

Building Needs Assessment

Approved by Galesburg Public Library Board of Trustees,
July 5, 2012

Galesburg Public Library
40 E. Simmons Street
Galesburg, Illinois 61401

P 309.343.6118 F 309.343.4877

Evaluation of the current building

The Galesburg Public Library is a municipal library under Illinois code. The library is governed by a nine-member board of trustees appointed to three-year terms on the board by the mayor with the consent of the City Council. General operations and the collection of materials are supported principally by a separate and distinct property tax levy with minor additional funding obtained through grants.

The Galesburg Public Library was established as a tax-supported public library in 1874, just two years after the state of Illinois enabled municipalities to establish library taxes. As with many other early public libraries, the Galesburg Public Library began by converting a library owned by a private group—the Young Men’s Library Association—to public purposes.

Like other early public libraries, the Galesburg Public Library was first located in a variety of second story spaces on Main Street. Then, after an active campaign, the City obtained a Carnegie grant permitting the construction of a new building that opened in 1902. For more than fifty years, it was a proud city landmark.

In the 1950s, the library purchased the old post office adjacent to the east of the Carnegie library for possible expansion space, but the building proved to be unsound and was razed to permit some parking.

In 1958, the Galesburg Public Library was destroyed by fire, made worse by inadequate water supplies. The fire consumed not only the building but most of the collection as well. To make matters worse the city had maintained seriously inadequate insurance on the building and its contents.

The current library was constructed in 1961 as a temporary facility for the Library anticipating future construction of a more adequate permanent building. That building sits partly on the site of the original library and partly on the former post office site. Because the city had used all of its bonding power to begin construction on a new water system, it was not possible to fund library construction by taking out a mortgage the new building.

In 1995, the library was expanded to the east and west, creating space for a new Children’s Services Department on the west and space for the Library Archives and expansion of Adult Services collections on the east.

The current building is about 36,800 square feet.

The library building has a number of strong points:

- Downtown location. Centralized in Galesburg the library is well positioned to serve patrons who must walk, bicycle or use public transit to travel to the library. Its central location is also highly visible and easy to find for residents and visitors alike.
- Natural light in some areas of the building, particularly the Children's.
- All public service departments on one level, making it easier for users to understand the building and simplifying security.
- Separate climate control for the library's local history and genealogy collection.
- A large multi-functional meeting room on the second level and a smaller programming room in the Children's.
- Variety of comfortable seating near the periodicals area.
- Very good coverage throughout the building with wireless Internet.
- In recent years security of the building has been greatly enhanced by the installation of a comprehensive system of video cameras.

The building also has a large number of problems:

- **The library is everywhere too small**, including both public and staff areas. The building has virtually no storage space. There is not sufficient room for adequate and comfortable patron seating, nor for the necessary number of computers, nor for appropriate areas for small group or study rooms.
- **Structural and maintenance problems.** The library is settling, supposedly because it was constructed on brick fill from the previous structures on the site. The second floor meeting room and Technical Services is supported by main floor shelving posts, an extremely awkward, inflexible, and insufficiently strong design. The basement has no windows and a very low ceiling.
- **Bad security.** Adult Services non-fiction shelving aisles have dead ends, which allow users to be trapped in aisles. There is no way to prevent users from wandering into staff areas. Some ceilings in Adult Services are so low that users could reach up and vandalize sprinkler heads. The library's aging security gates are given to false alarms, which tempts staff to simply ignore them. Good sightlines simply do not exist in many areas of the stacks.
- **Inconsistent temperature control, despite HVAC system improvements in 2004.** Not only does this lead to uncomfortable patrons and staff but it also increases operating costs through inefficiency.
- **Poorly designed ceilings.** The ceilings, particularly in the stack areas beneath the second floor, are too low for proper lighting. The sprinkler system is exposed and extremely low in some areas. Ceiling tiles are mismatched, warped, broken and stained.
- **Inadequate space for young adults.**

- **Poor provision for deliveries.** Due to the absence of a proper loading dock, many deliveries are simply made through public entrances.
- **Inadequate program and meeting spaces.** Although the library's main program room is large and functional, it cannot be used when the library is closed. It has no restrooms, kitchenette, water supply, or storage closets. The Children's Services program room on the first floor also cannot be used when the library is closed. It has no running water, and because it has no storerooms, the room is cluttered with furniture and equipment not in use for specific events.
- **Inadequate windows.** Most of the windows on the north side of the library are too high to take advantage of north light for reading. Book shelving covers some windows. A number of windows need new screens or are not sealed properly.
- **Inadequate shelving.** Much of the library's shelving is extremely overcrowded. As a result, many books are shelved too high above the floor, and books must be weeded ruthlessly. The library has also been forced to add a large number of spinner units, which perform poorly. Some stack aisles are so narrow that they violate state and national accessibility codes; because the posts are supporting the floor above, the aisles cannot be widened. Some shelving units are unstable and wobble threateningly. Some shelves are too shallow, and books stick out into aisles.
- **Inadequate reader seating.** As the library's collection has grown, shelving has often replaced tables. Seating in Adult Services is limited and abuts a high traffic area. The library has no study rooms. Seating for young adults is frequently taken over by adults, who find it more comfortable.
- **Inadequate public restrooms and plumbing.** The library has two small public restrooms by the lending desk and on the path to Children's Services. Because the restrooms have no floor drains and no ventilation, being near them is unpleasant. The fixtures are old and battered. There are no restrooms for children or for parents assisting children.
- **Inadequate provision for book return.** There is no separate book drop inside the library, and outside book returns are bins rather than slots leading directly inside the library. This requires staff to pull carts back and forth from these outside bins which is even more problematic in foul weather.
- **Inadequate wiring.** The library does not have enough electrical outlets or data conduit to support either staff or patron demand. As a result, it has had to install power poles, which are unattractive, inflexible, and prone to vandalism.
- **Inadequate Circulation desk.** The desk is too far from the entrances to the library. Staff has trouble greeting people arriving at the library and has trouble keeping an eye on the south entrance. The only staff workspace is an open area behind the desk.

- **Inadequate Adult Services/Reference desk.** While Adult Services staff have a small office space located in the basement this is totally removed from the public area of the library. The reference desk is consequently so massive and unwelcoming that the staff calls it “Fort Reference.” The desk has too few workspaces and allows for poor sight lines across the patron areas.
- **Inadequate space for user interaction.** There is no appropriate space where users can take time to talk with each other.
- **Inadequate storage.** There are no secure places to store library records. Many materials are stored under unsatisfactory conditions in the basement, and Friends of the Library book sale books are kept in a temporary storage shed behind the library.
- **Inadequate parking.** The parking lot south of the library is a public lot serving many other purposes than just the library itself. A library the size of Galesburg’s should provide about 75 to 115 spaces, but the adjacent public lot has only 46 for all users. Library users complain that they must frequently hunt on nearby streets for available spaces, particularly when special events are taking place.
- **Inadequate elevator.** The library’s elevator is too small for many purposes and due to its age and design is very costly to maintain.
- **Inadequate lighting.** None of the library’s lighting is reflected uplighting. In some areas of the library, direct lighting creates serious glare. The fluorescent lamps in the library’s light fixtures are of a number of different types and colors.
- **Inadequate space for children’s programs.** The children’s program room doubles as a general program room, leading to heavy adult traffic in the department. The room is too large for story telling, and it has no closets for storing furniture or program supplies. The placement of book stacks greatly impedes sightlines for both staff and parents.
- **Inadequate computer workstations.** Due to constantly growing patron demand the library needs more computer workstations but has no space to accommodate additional computers.
- **Inadequate staff workspaces**
- **Lack of full accessibility for users with disabilities**

Case for Construction of a New Library Downtown

Space is the major problem with the existing library. The available space in the library is insufficient to meet patron or programming demands and the layout is far less than ideal to accommodate modern library use. Additionally, the lot upon which the library currently sits is too small to permit cost effective expansion of the existing structure even if the current temporary building made such expansion feasible. Lack of available space makes it impossible to provide sufficient parking for patrons or staff at the current location.

Galesburg does have many empty existing buildings that members of the public and even some elected officials believe would be adequate and appropriate for conversion for library use. As a board we understand the desire and need to tackle problems in the most financially responsible manner as we seek to address the library's inadequacies.

Toward that goal the Library Board of Trustees attempted to identify all potential options, including those suggested by the public and we hired an architect consultant to assist us in evaluating each option as against the identifies needs of the library. Our initial focus was upon opportunities in or near downtown Galesburg as there was a strong consensus among the board that if at all possible the library should remain centrally located, preferably downtown.

Potential Downtown Sites

However, in the interest of not overlooking potential opportunities for cost savings we expanded our search well outside of the downtown area. One reason for this is the general absence of suitable sites in downtown Galesburg. A small number of downtown sites did merit investigation.

The site most seriously studied in downtown Galesburg is also the one most often suggested by members of the public: the now-vacant site of the former O.T. Johnson's Department Store on East Main Street between Cherry and Prairie Streets. This set of lots extends from Main Street the depth of the block to Ferris Street. Many on the Library Board thought this would be a most attractive site even as we were aware of its space constraints.

There is little question that an appropriately sized library building could be constructed in the space available but there simply would not be sufficient space available to provide for adequate patron parking, one of the most pressing needs identified in a new library. The possibility did once exist to purchase property north of Ferris and west of Prairie Street but even this was determined to provide insufficient parking without also adding the space currently occupied by commercial buildings on North Prairie Street between Main and Ferris, according to our architectural consultant.

This site was also dismissed as the City Council expressed their desire that the former O.T. Johnson site be redeveloped for commercial use. Because City Council support will be essential to accomplishing our goal of a new library and that the city controls almost the entire site, it did not seem sensible to pursue the O.T Johnson site.

The former Armory on Broad Street was another site suggested by both the public and city officials. The existing structure is indeed a beautiful piece of Galesburg history and one that should be remodeled for reuse if at all possible. However, the building that sits there now is smaller in usable square feet than the present Galesburg Public Library, the site on which it sits is much smaller than even the O.T. Johnson site and space for dedicated Library parking simply does not exist.

Empty Commercial Buildings

The single commercial building downtown that was evaluated for remodeling into a new library was the former Sears store on East Main Street across from the Post Office. Although currently rented by the State of Illinois for offices the building owner invited the Library Board to consider his building.

Like many older downtown commercial buildings the Sears store was actually a combination of multiple commercial structures joined together into what at a glance appears to be a single building. This results in mismatched floor levels throughout the buildings and no single coordinated HVAC system. Additionally the square feet available within the structure remains too small to accommodate the library's identified needs.

But most importantly, according to our consulting architect, there were serious concerns whether the building structure is up to the much more stringent structural standards for libraries, particularly in the ability of the floors to support much greater weight than is normal for commercial structures. This is a very important consideration that essentially ruled out many of the other vacant commercial structures in Galesburg.

Even former stores with apparently adequate interior square footage to accommodate the needs of a new Library were deemed as not being cost effective alternatives by our architectural consultant based upon their design and construction.

Unlike public buildings, most stores built during the late twentieth century are not designed or constructed to accommodate long lifespans. Particularly in the case of big box stores these buildings are constructed for a lifetime of 30-40 years maximum, have ceilings that are ironically too high and inadequate natural lighting, inefficient HACV systems, and inadequate electrical wiring. They do typically offer more than adequate staff and patron parking.

According to the architect, the cost of remodeling them into appropriate library space would likely exceed the cost of more functional new construction once all their inadequacies were addressed. To remodel them cheaply would require major compromises in building design, energy efficiency and patron accommodations, which would negate value of such a new library, which would also have a much shorter potentially useful lifespan.

Unfortunately, upon closer examination by the Galesburg Public Library board and our consulting architect none of the investigated vacant commercial buildings proved suitable from either a structural, programming or cost effectiveness basis.

While a number of their sites are indeed big enough to construct a brand-new library if the existing structure was demolished, such an approach not only negates the presumed economic value of reusing a vacant structure but it also abandons the advantages of a centralized, downtown location.

Why Stay Downtown

The Library Board feels very strongly that downtown Galesburg is the best location for a library, new or old. The Galesburg Public Library has been a constant fixture in downtown Galesburg since before its inception. Before there was a municipal library in this community there was a private library supported by private patrons and located above various stores in downtown Galesburg.

Downtown is the most central location possible in Galesburg, roughly equidistant from anywhere else in town. It is the seat of both city and county government.

Downtown is also home to numerous housing complexes for seniors and the disabled, many of whom do not have a motor vehicle. These demographic groups are well represented in the regular user base of the Public Library. Many walk the short distances to and from the library.

Downtown is also the hub of Galesburg's public transit system. Just about every Galesburg bus begins or ends its route in downtown Galesburg mere blocks away from the present Galesburg Public Library on Simmons Street, between Cherry and Broad. Downtown is readily accessible by foot or bicycle as well.

Library patron and usage statistics demonstrate that a disproportionate number of regular users of the library live in the southern portions of Galesburg. Nearly all of the sites suggested as possible locations for a new library outside of downtown have been on the farther north regions of the city and well removed from a large portion of our patron base, particularly those without automobiles.

The Site Selected

The downtown location chosen is a highly visible site on Main Street. The property is bounded by West, Simmons, Academy and Main Street. As the first thing people see coming east from the overpass the library will be easy to find. This new site will also result in the cleanup of one of the most blighted blocks of Main Street and greatly enhance a visitor's first impression of downtown Galesburg when approached from the west.

The leaders of this community have recognized the importance of revitalizing and rebuilding our downtown, and a new attractive library greeting people as they crest the West Main Street overpass will be a major contribution to that process. As Galesburg changes from a blue-collar manufacturing-based economy into a knowledge-based economy of the new century the opportunities to grow and diversify the business uses of downtown are only beginning to be recognized. A new, vibrant and modern public library will fit in nicely with, and be a forerunner of a renewed downtown Galesburg.

The Needs of a New Library Building

The new library will be a warm and welcoming place with a small-city atmosphere and all the features that patrons prefer. It will provide adequate space to meet the needs described in detail in this program. It will have adequate parking, an entrance at grade level, an open interior that is easy for citizens to use, meeting rooms that can be used when the rest of the library is closed, and a design that permits operation by no more staff than is necessary to assist users.

General Building Design

The new library should be at least two levels both because such a building would best fit the chosen site but also because a single level of the necessary size would simply be both more difficult to monitor and manage by staff and less welcoming to patrons. It should have an elevator accommodating safe and efficient access by both staff and patrons to all levels in addition to stairways (probably three stairs with only one for use by the general public and the others for either staff or emergency use only). The main public stairway will provide controlled access from the ground floor lobby. The new building should sit immediately adjacent to West Main Street in such a manner as to optimize space south of the building for parking, accessed from Simmons Street.

Features will include:

- A noteworthy and attractive gateway into downtown Galesburg via West Main Street
- Easy and convenient access by foot, public transit and bicycle
- An energy efficient design that uses green design elements to achieve economic operation with responsible energy use and a minimal environmental footprint
- Effective and efficient use of natural light wherever practical
- A well-designed, well-lighted parking lot with separate identifiable entrance and exit, and one-way traffic flow, and as few obstructions of visibility as possible
- Convenient walk-up places, both inside and outside the library, to return books
- Safe and convenient drive-up facilities for people returning books directly into the building
- Separate and secure staff and delivery entrance
- A garage space approximately the size of a 1 ½ or 2-car garage accessible to the rear parking lot suitable for deliveries and secure storage of a library van
- A securely fenced and developed outdoor reading and activity area immediately adjacent to the children's that also can function as a storm water detention pond as necessary

Foyer

The new library should provide for public entrance into the foyer from the parking lot. The foyer should provide separate access to the library restrooms, cafe, Friends' book sale space, and meeting rooms, allowing them to be used when the rest of the library is closed. The foyer area should be spacious to permit the placement of comfortable seating so it can serve as a welcoming social gathering spot and seating area for the cafe.

Features will include:

- Comfortable places for people waiting to be picked up
- Armchairs and small tables
- Bulletin boards listing library and community events
- Secure display cases for both art and other display needs
- Powered doors for the hands-free convenience of all users
- Area outside the entrance designed to shelter people being dropped off or waiting to be picked up - will include benches
- Provision for foot wiping, preferably an inset walk-off system with carpeted (not vinyl) bars
- Drinking fountains at two heights for comfortable use by adults, children, users in wheelchairs, etc.
- Space for donor plaques and for a plaque listing persons involved in the construction project
- Spaces for the historic plaques and cornerstones from previous buildings
- High quality sliding power-assist doors at the exterior and interior sides of the foyer
- Pressure required to open the doors manually to meet ADA (Americans with Disabilities Act) standards

Meeting rooms

The new library should have a single large meeting room with windows facing Main Street. This room should be designed to be divisible into two or three separate smaller rooms with independent entrances and exits to accommodate smaller meetings or gatherings. The room should be designed with ample secure storage space for tables, chairs and other equipment for library and community events, a sound system that can be used for a single event or multiple separate events simultaneously, separate sink and kitchenette facilities and ample accommodations for technology. Each room must be accessible from the foyer, probably along a parallel hallway so that the rooms can be used when the rest of the regular library is closed.

- **Large community room(s)**, similar to the library's current large meeting room, but with improved features, including a kitchenette, nearby restrooms, projection equipment, and storage closets where all furniture and equipment not in use can be cleared away. The community room will provide space for up to 200 adults on chairs or up to 400 children on the floor.

- **Separate small conference room** for meetings of library or community groups. The room will accommodate up to 25 people with the conference table set up or 40 people if the conference table is put away. It will include appropriate storage, a sink and small kitchenette, and appropriate technology for presentations and meeting audio. It may be adjacent to the large community room.

Public restrooms

The new library will include modern restrooms accessible from the foyer serving the ground floor. They will include diaper-changing facilities in both men's and women's rest rooms, and a separate family restroom where parents may assist their children regardless of gender.

Each additional level of the new library will include modern restrooms including diaper-changing facilities in both Men's and Women's.

Friends of the Library Booksale room

The Friends Room should be adequately sized to house a wide variety of books, magazines and other materials attractively displayed. There should also be an adjacent storage and prep room for the exclusive use of the Friends. The Friends should be able to operate this independently from the regular library areas and it should be located on the ground floor off the public foyer.

Cafe

A suitably sized location for a coffee house/cafe capable of preparing and serving soups, salads, baked goods but without a grill or fryers should be located adjacent to the foyer. This area should accommodate a serving/food display and check-out area plus to reasonable seating. Ideally it would be visible from Main Street. There should be adjacent food prep/dish washing area and storage space including refrigerated storage. The seating area can be expanded to tables and chairs located outside of the cafe itself.

Staff Lounge/Locker room

A secure staff lounge including comfortable seating, tables and chairs, a kitchenette, refrigerators, multiple microwave ovens, waste and recycling bins, personal lockers and a unisex bathroom should be conveniently located.

Book drop

An exterior book drop that can accommodate patrons on foot or in vehicles should be located on the outside wall of the library as well as an interior book drop in the foyer area. The exterior book drop should put materials in a climate-controlled stand alone room that is designed to be fire-resistant and is fully alarmed and equipped with sprinklers to minimize risk due to vandalism.

Storage Space

General staff storage space should be located throughout the new library but particularly near to or adjacent to the garage on the ground floor. All storage space should be in finished rooms with both shelves and open floor storage areas. This space is in addition to department or specifically designated storage mentioned elsewhere.

Garage

The new library should include a climate controlled garage of at least 20 x 20 feet with both a 9 feet wide insulated vehicle door and a traditional door allowing dual modes of access/egress. This will greatly enhance the act of loading or unloading deliveries and provide a spot to store a dedicated library delivery van and exterior maintenance equipment such as lawn mowers, rakes, shovels, etc.

Administrative Suite

A suite of office, meeting, and storage space should be located on the second level of the library to house the library director, an administrative/accounting assistant, administrative workspace, secure records storage and a meeting room large enough to hold 15 people comfortably around a conference table with both a direct entrance from the public area and a separate entrance from the suite area. The director's office should be large enough to have a small group meeting space with table and chairs for up to 4.

Data/Computing Technology

The new library should have a secure room to house all networking, telephone and other data connections in a centralized location along with security cameras and alarms. The room should have separate dedicated power with power backup and climate control. Additionally, there should be adjacent rooms to be used as storage for data equipment and a technology office/maintenance room.

Technical Services Department

The central responsibility of Technical Services is the library's collection of books and other materials. Members of the department's staff order, receive, catalog, and prepare for lending all of the books, magazines, video recordings, and audio recordings that make up the library's collection. They are also responsible for repairing items in the collection and for discarding items that are worn out, obsolete, or no longer of interest to the citizens of Galesburg.

Some Technical Services tasks are done by Lending Services staff to keep busy during slow times at the desk, but the great majority of the work is done in the Technical Services Department. The technical services area will consist of a single large room, plus specified closets and storage. To maintain maximum long-term flexibility, as little furniture as possible will be built in.

Primary functions:

- Unpacking shipments of books and other new materials
- Physically processing books and other new materials
- Adding records of new materials to the online catalog
- Repairing damaged books
- Cleaning, inspecting, and repairing audiocassettes, videocassettes, CDs, DVDs, and other AV materials
- Withdrawing books selected for discard by departmental staff

Features will include:

This department must be placed in a convenient location for receiving deliveries and with easy access to the library dumpster, it should also be in a convenient location for transferring materials to shelves and receiving materials from the Circulation Department, and it must have sufficient space to accomplish the tasks listed above efficiently.

There must be space for:

- Four L-shaped workstations
- Standing height counters for the physical preparation of materials and a sink
- Floor space for received items and up to 20 book trucks
- Sufficient shelving materials and supplies
- Office for department head

Children's Services

The new library will provide a larger and more functional space for the Children's Department, physically separate from Adult Services. Features will include:

- A new service desk, with chairs where users can sit while talking with librarians
- An area for children from infancy through second grade and their parents, including a variety of seating for parents and children together, special cozy places to read, and appropriately sized materials shelving
- An area for children grades three through six, including reading tables, game tables, seating and appropriately sized materials shelving
- A variety of appropriately sized seating to accommodate children to age 12 and their parents, including traditional tables and chairs and comfortable soft furniture
- Shelving for fiction and non-fiction books for children of all ages
- Dedicated catalog computers scattered around the stack areas
- 12 computer workstations for homework, games, general Internet access
- A program room outfitted to accommodate the variety of Children's Department programming including ample storage and a kitchenette with a refrigerator, one or two sinks situated at suitable height for younger children in addition to a conventional sink and microwave ovens. It should be wired for modern technology including video and sound system

- Two study rooms sized to accommodate 4-6 people for tutoring, student project groups, home schooling, game groups, and literacy activities
- A variety of special features, including a fish tank, a Brio train table, the historic dollhouse that survived the 1958 fire, parking space for strollers, the mural from the current library, a display case for the American Girl doll collection, and the reading fire truck and biplane from the current library
- Family restrooms, to make it unnecessary for children to use the main public restrooms

Young Adult Department

The new library will provide a larger and multifunctional space for the Young Adult Department to be a distinct entity in and of itself.

Features will include:

- Sufficient shelving to accommodate both fiction and non-fiction materials (including age-specific periodicals) in an area distinct from both the Children's Department and Adult Services catering to teens
- A variety of seating for teens, including tables to accommodate use of laptop computers either singly or in small groups
- A department-specific study room designed to accommodate up to 8 teens
- At least 6 dedicated computer workspaces for use on school-work or research as well as Internet access
- Shelving for YA specific periodicals

Adult Circulation Department

Features will include:

- Counter space where users can stand to register for library cards without blocking access to circulation workstations
- The desk will be at two heights; 30" and 40" The lower desk will have one workstation at an area 30" high and provide legroom for both patrons and staff. The high desk will have three workstations
- Swinging gates between the work area and public area.
- The working surface of the desk will be of a highly indestructible, resilient material, but not laminate, wood, or glass
- The color of the surface of the desk will be of a medium value, neither very dark nor very light to prevent eyestrain
- Two locking cash drawers for the three standing height workstations, plus a third cash drawer for the seated workstation. The desk will be designed to present a clean, trim appearance.
- The desk will be modular with no task lighting to maintain essential flexibility
- All storage drawers in the desk will have double-extension hardware and locks. At least some of the cupboards in the desk will have slide out trays on double-extension hardware. All cupboard doors will have locks.

- The top and internal arrangement of the desk will be designed by the library staff and consultant.
- The desk will not be curved.
- A standing-height work counter will be provided behind the desk. The counter will be at least 6 feet long and include space for a fax, telephone, typewriter, and computer. The counter will be positioned to give staff members standing there a good view of users approaching the lending desk. A rim about 8" high on the back of the desk will hide the worst of the working materials on the desk from public view.
- Work stations will have push buttons connected to a buzzer in the lending work room, so staff at the desk can call for assistance when user traffic is unexpectedly heavy. These push buttons will need to be easily accessible, unobtrusive, out of public reach, and impossible to confuse with the panic buttons.
- Panic buttons at each workstation to call for help. As with other panic buttons in the library, these will be hard wired to the library's emergency alarm company.
- Floor space for book carts for returned books will be provided behind the desk.
- There will be a comfortable floor surface for the staff to stand on behind the desk
- The equivalent of 2 double-faced 84" shelving units for books held for users, including reserves, hold, and interlibrary loan. Because shelving of this type tends to look messy, and because books on hold involve issues of user privacy, the shelves will be oriented with their end panels facing users at the desk.
- Sufficient storage to accommodate supplies.
- Necessary electrical, data and communications outlets and conduits without the use of wire mold on the floor, even if the desk is relocated at a future time.
- Book return slots. The slots will be carefully positioned to prevent interference with other circulation activities. Two slots will be provided, one for AV and one for books.
- Self check units. Space for two self-check units with necessary 110-volt wiring and data conduit will be provided at one end of the desk, so patrons using the units can easily ask lending staff members for instructions and assistance.
- Staff workspace
- Department office

Adult Services/Reference

Adult Services contains collections, seating for readers, computer workstations, a reference desk, study rooms, family technology rooms, a quiet reading room, and a staff workroom. Adult Services is the single largest public service area in the library. In order to provide the most efficient staffing arrangement and the greatest possible clarity for library users, the department will be on one level, and all functions that do not require separate rooms will be in one large, rectangular space.

An open layout is extremely important, both to allow maximum flexibility of use and to make it possible for one staff member seated at the reference desk to monitor the entire department.

It is extremely important that this space be as flexible as possible. It must be possible to rearrange all furnishings—including shelving, the reference desk, and computer workstations—without having to relocate lighting, replace carpeting, add electrical receptacles, or install new data conduit.

The department will be spacious. All shelving aisles will be 48” wide. A wide walking area will connect the entrance to the reference desk, and a cross aisle will go the length of the department, passing in front of the reference desk.

Special features will include:

- A centrally-located reference desk, with space for library staff to assist citizens using the library
- Shelving for the library’s reference collection, including atlas cases and a dictionary stand, study tables and an index table, a photocopier, microfilm readers, and 4-6 dedicated reference computers
- Reader seating scattered throughout the department, located along the periphery by windows whenever possible
- Six study rooms for quiet study, group projects and study sessions, tutoring, and small committee meetings. Rooms should be in various sizes and wired for networking with a ceiling mounted projector and suitable screen
- Two family technology rooms for parents with small children to use computers quietly
- Shelving for Adult Services’ collections of books and audio books, including display space for new acquisitions
- Shelving for AV materials, including CDs, DVDs and Playaways, etc.
- At least 30 public computer workstations for both Internet access and academic work
- A variety of dedicated computer catalog workstations strategically placed in and around the stacks
- Staff workspaces
- Department office

Quiet Reading Room

Users of the Galesburg Public Library often request a quiet place to read. The existing library has no such place.

Features will include:

- A comfortable, quiet room or sheltered alcove for leisure reading and studying with walls at least partially glass to permit line-of-sight of the reference desk from the reference desk
- No part of the collection will be kept in the quiet reading room
- Special attention must be paid to the prevention of noise transmission

Periodicals Reading Area

This area will house all of the library's adult periodicals on attractive shelving and including ample comfortable seating near exterior windows with lots of natural light and a spacious open feeling in good line of sight from the Reference Desk.

Archives/Historical/Genealogy

Will provide:

- Large climate controlled room in which to conveniently and securely store historical documents
- A monitored and secure quiet study and reading area
- Housing for the Knox County Genealogical Society collection
- Secure workroom and office area for archive staff
- Four to six dedicated computer workstations from which digitalized content may be accessed/viewed by patrons
- Display areas for physical items and artifacts

DESCRIPTION OF LIBRARY SPACES AND CONTENTS

The new library will be designed to provide an attractive and welcoming place for Galesburg citizens. It will be open and airy, with a small-city atmosphere. It will provide the traditional library feeling that citizens prefer. It will have lots of books and other materials, many pleasant places to sit, view of the outside world, places for people to meet informally, and a visible staff.

The new library will provide adequate space for users, for the library's collection, and for the staff, as described here.

Outdoor space will be integrated with the library. It will be possible to see the world outside while sitting and reading in the library.

The new library will be simple in concept, with open areas easy to supervise. The layout of the building will be intuitively obvious to users, with all services provided for specific groups clustered for maximum user convenience. Workrooms for departmental staff members will be immediately adjacent to the departments they serve.

The library meeting rooms will be designed for use when the library is closed. People entering the meeting rooms after hours will use the public foyer to access the space.

The building will be designed to be operated by a minimum number of staff. Careful attention will be paid to sight lines. Workrooms, study rooms, and reading rooms will have fully or partially glazed walls to provide extra potential for oversight. No department will be divided between two floors.

The new library building will be designed to provide a great deal of low-glare, natural light. As much as possible, given the limitations of the site, it will be oriented to take maximum advantage of north reading light. Natural light from the west, south and east will be controlled through blinds or curtains, not simply by choice of type of glass. If natural light is needed in the center of the building, north-facing clearstories will be used instead of skylights

Artificial light will be provided by fluorescent uplighting in all areas of the building. There will be **no** recessed downlights, HID lighting, task lighting, parabolic wedge lenses, or fixtures with perforation for partial downlight used anywhere in the library.

All light fixtures will provide 100 percent uplight.

All light fixtures will be easy to reach to enable changing lamps from an 8-foot stepladder, or they will be equipped with drops to lower them for servicing.

All light fixtures will be designed not to show the presence of dead insects.

All light fixtures will use standard, easily-available lamps.

The building will be extensively wired for 110 volt service and be provided with extensive data conduit. Floor receptacles will be provided in all new floor slabs. Such receptacles will be totally flush with the floors, to enable shelving and furniture to be placed over them. **“Punch through” floor boxes and other receptacles that protrude above the carpet will not be accepted.**

The building will be designed to prevent unwanted transmission of sound. All ceilings will have acoustic surfaces, including the ceilings in the foyer and lending desk area. Walls of workrooms, the quiet reading room, group study rooms, family technology rooms, and meeting rooms will continue past the suspended ceiling grid to the bottom of the roof or floor above.

The building’s HVAC system will be designed to provide a maximum of fresh air, temperature control, and humidity control. The preferred method of heating and air conditioning will be a geothermal system with principal mechanical system spaces located on the ground floor and with direct outside access wherever practical. Each occupied room will have separate zoning, and very large spaces will have multiple zones. All spaces will have ducted return air. The system installed will be capable of maintaining relative humidity between 30 and 50 percent at all times, regardless of outdoor temperature or humidity.

All ceilings will be a minimum of ten feet high, to permit reflected uplighting.

Building materials will be selected for durability. Service desks will be covered with Corian or similar products. Painted surfaces will resist scrubbing. Floors in service areas will be rubber tile rather than vinyl tile. There will be no linoleum floors. Reading tables will have high-quality laminate tops. EIFS (external insulating finishing system) products will not be used anywhere on the exterior of the library. Exterior wood finishes will not require frequent renewal.

All new furnishings will be highly durable and of standard library design. Shelving will be standard steel cantilever style shelving with wooden end panels with slat wall inserts. Study tables will be made of wood with laminate tops and without aprons (side skirts).

The library will fully meet all applicable building codes, including local codes, the Illinois Accessibility Code, the Illinois Plumbing Code, and the Americans with Disabilities Act.

A number of popular design features in recent years have proven to be expensive or unworkable in libraries. Among other things, there will be:

- **No interior water features,** or exterior water features with pools that children can fall into.
- **No atriums** or other holes between floors not necessary for staircases.
- **No staircases with non-standard features,** including partially transparent treads, open or transparent risers, curves or diagonals, oddly-shaped steps, changes in width except at landings, non-standard riser height and tread depth, railings with horizontal balusters, or open undersides.

Table I
Recommended Collection Sizes for Illinois Public Libraries
Serving Communities of 36,000
Compared with the Current and Proposed Collection Sizes of the
Galesburg Public Library

	Current	Minimum	Growing	Established	Advanced	Goal
Books	193,079	88,000	142,000	169,000	259,000	226,000
Periodicals	329	396	468	540	828	400 ¹
Videos	7,992		no separate standard			11,000
Audio rec. ²	7,030		no separate standard			17,000
Total AV	15,022	10,300	21,100	31,100	58,900	28,000

Notes:

1. The library will provide space for subscriptions to 350 periodicals in hard copy. It will subscribe to at least 50 additional titles electronically.
2. Including books on tape, books on CD, and recorded music.

TABLE II
Collection Size Breakdown

Area	Current	Planned
Adult books.....	108,619	150,000
Children's books.....	53,743	72,000
YA books.....	<u>1,883</u>	<u>4,000</u>
Total books.....	193,079	226,000
Adult magazine titles.....	297	330
Children's magazine titles.....	10	30
YA magazine titles.....	<u>22</u>	<u>40</u>
Total magazine titles.....	329	400
Total video recordings	7,992	11,000
Adult audio recordings	6,684	15,000
Children's audio recordings	<u>346</u>	<u>2,000</u>
Total audio recordings.....	7,030	17,000
Total AV.....	15,022	28,000