

Newton Public Library Needs Assessment, May 2008 - Appendix

		total population served	Current	18,229		10 year proj. 20,000	
Type of Space		quantity	sq. ft. area	sf allow	quantity	sq. ft. area	
ADULT SERVICES							
Seating							
	reader seats w/ table	34	1020	30	48	1440	
	carrels	0	0	25		0	
	coffee tables	2	20	10	6	60	
	carrels (wired)	0	0	35	8	280	
	opac's	4	180	45	6	270	
	opac's (ADA)	1	50	50	2	100	
	microfilm carrels	1	45	45	1	45	
	lounge seats	12	480	40	24	960	
	CD-ROM station w/printer	0	0	100	4	400	
Subtotal			1795			3555	
Materials				#/sf			
	Spanish language	320	32	10.0	500	50	
	fiction	14511	1451	10	17000	1700	
	large print		0	10		0	
	fiction	12004	1200	10	13000	1300	
	nonfiction	1562	156	10	1700	170	
	biography		0	10	0	0	
	new fiction	1256	126	10	1600	160	
	new nonfiction	2228	223	10	2400	240	
	nonfiction	31820	3182	10	33000	3300	
	biography & autobiography		0	10		0	
	oversize	514	64	8	700	88	
	paperback	1578	79	20	2000	100	
	periodical subscription	287	287	1	100	100	
	newspaper subscription	16	32	0.5	20	40	
	reference	3226	403	8	3000	375	
	local history reference	396	50	8	500	63	
	graphic novels (display)		0	2	227	114	
	auto repair		0	10		0	
	career collection		0	10		0	
	income tax		0	3		0	
	consumer		0	6		0	
	audiotape & books	1316	44	30	0	0	
	compact disk/music & books	873	29	30	500	17	
	audio books		0	11		0	
	audio books (CD's)		0	30	0	0	
	videotape	1439	72	20	0	0	
	DVD	616	21	30	600	20	
	Kansas collection	1784	178	10	2000	200	
	genealogical CD's		0	30		0	
	genealogy	1208	121	10	1200	120	
	local history circulating		0	10		0	
	genealogy periodicals (items/issues)	266	100			100	
	art prints	103	52	2	0	0	
	cabinets	5		cab't			
Subtotal		70670	7901		80047	8205	
Other furnishings & equipment				sf allow			
	reference desk	1	100	100	3	300	
	atlas stand	1	40	40	1	40	
	dictionary stand	1	25	25	0	0	
	poster cabinet	1	25	25	1	25	
	vertical files	7	42	6	4	24	
	card catalog (staff)	1	12	12	0	0	
	copier	1	48	48	2	96	
	fax		0	4	1	4	
	microfilm cabinets	1	15	15	1	15	
	microfilm reader/printer	1	45	45	1	45	

Newton Public Library Needs Assessment, May 2008 - Appendix

total population served		Current	18,229		10 year proj. 20,000	
	microfilm reader	1	40	40	1	40
	book truck	9	72	8	12	96
	display case	2	100	50	6	300
	Subtotal		564			985
	Adult Services Subtotal (nsf)		10260			12745
YOUNG ADULT SERVICES						
	Seating			sf allow		
	reader seats		0	25	12	300
	bench 2 seats		0	10	2	20
3	opac's		0	40	1	40
	opac's (ADA)		0	50	1	50
	carrels		0	40	0	0
3	carrels (wired)		0	40	2	80
3	lounge seats		0	30	10	300
	Subtotal		0			790
	Materials			#/sf		
	audiobooks (CD's)		0	30	100	3
	music CD's		0	30	100	3
	periodical subscription		0	1	20	20
	young adult paperbacks		0	20	700	35
	young adult fiction	3014	301	10	5000	500
	young adult non-fiction		0	10	50	5
	Subtotal	3014	301		5970	567
	Young Adult Services Subtotal (nsf)		301			1357
JUVENILE/CHILDREN SERVICES						
	Seating			sf allow		
	reader seats	4	80	20	8	160
	picture book seats w/table (small)	29	580	20	36	720
	lounge seats w/tables (large)	18	720	40	22	880
	floor seats	36	360	10	36	360
	opac's	2	70	35	2	70
	homework center	1	140	140	1	
	carrels (wired)	3	105	35	0	0
	book truck	3	24	8	4	
	wall display case & shelves	1	50	50	2	
1	reference desk	1	100	100	1	
	Subtotal		2229			2190
	Materials			#/sf		
	fiction (picture books)	8526	284	30	12000	400
	fiction (J)	5530	369	15	7500	500
	non-fiction (J)	10730	358	30	12000	400
	biography (J)		0	15		0
	kits		0	2		0
	periodical subscription	38	38	1	12	12
	new books		0	10		0
	fiction (E)		0	9		0
	board books		0	9		0
	paperbacks (J)		0	15		0
	paperbacks (E)		0	20		0
	other primary	442	37	12	600	50
	other juvenile		0	12		0
	parent-teacher		0	9		0
	reference	171	21	8	150	19
	software (CD ROM)		0	20	100	5
	audiotape (easy)	272	9	30	400	13
	audiotape (j)	376	13	30	0	0
	videotapes	1002	50	20	0	0
	DVDs	374	12	30	500	17

Newton Public Library Needs Assessment, May 2008 - Appendix

		total population served	Current	18,229		10 year proj. 20,000	
	Subtotal		27461	1191		33262	1416
Juvenile (Children's) Services Subtotal (nsf)				3420			3606
OTHER SPACES					sf allow		
Circulation desk area							
1	work area (each staff work station)		4	320	80	4	320
	book truck parking (each)		4	32	8	12	96
	materials sensation unit (each)		2	80	40	2	80
	materials return unit (each)		3	30	10	3	30
1	circulation desk station (each)		4	320	80	6	480
	sorting/staging station (each)		3	60	20	6	120
	copier			0	48	1	48
	fax		1	4	4	1	4
Lobby							
	lobby and display		1	150	150	1	150
Drive through							
	related service space			0	100	1	100
Meeting Room							
	small meeting rm (seats ?) with kitchen		15	450	30	30	900
	small meeting rm (seats ?) with kitchen				30	30	900
	large meeting rm (seats ?) with kitchen		160	2400	15	150	2250
	meeting room storage		2	300	150	6	900
Study Rooms							
	small (seats 3 to 4)				90	6	90
	medium (seats 5 to 8)				150	3	450
	study alrove				45	6	45
Staff Offices/ Workstations							
1	library director, with conference		1	200	200	1	200
1	assistant director			0	120	1	120
1	bookkeeper			0	110	1	110
1	other adminstrative offices (each)		3	330	110	4	440
1	youth librarian		1	120	120	1	120
1	assistant youth librarian		1	110	110	1	110
1	student pages work area (each)		2	80	40	2	80
1	volunteers (shared work station)		1	45	45	1	45
	staff break room		1	200	200	1	200
	Friends book shop/display			0	250	1	250
	Friends used book storage		1	400	400	1	400
1	support staff work space (each)		4	180	45	4	180
	general storage		4	800	200	8	1600
	periodical storage			836	300	1	300
	receiving/delivery			0	110	1	110
	Children's Stroller parking (each)			0	8	4	32
	Public computer work station		17	765	45	25	1125
	Computer training room (seats?)			0	30	15	450
	Server room			0	200	1	200
	Coffee shop			0	360	1	360
Other Spaces Subtotal (nsf)				8212			13395
SUMMARY			current			10 year projection	
Totals							
	bound volumes		99242			114127	
	paperbacks		1578			2700	
	audio/CD materials		2837			1200	
	video/DVD materials		3431			1100	
	periodical subscriptions		325			132	
	computer work stations (public)		24			41	
	computer workstations (staff)		22			29	
	computers in training room					15	
	reader seats (not including floor seats)		97			172	

Newton Public Library Needs Assessment, May 2008 - Appendix

	total population served	Current	18,229		10 year proj. 20,000	
Totals: area in net square feet						
	adult services		10260			12745
	young adult services		301			1357
	juvenile/children's services		3420			3606
	other spaces		8212			13395
	Total Net Area in Square Feet		22193			31103
	Unassigned area	plus 30%	6658		plus 30%	9331
	Total Gross Area in Square Feet		28,851			40,433
		building			building	
		efficiency=	77%		efficiency =	77%
When serving a population of about 17,500 the Newton Public Library is identified as a "Major Service Center II" per						
Standards for Kansas Public Libraries, 2006 Revision with recommendations as follows.						
* per Kansas Public Library Services: 2002 Directory and Statistics published by Kansas State Library						
		Standards			Standards interpolated	
					for NPL	
	Population Served	10,000 to 25,000			17,500	20,000
	Collection (catalogued items)	5 items per capita			87,500	100,000
	Periodicals	15 per 1000 population			263	300
	Building Area (square feet)	12,600 to 21, 200			16,900	18,300
	Reader Seating (chairs)	60 to 100			80	87
	Meeting Room	900 to 1,200			1,050	1,100
	Computer workstations w/CD ROM					
	Public	15			15	15
	Staff	5			5	5
	Staff	Administrative librarian plus 1 FTE			Librarian +	Librarian +
		employee per 1,500 population			11.66 FTE	13.33 FTE
	User Parking (1 per 300 sf building area)	45 to 71 including 2 to 3 accessible			56	61
	Staff Parking (1 per .75 FTE)	5 to 12 including 1 accessible			10	11
	Hours of Operation	55 to 75			65	68
SPACE SUMMARY - EXISTING LIBRARY BUILDING						
		assignable	non- assign-	total sq. ft		
		net sq. ft.	able sq. ft.	gross area		Efficiency
	Main Floor	9997	3512	13509		74%
	Other Floor	7058	3322	10380		68%
	EXISTING BUILDING TOTAL	17055	6834	23889		71%
Notes						
1	staff member or volunteer with computer					
	This Document prepared by:					
	Hans Fischer, AIA					
	Consulting Architect					
	Lawrence, Kansas					