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1.0 INTRODUCTION

The Harrington Public Library first opened in a small modular building in 1978. The Harrington Public Library is now located at 110 Center Street in Harrington, Delaware. The library site has direct access from Route 13 via Delaware Avenue and is located just north of the downtown area of Harrington, Delaware who’s original business core was located along Commerce Street and Clark Street, also known as Route 14.

Location Map

The Harrington Public Library is housed in a renovated house in a primarily residential neighborhood. Over the years the building has served many purposes including, a funeral home, city hall, and city police station. In 1986 the Harrington Public Library moved into the building. Since the original construction of the building, at least one major addition to the structure has been made.

The existing building is approximately 3,775 gross square feet on the first floor and approximately 1,000 gross square feet on the second floor which is used exclusively for storage.
The building has a crawl space which houses some mechanical equipment and an attic which is not used due to its inaccessibility.

The Harrington Public Library is considered a community library and is one of the smaller libraries in the state. The Harrington Public Library serves the residents of the City of Harrington, as well as those living in surrounding communities. It is the only public library in the Lake Forest School District. The library offers a large selection of books, both fiction and non-fiction, magazines, newspapers, music CDs, audio books and DVDs as well as E-books, and E-audio books for children, teens and adults. The library is a member of the Delaware Library Catalog (www.lib.de.us), which gives patrons access to materials in any public library in the state, as well as several colleges, museums and schools.

The current facilities are cramped and inefficient and do not provide enough space to house an adequate collection for the community. Due to limited space, as new acquisitions are made for the library, older, although still relevant, material must be discarded to make room for the new material.

FIGURE 1 - FIRST FLOOR
2.0 MISSION STATEMENT

In Mid October 2013 the City of Harrington met to update the library’s Mission Statement and Goals. The updated mission of the Harrington Public Library is delineated as follows:

*The Harrington Public Library serves the needs of the residents of its service area by providing diversified, accurate, and useful materials, programs and services to satisfy the people’s desire for lifelong learning and to enhance the quality of life in the community. Special emphasis is placed on providing to persons of all ages, current, high demand, and high interest materials through traditional and emerging technologies.*

3.0 GOALS AND OBJECTIVES

In mid-October 2013, the City of Harrington also met to update the goals and objectives as outlined in the Comprehensive Plan 2011. The updated goals are as follows:

**GOAL #1  Continue excellent community library service to include providing new programs.**
GOAL #2  Increase Library Hours.

GOAL #3  Obtain a new location and larger facility.

GOAL #4  Employ adequate staff to provide exemplary service for the size of the Facility.

GOAL #5  Maintain and update technology as needed.

GOAL #6  Encourage library staff to participate in training offered by the Delaware Division of Libraries and to seek additional education.

Additional “soft” goals were discussed through interviews with library staff, City of Harrington Officials, City of Harrington-City Council, community members including, teens, parents, educators, business owners, retirees, and the library friends group. The outcome of these interviews and focus group discussions can be found in Appendix VII and Appendix VIII.

4.0  METHODS AND PROCESS

As with all studies, a clear set of goals and methodology must be outlined in order to achieve the desired goals. The process used by the Harrington Public Library team was developed to address the eight key components as the Needs Assessment Study as stated by the Delaware Division of Libraries Public Library Construction Guidelines document. A series of steps were used to collect data and formulate a clear path forward.

The steps are outlined as follows:

Step 1 - Project Orientation & Organization
   a.  Project orientation meeting with city and library staff and outline the final project plan.
   b.  Gathering pertinent data.
   c.  Refine the project schedule.

Step 2 - Community Vision & Library Program of Service
   a.  Tour Harrington Public Library with library and maintenance staff and assess building functionality and physical condition of existing infrastructure systems.
   b.  Review the Mission Statement, Strategic Plan for the library, and the roles the library plays in the Harrington community, with corresponding goals and objectives. Update Mission Statement and Goals if appropriate.
c. Review usage data of the library that will be supplied by Harrington Public Library or Delaware Division of Libraries (DDL).
d. Obtain and review demographic data for users and non-users, and map the usage of the library. This step will be accomplished with the assistance of the University of Delaware, School of Public Policy and Administration. See Appendix II.
e. Obtain input for the vision of the community through Focus Group, Stakeholder, and Town Hall meetings.
f. Review and discuss optimal site attributes and identify potential site locations based on demographic information and community growth projections.

Step 3 - Building Assessment and Space Needs Projections

a. Verify previously conducted physical assessment of the existing Harrington Public Library facility. Although the previously conducted Facility Assessment was not available, a physical assessment was conducted by architects, a structural engineer and a mechanical/electrical/plumbing engineer. Concept space plans were also developed based on field survey work.
b. Prepare the space needs for the future Harrington Public Library & options to meet community service needs.

Step 4 – Site Analysis and Evaluation

a. Work with City staff and community representatives to identify potential sites. The City of Harrington worked with a knowledgeable local realtor to facilitate site options and acquisition costs.
b. Prepare report delineating site size, site access, and access to utilities.
c. Prepare order of magnitude Capital and Operational Cost Estimates. See Appendix VI.

All the findings outlined in this report are a direct result of the methodology outlined in the Methods and Procedures section of this report. After coordination with the City of Harrington and library staff, the project team, which consisted of licensed and registered professional architects, and engineers, conducted an on-site investigation and evaluation of the existing library building and general site. As part of the investigation, the project team generated a set of concept floor plans which are generally to scale. (Figures 1 & 2)

Using the Delaware Division of Libraries Facility Assessment form required for potential improvements/new construction as a template, the project team recorded observable deficiencies, both physical and code related, in the existing facility.

Based on the site constraints, available parking and construction style of the existing building, it is the project team’s belief that renovation and addition to the existing facility is an infeasible approach to achieve the stated goals. With that in mind the project team did not generate an order
of magnitude cost estimate related to repair, renovation or additions to the existing building.

In addressing the functional and programmatic needs of the future library, Becker Morgan Group team recognized that gaining community input was one of the most important portions of this project. There were many different points of view as to what services should be offered at the library, which ones are of the greatest importance, what kind of technology is needed, etc. Small group interviews, focus group discussions, coupled with a town hall meeting, enabled us to systematically gather critical input and help us shape a Program of Service. The outreach approach is delineated as follows:

**Group Interviews:**
- Harrington Public Library – Library Director & Children’s Librarian
- Harrington Public Library/City of Harrington – Library Director & City Manager
- City of Harrington – Members of City Council & City Manager

Interviews were conducted in person at the Harrington Public Library meeting room. Each interview lasted approximately 1.5 hours. See Appendix VII for detailed notes.

**Public Workshops & Staff Focus Group Discussions:**
- City Council and Staff
- Teen Advisory Council
- All community members

Focus group discussions were conducted in group meetings on February 24 & 25, 2014 at the Price Community Center located at 103 Dorman Street. Each discussion lasted approximately 1 hour. See Appendix VIII for detailed notes.

**Town Hall Meeting:**
- All community members were extended an invitation to the town hall meeting. The City of Harrington issued public announcement of the town hall meeting in local newspapers, on the city website, on the library website and Facebook page as well as flyers posted throughout the community. The town hall meeting focused on results and findings as expressed by the community in the interviews and focus group meetings. The space program that was developed to meet the needs of the community as delineated in the focus group meetings and staff interviews as well as library services and programs were reviewed in detail. Example photographs of each space type were also presented in order to give a visual example of how similar spaces are laid out. The team prepared vicinity maps and using the demographic research and discussions within the community, prepared an alternative site matrix for future site evaluations.

- The town hall meeting was held on May 5, 2014 at Price Community Center, 103 Dorman Street. The meeting was facilitated by members of the project team including
staff of Becker Morgan Group, Inc. and members of the Design Committee for the City of Harrington. The meeting lasted approximately 2 hours. See Appendix IX for detailed notes.

5.0 FINDINGS

A. FACILITY CONDITION ASSESSMENT - GENERAL FINDINGS

The investigation of the existing Harrington Public Library building and site revealed a number of physical and code related deficiencies. These deficiencies adversely affect the functionality and effectiveness of the library as a public building intended to serve the needs of the community. A detailed evaluation can be found in the attached Appendix I - Facility Assessment Findings and Observations. Below are some highlighted deficiencies that were observed during the team’s evaluation of the building and site.

- The existing original building was not constructed for a library use thus structural loading conditions are inadequate in the original structure.
- The settlements observed in the older portion of the building appear to be caused by the increased loading and modifications to the foundations.
- The floor slab below the mechanical room appears to be a concrete slab placed on sand fill. The close proximity of wood framing and soil can lead to insect or moisture problems. Small voids in the sand fill were also noted in the crawlspace.
- The server area is significantly hotter than adjacent spaces due to the equipment heat output, and poor ventilation through this area. In order to keep the equipment from overheating, staff is reportedly required to keep the back door of the building open during the summer months.
- Staff is also reportedly required to run the window AC unit in the conference room in order to provide some cooling to the server equipment.
- Lighting throughout the building is the older style T-12, surface mounted fixtures with standard ballasts. The lights have a significant audible, “hum” throughout the building. Light foot-candle levels appeared to be inadequate in the reading and meeting areas throughout the building.
- Exit signs in the building do not meet current building codes. The signs are not illuminated above the doors, and along the egress paths. The signs are also not on battery power as is required in the event of a power failure.
- Currently, no security systems are in place at the building. Staff reports that they have had several suspected break-ins at the site within the last two years.
- Site lighting surrounding the building appears to be very poor.
- The boiler water is not currently treated. The boiler casing and water connections appear corroded, and in poor condition. The expected useful life of the boiler is limited.
- During the replacement of the boiler approximately ten years ago, the existing chimney was utilized as a means for flue exhaust. The chimney appears in poor condition, and
should be inspected for compliance with the International Fuel Gas Code (IFGC).

- Staff reports that the boiler is in need of professional repairs several times each winter season.
- The fin-tubed radiators appeared in poor condition and controls to the system do not appear to be working.
- The air handling unit is inaccessible, and very difficult to maintain by staff.
- Hot water piping was found to be exposed within the crawl space. The piping was uninsulated, but heat tape was surrounding it to keep it from freezing. The installation is not energy efficient.
- There is not a separate cooling system for the computer server equipment thus overheating of the room occurs throughout the year.
- A single bathroom is available for public use.

B. EXISTING BUILDING PROGRAM

The existing Harrington Public Library building is at capacity. The addition(s) made to the original building have for the most part maximized site coverage. While the library endeavors to serve the community to the fullest extent possible the current facility is severely inadequate. Due to the original and intended use of the structure as a residential property, the spaces within the building are small, disjointed and interconnected in inefficient locations for use as a public library. Overall, each of the program spaces within the existing library are inefficiently sized and in some situations inappropriately located. The director’s office is oversized and serves not only as the director’s office but also as the transit and receiving area. The public restroom room is too small and located directly off one of the children’s collections spaces. The meeting room is located in the rear of the building. Access to the meeting room is through the main adult stack area and computer terminal area, the teen collection and one of the children’s collection spaces. Access to staff support spaces is through collection spaces and not adjacent to the staff. Stack space while laid out as efficiently as feasible, lacks seating areas and overall not adequate in size to support even a small library’s collection.

The Harrington Public Library has one meeting space that serves as the computer training room, the crafts room for children, story time for children, and main meeting room among all of its other community uses. No rooms for individual use are provided causing the meeting room to be used for such activities. Due to the many uses of the meeting room, multiple group activities cannot occur at the same time. Currently, there is one public restroom in the building and it is not ADA compliant. Adequate daylight is lacking in many rooms and visual control of the library from one central location is impossible. Improved visual control of the library would allow the staff to monitor various uses/activities in a more efficient manner.

Through the interview process it became clear that the library needs to expand its Teen/Young Adult Collection and programs along with its already active Children’s programs and collection.
The computer access terminals in the library are at maximum use throughout much of the day with waiting times up to one hour for use. More computer terminals would allow the library to better serve the community.

Through the interview process the project team worked with library staff, City Council and community members to develop a program outline for a new library. During the site survey process Becker Morgan Group, Inc. developed a concept floor plan for the library and worked with library staff to define each of the collection and program spaces. A listing of the current library program is as follows:
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**Second Floor Excluded from SF except for 185 SF**
C. PROPOSED LIBRARY PROGRAM OF SPACES

See Appendix IV

D. EXPAND or BUILD NEW BUILDING

Based on the facility evaluation, condition and age of the existing structure, site location and availability of parking, it is the project team’s opinion that expansion of the existing library at the current location is not feasible. In order to achieve such an expansion, it is most likely that the existing building would need to be demolished and reconstructed on a larger series of parcels. The surrounding area is residential and in order to construct a facility that would meet the community needs, additional land would need to be acquired. While not impossible such a strategy might not be in the best interest of the neighborhood.

Other alternatives include acquisition of a new site for the construction of a new facility and/or acquisition of a building with a large enough footprint and site size to accommodate parking and stormwater management controls. Further discussion for the “build new” option can be found in the Site Evaluation section of the report.
6.0 SITE EVALUATION PROCESS
As part of the Focus Group discussions each group was asked to locate a “preferred site location” on an aerial map with a colored dot. Each group was assigned a unique color. For ease of defining possible areas, the City of Harrington was divided into four quadrants with Route 13 as the east/west divider and Route 14/Commerce Street as the general north/south divider. The divider lines are delineated by the orange lines on the maps below.
Community

Based in the locations identified in the focus group meetings (maps above) it was clear that the northwest quadrant of the City of Harrington, as defined by west of Route 13 and north of Commerce Street was the preferred location for a new library. With this in mind the design team met with the City of Harrington City Manager and it was decided that the City of Harrington Library Design Committee would work with a local realtor to investigate potential sites for a new library that fell within the northwest quadrant of the City. Several sites were preliminarily identified.

The Becker Morgan Group design team also worked with the City of Harrington to develop a site evaluation matrix that could be used to evaluate potential sites. The matrix developed included
HARRINGTON LIBRARY – NEEDS ASSESSMENT

HARRINGTON, DELAWARE

criteria for evaluation as follows:

- Adequate Site Acreage
- Ease of Access to Site
- Visibility of Site
- Relationship to School District
- Availability of Land
- Cost of Land/Acre
- Availability of Public Utilities – (Sewer, Water, Gas and Electric)

Each of the criteria was given a percentage of importance (1% to 35%) with a total combined value of 100%. See condensed example below. See Appendix V for full version.

| Location | Acre  
(minimum required = X.XX AC) | Ease of Access to Site | Ease of Access to Site | Visibility of Site | Relationship to School | Availability of Land | **Cost of land $/acre** | Actual Cost of Land | Public Utilities* | Total $ for Site | 1% 2% 3% 4% 5% 1% 2% 3% 4% 5% 1% 2% 3% 4% 5% 100% |
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**Legends**

- Score: 5 Best, 1 Worst
- **Cost of Land**: 1 = Highest Cost/acre, 5 = Lowest Cost/acre
- *Public Utilities*: 1 = Not readily available at Site, 3 = Need to run extension from main trunk, 5 = Available at the Site
- ***Acres***: 1 = Land is less than required, 3 = Land is more than required and needs to be sub-divided, 5 = Land is between the target acreage

Site Matrix 5/16/14 Town Hall

The City of Harrington City Council and Mayor determined that the best approach for the final selection of a site for the new library would be to establish a Site Selection Committee. Committee members will be determined by the Mayor and City Council.

7.0  RECOMMENDATIONS

The investigation process, public input and other factors considered by the City of Harrington has yielded a clear path forward and direction for the City of Harrington to meet their goals and objectives as outlined in the previous sections. A clear and definitive decision has been reached by the City of Harrington, with input and guidance from the Becker Morgan Group design team, to find a new site in which to build a new Harrington Public Library.
HARRINGTON LIBRARY – NEEDS ASSESSMENT

HARRINGTON, DELAWARE

The data collected during staff interviews, focus group meetings and the town hall meeting indicated demand from users to expand current programs, library collection materials and community and operational spaces. All these factors contributed the development of the Spatial Matrix which provides for additional, expanded and upgraded library spaces.

It is clear from looking at the existing library site location that expansion on the current site is not viable due to lack of land area. The property is bound on two sides by public streets and the remaining two sides are bound by occupied residential homes.

To this end, it is the City of Harrington and the design team’s recommendation that the City of Harrington establish a Site Selection Committee to investigate and select a suitable site and construct a new 18,000 +/- square foot building to house its functions. It is further recommended that the site be a highly visible site, with easy access for all users. Pursuant to Delaware Division of Libraries (DDL) guidelines, the site will be comparatively judged primarily on location, visibility, access and capacity. Based on DDL guidelines, it is estimated that an approximately 2 to 2.5 acre parcel should suit the building size with associated parking and outdoor space.

In conclusion, this report and concurrent programming efforts has laid out a clear and logical approach for the community to select a new site and construct a new library facility. The future facility is intended to maximize flexibility to address the changing nature of library media and purpose. The future facility will also respond to the evolving needs of the community and accommodate various new and expanded programs.
APPENDIX I
CONDITION ASSESSMENT AND EXECUTIVE SUMMARY
Project Team

Architects
Becker Morgan Group, Inc.
309 S. Governors Ave
Dover, DE 19901

Structural Engineer
Becker Morgan Group, Inc.
309 S. Governors Ave
Dover, DE 19901

Mechanical/Electrical/Plumbing Engineer
DEDC
315 South Chapel Street
Newark, DE 19711

Date: Draft 12/18/2013
EXECUTIVE SUMMARY

Site:

Although limited in size and parking, the site accommodates the existing building size. However, there are no areas on the site that could accommodate future expansion. If expansion on the existing site was to be considered, it would have to be vertical. Vertical expansion is costly and would be extremely disruptive to the operations of the library. Even if the existing building was to be removed and rebuilt, the new facility would need to be a tall multi-story building due to the existing lot size. If additional land is purchased, there would need to be sufficient area to accommodate the building, services and off-street loading and parking, and site accessibility issues.

Building Exterior:

The exterior of the building is aged and in need of repairs and/or replacement. The building envelope is not energy efficient and most of the windows need to be replaced. Entrance and exits all need work to be made code compliant. Exterior accessible signage is also required.

Building Interior:

The interior of the building is not code compliant and does not meet State accessibility requirements. Due to the adaptation of the existing spaces in the building, it is confusing to navigate through. Many of the spaces feel cramped due to the size of the space and the amount of furniture and equipment installed. Interior materials and finishes are all in need to repair/replacement. There are a number of life safety issues:

- Limited or non-existent exit and/or emergency lighting.
- Exit path of travel clearance widths are inadequate due to furniture, equipment and/or casework.
- Exterior exit stairs have code compliance issues.
- The building lacks a fire alarm system.

Structural:

While the building is presently serving as a library, it was not constructed for this intended use or structural loading. The original structure appears to have been constructed as a residence to support lighter structural loads. Additions along the east, south and west sides of the original building are of a more modern construction and structurally are in better physical condition than the original structure.

While some settlement is typical for an older structure, the settlements observed in the older portion of the building appear to be caused by the increased floor loading (book shelving) and modifications to the foundations. As additions were added to the original structure, the foundations were modified and openings were cut for mechanical units and ductwork. These openings further reduced that capacity of the foundation and the increased loading lead to
settlement. Repairs including jacks and shims were observed to re-support the structure. The large cracks in the roof rafters appear to have been part of the original construction, not related to modifications of the structure.

The floor slab below the mechanical room appears to be a concrete slab placed on sand fill. Given the wood framing above and around the concrete slab, this is not typical construction. If not properly constructed, the close proximity of wood framing and soil can lead to insect or moisture problems. Small, voids in the sand fill were also noted in the crawlspace and around the exterior openings.

**Electrical:**

The Library’s main electrical service is approximately 7-years old, and is sized for the current building loads with two (2) 200-Amp panels. The panels appear to have additional capacity for expansion if desired, however the existing wiring throughout the building is a mix between the older style cloth covered Romex, and modern wiring. The many receptacles and data jacks have been retrofit on the first floor of the building using surface cable tray. Receptacles on the second floor do not currently appear to have adequate grounding to meet current codes. Lighting in the building currently utilizes T-12 fixtures with standard ballasts. Light levels throughout the building are uneven; with adequate light levels in the book storage areas, and low light levels in the reading, meeting, and office areas. The light ballasts create a noticeable “hum” throughout the building that is uncommon in the quiet surroundings of a more modern library. The building is not currently equipped with any means of security, or remotely monitored fire alarm. Site lighting in the front of the building is aging and in disrepair, while lighting on the sides and rear of the building appear to be inadequate.

**Mechanical:**

Heating to the building is supplied via a single oil-fired, two-zone hot water boiler that is approximately 10-years old. The boiler is showing signs of surface corrosion, and staff reports ongoing repairs are a seasonal concern. Air conditioning for the building is provided by a single air handling unit located in the crawl space, along with a pad-mounted condensing unit located on grade outside of the building. The air handling unit is inaccessible, and difficult for staff to maintain. The condensing unit is in good condition, and appears to be operating properly. The data server is located in a small corridor near the back door of the building, and currently is not provided with its own air conditioning unit. The server is a large heat load, and is problematic for staff to maintain the space conditions for proper operation of the equipment. The building is not currently equipped with a fire suppression system.
EXISTING LIBRARY FLOOR PLANS

FIRST FLOOR PLAN

SECOND FLOOR PLAN
ASSESSMENT SURVEY – QUESTIONAIRE

BUILDING: Harrington Public Library

ADDRESS: 106 Dorman Street, Harrington, Delaware 19952

NAME OF DIRECTOR OR MANAGER OR AUTHORIZED REPRESENTATIVE: Teresa A. Tieman, City Manager, City of Harrington.

NOTE: Most of the responses can be a simple Yes or No. However, please feel free to add any comments you believe are important and the consultants should be aware of.

BUILDING EXTERIOR:
1. Is there adequate and safe access to the building:
   a. For pedestrians? Yes, however, main entrance door does not have accessible clearance.
   b. For vehicular traffic? Limited, only three (3) off-street parking, all other is public street parking, no curb cuts at street corners. (Photo 1)

2. Any problems with parking striping, pavement, or sidewalks? Yes, limited to three (3) off-street parking spaces, no striping, no accessible off-street parking. Accessible parking space is on public street directly in front of the facility, with curb cut.

3. Adequate accessible ramps for handicapped patrons? No, wood ramp exceeds cross slope requirements, hand rail extensions, and handrails do not meet the codes. (Photo 2,3,4)

4. Any problem with curbs or curb cuts? Yes, no curb cuts at street corners.

5. Is there adequate parking:
   a. For patrons (including handicapped)? No, only three (3) off-street parking, all other is public street parking, no curb cuts at street corners.
   b. For bicycles? Yes, bike rack, but it is located on the grass with no paved access to the rack. (Photo 5)
   c. For staff/delivery vehicles? No, only three (3) off-street parking, all other is public street parking, in the rear with accessible route around the bldg.

6. Any problems with the exterior building materials/elements?
   a. Doors? Yes, three (3) doors at main entrance and no clear signage for which door to use, and
the limited signage that is provided is not accessible.

b. Windows? Yes, most are old single glazed wood frame windows with aluminum storm windows, and most need repair and paint. Some have had sash rails replaced with spring guides and some are still the old rope and counter weight. (Photo 6,7,8,9,10,11)

c. Cracks/gaps/drafts? Yes, gaps in siding and trim. Additional issues include exposed electrical contacts from broken exterior light bulbs (exterior sign). (Photo 12,13,14)

d. Electrical/gas service equipment/conduits? Yes, old, needs some repairs.

e. Roof leaks? None, roofs replaced in the past 2-4 years, some standing water. (Photo 15, 16)

f. Gutter/snow guard problems? Yes, needs some repairs and all drain to rear of building/property without sufficient grade drainage. (Photo 17,18)

g. Insect/rodent infestations? Yes, currently on a termite treatment plan and evidence of bees. (Photo 19,20)

h. Paint/stain problems? Yes, aluminum siding discolored and all remaining wood trim need painting, especially the garage.

i. Signage problems? Yes, only one (1) main monumental sign with no lighting.

j. Exterior lighting? Yes, no exterior lighting except at the main entrance canopy and at the rear exit door/stair. Side and back lighting appears inadequate.

k. Parking lot lighting? No, exterior light provided at the three (3) off-street spaces.

l. Site flooding/drainage? Yes, site drainage is poor, evidence of ponding.

m. Other (please explain)? Yes, Building has four (4) exit/egress doors. The main entrance door meets regulations, except for accessibility door clearance. Rear and two (1) exit stair, landing & rails do not meet code. (Photo 21, 22)

7. Door Hardware? (knobs, levers, panic devices, hinges, etc.) No, all four (4) exits have panic bars and two (2) of the four (4) have exterior level latches. Door hardware does not meet accessibility standards (Photo 23,24,25,26)

8. Window Hardware? (locks, cranks, counterweights, etc.) Yes, most are old single glazed wood frame windows with aluminum storm windows, and most need repair and paint. Some have had sash rails replaced with spring guides and some are still the old rope and counter weight. (Photo 27,28,29,32)

9. Masonry/stone deterioration? N/A
   a. Separate “slots” for books and media? No

11. Problematic landscaping elements? (Example: trees obscuring windows; inadequate shading 
    of outdoor areas, etc.) Limited plantings and landscaping.

ACCESSIBILITY

12. Adequate handrails at interior stairs or ramps? No. No interior stairs or ramps, other than to 
    the unused second floor of the old house. (Photo 36)

13. Adequate space between stacks? No, limited isle space and limited turn around clear floor 
    areas.
   a. What is the typical aisle width? 36 - 42” +- 

14. Adequate space in toilet rooms? No, the clear floor area, the vanity, and the door hardware do not 
    meet code. One (1) uni-sex toilet room for patrons and one (1) for staff. Patron toilet room is 
    partially accessible and the staff toilet is not accessible. (Photo 37,38,39,41)
   a. Separate toilet room(s) for children? No
   b. Toilet rooms have diaper-changing tables? Yes, patron toilet room, but not proper accessible 
      access. (Photo 40)

ELECTRICAL SYSTEMS - Power outlets appear to have been added over the years via surface mounted 
conduit where required. Overall, number of outlets appears inadequate for amount of computers currently 
on site.

15. Is there adequate number of outlets for:
   a. Power? Data drops have been added in main library area via floor boxes, with wiring through 
crawl space. Remaining computers are wireless, so data-drops are not required.
   b. Data? Number of outlets, particularly upstairs, is inadequate for current occupancy of building.

16. Are the outlets where they now need to be? No spaghetti wiring noted in main library. 
    Some exposed wiring in shed was noted.

17. Any problem with “Spaghetti Wiring?” Yes
18. Are the light levels adequate in:
   a. Staff areas (task lighting & general lighting)? Yes
   b. Bookstacks? Yes
   c. Circulation desk area? Lighting at and around circulation desk area is inadequate for task and
general lighting.
   d. Reading areas? Lighting is inadequate compared to current standards for reading areas.
   e. Computer stations? No task lighting available at computer stations. Computer stations are covered with general lighting.
   f. Any problems with glare? No glare problems noted.
   g. Is the lighting energy efficient? Light fixtures utilizing T-12 lamps. Current standards are T-8 or T-5 with electronic ballast, which is approximately 30% more energy efficient.

19. Any problems with lighting (e.g. non-functioning sockets, light “flutter”)? None noted.

20. Any problems with power outlets (e.g. non-functioning)? Power outlets on second floor are non-ground type, and are wired with cloth Romex.

21. Any problems fire or smoke alarms/detection/warning devices? Smoke alarms are functional, but non-monitored type (No fire alarm system.)

22. Any problems with exit signs? Exit signs are inadequate, and do not meet current building codes. Signs are non-lit, and are missing on many doors.

23. Is the telephone system adequate in terms of:
   a. Number of telephone instruments? Number of phones is inadequate/no reported issues. No public phone is available.
   b. Number of telephone lines? N/A
   c. Do they all function adequately? No reported issues
   d. Are there public pay telephones? No public phones available
   e. Do they all work properly? N/A
   f. Are they accessible for persons with disabilities? No handicapped accessible phone is
available.

g. For children? No phones are available for children.

**HVAC SYSTEMS**

24. Excessive odors at toilet rooms? A single public bathroom is available. Odors are controlled using a small, ceiling mounted, switch controlled exhaust fan.

25. Any flooding in toilet rooms? None noted

26. Any temperature fluctuations throughout building? Conference room was significantly hotter than the remainder of the building.

27. Excessive HVAC equipment noise? Conference room cooling unit is packaged window AC. Fan / Compressor are loud when on.

28. Air quality OK? Air quality is very poor. Filters are reportedly rarely replaced due to their inaccessibility (located in crawl space).

29. Any problems maintaining existing HVAC equipment? Air handling unit is in the crawl space and inaccessible, and difficult to repair/maintain.

**PLUMBING**

30. Is there adequate water pressure? Water pressure is adequate.

31. Any leaks at plumbing fixtures or roof drains? None noted.

32. Toilet fixtures conservation efficient? Toilet fixtures do not meet current standards for water conservation.

TABLES AND CHAIRS

34. Are tables in good shape?  __Fair, but a large variety and none appear accessible.

35. Are chairs adequate?  __Fair, but a large variety
   a. If upholstered, soiled/stained?  __Some new, some old, some need repairs.

36. Do you have the right “mix” of seating, e.g. 4-place tables, study carrels, lounge (soft) seating?  __No, but a large variety of seating, no lounge seating, no formal carrels.

37. What about seating at computers and OPACs?  __Ten (10) computer stations plus one (1) standup station.
   a. Adequate?  __No accessible computer station. (Photo 42)
   b. Right type?  __No.

38. Is furniture in offices and workrooms adequate?  __Yes, but tight and cramped.

SAFETY AND SECURITY:

39. Is there a fire suppression system (sprinklers)?  __No suppression system is in place.
   a. When was it last tested?  N/A

40. Are there smoke alarms?  Battery powered smoke alarms throughout building. Smoke alarms are not monitored or linked by an alarm system.
   a. When were they last tested?  Unknown, tested by staff at irregular intervals.

41. Is there an intrusion alarm system?  __No alarm system in place.

42. Is there a library materials theft system?  __No library material theft system noted.
   a. Does it have “gates”?  N/A

43. Is there a closed circuit surveillance system?  __None. Security camera at building entrance is non-functional deterrent.
a. Are the cameras full-motion color? N/A
b. Is the system monitored during all hours the building is open? N/A
c. For what period of time are the tapes retained? N/A

44. Are the exit door(s) clearly marked? Exit door markings do not meet current building codes.

45. Is there more than one way to an exit in case of emergency? Yes.
   a. Are all of the exit signs visible and properly lighted? Exit signs are not located properly. Signs are not lit.
   b. Is there a clearly posted evacuation plan? No evacuation plan was found within the building.

46. Are there fire stair(s) if the building is multi-level? No fire stair in-place. (Second floor is not public access)
   a. Does the stair(s) “deposit” a person outside the building? N/A
   b. Is there a landing within the fire stair(s) where a physically challenged person can be placed that is free from smoke and fire until rescue? N/A

47. Is there an “after hours” library materials return room within the building? No.
   a. Is the room a 2-hour fire rated? No. Return area not located in a separate room. Area part of main library.
   b. Does the room have a separate fire suppression system? No separate fire suppression or alarm system in place.

HISTORICAL SIGNIFICANCE:
48. Is the building historically significant? No
   a. If yes, what is the significance?

OTHER:
49. Is there anything else about the building that should be stated here?
   a. Accessibility:
      i. No accessible circulation desk counter (Photo 43)
      ii. No accessible computer stations. (Photo 44)
      iii. Main entrance door threshold too high. (Photo 45)
      iv. Door clearances. (Photo25)
      v. Interior signage. (Photo 33,34, 35)
      vi. Furniture
b. Exterior book drop used as mail drop when closed.

**STRUCTURAL SYSTEM:**

50. Any problems with the foundation? As the building has been expanded, sections of the original brick foundation have been removed. Numerous shoring posts have been installed to support joists and girders. (Photo 46)

51. Any problems with the first floor framing? Settlement of the first floor was noted in the older portion of the building. While settlement is normal for structures of this age, the foundation repairs likely compounded the movements. While newer portions of the building may have been designed to handle larger loads, it is unlikely that the original portions of the structure, which were built as a residence, were designed to handle these loads.

52. Any problems with the floor below the mechanical room? The floor below the mechanical room is poured concrete over sand fill. It appears that some of the sand fill is migrating out of the foundation openings. This is creating void spaces below the concrete slab. These voids are small but could grow.

53. Any problems with the second floor framing? Settlement of the second floor was noted. Uneven floors and diagonal cracks in the walls indicate settlement. This settlement appears to be created over a long period of time and is typical for the condition of the first floor/foundation condition and the age of the structure. (Photo 47)

54. Any problems with the roof framing? Three of the wood roof rafters supporting the pitched roof are split. The splits do not appear recent and propagated from cuts in the rafters that appear original. (Photo 48)

_________________________________________ Signature

__________________________________________ Date

**ASSESSMENT - OBSERVATIONS**

**ADDITIONAL OBSERVATIONS**

**SITE:**
- Limited off-street parking, only three (3) spaces located at the rear of the site. The paving at the parking it deteriorating and needs to be replaced. [Figure E1]
- Other than a few isolated cracks, the existing concrete sidewalks appear in good shape.
• Accessible parking is on a public street with signage and an existing curb-cut, directly in front of the building’s main entrance.

• Accessible ramp from public sidewalk to building’s main entrance does not meet code. Exceeds cross slope in some locations, no handrail extensions, and the handrail does not meet the grasping requirements.

• Although the facility has a bicycle rack, it is positioned away from the public access walks and there is no walkway to the rack from the sidewalks.

• No exterior lighting to speak of.

• Limited site wayfinding signage.

• Main entrance is confusing. There are three (3) doors on the main entrance porch and limited directional signage, and NO accessible signage.

BUILDING EXTERIOR:
• Siding is damaged, discolored and has a number of areas where there are gaps in the siding and trim.

• Roofs are in good shape; both sloped and flat were replaced within the past four (4) years. However, the flat roof slopes to the rear of the building and has some evidence of limited ponding. The gutters and downspouts at the rear of the building appear to be undersized for the volume of water from all the roofs.

• Site drainage appears to be limited in the area where the roof drains discharge, evidence of ponding.

• There are two (2) egress doors with landings and stairs that do not meet code for stairs and/or railings.

• The rear entrance/exit landing and stair was under repair during inspection, but does not appear to meet code for stairs and/or rails.

• Most of the existing windows are the original single glazed wood sashes with either the original sash counter weights and some have had the counter weights replaced with spring sash guides. Some of the second floor windows were replaced with vinyl insulated glass windows.

• Exterior book drop does not have accessibility clearance.

• Limited landscaping, appears to be well maintained.

BUILDING INTERIOR:
• Main entrance door threshold does not meet accessibility requirements.
• Only one (1) public rest room, which does not meet accessibility requirements. However, it has some limited accessible elements.

• Only one (1) employee rest room and it does not meet accessibility requirements.

• Most interior door hardware handles are knob type in lieu of accessible lever type.

• No accessible signage.

• Circulation desk does not meet accessibility requirements.

• No accessible computer workstations.

• Most existing flooring is in need of replacement.

• Existing drywall and/or plaster walls and ceilings are in need of some repair and all need painting.

• Existing furniture is an assortment of different products, materials and colors. Many are in need of repair.

• No lounge seating provided

• No formal “carrels” provided.

• Areas of settlement throughout the building have caused wall surface cracking. (Photo 30, 31)

Second Floor

• Spaces and layout is confusing to navigate and isles and access in limited.

ELECTRICAL

• Main Electrical Service – Two (2) 200-Amp panels, approximately 7-years old. Panels appear to be in good condition. Some of the wiring into the panel appears to be “cloth Romex.” [Figure E1]

• Laptop charging station is located in conference room area. Charging station is located in a rolling cabinet, and is located in a corridor. The station blocks the use of a storage cabinet, and partially blocks access to the kitchen area.

• The central server for the building is located in a small corridor outside of the conference room. [Figure E2] Several issues were noted:
  o The server area is significantly hotter than adjacent spaces due to the equipment heat output, and poor ventilation through this area. In order to keep the equipment from overheating, staff is reportedly forced to keep the back door of the building open during
the summer months.
  - Staff is also reportedly forced to run the window AC unit in the conference room in order to provide some cooling to the server equipment.

- Lighting throughout the building is the older style T-12, surface mounted fixtures with standard ballasts. The lights have a significant audible, “hum” throughout the building. Light foot-candle levels appeared to be inadequate in the reading and meeting areas throughout the building.

- Wiring in the building is run in surface mounted cable-tray where exposed. The electrical outlets on the second floor appear to be the non-grounded (2-pin) type. It is unclear if these outlets are properly grounded without further investigation. [Figure E3]

- Exit signs in the building do not meet current building codes. The signs are not illuminated above the doors, and along the egress paths. The signs are also not on battery power as is required in the event of a power failure. [Figure E4]

- Currently, no security systems are in place at the building. Staff reports that they have had several suspected break-ins at the site within the last 2-years.

- Site lighting surrounding the building appears to be very poor. The survey was performed during the daylight hours, so accurate lighting levels could not be recorded. Several broken light fixtures were noted, which would illuminate the flag pole, and the Harrington Public Library sign near the front entrance. Staff reports that the bulbs in these fixtures have been replaced numerous times, but that vandals have broken them each time. Staff has given up replacement of these bulbs due to the high cost of replacement. [Figure E5]

- A security camera was noted at the front entrance of the building. Staff reports that the camera was added several years ago as a deterrent against loiterers at the front entrance of the building, but it has never been connected to a CCTV monitoring system. No security system is currently in place at the library.

- The library telephone system is serviced through Verizon, and is distributed throughout the building through surface mounted cable tray. Telephones are not accessible to the public, and no pay phones are currently in place for their use.
ELECTRICAL PHOTOGRAPHS

Figure E 1

Figure E 2
Figure E 3

Figure E 4
Figure E5
MECHANICAL:

- Main building heating is supplied by a single oil-fired, 280-MBH hot water heating boiler. The boiler is approximately 10-years old, and is connected to a brand new 500-gallon oil tank located behind the building. The boiler feeds fin-tubed radiators to supply heat throughout the building via two (2) separate circulating pumps. [Figure M1] Noted issues related to the boiler are as follows:
  - The boiler water is not currently treated. The boiler casing and water connections appear corroded, and in poor condition. The expected useful life of the boiler is limited.
  - During the replacement of the boiler approximately 10-years ago, the existing chimney was utilized as a means for flue exhaust. The chimney appears in poor condition, and should be inspected for compliance with the IFGC.
  - Staff reports that the boiler is in need of professional repairs several times each winter season.

- The fine-tubed radiators appeared in poor condition. Staff reports that they have not had trouble with leaks in the piping. However, the controls to the system do not appear to be working. In order to maintain a comfortable temperature in the occupied areas of the building, other areas of the building become overheated, and uncomfortable; while other areas are not receiving any heat.

- Building air conditioning provided by air handling unit located in crawl space, and a pad-mounted condensing unit outside of the building. Condensing unit is approximately 3-years old, and is in good condition. The air handling unit is inaccessible, and very difficult to maintain by staff. Staff reports that the air handling unit must be partially disassembled in order to change the filters. [Figure M2]

- Heating water piping was found to be exposed within the crawl space. The piping was uninsulated, but heat tape was surrounding it to keep it from freezing. The installation is not energy efficient. [Figure M2]

- There is not a separate cooling system for the computer server equipment at the back of the building. Staff reports that the back door to the building must be kept ajar during warm days in order to keep the equipment from overheating. A small wall mounted AC unit can also be operated to assist in cooling the server. [Figure M3]
MECHANICAL PHOTOGRAPHS

Figure M 1

Figure M 2

Figure M 3
PLUMBING:

- A single bathroom is available for public use. The bathroom is equipped with a switch activated ceiling mounted exhaust fan. Bathroom fixtures are the 1.6-GPF, non-water conservation fixtures. There is a small staff toilet room in the back of the building, and a residential style bathroom group on the second floor that is equipped with a bathtub. Neither of these bathrooms is available for public use. [Figure P1]

- The domestic water heater appears in good condition; however it is inaccessible for routine maintenance. [Figure P2]

PLUMBING PHOTOGRAPHS

![Figure P 1](image1.jpg)

![Figure P 2](image2.jpg)
ASSESSMENT - PHOTOGRAPHS

1. Off Street Parking

2. Ramp

3. Ramp

4. Ramp

5. Bike Rack

6. Insect Damage – Window
7. Window

8. Windows

9. Windows

10. Windows

11. Windows

12. Gaps
13. Siding

14. Siding

15. Roof

16. Roof

17. Drainage

18. Drainage
19. Insect Damage

20. Insect Damage

21. Accessibility

22. Accessibility

23. Door Hardware

24. Accessibility
31. Wall Surface

32. Window Hardware

33. Interior Signage

34. Interior Signage

35. Interior Signage

36. Stairs
37. Accessible Restroom

38. Accessible Restroom

39. Accessible Restroom

40. Toilet Room Space

41. Toilet Room Space

42. Accessible Computer
43. Accessibility Circulation Desk

44. Accessible Computer Stations

45. Accessible Main Door

46. Shoring Points

47. Settlement

48. Roof Framing
Harrington Public Library Service Area
2010 Census Population: 11,975
Harrington Public Library Service Area

2010 Census Population: 11,983

REVISED
Harrington Public Library Service Area

2010 Projected Population: 13,530

REVISED

Note: Projected population was released prior to 2010 Census.

Date: 1/6/2014
Harrington Public Library Service Area

2020 Projected Population: 16,013

REVISED

Note: Projected population was released prior to 2010 Census.
Harrington Public Library Service Area

2030 Projected Population: 17,424

REVISED

Note: Projected population was released prior to 2010 Census.
Note: Projected population was released prior to 2010 Census.
HARRINGTON PUBLIC
LIBRARY

**HPL Usage**

<table>
<thead>
<tr>
<th>Measure</th>
<th>2005</th>
<th>2007</th>
<th>2009</th>
<th>2011</th>
<th>2013</th>
<th>Avg. annual change</th>
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<td>TRAFFIC</td>
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<td>35,403</td>
<td>39,615</td>
<td>44,896</td>
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<tr>
<td>CIRCULATION</td>
<td>39,112</td>
<td>34,023</td>
<td>41,383</td>
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Harrington Public Library Collection Survey (Nov. 7, 2013)

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<th>Collection</th>
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<td>5038</td>
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<tr>
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<td>Adult Classics</td>
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<td>72</td>
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</tr>
<tr>
<td>Adult DVD</td>
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<td>979</td>
<td></td>
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<tr>
<td>Adult Music</td>
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<tr>
<td>Reference</td>
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<td>206</td>
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<td>Delaware Collection - Reference</td>
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<tr>
<td>Juv Fiction</td>
<td>Easy</td>
<td>3933</td>
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<td>Juv Fiction</td>
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<td>2560</td>
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<td>JUV Kit</td>
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<td>JUV Graphic Novel</td>
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<td>121</td>
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<td>Teen YA Fiction</td>
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<td>793</td>
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<td>Teen YA Graphic Novels</td>
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HARRINGTON LIBRARY – NEEDS ASSESSMENT
HARRINGTON, DELAWARE

HPL Program Attendance

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<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
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<td>Children's Programs*</td>
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<td>Adult Programs **</td>
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*List Children's Programs

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Abbott's Mill Reptiles</td>
<td>67</td>
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<tr>
<td>Story Time (month)</td>
<td>108</td>
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<tr>
<td>Winterthur - Paul Revere</td>
<td>54</td>
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<tr>
<td>Kindergarten Tours</td>
<td>132</td>
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<tr>
<td>Jungle John</td>
<td>49</td>
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<tr>
<td>Art Contest</td>
<td>22</td>
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<tr>
<td>DE Museum Natural History</td>
<td>38</td>
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<tr>
<td>Rehoboth Children's Theater</td>
<td>50</td>
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<tr>
<td>Halloween Haunted Library</td>
<td>65</td>
</tr>
<tr>
<td>Cookie Decorating w/ Santa</td>
<td>28</td>
</tr>
<tr>
<td>4-H Animals</td>
<td>25</td>
</tr>
<tr>
<td>We Kids Rock</td>
<td>40</td>
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<tr>
<td>Cape Henlopen Nature</td>
<td>43</td>
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<tr>
<td>Heritage Day Craft</td>
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<tr>
<td>Pumpkin Decorating</td>
<td>28</td>
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<tr>
<td>Brandywine Zoo</td>
<td>31</td>
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<tr>
<td>Magic Bob</td>
<td>45</td>
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<tr>
<td>Winter Reading Kick-off</td>
<td>72</td>
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<tr>
<td>Valentine Craft</td>
<td>28</td>
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<tr>
<td>Rick Waterhouse Storyteller</td>
<td>38</td>
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<tr>
<td>Lois Young Storyteller</td>
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**List Adult Programs

<table>
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<tr>
<th>Name</th>
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<tr>
<td>Ted Ressler</td>
<td>30</td>
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<tr>
<td>De. Through the Lens</td>
<td>7</td>
</tr>
<tr>
<td>Reading &amp; Discussion Mly</td>
<td>8</td>
</tr>
<tr>
<td>Nanticoke Indians</td>
<td>18</td>
</tr>
<tr>
<td>Master Gardener</td>
<td>26</td>
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<tr>
<td>Computer Class</td>
<td>8</td>
</tr>
<tr>
<td>Women in the Civil War</td>
<td>10</td>
</tr>
<tr>
<td>DE Money School</td>
<td>5</td>
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<tr>
<td>Self Defense</td>
<td>5</td>
</tr>
<tr>
<td>Aromatherapy</td>
<td>6</td>
</tr>
<tr>
<td>College Info Night</td>
<td>5</td>
</tr>
<tr>
<td>Poetry Coffee House</td>
<td>6</td>
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<tr>
<td>William Shakespeare</td>
<td>16</td>
</tr>
<tr>
<td>Ed Okonowicz Music</td>
<td>10</td>
</tr>
<tr>
<td>Classical Guitarist</td>
<td>10</td>
</tr>
<tr>
<td>Delmarva Discussions</td>
<td>11</td>
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<tr>
<td>Wellness Wednesday</td>
<td>9</td>
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<tr>
<td>Defensive Driving</td>
<td>10</td>
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<tr>
<td>Summer Reading club</td>
<td>45</td>
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<tr>
<td>Winter Reading club</td>
<td>22</td>
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<tr>
<td>Tempest in Tea pot</td>
<td>14</td>
</tr>
<tr>
<td>Room</td>
<td>Space Comments/Notes</td>
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<tr>
<td>------</td>
<td>----------------------</td>
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</table>

Additional Table Content...

**Footage**

**Qty:**

**Floor Area:**

**Room:**

**Comments:**

**Notes:**...
APPENDIX V
SITE MATRIX
<table>
<thead>
<tr>
<th>Location</th>
<th>Acres (minimum required = X.XX AC)</th>
<th>Ease of Access to Site</th>
<th>Ease of Access to Site</th>
<th>Visability of Site</th>
<th>Relationship to School</th>
<th>Availability of Land</th>
<th><strong>Cost of land $/acre</strong></th>
<th>Public Utilities*</th>
<th>Actual Cost of Land</th>
<th>Public Utilities*</th>
<th>Total Score</th>
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<tbody>
<tr>
<td>Site 1</td>
<td>10%</td>
<td>15%</td>
<td>10%</td>
<td>35%</td>
<td>1%</td>
<td>25%</td>
<td>$/acre</td>
<td>% 1%</td>
<td>% 1%</td>
<td>% 1%</td>
<td>% 100%</td>
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<tr>
<td>Site 2</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>% 1%</td>
<td>% 1%</td>
<td>% 1%</td>
<td>% 100%</td>
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<tr>
<td>Site 3</td>
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<td></td>
<td></td>
<td></td>
<td>% 1%</td>
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<td>% 100%</td>
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<td>Site 4</td>
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<td></td>
<td></td>
<td></td>
<td>% 1%</td>
<td>% 1%</td>
<td>% 1%</td>
<td>% 100%</td>
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<tr>
<td>Site 5</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>% 1%</td>
<td>% 1%</td>
<td>% 1%</td>
<td>% 100%</td>
</tr>
</tbody>
</table>

**LEGEND**

Score

- 5: Best
- 1: Worst

**Cost of Land**

- 1: Highest Cost/acre
- 5: Lowest Cost/acre

*Public Utilities*

- 1: Not readily available at Site
- 3: Need to run extension from main trunk
- 5: Available at the Site

***Acres***

- 1: Land is less then required
- 3: Land is more then required and needs to be sub-divided
- 5: Land is between the target acreage

Example

- Site 1:
  - 5% Pedestrians
  - 5% Vehicles
  - 5% Sewer
  - 5% Water
  - 5% Gas
  - 5% Electric
  - 5% Total for Site
  - 100% Total Score
## Estimated Construction Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Unit</th>
<th>SF</th>
<th>Unit</th>
<th>TOTAL COST</th>
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<tr>
<td><strong>Construction Costs</strong></td>
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<tr>
<td>Site Preparation (estimated w/o specific site selected)</td>
<td>LS</td>
<td></td>
<td></td>
<td></td>
<td>600,000.00</td>
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<tr>
<td>New 18,900 sf building @ ($275/sf)</td>
<td>$275 per SF</td>
<td>18,900</td>
<td>SF</td>
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<td>5,197,500.00</td>
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<td><strong>Owners Construction Related Costs</strong></td>
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<tr>
<td>FF&amp;E (includes Library Shelving)</td>
<td>$22 per SF</td>
<td>18,900</td>
<td>SF</td>
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<td>415,800.00</td>
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<td>Architecture/Engineering Fees (per DE Fee Schedule)</td>
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<td>363,825.00</td>
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<td>FF&amp;E Design</td>
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<td>33,000.00</td>
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<td>Moving Costs (estimate)</td>
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<td>20,000.00</td>
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<td>Permitting/Miscellaneous Expenses (estimate)</td>
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<td><strong>Land Acquisition</strong></td>
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<td>Site Purchase (amount TBD based in Site Committee Decision)</td>
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<td></td>
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<td>$325,000 - $750,000</td>
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<td><em>Assume 2.5 acre site. Based of initial research land costs could range from $325,000 to $750,000.</em></td>
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Operating Expenses
Estimate of Yearly Expenses

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<th>Item</th>
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<th>Total Range</th>
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<td><strong>Salaries</strong></td>
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<td>Library Clerk - Grade 1</td>
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<td>$17,600 to $28,400</td>
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<td>$30,200 to $48,600</td>
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<td>Library Director- Grade 15</td>
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<td>$35,000 to $56,300</td>
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<td>FT</td>
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<td>$30,200 to $48,600</td>
<td>$30,200 to $48,600</td>
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<td>$32,000 to $45,000</td>
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<td>(gas,electric, water,telephone) estimate</td>
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<td>$3 to $4</td>
<td>$51,030 to $66,150</td>
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<td>$5,000 to $6,000</td>
<td>$5,000 to $6,000</td>
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<td><strong>Mortage/Loans</strong></td>
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<td><strong>Maintenance Costs</strong></td>
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<tr>
<td>(Snow removal/Lawn Care/etc)</td>
<td>AC</td>
<td>2</td>
<td>$3,000 to $3,600</td>
<td>$6,000 to $7,200</td>
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<td>(Building Janitorial)</td>
<td>SF</td>
<td>16000</td>
<td>$1 to $2</td>
<td>$21,280 to $28,000</td>
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<td><strong>Collection Acquistions/Special Programs/Etc</strong></td>
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<td>(Estimate of Dollars Spent/Year)</td>
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<td>Supplies/Repairs/Advertising/Etc.</td>
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<td>$5,800 to $6,500</td>
<td>$5,800 to $6,500</td>
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<td><strong>TOTAL RANGE OF MAJOR OPERATING EXPENSES</strong></td>
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<td>$311,410 to $453,950</td>
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October 21, 2013

Meeting Minutes

Facility Assessment and Interviews - Meeting 002
Harrington Public Library
Harrington, Delaware
BMG Project No. 2013138.00

The Facility Assessment and Interviews were conducted on October 17, 2013, all day, at City of Harrington Public Library. The following were in attendance at the interviews:

<table>
<thead>
<tr>
<th>Attendee</th>
<th>Organization</th>
<th>E-mail</th>
<th>Interview Session</th>
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</thead>
<tbody>
<tr>
<td>Terry Tieman</td>
<td>City of Harrington</td>
<td><a href="mailto:ttieman@cityofharrington.com">ttieman@cityofharrington.com</a></td>
<td>2 &amp; 3</td>
</tr>
<tr>
<td>Christine Hayward</td>
<td>HPL</td>
<td><a href="mailto:Christine.hayward@lib.de.us">Christine.hayward@lib.de.us</a></td>
<td>1,2 &amp; 3</td>
</tr>
<tr>
<td>Marleena Young</td>
<td>HPL</td>
<td><a href="mailto:marleena.young@lib.de.us">marleena.young@lib.de.us</a></td>
<td>1 &amp; 2</td>
</tr>
<tr>
<td>Linda Chick</td>
<td>City of Harrington</td>
<td><a href="mailto:lchick1026@aol.com">lchick1026@aol.com</a></td>
<td>3</td>
</tr>
<tr>
<td>Amy Minner</td>
<td>City of Harrington</td>
<td><a href="mailto:amyminner@comcast.net">amyminner@comcast.net</a></td>
<td>3</td>
</tr>
<tr>
<td>Wayne Porter</td>
<td>City of Harrington</td>
<td><a href="mailto:daporter@verizon.net">daporter@verizon.net</a></td>
<td>3</td>
</tr>
<tr>
<td>Tony Moyer</td>
<td>City of Harrington</td>
<td><a href="mailto:armoyer@comcast.net">armoyer@comcast.net</a></td>
<td>3</td>
</tr>
<tr>
<td>Arden Bardol</td>
<td>BMG</td>
<td><a href="mailto:abardol@beckermorgan.com">abardol@beckermorgan.com</a></td>
<td>1,2 &amp; 3</td>
</tr>
</tbody>
</table>

The primary purpose of the all-day assessment and interviews was to assess the condition of the existing building and to interview key people to gain insight into the needs of the future Harrington Public Library. The following items were discussed:

**Facility Assessment:**

1. A team of architects, structural engineer and mechanical/electrical/plumbing engineers surveyed the existing building.
   a. The building was toured with Alan Moore, Supervisor, Public Works for the City of Harrington. Alan provided insight and guidance as to issues in the existing building.
   b. The completed facility Assessment will be issues as part of the final report.

**Interviews:**

2. The notes below are a compilation of all comments during all three interview sessions.
   a. What are the key areas that need to be included in the new library? Please including ranking. (1 to 5 with 5 being most important) This is the beginning of the program.
      i. Periodical Reading Room – 4
      ii. Delaware Collection/Harrington Room – 5
      iii. Meeting Rooms – 5
         1. Number and Size/Capacity - (1) Capacity 200 people and dividable
         2. (1) Capacity 50 people
      iv. Tutoring Rooms – 5
      v. Children’s Library – 5
      vi. Children’s Programming Room – 5
      vii. Young Adult Area – 5
      viii. Multi-media Rooms – 3
      ix. Jobs Center – 5 (combined with Computer Lab)
      x. Computer Lab – 5
      xi. Main Collection Area – 5
      xii. Staff Admin Area and Break Room – 5
      xiii. Café – 4
      xiv. Catering Kitchen (for meeting rooms) – 5
Outdoor Spaces - veranda, porch, garden, park area - 5

b. Discussion on Program Spaces
   i. Periodical Area – Sunny Space, comfortable chairs, chairs with laptop trays
   ii. Quite Study/Tutoring Rooms – 2/3 rooms. Acoustical Privacy but not visual privacy
   iii. Delaware Room/Harrington Collection – small collection currently. This would grow if the books from the Historical Society were moved to the Library. Terri and Christine are going to approach the Historical Society combining the collection into the new library.
   iv. Children’s Area – Are should include the children’s collection, program space, computer area and family restroom. Enclosed space for security and noise.
   vi. Administration Area – Easy access to assist patrons. Staff delivers books to the community. Staff pre-selects books for patrons when they request. Clear visibility of the circulation desk. Acoustical privacy but not visual privacy. Secure in some way to prohibit patrons from accessing space without and invitation. Spaces should include:
      1. (1) Directors Office – desk and small conference area
      2. Open Work Stations – (4) work stations
      3. Work Room – transit items, deliveries, sorting donations, prep for programs, book cataloging
      4. Break room – Lockers, table and chairs, refrigerator, microwave, oven
      5. Storage Rooms – Supplies and Decorations
      6. Trash and Recycling Area
      7. Housekeeping Room
   vii. Meeting Rooms – (2) Rooms Total One large (200 person capacity) and it must be dividable and one medium ( 50 person capacity)
   x. Collections Area – Non-fiction, fiction, new releases/"best sellers", DVD, Books on Tape. Consider movable shelving. Shelving should not be too high, Layout needs to be flexible.
   xi. Server Room
   xii. Telephone Room
   xiii. Electrical Closet
   xiv. Mechanical Area
   xv. Restrooms – near meeting rooms and main entrance
   xvi. Book Drop – Adjacent to Administration Area/ Circulation Desk
   xvii. Multi Media Room – movies

c. How would you describe your current patrons: Yes/No
   Currently-
      Business People – Yes, some
      Retired Individuals – Yes, many
      Grade School Children – Yes, many (Head Start, Daycare, etc.)
      Middle School Children – Yes, many
      High School Students – Yes, some
      Pre-school children and Parents – Yes, Many
      Others - Homeowners Associations

   In the Future –
      Business People – Yes, more
      Retired Individuals – Yes, more
      Grade School Children – Yes, more
Middle School – Yes, many more  
High School Students – Yes, more  
Pre-school children and Parents – Yes, more  
Others – none stated

d. *How do the patrons differ and why?* – There would be more parking that would be safer for parents with young children. Generally the addition of parking will allow more people to have easy access to the library. Additionally, since the library is so cramped right now, the addition of more space that is adequate and appropriately design will just make the library easier to use.

e. *What services and programs do you provide that you want to continue? Which ones could be expanded if space allowed?* All that we currently provide. Expanded program list will be provided.

f. *What services and programs would you like to be able to provide if space allowed that you don’t currently offer?* A suggested program list will be provided. In addition it is desirable to have exhibit space and wall space to display art.

g. *What are your largest circulation items in the library? (This will assist with location/placement within the library) (Rank for 1 to 5)*  
   Fiction – 5. both juvenile and adult
   DVD - 5
   Audio – 5
   New releases - 5
   Children’s Material -5 Easy readers

h. *What do you believe will be the staff projections for the future?*  
   Currently
   Full Time - 2
   Part Time - 2
   When the new library opens
   Full Time – 3
   Part Time - 2
   In 5 years
   Full Time – 4
   Part Time - 3
   In 10 to 20 years
   Full Time – 4
   Part Time - 4

i. *Do you see the administration space as enclosed offices, open office space or some combination?* Yes some combination of both. See notes above on Discussion of Spaces.

j. *Do you foresee any need for a separate circulation desk and reference desk? This will effect staffing?* At some point in the future this may be necessary. At this time we do not have the staffing for it.

k. *Do you foresee the use of “self check out”?* Yes, near the circulation desk and front door

l. *How many public computer workstations do you foresee needing? How will they be monitored and does staff need to provide assistance to users?*  
   Currently – 8 workstations
   At opening of the New Library – 16 workstations
   Future – 20 workstations
They need to be near the circulation desk so that staff can assist the patrons when needed. The public access terminals are a schedule/reserved resource. See additional notes for teens and children.

m. *Will you teach computer classes?* Yes some sort of adult computer classes will most likely be taught if a space to do so is available.

n. *What would you like to see improved in your new library?* Flow through the library and accessibility for all. Currently H.C. accessibility is not available.

o. *Where do you think the new library should be built and why?* A variety of ideas were suggested. All locations were to the west of Route 13. Most locations were in the north west quadrant north of Clark Street. Interview Group 3 suggested that building the new library downtown should be considered.

p. *Other comments –*
   i. We should consider LEED for the building. Further discussion included building a building that reduced maintenance and operational cost. Reduced operational costs being the most important.
   ii. Friends of the Harrington Library – not an active group currently but with new facilities they would become more active. The group size is between 20 and 30 people.

3. **Wrap-Up Discussion - Interviews:**
   a. BMG will continue to work on compiling the Needs Assessment and Facility Assessment/Report.
   b. BMG will contact Charlie Rodriguez to discussion site options. He will contact Teresa directly to arrange a meeting time to discuss.
   c. Terri and Christine are going to reach out to the Historical Society to discuss combining resources.
   d. Christine is going to create a “Geek the Library” board so that patrons can share ideas on the board.
   e. Christine is going to take a survey of patrons to see what mode of transportation brought them to the library (walk, bike, drive car, dropped off or other)
   f. The focus groups meetings will be scheduled for some time after the first of the year.
   g. The Town Hall meeting will be scheduled for some time in mid to late February.

The notes below are a compilation of all comments during all three interview sessions.
The above information is our interpretation of discussions held on this date. If there are any comments or corrections, please respond to Arden M Bardol, AIA, at abardol@beckermorgan.com within five (5) days of receipt of these minutes.

BECKER MORGAN GROUP, INC.

Arden M Bardol

Arden M. Bardol, AIA
Senior Associate

AMB/amb

Cc (via E-mail): All attendees
   john.phillos@state.de.us
   bhastings@beckermorgan.com

Attachments:
March 4, 2014

Meeting Minutes

Focus Group Meeting 2
Price Community Center
HARRINGTON LIBRARY
Harrington, Delaware
BMG Project No. 2013138.00

A series of Focus Group Meetings were held with the community of Harrington on February 24th and 25th to present the findings to date on the Facility Assessment as well as gather input from the community on what they would like to see in the new library in accordance with the contract requirements. The following were in attendance at the Focus Group Meeting 2 on February 24, 2014 6:00 p.m.

<table>
<thead>
<tr>
<th>Attendees</th>
<th>Firm</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terry Tieman</td>
<td>City of Harrington</td>
<td><a href="mailto:ttieman@cityofharrington.com">ttieman@cityofharrington.com</a></td>
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<tr>
<td>Tony Moyer</td>
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<td>HPL</td>
<td><a href="mailto:Christine.hayward@lib.de.us">Christine.hayward@lib.de.us</a></td>
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<tr>
<td>Betty Ann VanVessen</td>
<td>HPL Board</td>
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<td>Linda Braswell</td>
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<td>Marie Cunningham</td>
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<td>Linda B. Tjaden</td>
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<tr>
<td>Bobby Outten</td>
<td>State Representative</td>
<td><a href="mailto:bobby.outten@gmail.com">bobby.outten@gmail.com</a></td>
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<td>Kenny Stubbs</td>
<td>City Council</td>
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<tr>
<td>Wayne Porter</td>
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<td>Amy Minner</td>
<td>City Council</td>
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<tr>
<td>Duane E. Bivans</td>
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<tr>
<td>Brad Hastings</td>
<td>BMG</td>
<td><a href="mailto:bhastings@beckermorgan.com">bhastings@beckermorgan.com</a></td>
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<tr>
<td>Arden Bardol</td>
<td>BMG</td>
<td><a href="mailto:abardol@beckermorgan.com">abardol@beckermorgan.com</a></td>
</tr>
</tbody>
</table>

New Business
1. The presentation at each focus group meeting included the following:
   a. Introductions
   b. Schedule of Meetings
      i. February 24 4:00 - School administrators and teachers (no attendees)
      ii. February 24 6:00 - Council, Library Board, Business Community
      iii. February 25 6:00 - Teens
      iv. February 25 7:00 - All Adults
   c. Purpose and Goals of Focus Group Meetings – To review the progress to date on the project and get thoughts and ideas from the Community on what they would like to see in the new Harrington Library
   d. Review Progress to Date
      i. Facility Assessment Overview – Overview of Facility Assessment was provided. Primary areas of concern are code and life safety items. The full report is available for anyone that would like to review.
      ii. Demographic Research – Growth Projections – Census Population for City of Harrington in 2010 = 11,983. Projected population are as follows, 2020 = 16, 013, 2040 = 17,424 and 2040 = 19,432
      iii. Building Programming – Draft Program and Photo Images were reviewed
      iv. Potential Site Locations for New Harrington Library - As part of the Potential Site location for the library the design team divided the City of Harrington into
4 quadrants. The quadrants were defined by Route 13 (running North to South) and Route 14 (running slightly diagonally in and east to west direction). The attendees were asked to place a colored dot in the quadrant that they thought the library should be located. Dots were placed primarily on the west side of Route 13 with a predominant number of dots being placed in the Northwest quadrant of the city.

2. Following the presentation the attendees at the focus group meetings had an opportunity to share their thoughts. A series of questions were posed to the groups to stimulate ideas. The comments varied between the groups but some themes are present throughout the comments. *See the comments in italics.* The questions were as follows:

   a. What areas of the library would you like to see improved in the new building? (Examples might include: Periodical Reading Area or Dedicated Children’s Area)
   Display Areas – Books, Art, Photography, etc.
   Historical Society Collection
   Comfortable Seating
   “Quiet Area”
   Outside “green” space
   Wireless Connection
   Sheltered Outdoor Space
   Large Meeting Space (accessible during non-library hours)

   b. What is missing from the current Harrington Library? (Examples might include: more parking)
   Space
   Flexibility
   Pleasing Look
   Parking
   Life Safety within the Building
   Lighting
   Signage
   Visual Control of the Library by Staff
   “Café”
   Copy/Fax/Service Center
   Digital Production Area (animation/music)
   Elevated Area (Stage) in large conference area
   Exterior Video Security

   c. What services does the library provide that you would like to see expanded? (Examples might include: more Computer Access Terminals, more Reading Areas with comfortable seating, a dedicated Teen Area)
   All spaces should be larger
   “Maker” Area
   All areas of the Library should be expanded
   Family area between the children’s area and the pre-teen area

   d. What programs does the library host that you enjoy? (Example might include: Movie Night)
   Musical Programs
Theater
Knitting Clubs
Instructional Clubs
Historical/Cultural Events
Jobs Programs
Audio Language Instruction (booths)

Additional comments included the following:

- Partnership w/ Lake Forest School District resources.
- Protection of “Special Collection” or Harrington Collection
- Site
  a. Strong street presences – “visibility”
  b. Outdoor gathering space
  c. Easy to walk to
  d. Downtown location
- “LEED” should be considered. If so to what level?
- Solar Panels
- Include Harrington Historical Society Entire Collection
- Libraries are places for:
  a. Creativity
  b. Productivity
  c. “Freedom to Discover” spaces

The above information is our interpretation of discussions held on this date. If there are any comments or corrections, please respond to Arden M Bardol, AIA, at abardol@beckermorgan.com within five (5) days of receipt of these minutes.

Sincerely,

BECKER MORGAN GROUP, INC.

Arden M Bardol

Arden M. Bardol, AIA
Senior Associate

AMB/rlh

Cc (via E-mail): Terry Tieman, Christine Hayward

Attachments:
2013138ah-mtgminfocusgroup2
March 4, 2014

Meeting Minutes

Focus Group Meeting 3
Price Community Center
HARRINGTON LIBRARY
Harrington, Delaware
BMG Project No. 2013138.00

A series of Focus Group Meetings were held with the community of Harrington on February 24th and 25th to present the findings to date on the Facility Assessment as well as gather input from the community on what they would like to see in the new library. The following were in attendance at the Focus Group Meeting 3 on February 25, 2014 6:00 p.m.

Attendees: Firm Email
Terry Tieman City of Harrington ttieman@cityofharrington.com
Christine Hayward HPL Christine.hayward@lib.de.us
Aloca Baker Teen Shannon.baker@live.com
Nicholos Williams Teen nickwilliams8395@gmail.com
Jessica Williams Teen williamsjessica697@gmail.com
Gabrielle Smith Teen doesmithanita@yahoo.com
Raynee Bramble Teen teambreezy6964@yahoo.com
Kristen Gordy Teen
Brad Hastings BMG bhastings@beckermorgan.com
Arden Bardol BMG abardol@beckermorgan.com

New Business:
1. The presentation at each focus group meeting included the following:
   a. Introductions
   b. Schedule of Meetings
      i. February 24 4:00 - School administrators and teachers (no attendees)
      ii. February 24 6:00 - Council, Library Board, Business Community
      iii. February 25 6:00 - Teens
      iv. February 25 7:00 - All Adults
   c. Purpose and Goals of Focus Group Meetings
   d. Review Progress to Date
      i. Facility Assessment Overview – Overview of Facility Assessment was provided. Primary areas of concern are code and life safety items. The full report is available for anyone that would like to review.
      ii. Demographic Research – Growth Projections – Census Population for City of Harrington in 2010 = 11,983. Projected population are as follows, 2020 = 16,013, 2040 = 17,424 and 2040 = 19,432
      iii. Building Programming – Draft Program and Photo Images were reviewed
      iv. Potential Site Locations for New Harrington Library - As part of the Potential Site location for the library the design team divided the City of Harrington into 4 quadrants. The quadrants were defined by Route 13 (running North to South) and Route 14 (running slightly diagonally in and east to west direction). The attendees were asked to place a colored dot in the quadrant that they thought the library should be located. Dots were place primarily on the west side of Route
2. Following the presentation the attendees at the focus group meetings had an opportunity to share their thoughts. A series of questions were posed to the groups to stimulate ideas. The comments varied between the groups but some themes are present throughout the comments. See the comments in italics. The questions were as follows:

   a. What areas of the library would you like to see improved in the new building? (Examples might include: Periodical Reading Area or Dedicated Children’s Area)
      More seating area
      Booth Seating Areas
      Quiet Rooms / Study Areas (Private)
      Outside Area for Reading / Study
      More Aisle Width
      Better “Way Finding”
      Natural Light “Windows”
      More Bathrooms – Perhaps one dedicated to the teen area

   b. What is missing from the current Harrington Library? (Examples might include: more parking)
      Café / Vending Area
      Parking
      Separate Colorful Teen Area
      Outdoor Pavilion for Games and Activities
      Self-Check-Out

   c. What services does the library provide that you would like to see expanded? (Examples might include: more Computer Access Terminals, more Reading Areas with comfortable seating, a dedicated Teen Area)
      No Comments on this question – included in other questions

   d. What programs does the library host that you enjoy? (Example might include: Movie Night)
      Book Club / Discussion “Club Read”

Additional comments included the following:
- Bean Bag Chairs
- “furry” carpet tiles
- Computers
- Movie Room / Game Room
- Music throughout the teen area
- Neon
- Dedicated Computers for Teens
- Graffiti Wall / Chalk Board Wall for Teen area
- Graffiti Wall/Chalk Board for children’s area
- Display Area for Art
- More Teens would use Library if space was nicer and bigger
- Acoustical/Sound Control for Teen Area
March 4, 2014
Focus Group 3
Harrington Public Library
Harrington, Delaware
BMG Project No. 2013138.00
Page 3 of 3

- Variety of Seating Types
- Teen Tudor Room for Several Small Groups with White Board (different from private tutor group)

The above information is our interpretation of discussions held on this date. If there are any comments or corrections, please respond to Arden M Bardol, AIA, at abardol@beckermorgan.com within five (5) days of receipt of these minutes.

Sincerely,

BECKER MORGAN GROUP, INC.

/Arden M. Bardol

Arden M. Bardol, AIA
Senior Associate

AMB/rlh

Cc (via E-mail): Terry Tieman, Christine Hayward

Attachments:
2013138ai-mtgminfocusgroup3
March 4, 2014

Meeting Minutes

Focus Group Meeting 4
Price Community Center
HARRINGTON LIBRARY
Harrington, Delaware
BMG Project No. 2013138.00

A series of Focus Group Meetings were held with the community of Harrington on February 24th and 25th to present the findings to date on the Facility Assessment as well as gather input from the community on what they would like to see in the new library. The following were in attendance at the Focus Group Meeting 4 on February 25, 2014@ 7:00 p.m.

Attendees: Representing Email
Christine Hayward HPL Christine.hayward@lib.de.us
Virginia Gleeson vgleeson@hotmail.com
Nancy H. Lawson
Fred & Karen Smiga fredsmiga@gmail.com/krsmiga@gmail.com
Dave Anderton danderton56@gmail.com
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Tammi Yaoy tam3Yoe@aol.com
Brad Hastings BMG bhastings@beckermorgan.com
Arden Bardol BMG abardol@beckermorgan.com

New Business
1. The presentation at each focus group meeting included the following:
   • Introductions
   • Schedule of Meetings
     • February 24  4:00 - School administrators and teachers (no attendees)
     • February 24  6:00 - Council, Library Board, Business Community
     • February 25  6:00 - Teens
     • February 25  7:00 - All Adults
   • Purpose and Goals of Focus Group Meetings
   d. Review Progress to Date
      • Facility Assessment Overview – Overview of Facility Assessment was provided. Primary areas of concern are code and life safety items. The full report is available for anyone that would like to review.
• Demographic Research – Growth Projections – Census Population for City of Harrington in 2010 = 11,983. Projected population are as follows, 2020 = 16,013, 2030 = 17,424 and 2040 = 19,432

• Building Programming – Draft Program and Photo Images were reviewed

• Potential Site Locations for New Harrington Library - As part of the Potential Site location for the library the design team divided the City of Harrington into 4 quadrants. The quadrants were defined by Route 13 (running North to South) and Route 14 (running slightly diagonally in and east to west direction). The attendees were asked to place a colored dot in the quadrant that they thought the library should be located. Dots were placed primarily on the west side of Route 13 with a predominant number of dots being placed in the Northwest quadrant of the city.

2. Following the presentation the attendees at the focus group meetings had an opportunity to share their thoughts. A series of questions were posed to the groups to stimulate ideas. The comments varied between the groups but some themes are present throughout the comments. See the comments in italics. The questions were as follows:

• What areas of the library would you like to see improved in the new building?
  (Examples might include: Periodical Reading Area or Dedicated Children’s Area)
  • Children’s Area w/Acoustical Separation
  • Separate Computer Area
  • More Room at Circulation Desk
  • Separate Circulation Desk for noisy areas
  • “Left side” Book Drop for vehicles
  • Dedicated Children’s Bathroom
  • Conference Room w/Kitchenette
  • “Stage” area in Children’s area
  • Areas for personal computers
  • Wireless “Wi-Fi”
  • Copy/Print Area – Self Service
  • Separated DVD Collection Areas
    a) Kids
    b) Fiction
    c) Action
    d) Historical/Documentary
    e) Etc.
  • “Comfy” Chairs for Reading
  • Self-Check-Out
  • Movie Screening Area

• What is missing from the current Harrington Library? (Examples might include: more parking)
  • Rear Projection / Better Sound System
  • Dedicated Quiet Room
  • Adequate Parking
  • Large Conference Room that can be Divided
  • Outdoor Space for Reading and Programs
  • Historical Programs
March 4, 2014  
Focus Group 4  
Harrington Public Library  
Harrington, Delaware  
BMG Project No. 2013138.00  
Page 3 of 4

- Display Areas
- Bright / Natural Light

- What services does the library provide that you would like to see expanded? (Examples might include: more Computer Access Terminals, more Reading Areas with comfortable seating, a dedicated Teen Area)
  - Club Meeting Room (50-100 people)

- What programs does the library host that you enjoy? (Example might include: Movie Night)
  - Learning / Teaching Areas – (for example tutor in learning to reading)
  - Local Author Program
  - Talent Shows
  - Monthly “Special Event / Speaker”
  - Community Garden Space

- How do you feel about the size of the individual spaces reviewed in the program and how do you feel about the overall size of the new library?
  - The overall program seems to be a good size. Some questioned if it was large enough?

Additional comments included the following:
- Any Area Within ½ Mile is Walkable
- “LEED” Certification as an attraction for growth in the City
- A “LEED” building could encourage companies to locate in Harrington thus promoting economic growth
- Emergency Shelter w/ Back-up Generator
- Library needs to feel “Right” for the City Character and Size.
- Posting Board for Community Involvement (Mentor, Volunteers)

The above information is our interpretation of discussions held on this date. If there are any comments or corrections, please respond to Arden M Bardol, AIA, at abardol@beckermorgan.com within five (5) days of receipt of these minutes.

Sincerely,

BECKER MORGAN GROUP, INC.

**Arden M Bardol**

Arden M. Bardol, AIA  
Senior Associate  
AMB/rlh

Cc (via E-mail): Terry Tieman, Christine Hayward

Attachments:

2013138aj-mtgminfocusgroup4
APPENDIX IX
TOWN HALL MEETING