

Cape Elizabeth - Thomas Memorial Library

Projected Space Requirements per Planning Guidelines				Building: CAPE ELIZABETH, MAINE - THOMAS MEMORIAL LIBRARY					DRAFT 2/6/2009						
Population Served:				8,791	8,590	8,500	8,600	8,700							
line no.	functional component	personnel/space designation	space code	square feet	existing 2008	2013	2018	2023	2028	existing space need 2008	2013	2018	2023	2028	notes
1				CIRCULATION:	126,000	157,500	165,375	173,644	182,326						
2				unit area	number of personnel				= net square footage						
3		Administration													
4	personnel	Library Director	PO-A	180	1.00	1.00	1.00	1.00	1.00	180	180	180	180	180	
5		Adult Services													
6		Adult/Young Adult Librarian	SPO-B	120	0.50	0.50	0.50	0.50	0.50	60	60	60	60	60	*1/2 of space - Remaining half in Young Adult (Teen)
7		Reference Librarian	SPO-B	120	1.00	1.00	1.00	1.00	1.00	120	120	120	120	120	
8		Children's/Youth Services													
9		Children's Librarian	SPO-A	150	1.00	1.00	1.00	1.00	1.00	150	150	150	150	150	
10		Circulation Services													
11		Circulation Librarian	SPO-B	120	1.00	1.00	1.00	1.00	1.00	120	120	120	120	120	
12		Library Assistant (4)**	SPO-D	80	1.50	2.25	2.25	2.25	2.25	360	380	380	380	380	** Each Library Assistant assigned separate space
13		Technical Services													
14		Technical Services Librarian	SPO-B	120	1.00	1.00	1.00	1.00	1.00	120	120	120	120	120	
15		Technical Services Assistant	SPO-C	100	1.00	1.00	1.00	1.00	1.00	100	100	100	100	100	
16		Young Adult Services													
17		Adult/Young Adult Librarian*	SPO-B	120	0.50	0.50	0.50	0.50	0.50	60	60	60	60	60	*1/2 of space - Remaining half in Adult
18		Miscellaneous													
19		Substitutes	SPO-S	48	0.30	0.50	0.50	0.50	0.50	14	24	24	24	24	
20				TOTAL FTE PERSONNEL:	8.80	9.75	9.75	9.75	9.75						
21		Custodian	SPO-D	80	0.25	1.00	1.00	1.00	1.00	20	80	80	80	80	
22		Volunteer(s)	SPO-D	24	1.00	2.00	2.00	2.00	2.00	24	48	48	48	48	
23										SUBTOTAL SQUARE FOOTAGE:	1,328	1,442	1,442	1,442	

Cape Elizabeth - Thomas Memorial Library

line	functional	personnel/space	space	square	existing	projected	existing	projected	existing	projected	projected	projected	projected	projected	notes	
no.	component	designation	code	feet	2008	2013	2008	2013	2008	2013	2018	2023	2028	2028		
					CIRCULATION:											
					126,000	157,500	165,375	173,644	182,326							
24				unit area	number of volumes											
25	collections	Adult Reference	SHLV-R	0.09	1,864	1,500	1,200	1,000	1,000	168	135	108	90	90		
26		Adult New Materials (Display)	SHLV-DISP	0.18	1,651	1,500	1,500	1,500	1,500	297	270	270	270	270		
27		Adult Fiction	SHLV-A	0.08	7,434	8,000	8,500	8,500	8,500	595	640	680	680	680		
28		Adult Genre Fiction	SHLV-A	0.08	3,554	4,000	4,500	5,000	5,000	284	320	360	400	400		
29		Adult Large Print	SHLV-B	0.08	781	1,000	1,100	1,200	1,200	62	80	88	96	96		
30		Adult Non-Fiction	SHLV-B	0.08	7,940	8,500	9,000	9,500	10,000	635	680	720	760	800		
31		Adult Non-Fiction (Oversize)	SHLV-C	0.09	246	250	275	300	325	22	23	25	27	29		
32		Adult Biography	SHLV-A	0.08	1,379	1,500	1,500	1,500	1,500	110	120	120	120	120		
33		Adult Poetry	SHLV-A	0.08	1,232	1,300	1,300	1,300	1,300	99	104	104	104	104		
34		Adult Audio Books (Cassette & CD)	SHLV-A	0.09	1,255	1,600	1,200	1,000	750	113	144	108	90	68		
35		Adult Playaways/MP3/Alternative	SHLV-M	0.09	0	50	100	150	250	0	5	9	14	23		
36		Adult Music (CD)	SHLV-M	0.09	47	50	25	0	0	4	5	2	0	0		
37		Adult Video (VHS & DVD)	SHLV-A	0.09	1,302	1,500	1,200	1,000	750	117	135	108	90	68		
38		Adult Current Magazines	SHLV-P	1.00	40	45	50	50	50	40	45	50	50	50		
39		Adult Current Newspapers	SHLV-N	1.00	7	10	10	10	10	7	10	10	10	10		
40		Adult Back Issues - Magazines	SHLV-S	0.06	1,997	2,000	1,500	1,200	1,000	120	120	90	72	60		
41		Adult Back Issues - Newspapers	SHLV-S	0.06	100	200	200	200	200	6	12	12	12	12		
42		Adult Misc.	SHLV/CASE	0.08	1,512	1,500	1,500	1,500	1,500	121	120	120	120	120		
43		Young Adult Reference	SHLV-R	0.09	5	20	25	25	25	0	2	2	2	2		
44		Young Adult New Materials (Display)	SHLV-DISP	0.18	297	350	350	350	350	53	63	63	63	63		
45		Young Adult Fiction	SHLV-YA	0.09	1208	1300	1350	1400	1500	109	117	122	126	135		
46		Young Adult Genre Fiction	SHLV-YA	0.09	562	600	625	650	650	51	54	56	59	59		
47		Young Adult Non-Fiction	SHLV-YA	0.08	577	650	700	750	750	46	52	56	60	60		
48		Young Adult Biography	SHLV-YA	0.08	114	125	150	150	150	9	10	12	12	12		
49		Young Adult Audio Books (Cassette & CD)	SHLV-YA	0.09	150	150	100	50	0	14	14	9	5	0		
50		Young Adult Playaways/MP3/Alternative	SHLV-YA-M	0.09	0	25	50	50	50	0	2	5	5	5		
51		Young Adult Video (VHS & DVD)	SHLV-YA-M	0.12	129	150	100	50	0	15	18	12	6	0		
52		Young Adult Video Games	SHLV-YA-M	0.09	0	25	50	50	50	0	2	5	5	5		
53		Young Adult Magazines	SHLV-YA-P	1.00	7	10	10	10	10	7	10	10	10	10		
54		Young Adult Back Issues - Magazines		0.06	165	100	100	100	100	10	6	6	6	6		
55		Adult Parenting	SHLV-A	0.08	674	700	725	750	750	54	56	58	60	60		
56		Adult Parenting Video (VHS & DVD)	SHLV-A	0.09	46	50	50	35	25	4	5	5	3	2		
57		Children's Reference	SHLV-CR-R	0.10	489	450	400	400	400	49	45	40	40	40		
58		Children's New Materials (Display)	SHLV-CR-DISP	0.20	957	1000	1000	1000	1000	191	200	200	200	200		
59		Children's Early Reader	SHLV-CR-A	0.07	481	500	550	600	650	34	35	39	42	46		
60		Children's Toddler/Board Books	BIN-CR	0.10	689	700	725	750	750	69	70	73	75	75		
61		Children's Picture Books	SHLV-CR-A	0.07	6010	6250	6500	6750	7000	421	438	455	473	490		
62		Children's Fiction	SHLV-CR-B	0.08	3470	3600	3750	3875	4000	278	288	300	310	320		
63		Children's Paperback/Series/Genre	SHLV-CR-B	0.08	1293	1350	1400	1450	1500	103	108	112	116	120		
64		Children's Non-Fiction	SHLV-CR-B	0.08	4851	5000	5250	5500	6000	388	400	420	440	480		
65		Children's Biography	SHLV-CR-B	0.08	449	475	500	525	550	36	38	40	42	44		
66		Children's Audio Books (Cassette & CD)	SHLV-CR-M	0.08	465	500	475	400	350	37	40	38	32	28		
67		Children's Playaways/MP3/Alternative	SHLV-CR-M	0.10	0	25	50	50	50	0	3	5	5	5		
68		Children's Music (CD)	SHLV-CR-M	0.07	147	150	125	125	100	10	11	9	9	7		
69		Children's Video (VHS & DVD)	SHLV-CR-M	0.12	674	700	650	500	350	81	84	78	60	42		
70		Children's Video Games	SHLV-CR-M	0.12	0	25	35	45	50	0	3	4	5	6		
71		Children's Kits	SHLV-CR-SPC	0.14	132	150	175	200	200	18	21	25	28	28		
72		Children's Current Magazines	SHLV-CR-P	1.00	10	12	12	12	12	10	12	12	12	12		
73		Children's Back Issues - Magazines	SHLV-A	0.06	502	500	500	500	500	30	30	30	30	30		
74					TOTAL ITEMS:	56,894	60,147	61,142	62,012	62,707						
75					ITEMS PER CAPITA:	6.47	7.00	7.19	7.21	7.21						
76								SUBTOTAL SQUARE FOOTAGE:	4,929	5,201	5,282	5,344	5,389			

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line no.	functional component	personnel/space designation	space code	square feet	existing 2008	2013	projected 2018	2023	2028	existing space need 2008	2013	projected space needs 2018	2023	2028	notes
CIRCULATION:					126,000	157,500	165,375	173,644	182,326						
77				unit area	number of seats					net square footage					
78	seating	Adult six-place	SEAT-AR	25	0	0	0	0	0	0	0	0	0	0	
79		Adult four-place	SEAT-AR	25	0	8	8	8	8	0	200	200	200	200	
80		Adult four place (Maine Collection)	SEAT-AR	25	8	8	8	8	8	200	200	200	200	200	
81		Adult two-place	SEAT-AR	20	0	2	2	2	2	0	40	40	40	40	
82		Adult one-place (study carrel)	SEAT-AR-C	30	3	4	4	4	4	90	120	120	120	120	
83		Adult side chairs	SEAT-AR-SC	20	3	0	0	0	0	60	0	0	0	0	
84		Adult lounge	SEAT-AL	30	12	16	16	16	16	360	480	480	480	480	
85		Adult lounge (Maine Room)	SEAT-AL	30	0	2	2	2	2	0	60	60	60	60	
86		Adult machine	SEAT-AT	36	0	2	2	2	2	0	72	72	72	72	
87		Adult computer (standard)	SEAT-AT	36	4	4	4	4	4	144	144	144	144	144	
88		Adult computer (double)	SEAT-AT2	45	0	2	2	2	2	0	90	90	90	90	
89		Adult computer (group)	SEAT-AT4	45	0	4	4	4	4	0	180	180	180	180	
90		Adult listening/viewing	SEAT-A-LV	45	0	1	1	1	1	0	45	45	45	45	
91		Adult bench	SEAT-AB	5	0	6	6	6	6	0	30	30	30	30	
92		Young Adult (Teens) four-place	SEAT-AR	25	8	8	8	8	8	200	200	200	200	200	
93		Young Adult (Teens) one -place (study carrel)	SEAT-AR-C	35	0	0	0	0	0	0	0	0	0	0	
94		Young Adult (Teens) lounge	SEAT-AR	30	0	4	4	4	4	0	120	120	120	120	
95		Young Adult (Teens) computer (std)	SEAT-AT1	36	2	3	3	3	3	72	108	108	108	108	
96		Young Adult (Teens) computer (grp)	SEAT-AT4	45	0	6	6	6	6	0	270	270	270	270	
97		Young Adult listening/viewing	SEAT-A-LV	45	0	1	1	1	1	0	45	45	45	45	
98		Children's four-place (primary)	SEAT-CRP	18	4	4	4	4	4	72	72	72	72	72	
99		Children's four-place (intermediate)	SEAT-CRI	22	8	8	8	8	8	176	176	176	176	176	
100		Children's two-place	SEAT-CR	35	0	2	2	2	2	0	70	70	70	70	
101		Children's lounge (for children)	SEAT-CRL	16	0	8	8	8	8	0	128	128	128	128	
102		Children's lounge (Read Aloud - Chair & 1/2)	SEAT-CLRA	35	2	3	3	3	3	70	105	105	105	105	
103		Children's bench	SEAT-CRB	5	0	2	2	2	2	0	10	10	10	10	
104		Children's computer (std)	SEAT-CR	36	4	4	4	4	4	144	144	144	144	144	
105		Children's computer (double)	SEAT-CRT2	45	0	4	4	4	4	0	180	180	180	180	
106		Children's listening/viewing	SEAT-CR-LV	30	1	2	2	2	2	30	60	60	60	60	
107		Children's floor	SEAT-CF	5	0	8	8	8	8	0	40	40	40	40	
108		Adult side chairs (adult chairs in children's)	SEAT-AR-SC	20	4	0	0	0	0	80	0	0	0	0	
109		Adult lounge (adult chairs in children's)	SEAT-AL	30	2	4	4	4	4	60	120	120	120	120	
110		Adult lounge (Parenting)	SEAT-AL	30	2	2	2	2	2	60	60	60	60	60	
111		Adult sofa (Parenting)	SEAT-AL	25	3	3	3	3	3	75	75	75	75	75	
112		Group study room	SEAT-AR	20	0	5	5	5	5	0	100	100	100	100	
113		Tutoring room	SEAT-AR	24	0	2	2	2	2	0	48	48	48	48	
114					TOTAL READER SEATS:	70	140	140	140						
115					RATIO OF ITEMS PER SEAT:	813	430	437	443						
116		Multi-Purpose Meeting room	SEAT-S	12	80	120	120	120	120	960	1,440	1,440	1,440	1,440	
117		Conference room	SEAT-C	30	0	15	15	15	15	0	450	450	450	450	
118		Youth Program room	SEAT-CP	10	0	30	30	30	30	0	300	300	300	300	
119		Computer Lab/Training room	SEAT-AT	36	0	0	0	0	0	0	0	0	0	0	
120										SUBTOTAL SQUARE FOOTAGE:	2,853	5,982	5,982	5,982	5,982

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line no.	functional component	personnel/space designation	space code	square feet	existing					projected					notes
					2008	2013	2018	2023	2028	2008	2013	2018	2023	2028	
CIRCULATION:					126,000	157,500	165,375	173,644	182,326						
121				unit area	number of units					net square footage					
122	support	Service desk station (adult)	SVDSK-A	60	1	2	2	2	2	60	120	120	120	120	
123	spaces	Service desk station (children's)	SVDSK-A	60	1	2	2	2	2	60	120	120	120	120	
124		Service desk station (circulation)	SVDSK-A	60	3	4	4	4	4	180	240	240	240	240	
125		Service desk station (young adult)	SVDSK-A	60	0	0	0	0	0	0	0	0	0	0	
126		Service desk station (other)	SVDSK-A	60	0	0	0	0	0	0	0	0	0	0	
127		Self-check station	SELF-CK	30	0	2	2	2	2	0	60	60	60	60	
128		OPAC station (adult)	SPO-OPAC	24	2	3	3	3	3	48	72	72	72	72	
129		OPAC station (children's)	SPO-OPAC	24	1	1	1	1	1	24	24	24	24	24	
130		OPAC station (circulation)	SPO-OPAC	24	0	2	2	2	2	0	48	48	48	48	
131		OPAC station (young adult)	SPO-OPAC	24	0	1	1	1	1	0	24	24	24	24	
132		OPAC station (other)	SPO-OPAC	24	0	0	0	0	0	0	0	0	0	0	
133		Express Internet station (adult)	SPO-IE	18	0	2	2	2	2	0	36	36	36	36	
134		Express Internet station (children's)	SPO-CIE	18	0	1	1	1	1	0	18	18	18	18	
135		Express Internet station (circulation)	SPO-AIE	18	0	2	2	2	2	0	36	36	36	36	
136		Express Internet station (young adult)	SPO-AIE	18	0	1	1	1	1	0	18	18	18	18	
137		Express Internet station (other)	SPO-AIE	18	0	0	0	0	0	0	0	0	0	0	
138		Printer station (adult)	SPO-PS	16	0	2	2	2	2	0	32	32	32	32	
139		Printer station (children's)	SPO-PS	16	0	1	1	1	1	0	16	16	16	16	
140		Printer station (circulation)	SPO-PS	16	1	0	0	0	0	16	0	0	0	0	
141		Printer station (young adult)	SPO-PS	16	0	1	1	1	1	0	16	16	16	16	
142		Display case (adult)	SPO-ADISP	30	0	1	1	1	1	0	30	30	30	30	
143		Display case (Maine Room)	SPO-ADISP	100	1	2	2	2	2	100	200	200	200	200	
144		Display case (children's)	SPO-CDISP	30	1	2	2	2	2	30	60	60	60	60	
145		Display case (circulation)	SPO-ADISP	60	0	1	1	1	1	0	60	60	60	60	
146		Display case (young adult)	SPO-YDISP	30	1	1	1	1	1	30	30	30	30	30	
147		Display case (other)	SPO-ADISP	30	0	0	0	0	0	0	0	0	0	0	
148		Literature rack (adult)	SPO-ALR	15	2	2	2	2	2	30	30	30	30	30	
149		Literature rack (children's)	SPO-CLR	15	1	2	2	2	2	15	30	30	30	30	
150		Literature rack (circulation)	SPO-ALR	15	1	1	1	1	1	15	15	15	15	15	
151		Literature rack (young adult)	SPO-YLR	15	1	1	1	1	1	15	15	15	15	15	
152		Atlas case	SPO-MC	25	0	0	0	0	0	0	0	0	0	0	
153		Dictionary stand	SPO-ADS	25	0	1	1	1	1	0	25	25	25	25	
154		Map case	SPO-AC	40	0	1	1	1	1	0	40	40	40	40	
155		Children's stroller parking	SPO-STROLLE	12	8	8	8	8	8	96	96	96	96	96	
156		Children's concept box	SPO-CB	30	1	2	2	2	2	30	60	60	60	60	
157		Children's services object	SPO-OBJ	30	1	2	2	2	2	30	60	60	60	60	
158		Globe (adult)	SPO-AGL	25	0	0	0	0	0	0	0	0	0	0	
159		Globe (children's)	SPO-CGL	18	0	0	0	0	0	0	0	0	0	0	
160		Workroom shelving (children's)		12	1	2	2	2	2	12	24	24	24	24	
161		Workroom shelving (circulation - reserves)		12	2	4	4	4	4	24	48	48	48	48	
162		Workroom shelving (technical services)		12	3	4	4	4	4	36	48	48	48	48	
163		Staff worktable (children's)		75	0	1	1	1	1	0	75	75	75	75	
164		Staff worktable (circulation)		75	0	1	1	1	1	0	75	75	75	75	
165		Staff worktable (technical services)		75	0	1	1	1	1	0	75	75	75	75	
166		Work counter (children's)	CNTR-A	36	0	3	3	3	3	0	108	108	108	108	
167		Work counter (circulation)		36	0	2	2	2	2	0	72	72	72	72	
168		Workcounter (technical services)		36	6	6	6	6	6	216	216	216	216	216	

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		CIRCULATION:			126,000	157,500	165,375	173,644	182,326						
169		unit area		number of units		net square footage									
169	Booktruck parking (adult)	BKTRK-A	8	2	2	2	2	2	2	16	16	16	16	16	
170	Booktruck parking (children's)	BKTRK-A	8	2	2	2	2	2	2	16	16	16	16	16	
171	Booktruck parking (circulation)	BKTRK-A	8	2	4	4	4	4	4	16	32	32	32	32	
172	Booktruck parking (technical services)	BKTRK-A	8	2	2	2	2	2	2	16	16	16	16	16	
173	Booktruck parking (young adult)	BKTRK-A	8	2	2	2	2	2	2	16	16	16	16	16	
174	Booktruck parking (other)	BKTRK-A	8	0	0	0	0	0	0	0	0	0	0	0	
175	File cabinet (adult)	FILE-LS	20	2	2	2	2	2	2	40	40	40	40	40	
176	File cabinet (children's)	FILE-LS	20	1	1	1	1	1	1	20	20	20	20	20	
177	File cabinet (circulation)	FILE-LS	20	1	1	1	1	1	1	20	20	20	20	20	
178	File cabinet (technical services)	FILE-LS	20	2	2	2	2	2	2	40	40	40	40	40	
179	File cabinet (young adult)	FILE-LS	20	0	0	0	0	0	0	0	0	0	0	0	
180	Microform tower	MICRO-T	20	0	0	0	0	0	0	0	0	0	0	0	
181	Photocopier (adult)	COPY-B	48	1	1	1	1	1	1	48	48	48	48	48	
182	Photocopier (children's)	COPY-B	48	1	1	1	1	1	1	48	48	48	48	48	
183	Photocopier (circulation)	COPY-B	48	0	1	1	1	1	1	0	48	48	48	48	
184	Photocopier (young adult)	COPY-B	48	0	0	0	0	0	0	0	0	0	0	0	
185	Photocopier (technical services)	COPY-B	48	0	1	1	1	1	1	0	48	48	48	48	
186	Photocopier (other)	COPY-B	48	0	0	0	0	0	0	0	0	0	0	0	
187	Staff lounge	STFF-LO	300	0.00	1	1	1	1	1	0	300	300	300	300	
188	Staff lockers	STFF-LK	5	0.00	12	12	12	12	12	0	60	60	60	60	
189	Friends of the Library Storage/Workroom	STFF-FOL	600	0.13	1	1	1	1	1	75	600	600	600	600	
190	Friends of the Library Office	PO-B	100	0.00	1	1	1	1	1	0	100	100	100	100	
191	Supply room (general)	SPLY-R	100	0.00	1	1	1	1	1	0	100	100	100	100	
192	Supply room (children's)	SPLY-R	80	0.00	1	1	1	1	1	0	80	80	80	80	
193	Supply room (circulation)	SPLY-R	80	0.00	1	1	1	1	1	0	80	80	80	80	
194	Supply room (technical services)	SPLY-R	80	0.00	1	1	1	1	1	0	80	80	80	80	
195	Storage room	STOR-S	150	0.00	1	1	1	1	1	0	150	150	150	150	
196	Computer room/wiring closet	COMP-R	225	0.00	1	1	1	1	1	0	225	225	225	225	
197	Maintenance room	MAINT-R	150	0.00	1	1	1	1	1	0	150	150	0	150	
198	Entrance lobby	ENT-LOB	350	0.00	1	1	1	1	1	0	350	350	350	350	
199	Library café	LIB-C	300	0.00	1	1	1	1	1	0	300	300	300	300	
200	Loading dock	LOAD-D	150	0.00	1	1	1	1	1	0	150	150	150	150	
201										SUBTOTAL SQUARE FOOTAGE:					
202										3,446	7,368	7,373	7,228	7,383	
203										TOTAL NET ASSIGNABLE SQUARE FEET					
204										12,556	19,993	20,079	19,996	20,196	
205										BUILDING GROSS SQUARE FEET					
206										14,772	23,522	23,622	23,524	23,760	Restrooms part of Unassignable Space.
207										TOTAL BUILDING GROSS SQUARE FEET					
208										591	624	634	641	647	
209										EXISTING BUILDING TOTAL SQUARE FEET (and Reused Existing in Expansion)					
210										14,851	6,200	6,200	6,200	6,200	
211										over (under)					
										(5,660)	(20,848)	(20,957)	(20,834)	(21,107)	
										PARKING SPACES					
										39	39	39	39	39	
										PARKING GUIDELINES					
										59	108	109	108	109	Proposed, one space per every 250 SF of building.
										over (under)					
										20	69	70	69	70	