

INTRODUCTION

The board and staff of the Helen M. Plum Library are committed to providing the best, most cost effective, library service to the residents of Lombard. The need to improve and expand the library's facilities is recognized in that collections both for print and nonprint materials have exceeded the capacities of current shelving, seating is frequently filled to capacity, and staffing has expanded in response to public service demands in ways that could not have been anticipated when the current building was built.

This program describes the spatial and environmental needs for an expanded library building. The library plans to place an addition on the present building, bringing the gross area of the building to roughly 78,800 square feet. The building described here will support the library board's efforts to meet the library service needs of the Lombard community through the year 2020.

It is expected that the addition will be placed to the west, on property that the library has recently acquired. Lilacia Park, to the north of the present library building, presents an important consideration in planning the expansion – care will need to be taken that the park will not be adversely affected by the library's expansion. Likewise, the addition should be respectful of the residences along Maple Street neighboring the library's site.

The library's service goals directly affect the library's space needs. Features such as the size of the collection, the number of computer stations, and the number of reader seats to be provided in the library building drive the space the library needs. And those features evolve directly from the community's demands for improved library services.

The space needs of the Helen M. Plum Public Library are summarized by department as follows:

Entry / Control / Circulation	6,788 sq.ft.
Adult Services / Popular	11,462 sq.ft.
Adult Services / Reference & Nonfiction	17,695 sq.ft.
Young People's Services	15,969 sq.ft.

Meeting Rooms	3,248 sq.ft.
Staff / Technical Processes	3,033 sq.ft.
Staff / Administration	1,758 sq.ft.
Staff / Other	2,160 sq.ft.
Nonlibrary Assignable	2,501 sq.ft.
TOTAL OF ALL DEPARTMENTS	64,614 sq.ft.
Allowance for local art display	788 sq.ft.
Allowance for nonassignable space (mechanical) . .	3,940 sq.ft.
Allowance for nonassignable space (other)	9,456 sq.ft.
GROSS AREA NEEDED	78,797 sq.ft.

Within the context of this general configuration, the arrangement of service areas and work spaces should be guided by the optimum interrelationships described later in this program. Nonassignable spaces (i.e., space for the heating and ventilating equipment, space for the rest rooms, corridors, and the like) should be provided as needed throughout the building. Except for the nonassignable spaces detailed in the “Functional Area Descriptions” at the end of this report, the location of any and all nonassignable space needed in support of this facility will be determined according to structural, engineering, and architectural requirements.

In addition, the building program statement features the following elements in the library’s program of service that warrant additional notice at this time:

- *Digital information resources assume an important place in the library of the future.* The expanded building will include computer work stations for public use in highly visible and accessible locations throughout the building, including technology centers in the adult and children’s departments. Staff offices and work spaces throughout the library will be suitably wired for electrical and data transmission service in order to be capable of supporting the equipment staff will need to operate now and in the future. Likewise, the library’s meeting rooms and conference rooms will also be wired in support of this equipment. The design of the building should be as technologically advanced as possible. The needs of the library of tomorrow must be anticipated as well and as thoroughly as they possibly can be today.
- *The expanded facility becomes an opportunity to create a new community center.* Lombard, like many Chicago suburban communities, is drawn in different directions. Multiple school districts subdivide the town. Shopping

and employment keep residents in the community but also draw residents into neighboring communities. The expanded library building becomes an opportunity to strengthen the community's sense of identity by creating a new and dynamic community gathering place. In addition to the expanded, more welcoming reading and browsing setting which will attract more traffic to the downtown area, the proposed meeting facilities in the enlarged library will also serve as a magnet for activity and use.

- *The expanded facility will provide a place for exhibits by local artists, creating a beautiful and inspiring atmosphere.* As the design develops, be alert for opportunities to fashion display spaces – small galleries – where art work and other collections may be shown and promoted. A modest allocation of space has been made in this program to support such displays.

In the pages that follow, general notes regarding exterior, structural / mechanical, and interior considerations are offered. Functional areas within the new library facility are detailed. The preferred or ideal interrelationships among those areas are indicated. A summary of the library's space needs is provided. Appendix A reproduces worksheets that specify the library's space needs and unit space allowances of the library's expansion.

Any building program statement should be taken as a point of reference; no building program statement is chiseled in stone. This report represents one step in a longer sequence. It initiates one of the most complex and exciting processes a library board and staff can undertake – designing and building an expanded facility to meet the present and future library service needs of the community. As this process continues, local library planners may discover good reasons to diverge from some of the specific recommendations contained in the building program statement. Should that occur, the process of having developed this written building program statement as a point of reference will help inform planners of the advantages and disadvantages of any proposed change. In any case, this building program statement represents the best projections of the library facility planning team (including the board, the staff, and the consultants) at this point in time regarding the effective arrangement of library services and space.

Space needs summary

The following summary of space needs for the Helen M. Plum Memorial Library is organized by floor, according to the preferred location of departments, offices, and areas. Note that the assignable space for each department or area grouping is calculated, and then a net-to-gross adjustment is made to account for the structural space that will be associated with that department or area grouping. When called for, an additional allocation of nonassignable space is made for such purposes as restrooms, entry vestibules and the like. This summary acknowledges that the specific space allocation for these features will be determined following an assessment of occupancy capacities and local code requirements. The summary concludes with an allocation of space for “general nonassignable purposes” which is meant to account for other spaces such as mechanical rooms, stairwells, and the like. This summary acknowledges that the specific space allocation for these features will also be determined by an assessment of engineering and code requirements.

	Area Needed
ENTRY / CONTROL / CIRCULATION	
Traffic dispersal	855 sq.ft.
Charging desk	825 sq.ft.
Circulation workroom	1,620 sq.ft.
Circulation department storage room	90 sq.ft.
Walk-up exterior book return (roomlet)	105 sq.ft.
Drive-up exterior book return (roomlet)	150 sq.ft.
Copy center (room)	215 sq.ft.
Book sale corner	100 sq.ft.
Coffee corner	300 sq.ft.
ASSIGNABLE SPACE IN DEPARTMENT	4,260 sq.ft.
Nonassignable allowance (@ 30% of assign)	1,278 sq.ft.
Entry lobby	500 sq.ft.
Public restrooms	
Men's	300 sq.ft.
Women's	375 sq.ft.
Family / assisted	75 sq.ft.
TOTAL AREA REQUIRED for	
ENTRY / CONTROL / CIRCULATION	6,788 sq.ft.

ADULT SERVICES / POPULAR

Browsing / new books	775 sq.ft.
Browsing / paperbacks	773 sq.ft.
Browsing / current periodicals	1,693 sq.ft.
Periodical backfiles	1,217 sq.ft.
Microforms / copy room	325 sq.ft.
Readers service desk	270 sq.ft.
Fiction collection	2,641 sq.ft.
Large print collection	582 sq.ft.
Young adult collection	663 sq.ft.
Audiovisual collection	1,116 sq.ft.
Small group study room	180 sq.ft.
ASSIGNABLE SPACE IN DEPARTMENT	10,234 sq.ft.
Nonassignable allowance (@ 12% of assign)	1,228 sq.ft.
TOTAL AREA REQUIRED for	
POPULAR COLLECTION	11,462 sq.ft.

ADULT SERVICES / REFERENCE & NONFICTION

Public service desk & reference	3,602 sq.ft.
Information commons	1,090 sq.ft.
Computer training room	420 sq.ft.
Copy center (room)	155 sq.ft.
Nonfiction collection	7,062 sq.ft.
Quiet study room	1,200 sq.ft.
Small group study rooms	1,020 sq.ft.
Adult services staff office	1,130 sq.ft.
Adult services department storage room	120 sq.ft.
ASSIGNABLE SPACE IN DEPARTMENT	15,799 sq.ft.
Nonassignable allowance (@ 12% of assign)	1,896 sq.ft.
TOTAL AREA REQUIRED for	
REFERENCE & NONFICTION	17,695 sq.ft..

YOUNG PEOPLE'S SERVICES

YPS public service desk & reference	1,519 sq.ft.
YPS preschool collection	3,583 sq.ft.
YPS K-8 collection	4,752 sq.ft.
YPS nonbook collection	1,216 sq.ft.
YPS technology center	460 sq.ft.

YPS small group study rooms	480 sq.ft.
YPS parenting collection	319 sq.ft.
Storytime room	575 sq.ft.
Storytime workroom & department storage	505 sq.ft.
YPS staff workroom	671 sq.ft.
ASSIGNABLE SPACE IN DEPARTMENT	14,080 sq.ft.
Nonassignable allowance (@ 12% of assign)	1,690 sq.ft.
Public restrooms	
Assisted	150 sq.ft.
Nursing	50 sq.ft.
TOTAL AREA REQUIRED for	
YOUNG PEOPLES SERVICES	15,969 sq.ft.
MEETING ROOMS	
Public meeting room I	2,200 sq.ft.
Public meeting room II	350 sq.ft.
Table & chair storage (room)	250 sq.ft.
Kitchenette (roomlet)	100 sq.ft.
ASSIGNABLE SPACE IN DEPARTMENT	2,900 sq.ft.
Nonassignable allowance (@ 12% of assign)	348 sq.ft.
TOTAL AREA REQUIRED for	
MEETING ROOMS	3,248 sq.ft.
STAFF / TECHNICAL PROCESSES	
Technical processes workroom	1,823 sq.ft.
Technical processes department storage room	210 sq.ft.
Computer network services workroom	375 sq.ft.
Server room	300 sq.ft.
ASSIGNABLE SPACE IN DEPARTMENT	2,708 sq.ft.
Nonassignable allowance (@ 12% of assign)	325 sq.ft.
TOTAL AREA REQUIRED for	
STAFF / TECHNICAL PROCESSES	3,033 sq.ft.
STAFF / ADMINISTRATION	
Business office	385 sq.ft.
Director's office	300 sq.ft.
Assistant director's office	255 sq.ft.
Records storage room / central files	140 sq.ft.

Board / conference room	490 sq.ft.
ASSIGNABLE SPACE IN DEPARTMENT	1,570 sq.ft.
Nonassignable allowance (@ 12% of assign)	188 sq.ft.
TOTAL AREA REQUIRED for	
STAFF / ADMINISTRATION	1,758 sq.ft.
 STAFF / OTHER	
Graphics workroom	450 sq.ft.
Staff copy room	255 sq.ft.
Maintenance workroom	390 sq.ft.
Staff lounge (room)	570 sq.ft.
First aid room	85 sq.ft.
ASSIGNABLE SPACE IN DEPARTMENT	1,750 sq.ft.
Nonassignable allowance (@ 12% of assign)	210 sq.ft.
Staff restrooms	200 sq.ft.
TOTAL AREA REQUIRED for	
STAFF / OTHER	2,160 sq.ft.
 NONLIBRARY ASSIGNABLE	
Staff entry (room)	150 sq.ft.
Receiving & delivery	460 sq.ft.
Storage room - general & miscellaneous	240 sq.ft.
Storage room - maintenance supplies	155 sq.ft.
Storage room - office supplies	90 sq.ft.
Storage room - used book sale	580 sq.ft.
Auxilliary group storage room	120 sq.ft.
Recycling center (roomlet)	72 sq.ft.
Telecommunications equipment (roomlet)	72 sq.ft.
Elevator equipment room	72 sq.ft.
Groundskeeping equipment room	72 sq.ft.
Janitor's closet #1 (entry level)	50 sq.ft.
Janitor's closet #2 (upper level)	50 sq.ft.
Janitor's closet #3 (staff level)	50 sq.ft.
ASSIGNABLE SPACE IN DEPARTMENT	2,233 sq.ft.
Nonassignable allowance (@12% of assign)	268 sq.ft.
TOTAL AREA REQUIRED for	
NONLIBRARY ASSIGNABLE	2,501 sq.ft.

=== Helen M. Plum Memorial Library =====
=== Schematic Building Program =====

ALLOWANCE FOR LOCAL ARTWORK DISPLAY ...	788 sq.ft.
ALLOWANCE FOR NONASSIGNABLE (mechanical)	3,940 sq.ft.
ALLOWANCE FOR NONASSIGNABLE (other)	9,456 sq.ft.
GROSS AREA NEEDED	78,797 sq.ft.