

**ITEMS IDENTIFIED BY STIBLER 2018 LIBRARY SPACE STUDY
REVIEWED AND APPROVED BY TRUSTEES ON 8/21/18
FOR INCLUSION IN RFP**

OVERVIEW

The Wadleigh Memorial Library in Milford, NH is composed of a 1950s 3-story brick building and a 2-story 1980s addition, totaling approximately 14,000 square feet.

In 2014 and again in 2015, a \$5 million new library building was proposed on the same site, but did not receive town approval either time.

In 2018, under the leadership of a new director, the library hired Stibler Associates to help explore programmatic square footage requirements and space planning options. The information resulting from that process became the first step for the library in its goal of creating an environment better suited to serve the community and to meet its mission to be an “educational, cultural, technological and social center supporting lifelong learning and improving quality of life by connecting the community to services.”

The library staff, trustees and stakeholders identified the following priorities in the “2016-2020 Strategic Plan” to be addressed in the space planning process:

- Create a welcoming, stimulating and transformative space for all that showcases the vibrant sense of community in Milford.
- Improve the patron experience, including accessibility, for a diverse population of patrons
- Optimize staff efficiency and support training; Provide adequate & accessible storage
- Expand growing collections for all levels of educational and informational needs
- Increase meeting and gathering spaces, including program space for the children’s library, a community meeting room with after-hours access and small group meeting spaces
- Expand teen (YA) area as part of a strategy to engage more teen readers
- Support technology and its evolving role in the library setting
- Provide spaces for quiet reading, study and reflection

In March 2018, Stibler Associates met with key staff members from each library department to prepare a detailed Space Program, including design goals, functionality and work flow priorities. This space program was then used to inform test fit space plan options for a renovation and/or potential expansion of the current library building, answering the questions below and keeping a maximum cost of \$3 million in mind:

- What can we do with what we already have? (Make better use of existing space)
- How much more do we need? (modest addition in the future)

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GENERAL

- Energy efficient windows
- Garage or other building with electricity needed to store equipment
- Additional handicap access parking spaces needed
- Drainage around exterior needs to be fixed and underground walls on 1950s building need to be re-sealed
- Electrical System overhaul may be needed to accommodate moving of public computers

MAIN FLOOR

- Add 7 feet over stairway to gain floor space
- Relocate circulation desk to central area and include an ADA accessible counter
- Move ADA door access button to a better location for patrons to use
- Move hospitality area near new Circulation desk
- Replace all stacks with moveable shelving (in progress)
- Relocate copy machines and public printer next to new Circulation desk
- Remove large reference desk and replace with a smaller version near Circulation desk
- Move public computers near new Reference desk area
- Move current newspapers and magazines to former public printers area (near fireplace)
- Add laptop bar along parking lot view windows
- Move Young Adult/Teen area next to Children's area – enclose it with glass and doors that close
- Move Director's Office to former Teen area across from restrooms
- Create an area outside new director's office for notary services, passport application processing, confidential patron research questions, etc.
- Remove wall in former Director's Office to expand Staff work/rest area
- Move all Media (DVDs, Audiobooks, CDs, etc.) to area formerly used by Circulation Desk
- Turn former media area into a meeting room
- Add comfortable seating by fireplace
- Additional main floor restrooms, if possible

CHILDREN'S AREA

- Create a children's programming space adjacent to children's book area with the ability to close it off to reduce noise levels
- New program area would include a sink, many cabinets for storage, both hard and carpet flooring.
- A family friendly restroom if possible
- Create a flow of children's fiction area into new teen area (allow for crossover for older readers)

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TOP (3rd) FLOOR

- Move book sale area from basement to area outside Keyes Meeting room
- Install an exit door to the roof for access to air conditioning unit
- Remove staff kitchen area and convert it to a sitting area
- Replace upstairs bathroom and exterior storage area to 1 or 2 new restrooms
- Expand air conditioning to front rooms

BOTTOM (street level) FLOOR

- Convert Current History Room to Technical Services
- Add a restroom or two to the current Technical Services area
- Convert Current Technical Services area to a Programming Room
- Move Book Sale area to top floor
- Extend back staircase to basement level, if possible
- When new Children's programming area is complete, convert current Children's Storage room into a meeting room or Facilities Manager Office