

Spooner Public Library Space Needs Summary

Staff/Component Description	Space Code	Units	Unit NSF	Sub Total NSF	Comments
Administration / Staff Work Areas					
Director Office	PO	1	200	200	Desk, chairs and small table
Staff Office	PO	1	150	150	Desk and chairs
Staff Work Room	ER	1	1,200	1,200	Staff work stations plus open work area with table, access to exterior for deliveries
Circulation Desk	OA	1	750	750	Staff work area and checkout space
Staff Lounge	ER	1	300	300	Kitchenette and staff lockers
General Storage	ER	1	200	200	Supplies
Staff Restrooms	ER	1	70	70	
			Subtotal:	2,870	
Adult Spaces					
Adult Stacks	OA	1	1,910	1,910	Assumes 30% growth
DVD Collection	OA	1	500	500	
Library of Things	OA	1	400	400	Shelf storage space
Magazines	OA	1	450	450	
Computer Stations	OA	6	40	240	Located throughout library in clusters
Quiet Reading Areas	OA	20	45	900	Comfortable chairs dispersed throughout library space
Laptop Work Stations	OA	6	40	240	Work space for patron to use laptop
DVD Collection	OA	1	450	450	Assumes 30% growth
Library of Things	OA	1	450	450	Assumes 30% growth at 1.5 sqft per item
			Subtotal:	5,540	
Children's and Young Adults Spaces					
Children's Stacks	OA	1	1,000	1,000	
Children's Computer Stations	OA	4	35	140	Noisy area - separate from quiet spaces
Children's Play Area	ER	1	300	300	Noisy area - separate from quiet spaces
Children's Program Space	ER	1	750	750	50 children at tables and chairs
Children's Service Desk	OA	1	200	200	
Children's Area Storage	ER	1	100	100	Direct access to activities area
Children's Restroom	ER	1	70	70	Near Children's Area
Young Adult Stacks	OA	1	725	725	Assumes 30% growth
Young Adults Computer Stations	OA	4	40	160	Separated from Children's, visual access to staff work spaces
Young Adults Casual Seating	OA	4	45	180	Separated from Children's, visual access to staff work spaces
			Subtotal:	3,625	

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Meeting Spaces					
Large Meeting Room	ER	1	1,700	1,700	100 people seated at tables
Small Study Room	ER	2	100	200	2 to 4 people seated at table
Small Meeting Room	ER	1	340	340	20 people seated at tables
Small Meeting Room	ER	1	170	170	8 to 10 people seated at tables
Maker Space	ER	1	750	750	20 people at chairs and work tables
Table and Chair Storage	ER	1	200	200	Storage adjacent to large meeting room
			Subtotal:	3,360	
Support Spaces					
Vestibule	ER	1	100	100	
Lobby	OA	1	500	500	
<i>Coffee / Vending Area</i>	OA	1	100	100	Adjacent to Lobby Space
Book Drop	ER	1	64	64	Close proximity to Lobby and Staff Work Room
Friends of the Library	ER	1	90	90	Book storage and sales
IT Room	ER	1	80	80	
Public Restrooms	ER	2	300	600	Close proximity to Lobby
Mothers Nursing Room	ER	1	80	80	Space for sink, chair and table
General Storage	ER	1	100	100	Basement Storage
Janitors Room	ER	1	64	64	Mop sink and supplies
Mechanical Room	ER	1	500	500	
			Subtotal:	2,278	
Subtotal - Net Square Feet				17,673	
Partition & Circulation Factor		25%		3,535	
TOTAL GROSS SQUARE FEET				21,208	

PO - Private Office
ER - Enclosed Room
OA - Open Area