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**THE DALAND
MEMORIAL LIBRARY**

OF

MONT VERNON, NEW HAMPSHIRE

PLANNING FOR THE FUTURE:

A NEEDS ASSESSMENT

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*Patience Kenney Jackson
Library Building Consultant
7 Howard Road Maynard, MA 01754
Patiencekj@aol.com*

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THE DALAND MEMORIAL LIBRARY OF MONT VERNON, NEW HAMPSHIRE

THE SETTING

The town of Mont Vernon, New Hampshire is located in the southern tier of the state, high above the Souhegan Valley and the towns of Milford and Amherst. From Mont Vernon's historic village center, it is about a fifteen-mile drive south and east to Nashua and the Daniel Webster Highway, or nineteen miles northeast to Manchester and Interstates I-293 and I-93. Thirty-nine miles to the west lie Keene and the Vermont border at I-91. People who live in Mont Vernon also have the choice of commuting as far north as Concord (36 miles) or south to the Boston area, 59 miles away, for employment, shopping, medical treatment and entertainment.

Of the 2,409 Mont Vernon residents recorded in the 2010 U.S. Census, 667 or 27.7% were over the age of 55. 771, or 32%, were under the age of 19.

Of adults 25 years and older, 96.9.1% were at least high school graduates, while 50.8% possessed a bachelor's degree or higher.¹ This represents a rather high level of educational attainment. By comparison, only 87.4% of New Hampshire residents were reported as high school graduates, with only 28.7% possessing a bachelor's degree or higher.²

Mont Vernon has been a rural town since its incorporation in 1803, and the rural character of the small town high on a hill is much cherished by its Twenty-first Century residents. Over the past century, the remote character and demographics of the town have been changing, however. The village of 453 people in 1900 became a town of 1,444 by 1980, 1,812 in 1990, 2,034 in 2000, and 2,409 by 2010. The present population is estimated at 2,620 (2015). In other words, in the past 118 years, there has been a growth of 478%. Mont Vernon is dramatically larger than it has ever been in the past. Growth is projected to 2,794 by 2030, or an additional 6.6%.³ The "Buildout" population, or ultimate development capacity of available land in Mont Vernon, is projected at 5,010 in the far future.⁴

¹ U.S. Census 2010. American FactFinder, Mont Vernon Town, Hillsborough County, NH. Census Demographic Profile Highlights.

² Ibid. State Data.

³ New Hampshire. Office of Energy and Planning. (since 2017, Office of Strategic Initiatives). County Population Projections, By Municipality, September, 2016.

⁴ Nashua Regional Planning Commission. Region-wide Buildout Impact Analysis. 2005.

http://www.nashuarpc.org/files/5713/9463/5247/Regionwide_buildout_final.pdf .

"Buildout" is a theoretical condition and exists when all available land suitable for residential and non-residential construction has been developed.The buildout model estimates the developable acreage and number of new lots that can be expected at buildout conditions for residential and non-residential development.

Children in Mont Vernon attend the Mont Vernon Village School from kindergarten through sixth grade, then travel down from the hill to the valley for Amherst Middle School and Souhegan High School.

THE DALAND MEMORIAL LIBRARY

Officially established in 1892 by the New Hampshire Legislature, Mont Vernon's public library benefited in 1899 by a bequest from the will of Sophia G. Daland, a long-time resident of Mont Vernon and the area. After ten years' delay and much controversy about the site and location, a library building, the Daland Memorial Library, was constructed by the (private) Daland Trust on a town-owned site and opened in 1909,⁵ eleven decades ago.

From the start, the library management model was quite complex, and the initial arrangement of a free public institution housed in a privately-owned facility constructed on town-owned land may be almost unique in New England. The initial arrangement persists 109 years later, in 2018. Three Daland Trustees are appointed by the Court under the terms of the bequest. The Daland Trustees, as administrators of the bequest, manage the Daland Trust, own the building, and support the building's maintenance and enhancement, including utilities and special purchases. The three Town Trustees, who are elected to three-year terms, are responsible for public library policy, operations and personnel. The Daland Memorial Library's total operating budget for Fiscal Year 2017 was \$91,845, including staff salaries. Building Maintenance costs of \$5,357 were covered by the Sophia Daland Trust and \$3,092 donated by the Friends of the Library.

According to the Library's annual report to the State, the Daland Memorial Library circulated 17,359 items in the year 2017. About 51% of total circulation (8,889 items) was to children, including school children. By December, 2017, the library counted 1,358 registered borrowers, including children. Library visits for the year totaled 12,823.

It can be calculated that the cost of the 17,359 items circulated in 2017, at an average price of, say, \$25 per item, would have cost Mont Vernon residents about \$433,975 per

⁵ Persistence and Progress: A History of the Daland Memorial Library, Mont Vernon, New Hampshire, 1892-1992 Friends of the Daland Memorial Library, 2004, p. 17.

year to purchase. To put it another way, each resident (including children) on average made use of library materials of a value of \$165.63 per year, yet at a cost to the taxpayer of only \$31.83 per capita in local funding for the public library in 2017.⁶

The book collection stood at 13,893 volumes at the close of 2017, including paperbacks. The library also offers modest collections of 931 videos and DVD's and 342 CD's. The total of cataloged physical items is a little over 15,000. In addition, there is a broad selection of downloadable ebooks and audiobooks through the New Hampshire State Library.

Interlibrary Loans to and from other New Hampshire libraries are available through the New Hampshire State Library, and the number of Interlibrary Loans is increasing, with 1,121 items borrowed from other libraries (an increase of 247% in ten years), and 437 items loaned in 2017 (up 125% in ten years). The Library is a member of the Hillstown Cooperative, which is a regional association of libraries in the area, though it does not offer reciprocal over-the-counter borrowing privileges.

For reasons of available space, the Library can offer only one public access computer with Internet access for public use. There are no computers specifically for children. The library catalog and automated circulation system are served by Biblionix Apollo software, known as "Apollo". Patrons can access their own accounts as well as the online catalog from home. The Library Internet access is provided by the Daland Trust. There is also a Library website at dalandlibrary@comcast.net.

The Daland Memorial Library is now open 37 hours per week, with seven additional evening hours added at Town Meeting in 2018. Library hours are now as follows:

Sunday, Monday:	Closed
Tuesday, Wednesday, Thursday:	10:00 AM -- 8:00 PM
Friday	2:00 PM -- 6:00 PM
Saturday	10:00 AM -- 1:00 PM

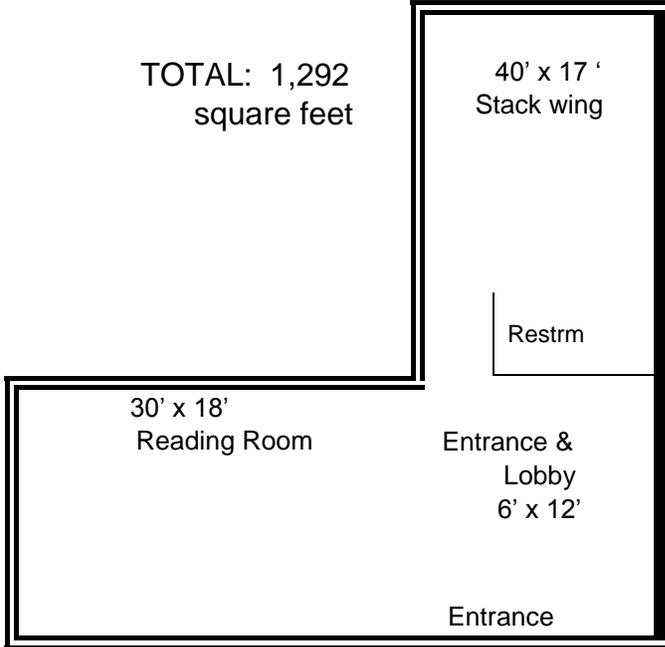
⁶ Daland Memorial Library Report to the New Hampshire State Library. New Hampshire Public Library Annual Report, Calendar Year 2017.

THE LIBRARY AS A BUILDING

The library building, designed by architects Cleveland and Godfrey ⁷ from Boston, is a simple building in the Arts and Crafts/ Prairie style in vogue in the first two decades of the last century. It consists of two rectangles placed at right angles to one another and is positioned on the site to look much larger than it really is. Interior measurements are approximately 1,300 net square feet, and exterior measurements yield approximately 1,400 gross square feet.

There is a full basement under the entrance vestibule and stack wing, with a crawl space under the reading room, and a full attic over the entrance vestibule and part of the stack wing. The basement is accessed by a staircase from the restroom and the attic is accessed by a pull-down ladder located in the same space.

The building's layout looks like this:



With its vaulted, open-trussed ceiling and tall windows, the Reading Room is an elegant space. The building is a gem.

⁷ Chester Godfrey and Frank Cleveland were partners in a small Boston firm at the time. In 1916, they joined with the internationally-renowned firm of Ralph Adams Cram. As independent architects, they had designed the Frank Burgess House in Quincy, MA, which is listed on the National Register of Historic Places, several imposing schools in Quincy, and the renowned cemetery (Hubbard Memorial) entrance and chapel in Montpelier, Vermont.

The Daland Memorial Library appears deceptively large, although it is only about 1,400 gross square feet. The clever siting of the building, viewed as the road rises from Milford, passing Town Hall and then curving to the left, is partly responsible. Too, the library's steep sloping roof lines, which run two stories over all three segments contribute to a misleading impression of size (although there is a full attic only over the entrance lobby). Inside and out, this is probably one of the finest buildings in Southern New Hampshire. And it's in the country town of Mont Vernon.

The entire building is actually comparable in size only to a small ranch house. The Reading Room, at about 540 square feet, is much smaller than any school classroom (900 square feet), and the stack wing, at 22' x 17' can be compared only to a living room in a private residence.

The book stack shelving is entirely full. The main Reading Room, which must do double and triple duty as all of the following:

- Entry space /
- children's room /
- adult patron seating /
- public computer space /
- meeting space /
- Story Hour space /
- and staff work space,

has been kept somewhat open in feeling by careful and drastic control of the growth of the collections as well as by sheer iron determination on the part of staff and trustees. The Reading Room's high ceiling and tall windows contribute to a misleading illusion of spaciousness.

On opening day in 1909, the library owned a few hundred volumes. It served 1910's Mont Vernon population of 413 residents with 3.39 square feet per capita. This ratio has plummeted 691%, to 0.49 square feet per capita in 2018.

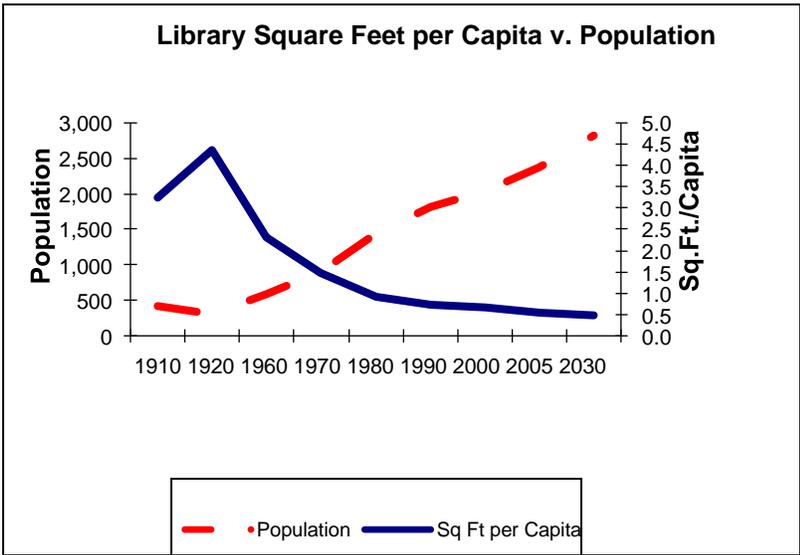
After one hundred nine years of service, the Daland Memorial Library is utterly inadequate in size to serve as a library for town of 2,620. If an item is added, another must be discarded. There are only 6 seats for patrons, whether children or adults. There is only one public-access computer. There is no staff work space. Without a larger facility, the only alternative would be to completely do away with the central gathering space, which hosted 156 children's and teen programs for 2,482 children and teens and 71 programs for 723 adults in 2017. The loss to the community would be profound. In the 2018 configuration, every square foot of the library is being used – several times over, and on a daily basis.

ASSESSMENT OF THE FACILITY – THE NUMBERS

Some Ratios: As outlined above, total net area of the building can be calculated as about 1,400 gross square feet, including the entrance and restroom.

This would have been 3.39 gross square feet per capita back in the 1910 census, when the building opened, but had dropped down to only 0.53 gross square feet per capita by 2015, simply due to population growth.

For a predicted population of 2,810 in 2030 – twelve years from now – it would drop still further to 0.49 gross square feet per capita. (see chart),



PHYSICAL PLANT

This is a well-built little building. The foundation, of mortared river stones, appears sound and in generally good repair. With its tall windows and graceful elements, such as the fireplace and interior wood trim, it doubtless is enshrined in the public mind as a gracious and beloved element of Mont Vernon's civic life.

Quite apart from the small size of the building and the constricted site, however, there are numerous ways in which the Daland Memorial Library simply isn't able to serve the original purposes intended by the donor.

- 28 years after the Americans With Disabilities Act of 1990 became law, this building is still not accessible to the handicapped.
- The public rest room is also not accessible to the handicapped.
- The only secondary means of egress from the building is through the rest room, then through a little basement door within the rest room, and then down a few steps to a small exterior door. This building needs a new and legal secondary means of egress.

THE SITE AND OTHER ISSUES

The excellent history of the library, Persistence & Progress, 1892-1992, outlines a prolonged struggle to agree on a site for the new library building back at the turn of the last century. The issue was divisive, and at least four sites were proposed over a period of years. The present site was selected by default. Construction of the library required the removal of one homestead and the demolition of a second house.⁸

Once the building was under construction, it apparently became clear that the site was a mistake. The Trustees proposed, and Town Meeting endorsed, that the road to the north of the library building be discontinued and moved to the south side. Reasons given were to make room for a lawn on the north side of the building, as well as to improve the turn onto the Boulevard leading to the Grand, a hotel for summer visitors.⁹

⁸ Persistence and Progress: A History of the Daland Memorial Library, Mont Vernon, New Hampshire, 1892-1992 Friends of the Daland Memorial Library, 2004, pp 13 – 15.

⁹ Ibid, p.16,

Of course, moving the road was a simple matter a hundred years ago, since no paving or utilities would have been involved. Nevertheless, this was an extreme change for a building already under construction. Since the library did not ultimately benefit, one possibility is that the existing turn onto the Boulevard had been made even more clearly difficult by the library construction.

At this late date, the original size of the site on which the library had been designed can't be determined. The story of how that old road bed and the now non-existent north lawn of the library disappeared has not been written down. What can be stated is painfully obvious in 2018:

the initial choice of a site was less than visionary, despite the local turmoil at the time.

The site was never big enough to allow for expansion of the building, and it is much smaller now.

the architects could not have designed the building for the site we see now, since it was so changed.

the site had to be altered after construction began.

the site has been constricted on the north by the abutting property's barns.

the site has been further reduced on the south by paving and then again later by re-construction and widening of the Grand Hill Road.

At its present lot size, variously given as 13,000 or 15,180 square feet, (about 1/3 of an acre), the site is too small to accommodate either a credible expansion of the building or adequate parking, let alone a septic system. This is only a typical lot size for a house on an urban street in a city and is by far the smallest lot size in Mont Vernon.

The public controversies of 1899-1908 about the library building and its location have been mirrored in the late 1990's and 2000 – 2018. Various proposals by the trustees – to add to the building; to move the building to a new site and add to it; to construct an entirely new building – have ultimately been defeated at Town Meeting.

HOW BIG SHOULD THE LIBRARY ACTUALLY BE?

There are really no “instant answers” as to how large a library building should be. This determination must be made by development of a library building program that answers very specific questions about library needs and community needs. The size of a public library is impacted by the history of the library itself, by its service philosophy, by its proximity to larger public or academic libraries, by its cooperation with other libraries in permitting local patrons to borrow at other libraries, by the need for children’s programming and services, and by the needs of the community with regard to meeting and event facilities.

Of the 40 public libraries in the New Hampshire State Library database that serve a population of 2,000 – 3,000 people, Mont Vernon ranks as the very smallest (the FORTIETH) in total square footage. See Appendix III.

Of these 40 small public libraries, Mont Vernon ranks FOURTH from the bottom in square footage per capita. (The range is 0.26 square feet per capita to 4.8 square feet per capita.)

All of this being said, the present assignment is to provide an estimate of how large the Daland Memorial Library needs to be.

1. The first question to ask is:

★ How large should the library be right now, to accommodate existing collections, services, functions and staff?

2. At 1,400 gross square feet, what the library offers right now can be described as a deficiency of about 2,000 gross square feet just to house the present collections, seating and functions adequately, with no increase in anything and no programming space.

This estimate does not include any allowance for the following significant deficiencies in the library facility. It does not include:

additional staff work space or workroom or office.
children’s seating.
separation of children and adult users.
quiet reading/study space. Young Adult seating.
Children’s Service desk.

Any additional public computers Any additional books and media. Any tutoring space.
OR usable storage for chairs, seasonal supplies or children's materials.

And finally:

NO MULTI - USE Programming/event space – despite the fact that 227 library programs and meetings took place here in 2017.

In other words, the current deficiency of space, with absolutely no additions in services or functions, is roughly minus 2,039 gross square feet, or 146% more space than the building actually has. Right now.

Planning for an adequate library facility for Mont Vernon has been ongoing for over thirty-five years now. Writing back in 1997, 21 years ago, Edith March, a former Library Director, stated:

“For the past ten years there have been studies indicating the lack of space in the Daland Memorial Library. The 1987 analysis by the state and the 1988¹⁰ (Mont Vernon Master Plan allude to this problem.”

Below, a quick overview of various proposals reveals that all of the logical permutations that have been proposed for this building include the following:

<u>YEAR</u>	<u>PROPOSAL</u>
1983	Fill in the square of the building ?
1997	Town acquires Carleton Land next to Post Office on Grand Hill Road for future cemetery and library uses. Purchase of this land was funded in part by the Town and in part by Library Capital Reserve funds.
1997	Library Needs Assessment by Frances M. Wigger, Director, Bedford Public Library
1999	Move existing building to a new location, construct integrated addition?
2001	Construct new building ?
2006	Move existing building next to Post Office, construct major non-integrated addition?

¹⁰ 1988 = THIRTY years ago.

- 2008 Investigation by library building consultant recommended new building of approximately 7,000 gross square feet.¹¹
- 12/8/2014 On a survey of Carleton Land.10,285 acres adjacent to Carleton Pond was designated as **“library land”**
- 2018 Current 2018 study

A full summary of Daland Memorial Library Town Meeting Warrant articles since 1994, prepared by Cindy Raspiller in 2018, is appended to this document as Appendix III.

The essential problem is that all of this delay and controversy is counterproductive, to say the least. After thirty-five years, the library is no better off. Significantly, it tarnishes the image of Sophia Daland and her generosity, as well as the image of the library and the image of Mont Vernon itself.

It is also damaging to the morale of both the Library Trustees and the Daland Trustees, as well as to that of the staff and volunteers. Most important of all, it severely impacts adequate library service for all residents of the Town.

WHAT ARE PEOPLE THINKING NOW?

An online library survey was done in the fall of 2017.

Of 200 respondents

- ★ 64.4% ranked the library as an Essential Part of the community.
- ★ 54.5% used the library from several times per week to once a month, with only 7% saying that they never used the library.
- ★ 73.96% of respondents endorsed more evening hours, for a spectrum of reasons. (This entreaty was acted upon by the 2018 Town Meeting, when seven hours were added to the library’s schedule.)

¹¹ The Daland Memorial Library of Mont Vernon, New Hampshire: Physical Plant Needs: A Needs Assessment and Projection for an Expansion or a New Public Library Building, by Patience Kenney Jackson, Library Building Consultant. September, 2008.

- ★ 72.68% expressed a need for quiet adult reading space, while nearly 80% feel that a separate Children’s Room is a great idea.
- ★ A robust 77.39% were either “Very Interested” or “Somewhat Interested” in a new library building.
- ★ 74.07% thought that a new library should have a 100-person Meeting/Activity space, while only a few people endorsed such “frills” as a café, a playground or a gift shop.

WHAT ARE THE NECESSARY DESIGN ELEMENTS FOR A NEW LIBRARY BUILDING ON THE CARLETON LAND, ADJACENT TO CARLETON POND? (AND PARKING?)

As outlined above, the Town acquired land from Joseph C. Carleton, Sr. for the needs of the Board of Cemetery Trustees and the Daland Memorial Library Trustees back in 1997.

A Jurisdictional Area Plan, done by Meridian Land Services, Inc., and dated September 29, 2014, designates 10.285 Acres off Grand Hill Road and above Carleton Pond for the Daland Memorial Library Trustees.

An access road will be needed running between the Post Office land and Carleton Pond, to reach the library site and beyond that to provide access to the Cemetery land. There is 200’ of road frontage available for this, on Grand Hill Road.

A new library building could be positioned above Carleton Pond and in an area approximately 450 feet from Grand Hill Road, though an exact site remains to be determined. This will be determined by a topographic survey, geology and the eye of the Architect.

The Pond itself is designated as “open space”. The Pond serves as recreational space as well as one of many Fire Ponds¹² in the Town. Since the terrain of the Cemetery rises to the west and yet farther above the Library

¹² http://www.nhracd.net/files/fire_guide.pdf . New Hampshire Fire Protection Initiative. Rural Fire Resource Quick Guide. North Country and Southern New Hampshire Resource Conservation and Development Area Councils. June, 2010.

site, drainage down the hill and into the Pond will be a basic concern in the siting of both the library building and its parking lot.

Moreover, the Library building will need to have an excellent drainage system for the walkways, landscaping, the parking lot and the building itself, including entrances and fire exits as well as for any possible basement space. (Think French drains around the building, just for a start.)

PARKING:

It is further recommended that any parking lot, which by definition will be located above the pond, should have some sort of fencing or barrier (jersey barrier?) to prevent a vehicle from sliding down the hill and into the pond on an icy day. Proximity to the Pond is could be a possible danger for young children and school groups. A barrier and a fence should be installed between the library and its parking lot, and the Pond. The aesthetics of such a fence should be part of the design of the new building itself and its site.

According to standard formulas, a building of 7,500 gross square feet would require a parking lot of 19 spaces, plus handicapped spaces and a van space. In view of the potential setback from Grand Hill Road, the presence of library volunteers as well as staff, and in view of the potential attendance at popular programs, much more parking will be required near the library. Winter conditions, the distance from the village center, and the lack of a sidewalk on Grand Hill Road itself should also be factored in. Of course, the number of parking spaces is also subject to the requirements of the Planning Board.

HOW LARGE? AND WHAT KIND OF A LIBRARY BUILDING?

The chart in Section Two outlines the space needed to house modest library services for the Town for the next twenty years. It has been based on the Wisconsin Public Library Standards, 5th addition, 2010, and provides for a “Basic” level for collections and seating for an anticipated population of 2,810. It envisions a separate children’s area and a distinct Young Adult space. It provides for a multipurpose meeting room to seat 75 adults and a conference/tutoring space to seat up to 8. It makes use of standard library space-planning formulas.

The conclusion of the chart in Section Two is that a very efficient new one-story library building could be in the range of 7,151 – 7,437 gross square feet. (For an explanation of net square feet, used in standard library formulas, and gross square feet, used in planning an actual building, see Appendix I of this report.)

At this size, the library would be able to offer the citizens of Mont Vernon a facility of 2.54 square feet per capita to 2.64 square feet per capita through the year 2030. For the present population of 2,620, this would work out to 2.72 to 2.83 square feet per capita.

Is this out of line?

Right now, the average space ratio for libraries in the 40 New Hampshire towns of population 2,000 – 3,000 is 1.57 square feet per capita. The range is 0.49 (Mont Vernon – at the very bottom) to 2.84. (See spreadsheet Appendix III)

The average space ratio for the forty public libraries in New Hampshire towns with a population from 2,000 - 3,000 is 1.57 square feet per capita for today's population. Mont Vernon has the lowest – at 0.49 square feet per capita.

Eight of the forty public libraries serving towns from 2,000 – 3,000 have been enlarged or have constructed new buildings in the past ten years, while at least an additional seven are known to be planning an enlarged facility.

In 2018, Mont Vernon is offering only 0.49 square feet per capita. It falls at the very bottom on the list of the forty public libraries serving towns of 2,000 to 3,000 people. Housed in a building of 7,000 gross square feet, the Daland Memorial Library of Mont Vernon could rise to third place from the top in square feet per capita, in this group of small New Hampshire towns.

SOME CONCEPTS FOR A NEW PUBLIC LIBRARY BUILDING

The Daland Memorial Library needs to plan its own physical plant needs for twenty years into the future, long before an architect is hired. The Building Program done back in 1997 is now twenty-one years old. The Library Director is capable of either revising the old program or creating a new program, based on the Consultant's workbook and the Chart in Section Two of this document. It is recommended that some of such work be done off-site, for the sake of objectivity, preferably in another public library.

Generally speaking, it is considered prudent to plan a new library building for the next twenty years or to 2038 in this case. Since the present facility is limited, the site for the library as well as for parking is constricted, the population has grown and continues to grow, and collections and services have inevitably grown and will grow, a significant public library building must be contemplated in the near future, at minimum planned for an eventual population of something above 3,000 by 2038.

The most pressing long-term needs of the library for a separate and enhanced library building are as follows:

1. Complete handicapped accessibility throughout the building, including sufficient space for a wheelchair to pass and accessible rest rooms.
2. Additional space for books and media to serve a larger population.
3. A larger, more identifiable and separate children's space that can be closed off from the rest of the library.
4. A children's service desk.
5. A children's rest room within the Children's Room. This is essential for both safety and security.
6. Additional space for public access computers for both children and adults
7. Quiet study space and more seating.

8. A separate Young Adult area.
9. A local history/quiet study/tutoring room, to house library materials and Town Reports, as well as small meetings.
10. Improved and enlarged work spaces for staff and volunteers and an office for the library director.
11. A separate space for the computer server and other electronic equipment.
12. Meeting, conference and exhibit space - a multipurpose/event room, with a small kitchen, access to rest rooms and after-hours egress.
13. A staff break room and staff rest room.
14. Accessible public rest rooms.
15. Storage space for the Friends of the Library, for supplies and book sale books.
16. Building security and enhancement of the library's image.
17. Adequate parking.

Within the confines of the present site and building, nothing on this list can be accomplished at all - even at the expense of present operations. The chart in Section II is a preliminary estimate of the library's space needs for twenty years into the future.

FURTHER RECOMMENDATIONS

- ★ A full Library Building Program for a new public library should be developed by the Daland Memorial Library, to provide quantitative and descriptive details on each functional area of the library. The Building Program should be prepared prior to the selection of an architect. Much of the present report can be included either as an introduction or as an appendix.

- ★ The Trustees and the Library Director should continue to envision interim changes to meet the needs of the town and the library, although any such changes will be necessarily constricted by the size of the present building.
- ★ The Trustees should consider appointing a Public Library Needs Study Committee, to broaden input and support from the community. Such a committee should include Trustees and the Library Director, but also library users and nonusers to represent other components of the community. This could include new residents, a Young Adult, and even a seasonal resident or a potential donor.
- ★ After a Building Program has been prepared, an architect can be selected, to assist first in the assessment of possibilities and sites and then with design according to the Building Program.
- ★ An appropriate size for a site for public library building of the recommended size might be about one acre, which would include space for landscaping, outdoor events, and parking, as well as a septic system and a well.
- ★ The Trustees, staff and Study Committee (eventually a Building Committee) must continue to consult with town officials, residents and potential donors with regard to their reasoning and conclusions.
- ★ Trustees, staff and Committee should continue to enlarge their understanding of recent library expansions. This definitely should include site visits. In New Hampshire, there are both additions and new buildings to choose from. Particular reference is made to other New Hampshire projects:

- the addition/renovation projects in Dublin or Tamworth and Brentwood (an expansion of a one-room schoolhouse)
- small new public library buildings in:

Brentwood, NH	Mary E. Bartlett Library	6,300 square feet
Kingston, NH	Kingston Community Library	9,957 square feet
Fremont, NH	Fremont Public Library	7,000 square feet
New Boston, NH	Whipple Free Library	6,840 square feet
Pembroke, NH	Pembroke Town Library	8,900 square feet

- Farther afield, the Lincoln Public Library in Lincoln, Vermont, is another excellent small new building (with a comfortable front porch).
- In central Massachusetts, the small new public library buildings in Lunenburg, Townsend and Dunstable are also not far away.

These buildings, and others that can be recommended by the staff of the New Hampshire State Library, can all serve as inspiration and role models for Mont Vernon residents and library planners.

- ★ The chart in Section II can be refined and updated in the light of Area Descriptions developed for the Library Building Program and used by the architect to design an efficient and attractive small public library that will provide library services, computer access and exhibit and meeting space to Mont Vernon residents for at least the next twenty years. The chart should be used as a “Space Budget”, that is, if an element is added or increased, another should be subtracted or decreased.

Recommended collection and seating levels in the Chart in Section II have been taken from Wisconsin Public Library Standards, 2010, fifth edition for a town of 2,800 population. The Wisconsin Standards are widely used for library planning purposes, particularly in planning a small library in a small town, since they provide an opportunity for gradations in services, according to the local context and needs. The URL for these standards is <https://dpi.wi.gov/pld/boards-directors/library-standards>

- ★ The completely outdated standard of 0.7 square feet per person, published back in 1960 by the American Library Association is not useful for Mont Vernon because it does not include any component for formats and services, such as media, computers, adequate children’s services or for meeting spaces. It is also not intended for towns under about 20,000 population. This standard was promulgated fifty-eight years ago, before handicapped access requirements, the proliferation of computers, videotapes and books-on-tape, meeting and conference rooms and the information explosion in general.
- ★ More usually, since the 1990's, the expectation has been that a small public library building will offer between 1.5 and 2.5 square feet per capita in its projected service population, depending on collection sizes and meeting room spaces. This is a rough rule of thumb. For Mont Vernon, with a predicted population of around 2,800 by 2030 and a potential “Build Out” population of 5,000, this would work out to be a public library building of around 7,500 gross square feet,

depending on the size of existing collections and the size of the multipurpose meeting room.

SECTION TWO:
PROGRAM ESTIMATE:
SPACE NEEDS BY DEPARTMENT
(Based on a Twenty-year Planning Horizon)

DALAND MEMORIAL LIBRARY, MONT VERNON, NEW HAMPSHIRE											
PROGRAM SUMMARY CHART SPACE NEEDS BY DEPARTMENT MAY, 2018											
AREA	EST. NET SQ.FT.	Remarks	VOLS	A/V ITEMS	COLLEC-TION SIZE	PERIODI-CALS	PUBLIC COMPU-TERS	READER SEAT-ING	TABLES FOR 4	LOUNGE SEATING	GROUP SEATING
Entrance & Lobby	As required by design	Only one entrance					1				
Circulation Desk	150	Greet and supervise	200		200						
Workroom	200										
Photocopier	50	Alcove									
New Books	100	browsing & display	250		250						8
Media Browsing (Adult)	150	like a bookstore		1,400	1,400						
Current Periodicals	160					20		4		4	
Reference Area	320		350		350		3	8	2		
Conference/ Tutoring/ Local History room.	300		300		300						8
Adult Nonfiction	350	42" aisles where possible	3,500		3,500			4	1		
Adult Fiction & Lrg Print	450		4,500		4,500						
Adult Total	2,230		9,100	1,400	10,500	20	4	16	3	4	
Young Adult Area	330		1,000		1,000	6	2	4	1		
Children's Room											
Children's Desk	100										
General Reception Area & Parenting	75		200		200	6					
Children's Media	100			750	750						
Toddlers/Preschoolers	400	parent seating, play	3,000		3,000		1	7	1	3	
Youth Services	1,036	more grown up, small desk	8,000		8,000		2	14	3	2	
Children's Total	1,711		11,200	750	11,950	6	3	21	4	5	
PAGE TOTAL	4,271		21,300	2,150	23,450	32	9	41	8	9	
Multipurpose Rm	1,000	open to library, gallery space, kitchen, after hours egress,									75
Per.Storage & gen. storage	150										
Systems Equipment	100										
Staff breakroom & toilet	200	workplace									
SUBTOTAL	1450										
GRAND TOTALS	5,721		21,300	2,150	23,450	32	9	41			
TOTAL NET SQUARE FEET							5,721				
25% NET FACTOR							1,430				
30% NET FACTOR							1,716				
ESTIMATED GRAND TOTAL							<u>7,151</u> TO <u>7,437</u>				
							GROSS SQUARE FEET				
Net factor allows for storage, mechanicals, restrooms, vestibules, elevator, thickness of walls.											
*See appendix for explanation of net vs. gross square feet and net-to-gross ratios											

APPENDICES

APPENDIX I

NET SQUARE FEET AND GROSS SQUARE FEET - WHAT? AND WHY?

A standard Library Building Program applies standard net-square-foot formulas for each library area.¹³ However, these formulas can only produce an estimate of the total net square footage required for library service. They are not designed to predict an actual building configuration. Until an actual design has been created and presented by an architect, the precise capacities and ultimate gross square footage of the library building cannot be calculated.

At the programming stage, in order to obtain a preliminary estimate of the total gross square footage required in the actual future building, a factor of 25% - 30% must be added. This factor recognizes that, until the building is actually designed, it is impossible to forecast whether the building will be one-story or multiple stories, requiring one or more elevators and multiple fire staircases. Ceiling heights, the height of shelving, the length of a range of shelving and the actual configuration have yet to be determined. Pre-design, it is unknown whether there will be a basement or an attic in which to house heating and air conditioning equipment and some storage. The added 25% - 30% factor also makes allowance for lobbies, vestibule and entrance space, public staircases, emergency exits, corridors, rest rooms, closets, storage, furnace, airconditioning unit, electrical rooms, "circulation" (moving around) space, and the thicknesses of both exterior and interior walls. To put it another way, it can be said that the gross area of any building can be determined by the exterior measurements, (like a tape measure around the outside), multiplied by the number of stories.

The "efficiency" of a particular building design is ultimately the ratio of net square feet to gross square feet. Thus, a design that provides 8,000 net square feet for

¹³ For Standard Formulas, see Dahlgren, Anders. Public Library Space Needs: A Planning Outline.

Wisconsin Department of Public Instruction, 2009) http://pld.dpi.wi.gov/pld_plspace .

library services may actually require the construction of, say, 10,500 gross square feet (8,000 ÷ 10,500 = 76% efficiency), or 11,000 gross square feet (72.7% efficiency), or 11,500 gross square feet (69.56% efficiency) or even 12,000 gross square feet (66.6% efficiency). Much depends on the design and whether the building is to be single-story or multi-story.

Only when an actual design is available to be analyzed can the actual square footage of the building be determined, by the real dimensions of the building. The capacity of the shelving shown on the drawings can also be estimated, once the heights of shelving and the configuration of shelving are known. The Building Program comes into play once more at this stage, to be used as a yardstick or checklist to be certain that all of the desired elements are actually present in the desired amounts, in the design.

In past decades, some writers have discussed a building efficiency of up to 80%. This would be a warehouse-style one-story structure, with no interior walls, few columns, and minimal details such as vestibules or hallways or rest rooms. Most architects assert that it is no longer possible to design a library building that is 80% efficient. Some factors that prevent such a design include:

- new requirements (since 1991) of the Americans with Disabilities Act for minimum space between ranges of shelving and around furniture, just as they do in rest rooms, etc.
- earthquake requirements that add extra columns and structure and increase the dimensions of columns
- walls that are now thicker because of insulation, wiring, heating and air conditioning ductwork, and fireproofing
- additional rest rooms and egress corridors required by new building codes
- electrical and computer needs, including computer closets
- site limitations
- an addition to an existing building.

At the programming stage, it is prudent to think at the very outset in terms of a realistic estimate of the library's size by using the standard formulas, then adding 25% - 30%. It will then be a pleasant surprise if the eventual design can be smaller because it is also very efficient. Likewise, a particular design may be larger because it includes a special feature that the building itself requires, such as a grand central staircase or a two-story clerestory or an outside lobby, an elevator, multiple egress stairs - or simply because the layout is inefficient. A particular design can often be modified to increase efficiency. At the programming stage, particularly in the case of an addition/renovation of

an existing or historic building or a difficult site, it may be wiser to propose a range of ratios, and thus a range of gross square feet.

For a more succinct explanation, see below:

<http://www.ohio.edu/facilities/planning-space/documents/definitions.pdf> 11/29/2014

“Gross Area Definition: The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including all vertical penetration areas, for circulation and shaft areas that connect one floor to another. (In addition to all the internal floored spaces Gross Area should include the following: excavated basement areas; intersitial space (i.e., mechanical floor or walkways), mezzanines, penthouses, attics, garages, covered porches— whether walled or not, inner or outer balconies to the extent of a drip line from a roof or balcony immediately above. The footprints of stairways, elevator shafts, and vertical duct shafts are to be counted as gross area on each floor through which they pass.

Net Assignable Area Definition: The sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use. (Includes 10 major space use categories for assignable space--classrooms, labs, offices, study facilities, special use, general use, support, health care, residential, and unclassified – that are used to accomplish the institution’s mission)

APPENDIX II

WHY CAN'T WE JUST ADD A WING TO THE 1909 DALAND BUILDING?

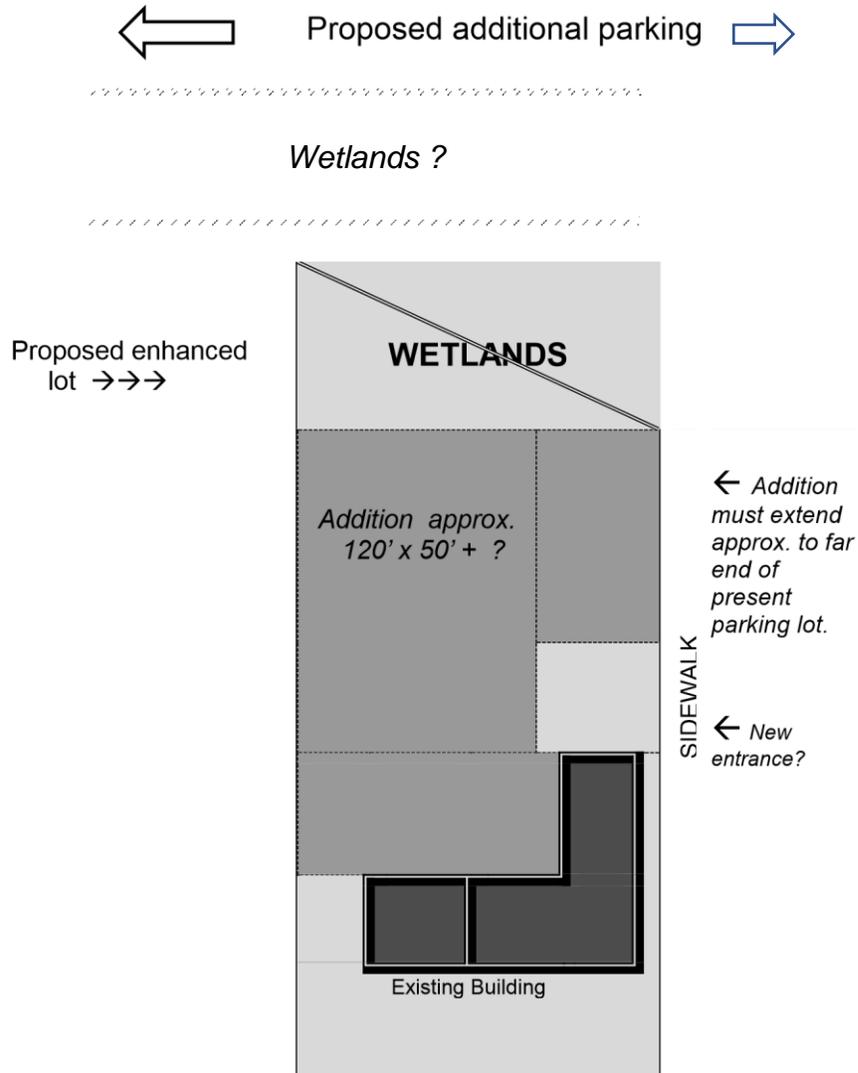
A recurring proposal to “square off” the triangular library site by purchasing a wedge of the abutter’s property, and to place library parking on the Post Office site by bridging some wetlands was discussed back in 2008. This complex concept involves:

- a more complete evaluation of the extent of the wetlands that lie between the library site and the Post Office site, to determine exactly what limitations would be inherent in an expanded site.
- an increase in the size of the site by purchase of a small amount of land from the abutter
- a land swap with the Post Office site to add town-owned land to this site on the other side of the Post Office, thereby freeing a parking area for the library on the former Post Office land.
- an easement granting access to the library’s abutter to a land-locked rear site owned by the abutter.
- approval of the Town, the owner of the Post Office site, the U.S. Postal Service itself, the Library Trustees, the Daland Trustees, and the New Hampshire Department of Environmental Services Water Division for all of the above.

The resulting lot size might theoretically be a little over half an acre, with wetlands as yet undefined. The lot would still not be large enough to support the building, an addition, a septic system and/or a well, or any parking.

Yet an addition in this scenario would need to be entered at the new center, on the side, not by the existing front door. The resulting addition would need to be roughly 120’ x 50’, or 140’ x 40’ – in other words, a very long structure. Parking from some areas at the left side of the Post Office site would be quite a walk from the new main entrance – as much as 300 feet to the new

entrance, which is the length of a football field. Certainly, a well-lighted and plowed sidewalk would be a necessity.
(See diagram.)



WHAT ABOUT MULTIPLE STORIES?

Another potential approach would be to consider a two-story addition to the 1909 building, in order to create a smaller footprint and thus use less land. A two-story structure would require a minimum of two staircases and an elevator. These would require the construction of at least 700 extra square feet of space. Moreover, because of the structural requirements of libraries (150 pounds per square foot “live load”, the addition would require an expensive superstructure for the second floor, thereby increasing the cost of construction still more.

In view of the overall fine quality of the existing 1909 building, it is impossible to envision an aesthetically and historically successful two-story addition. For this reason alone, it cannot be recommended.

Too, operationally, a one-story library is considered to be more efficient, up to a limit of about 18,000 gross square feet. Particularly for a small staff, a library on one level is much more readily supervised. An upper level of public space would require a second staff member to be on duty upstairs when the library is open. Yet several writers have pointed out that each public desk will actually require the addition of two or more FTE (Full-time equivalent) staff simply in order to staff the new desk. The increase in staff just to supervise a second level would be prohibitively expensive over the life of the building.¹⁴

Elevators are costly, not only to purchase and install, but also to inspect and maintain. An annual maintenance contract on the elevator is likely to add something around \$1,200 or more to the library’s annual operating budget.

Finally, the theoretical half-acre site would still be too small to allow very much parking, or the installation of a septic system and a well anywhere close to the building, because of the wetlands.

¹⁴ In today’s dollars, figure 2 staff x \$25,000 per year x 20 years = \$1 million.

APPENDIX III

Daland Memorial Library. Mont Vernon, New Hampshire

Warrant Articles Summary

prepared by Cindy Raspiller, Chair, Daland Memorial Library Trustees, April, 2018

1994 Annual Report (1995 Warrant) - Article 7. To add \$10K to the Library Capital Reserve Fund.

PASSED

1995 Annual Report (1996 Warrant) - Article 7.

To add \$10K to the Library Capital Reserve Fund. PASSED

Article 8. To use up to \$8K from the Library Capital Reserve Fund for preliminary architectural schematics for the proposed Library addition. PASSED

1996 Annual Report (1997 Warrant) – Article 5. To dissolve earlier Capital Reserve Fund and create a new one with broader purposes, while using \$30K to purchase the Carleton land. PASSED Voice Vote Article 8. To add \$10K to the Library Capital Reserve Fund. PASSED Voice Vote

1997 Annual Report (1998 Warrant) - Article 7. To use up to \$5K from the Library Capital Reserve Fund for preliminary architectural schematics for the proposed Library addition. PASSED Voice Vote Article 8. To add \$10K to the Library Capital Reserve Fund. PASSED Voice Vote

1998 Report (1999 Warrant) - ARTICLE 7. To allow the Trustees to accept funds. PASSED Voice Vote ARTICLE 8. To raise and appropriate \$1.33M to move the Library and add an addition. To be paid for with bonds NTE \$591K + the Capital Reserve, Daland Matching Funds, and donations. FAILED Yes = 165 No = 113

1999 Report (2000 Warrant) - ARTICLE 6. To accept the provisions of RSA 202-A: 4-c to allow library trustees to apply for, accept and expend, unanticipated money from governmental or private sources. PASSED Voice Vote ARTICLE 7. To raise and appropriate \$1.35M to move the Library and add an addition. To be paid for with bonds NTE \$445K + the Capital Reserve, Daland Matching Funds, and donations. FAILED Yes = 115 No = 196

Report (2001 Warrant) - ARTICLE 6. To raise and appropriate \$1.34M to build a new Library. To be paid for bonds NTE \$435K + the Capital Reserve, Daland Matching Funds, and donations FAILED Yes = 173 No = 112

ARTICLE 7. To raise and appropriate \$100K to authorize the Selectmen negotiate for the purchase and preservation of the existing Daland library. Fate to be determined after a

public hearing on a report prepared by a committee appointed by the Selectmen.
TABLED Voice Vote

2000 Report (2002 Warrant) - Article 16. To add \$10K to the Library Capital Reserve Fund.
PASSED Voice Vote

2001 Report (2003 Warrant) - Article 18. To add \$10K to the Library Capital Reserve Fund.
PASSED Voice Vote

2002 - 2004 Reports (2004 - 2005 Warrants) – Nothing

2005 Report (2006 Warrant) - ARTICLE 10. To raise and appropriate \$1.89M to move the Library and add an addition. To be paid for by the sale of bonds NTE \$941K + the contents of the Capital

Reserve and Matching Funds plus donations. FAILED Yes = 125 No = 317

ARTICLE 11. To raise and appropriate \$317K to construct a community room on the new Library.

Contingent on the earlier article passing. To be paid for by the sale of bonds NTE \$317K.
FAILED Yes = 56 No = 375

2005 2007 Reports (2007 - 2008 Warrants) - Nothing

2008 Report (2009 Warrant) - Article 10. To add \$10K to the Library Capital Reserve Fund.
FAILED Hand Vote

2009 Report (2010 Warrant) - Nothing

2010 Report (2011 Warrant) - ARTICLE 12. Related to charging Impact Fees – PASSED Hand Vote

2011 - 2014 Report (2012 - 2015 Warrant) - Nothing

2015 Report (2016 Warrant) - Article 10. To raise and appropriate \$50K to conduct building studies and develop a multi- year plan for Town Hall, McCollom Building and the Daland Memorial Library. To be paid for through taxes, grants and/or donations. PASSED by Hand Vote

2016 Report (2017 Warrant) - Article 11: To add \$10K to the Library Capital Reserve Fund. PASSED Voice Vote

2018 Warrant Plans

Article 07: Spend from the Library Capital Reserve

To see if the town will vote to raise and appropriate the sum of forty Five Thousand Dollars (\$45,000) for the engineering, architecture, and estimating services necessary to prepare a preliminary site plan, including septic and drainage designs, a schematic design and a cost estimate for a new Library and authorize the withdrawal of Forty Five Thousand (\$45,000) from the Library Capital Reserve created for that purpose. No funds are to come from general taxation. This will provide the information necessary to present a warrant article in 2019 to build a new library on the Town land previously acquired for this purpose adjacent to

Carleton Pond. Recommendations Required. This article has no tax impact. (Majority vote required)

The Budget Committee does not support this article.

The Selectmen support this article.

Article 08: Purchase the Daland Library Building

To see if the Town will vote to raise and appropriate the sum of One Hundred Five Thousand Dollars (\$105,000) for the purpose of purchasing the existing Daland Library Building from the Daland Trust. The building will continue to be maintained by the Daland Trust, and used exclusively as the Town Library until such time as a new library building is approved, constructed and occupied. The sale of the building is contingent on the approval of the Courts. This special article is a special warrant article per RSA 32:3 VI (d) and RSA 32:7 V. (Majority vote required).

APPENDIX IV 2016 Public Library Statistics, pop 2,000 – 3,000

APPENDIX IV

AVERAGE FOR GROUP			3,889 sf	1.57					
MONT VERNON			1,200 sf	0.48					
	Town/City	POP	Library Square Footage	Square feet per capita	Annual Library Visits	Total Borrowers	Total Print Materials	# of Audios	# of Videos
	Andover	2,364	1,375	0.58	4,461	998	15,457	620	2,553
	Andover	2,364	1,728	0.73	2,600	980	8,806	429	613
ASHLAND TOWN LIBRARY	Ashland	2,084	1,243	0.60	7,749	1,562	14,559	673	2,163
BARTLETT PUBLIC LIBRARY	Bartlett	2,807	2,600	0.93	-1	-1	-1	-1	-
BETHLEHEM PUBLIC LIBRARY	Bethlehem	2,558	4,880	1.91	21,645	3,022	14,478	491	1,443
MINOT-SLEEPER LIBRARY	Bristol	3,074	4,000	1.30	32,262	4,133	17,194	731	2,203
ELKINS LIBRARY	Canterbury	2,365	4,500	1.90	17,327	866	17,957	887	1,593
DUNBARTON PUBLIC LIBRARY	Dunbarton	2,797	2,500	0.89	5,950	885	14,598	474	673
EAST KINGSTON PUBLIC LIBRARY	East Kingston	2,398	4,400	1.83	16,748	2,035	27,356	769	2,503
FITZWILLIAM TOWN LIBRARY	Fitzwilliam	2,390	5,500	2.30	19,374	2,324	18,561	1,039	2,533
GORHAM PUBLIC LIBRARY	Gorham	2,809	4,600	1.64	17,400	1,834	26,255	215	963
DUNBAR FREE LIBRARY	Grantham	2,997	4,129	1.38	34,837	1,996	21,639	1,870	2,923
CHAMBERLIN FREE PUBLIC LIBRARY	Greenville	2,070	1,600	0.77	11,164	885	20,601	568	2,003
HOLDERNESS FREE LIBRARY	Holderness	2,103	4,847	2.30	8,151	2,034	10,464	432	993
KENSINGTON SOCIAL & PUBLIC LIBRARY	Kensington	2,114	1,838	0.87	7,977	989	11,501	657	1,163
MADISON LIBRARY	Madison	2,570	3,476	1.35	8,415	1,106	11,205	447	1,453
FROST FREE LIBRARY	Marlborough	2,110	3,582	1.70	11,964	2,063	12,576	476	1,633
MERIDEN LIBRARY	Meriden	2,391	2,432	1.02	6,762	469	10,780	402	533
DALAND MEMORIAL LIBRARY	Mont Vernon	2,478	1,200	0.48	12,763	1,309	14,028	312	870

	Town/City	POP	Library Square Footage	Square feet per capita	Annual Library Visits	Total Borrowers	Total Print Materials	# of Audios	# of Videos
NEW DURHAM PUBLIC LIBRARY	New Durham	2,604	3,140	1.21	20,769	1,087	12,040	710	92
GORDON-NASH LIBRARY	New Hampton	2,212	3,742	1.69	19,953	2,993	29,556	1,471	1,133
NEWBURY PUBLIC LIBRARY	Newbury	2,145	2,800	1.31	17,606	2,093	13,078	912	1,453
NORTHUMBERLAND PUBLIC LIBRARY	Northumberland	2,249	2,240	1.00	5,250	1,795	23,235	542	1,270
ROLLINSFORD PUBLIC LIBRARY	Rollinsford	2,520	2,900	1.15	8,477	1,958	12,258	0	84
CHOCORUA PUBLIC LIBRARY	Tamworth	2,884	1,624	0.56	2,863	684	12,468	321	77
THORNTON PUBLIC LIBRARY	Thornton	2,521	1,400	0.56	10,801	1,157	10,584	392	61
GAY-KIMBALL LIBRARY	Troy	2,135	5,000	2.34	15,781	1,703	16,761	622	2,233
TUFTONBORO FREE LIBRARY	Tuftonboro	2,381	3,984	1.67	20,973	2,937	28,183	919	2,893
WHITEFIELD PUBLIC LIBRARY	Whitefield	2,349	2,870	1.22	2,018	1,337	14,574	665	86
HAMPTON FALLS FREE LIBRARY	Hampton Falls	2,239	5,600	2.50	19,347	1,152	20,293	574	1,223
COOK MEMORIAL LIBRARY	Tamworth	2,884	6,000	2.08	16,869	1,556	20,815	1,234	2,443
PHILIP READ MEMORIAL LIBRARY	Plainfield	2,391	6,200	2.59	6,803	578	25,321	763	1,813
SANBORNTON PUBLIC LIBRARY	Sanbornton	2,976	6,782	2.28	11,440	1,241	16,506	523	3,203
PILLSBURY FREE LIBRARY	Warner	2,870	6,800	2.37	17,749	2,820	29,221	1,176	2,413
JAMES A. TUTTLE LIBRARY	Antrim	2,633	7,490	2.84	-1	-1	-1	-1	-1
COLEBROOK PUBLIC LIBRARY	Colebrook	2,300	10,984	4.78	13,750	1,518	36,610	1,283	1,133
	AVERAGE		3,889	1.57					

RECOMMENDED for MT VERNON	TO	7,151 7,437	2.54 to 1.48	Gross Square Feet Per Capita
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