology</b>				<b>2.00</b>	<b>2.00</b>	<b>2.50</b>	<b>2.50</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>214</b>	<b>214</b>	<b>246</b>	<b>246</b>	<b>278</b>	<b>278</b>	<b>278</b>		
<b>TOTAL FTE PERSONNEL:</b>				<b>30.00</b>	<b>33.25</b>	<b>36.00</b>	<b>36.75</b>	<b>38.00</b>	<b>40.75</b>	<b>41.00</b>										
Building & Grounds	SPO-G	48	1.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	48	96	96	96	96	96	96			
												<b>SUBTOTAL SQUARE FOOTAGE:</b>								
												1,915	2,174	2,314	2,350	2,430	2,542	2,554		
				<b>unit area x number of volumes</b>																
<b>collections</b>	Reference	SHLV-R	0.12	1,623	800	800	800	800	800	800	800	195	96	96	96	96	96	96		
	Oversize	SHLV-R	0.15	1,000	900	950	1,000	1,000	1,000	1,000	1,000	150	135	143	150	150	150	150		
	Spanish Language Collection	SHLV-A	0.10	800	810	900	925	1,000	1,025	1,050	1,050	80	81	90	93	100	103	105		
	Popular Display	SHLV-B	0.20	675	800	1,000	1,000	1,000	1,000	1,000	1,000	135	160	200	200	200	200	200		
	Adult Fiction/Non-Fiction	SHLV-A	0.10	58,931	50,500	51,500	52,500	53,000	54,000	55,000	55,000	5,893	5,050	5,150	5,250	5,300	5,400	5,500		
	Large Print	SHLV-A	0.10	5,067	5,000	5,000	5,000	5,000	5,000	5,000	5,000	507	500	500	500	500	500	500		
	Literacy Collection	SHLV-A	0.10	200	205	210	220	230	240	250	250	20	21	21	22	23	24	25		
	Adult Media	SHLV-M	0.10	9,000	9,100	9,600	10,000	10,300	10,550	10,850	10,850	900	910	960	1,000	1,030	1,055	1,085		
	Current periodicals	SHLV-P	1.00	150	160	160	161	164	169	172	172	150	160	160	161	164	169	172		
	<b>Sub-Total Adult Collections</b>				<b>77,446</b>	<b>68,275</b>	<b>70,120</b>	<b>71,606</b>	<b>72,494</b>	<b>73,784</b>	<b>75,122</b>	<b>8,030</b>	<b>7,113</b>	<b>7,319</b>	<b>7,472</b>	<b>7,563</b>	<b>7,696</b>	<b>7,833</b>		
	Teen Fiction/Non-Fiction	SHLV-A	0.10	2,078	3,000	3,200	3,300	3,400	3,550	3,700	3,700	208	300	320	330	340	355	370		
	Teen Media	SHLV-M	0.05	700	710	720	735	750	760	775	775	35	36	36	37	38	38	39		
	Teen Current Periodicals	SHLV-P	1.00	6	6	7	7	8	8	8	8	6	6	7	7	8	8	8		
	<b>Sub-Total Teen Collections</b>				<b>2,784</b>	<b>3,716</b>	<b>3,927</b>	<b>4,042</b>	<b>4,158</b>	<b>4,318</b>	<b>4,483</b>	<b>249</b>	<b>342</b>	<b>363</b>	<b>374</b>	<b>386</b>	<b>401</b>	<b>417</b>		
	Children's Easy/Picture/Board	SHLV-YEP	0.05	7,923	8,000	8,100	8,200	8,300	8,400	8,550	8,550	396.15	403	405	410	415	420	428		
	Children's Fiction/Non-Fiction	SHLV-A	0.10	11,780	12,000	12,500	13,250	14,100	14,650	15,000	15,000	1,178	1,200	1,250	1,325	1,410	1,465	1,500		
	Children's Media	SHLV-M	0.05	3,500	3,525	3,550	3,700	3,775	3,825	3,875	3,875	175	176	177	185	189	191	194		
	Children's Current Periodicals	SHLV-P	1.00	6	6	7	7	8	8	8	8	6	6	7	7	8	8	8		
	<b>Sub-Total Children's Collections</b>				<b>23,209</b>	<b>23,531</b>	<b>24,157</b>	<b>25,157</b>	<b>26,183</b>	<b>26,883</b>	<b>27,433</b>	<b>1,755</b>	<b>1,785</b>	<b>1,839</b>	<b>1,927</b>	<b>2,022</b>	<b>2,084</b>	<b>2,130</b>		
	Wyoming Room Collections	SHLV-AC	0.12	457	510	600	620	700	750	800	800	55	61	72	74	84	90	96		
<b>TOTAL ITEMS:</b>				<b>103,896</b>	<b>96,032</b>	<b>98,804</b>	<b>101,425</b>	<b>103,535</b>	<b>105,735</b>	<b>107,838</b>										
<b>ITEMS PER CAPITA:</b>				<b>3.22</b>	<b>3.00</b>	<b>3.09</b>	<b>3.14</b>	<b>3.15</b>	<b>3.14</b>	<b>3.13</b>										
												<b>SUBTOTAL SQUARE FOOTAGE:</b>							Collection growth from 2.96 to 3.13 items per capita by 2040.	
												10,088	9,301	9,593	9,847	10,055	10,271	10,476		

